

# Procedure

## Prerequisite and Induction Requirements




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### HSES

27 March 2017  
100-PR-SA-1026

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## ATTACHMENTS

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- Attachment 1: Induction Requirements Matrix**
- Attachment 2: Statutory Licence Requirements Matrix**
- Attachment 3: Mandatory Qualifications Requirements Matrix**

## INTRODUCTION

### PURPOSE

The purpose of this procedure is to provide the minimum prerequisite and induction requirements in order to control risk, by providing personnel with the necessary knowledge so they can complete their work safely within their area of competence.

### SCOPE

This procedure applies to all Fortescue Metals Group operations, exploration activities, construction sites or other areas controlled by Fortescue Metals.

### ROLES AND ACCOUNTABILITIES

**Table 1: Key Accountabilities**

Role	Responsibility
Area Managers / Supervisors	<ul style="list-style-type: none"> <li>Ensure all personnel working in their area of authority are inducted as per this procedure</li> </ul>
Induction Trainers	<ul style="list-style-type: none"> <li>Ensure that inductions are delivered in full using the current induction materials.</li> <li>Conduct assessment if applicable</li> <li>Complete records of attendance</li> <li>Update SAP Learning Solution on completion</li> <li>Provide Train the Trainer on Induction material and upskilling opportunities to Site Trainers</li> </ul>
Fortescue Mobilisation Team	<ul style="list-style-type: none"> <li>Maintain the online mobilisation system, including data integrity, system maintenance and upgrades</li> <li>Book all contract personnel using the SAP Learning Solution into the face to face Induction after completion of the prerequisites</li> <li>Process contractor demobilisation requests</li> <li>Provide guidance to Vendor Administrators and Shut Down Logistics Coordinators on requirements</li> </ul>
Fortescue Shut Down Logistic Coordinators	<ul style="list-style-type: none"> <li>Ensure all personnel being mobilised for shut down purposes have completed all prerequisites and inductions requirements as per this procedure</li> </ul>

	<ul style="list-style-type: none"> <li>Book all shut down contract personnel using the SAP Learning Solution into the face to face Induction after completion of the prerequisites</li> <li>Process shut down contractor demobilisation requests</li> </ul>
Vendor Administrators	<ul style="list-style-type: none"> <li>Complete mobilisation process in the Online mobilisation system</li> <li>Ensure all contractor personnel being mobilised have completed all prerequisites and inductions requirements as per this procedure</li> <li>Process contractor demobilisation requests</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>Ensures a place is reserved on the face to face induction for all new employees using the SAP Learning Solution</li> </ul>
HR New Starter Coordinator	<ul style="list-style-type: none"> <li>Ensures an e-mail is sent to Perth Training Centre and Site Training Superintendents confirming start date and details of new employee</li> </ul>
Perth Training Centre	<ul style="list-style-type: none"> <li>Ensures new employee is booked onto the relevant induction, replacing the previously reserved place</li> </ul>

## DEFINITIONS

**Table 2: Definition of Terms/Acronyms**

Word/Term	Definition
Fortescue	<ul style="list-style-type: none"> <li>Fortescue Metals Group Limited all subsidiaries and employees</li> </ul>
Contractor	<ul style="list-style-type: none"> <li>A person or entity that enters into a contract with Fortescue, including labour hire, project, service, shutdown, and temporary personnel</li> </ul>
Employee	<ul style="list-style-type: none"> <li>A Fortescue employee (fulltime, part time, fixed term and casual)</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>A person responsible for the day-to-day performance of a small group. It may be a team, or a shift. The supervisor's job is to guide the group toward its goals, see that all members of the team are productive, and resolve problems as they arise</li> </ul>
Visitor	<ul style="list-style-type: none"> <li>VIP's and Regulatory Authorities</li> <li>Individuals who need to visit a site regularly, which may or may not be working for Fortescue.</li> <li>Ad hoc visitors i.e. Government Officials, Journalists</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>An individual who may need to visit a site as a one off (e.g. meeting). A visitor must be escorted by an inducted person at all times.</li> </ul> |
|--|--|

## LEGISLATIVE CONTEXT

The following legislation provides the broad framework for which this procedure must operate and with which it needs to comply.

**Table 3: Legislation**

Act / Regulation / Standards
<i>Mines Safety and Regulations (1995)</i>
<i>Occupational Safety and Health Regulations (1996)</i>
<i>Rail Safety National Law Regulations (2015)</i>

## PROCEDURE

### 1. FORTESCUE PREREQUISITE AND INDUCTION REQUIREMENTS

An induction is a legislative requirement, and is designed to make personnel aware of the risks that they may encounter by providing personnel with the necessary knowledge so they can complete their work safely within their area of competence.

