



# Procedure

## Prerequisite and Induction Requirements

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Health and Safety

**21/07/2021**

**100-PR-SA-1026 Rev #13**

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<b>Prerequisite and Induction Requirements</b>			
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## 1. PURPOSE

The purpose of this procedure is to provide the minimum prerequisite and induction requirements in order to control risk, 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 Metals Group operations, exploration activities, construction sites or other areas controlled by Fortescue Metals.

For information on requirements about pre-employment medicals refer to Pre-employment Medical Procedure 100-PR-MM-0017.

**Table 1: Key Accountabilities**

Role	Responsibility
Area Managers / Supervisors	<ul style="list-style-type: none"> <li>Ensure all personnel working in their area of authority are inducted as per this procedure</li> </ul>
Induction Trainers	<ul style="list-style-type: none"> <li>Ensure that inductions are delivered in full using the current induction materials</li> <li>Conduct assessment if applicable</li> <li>Complete records of attendance</li> <li>Update SuccessFactors Learning System on completion</li> </ul>
Fortescue Mobilisation Team	<ul style="list-style-type: none"> <li>Maintain the Contractor Mobilisation System (CMS), the application that manages the Mobilisation for Contractors at Fortescue.</li> <li>Process contractor onboarding, change of conditions and demobilisation requests.</li> <li>Ensure all contractor personnel being mobilised have completed all prerequisites and inductions requirements as per this procedure</li> <li>Provide guidance to Vendor Administrators and Shut Down Logistics Coordinators on requirements</li> </ul>
Vendor Administrators	<ul style="list-style-type: none"> <li>Complete mobilisation process in the Contractor Mobilisation System (CMS). By initiating onboarding, change of conditions and demobilisation requests for all contract personnel employed by their company.</li> <li>Book all contract personnel using the SuccessFactors Learning Solution into the face to face Induction after completion of the prerequisites.</li> </ul>

<b>Role</b>	<b>Responsibility</b>
Recruitment	<ul style="list-style-type: none"> <li>Ensure a place is booked on the face to face induction for all new employees by liaising with the Perth Training Officers.</li> </ul>
People Services Coordinator	<ul style="list-style-type: none"> <li>Ensure a New starter notification is sent to relevant training team and Site Training Superintendents confirming start date and details of new employee</li> </ul>
Perth Training Officers	<ul style="list-style-type: none"> <li>Ensure new employee is booked onto the relevant induction</li> </ul>

## 2. DEFINITIONS

**Table 2: Definition of Terms/Acronyms**

<b>Word/Term</b>	<b>Definition</b>
Fortescue	<ul style="list-style-type: none"> <li>Fortescue Metals Group Limited all subsidiaries and employees</li> </ul>
Contractor	<ul style="list-style-type: none"> <li>A person or entity that enters into a contract with Fortescue, including labour hire, project, service, shutdown, and temporary personnel</li> </ul>
Employee	<ul style="list-style-type: none"> <li>A Fortescue employee (fulltime, part time, fixed term and casual)</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>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</li> </ul>
Visitor	<ul style="list-style-type: none"> <li>VIP's and Regulatory Authorities</li> <li>Individuals who need to visit a site regularly, which may or may not be working for Fortescue.</li> <li>Ad hoc visitors i.e. Government Officials, Journalists</li> <li>An individual who may need to visit a site as a one off (e.g. meeting). A visitor must be escorted by an inducted person at all times.</li> </ul>

### **3. FORTESCUE PRE-REQUISITE AND INDUCTION REQUIREMENTS**

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.

There is a range of induction training which provide different information to participants depending on their role, location and exposure to hazards:

- Fortescue Online Induction
- Fortescue Centre Perth Online Induction
- Area specific
- Face to Face Induction

Fortescue require that all employees, contractors and low risk workers shall satisfactorily complete the prerequisite and induction requirements as prescribed in *Attachment 1*.

#### **1.1. Delivery Requirements**

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

#### **1.2. Record of Induction**

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

Induction attendance records and completed competency assessments shall be recorded in SF LS and will be maintained as per 100-MA-DC-0001 Retention Manual.

#### **1.3. Renewal of Induction**

Personnel who have been absent from a Fortescue site for a period of twelve (12) months or more will be required to complete all of the applicable inductions as specified in Attachment 1.

