

PROCEDURE

Title: **Induction & Orientation Processes**

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Department: Company	Sect./Classification: Company	Category: Human Resources	Owner Role: Senior HR Specialist-Training	Approver Role: Manager - Human Resources
				Appr. Signature:

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1.0 PURPOSE

To outline the process by which all QAL employees, Contractor employees and Visitors are to **complete online site and section** inductions and **Plant Orientation** at QAL.

2.0 SCOPE

This procedure applies to all QAL employees, Contractor employees and Visitors entering the QAL site.

3.0 RESPONSIBILITIES

3.1 *Manager Human Resources*

Responsible for the overall administration of this procedure.

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3.2 Section Superintendents

Nominating appropriate SMEs to review area induction training material owned by the area.

3.3 Human Resources Section

3.3.1 Senior Hr Specialist - Training

Responsible for the design of training systems across site.

3.3.2 HR Training Officer – Induction Coordinator

Administering the approval process for contractors registering for the online QAL Site Induction, running the facilitated online QAL Site Induction as required, and providing advice about this procedure.

3.5.5 Human Resources Development Assistant

Provide back-up for the Induction Coordinator when required. Organising and scheduling the Plant Orientation for new employees.

3.3.6 Field Training Officers

Deliver or ensure the delivery of area inductions to new employees (QAL and contractors).

3.4 QAL Contract Supervisor

- Ensure that all contractor personnel have received the correct QAL inductions and training, identify the qualifications and/or training contractors require to complete their work safely and competently, ensure that contractors document all records of such qualifications and/or training before work starts and that these are maintained during the contract.
- Approve registrations for online QAL Site Inductions.

3.5 Contracting Companies

- Alliance and other designated contractors shall ensure that contractor & sub contractor qualifications to perform tasks under the contract are recorded in SAP against the employee's record and provide or organise any training where required.
- Other contractors shall maintain an Excel spreadsheet of qualifications and training records for their employees and subcontractors. A current copy of the spreadsheet shall be provided to the QAL Contract Supervisor before site work commences, and updated to reflect any changes to training requirements and/or personnel during the contract.

4.0 REFERENCES

- P001.010 Control of Entry to and Exit from the Plant
- P802.008 QAL Contractor Management – Contractor Categories
- SMINDN QAL Site Induction
- SMIND Plant Orientation for new employees
- SM200 Visitor Induction
- P301.067 Fitness for Work Policy
- P315.205 Health Monitoring Procedure

5.0 DEFINITIONS

5.1 Personal Identification Access Badge

An **personal identification** access badge **is issued** to individual QAL and contractor employees once they have met all the QAL site pre-requisites and successfully completed the **online** Site Induction. This badge allows individuals to enter and exit the site without an escort.

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5.2 Category 1, 2 or 3 Contractor

Contractors as defined in P802.008 QAL Contractor Management – Contractor Categories

5.3 Visitor

An person visiting QAL and not performing work.

5.4 Non-Field Based

QAL and Contractor employees who predominantly perform their work in offices.

5.5 Field Based

All other QAL and Contractor employees working in areas of the plant outside office or crib room areas.

5.6 Emergency Work

Critical work to rectify plant following high risk safety or environmental incidents or significant production losses. Asbestos removal and demolition work are not covered under this clause.

6.0 ACTIONS

6.1 Induction Process and Requirements for Entry to Site

Attachments 7.1, 7.2, 7.3, and 7.4 show the process for QAL employees, Contractors and Visitors to gain access to the site. Attachment 7.1 details the process for Non-Field based QAL employees and Contractors. Attachment 7.2 details the process for Field based QAL employees and Contractors. Attachment 7.3 details the process for Visitors. Attachment 7.4 details the process for Contractors who do not hold a Personal Identification Badge gaining access to the site for emergency work. The attachments also show validity periods. Any variations to this process may only be authorised by the Health, Safety and Security Superintendent.

6.1.1 QAL Online Site Induction

The QAL **online** Site Induction is designed to welcome and inform persons of topics specific to QAL including health, safety, environment, and QAL procedures.

HR Recruitment Staff will send the link and password to new QAL employees to undertake the induction. Contractors must register as new or existing contractors and receive approval from their QAL Contract Supervisor to undertake the training.

To obtain a Personal Identification Badge contractors must successfully complete the QAL Site Induction, and be in possession of legible copy of the following, as per procedure P011.010 Control of Entry to and Exit from the Plant:

- Current Medipass issued by Occupational Medical Services OR equivalent.

