



Procedure

Induction and Onboarding Requirements

Global Learning

24/06/2024

45-PR-SA-0076 Rev 5



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Induction and Onboarding Requirements			
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1. PURPOSE

The purpose of this policy and procedure is to provide the minimum prerequisites, and mandatory onboarding requirements to control risk and maintain compliance, by providing personnel with the necessary knowledge so they can complete their work safely within their area of competence.

1.1 Scope

This procedure applies to all Fortescue office, facility, operation, exploration, construction sites or other areas controlled by Fortescue globally.

For information on requirements about pre-employment medicals refer to the Health and Safety Pre-employment Medical Procedure.

Table 1: Key Accountabilities

Role	Responsibility
Area Managers / Supervisors / Leaders	Ensures all personnel working in their area of authority have completed all Induction and Onboarding requirements in accordance with this policy & procedure
Induction and Onboarding Trainers	<ul style="list-style-type: none">• Ensures that Induction and Onboarding are delivered in full using the current learning materials• Conducts assessment if applicable• Completes records of attendance• Updates SuccessFactors record on completion
Fortescue Mobilisation Team	<ul style="list-style-type: none">• Maintains the Contractor Management System (CMS), the system that manages the mobilisation for contractors at Fortescue.• Ensures contractors have completed all pre-requisites and mandatory onboarding requirements as per this policy and procedure prior to being mobilised to site.• Provides guidance to Vendor Administrators and Shutdown Logistics coordinators on requirements.
Vendor Administrators	<ul style="list-style-type: none">• Completes mobilisation process in the Contractor Management System (CMS) by initiating onboarding• Books all contract personnel in to attend the face-to-face induction, where applicable, once they have completed all pre-requisites and mandatory onboarding learning requirements
Recruitment Team	<ul style="list-style-type: none">• Ensures a place is booked on the face-to-face induction for operational workers by liaising with the training delivery team
People Services Team	<ul style="list-style-type: none">• Trigger a new starter notification via SuccessFactors to the Perth Learning Delivery Team confirming start date and new direct employee worker details
Perth Learning Delivery Team	<ul style="list-style-type: none">• Ensures a new worker is booked onto the relevant induction



	<ul style="list-style-type: none"> • Conduct assessments in accordance with training and assessment procedures • Records training completions in the SuccessFactors
Fortescue Travel Team	<ul style="list-style-type: none"> • Ensures personnel is compliant with pre-requisites induction, mandatory onboarding and site/region/country specific inductions before travel bookings
Security Team	<ul style="list-style-type: none"> • Ensures personnel is compliant with pre-requisites induction, mandatory onboarding and site/region/country specific inductions before granting access to office, facility, operation, exploration, construction sites or other areas controlled by Fortescue
People Systems Team	<ul style="list-style-type: none"> • Ensures Induction and Onboarding is always available in SuccessFactors with correct mapping as per this policy for all employees and contractors sub groups

Table 2: Employee Sub Group

Job Code	Job Description
A1	Executive / Snr Mgt
A2	Salaried
A4	Non-Salaried
A5	Undergrad Vac Students
A6	Non-Exec. Directors
A7	Expat

Table 3: Contractor Sub Group

Job Code	Job Description
E1	Labour Hire
E2	Consultant
E3	Periodic Contractors
E4	Service Contractors
E5	Shutdown
E6	Low Risk Worker
E7	Construction
E8	Labour Hire (No Employment Entity)



Table 4: Perth Utility Worker Jobs (Contractor)

Job Code	Job Description
30325718	Electrician Experienced
30325895	Manager Facilities
30326015	Plumber Experienced
30326260	Trades Assistant Experienced
30326273	Utility Cleaner
30351372	Vending Machine Technician
30351434	Workplace Health Coach
30351435	Utility Catering
30359457	Child Care Worker

Table 5: Employee and Contractors Job Locations

Employee and Contractor Type	Code and Location
Working in Operations - Pilbara	AU01 – Cloudbreak
	AU02 – Christmas Creek
	AU03 – Hedland
	AU04 – Newman
	AU06 – Pilbara Explor.
	AU07 – Solomon
	AU08 – Tom Price
	AU12 – Hedland – Rail
	AU13 – Hedland – Port
	AU15 – Iron Bridge
	AU16 – Roebourne
	AU20 – Eliwana
	AU27 – Energy Explor.
	AU39 – Chichester
	AU49 – All Pilb Ops
	AU75 – Hedland – CHF
AU76 – West Canning Basin	
AU77 – Karratha	
AU80 – Western Hub	
AU99 – Shutdown	
Working in Operations – All Other	AU18 – NSW Orange
	AU23 – SA Adelaide
	AU46 – Perth Green Fit
	AU74 – Gabon
	AU78 – Gladstone
	AU79 – Gibson Island
	AU45 – Perth Eng Fac (9 Longfellow Crt, Belmont)
AU47 – Perth FFI Manuf (Dawson Road)	
AU73 – Perth Sci&TechC (Balcatta)	
Non-Operations	AU05 – Perth Adel Tce
	AU10 – China
	AU11 – New Zealand
	AU14 – Singapore
	AU17 – Ecuador