#### **1.4. Fortescue Online Induction**

All Fortescue employees and contractors shall complete the Fortescue Online Induction as identified in Attachment 1. This induction contains important company and health and safety information that is generic across the business, such as:

- Fortescue Vision and Values;
- Risk Management Techniques;

- Major Hazards Awareness;
- Incident and Hazard Reporting;
- Fitness for Work Requirements;
- Injury Management Overview;
- Environmental Obligations;
- Overview of Heritage requirements;
- Hearing Conservation Awareness;
- Alcohol and Other Drugs Awareness.

#### 1.5. **Fortescue Perth Office Online Induction**

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

#### 1.6. **Area Specific Induction**

Identified area specific at each site 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 shall be developed and delivered to provide a thorough understanding and familiarisation of the area specific, 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 employees and contractors are inducted to their area of work.

This induction shall be delivered to personnel as identified in *Attachment 1* and at a minimum 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



### 1.7. Face to Face Induction

On completion of the online prerequisites a face to face induction is required to be completed. This induction is normally completed at Fortescue's Bassendean 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 shall be delivered to personnel as identified in *Attachment 1* and include consolidation of the following:

- Values and culture
- Safety and wellness
- Aboriginal engagement
- Safety tools training and assessment

It also covers the following items which will be imparted at the conclusion of the induction.

- Fortescue Isolation and Tagging Individual
- Fortescue Take Control and Job Hazard Analysis

### 1.8. Visitor Induction Requirements

Each site will determine their requirements for site access for visitors. This information should be available for all visitors and contractors working at the site / project.

As a minimum:

- A Site Visitors Induction Checklist shall be developed for each site/project and provided to each visitor to complete and sign and shall detail:
  - Key hazards and controls
  - Basic site rules
  - PPE Requirements
  - Applicable emergency arrangements which can be retained for the duration of their visit.
- Visitors shall be escorted whilst on the site/project by a fully inducted person 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

### 3.1 Attachment 1: Induction Requirements Matrix

Type	Description	Restrictions	Required Training
Visitor	<ul style="list-style-type: none"> <li>Personnel visiting site or Perth for meetings or delivering goods fully escorted</li> <li>Performing non related Operational work (including media and government officials)</li> </ul>	<ul style="list-style-type: none"> <li>Cannot undertake field work or operate equipment</li> <li>Must be escorted by a fully inducted person at all times</li> <li>Maximum duration <b>5 days</b></li> </ul>	<ul style="list-style-type: none"> <li>Site Visitor Induction</li> </ul>
Emergency Worker	<ul style="list-style-type: none"> <li>Critical Worker as authorised by site's General Manager</li> </ul>	<ul style="list-style-type: none"> <li>Written exemption authorised by the site's General Manager</li> <li>Must be escorted by a fully inducted person at all times</li> </ul>	
Perth – Fortescue Centre	<ul style="list-style-type: none"> <li>Personnel working in Perth office</li> <li>Part time, casual, fixed term or full time Employees</li> <li>Labour Hire, Project or Service contractors</li> </ul>	<ul style="list-style-type: none"> <li>Employees and Contractors</li> </ul>	The following online modules:

Type	Description	Restrictions	Required Training
			<ul style="list-style-type: none"> <li>• Fortescue Centre Perth Induction</li> <li>• Fortescue Life Saving Choices</li> <li>• Fortescue Aboriginal Engagement</li> <li>• Fortescue Respect in the Workplace</li> <li>• Fortescue Anti-Bribery and Corruption Compliance</li> <li>• Fortescue Managing Fatigue</li> <li>• Fortescue COVID 19 Information Package</li> <li>• Face to Face Induction</li> <li>• Fortescue Centre Orientation</li> </ul>
<b>Site Low Risk 8 days or less</b>	<ul style="list-style-type: none"> <li>• Personnel undertaking administrative work including classroom training, auditing, inspecting, office work</li> <li>• Part time, casual, fixed term or full time Perth Employees</li> <li>• Labour Hire, Service or Project Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Unrestricted in administration areas</li> <li>• Must be escorted in the field by a fully inducted person at all times</li> <li>• Cannot undertake manual field work</li> <li>• Maximum duration <b>8 days</b> or less</li> </ul>	<p>The following online modules:</p> <ul style="list-style-type: none"> <li>• Fortescue Online Induction</li> <li>• Fortescue Anti-Bribery and Corruption Compliance</li> <li>• Fortescue COVID 19 Information Package</li> </ul>



