



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	8.0
Last Revision Date:	6/04/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Details

Name of Inductee:					
Position:					
Contractor Company:					
WHC Contract Owner or Coordinator email:					
Is the person new to the mining industry?	Yes	No			
UG Operations Only - Has the person completed the Generic Underground Induction (GUI)?	Yes	No			If no, approval by Mine Manager required.
Is the inductee of Aboriginal or Torres Strait Islander heritage?	Yes	No			Prefer not to answer

Select Primary WHC Site (only tick one)

<input type="checkbox"/> Gunnedah Administration	<input type="checkbox"/> Rocglen
<input type="checkbox"/> Gunnedah CHPP	<input type="checkbox"/> Sunnyside
<input type="checkbox"/> Maules Creek	<input type="checkbox"/> Tarrawonga
<input type="checkbox"/> Narrabri Surface	<input type="checkbox"/> Werris Creek
<input type="checkbox"/> Narrabri Underground	<input type="checkbox"/> Other:

Select Secondary WHC Site(s)

<input type="checkbox"/> Gunnedah Administration	<input type="checkbox"/> Rocglen
<input type="checkbox"/> Gunnedah CHPP	<input type="checkbox"/> Sunnyside
<input type="checkbox"/> Maules Creek	<input type="checkbox"/> Tarrawonga
<input type="checkbox"/> Narrabri Surface	<input type="checkbox"/> Werris Creek
<input type="checkbox"/> Narrabri Underground	<input type="checkbox"/> Other:

Induction(s) required:

<input type="checkbox"/> WHC Generic	<input type="checkbox"/> Narrabri Surface
<input type="checkbox"/> Open Cut Operations	<input type="checkbox"/> Narrabri Underground

Having reviewed the following pages I approved the abovementioned worker to undertake induction.

Approval	Name	Signature	Date
Contract Owner or Coordinator (All work types):			
Manager Mechanical Engineering (Mechanical Trades):			
Manager Electrical Engineering (Electrical Trades):			
Manager of Mining Engineering (Underground Trades / Operators or Open Cut Operators):			



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	8.0
Last Revision Date:	6/04/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Instructions

Contractor Company Checklist:	<input checked="" type="checkbox"/>
Complete this form and provide copies of all documents identified in this form.	
Provide a letter of competency, on the Contractor Company's letterhead, stating the workers name, work experience (including years worked) and confirmation that the person is competent to conduct the proposed work.	
Provide a list of current competencies, including any evidence for recognition of prior learning (RPL).	
Provide an electronic photograph that meets similar requirements to a passport photograph.	
Provide a current medical that meets Order 41 and WHC requirements. Must be current within 12 months for Surface Operations and 3 months for Underground Operations.	
Provide a current Chest X-ray report read to ILO standards.	
Provide a WHC-FRM-Journey Management Plan (if required).	
Email the completed form with all supporting documents to the WHC Contract Owner or Coordinator for review and approve prior to booking induction and uploading of documents.	
Upload the completed form, identified documentation, letter of competency, resume, competencies, photograph, and medical information into the contractor portal to book induction.	
WHC Contract Owner or Coordinator Checklist:	<input checked="" type="checkbox"/>
Review the form, identified documentation, letter of competency, resume, competencies and photograph.	
If all information is adequate, gain additional site approvals on this form for the Contractor to attend induction. Send a copy of this completed form to the Contractor Company to book an induction.	
If any information is inadequate, decline approval for the Contractor to attend induction by way of a return email, stating the reasons.	

Notes:

- WHC authorisation(s) will be as per the approval section of this form.
- The Site Safety & Training Department or Contract Coordinator is to be contacted for further site specific training requirements.
- Additional forms are available at: <https://secure.onsitetrackeasy.com.au/portal/whitehavenCoal>



