



PJC PRO 1.05.1

INDUCTIONS PROCEDURE

1. PURPOSE

This procedure define the levels of induction and provides a process for conducting PJC inductions.

2. SCOPE

This procedure relates to the PJC induction of PJC employees, PJC contractors and PJC visitors at PJC sites and PJC Fully Managed Operations whether they are related to Mining or Construction.

3. PROCEDURE

3.1 Levels of Induction

Note: All Inductees may be required to have the necessary “Supporting” or “Proof of” documentation to qualify dependent upon the level of induction required and requirements for site access. This required information requirement may from part of a Contractor Pre-Qualification Requirement and/or Inductee Induction Requirements .

Access will be subject to PJC and/or Site Controlling Approval before access to site is allowed.

3.11 Level 1S – Surface Visitor

A Surface Visitors Induction is carried out for those who visit a PJC Site or PJC fully managed operation and are not to perform work. A surface PJC visitor is restricted to the either specific surface parts of mining operations only or specific construction areas. The induction is valid for 3 months.

All surface PJC visitors must be accompanied at all times by a PJC Representative or an approved site inducted representative.

The induction delivery modules may be tailored to meet with site, company or specific needs or requirements.

3.12 Level 1U – Underground Visitor

An Underground Visitors Induction is carried out for those who visit a PJC Site or fully managed operation and are not to perform work. An underground mine PJC visitor may visit surface and the underground parts of the mining operation. The induction is valid for 3 months.

All underground PJC visitors must be accompanied at all times by a PJC Representative or an approved site inducted representative with a minimum induction of Level 3.

The induction delivery modules may be tailored to meet with site, company or specific needs or requirements.



3.13 Level 2 – Surface Employee or Surface Contractor

A Level 2 Induction is carried out for those who will be performing work on the surface of a mining operation or construction site at a PJC Site or PJC fully managed operations. A Level 2 Induction allows the holder to be unaccompanied at a PJC managed construction site on the surface of a PJC managed mining operation, but must be accompanied by an authorised Level 3 representative if going underground.

A Level 2 Induction consists eight minimum modules.

These are:

- Generic OHS Construction Induction
- General PJC Induction
- Isolation PJC Induction
- PJC Permit Induction
- PJC Transport Induction
- Site Surface Orientation
- Site Specific Induction
- Task Specific Induction

Note: Modules may be tailored to meet with site, company or specific needs or requirements and may include additional modules.

Upon successful completion of the Level 2 Induction the inductee will be notified and recorded in the PJC induction records. An induction card may be issued. Level 2 Inductions are valid for 2 years. The Induction card is to remain with the inductee will at site and presented when and if required.

Note: The above is subject to Mine Site Requirements.

3.14 Level 3 – Underground Employee or Underground Contractor

A Level 3 Induction is carried out for those who will be performing work underground at a mine fully managed PJC operation. A Level 3 Induction allows the holder to enter the underground mine environment or designated parts when instructed by a Mine Official.

A Level 3 Induction consists of nine minimum modules. These are:

- State Generic Underground Mine Induction or Generic OHS Construction Induction (dependent on Mining or Construction)
- PJC General Induction
- PJC Isolation Induction
- PJC Permit Induction
- PJC Transport Induction
- PJC Underground Induction
- Sites Underground Orientation
- Site Specific Induction
- Task Specific Induction

Upon successful completion of the Level 3 Induction the inductee will be notified and recorded in the PJC induction records. An induction card may be issued. Level 3 Inductions are valid for 2 years. The Induction card is to remain with the inductee will at site and presented when and if required.



Where the inductee is also requiring access to the surface in the case of a mining site a PJC Level 3 will cover the requirements of a PJC Level 2 provided the Site Surface Orientation is covered prior to access and any additional specific module found to be required.