AU19 – Argentina
AU21 – Colombia
AU22 – Portugal
AU24 – Kazakhstan
AU25 – Peru
AU26 – Indonesia
AU28 – PNG
AU29 – DRC
AU30 – Canada
AU31 – Italy
AU32 – Switzerland
AU33 – Kenya
AU34 – Cameroon
AU35 – Ethiopia
AU36 – Chile
AU37 – Brazil
AU38 – Afghanistan
AU40 – Tajikistan
AU41 – Japan
AU42 – South Korea
AU43 – Tasmania
AU44 – Perth Benn St
AU48 – Perth DC
AU50 – FFI Intl
AU51 – Djibouti
AU52 – Namibia
AU53 – Jordan
AU54 – Russia
AU55 – India
AU56 – USA
AU57 – United Kingdom
AU58 – Oman
AU59 – UAE
AU60 – Morocco
AU61 – Norway
AU62 – Iceland
AU63 – Greenland
AU64 – Malaysia
AU65 – Bhutan
AU66 – Kyrgyzstan
AU67 – Uzbekistan
AU68 – New South Wales
AU69 – Queensland
AU70 – Victoria
AU71 – ACT
AU72 – NT
I001 – Germany
I002 – Spain
I003 – France
I004 – Zambia



2. DEFINITIONS

Table 6: Definition of Terms/Acronyms

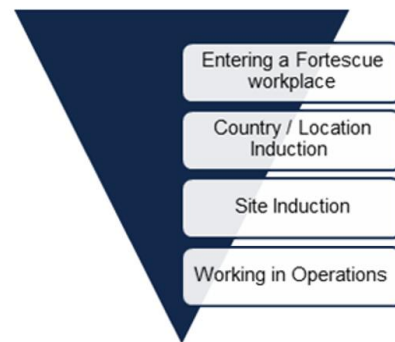
Word/Term	Definition
Fortescue	Fortescue Ltd all subsidiaries and employees
Construction Work	<ul style="list-style-type: none">• Construction work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure• Personnels defined under Table 3 of SCOPE section
Contractor	<ul style="list-style-type: none">• A person or entity that enters a contract with Fortescue• Personnels defined in Table 3 of SCOPE section
Emergency Worker	A worker authorised by the Site Senior Executive to mobilise to site urgently to assist with emergency issues such as critically required specialised work or specialised investigation teams etc. Emergency workers must not be used for planned or general work.
Employee	<ul style="list-style-type: none">• Personnels defined in Table 2 of SCOPE section
Supervisor	A person responsible for the day-to-day performance of a small group. It may be a team or a shift. The supervisor's job is to guide the group toward its goals, see that all members of the team are productive, and resolve problems as they arise
Visitor	<ul style="list-style-type: none">• Individuals who need to visit a site regularly, which may or may not be working for Fortescue.• Ad hoc visitors i.e. Government Officials, representatives of the industry regulator, Journalists <p>An individual who may need to visit a site as a one off (e.g. meeting). A visitor should always be escorted by an inducted person.</p>



3. PRE-REQUISITES, INDUCTION & MANDATORY ONBOARDING

An induction is a legislative requirement and is designed to make personnel aware of the risks that they may encounter by providing personnel with the necessary knowledge so they can complete their work safely within their area of competence. It allows personnel to enter and work safely and compliantly within a Fortescue location.

There is a range of pre-requisites, induction and mandatory onboarding learnings which provides different information to participants depending on their role, location and exposure to hazards. All pre-requisites and induction learnings must be completed prior to working at a Fortescue location.



3.1 Employees Induction Online Modules

Note: Refer Table 5 in SCOPE section for Locations

Table 7: Working in Operations – Pilbara (Employee)

Item ID	Item Name
30366837	Entering a Fortescue workplace
30366838	Pilbara Induction
30366841	Working in Operations
30364900	Working in Operations Face to Face
30365145	Working In Operations Virtual Face to Face
30022597	Working in Operations Hedland Face to Face

Note: By completing 30364900 or 30365145 or 30022597 employees will be competent with

- 30131485 - Take Control and Job Hazard Analysis
- 30037745 - Isolation and Tagging Individual

Table 8: Working in Operations – All Other (Employee)

Item ID	Item Name
30366837	Entering a Fortescue workplace
30366842	Working in Operations

Table 9: Non-Operations (Employee)

Item ID	Item Name
30366837	Entering a Fortescue workplace



3.2 Employee Mandatory Onboarding Online Modules

Table 10: Employee Onboarding – Day 1

Item ID	Item Name
30366846	Welcome to Fortescue
30042615	Health and Safety
30366847	Fitness for Work
30064698	Lifesaving Choice
30366852	Hazard and Incident Management
30171105	Anti Bribery and Corruption