Type	Description	Restrictions	Required Training
<b>Full Access – Employees and Contractors</b>	<ul style="list-style-type: none"> <li>• Personnel undertaking site field work</li> <li>• Part time, casual, fixed term or full time Employees</li> <li>• Labour Hire, Project, Service</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and Contractors visit the following Fortescue sites               <ul style="list-style-type: none"> <li>• Cloudbreak</li> <li>• Christmas Creek</li> <li>• Solomon</li> <li>• Eliwana</li> <li>• Hedland-Port</li> <li>• Hedland-Rail</li> <li>• Ironbridge</li> </ul> </li> </ul>	<p>The following online modules:</p> <ul style="list-style-type: none"> <li>• Fortescue Online Induction</li> <li>• Fortescue Life Saving Choices</li> <li>• Fortescue Aboriginal Engagement</li> <li>• Fortescue Respect in the Workplace</li> <li>• Fortescue Anti-Bribery and Corruption Compliance</li> <li>• Fortescue Managing Fatigue</li> <li>• Fortescue COVID 19 Information Package</li> <li>• Fortescue Tetra Radio Basic User</li> </ul> <p>Relevant Site/Area Induction (Onsite)</p> <p>Face to Face Induction</p> <ul style="list-style-type: none"> <li>• Fortescue Isolation and Tagging Individual</li> <li>• Fortescue Take Control and Job Hazard Analysis</li> </ul>

Type	Description	Restrictions	Required Training
Full Access – Shutdown	<ul style="list-style-type: none"> <li>• Personnel undertaking site field work</li> <li>• Shutdown workers</li> </ul>	<ul style="list-style-type: none"> <li>• Shutdown Contractors at a Fortescue site</li> </ul>	<p>The following online modules:</p> <ul style="list-style-type: none"> <li>• Fortescue Online Induction</li> <li>• Fortescue Life Saving Choices</li> <li>• Fortescue Aboriginal Engagement</li> <li>• Fortescue Respect in the Workplace</li> <li>• Fortescue Anti-Bribery and Corruption Compliance</li> <li>• Fortescue Managing Fatigue</li> <li>• Fortescue COVID 19 Information Package</li> <li>• Fortescue Tetra Radio Basic User</li> </ul> <p>Face to Face Induction</p> <ul style="list-style-type: none"> <li>• Fortescue Isolation and Tagging Individual</li> <li>• Fortescue Take Control and Job Hazard Analysis</li> </ul>



Type	Description	Restrictions	Required Training
Exploration	<ul style="list-style-type: none"> <li>• Personnel undertaking site field work</li> <li>• Part time, casual, fixed term or full time Employees</li> <li>• Labour Hire, Project, Service</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and Contractors at Fortescue Exploration sites</li> </ul>	<p>The following online modules:</p> <ul style="list-style-type: none"> <li>• Fortescue Online Induction</li> <li>• Fortescue Life Saving Choices</li> <li>• Fortescue Aboriginal Engagement</li> <li>• Fortescue Respect in the Workplace</li> <li>• Fortescue Anti-Bribery and Corruption Compliance</li> <li>• Fortescue Managing Fatigue</li> <li>• Fortescue COVID 19 Information Package</li> </ul> <p>Face to Face Induction</p> <ul style="list-style-type: none"> <li>• Fortescue Isolation and Tagging Individual</li> <li>• Fortescue Take Control and Job Hazard Analysis</li> </ul>



Type	Description	Restrictions	Required Training
Newman	<ul style="list-style-type: none"> <li>• Personnel undertaking site field work</li> <li>• Part time, casual, fixed term or full time Employees</li> <li>• Labour Hire, Project, Service</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and Contractors at Fortescue Newman site</li> </ul>	<p>The following online modules:</p> <ul style="list-style-type: none"> <li>• Fortescue Online Induction</li> <li>• Fortescue Life Saving Choices</li> <li>• Fortescue Aboriginal Engagement</li> <li>• Fortescue Respect in the Workplace</li> <li>• Fortescue Anti-Bribery and Corruption Compliance</li> <li>• Fortescue Managing Fatigue</li> <li>• Fortescue COVID 19 Information Package</li> <li>• Fortescue Tetra Radio Basic User</li> </ul> <p>Face to Face Induction</p> <ul style="list-style-type: none"> <li>• Fortescue Isolation and Tagging Individual</li> <li>• Fortescue Take Control and Job Hazard Analysis</li> </ul>



