

MILLENNIUM MINE SITE INDUCTION BOOKING REQUEST FORM



This Site Induction Booking Request Form is to be completed by the contractor company requesting the induction. The completed form is to be emailed to the Contract Company's Contract Owner for review, approval signature and training needs analysis.

Once completed by the contract owner, the completed document is to be emailed back to the contractor company for uploading into the Contractor Portal and final processing of the induction application.

Please CC all Site Induction Booking Request Forms to MIL_Inductions@peabodyenergy.com

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

Candidate Details

Name:

Company:

Company Contact:

Date Requested : *Thursday Only*

Date of Birth:

Phone:

Email:

Candidate Job Scope

What will be the candidates job position/title whilst working on site?

Has the person previously completed a Millennium Mine Induction? ☐ Yes ☐ No

Approximately when was the last time you worked at Millennium Mine? Date:

Contract Owner/Department Superintendent Details

Name

Email:

Contact Number:.....

Documentation Requirements/ Pre-Requisites

Original documents or certified true copies are to be **uploaded into the Pegasus Contractor Portal** when requested. The following is required as a minimum for enrolment into the site induction

- Standard 11 Statement of attainment (S11 Card alone is **insufficient**)
- Coal Board Medical (Less than 5 years old)
- Drug & Alcohol Test (No more than 7 days old from date of induction application)
- Current Drivers Licence
- Signed Site Induction Booking Request Form

Minimum Site PPE Requirements

- High Visibility Long Sleeve Shirt (Or reflective vest for non-high visibility clothing)
- Long Cotton Pants
- Safety Glasses
- Lace Up Safety Boots with **Metatarsal Protection** (No elastic sided boots or external metatarsal guards)
- Hard Hat

Contract Owner/Area Superintendent Approval for Induction

Name:

☐ Contract Management Register complete

Signature:

Date:

Training Needs Analysis

The contact owner in consultation with the contractor representative or otherwise the area superintendent will complete the following training needs analysis for the candidate.

Authorisations		Appointments
<input type="checkbox"/> Drug Analyst	<input type="checkbox"/> Light Vehicle	<input type="checkbox"/> Mine Surveyor
<input type="checkbox"/> Blast Guard	<input type="checkbox"/> Haul Truck	<input type="checkbox"/> Open Cut Examiner (OCE)
<input type="checkbox"/> High Voltage Switching	<input type="checkbox"/> Water Truck	<input type="checkbox"/> Trainer & Assessor
<input type="checkbox"/> Brake Tester	<input type="checkbox"/> Grader	<input type="checkbox"/> Fire Officer
<input type="checkbox"/> Isolation Officer	<input type="checkbox"/> Dozer	<input type="checkbox"/> Shotfirer / Magazine Keeper (incorporates person who transports explosives)
<input type="checkbox"/> Tyre Mounting Dismounting from a Rim, Fitment, Inspections	<input type="checkbox"/> Scraper	<input type="checkbox"/> Electrician
<input type="checkbox"/> Issue Work Permits	<input type="checkbox"/> Loader	<input type="checkbox"/> Fitter
<input type="checkbox"/> Work in a Confined Space	<input type="checkbox"/> Excavator	<input type="checkbox"/> Mechanic
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Shovel	<input type="checkbox"/> Auto Mechanic
<input type="checkbox"/> Conduct Hot Work	<input type="checkbox"/> Forklift	<input type="checkbox"/> Auto Electrician
<input type="checkbox"/> Rigger / Dogman	<input type="checkbox"/> Manitou	<input type="checkbox"/> Plumber
<input type="checkbox"/> Laser Safety Officer	<input type="checkbox"/> Service Truck	<input type="checkbox"/> Polywelder
<input type="checkbox"/> Scaffolder	<input type="checkbox"/> Cable Reeler	<input type="checkbox"/> Boilermaker
<input type="checkbox"/> Mobile Equipment Serviceman	<input type="checkbox"/> Explosives MPU	
<input type="checkbox"/> Use Self-Contained Breathing Apparatus	<input type="checkbox"/> Auger	<input type="checkbox"/> Other;
<input type="checkbox"/> Camera	<input type="checkbox"/> Mobile Crane
<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Overhead Gantry Crane
	<input type="checkbox"/> Vehicle Loading Crane
	<input type="checkbox"/> EWP	
	<input type="checkbox"/> Scissor Lift	
<input type="checkbox"/> Other;	<input type="checkbox"/> Other;	
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This form must be completed by your contract owner and uploaded to the Peabody Contractor Portal as required during the registration and booking process.

Registrations not completed before the site familiarisation booking closure date (3 business days prior to the event date) will require the contract owner or department superintendent to contact the HSET Manager and gain approval for the induction to occur