Table 11: Employee Onboarding – Week 1

Item ID	Item Name
30366851	Workplace Behaviour
30365238	Business & Human Rights
30366850	Cyber Security
30366097	Data Protection Training
30366969	Privacy Training

Table 12: Employee Onboarding – Day 30

Item ID	Item Name
30366849	Intellectual Property
30130749	First Nations
30366848	Global Cultural Responsiveness
30366853	Environmental Awareness



3.3 Contractor Induction and Onboarding Online Modules

Note: Refer Table 5 in SCOPE section for locations

Table 13: Working in Operations - Pilbara (Contractor)

Item ID	Item Name
30366837	Entering a Fortescue Workplace
30366838	Pilbara Induction
30366841	Working in Operations
30364900	Working in Operations Face to Face
30365145	Working In Operations Virtual Face to Face
30022597	Working in Operations Hedland Face to Face
30366846	Welcome to Fortescue
30366843	Health and Safety
30366847	Fitness for Work
30130749	First Nations
30064698	Lifesaving Choices
30366852	Hazard and Incident Management
30171105	Anti Bribery and Corruption
30366851	Workplace Behaviour

Note: By completing 30364900 or 30365145 or 30022597 employees will be competent with

- 30131485 - Take Control and Job Hazard Analysis
- 30037745 - Isolation and Tagging Individual

Table 14: Working in Operations – All Other (Contractor)

Item ID	Item Name
30366837	Entering a Fortescue Workplace
30366841	Working in Operations
30366846	Welcome to Fortescue
30366843	Health and Safety
30366847	Fitness for Work
30130749	First Nations
30064698	Lifesaving Choices
30366852	Hazard and Incident Management
30171105	Anti Bribery and Corruption
30366851	Workplace Behaviour



Table 15: Non-Operations (Contractor)

Item ID	Item Name
30366837	Entering a Fortescue Workplace
30366846	Welcome to Fortescue
30366843	Health and Safety
30366847	Fitness for Work
30130749	First Nations
30064698	Lifesaving Choices
30366852	Hazard and Incident Management
30171105	Anti Bribery and Corruption
30366851	Workplace Behaviour

Table 16: Perth Utility Workers (Contractor)

Item ID	Item Name
30366837	Entering a Fortescue Workplace
30171105	Anti Bribery and Corruption

Table 17: Remote Access (Contractor)

Note: Applies to personnels with Job Location AU98 - Remote Access

Item ID	Item Name
30366837	Entering a Fortescue Workplace
30366846	Welcome to Fortescue
30366843	Health and Safety
30366847	Fitness for Work
30171105	Anti Bribery and Corruption

Table 18: Low Risk Workers (Contractor)

Note: Refer Table 3 in SCOPE Section

Item ID	Item Name
30366837	Entering a Fortescue Workplace
30366846	Welcome to Fortescue
30366843	Health and Safety
30366847	Fitness for Work
30064698	Lifesaving Choices
30366852	Hazard and Incident Management
30171105	Anti Bribery and Corruption

Fortescue requires that all workers for their worker type must satisfactorily complete the prerequisite, induction and onboarding requirements as prescribed in Attachment 1 & 2.



3.4 Assignment, Booking and Delivery Requirements

The induction curricular is assigned to worker type in the SuccessFactors and is managed by the People Systems team. Learning requirements are automated depending on the type of worker i.e. operational, employee, contractor type.

Inductions and associated learning material must be delivered in full, using formal and current authorised learning materials by approved personnel with the appropriate qualifications and experience.

The learning delivery team is responsible for coordinating, delivering and recording all inductions. The coordination procedure below must be adhered to.

3.4.1 Fortescue Employees

Table 19: Fortescue Operational Employees Induction Delivery Process

Action	Responsibility
New starter automated email received in training inbox	People Service
Move email into the 'New Starter' folder in learning inbox	Training Admin
Check new starter location for Perth, Regional WA or Interstate	Training Admin
If remote from Perth, book on to virtual face to face training <ul style="list-style-type: none"> Send outlook booking to attend training Categorise the 'New Starter email as 'Day 1 Invite' Check outlook tracker and follow up all candidates have accepted invitation to dial in Move New Starter email into the 'Actioned folder in the Learning inbox 	Training Admin
Perth based employees: <ul style="list-style-type: none"> Send outlook booking to attend training centre for induction Categorise the 'New Starter email as 'Day 1 Invite' Check outlook tracker and follow up all candidates have accepted invitation to attend in person Move new starter email into the 'Actioned' folder in the Learning inbox 	Training Admin
Notify hiring managers of any failures to accept invitations for induction	Training Admin
Pull attendance list for the day from the LMS.	Trainers
Employees sign in on arrival	Training Admin
BAC conducted in line with DAMP testing requirements	Safety (Training Delivery will coordinate and advise safety as per the Drug and Alcohol policy)
Photograph taken for access card	Training Admin
Delivery of practical knowledge and assessments	Trainers
Collect access card on successful assessment outcome Remote employees on virtual training are to collect access cards at site	Training Admin
Failed assessments need to be re-booked via vendor admin	Training Admin/Vendor Admin
Completed inductions recorded in LMS	Trainers



