

CONTRACTOR INDUCTIONS PROCESS AND IMPORTANT INFORMATION

All online induction training is completed through MyneSight. Once the online training has been completed, all contractor on-boarding is completed through the Peabody Contractor Portal located at <http://peabodycontractors.com.au/>. All documents required as part of the induction process, as well as user manuals for navigating the portal, can be found on the 'documents and information' page. These documents should never be saved but rather downloaded directly from the website to ensure the most up to date document is being used at all times.

All queries regarding online training access or issues need to be directed to MyneSight on 07 4952 4413 or by emailing peabody@mynesight.com.au

All queries regarding the Peabody Contractor Portal itself need to be directed to Pegasus on 1300 365 747 or by emailing peabodycompliance@pegasus.net.au

Online SOP Awareness Training

- Contract company representatives will need to complete the 'induction booking request' form and then upload the completed form at <http://Peabody.mynesight.com.au> for the online SOP Awareness training package to be released to the candidate
 - This form is completely electronic and cannot be printed. Copies received where screenshots have been taken and then printed to complete in the written form will be rejected.
 - Training links are only sent to the candidate completing the training. Incorrectly providing company administration email addresses for the candidate will result in delay in training being sent.
 - Company representatives will not be cc'ed into emails sent to their candidate.
 - This form now allows you to identify any secondary roles the candidate may require as part of their role onsite. For example, a maintenance worker who may also work in the CHPP location, or a blast crew worker who will also perform electrical work on site. Whilst only a single primary role can be selected, multiple secondary roles can be selected.
- Training requests are closed at 11am daily, with the training links sent to candidates by roughly 1pm daily. Requests received after the 11am cut off time will be processed in the following days run. If candidates have not received their online training within these timeframes, please raise this directly with MyneSight.
 - First confirm that the candidate has also searched their junk/spam mail folders in case their mail provider has filtered to these locations
 - In almost all instances to date, emails have not been received by the candidate because the company representative has provided an incorrect email address in the booking request form. Confirm correct email addresses with candidates prior to submitting induction request forms.
- **This training can take up to a day to complete; therefore candidates should be made available to complete this accordingly.**
- Any technical issues identified whilst trying to complete the training needs to be raised directly with MyneSight.
- MyneSight will notify the Contract Company Representatives once the candidate has completed their online training

Requesting Site Work Area Familiarisation Training

- Once the candidate has completed their online induction training, Contract Company Representatives will then need to register and enrol their employees in the site Work Area Familiarisation training event using the Pegasus Portal.
- **All formal elective evidence (not mandated to be uploaded) that will be mandatory to the candidate's role on site must be uploaded to the portal for processing** (for example S123 qualification for someone who will be required to be an appointed supervisor on site, or a working at heights certificate for a maintenance worker). Site will no longer accept hardcopies provided at site to be used in the authorisation process.
- Failure to provide all mandatory evidence (as identified by the selected role in the portal) by the required timeframes will result in Pegasus removing the candidate from the requested course date, and moving them to the next available booking date.
- Work Area Familiarisation training events close at 12pm two (2) business days prior to the nominated training event date.
 - Monday events close the Thursday prior
 - Tuesday events close the Friday prior
 - Wednesday events close on Monday
 - Thursday events close on Tuesday
 - Friday events close on Wednesday
- Inductions are held on site daily across the CMJV complex
- Once Pegasus has confirmed the booking request for the candidate the company representative will receive written confirmation of the booking request
 - **The Contract Company Representative must then contact their Peabody Site Contract Owner / Supervisor and confirm training arrangements for their employee on site**
- Once the company representative has confirmed training arrangements with their Peabody Site Contract Owner / Supervisor they must provide a copy of the booking confirmation email to the candidate, advising them:
 - Who their Peabody Contract Owner/Supervisor is that they will report to on site
 - The agreed time they are scheduled to complete this training on site with the Peabody Contract Owner/Supervisor
 - That they must have completed the required fields on their booking confirmation, and have this printed and ready to present when they arrive on site
- If training needs to be re-scheduled for a candidate, this is rebooked using the portal or by contacting Pegasus by the Contract Company Representative.

Site Work Area Familiarisation Training

- **Contract Company Representatives must have forwarded the booking confirmation onto the candidate that they received from Pegasus.**
- The candidate must have the booking confirmation printed and on them when they present to site. Anyone who arrives without this document may be advised that they cannot continue with the training event

- Candidates must assemble at the Security Hut at each site respectively. They must sign into site as a visitor as soon as they arrive, allowing enough time for this to be completed before their designated training start time.
- Once signed in, candidates are to remain at the Security Hut until collected by their Peabody site representative.
- Full PPE is required which includes:
 - Steel Cap Metatarsal Boots – Laces only, no zips
 - High visibility long sleeve shirt
 - Sleeves must be rolled down and shirt tucked in at all times while onsite.
 - Hard hat
 - Gloves & clip
 - Safety glasses
- The length of time it takes to complete the WAF is dependent on what is required of the candidate on the day. Please discuss this with your Peabody Contract Owner / Supervisor for a timeframe of completion if required.

Business Critical Induction Requests

- If site requires it, a candidate can be urgently inducted under the business critical process.
- The 'induction booking request' form must still be completed in addition to the 'business critical request' form that can be sourced from the Peabody Contract Owner / Supervisor.
- The portal registration process must still be actioned. To allow the request to be processed, the Contract Company Representative must book the candidate into the next available date in the portal, and then contact Pegasus with the approved Business Critical Request form to trigger the change requirements to the booking request.

Un-associated Contractors

Where a contractor has not been previously registered in the portal, or they have not worked on site in the last twelve (12) months, the contractors' site access will be revoked and they will fall in the 'un-associated' category.

If the candidate was not previously registered in the portal, completion of the portal registration process will re-associate the candidate to site. However, if they have not worked on site in the last twelve (12) months their association will again be revoked and they must complete the appropriate training as identified below.

If the candidates access has been revoked due to lack of site access the following must occur:

- If the candidate has not worked onsite for the last twelve (12) to eighteen (18) months then the Contract Company Representative must confirm with their Peabody Contract Owner / Supervisor if the candidate is fine to complete the Work Area Familiarisation (WAF) process or if full re-induction training is required.
 - If approval is given for WAF training, the Contract Company Representative must arrange a suitable time with their Peabody Contract Owner / Supervisor for this training to occur for the candidate.

- If full training is advised as the requirement then the above induction process is to be followed.
- If it has been longer than eighteen (18) months since the candidate last worked on site, they must be completely re-inducted.

Where re-induction training is required, these requests cannot be processed via the Peabody Portal. Please email peabodycompliance@pegasus.net.au directly with the mandatory approval forms to schedule the required training event.

For a simplified overview of the above process, please refer to Appendix A – CMJV induction process flow.

Any queries that have not been answered in this document need to be directed to the Peabody Contract Owner / Supervisor responsible for the contract company.

Appendix A – CMJV induction process flow