3.15 Level 4 – Construction/Mining Supervisor Surface or Underground (Non Statutory)

A Level 4 Induction is carried out for those who will be performing Supervisory duties on the surface or underground at a PJC Site or fully managed operation be it Mining or Construction. A PJC Level 4 Induction allows the holder to enter the underground mine environment or designated parts when instructed by a Mine Official.

A Level 4 Induction consists ten minimum modules. These are:

- State Generic Underground Mine Induction or Generic OHS Construction Induction (dependent on Mining or Construction)
- PJC General Induction
- PJC Isolation Induction
- PJC Permit Induction
- PJC Transport Induction
- PJC Underground Induction
- Site Surface Orientation
- Sites Underground Orientation
- Site Specific Induction
- Task Specific Induction

Upon successful completion of the Level 4 Induction the inductee will be notified and recorded in the PJC induction records. An induction card may be issued. Level 4 Inductions are valid for 2 years. The Induction card is to remain with the inductee will at site and presented when and if required.

3.2 Registering for an Induction

3.21 Visitors

When visitors arrive on site, they may be required to sit a paper based induction document or they may be required to sit through an interactive induction on a computer either by using the generic log on. A shortcut to the relevant induction may be available on the desktop or assistance may be provided by a PJC or Site Representative.

3.22 Contractors

Contractors are to inform the relevant PJC Supervisor/Representative of the requirement for induction and forward through letters of competency and copies of all relevant qualifications which will be utilised at the PJC site.

3.23 PJC Employees

Employees will be scheduled for an induction as required.



3.3 Induction Delivery and Assessment

3.31 Visitor Inductions

Where possible the Visitor inductions will be delivered via an interactive Microsoft PowerPoint Style Presentation. These will be self guided. Assessments will be conducted as part of the PowerPoint Presentation. A pass mark of 100% is required. PPE use may also be demonstrated to underground visitors.

3.32 Employee and Contractor Inductions

An induction trainer will present the induction, using the relevant Microsoft PowerPoint Presentations for that level of induction required. Written assessments may be carried out at the completion of each presentation. Pass marks shall be specified on each assessment. If a participant fails to answer a question correctly, it will be explained to them and if understood, they should correct their answer with the trainer initialing the question.

4. DEFINITIONS

Nil

5. ACCOUNTABILITIES

Role	Accountabilities for this document
Director/Project Manager	Provide resources for the implementation of this standard
Supervisors	Act as an induction trainer where required



6. REFERENCES

PJC Documents

- PJC STD 1.05 *Contractor Management*
- Level 1S – *Surface Visitor Presentation*
- Level 1U – *Underground Visitor Presentation*
- PJC General Induction Presentation
- PJC Isolation Induction Presentation
- PJC Permit Induction Presentation
- PJC Transport Induction Presentation
- PJC Underground Induction Presentation
- Site Surface Orientation
- Site Underground Orientation
- Site Specific Induction
- Task Specific Induction
- PJC CA 1.05.1 *General Induction Competency Assessment*
- PJC CA 1.05.2 *Isolation Induction Competency Assessment*
- PJC CA 1.05.3 *Permit Induction Competency Assessment*
- PJC CA 1.05.4 *Transport Induction Competency Assessment*
- PJC CA 1.05.5 *Underground Induction Competency Assessment*
- PJC CAA 1.05.1 *General Induction Competency Assessment Answers*
- PJC CAA 1.05.2 *Isolation Induction Competency Assessment Answers*
- PJC CAA 1.05.3 *Permit Induction Competency Assessment Answers*
- PJC CAA 1.05.4 *Transport Induction Competency Assessment Answers*
- PJC CAA 1.05.5 *Underground Induction Competency Assessment Answers*

7. APPENDICES

Nil



8. DOCUMENT CHANGES RECORD

Date	Change	Authorised By	Amendment No.



9. APPROVAL SCHEDULE

PJC Director

Signed: _____

Date: _____

Peter Costa

PJC Project Manager

Signed: _____

Date: _____

PJC Supervisor

Position: _____

Signed: _____

Date: _____