

CRINUM UNDERGROUND APPROVAL TO INDUCT

This form is to be completed by Sojitz Recruitment or Site Contact to ensure all required compliances are current, submitted, uploaded to Pegasus and approved by Sojitz Crinum HSET. Final approval to release inductions is required by the Sojitz Crinum SSE, Department Manager (ie, MEM for Fitters and EEM for Electricians). This completed form must be uploaded into Pegasus.

1. Inductee Details

Name:	DOB:	Role:
Mobile Number:	Email:	
Address:		

2. Next of Kin Details:

Emergency Contact:	Relationship:
Mobile Number:	Suburb:

3. Induction(s) Required

Crinum Site Induction (Surface) Crinum Site Induction (Underground) Gregory Site Induction (Open Cut)

4. Employment Details & Contract Details (if applicable)

<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Is Person an existing employee?
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	If no, are all recruitment processes complete?
Department:	Roster / Crew:
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Is Person a Contractor? If yes, name of Contracting Company:
Sojitz Contract Holder:	

5. Documents required to be current and provided to CrinumTraining@sojitzblue.com.au

<input type="checkbox"/> Y <input type="checkbox"/> N	Section 4 QLD Coal Board Medical	Date Completed:
<input type="checkbox"/> Y <input type="checkbox"/> N	ILO Chest X-Ray (QLD 5 years)	Date Completed:
<input type="checkbox"/> Y <input type="checkbox"/> N	Standard 11 Surface Induction (+S11 UG for UG Workers)	Date Completed:
<input type="checkbox"/> Y <input type="checkbox"/> N	Drivers License (Back and Front)	Date Completed:
<input type="checkbox"/> Y <input type="checkbox"/> N	Candidates Resume	
<input type="checkbox"/> Y <input type="checkbox"/> N	All Role specific required qualifications (S123, G2, First Aid, Trade Certificates etc)	
HSEC Team Approval:	Signature:	Date:

6. Authorisation

Department Manager (All work types):	Signature:	Date:
Mechanical Engineering Manager (Mechanical Trades):	Signature:	Date:
Electrical Engineering Manager (Electrical Trades):	Signature:	Date:
Senior Site Executive (All work types):	Signature:	Date:

7. Outcome (consider all items above):

Meets site compliance requirements - proceed to release site induction link

DOES NOT MEET REQUIREMENTS – list actions required: