

Stratford Coal Operations Induction Authority Form

Contractor Worker Approval

For further information contact Chris Cade 0407 992 766



STRATFORD COAL
Part of the Yancoal Australia Group

THIS GENERIC SITE INDUCTION FORM APPLIES TO ALL STRATFORD COAL OPERATIONS

Please print this form out and complete your details below. Send to your contract holder for review and consideration of application for the generic site induction.

Contracting Company Details

Company Name:			Date of Request:	
Name of Requestor:		Phone:		
		Email:		
Name of worker to be inducted:		Occupation and / or type of trade:		

Tick/indicate below supporting copies of evidence attached to this Induction Authority Form

Statutory Certificate	<input type="checkbox"/>	Working at Heights	<input type="checkbox"/>	Light vehicle	<input type="checkbox"/>
Trade Certificate	<input type="checkbox"/>	Confined Space	<input type="checkbox"/>	Truck	<input type="checkbox"/>
Motor Vehicle Licence	<input type="checkbox"/>	EWP	<input type="checkbox"/>	Loader	<input type="checkbox"/>
Letter of Competence	<input type="checkbox"/>	Crane	<input type="checkbox"/>	Backhoe	<input type="checkbox"/>
White Card	<input type="checkbox"/>	Rigger/Dogger	<input type="checkbox"/>	Excavator	<input type="checkbox"/>
Trainer/Assessor	<input type="checkbox"/>	Scraper	<input type="checkbox"/>	Grader	<input type="checkbox"/>
Tyre Technician	<input type="checkbox"/>	Tractor	<input type="checkbox"/>	Dozer	<input type="checkbox"/>
Hose Technician	<input type="checkbox"/>	Skid-steer	<input type="checkbox"/>	Roller	<input type="checkbox"/>
MDG 25 Hot works	<input type="checkbox"/>	Ground maintenance	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please detail what the other qualification is:

For contractors who have not submitted their details via Stratford Coals **Contractor Pack**, please attached to this induction authority form the following:

- **MANDATORY:** A letter of competency (Must use the template attached) including a good quality copy of the workers drivers licence
- Qualifications/high risk or other licences/credentials that support the letter of competency.

As a registered contractor with Pegasus, your current workers compensation and public risk insurances must be uploaded into the Pegasus system.

The workers current "Site access plus periodic medical assessment detailed certificate" first page, has "Opinion" (Green, Amber, Red) and the second page is signed off by the Medical Officer (Stating) 'this medical complies with the requirements of the NSW Coal Order 41'. This must also be uploaded into the Pegasus system. Please DO NOT send whole of workers medical details, only the assessment certificate.

Please note: this approval is only for the person named above to attend the Generic Induction for Stratford Coal. Any site familiarisation for new contractors will need to be organised with your Site Contract Holder.

Appointments to work on site: For Statutory, Trades, Trainers & Assessors and others requiring appointments to work on site, the information and qualifications supplied must be supportive and creditable to gain an appointment for the classification application.

To Company Pegasus, as the contract holder for contracting company, the contactor worker is approved by me to undertake the Stratford Coal Operations generic site induction

Contract Holder Name:		Signature	
Contact Number		Date:	

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Letter to be on a company letter head including;

Address

Contact details

ABN

Date

The body of the letter must have been written within the last 60 days and must also include all of the following;

1. **Full Name** of the worker
2. The workers **job title** on site e.g. Plant Operator
3. Full detailed **nature of role** on site, please be specific e.g. duties include operator of dozer, excavator and dust suppression water truck. (NOT: operation of various equipment)
4. Number of **years/months with the company** e.g. eight years.
5. **Competencies** of specific skills e.g. tradesmen, confined space, working at heights or machine operator, (copies of certified accreditation, qualification must be provided to support competencies).
6. Number of years' **experience in the role and industry**.

Please use specific details and frequency e.g. *Full Name* has been operating a *CAT D10T Dozer several times a week* for the past *four months* with *Company Name* and prior to this was operating an excavator *several times a week* for *eighteen months* while working for *Company Name* from 2015-2017.

Name

Signature

Company position

Contact Number