



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	6.0
Last Revision Date:	6/10/2017

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Instructions

Contractor Company Requirements	<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.	
Provide the completed form to Pegasus to book an induction.	
WHC Contract Owner or Coordinator Requirements	<input checked="" type="checkbox"/>
Review the form, identified documentation, letter of competency, resume, competencies and photograph.	
If all information is adequate, gain approval 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.	

Pegasus

- Upload the completed form, identified documentation, letter of competency, resume, competencies, photograph, and medical information.

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: <http://pegasus.net.au/safety-inductions/>
- Companies already registered in the Whitehaven Contractor Management Portal to use <http://whitehavencontractors.com.au> to book inductions.



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Details

Name of Inductee:

Is the inductee of Aboriginal or Torres Strait Islander heritage? Yes ☐ No ☐ Prefer not to answer ☐

Position:

Contractor Company:

Type of work to be performed:

WHC Contract Owner or Coordinator email:

Select Primary WHC Site (only tick one) ☒

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

Select Secondary WHC Site(s) ☒

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

Induction(s) required: ☒

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

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

<input type="checkbox"/>	Transport & Storage	<input type="checkbox"/>	Security sensitive dangerous substances
<input type="checkbox"/>	Handling explosives	<input type="checkbox"/>	Store Explosives and /or Security sensitive dangerous substances
<input type="checkbox"/>	Blasting (Shotfirer)	<input type="checkbox"/>	Transport Explosives and /or Security sensitive dangerous substances
<input type="checkbox"/>		<input type="checkbox"/>	Security clearance for handling explosives
<input type="checkbox"/>		<input type="checkbox"/>	Blasting explosives user licence

Asbestos

<input type="checkbox"/>	Asbestos Removal	<input type="checkbox"/>	Class A licence
<input type="checkbox"/>	Asbestos Assessor	<input type="checkbox"/>	Class B licence
<input type="checkbox"/>		<input type="checkbox"/>	Asbestos assessor licence



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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
IT Loader	RII certificate
Other:	Other:



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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:		



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Statutory

	Mining Engineering Manager		
	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 Examiner		

Consultant / Labour Hire

	Trainer / Assessor / Administration		
	Supervisor		
	Equipment Operator		
	Other:		

Name of Inductee :

Date :

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):			