Type	Description	Restrictions	Required Training
Renew Full Access – Employees and Contractors	<ul style="list-style-type: none"> <li>Personnel who have been absent from a Fortescue site for a period of twelve (12) months</li> </ul>	Employees and Contractors visit the following Fortescue sites <ul style="list-style-type: none"> <li>Cloudbreak</li> <li>Christmas Creek</li> <li>Solomon</li> <li>Hedland Port</li> <li>Hedland Rail</li> <li>Eliwana</li> <li>Iron Bridge</li> </ul>	The following online modules: <ul style="list-style-type: none"> <li>Fortescue Aboriginal Engagement</li> <li>Fortescue Life Saving Choices</li> </ul> Face to Face Induction <ul style="list-style-type: none"> <li>Fortescue Isolation and Tagging Individual</li> <li>Fortescue Take Control and Job Hazard Analysis</li> </ul>
Renew Full Access – Shutdown	<ul style="list-style-type: none"> <li>Personnel who have been absent from a Fortescue site for a period of twelve (12) months</li> </ul>	<ul style="list-style-type: none"> <li>Shutdown Contractors at a Fortescue site</li> </ul>	The following online modules: <ul style="list-style-type: none"> <li>Fortescue Aboriginal Engagement</li> <li>Fortescue Life Saving Choices</li> </ul> Face to Face Induction <ul style="list-style-type: none"> <li>Fortescue Isolation and Tagging Individual</li> <li>Fortescue Take Control and Job Hazard Analysis</li> </ul>





Type	Description	Restrictions	Required Training
Renew Perth – Fortescue Centre	<ul style="list-style-type: none"> <li>Personnel who have been absent from a Fortescue site for a period of twelve (12) months</li> </ul>	<ul style="list-style-type: none"> <li>Employees and Contractors</li> </ul>	<p>The following online modules:</p> <ul style="list-style-type: none"> <li>Fortescue Aboriginal Engagement</li> <li>Fortescue Life Saving Choices</li> </ul> <p>Face to Face Induction</p> <ul style="list-style-type: none"> <li>Fortescue Isolation and Tagging Individual</li> <li>Fortescue Take Control and Job Hazard Analysis</li> </ul>
Fortescue Future Industries (FFI)	<ul style="list-style-type: none"> <li>Personnel undertaking work for FFI</li> </ul>	<ul style="list-style-type: none"> <li>As determined by FFI</li> </ul>	<p>All Fortescue Induction requirements above apply to FFI personnel and the below:</p> <ul style="list-style-type: none"> <li>FFI Anti-Bribery and Corruption Compliance</li> <li>FFI Confidentiality Agreement (NDA)</li> <li>Induction Fortescue Future Industries (FFI)</li> <li>Any other country/location/site specific or other training and inductions determined by FFI</li> </ul>



### 3.2 Attachment 2: Statutory Licence Requirements Matrix

X = REQUIRED	Motor Drivers Licence	Safety Accountability (section 44 MSIA)	Dogging (DG) or Basic Rigging (RB) OR Intermediate Rigging (RI) OR Advanced Rigging (RA)	Basic Scaffold (SB) OR Intermediate Scaffold (SI) OR Advanced Scaffold (SA)	Forklift Truck (LF)	Boom type Elevated Work Platform (WB)	Bridge and Gantry Crane (CB)	Crane High Risk Licences (CV) OR (CN) OR (C2) OR (C6) OR (C1) OR (C0)	Materials Hoists Cantilever Platforms (HM)	Electrical Installing Work Licence	Plumbing Contractors Licence OR Tradesman Licence OR Tradesman (Drainage Plumbing) Licence	Dangerous Goods Security Card Licence	Shot Firer 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 RRR11 OR RRR12
Role																
Supervisor		X														
Electrician										X						
Fitter																
Fabricator																
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				
Shot Firer												X	X			
Welder																
Bus Driver	X															
Plumbers											X					
Gas Fitters														X		
Air Conditions and Refrigeration Technicians																X
Security Guards															X	