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	8.0
Last Revision Date:	6/04/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Roles (Contractor Portal)			
Gunnedah Office	<input checked="" type="checkbox"/>		
Gunnedah - Admin Staff			
Open Cut	<input checked="" type="checkbox"/>		
All Open Cut - Management, Administrative and Consultant			
All Open Cut - Statutory Role			
All Open Cut - Electrical Tradesperson			
All Open Cut - Mechanical Tradesperson			
All Open Cut - Engineer and Surveyor			
All Open Cut - Shot Firer			
All Open Cut - Operator			
All Open Cut - Boilermaker Tradesperson			
All Open Cut - Other Tradesperson			
All Open Cut - Other Contractor Roles			
All Open Cut - Others			
Underground	<input checked="" type="checkbox"/>		
Narrabri - Management, Administrative and Consultant			
Narrabri - Statutory Role			
Narrabri - Engineer and Surveyor			
Narrabri - Hot Work Tradesperson			
Narrabri - Other Tradesperson			
Narrabri - Other Contractor Roles			
Narrabri - Surface Electrical Tradesperson			
Narrabri - Surface Mechanical Tradesperson			
Narrabri - Surface Operator			
Narrabri - U/G Electrical Tradesperson			
Narrabri - U/G Mechanical Tradesperson			
Narrabri - U/G Shot Firer			
Narrabri - U/G Operator			
Narrabri - Others			
The Contractor is to tick the appropriate boxes and provide the required documents			
<input checked="" type="checkbox"/>	Work classification	<input checked="" type="checkbox"/>	Required Licence, Qualification or Certification
Explosives			
	Transport & Storage		Security sensitive dangerous substances
	Handling explosives		Store Explosives and /or Security sensitive dangerous substances
	Blasting (Shotfirer)		Transport Explosives and /or Security sensitive dangerous substances
			Security clearance for handling explosives
			Blasting explosives user licence



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	8.0
Last Revision Date:	6/04/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Asbestos		
	Asbestos Removal	Class A licence
	Asbestos Assessor	Class B licence
		Asbestos assessor licence

Construction		Construction induction card
Demolition		Restricted demolition licence
		Demolition licence
Railway		Safely access the rail corridor
		Rail Line Safety Induction
		Other:

Electrical		
	Auto Electrician	Electrical Trades certificate
	Low Voltage	Low voltage rescue
	High Voltage	AS 3000 to mining certificate
	Apprentice	Electrical Supervisor or Gold Licence
	Other:	Explosion protected maintenance (UG) certificate
		Contractor licence
		Qualified Supervisor licence
		Other:

Mechanical		
	Diesel	Mechanical Trade Certificate
	Fitter	Diesel Flame-proofing (UG)
	Boiler Maker / Hot Work	MDG 025
	Hydraulic	BS Standard Boiler
	Tyre fitter	BA Advanced Boiler
	Other:	Other:

Confined Spaces		
	Confined Space (Entry/Worker)	
	Confined Space (Standby/Supervisor)	
	Confined Space (Standby/Supervisor with CABA and Confined Space Rescue)	
	Other:	

Working at Heights		
	Elevated Work Platform	Nationally accredited W@H Certificate
	Man Lift Box	Nationally accredited EWP Certificate
	Other:	Nationally accredited MLB Certificate
		Other:

Load shifting		
---------------	--	--



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	8.0
Last Revision Date:	6/04/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

	Forklift	LF Forklift
	IT Loader	Rll certificate
	Other:	Other:

Lifting & Cranage		
	Telehandler	Telehandler < 3 tonne
	Vehicle loading cranes	CV Vehicle loading crane (10 Tonnes or more)
	Mobile cranes	C2 Slewing Mobile Cranes (up to 20 Tonnes)
	Non-slewing mobile crane	C6 Slewing Mobile Cranes (up to 60 Tonnes)
	Elevated work platforms	C1 Slewing Mobile Cranes (up to 100 Tonnes)
	Concrete placing boom	C0 Slewing Mobile Cranes (over 100 Tonnes)
		CN Non-slewing crane
		WP Boom Type EWP (length over 11 metres)
		PB Concrete placing booms
	Dogging	DG Dogging
	Rigging	RB Basic Rigging
	Scaffolding	RI Intermediate Rigging
	Other:	RA Advanced Rigging
		SB Basic Scaffolding
		SI Intermediate Scaffolding
		SA Advanced Scaffolding
		Other:

Pest & weed control		Pest management or fumigation certificate
--------------------------------	--	---

Technical		
	Coal Sampling	
	Data Cabling	
	Fire Technician	
	Hose Technician	
	NDT Technician	
	Noise & Vibration	
	PLC SCADA	
	Other:	

Trade Personnel		
	Carpenter	
	Concreter	
	Draftsperson	
	Painter	
	Plumber / Gas fitter	
	Other:	

Statutory		
	Mining Engineering Manager	



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	8.0
Last Revision Date:	6/04/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Electrical Engineering Manager		
Mechanical Engineering Manager		
Electrical Engineer		
Mechanical Engineer		
Undermanager		
Deputy		
Ventilation Officer		
Mining Surveyor		
Fire Officer		
Roadway dust sampler		
Qualified Electrical Tradesperson		
Qualified Mechanical Tradesperson		
Open Cut Examine		

Consultant / Labour Hire		
Trainer / Assessor / Administration		
Supervisor		
Equipment Operator		
Other:		

EXAMPLE DOCUMENT ONLY