3.4.2 Fortescue Contractors

Table 20: Fortescue Operational Contractors Induction Delivery Process

Action	Responsibility
Vendor books contractor on face-to-face classroom course within the LMS. Booking is only accepted once the contractor has completed all pre-requisite online modules.	Vendor Admin
Pull attendance list for the day from the LMS.	Trainers
Contractors sign in on arrival	Training Admin
BAC conducted in line with DAMP testing requirements	Safety (Training Delivery will coordinate and advise safety as per the Drug and Alcohol policy)
Photograph taken for access card	Training Admin
Delivery of practical knowledge and assessments	Trainers
Collect access card on successful assessment outcome	Training Admin
Failed assessments need to be re-booked via vendor admin	Training Admin/Vendor Admin
Completed inductions recorded in LMS	Trainers

See Attachment 5 for contractor process flow chart

3.5 Record of Induction and Onboarding

Inductions and Onboarding will have a formal, documented competency assessment to verify that all attendees have understood the induction content.

Induction attendance records and completed competency assessments must be recorded in SuccessFactors (SF) and will be maintained as per Fortescue Retention and Disposal Authority Standard for Information Management.

3.6 Renewal of Induction and Onboarding

Personnel (including contractors) returning to Fortescue after a period of 12 months or more will be required to re-complete the applicable inductions as specified in Attachment 1 & 2. The 12-month period is calculated from the **date of termination** recorded in SuccessFactors.

3.7 Fortescue Online Induction

Personnels who will work at Fortescue locations are required to successfully complete the Fortescue online Induction & Onboarding modules.

3.8 Fortescue Perth Office Online Induction

Personnels who will work at the Fortescue Centre in Perth are required to successfully complete the Fortescue Centre Perth Online Induction.



3.9 Area Specific Induction

Each site and or department with specific hazards and safety procedures (e.g. ore processing facility, mobile maintenance workshop) are required to prepare and deliver their own area specific induction. This induction must be developed and delivered to provide a thorough understanding and familiarisation of the specific area, the associated hazards and the relevant procedures required to work safely and efficiently in that area.

It is the responsibility of all Managers, Superintendents and Supervisors to ensure that new workers are inducted to their area of work.

This induction must be delivered to personnel as identified in Attachment 1 and include:

- Location and orientation of standard work instructions
- Orientation to local communication protocols and devices
- Orientation to operations and local hazards
- Introduction to health and safety representatives, fire wardens and first aiders
- Familiarisation with local PPE requirements and supplies
- Familiarisation with local emergency procedures, exits and equipment
- Familiarisation and orientation with first aid and medical treatment facilities

3.10 Face to Face Induction

- On completion of the online prerequisites a face-to-face induction is required to be completed for Pilbara operational workers and contractors only. This induction is normally completed at the Fortescue Training Centre but can also be provided on site by the Site Trainer. Blanket alcohol testing and random drug testing will also be conducted during the face-to-face Perth induction.
- This induction must be delivered to personnel as identified in Attachment 1 and includes consolidation of the following:
 - 30131485 - Take Control and Job Hazard Analysis
 - 30037745 - Isolation and Tagging Individuals

3.11 Visitor Induction Requirements

Each site will determine their requirements for site access for visitors. As a minimum:

- A Site Visitors Induction Checklist must be developed for each site/area/project and provided to each visitor to complete and sign. It must detail:
 - Key hazards and controls



- Applicable emergency protocols for the site/area/project.
- Basic site rules
- PPE requirements
- Visitors must be escorted by a fully inducted person whilst on the site/area/project at all times
- Visitors will be signed in at the site/project entry point and will wear an identification tag for the duration of their visit
- Visitors are not permitted to operate machinery or equipment at any time whilst on site, inclusive of light vehicles
- A register of visitors must be kept at each site with entry and exit times to be recorded for emergency purposes

3.12 Sites and Country Specific Inductions

Office, Site, Facility, Exploration and Country specific inductions are available in SuccessFactors. It is Leaders, Employees and Contractors responsibility to assign and complete the induction before travel to the location to become compliant to work in the area.

3.13 General Construction Induction

Workers in Australia who conduct construction work as per the definitions described in the Work Health and Safety Regulations must complete a General Construction Induction (CPCCWHS1001).

See Attachment 8 for a list of activities that are likely to be considered construction work in Australia.



