



VUL-FRM-07-05-Site Familiarisation

Section 1 – Personal Details			
Name:			
Company Name:			
Position:			
Has a Site Induction been completed?	☐ Yes – continue to Section 2 ☐ No – A Site Induction must be completed		
Have the relevant/project risk assessments been reviewed?	☐ Yes ☐ No – All relevant/project Risk Assessments must be reviewed to gain Site Access		
Section 2 – Site Assessment			
#	Question		Assessor
1.	Q	In the event of an emergency evacuation, personnel must proceed to the emergency muster point and remain there (if safe) until accounted for and instructed to leave by the supervisor.	☐
	A	☐ True ☐ False	
2.	Q	What channel must be used to declare an emergency at Vulcan Mine?	☐
	A		
3.	Q	Personnel must comply with Vulcan Mine Site Access requirements immediately upon entering and leaving the site.	☐
	A	☐ True ☐ False	
4.	Q	All incidents and near misses must be reported to the supervisor immediately.	☐
	A	☐ True ☐ False	
5.	Q	Individuals are not permitted to operate vehicles and equipment unless they are trained, competent, and authorised?	☐
	A	☐ True ☐ False	
6.	Q	Personnel must close all gates they open and immediately report any gates or fences they suspect are left open, broken, or damaged to the supervisor.	☐
	A	☐ True ☐ False	
7.	Q	List three of the most relevant site-specific risks associated with the work you will be performing on site:	☐
	1.		
	2.		
	3.		
8.	Q	Individuals must undertake a personal risk assessment before commencing any works on site:	☐
	A	☐ True ☐ False	



Section 3 – Site Familiarisation					
Yes	N/A		Yes	N/A	
☐	☐	Vulcan Mine Site Location	☐	☐	ROM/Coal processing area
☐	☐	Main access point	☐	☐	Main access roads/tracks
☐	☐	VMO & Vulcan Offices	☐	☐	Emergency assembly points
☐	☐	Sign in process	☐	☐	Emergency evacuation procedure
☐	☐	Designated parking areas	☐	☐	Review of relevant/project risk assessments
☐	☐	Active work areas	☐	☐	Restricted access areas
☐	☐	Tour of Vulcan Mine Jupiter Pit	☐	☐	Opening and closing fences and gates
☐	☐	Tour of Bulk Sample Pit	☐	☐	Active drill sites
☐	☐	Site laydown/s	☐	☐	Stockpile areas
☐	☐	Other Site-specific hazardous areas (list) [e.g. confined spaces]:			
Section 4 – Journey Management Form					
Yes	☐	Completed & signed by a Supervisor	Yes	☐	Forwarded to the HST Department
Section 5 – Site Familiarisation Sign-off					
Candidate Sign-Off					
<i>I have undergone a site familiarisation and will comply with Vulcan Mine Safety and Health Management System and site requirements.</i>					
Name:		Signature:		Date:	
Responsible Person Driving Candidate Around Site					
- The candidate has been taken for a drive around Vulcan Mine and has been shown the function of the re-fuelling area. - All applicable items identified in Section 3 were included in the site familiarisation.					
Name:		Signature:		Date:	
Workplace Supervisor Sign Off					
<i>The site familiarisation has been completed in conjunction with the on-line induction.</i>					
Name:		Signature:		Date:	
HST Department Sign off					
<i>I have reviewed the candidate's documentation and all prerequisites have been completed and checked.</i>					
Name:		Signature:		Date:	