



WHITEHAVEN GROUP

Document Owner:	Group Manager WHS
Document Approver:	Group Manager WHS
Revision Period:	5 Year
Issue:	13.0
Last Revision Date:	15/04/2019

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>):			



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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 the relevant Functional Capacity Evaluation report (upload with the medical report)	
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 (Relevant training plans completed by Engineers are to be submitted with this form for each Engineering / Trade Role)	<input checked="" type="checkbox"/>
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	<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
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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
			Restricted demolition licence
			Demolition licence
			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:		