3.14 Attachment 1: Induction and Onboarding Requirements Matrix

Type	Description	Restrictions	Required Training
Visitor	Personnel visiting site or Perth for meetings or delivering goods fully escorted. Performing nonrelated Operational work (including media and government officials).	Cannot undertake field work or operate equipment Always escorted by a fully inducted person Maximum duration 5 days	Site Visitor Induction
Emergency Worker	Critical Worker as authorised by the Site Senior Executive to complete emergency work.	Written exemption authorised by the Site Senior Executive using 45-FR-SA-0214 Emergency Worker Authorisation. Always escorted by a fully inducted person. Must work under approved take control, JHA or other approved risk assessment tool.	Area Familiarisation
Vendor Admins	Personnel using Fortescue systems for contractors		No Training
Non-Operations - Employees	Personnel working at non-operational locations that includes - Casual, Fixed Term Full Time, Fixed Term Part Time, Full Time, Part Time, Executive / Snr Mgt, Salaried, Non-Salaried, Undergrad Vac Students Employees	Refer Table 2 & Table 5 in SCOPE section Exceptions – A6 (Refer Table 2)	Pre-Day 1 / Day 1: Refer Table 9 Day 1: Refer Table 10 Week 1: Refer Table 11 Day 30: Refer Table 12
Working in Operations – Pilbara (Employees)	Personnel undertaking site field work	Refer Table 2 & Table 5 in SCOPE section Exceptions – A1, 30325629 - Chief Pilot, 30326010 – Pilot for Working in Operations Face to Face Induction Exceptions – A6 (Refer Table 2)	Pre-Day 1 / Day 1: Refer Table 7 Day 1: Refer Table 10 Week 1: Refer Table 11 Day 30: Refer Table 12
Working in Operations (Employees)	Personnel undertaking site field work at all other locations	Refer Table 2 & Table 5 in SCOPE section Exceptions – A6 (Refer Table 2)	Pre-Day 1 / Day 1: Refer Table 8 Day 1: Refer Table 10 Week 1: Refer Table 11



			Day 30: Refer Table 12
Perth Utility Workers (Contractors)	<p>Personnel undertaking utility work at Perth Adelaide Tce and Perth Bennett St Locations</p> <p>Personnel that have been absent from Fortescue for a period of 12 months must fully re-complete all courses</p>	Refer Table 4 in SCOPE section	Pre-Day 1 / Day 1: Refer Table 16
Low Risk Workers (Contractors)	<p>Personnel undertaking administrative work including classroom training, auditing, inspecting, office work</p> <p>Personnel that have been absent from Fortescue for a period of 12 months must fully re-complete all courses</p>	<p>Restricted to subgroup E6 (Refer Table 3 in SCOPE section)</p> <p>Unrestricted in administration areas</p> <p>Must be always escorted in the field by a fully inducted person</p> <p>Cannot undertake manual field work</p> <p>Maximum duration 8 days or less</p>	Pre-Day 1 / Day 1: Refer Table 18
Remote Access Workers (Contractors)	<p>Personnel contractors working remotely and has location as: AU98 -Remote Access</p> <p>Personnel that have been absent from Fortescue for a period of 12 months must fully re-complete all courses</p>	All remote access contractors	Pre-Day 1 / Day 1: Refer Table 17
Working in Operations – Pilbara (Contractors)	<p>Personnel undertaking site field work at Pilbara location</p> <p>Personnel that have been absent from Fortescue for a period of 12 months must fully re-complete all courses</p>	<p>Refer Table 2 & Table 5 in SCOPE section</p> <p>Exceptions – 30325629 - Chief Pilot, 30326010 - Pilot for Working in Operations Face to Face Induction</p>	Pre-Day 1 / Day 1: Refer Table 13
Working in Operations (Contractors)	<p>Personnel working at operational sites other than Pilbara location</p> <p>Personnel that have been absent from Fortescue for a period of 12 months must fully re-complete all courses</p>	Refer Table 2 & Table 5 in SCOPE section	Pre-Day 1/Day 1: Refer Table 14
Non-Operations (Contractors)	<p>Personnel working at non-operational sites</p> <p>Personnel that have been absent from Fortescue for a period of 12 months must fully re-complete all courses</p>	Refer Table 2 & Table 5 in SCOPE section	Pre-Day 1/Day 1: Refer Table 15