There are seven (7) categories of induction training which provide different information to participants depending on their role, location and exposure to hazards:

- Fortescue Operational Online Induction
- Fortescue Shutdown Online Induction
- Fortescue Perth Online Induction
- Site Specific Online Inductions – Projects and Operations
- Exploration
- Area specific
- Face to Face Induction

Fortescue require that all employees, contractors and visitors shall satisfactorily complete the prerequisite and induction requirements as prescribed in *Attachment 1*.

#### 1.1. Delivery Requirements

Inductions and associated training material shall be delivered in full, using formal and current, authorised training materials by approved personnel with the appropriate qualifications and experience.

#### 1.2. Record of Induction

Inductions will have a formal, documented competency assessment to verify that all attendees have understood the induction content.

Induction attendance records and completed competency assessments shall be recorded in SAP and will be maintained as per 100-MA-DC-0001 Retention Manual.

#### 1.3. Renewal of Induction

Personnel who have been absent from a Fortescue site for a period of twelve (12) months will be required to complete all of the applicable inductions as specified in *Attachment 1*.



#### 1.4. Operational Online Induction

All Fortescue employees and contractors shall complete the Fortescue General Online Induction as identified in *Attachment 1*. This induction contains important health and safety information that is generic across the business, such as:

- Fortescue Vision and Values;
- Risk Management techniques;
- Major Hazards Awareness;
- Incident and Hazard Reporting;
- Fitness for Work Requirements;
- Injury Management Overview;
- Environmental Obligations;
- Overview of Heritage requirements;

#### 1.5. Fortescue Perth Office Online Induction

Employees and contractors who will work at the Fortescue Centre in Perth are required to successfully complete the Online Fortescue Centre Induction.

#### 1.6. Area Specific Induction

Identified area specific at each site with specific hazards and safety procedures (e.g. ore processing facility, mobile maintenance workshop) are required to prepare and deliver their own area specific induction. This induction shall be developed and delivered to provide a thorough understanding and familiarisation of the area specific, the associated hazards and the relevant procedures required to work safely and efficiently in that area.

It is the responsibility of all Managers, Superintendents and Supervisors to ensure that new employees and contractors are inducted to their area of work.

This induction shall be delivered to personnel as identified in *Attachment 1* and at a minimum include:

- Location and orientation of standard work instructions
- Orientation to local communication protocols and devices
- Orientation to operations and local hazards
- Introduction to health and safety representatives, fire wardens and first aiders
- Familiarisation with local PPE requirements and supplies

- Familiarisation with local emergency procedures, exits and equipment
- Familiarisation and orientation with first aid and medical treatment facilities

### 1.7. Face to Face Induction

On completion of the prerequisites a face to face induction is required to be completed. This induction is normally completed at Fortescue's Perth Training Centre but can also be provided on site by the Site Trainer.

This induction shall be delivered to personnel as identified in *Attachment 1* and include:

- Welcome to Fortescue
- Aboriginal Engagement
- FMG - Life Saving Choices
- FMG Isolation & Tagging – Individual
- FMG Job Hazard Analysis (incl. 5 Step)

## 2. VISITOR INDUCTION REQUIREMENTS

Each site will determine their requirements for site access for visitors. This information should be available for all visitors and contractors working at the site / project.

As a minimum:

- A Site Visitors Induction Checklist shall be developed for each site/project and provided to each visitor to complete and sign and shall detail:
  - Key hazards and controls
  - Basic site rules
  - PPE Requirements
  - Applicable emergency arrangements which can be retained for the duration of their visit.
- Visitors shall be escorted whilst on the site/project by a fully inducted person at all times
- Visitors will be signed in at the site/project entry point and will wear an identification tag for the duration of their visit
- Visitors are not permitted to operate machinery or equipment at any time whilst on site, inclusive of light vehicles

- A register of visitors must be kept at each site with entry and exit times to be recorded for emergency purposes

## MONITORING AND REVIEW

**Table 4: Programmes and Schedules**

Monitor (Audit) and Review	Frequency	Responsibility
Procedure Review	Three (3) yearly (or as and when required)	Fortescue Training & Health and Safety teams
The application of this procedure shall be audited during the Health and Safety Management standards audit	Biennially	Health and Safety

## DOCUMENTATION AND RECORDS MANAGEMENT

This Procedure and all supporting documents shall be maintained as controlled documents in Fortescue's Document Management System and in accordance with Fortescue Document Control Procedure.

HSES is responsible for all records as described above are forwarded to Fortescue Document Control Department for retention and archive in accordance with the Fortescue Records Retention Manual.

