



VUL-FRM-07-10-Contractor Induction

Please email completed form to safety@vitrinite.com.au and vmo@vitrinite.com.au prior to arrival on Vulcan Mine Site

Personal Details

First Name:	Last Name:
Company:	Position:

Site Approve Profile – Contractor's Administrator

Upload all documents to Site Approve Instructions	Start Date:
Create Site Approve Profile	Coal Board Medical
Standard 11	Drivers Licence (Front & Back)

Online Induction

[Register Online](#)

<https://www.onlineinduction.com/vitrinite/start.php>



Step 1

- Register to 'Vulcan Mine – General' induction
- Fill in 'Personal details' to Register
- Start the 'Vulcan Mine – General' induction

[Login Page](#)

<https://www.onlineinduction.com/vitrinite/>



Step 2

- Once you have completed the 'Vulcan Mine – General' induction, log out and back in using the 'Login Page' link and complete remaining inductions
- Select 'Do you need another induction' down the bottom once the induction is completed.
- Repeat this process until all inductions complete

Certificates and Licences

Upload copies of all applicable certificates and licences to Site Approve required

Arrival Onsite Vulcan Mine Administration Office

The following will be required before receiving authorisation to work on Vulcan Mine:

- Site Familiarisation
- D&A, Face Fit Testing and Medication Declaration
- Site Access Card Created
- Undertake Equipment Authorisations

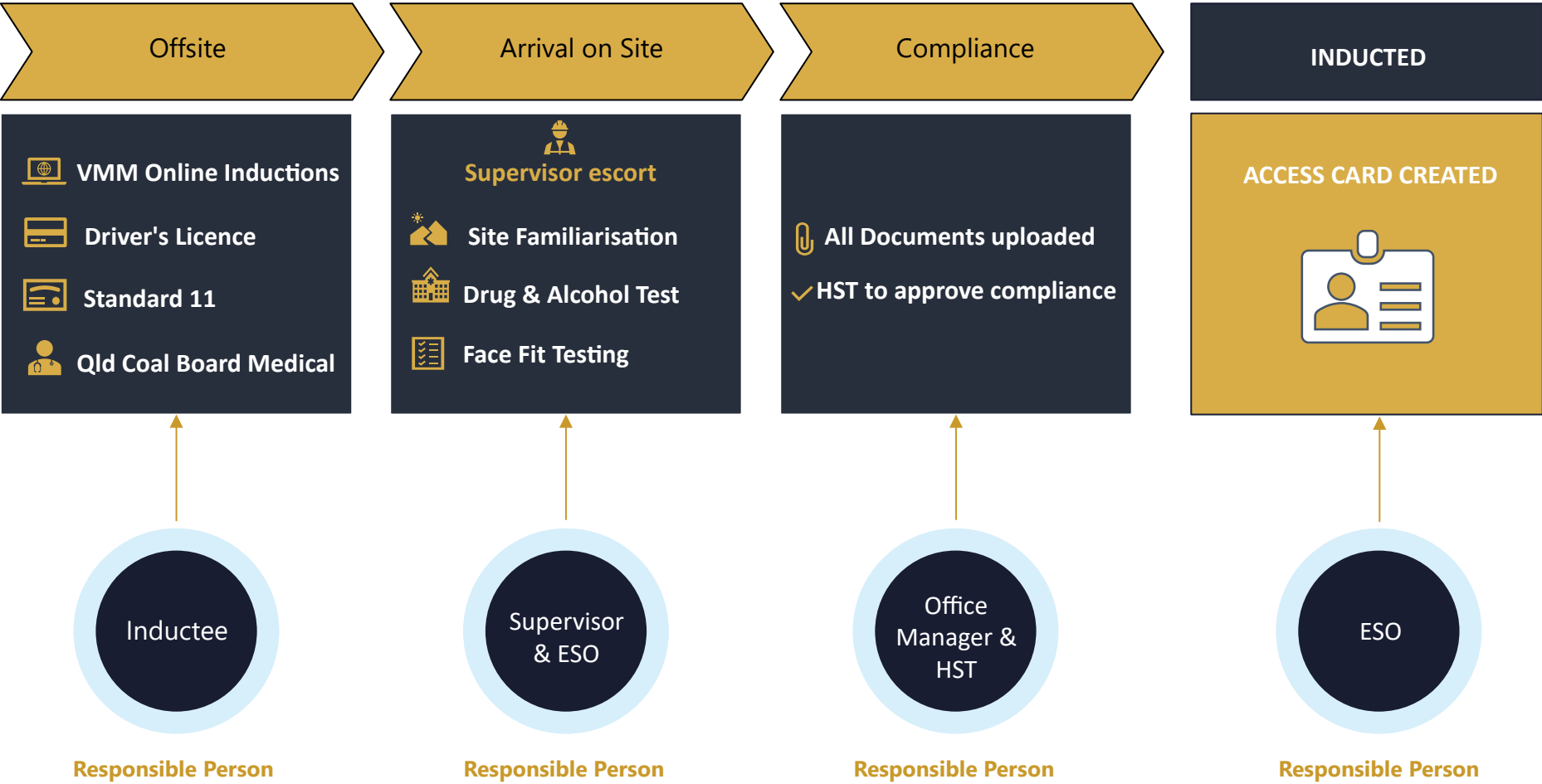
*****IMPORTANT*****

YOU CANNOT COMMENCE WORK ON SITE UNTIL THE CRITERIA ABOVE HAS BEEN COMPLETED AND YOU ARE INSTRUCTED BY YOUR APPOINTED SUPERVISOR



INDUCTION PROCESS FOR NEW STARTERS

VULCAN MINE





CEASING EMPLOYMENT

VULCAN MINE