Current Rio Tinto and Rusal employees are exempt from Medipass requirements.

The QAL **online** Site Induction is valid for two (2) years after which contractors (only) are required to re-register and successfully complete the induction to re-new their badge for a further two (2) years, subject upon the expiry of their Medipass.

Contractors with current inductions and site access requirements, who terminate their employment and recommence employment within 12 months with the same or another contracting group, will be reactivated in the SAP system for the term remaining on their induction. Contractors falling outside these time-frames will need to undertake the induction again.

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Detailed instructions for registering and completing the Online Induction can be viewed on the QAL website under "Access to Site" or via Qnet>Training>Inductions.

6.1.2 Medical

All personnel required to work on QAL's site shall undergo a medical assessment to determine their fitness for work as specified in Policy 301.067 Fitness for Work. This is in the form of a pre-employment fitness for work assessment undertaken as per section 6.6 of QAL's health monitoring procedure P315.205. For QAL employees and category 1 contractors this is normally undertaken by the Plant Medical Officer. For category 2 and 3 contractors this is by the "Medipass" system or equivalent. Evidence of a person holding a current Medipass or equivalent is required prior to **issuing of Personal Identification card**.

6.1.3 Isolation Training

Isolation training for QAL and Contractor employees required to **isolate plant or equipment or work on isolated plant or equipment** as part of their work will be delivered by the QAL Area Isolation Supervisor prior to the commencement of work.

6.1.5 Fatality Prevention Training

Fatality Prevention Training for QAL and Contractor employees who work in the field will be delivered within the first week of the new employee commencing work at QAL. This is considered mandatory training for field employees. Fatality Prevention training will include SM47 Risk Management, SM74 Falls and Overhead Work, SM76 Mobile Equipment and SM56 Electrical Awareness. SM34 Confined Space Awareness is run directly after this training however it is role specific, ie for those roles that are required to enter a confined space only.

New employees will be booked into these courses by HR. New contractors will be booked in by their Contractor Supervision or their QAL Contract Coordinator

6.1.4 QAL Plant Orientation

The QAL Plant Orientation **has been designed to formally welcome all new QAL employees and** contains information on health, safety, environment **policy and procedures** and general processes and systems relating to QAL. Scheduling of the Plant Orientation is administered by the Human Resource Development Section. HR will ensure all new employees are booked onto the first available Plant Orientation after commencement. It is compulsory for all QAL employees to attend the QAL Plant Orientation.

The **Training Department** shall conduct assessments during and at the conclusion of the Plant Orientation to determine retainment of knowledge and assist with any knowledge gaps.

6.1.5 Area Induction

The purpose of an Area Induction is to provide information regarding the process, safety and environmental hazards within an area and an understanding of the actions to be taken when hazards are identified. Before a person can enter particular areas of the plant without an escort, regardless of what they are doing, they must be Area Inducted for that area. Persons who access areas of the plant via the main plant roads and do not enter process areas are not required to undertake area inductions. Sections of the site that require an Area Induction include, but are not limited to:

- Digestion

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- Clarification
- Red Mud Dam
- Precipitation
- Calcination
- Raw Materials including wharf area
- Boilerhouse
- Maintenance and Plant Services Workshops
- Electrical/Instrumentation (Trade specific)
- Primary Distribution
- Laboratory

Delivery and assessment of the Area Induction shall be the responsibility of the **Field** Training Officer or an authorised and competent person from within the area, as nominated by the Superintendent.

6.1.6 Visitor Induction

The Visitor Induction shall be conducted at Plant Protection for all visitors to site. **QAL personal requiring bringing a visitor on site will conduct the induction and escort this person for their visit.** Contractor employees escorting visitors must be authorised by the **Safety Superintendent by completing Request for Authority to escort visitors form found at Site Document Access - Forms - Health & Safety - Plant Protection & First Response.**