## RELATED PUBLICATIONS

The following documents should be read in conjunction with this procedure:

**Table 5: Policy, Flowchart, Work Instructions, Forms (Templates)**

Document Number	Title of Document
100-ST-SA-0079	HSES Management Standards
100-MA-SA-0004	Health and Safety Systems Manual
100-MA-DC-0001	Retention Manual
100-PR-TR-0005	Maintaining Workplace Training and Assessment Records

## Attachment 1: Induction Requirements Matrix

Type	Description	Restrictions	Required Training
Visitor	<ul style="list-style-type: none"> <li>Personnel visiting site or Perth for meetings or delivering goods fully escorted</li> <li>Performing non related Operational work (including media and government officials)</li> </ul>	<ul style="list-style-type: none"> <li>Cannot undertake field work or operate equipment</li> <li>Must be escorted by a fully inducted person at all times</li> <li>Maximum duration <b>5 days</b></li> </ul>	Site Visitor Induction
Emergency Worker	Critical Worker as authorised by site's General Manager	<ul style="list-style-type: none"> <li>Written exemption authorised by the site's General Manager</li> <li>Must be escorted by a fully inducted person at all times</li> </ul>	
Perth – Fortescue Centre	Personnel working in Perth office <ul style="list-style-type: none"> <li>Part time, casual, fixed term or full time Employees</li> <li>Labour Hire, Project or Service contractors</li> </ul>	<ul style="list-style-type: none"> <li>Employees and Contractors</li> </ul>	Fortescue Perth Online Induction Respect in the Workforce (Online) Managing Fatigue – General (Online) Fortescue Centre Orientation <b>Face to Face Induction – Half day</b> <ul style="list-style-type: none"> <li>Welcome to Fortescue</li> <li>Aboriginal Engagement</li> <li>FMG - Life Saving Choices</li> </ul>

Type	Description	Restrictions	Required Training
Site Low Risk <b>8 days or less</b>	Personnel undertaking administrative work including classroom training, auditing, inspecting, office work <ul style="list-style-type: none"> <li>Part time, casual, fixed term or full time Perth Employees</li> <li>Labour Hire, Service or Project Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Unrestricted in administration areas</li> <li>Must be escorted in the field by a fully inducted person at all times</li> <li>Cannot undertake manual field work</li> <li>Maximum duration <b>8 days or less</b></li> </ul>	Fortescue Operational Induction (Online)
Full Access – Employees and Contractors	Personnel undertaking site field work <ul style="list-style-type: none"> <li>Part time, casual, fixed term or full time Employees</li> <li>Labour Hire, Project, Service</li> </ul>	Employees and Contractors visit the following Fortescue sites <ul style="list-style-type: none"> <li>Cloudbreak</li> <li>Christmas Creek</li> <li>Solomon</li> <li>Port</li> <li>Rail</li> <li>Northstar</li> </ul>	Fortescue Operational Induction (Online) Respect in the Workforce (Online) Managing Fatigue – General (Online) Relevant Site/Area Induction (Onsite)  <b>Face to Face Induction – full day</b> <ul style="list-style-type: none"> <li>Welcome to Fortescue</li> <li>Aboriginal Engagement</li> <li>FMG - Life Saving Choices</li> <li>FMG Isolation &amp; Tagging – Individual</li> <li>FMG Job Hazard Analysis (incl. 5 Step)</li> </ul>
Full Access – Shutdown	Personnel undertaking site field work <ul style="list-style-type: none"> <li>Shutdown workers</li> </ul>	Employees and Contractors at a Fortescue site	Fortescue Shutdown Induction (Online) Managing Fatigue – General (Online)  <b>Face to Face Induction – full day</b> <ul style="list-style-type: none"> <li>Welcome to Fortescue</li> <li>Aboriginal Engagement</li> <li>FMG - Life Saving Choices</li> <li>FMG Isolation &amp; Tagging – Individual</li> <li>FMG Job Hazard Analysis (incl. 5 Step)</li> </ul>

