

Part A – To be completed by the worker or company representative

Personnel Details			
Inductee Name:		Inductee Date of Birth:	
Inductee Address:			
Inductee Contact Number:			
Inductee Email Address:			

The inductee is aware that they are personally required to complete all online assessments prior to coming to site. Yes No

Next of Kin Details			
Name:			
Relationship to Inductee:			
Address:			
Contact Number:			

Employment Details			
Company:			
Position / Role:		Contract Owner: (MCPL Site Representative)	
Supervisor		Contract Owner Contact Number:	
Email Address:			

Induction Evidence

All Induction requests are to be approved and signed by the MCPL Contract Owner **prior** to the induction booking. Inductions are not to go ahead without the approval of the MCPL Contract Owner. Once approved, the following documentation is to be provided to the induction coordinator no later than **4 Days prior** to the induction date.

- Colour copy of Standard 11 Statement of Attainment or BMA Core Statement of Attainment
- Colour copy of current Drivers Licence (both front and back)
- Copy of Coal Mine Workers Health Scheme (Section 4, **this can NOT be an interim medical**)
- Drug and Alcohol Screen (**no older than 14 days**)
- Copies of all other relevant evidence e.g. WAH, EWP, Confined Space, RPL evidence of machine authorisations
- FMMP 005.33 Mine Workers and Contractors Declaration form COMPLETE**
- Resume**

The approved Induction Request form and the above evidence must be emailed to inductions@middlemountcoal.com.au for processing.

*Preferred Site Familiarisation Date:		*Required onsite Start Date:	
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Part B – To be completed by Contract Owner (MCPL Site Representative)

Contract Owner Approval					
Name:		Signature:		Date:	

*** Induction Dates MUST be filled in. The booking will not proceed without the induction date. ASAP is NOT acceptable.**

Middlemount Coal Site Induction Approval Process