3.15 Attachment 2: Refined Induction and Onboarding Requirements Matrix

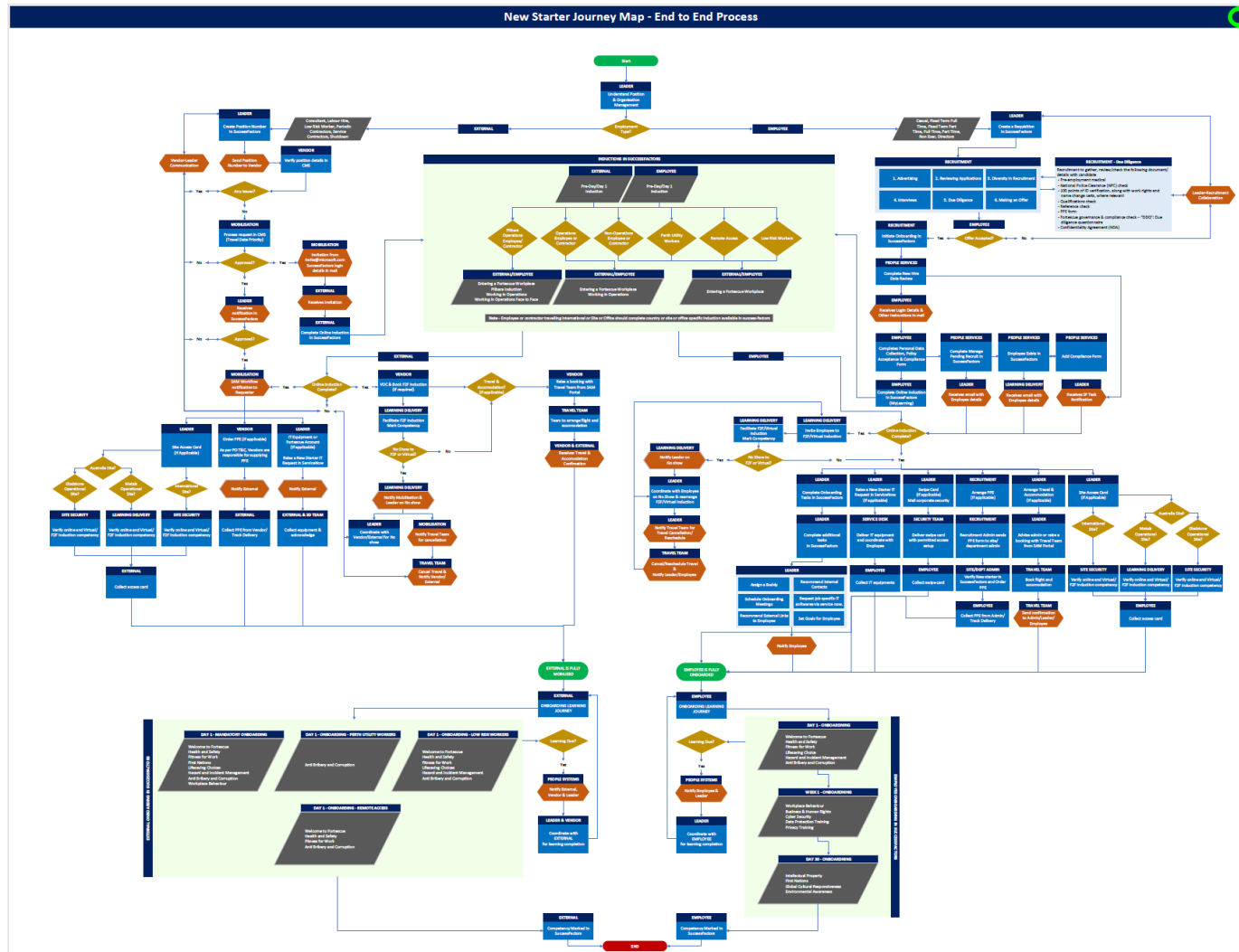
Item ID	Item Title	EMPLOYEE			CONTRACTOR					
		Pilbara Operations	Operations All Other	Non-Operations	Pilbara Operations	Operations All Other	Non-Operations	Low Risk Worker	Perth Utility Workers	Remote Access Worker
30366837	Entering a Fortescue workplace	X	X	X	X	X	X	X	X	X
30366838	Pilbara Induction	X			X					
30366841	Working in Operations	X	X		X	X				
30364900	Working in Operations Face to Face	X			X					
30365145	Working In Operations Virtual Face to Face	X			X					
30022597	Working in Operations Hedland Face to Face	X			X					
30366846	Welcome to Fortescue	X	X	X	X	X	X	X		X
30042615	Health and Safety	X	X	X	X	X	X	X		X
30366847	Fitness for Work	X	X	X	X	X	X	X		X
30064698	Lifesaving Choice	X	X	X	X	X	X	X		
30366852	Hazard and Incident Management	X	X	X	X	X	X	X		
30171105	Anti Bribery and Corruption	X	X	X	X	X	X	X	X	X
30366851	Workplace Behaviour	X	X	X	X	X	X			
30365238	Business & Human Rights	X	X	X						
30366850	Cyber Security	X	X	X	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)



Item ID	Item Title	EMPLOYEE			CONTRACTOR					
		Pilbara Operations	Operations All Other	Non-Operations	Pilbara Operations	Operations All Other	Non-Operations	Low Risk Worker	Perth Utility Workers	Remote Access Worker
30366097	Data Protection Training	X	X	X	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)
30366969	Privacy Training	X	X	X	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)	X (E1 & E2)
30366849	Intellectual Property	X	X	X						
30130749	First Nations	X	X	X	X	X	X			
30366848	Global Cultural Responsiveness	X	X	X						
30366853	Environmental Awareness	X	X	X						