6.1.7 Maritime Induction (Wharf Access)

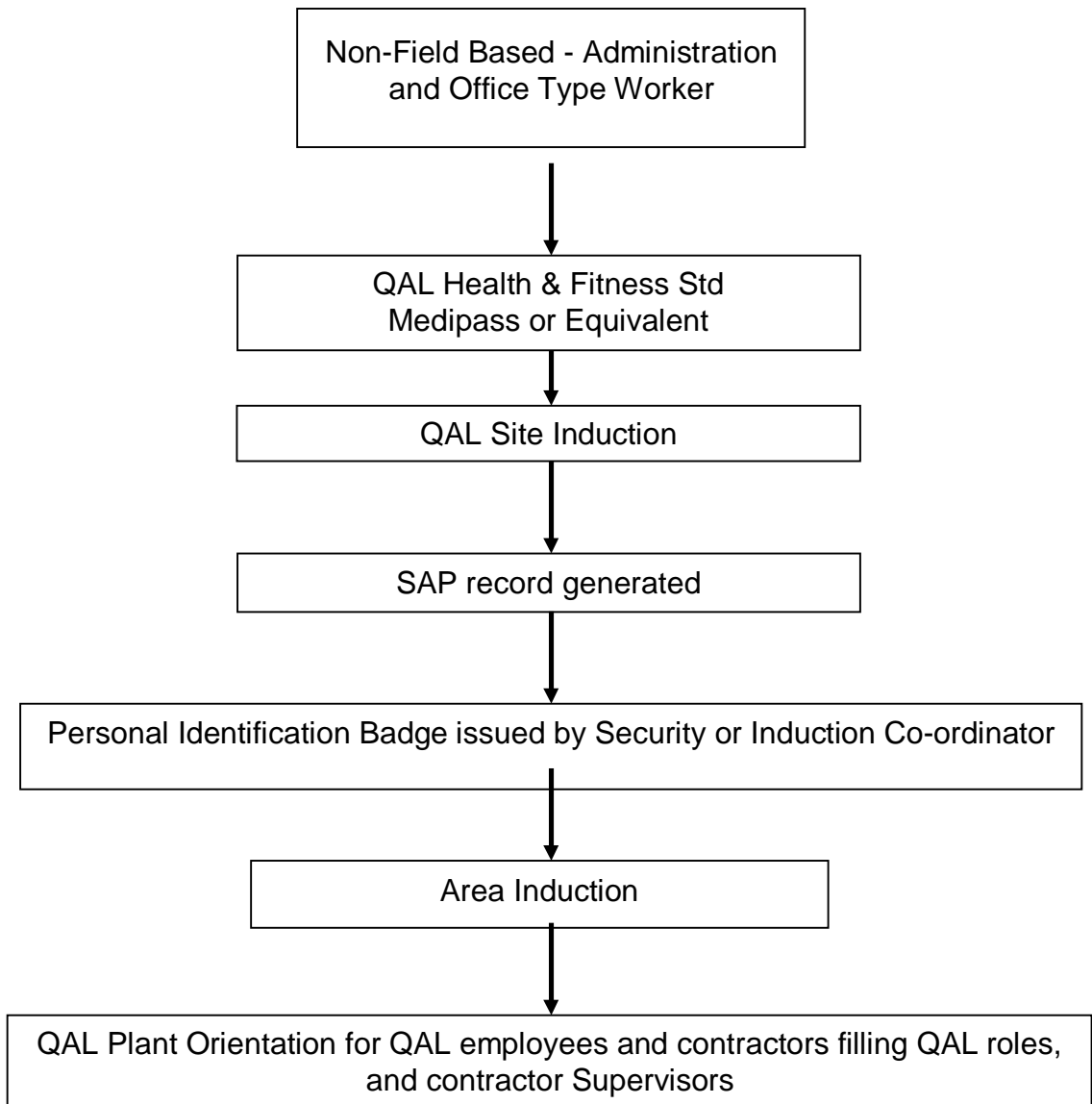
Anyone who requires access to the QAL Wharf must obtain a Maritime Security Identification Card (MSIC) and complete the online QAL Maritime Induction or Raw Materials Area Induction. Persons only accessing the wharf may seek approval to undertake the online QAL Maritime Induction from the Shipping Logistics Officer on 4976 2749.

7.0 ATTACHMENTS

- 7.1 QAL and Contractor (Non-Field Based) Access to Site
- 7.2 QAL and Contractor (Field Based) Access to Site
- 7.3 Visitor Access to Site
- 7.4 Contractor Emergency Access to Site

