



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	9.0
Last Revision Date:	26/07/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Details

Name of Inductee:					
Position:					
Contractor Company:					
WHC Contract Owner or Coordinator email:					
Is the person new to the mining industry?	Yes		No		
UG Operations Only - Has the person completed the Generic Underground Induction (GUI)?	Yes		No		If no, approval by Mine Manager required.
Is the inductee of Aboriginal or Torres Strait Islander heritage?	Yes		No		Prefer not to answer

Select Primary WHC Site (only tick one)

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

Having reviewed the following pages I approved the abovementioned worker to undertake induction.

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>):			



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	9.0
Last Revision Date:	26/07/2018

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 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>



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	9.0
Last Revision Date:	26/07/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

Roles (Contractor Portal)			
Gunnedah Office			<input checked="" type="checkbox"/>
Gunnedah - Admin Staff			
Open Cut			<input checked="" type="checkbox"/>
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			<input checked="" type="checkbox"/>
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			
<input checked="" type="checkbox"/>	Work classification	<input checked="" type="checkbox"/>	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



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	9.0
Last Revision Date:	26/07/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

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			
---------------	--	--	--



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	9.0
Last Revision Date:	26/07/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

	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
--	--	--	---

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		
--	----------------------------	--	--



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	9.0
Last Revision Date:	26/07/2018

WHC-FRM-AUTHORITY TO UNDERTAKE INDUCTION – FORM 3

	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:		