3.16 Attachment 3: New Starter Journey Map – End to End Process



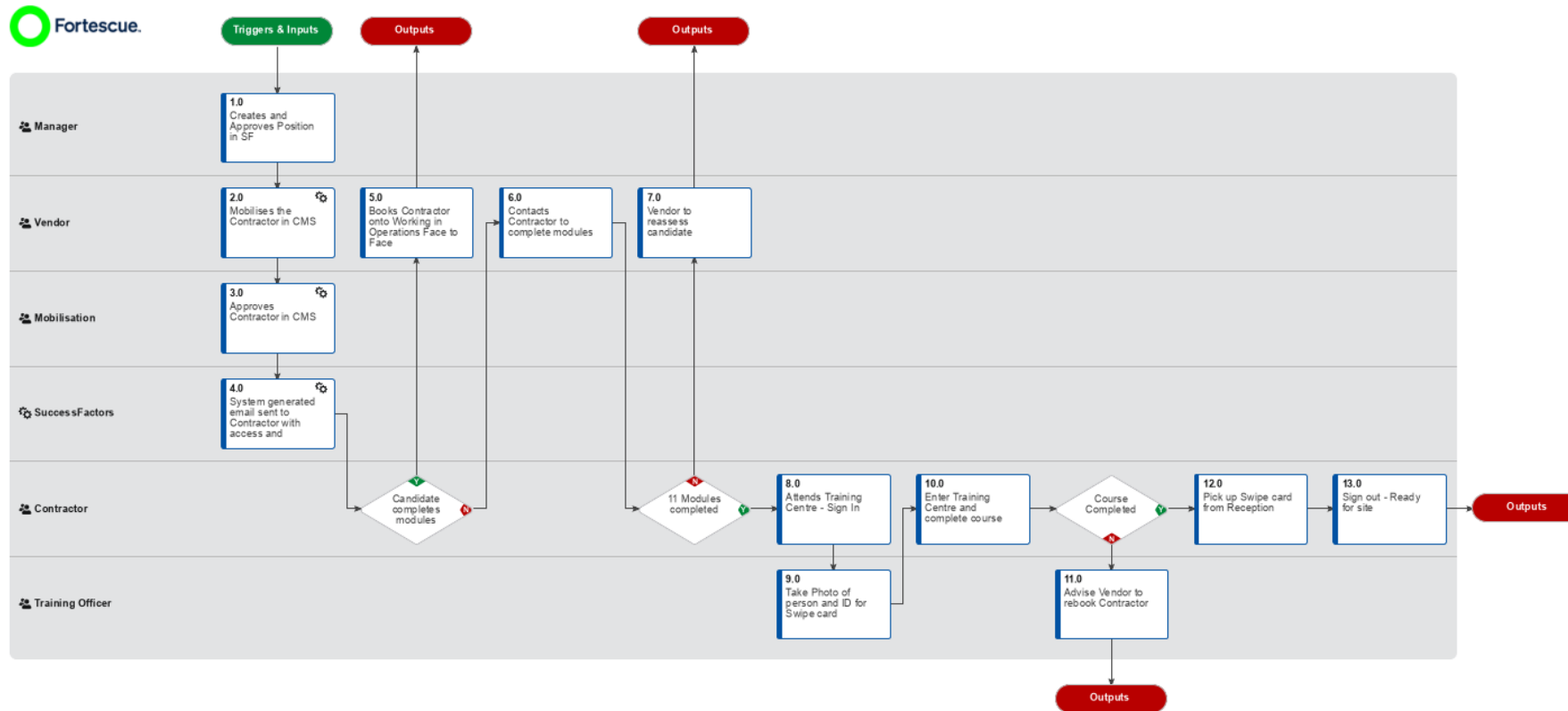


3.17 Attachment 4: Pilbara Employee Face to Face Induction

To be provided by delivery



3.18 Attachment 5: Pilbara Contractors Face to Face Induction





3.19 Attachment 6: Statutory Licence Requirements Matrix

Role	Motor Drivers Licence	Fortescue Safety Accountability online	Dogging (DG) or Basic Rigging (RB) OR Intermediate Rigging (RI) OR Advanced Rigging (RA)	Basic Scaffolding (SB) OR Intermediate Scaffold (SI) OR Advanced Scaffold (SA)	Pressure equipment operation high risk licence (BS), (BA), (TO), (ES)	Forklift Truck (LF)	Boom type Elevated Work Platform (WB)	Bridge and Gantry Crane (CB)	Crane and Hoist High Risk Licences – One or more classifications	Materials Hoists Cantilever Platforms (HM)	VOC Electrical Supervisor	Electrical Installing Work Licence	Plumbing Contractors Licence OR Tradesman Licence OR Tradesman (Drainage Plumbing) Licence	Dangerous Goods Security Card Licence	Shotfirer Licence	Gas Fitter Licence Class G OR Class I OR Class E OR Class P	Security Licences Security Officer OR Security Bodyguard OR Crowd Controller OR Security Consultant OR Security Installer OR Investigator	Refrigerant Handling Licence RAC01 OR AAC02 OR RSS03 OR RDR04 OR TL000 OR RHTL09 OR RRR10 OR RRR12
Supervisor		X																
Electrician												X						
Electrical Supervisor											X	X						
Fitter																		
Fabricator					X													
Scaffolder				X														
Crane Operator									X									
Store Person	X					X												
Auto Electrician	X																	
Rigger / Dogman			X															
High Risk Trainer Assessor	X																	
High Voltage Operator												X						
Emergency Services Operator	X																	
Blast Operators														X				
Shotfirer														X	X			
Welder																		
Bus Driver	X																	
Plumbers													X					
Gas Fitters																X		
Air Conditions and Refrigeration Technicians																		X
Security Guards																	X	