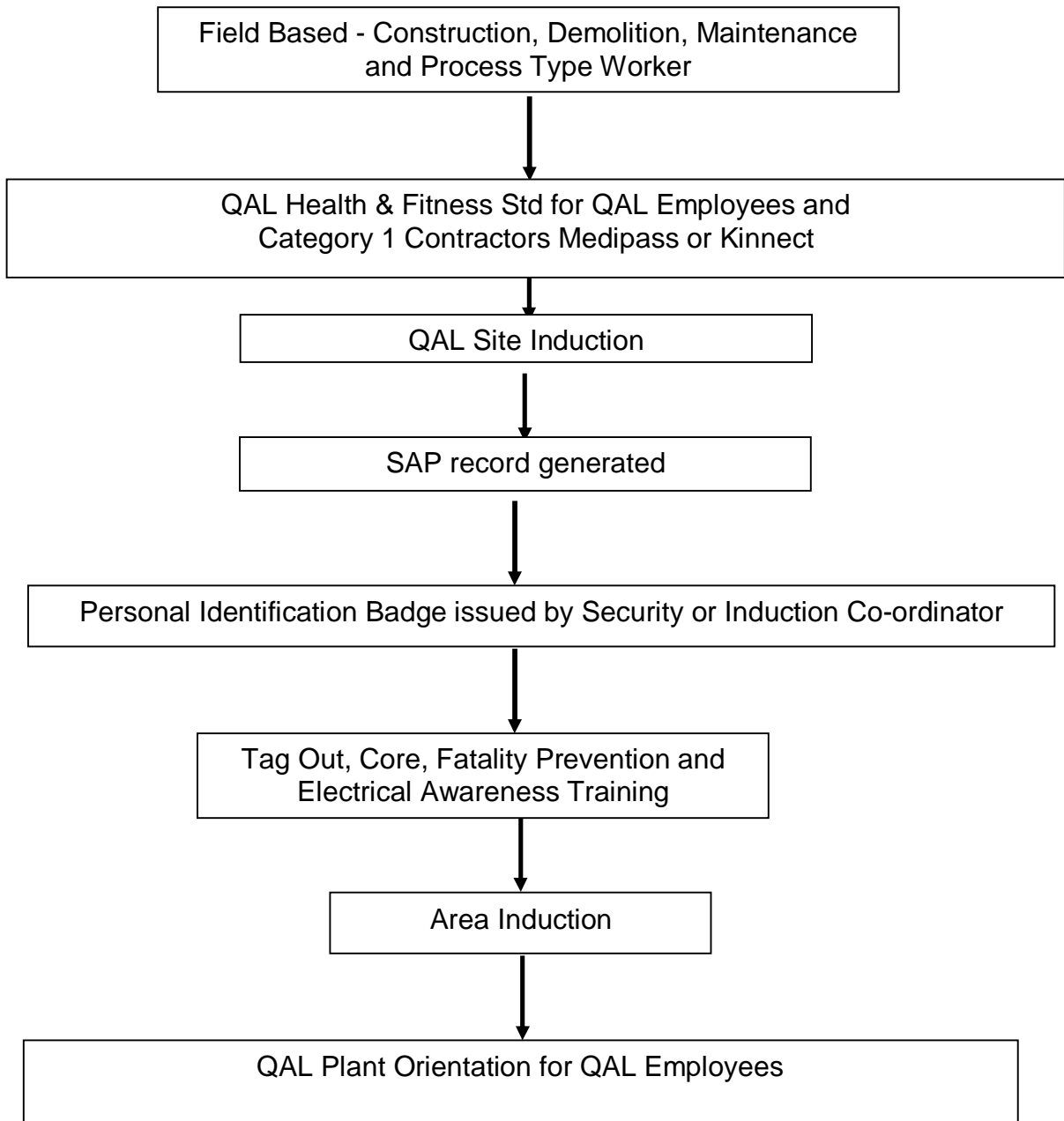
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QAL AND CONTRACTOR NON-FIELD BASED WORKER ACCESS



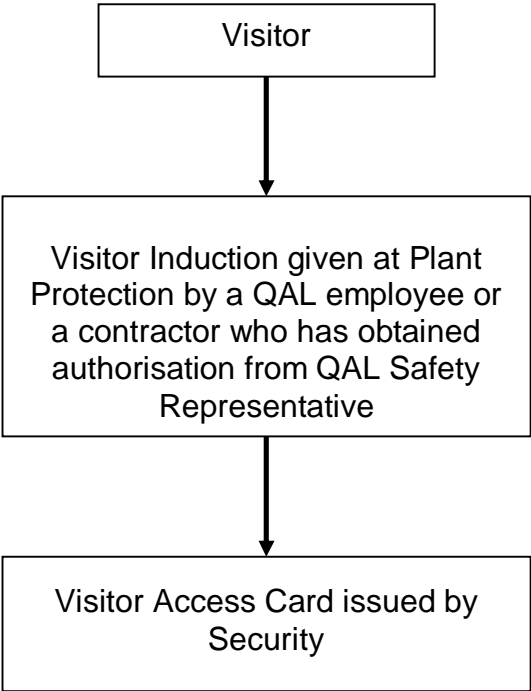
Duration	Medipass: QAL compliant Medipass or Kinnect card. 2 years
	QAL employees and Contractors filling QAL roles - open expiry on Personal Identification Badge and QAL Plant Orientation
	Contractor employees – Personal Identification Badge 2 years, QAL Site Induction 2 years
Examples	QAL Accounts Contractor Administration Staff Purchasing IS Personnel

