



## VUL-FRM-07-11-Vitrinite Induction

Please email completed form to [safety@vitrinite.com.au](mailto:safety@vitrinite.com.au) and [VMO@vitrinite.com.au](mailto:VMO@vitrinite.com.au) prior to arrival on Vulcan Mine Site

### Personal Details

|             |            |
|-------------|------------|
| First Name: | Last Name: |
| DOB:        | Position:  |

### Document Copies

|                 |                    |
|-----------------|--------------------|
| Licence (Front) | Licence (Back)     |
| Standard 11     | Coal Board Medical |
| Start Date:     | Comments:          |

### Online Induction

#### [Register Online](https://www.onlineinduction.com/vitrinite/start.php)

<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/)

<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

Email copies of all applicable certificates and licences for your commencement of work

### 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 Journey Management Plan
- Site Access Card Created
- Undertake Equipment Authorisations

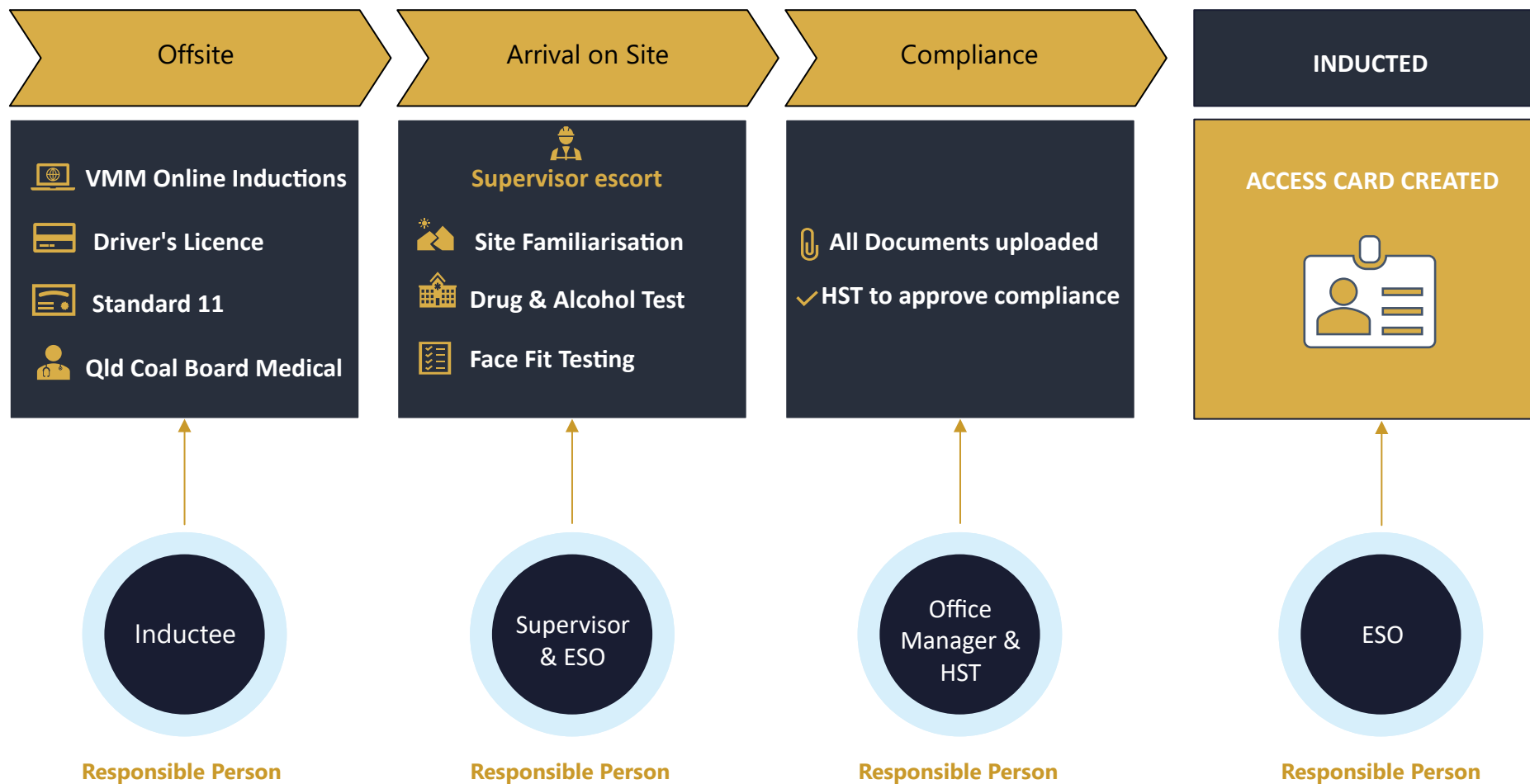
**\*\*\*IMPORTANT\*\*\***

**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

