

Contractor Competency Management

Induction requirements when working onsite

Documentation

IMPORTANT: Before creating a user in Elevate or requesting an induction, ensure you have the correct documentation, the name of the Responsible Officer and the induction requirements (outlined on the following page). Your request will be **rejected** if you do not have this information at the time of the request.

Before you create a user in Elevate or request an induction, ensure you have the following documentation:

- A WesCEF Alcohol and Other Drug Screen Declaration (AODS Dec) completed within 28 days of submitting an induction request to one of our primary sites:
 - o CSBP Kwinana General Site
 - o Kleenheat Production Facility (KPF)
- A Passport-style photograph (image file) taken against a plain white or beige background, within the last six months
 - o required for the Contractors Personal Access Card
- A valid Driver's Licence appropriate to the vehicle being driven on site
- Additional documentation as required by the specific area, for example a Working at Heights or Confined Space Certification

Review the next page to assess which inductions are required by your employee.

Not sure which inductions your employee needs? Use the information below to help you decide which ones are appropriate.

CSBP



CSBP Kwinana General Site

- **Pre requisite** before CSBP Area Induction or CSBP PTW will be issued
- Anyone requiring unescorted access to any part of site



CSBP Permit-to-Work (PTW)

- Those required to work under or supervise work under a permit on any part of site



Ammonia / AN Area

- Access to and working within the Ammonia/AN or PP2 Area (PP2 access also requires a valid Dangerous Goods Security Card)



Ammonia Loading Facility Area

- Access to and working within the ALF Area



Fertiliser Operations Area

- Access to and working within the Fertiliser Operations Area



Sodium Cyanide Area

- Access to and working within the SCMF Area

Kleenheat Production Facility



Kleenheat Production Facility Site

- **Pre requisite** prior to KPF PTW will be issued
- Anyone requiring unescorted access to any part of site



KPF Permit-to-Work (PTW)

- Those required to work under or supervise work under a permit on any part of site

Kleenheat Donaldson Road



Kleenheat Donaldson Road Induction

- **Pre requisite** prior to onsite practical
- Anyone requiring unescorted access to any part of site