**The South Australian Mining and Quarrying Occupational Health and Safety Committee**

**Promoting Work Health and Safety in the Workplace**

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

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**Contact information**

**Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC)**

**Level 2, Torrens Building**

**220 Victoria Square**

**Adelaide SA 5000**

**Phone: (08) 8204 9842**

**Email:** [**maqohsc@sa.gov.au**](mailto:maqohsc@sa.gov.au)

**Website:** [**www.maqohsc.sa.gov.au**](http://www.maqohsc.sa.gov.au)

**Purpose**

To ensure new workers undertake ***(insert company name)*** General Induction training and are provided with information and instruction on the workplace and undertake training and assessment necessary for them to competently and safely carry out their duties.

**Scope**

Applies to all visitors, contractors and employees attending ***(insert company name) (insert mine/quarry name)*** site.

**Definitions**

**Competence:** A cluster of related abilities, commitments, knowledge, and skills that enable a person to act effectively in a job or situation.

**Competent Person:** A person who has acquired through training, qualification or experience the knowledge and skills to carry out a task.

**Delegated Person:** A competent person appointed and given appropriate responsibility and authority by the ***(insert company name) (insert position, e.g. Managing Director)*** to carry out a task(s) on their behalf.

**New Employee:** A person who is newly employed or re-employed by ***(insert company name)***.

**New Worker:** A Worker who is newly employed or new to a workplace and has not undertaken a Workplace Induction or relevant Safe Operating Procedure (SOP) training and assessment.

**General Induction:** Providing new Employees / Workers with information on appropriate ***(insert company name)*** workplace specific policies and procedures, employment conditions, organisational structure and roles and responsibilities**.**

**Safe Operating Procedure:** A stepped out process to guide Workers in safely carrying out a task.

**Task:** A piece of work carried out by a Worker.

**Worker:** For the purpose of this procedure a Worker means a person who carries out work for ***(insert company name)*** in any of the following capacities; an employee; an employee of a labour hire company; a contractor employee; an apprentice or trainee; a work experience student or a volunteer.

**Workplace:** Any place where work is carried out for ***(insert company name)*** and includes any place where a Worker goes, or is likely to be while at work including a vehicle, vessel, aircraft or other mobile structure; and any waters and any installation on land, on the bed of any waters or floating on any waters.

**Workplace Induction:** The process of introducing workers to their workplace, amenities and facilities including co-workers, management, administration personnel, first aiders, health and safety representatives, emergency assembly points, firefighting equipment, crib / lunch rooms, etc.

**Responsibilities**

***Guidance note (delete this later):*** *Below is an example positions and responsibilities. The positions will need to be modified to suit your operation and organisational structure. This could include Management, Site Administrators, Work Health and Safety personnel, Site Trainers, Supervisors and Health and Safety Representatives.*

**Managing Director:** Ensure that the Person Conducting a Business or Undertaking (PCBU) has available for use, and uses, appropriate resources and processes to enable the provision of training and instruction to Workers.

**Managers / Supervisors:** Ensure inductions are booked;

Ensure new Employees / Workers are sent a booking confirmation e-mail / letter that includes information on the induction date, time and location, clothing and personal protective equipment (PPE) requirements and to bring own lunch;

Be inducted in the area that they are giving the induction for;

Deliver or delegate delivery of general induction or orientation;

Deliver or delegate delivery of area specific induction or orientation;

Conduct or delegate assessment of general and area specific induction or orientation;

Ensure completed induction paperwork is returned to Work Health and Safety / Training Department or Administration upon completion of induction;

Introduce new person to team; and

Provide person with appropriate risk management tools.

**Work Health and Safety /**

**Training / Administration:** Ensure induction training material is available and current;

Liaise with Managers / Supervisors to manage the induction booking process;

Ensure induction paperwork and assessments are filed in appropriate personnel files;

Ensure copies of all licences and tickets of new Employees / Workers are obtained and filed in appropriate personnel files; and

Maintain the ***(insert company name)*** training matrix.

**New Employees / Workers:** Present for the induction in a “fit for work” state;

Participate in discussions; and

Ask questions where understanding is not clear.

**Inductions**

***Guidance note (delete this later):*** *Below is an example of possible inductions that may be relevant to your operation. This section will need to modified to suit.*

***(insert company name)*** has a range of inductions to ensure induction processes are appropriate to the time on site and meet the task requirements. The following table outlines the Induction Program.

