|  |
| --- |
| **THIS GENERIC SITE INDUCTION FORM APPLIES TO ALL STRATFORD COAL OPERATIONS****Please print this form out and complete your details below. Send to your contract holder for review and consideration of application for the generic site induction.** |
| **Contracting Company Details** |
| Company Name: |  |  | Date of Request: |  |
| Name of Requestor: |  | Phone:Email: |  |
| Name of worker to be inducted: |  | Occupation and/ or type of trade: |  |
| **Tick/indicate below supporting copies of evidence attached to this Induction Authority Form** |
| Statutory Certificate |  | Working at Heights |  | Light vehicle |  |
| Trade Certificate |  | Confined Space |  | Truck |  |
| Motor Vehicle Licence |  | EWP |  | Loader |  |
| Letter of Competence |  | Crane |  | Backhoe |  |
| White Card  |  | Rigger/Dogger |  | Excavator |  |
| Trainer/Assessor |  | Scraper |  | Grader |  |
| Tyre Technician |  | Tractor |  | Dozer |  |
| Hose Technician |  | Skid-steer  |  | Roller |  |
| MDG 25 Hot works |  | Ground maintenance  |  | Other |  |
| Please detail what the other qualification is: |
|  |
| **ATTENTION**: This form is **ONLY** for contractor companies and their workers who have already submitted their company details to the Contract Holder via the **Contractor Pack** and, now in the ‘track easy system’. This induction form, therefore, is for a registered contracting company’s new employee worker not currently in the system or, a worker from a registered company who is due for the 2 yearly refresher induction.If you are an existing contractor company and have not completed the Stratford Coal **Contractor Pack**, you must contact your contract holder to do so. When completed and approved, any new employee workers from then on, will need to supply the following items which are **mandatory.** The items must be attached to this ‘Induction Authority Form’ for review and approval by the Contract Holder:* A letter of competency (Must use the template attached**)** including a good quality copy of the worker’s driver’s licence
* Qualifications/high risk or other licences/credentials that support the letter of competency.
* Please ensureyour current worker’s compensation and public risk insurances are uploaded into the Pegasus system.

. **Note: Sub-contractors must also have their own approved Contractor Pack to work for a Contractor on site.**The workers current “Site access plus periodic medical assessment detailed certificate” first page, has “Opinion” (Green, Amber, Red) and the second page is signed off by the Medical Officer (Stating) ‘this medical complies with the requirements of the NSW Coal Order 43’. This must also be uploaded into the Pegasus system. Please DO NOT send whole of worker’s medical details, only the assessment certificate.  |

**Please note:** this approval is only for the worker named above to attend the Generic Induction for Stratford Coal. Any site familiarisation for new contractors will need to be organised with your site Contract Holder.

**Appointments to work on site**: For Statutory, Trades, Trainers & Assessors and others requiring appointments to work on site, the information and qualifications supplied must be supportive and creditable to gain an appointment for the classification application.

|  |
| --- |
| **To Pegasus: As the Contract Holder for the contracting company, the contract worker is approved by me to undertake the Stratford Coal Operations generic site induction** |
| Contract Holder Name: |  | Signature |  |
| Contact Number |  | Date: |  |

**Letter to be on a company letter head including.**

**Address**

**The body of the letter must have been written within the last 60 days and must also include all of the following.**

**Contact details**

**ABN**

**Date**

1. **Full Name** of the worker

2. The workers **job title** on site e.g., Plant Operator

3. Full detailed **nature of role** on site, please be specific e.g., duties include operator of dozer, excavator, and dust suppression water truck. (NOT: operation of various equipment)

4. Number of **years/months with the company** e.g., eight years.

5. **Competencies** of specifics skills e.g., tradesmen, confined space, working at heights or machine operator, (copies of certified accreditation, qualification must be provided to support competencies).

6. Number of years’ **experience in the role and industry**.

Please use specific details and frequency e.g., *Full Name* has been operating a *CAT D10T Dozer several times a week* for the past *four months* with *Company Name* and prior to this was operating an excavator *several times a week* for *eighteen months* while working for *Company Name* from *2015-2017.*

Name

Signature

Company position

Contact Number