



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	10.0
Last Revision Date:	2/10/2018

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

Gunnedah Administration		Rocglen
Gunnedah CHPP		Sunnyside
Maules Creek		Tarrowonga
Narrabri Surface		Werris Creek
Narrabri Underground		Other:

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

Induction(s) required:

WHC Generic		Narrabri Surface
Open Cut Operations		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>):			



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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>



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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 - Biodiversity Contractor	
All Open Cut - Others	
Underground	<input checked="" type="checkbox"/>
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
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:	