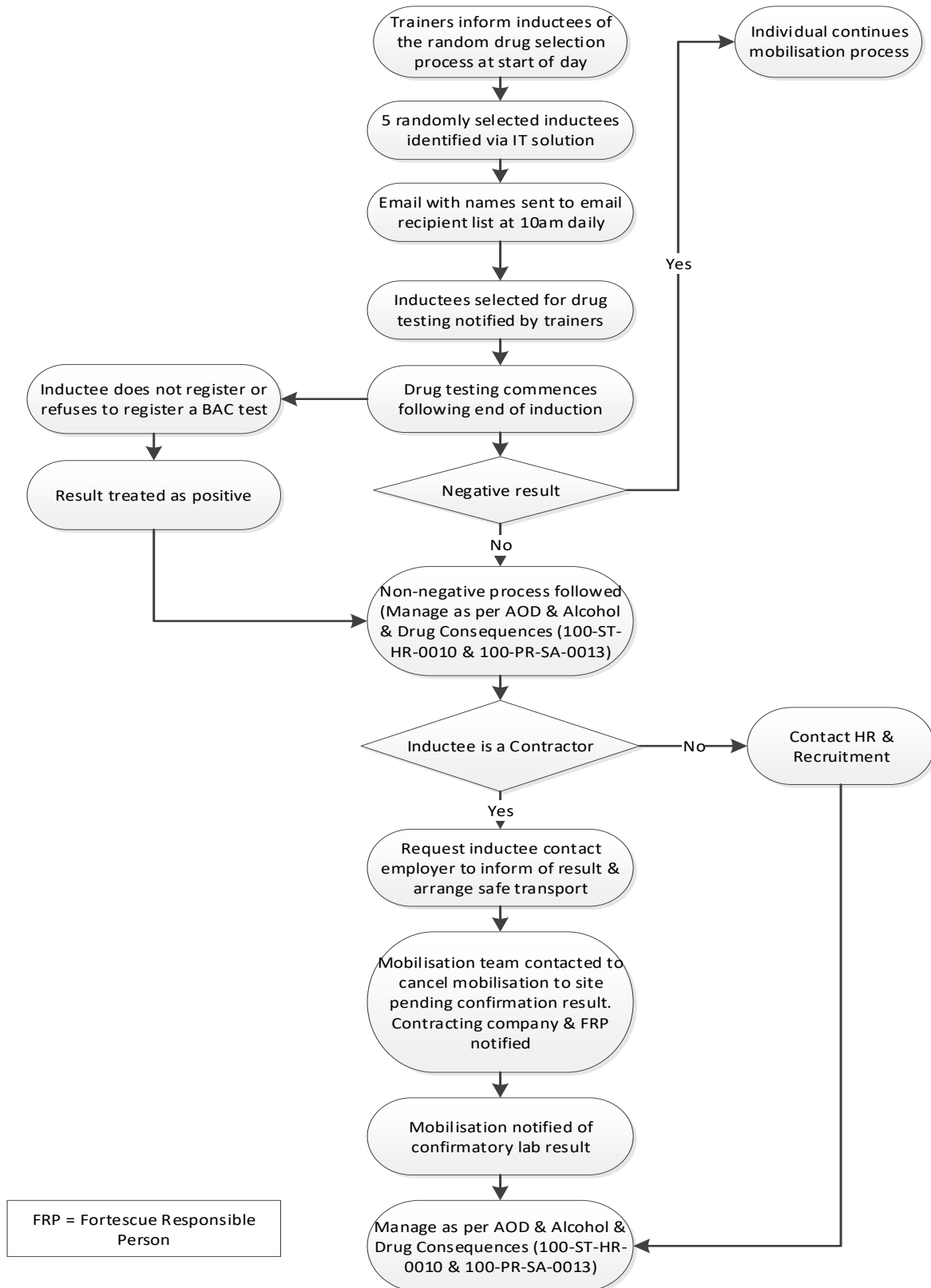
### 3.3 Attachment 3: Mandatory Qualifications Requirements Matrix

X = REQUIRED	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 (R8WHS204D)	Enter and Work in Confined Spaces (R8WHS202D)	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 (SITHFAB201)	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 Nominee form (Unsupervised access to explosive) or (Supervised access to explosive)
<b>Role</b>																			
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																			



X = REQUIRED  <b>Role</b>	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 (R8WHS204D)	Enter and Work in Confined Spaces (R8WHS202D)	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 (SITHFAB201)	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 Nominee form (Unsupervised access to explosive) or (Supervised access to explosives)
Nurse															X				
Paramedic																X			
Bar Workers												X							
Shotfirer																			X

### 3.4 Attachment 4: Induction Drug Testing Flowchart



## 4. MONITORING AND REVIEW

**Table 3: Programmes and Schedules**

Monitor (Audit) and Review	Frequency	Responsibility
Procedure Review	3 yearly (or as and when required)	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 4: Policy, Standard, Work Instructions, Forms (Templates)**

Document ID	Title of Document
100-ST-SA-0079	HSES Management Standards
100-MA-SA-0004	Health and Safety Systems Manual
100-ST-DC-0005	Retention & Disposal Authority
100-PR-TR-0005	Maintaining Workplace Training and Assessment Records
100-PR-SA-0013	Alcohol and Other Drugs
100-ST-HR-0010	Corporate Alcohol and Drug Consequences Standard
100-PR-MM-0017	Pre-employment Medical Procedure