



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	12.0
Last Revision Date:	25/03/2019

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Details

Name of Inductee:	
Position:	
Contractor Company:	
WHC Contract Owner or Coordinator email:	

Select Primary WHC Site

<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:

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

Induction(s) required:

<input type="checkbox"/>	WHC Generic (Full) – New Workers	<input type="checkbox"/>	Open Cut Operations (Full) – New Workers
<input type="checkbox"/>	WHC Generic (Assessment Only) – Workers Being Re-inducted Only	<input type="checkbox"/>	Open Cut Operations (Assessment Only) – Workers Being Re-inducted Only
<input type="checkbox"/>	Narrabri Surface	<input type="checkbox"/>	Narrabri Underground

Having reviewed the following pages I approved the abovementioned worker to undertake induction.
 Note: The relevant statutory person must only approve inductees for their area of responsibility.

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>): CHPP Manager (<i>CHPP Operators</i>):			

Instructions

"If it's not safe, don't do it."

UNCONTROLLED COPY WHEN PRINTED.

REFER TO INTRANET FOR LATEST VERSION



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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 43 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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Roles (Contractor Portal)

Gunnedah Office



Gunnedah - Admin Staff

Open Cut



(Relevant training plans completed by Engineers are to be submitted with this form for each Engineering / Trade Role)

All Open Cut - Management, Administrative and Consultant

All Open Cut - Statutory Role

All Open Cut - Electrical Tradesperson (Training Plan Required)

All Open Cut - Mechanical Tradesperson (Training Plan Required)

All Open Cut - Engineer and Surveyor (Engineer - Training Plan Required)

All Open Cut - Shot Firer

All Open Cut - Operator

All Open Cut - Boilermaker Tradesperson (Training Plan Required)

All Open Cut - Other Tradesperson (Training Plan Required)

All Open Cut - Other Contractor Roles

All Open Cut - Biodiversity Contractor

All Open Cut - Others

Underground



Narrabri Surface - Biodiversity Contractor

Narrabri Surface - Electrical Tradesperson

Narrabri Surface - Engineer and Surveyor

Narrabri Surface - Hot work Tradesperson

Narrabri Surface - Management Administrative and Consultant

Narrabri Surface - Mechanical Tradesperson

Narrabri Surface - Operator

Narrabri Surface - Other Contractor Roles

Narrabri Surface - Other Tradesperson

Narrabri Surface - Statutory Role

Narrabri U/G - Electrical Tradesperson

Narrabri U/G - Engineer and Surveyor

Narrabri U/G - Hot work Tradesperson

Narrabri U/G - Management Administrative and Consultant

Narrabri U/G - Mechanical Tradesperson

Narrabri U/G - Operator

Narrabri U/G - Other Contractor Roles

Narrabri U/G - Other Tradesperson

Narrabri U/G - Shot Firer

Narrabri U/G - Statutory Role



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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
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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

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:



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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
	IT Loader	RII 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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Biodiversity		
	Chemical Card or equivalent	NSW Firearm Licence (Class A and B)
	Other:	



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Technical

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

Trade Personnel

	Carpenter		
	Concreter		
	Plumber / Gas fitter		
	Draftsperson		
	Painter		
	Other:		

Statutory

	Mining Engineering Manager		
	Electrical Engineering Manager		
	Mechanical Engineering Manager		
	Electrical Engineer		
	Mechanical Engineer		
	Undermanager		
	Deputy		
	Ventilation Officer		
	Ventilation Auditor		
	Mining Surveyor		
	Fire Officer		
	Dust Explosion Control Measures Auditor		
	Qualified Electrical Tradesperson		
	Qualified Mechanical Tradesperson		
	Open Cut Examiner		

Consultant / Labour Hire

	Trainer / Assessor / Administration		
	Equipment Operator		
	Supervisor		
	Other:		