



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	7.0
Last Revision Date:	20/02/2018

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>



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Details

Name of Inductee:					
Position:					
Contractor Company:					
WHC Contract Owner or Coordinator email:					
Is the person new to the mining industry?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
UG Operations Only - Has the person completed the Generic Underground Induction (GUI)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, approval by Mine Manager required.
Is the inductee of Aboriginal or Torres Strait Islander heritage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to answer
Select Primary WHC Site (only tick one) <input checked="" type="checkbox"/>					
<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"/>	Tarrowonga		
<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 checked="" type="checkbox"/>					
<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"/>	Tarrowonga		
<input type="checkbox"/>	Narrabri Surface	<input type="checkbox"/>	Werris Creek		
<input type="checkbox"/>	Narrabri Underground	<input type="checkbox"/>	Other:		
Induction(s) required: <input checked="" type="checkbox"/>					
<input type="checkbox"/>	WHC Generic	<input type="checkbox"/>	Narrabri Surface		
<input type="checkbox"/>	Open Cut Operations	<input type="checkbox"/>	Narrabri Underground		



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Roles (Contractor Portal)

Gunnedah Office



Gunnedah - Admin Staff

Open Cut



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



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



Work classification



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



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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

Forklift

LF Forklift



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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
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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		
Electrical Engineering Manager		



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	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 Examiner		

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

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