3.20 Attachment 7: Mandatory Qualifications Requirements Matrix

Role	Metal Trades Training (MEM30205)	High Voltage Operator Qualification (HV Switching)	Welding Trade Qualification	Boilermaker Fabrication Trade Qualification	Electrical Installing Work Licence	Auto Electrical Trade Qualification	Working at Heights (R8WHS2 04D)	Enter and Work in Confined Spaces (R8WHS2 02D)	Certificate IV Trainer and Assessor (TAE10110)	First Aid (HLTAID003) – Provide CRP for Electrician and High Voltage Operator	ESO Qualifications – Fire Fighting, Vehicle Extraction, Rope Rescue, Confined Space Rescue	Responsible Service of Alcohol (SITHFAB 201)	Aviation Security Identification Card (ASIC)	Maritime Security Identification Card (MSIC)	Bachelor of Nursing (Registered) OR Diploma of Nursing (Enrolled)	Bachelor or Graduate Diploma of Clinical Practice (Paramedic)	Rail Health Category 1 OR Category 2 OR Category 3	Chef Trade Certificate	Secure Nominations form (Unsupervised access to explosive) or (Supervised access to explosives)
Electrician					X					X									
Fitter	X																		
Fabricator				X															
Scaffolder							X												
Auto Electrician						X													
Rigger / Dogman																			
Trainer Assessor									X										
High Risk Trainer Assessor									X										
High Voltage Operator		X								X									
Emergency Services Officer							X	X		X	X								
Welder			X																
Chef																		X	
Airport Workers													X						
Wharf Workers														X					
Rail Safety Critical Workers																	X		
Rail Non-Safety Critical Workers																			
Nurse															X				
Paramedic																X			
Bar Workers												X							
Shotfirer																			X



3.21 Attachment 8: Construction Work Activities

The following activities are likely considered construction work in Australia. Refer to the local state Work Health and Safety law for the full list of activities that are considered construction work.

	List of Activities	Training Requirement
Construction work activities*	<ul style="list-style-type: none">• Major Projects• Operational Projects• Shutdowns• FFI construction work• Installation or testing carried out in connection with the construction work activities• Demolition activities including waste/product removal• Onsite Prefabrication or testing of elements for construction• Road construction• Site preparation for construction, including earthworks• Any work connected with an excavation• Construction work on, under or near water including work on buoys and obstructions to navigation• Installation of sewerage or drainage works	All workers involved with activity required to have completed the General Construction Induction
Activities that are not defined as construction Work*	<ul style="list-style-type: none">• Manufacture of plant• General mining activities (that aren't construction) including aerodrome, accommodation facilities, road maintenance etc• General operations and use of plant/structures• Testing, maintenance or repair work of a minor nature carried out in connection with a structure (eg general or planned plant maintenance)• Onsite Prefabrication or testing of elements for construction• The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place• Construction of geotechnical structures at a mine, such as pits/quarries.	No requirement to complete the General Construction Induction.

*Summarised list only refer to the WA WHS (General) or (Mines) regulations r. 289 (or state WHS law equivalent) for the full list of activities determined as construction work.



4. MONITORING AND REVIEW

Table 21: Programmes and Schedules

Monitor (Audit) and Review	Frequency	Responsibility
Procedure Review	3 yearly	Safety Specialist Corporate

5. DOCUMENTATION AND RECORDS MANAGEMENT

This Procedure and all supporting documents will be managed as per Fortescue Document Governance Standards.

The following documents should be read in conjunction with this procedure:

Table 22: Policy, Standard, Work Instructions, Forms (Templates)

Document ID	Title of Document
100-ST-SA-0079	Health, Safety and Process Safety Management Standard
100-MA-SA-0004	Health and Safety Systems Manual
100-ST-DC-0005	Retention & Disposal Authority Standard
100-PR-TR-0005	Recording Workplace Qualifications / Assessments procedure
45-PR-SA-0062	Alcohol and Other Drugs Procedure
100-ST-HR-0010	Corporate Alcohol and Drug Standard
45-PR-MM-0007	Health and Safety Pre-employment Medical Procedure
45-FR-SA-0214	Emergency Worker Authorisation