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Type	Description	Restrictions	Required Training
Exploration	<p>Personnel undertaking site field work</p> <ul style="list-style-type: none"> <li>Part time, casual, fixed term or full time Employees</li> <li>Labour Hire, Project, Service</li> </ul>	Employees and Contractors at a Fortescue Exploration sites	<p>Fortescue General Online  Fortescue Exploration Induction  Managing Fatigue – General (Online)  Respect in the Workforce (Online)  Alcohol and Other Drugs Awareness (Online)  Hearing Conservation Awareness (Online)</p> <p><b>Face to Face Induction – full day</b></p> <ul style="list-style-type: none"> <li>Welcome to Fortescue</li> <li>Aboriginal Engagement</li> <li>FMG - Life Saving Choices</li> <li>FMG Isolation &amp; Tagging – Individual</li> <li>FMG Job Hazard Analysis (incl. 5 Step)</li> </ul>
Newman	<p>Personnel undertaking site field work</p> <ul style="list-style-type: none"> <li>Part time, casual, fixed term or full time Employees</li> <li>Labour Hire, Project, Service</li> </ul>	Employees and Contractors at a Fortescue Newman	<p>Fortescue General Online  Managing Fatigue – General (Online)  Respect in the Workforce (Online)  Alcohol and Other Drugs Awareness (Online)  Hearing Conservation Awareness (Online)</p> <p><b>Face to Face Induction – full day</b></p> <ul style="list-style-type: none"> <li>Welcome to Fortescue</li> <li>Aboriginal Engagement</li> <li>FMG - Life Saving Choices</li> <li>FMG Isolation &amp; Tagging – Individual</li> <li>FMG Job Hazard Analysis (incl. 5 Step)</li> </ul>

## Prerequisite and Induction Requirements

## 100-PR-SA-1026\_9

Type	Description	Restrictions	Required Training
Renew Full Access – Employees and Contractors	Personnel who have been absent from a Fortescue site for a period of twelve (12) months	Employees and Contractors visit the following Fortescue sites <ul style="list-style-type: none"> <li>• Cloudbreak</li> <li>• Christmas Creek</li> <li>• Solomon</li> <li>• Port</li> <li>• Rail</li> <li>• Northstar</li> </ul>	<b>Face to Face Induction – full day</b> <ul style="list-style-type: none"> <li>• Welcome to Fortescue</li> <li>• Aboriginal Engagement</li> <li>• FMG - Life Saving Choices</li> <li>• FMG Isolation &amp; Tagging – Individual</li> <li>• FMG Job Hazard Analysis (incl. 5 Step)</li> </ul>
Renew Full Access – Shutdown	Personnel who have been absent from a Fortescue site for a period of twelve (12) months	Employees and Contractors visit the following Fortescue sites <ul style="list-style-type: none"> <li>• Cloudbreak</li> <li>• Christmas Creek</li> <li>• Solomon</li> <li>• Port</li> <li>• Rail</li> <li>• Northstar</li> </ul>	<b>Face to Face Induction – full day</b> <ul style="list-style-type: none"> <li>• Welcome to Fortescue</li> <li>• Aboriginal Engagement</li> <li>• FMG - Life Saving Choices</li> <li>• FMG Isolation &amp; Tagging – Individual</li> <li>• FMG Job Hazard Analysis (incl. 5 Step)</li> </ul>
Renew Perth – Fortescue Centre	Personnel who have been absent from a Fortescue site for a period of twelve (12) months	Employees and Contractors	Perth Online Induction





# Attachment 3: Mandatory Qualifications Requirements Matrix

X = Required    O = Optional

ROLE/ POSITION	MANDATORY QUALIFICATIONS																		
	Metal Trades Training Package MEM3020 5	Automotive Training Package AUR30405 or AUR31212 or AUR30999	Engineering Qualification In chosen field, Mechanical, Electrical, etc.	High Voltage Operator Qualification HV Switching	Welding Trade Qualification	Boilermaker/ Fabrication Trade Qualification	Electrical Trade Qualification	Auto Electrical Trade Qualification	Working at Heights RIWHS20 4D	Enter and Work in Confined Spaces RIWHS20 2D	Certificate Trainer & Assessor TAE40110	First Aid Qualification. HLTAID001 Provide CPR - For Electrician and High Voltage Operator	ESD Qualification's Fire Fighting, Vehicle Extractions, High Ropes Rescue, Confined Space Rescue	Responsible Service of Alcohol SITHFAB2 01	Aviation Security Identification Card (ASIC)	Maritime Security Identification Card (MISC)	NURSING Bachelor of Science Degree in Nursing (Registered) OR Diploma of Nursing (Enrolled)	PARAMEDIC Bachelor of Clinical Practice (Paramedic) OR Graduate Diploma of Clinical Practice (Paramedic)	RAIL HEALTH Category 1 OR Category 2 OR Category 3
Electrician			O			X					X								
Fitter	X							O	O										
Fabricator					X														
Scaffolder								X	O										
Auto Electrician							X												
Rigger/Dogman								O											
Trainer Assessor										X									
High Risk Trainer Assessor										X									
High Voltage Operator			O	X							X								
Emergency Services Officer								X	X		X	X							
Welder					X			O	O										
Chef																			X
Airport Workers														X					
Wharf Workers															X				
Rail Safety Critical Workers																		X	
Rail Non Safety Critical Workers																		X	
Nurse																X			
Paramedic																	X		
Bar Workers													X						