

INDUCTION BOOKING REQUEST

The candidate must provide their own personal email address to be inducted. Company representative or generic company administration email addresses will not be accepted and will cause delay in onboarding the candidate.

Completed by Contract Company	Candidate details:			
	Name:		DOB:	
	Position:		Phone #:	
	Company:		Email:	
	Does the candidate have any language, literacy, or numeracy concerns that may impact on their ability to complete their training or require assistance with using computers:			Yes No
	Company details:			
	Company Contact:		Email and phone:	
	Induction details:			
	Site:	Coppabella <i>or</i> Moorvale	Date:	
	Reason:	Refresher training	Current scheduled work	Possible future work
Online training package to be completed:				
<ul style="list-style-type: none"> For contractors this is also the role to be selected in the Pegasus Portal The required field is the core function the candidate will perform. If additional roles are required please identify in the optional field 				
Open Cut Examiner	Electrician	Surveyor		
Shotfirer / Magazine Keeper	Blast Crew Worker	Production Worker		
Maintenance Worker	CHPP Worker	Coal Mine Worker - Other		
Completed by Peabody	Peabody site contact details (this person must be inducted at the site):			
	Full name:		Phone:	
	Department:		Email:	
	Peabody department manager or superintendent approval:			
Full name:		Signature:		

Once approved this form must be submitted to MyneSight at <http://Peabody.mynesight.com.au> for the online training modules to be sent to the candidate for completion. This can take up to 24 hours to process.

Once confirmation has been received back from MyneSight that the online training modules have been completed by the candidate the following must occur:

Contractors – company representatives must register for the Work Area Familiarisation Training via the Pegasus Portal process.

For support with the portal process, contact the Pegasus Peabody Compliance Team on **1300 365 747**
or peabodycompliance@pegasus.net.au

Further information can also be located on the website at <http://peabodycontractors.com.au/>

All mandatory upload requirements must be completed. Evidence for elective uploads that are required for site authorisations must also be uploaded. Authorisations will not be processed until all evidence has been uploaded into the Pegasus Portal.

Employees – please see the Training Department after completing your Work Area Familiarisation paperwork with your supervisor.