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| **Induction Type** | **Area** | **Target Group** | **Valid for** | **Conducted By:** |
| **Visitor Induction** | Surface and  Underground | Personnel who will be on site in a visitor capacity and will not be performing any manual work. Suitable for those attending meetings, inspections, tours, office work. | 3 months | Delegated person or ***(insert position title)*** with a current induction. |
| **Contractor Induction** | Surface and Underground | Personnel required to conduct work but will be on site for less than 7 days or a set project time frame.  A worker / contractor working under a Supervised Worker induction may only conduct the work for which they are competent and experienced. | Annually but if off site for more than 3 months continuously will require a refresher induction. | Delegated person or ***(insert position title)*** with a current induction. |
| **General Induction** | All areas includes admin, production and maintenance areas | Personnel who are on site for 7 days or more, all permanent employees, and all permanent contractor employees. | 2 years but if off site for more than 6 months continuously will require a refresher induction. | Delegated person or ***(insert position title)*** with a current induction. |
| **Basic Isolations** | Surface and Underground | All persons required to conduct a basic isolation on mobile or fixed plant and equipment or lock onto a lockbox. ***This training does not allow persons to conduct complex isolations.*** | 2 years but if off site for more than 6 months continuously will require a refresher induction. | Delegated person or ***(insert position title)*** with a current induction. |

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| **Processing Plant / Mill Orientation** | Surface | Personnel performing work in the mill, all permanent employees and all permanent contractors. | If off site for more than 6 months continuously will require a refresher induction. | Delegated mill personnel with a current induction. |
| **Maintenance Orientation** | Surface | Personnel performing work or entering the workshop (other than the office), all permanent employees and all permanent contractor employees. | If off site for more than 6 months continuously will require a refresher induction. | Delegated maintenance personnel with a current induction. |
| **Underground Induction** | Underground | Personnel who work underground and all permanent employees. | 2 years but if off site for more than 6 months continuously will require a refresher induction. | Delegated mining personnel with a current induction. |
| **Refresher Induction** | All inductions | Personnel who completed a general induction more than 2 years previously. | Every 2 years | Delegated person or ***(insert position title)*** with a current induction. |

**Responsibilities**

***Guidance note (delete this later):*** *Below is an example that will need to be modified to suit to suit your operation.*

**General**

All personnel on site at any time, are required to have had one of the inductions as described above, the type of which will depend on the reason for being on site. It is the responsibility of the ***(insert position title e.g. Manager / Supervisor)*** to ensure all personnel within his / her area of responsibility have the appropriate inductions.

**Visitor and Contractor Inductions**

Visitor and Contractor Inductions can be conducted at any time by ***(insert position title)*** who have a current induction for the area the visitor will attending.

Each ***(insert position title)*** will arrange the Induction and associated paperwork from the ***(insert location of paperwork e.g. Administration office, training folder, etc.)***.

All assessments and agreements are to be retained in ***(insert location, e.g. Administration office)***.

Visitors will be required to read the site requirements for entry and formally agree to comply with these requirements by signing acceptance.

Visitors will be required to declare any medications or medical conditions which may impact on their safety or the safety of others whilst they are on ***(insert company name)*** site.

Visitors and Contractors are required to sign in and out in the visitor sign in register, located in the ***(insert location, e.g. Administration office)***.

Visitors are not permitted to conduct work / tasks and must be supervised / escorted at all times.

**General, Processing Plant / Mill and Maintenance Orientation and Underground Inductions**

The full ***(insert company name)*** Induction Program which includes General, Processing Plant and Maintenance Orientation, Underground and Basic Isolation and Lockout is typically conducted every Monday commencing at 0800 in the Administration meeting room. Inductions may be carried out at other time based on production requirements.

Personnel are required to be booked into the Induction Program. Due to limitation of the facility inductions are limited to 10 people.

A booking confirmation e-mail / letter will be sent when a person has been booked for induction. The e-mail will include the name of the inductees, the time and place of the induction and minimum site personal protective equipment requirements.

Once the General Induction has commenced no late arrivals will be accepted after 8:10am. The ***(insert position title)*** will be responsible for arranging an alternate time for Induction.

Assessments are completed for each induction module and an area familiarisation is completed. Persons conducting the area familiarisation are responsible for ensuring that inductees are wearing appropriate visitor personal protective equipment. That includes long pants and sleeves, high visibility clothes or vest, safety boots and safety glasses.

Underground Induction presentations, procedures, assessments and familiarisation can be found in ***(insert location)***.

Basic Isolation and lockout training will be completed for those who are required to conduct isolation and lockouts.

All area induction assessments are to be returned to ***(insert location)***. Trained Staff will update the training matrix, the completed orientations and the assessments will be filed in individual training files.

**Assessment of Induction Delivery**

Personnel delivering General and Underground Inductions must be inducted in the area induction they are presenting and be assessed as competent to deliver the induction by ***(insert position title e.g. Managing Director)*** or an authorised delegate.

**Revision**

This Procedure will be revised as required and at no later than two years from the date of the last major revision.

**Authorisation**

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| --- | --- | --- | --- |
| **Revision** | **Review / Edit Date** | **Reason for Review** | **By whom reviewed** |
| 1 | xx.xx.xxxx | New document | Joe Bloggs |
|  |  |  |  |

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| --- | --- |
| **Signed:** |  |
|  | ***(insert position title e.g. Managing Director)*** |
|  |  |
| **Date:** |  |