

MILLENNIUM MINE INDUCTION/SITE ACCESS PROCESS



Millennium Mine has a fully electronic learning management system, part of which is the online application for the site induction and electronic assessment. To apply for and be enrolled into the Millennium site, the following process must be followed:

1. Your Peabody contract owner will provide the induction booking request form. Alternatively, the contractor can download a copy of the form from the Peabody contractor management information website at <http://peabody.wp.onsitetrackeasy.com.au>.

The front page of this form must be completed in full by the contract company requesting the induction.

2. Once the induction booking request form is completed, the completed form is to be emailed from the contractor company to the contract owner and cc'd to MIL_Inductions@peabodyenergy.com.
3. Once the induction booking request form is received by the contract owner, the contract owner is to review and approve the induction and complete the candidates training needs analysis on page *Note: The contract owner will also confirm that a contract management register is in place for the contractor company.*

If a contract management register (CMR) is incomplete the induction process will not continue. This is the responsibility of the site contract owner.

4. Once the contract owner gives signed approval for the induction to commence, the contract owner is to email the completed induction booking request form to the contractor company cc'ing in MIL_Inductions@peabodyenergy.com.
5. Once received, the contractor company must access the contractor portal and register their company and employees. The contractor portal is located at:

<https://secure.onsitetrackeasy.com.au/portal/peabody/>

Once registered within the contractor portal, the contract company may then register individual employees and apply for the Millennium Mine induction.

6. Upon application for the induction, you will be requested to select a role that the individual will be performing on site and upload a number of documents pertinent to the selected role. As a minimum, contractors will be required to upload:
 - Site induction booking request form signed by the contract owner
 - Standard 11 statement of attainment (S11 card alone is insufficient)
 - Coal board medical (less than 5 years old)
 - If the coal board medical has restrictions, a medical management plan (MMP) must be completed including signing by both the worker in question and a contractor company representative. The Signed form is to be sent to MIL_Inductions@peabodyenergy.com to be signed off by a member of the HSET team. The completed MMP will be returned to the contractor company for uploading
 - Surface/Underground Worker declaration form signed by worker
 - Drug and alcohol test – must be completed within 7 days of the date of **induction application** on the Pegasus Safety Portal
 - Current drivers licence and
 - Clear photograph of the worker

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There are clear instructions as to how to do this and a FAQ at the contractor information website. Please be advised of the following cut off times to book into an induction:

Induction day	Cut off day
Thursday	12pm Monday prior

If you require an induction booking and the deadline has passed, to book into the next available induction date open the portal and complete the **MO-TRG-FRM-M203 Business critical induction request** form. This form requires contract owner and HSET Manager approval and needs to be sent back to Pegasus for processing via peabodycompliance@pegasus.net.au. Anyone who arrives on induction days without approval (including usernames and passwords) will be turned away.

7. Pegasus will review and verify all documentation provided against Peabody Millennium business rules between the date of registration and the close off date for the site familiarisation. If any anomalies are found or clarification required, they will contact you directly for further information.
8. A number of training events will also be required to be completed (online training) or booked for completion (on site classroom training / familiarisation). The system will present you with a number of scheduled site training dates and times. A booking must be made and payment received before a confirmation letter is sent, informing the inductee of all relevant details including time, place, travel directions and attendance instructions.

SITE FAMILIARISATION BOOKINGS CANNOT BE CONFIRMED UNTIL ALL DOCUMENTATION HAS BEEN SUBMITTED AND VERIFIED BY PEGASUS

9. Once the registration process has been completed, the inductee will receive an email with a link, a username and password.

This email will be sent to the email that is associated with the induction candidates account on the contractor portal. We recommend using your contractor company email account over personal email accounts to avoid loss of these details.

The username and password details will be used to access the online induction which **must be completed prior** to arrival on site.

10. Inductees are required to be on site at Millennium Mine at the administration area at **7:30AM** on the morning of their induction. Inductees will be required to complete a visitor sign in before beginning the induction at **8:00AM**. Site inductions are held each Thursday in training room 2, unless otherwise specified.

Inductees will need to be in possession of copies of the following documents as they apply to their role on site:

- Trade qualification certificates (e.g. Cert III mechanical fitter certificate)
- Licences (e.g. electrical workers licence)
- Statements of attainment for qualifications (e.g. RII competencies for confined space, work at heights)
- Resume (for mechanical and electrical tradespersons)
- Other documents relevant to their employed role on site

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11. Inductees will complete a site familiarisation and other site specific training on the induction day, including a work area orientation of their specific work areas.
12. Once the inductee has satisfied all requirements of the induction, they will be issued with an access card allowing them access to the mine. The card must be used to gain/record **entry to** and **exit from** the mine.

For all enquiries regarding the contractor management portal or the Millennium Mine induction process please call or email

1300 131 194 or peabodycompliance@pegasus.net.au