QAL AND CONTRACTOR - FIELD BASED ACCESS



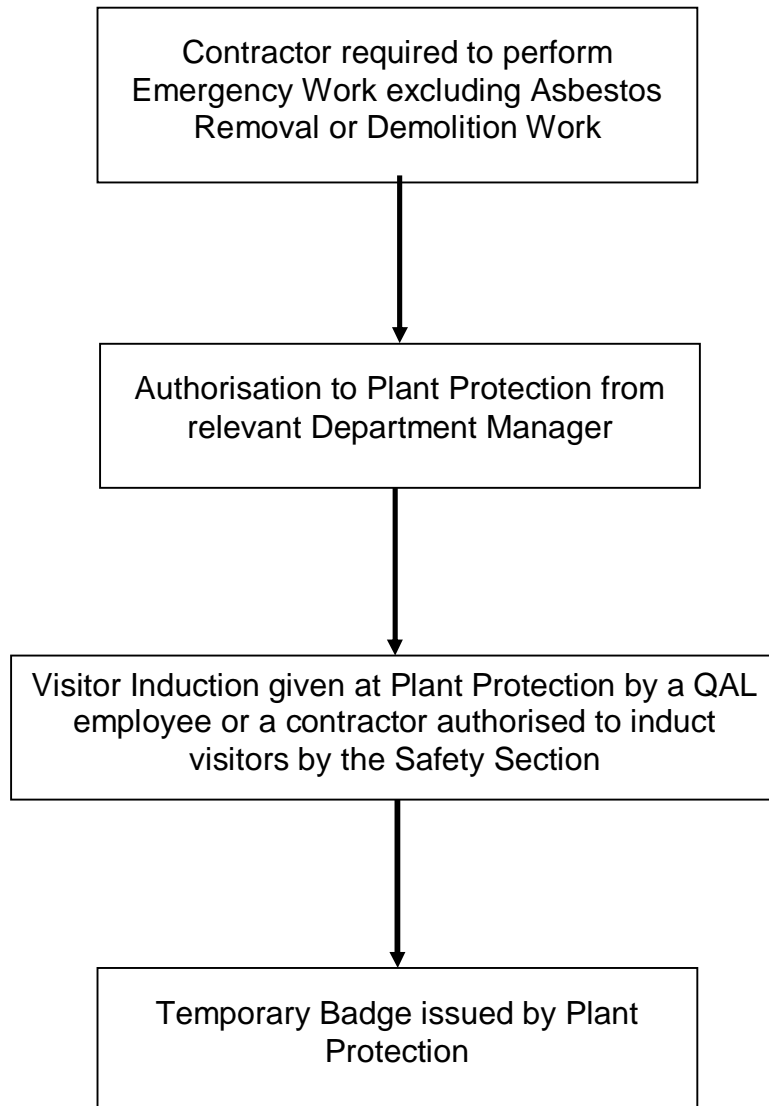
Duration	Medipass: QAL compliant Medipass or Kinnect card. 2 years
	QAL employees and contractors filling QAL roles - open expiry on Personal Identification Badge and QAL Site Induction.
	Contractor employees – Personal Identification Badge 2 years, QAL Site Induction 2 years
Examples	Alumina Producers – Non-Trades & Trades Electrical Contractors Construction Contractors

VISITOR ACCESS



Special Conditions	Visitor shall be accompanied at all times by a person with a Personal Identification Badge
Duration	Card is valid for 1 Day
Examples	Consultant Sales Person Statutory Inspector Truck delivery drivers not inducted to site

CONTRACTOR EMERGENCY ACCESS



Special Conditions	Contractor must be accompanied at all times by a person with an Personal Identification Badge
Tag Out	Contractor to be issued Temporary Blue Lock and Tag Out under guidance of Mentor until field competency achieved
Area Induction	Contractor to be Area Inducted before starting work
Duration	Card is valid for duration of task or maximum of 5 days