



VUL-FRM-07-04-Visitor Induction

Visitor Details			
Name:		Date:	
Company:		Contact No:	
Site Host:			
Purpose of Visit:			
Visitor Induction Information			
Section 1 – General Information			
All visitors are required to sign in and out via the site Sign In/Out Register and undertake a BAC test prior to attending site. While visiting site you are required to adhere to our site rules and use this information to contribute to your own safety and the safety of others. You must remain accompanied by a Vulcan inducted person at all times, and are not permitted to conduct any physical work, or operate any plant or equipment whilst on site as a visitor.			
Section 2 – Fitness for Work			
How would you rate your personal fitness level today, on a scale of 1-10? (with 10 being the fittest)			
I confirm that I am able to self-rescue if required in the event of an emergency situation			☐ Yes ☐ No
No person under the influence of alcohol or drugs is permitted on site (BAC must be 0.00). Random drug and alcohol testing is conducted at Vulcan Mine and you may be required to undertake testing at any time during your visit. Please advise your site representative if you are currently taking any prescription or non-prescription medication, and detail below:			
Name of Medications:	Prescribed	List any known side effects	
	☐ Y/N ☐		
	☐ Y/N ☐		
	☐ Y/N ☐		
Section 3 – Emergency Procedures			
In the event of an emergency on site, you will be notified by your site representative. In the event of an emergency you must remain with your site representative at all times and follow their instructions. Your site host will identify Vulcan Mine area EMERGENCY MUSTER POINTS. If for any reason you become separated from your site representative and an emergency occurs, you can activate the site's emergency response by: • dialling 000 or 112 on a mobile or external phone; and • stating "emergency, emergency, emergency" on any site hand-held or two-way radio, Channel 1. You will be asked to provide the following information: • Your name; • nature of emergency (specifics, type etc); • number of persons involved; and • type of assistance required. All vehicles on the Vulcan Mine site are fitted with first aid kits and fire extinguishers. A First Aid Room is located at the Vulcan Mine Office. Please only attempt to fight fires or render assistance within your personal capabilities.			



Section 4 – Personal Protective Equipment (PPE) Requirements

Visitors are required (as a minimum) to wear enclosed footwear in administration areas and standard PPE outside of administration areas.

The minimum PPE required for all coal mine workers outside of the administrative area is as follows:

- Safety glasses;
- High ankle zip and/or lace up steel capped boots;
- Long pants;
- Vulcan Mine approved reflective long-sleeved shirt;
- Cut 5 rated work gloves must be carried at all times (preferably on a glove clip);

Signs calling for specific items of PPE shall be obeyed at all times.

Section 5 – Prohibited Items and Behaviours

The following items and behaviours are prohibited at Vulcan Mine:

- Smoking cigarettes or E pens
- Alcohol, drugs, weapons or pets
- Horse play
- Use of mobile phones unless authorised- including taking photos
- Pornography or inappropriate material

Visitor Induction Sign Off

Visitor

I have read through the above items and understand the visitor requirements of Vulcan Mine. I will comply with all requirements and agree to be escorted by an inducted site representative for the duration of my visit. I declare that I am not under the influence of drugs or alcohol and I am fit for duty.

Name:	Signature:	Date:
--------------	-------------------	--------------

Visitor Site Host

I have discussed the above requirements with the visitor and agree to escort the visitor at all times for the duration of their visit.

Name:	Signature:	Date:
--------------	-------------------	--------------

HST Department/SSE/SSE Delegate Approval (required ONLY when medications are declared)

The above-mentioned visitor is approved to attend site.

Name:	Signature:	Date:
--------------	-------------------	--------------