



# Roy Hill Inductions and Orientation Procedure

## Health & Safety

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### 1 Purpose and scope

The purpose of this procedure is to ensure all employees, contractors and visitors requiring access to Roy Hill sites are informed of relevant health, safety and environmental risks associated with the business and that personnel are familiar with Roy Hill risk management processes, tools and also emergency procedures within their areas of work.

This Induction & Orientation Procedure outlines the mandatory training and/or minimum access requirements for all personnel. This procedure shall be implemented across the entire business and information shall be delivered to personnel according to their relevant role classification.

### 2 Procedure

#### 2.1 Flowchart

Located in Appendix 3

#### 2.2 General Requirements

All Roy Hill leaders shall ensure that employees, contractors, visitors and Transport Driver are informed and assessed (where applicable) on their health, safety and environmental awareness, risk management competencies and safety behaviour traits so as to ensure they align with Roy Hill standards and core values.

All new employees, contractors, Transport Driver and/or visitors shall undertake relevant induction and orientations according to the requirements outlined within this procedure. As a minimum, the training content for personnel performing activities in operational areas shall address health, safety, environmental and community risks specific to Roy Hill operations.


The induction and orientation process may include;

- An introduction to the Roy Hill core story and our CEO;
- Operational health, safety, emergency, environment and heritage training outlining the Roy Hill business and performance standards,
- Key risks within our business and risk management tools and processes;
- Discussions around expectations on personal behaviour and team membership; Familiarisation with hazards relevant to specific areas of work.

The information covered will depend on the classification of personnel.

The induction and orientation delivery process shall take into consideration the experience of each individual and address language, literacy and numeracy assistance if required. Roy Hill shall have processes in place to review induction assessments and feedback forms so as to facilitate mentoring and/or a buddy system and also to support effective on the job training. Mandatory training (according to classification) shall be completed before personnel access relevant operational areas as outlined in Appendix 1. (Note: Other job specific training will be on-going).

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All Roy Hill controlled activities shall have a process which records induction, awareness and competency based training are stored and managed for 7 years. Contracting companies which have been approved to deliver training to their own personnel for shut down work are responsible for storing and managing their own training material and are subject to auditing by Roy Hill.

Requisite qualification(s)/competencies must be documented and maintained for all personnel performing roles where work activities require certification, registration or licensing.

### 2.3 Personnel Classifications

All personnel performing work for Roy Hill or visiting Roy Hill operational areas shall be classified as per the table below.

1. Roy Hill employee	Employed directly & managed by Roy Hill
2. Embedded contractor	An individual who is a contractor working within the existing approved Full Time Equivalent (FTE) position in the approved SAP organisation structure.
3. Category 1 Contractor	Individuals engaged to carry out a specific piece or ongoing work within existing operations, where <b>the work is neither hazardous nor within a hazardous location. Directly supervised by Roy Hill according to Roy Hill's systems of work.</b>
4. Category 2 Contractor	Companies engaged to carry out either a specific piece or ongoing work <b>outside of existing operations</b> , where the work is either hazardous or in a hazardous location. <b>Independently supervised by the Contractor according to either the Contractor's systems of work or a combination of Roy Hill's and the Contractor's</b> , as negotiated at the contract stage depending on the scope of work. <i>(Roy Hill's Management Standards are compulsory.)</i>
5. Category 3 Contractor	Companies or individuals engaged to carry out either a specific piece or ongoing work <b>within existing operations</b> , where the work is either hazardous or in a hazardous location. <b>Supervised directly by Roy Hill or a combination of Roy Hill and the Contractor</b> , as negotiated at the contract stage, <b>according to Roy Hill's systems of work.</b>
6. Transport driver	Person whose function is to pick up and or deliver goods to and from site and is not inducted. Examples include long distance truck drivers and drivers who provide occasional delivery services to operations
8. Visitor	Person who has not completed the Roy Hill Induction and is attending the site for a maximum of 3 days and who shall not be undertaking any physical work for the duration of the visit. Examples include: company executives, consultants, sales representatives, regulatory inspectors, employee family members. (NB. This does not include visitors to the Roy Hill Perth Offices).

Table 1: Personnel Classifications

### 2.4 Roy Hill Business Induction, Orientations & Access Form

Prior to accessing any Roy Hill operational areas all personnel shall attend the relevant induction & orientation training or complete the relevant access form as per their classification. Section 2.3 provides detail of the mandatory requirements for each classification as summarised in Appendix 2.

Any individual who is required to work at any Roy Hill managed site and/or work area and has not received all required training, shall not have access until the required inductions and orientation(s) have been completed. Emergency responders are an exception to this ruling when they are responding to an emergency and shall be managed as outlined for non-embedded contractor category 3. Inductions shall be refreshed prior to their expiry.

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### 2.4.1 Mandatory Training and Access Requirements

Mandatory training shall be listed in the learning management system (LMS). Access forms such as visitor access & delivery driver access forms shall be located on the document management system (DMS) and then stored accordingly on site after completion. The mandatory induction, orientations and access requirements are as follows:

1. Roy Hill business induction: corporate and operations sections
2. Area Orientation(s)
3. Visitors Access
4. Transport Driver Access

#### 2.3.1.1 Roy Hill Business Induction

The Roy Hill business induction is comprised of a corporate section and an operations section. No other training within the Roy Hill business shall be termed as an 'induction'. There shall only be one 'induction' for the Roy Hill business.

The corporate section is an introduction to the Roy Hill business, the core story, our company ethos and our organisational values. All new employees and embedded contractors shall complete the corporate section.

The operational section focuses on promoting awareness of health, safety and emergency information which is relevant across all operational areas including port, rail, mining and processing facilities. It also introduces relevant environment, heritage and community initiatives and introduces the Roy Hill isolation procedures. The operational section is crucial for understanding Roy Hill safe system of work and Roy Hill risk assessment tools (Take 5 and Job Hazard Analysis). Only personnel that require access to operational areas on site or within the Remote Operations Centre will be required to attend the operations section. This will include employees, embedded contractors and also category 1 contractors. Category 2 contractors and Category 3 contractors are not required to attend the Roy Hill business induction as outlined in Section 3.2.

#### 2.3.1.2 Area Orientation/s

Each Roy Hill controlled site shall develop a suite of work area orientations. These shall be completed by all employees, embedded contractors and Category 1 contractors requiring direct access to those specific work areas. The area orientation shall be completed prior to commencing work and shall only outline specific information that was not covered in the Roy Hill business induction.

Each area orientation shall include an escorted tour of that work area which outlines the following:

- Emergency alarms, exits, muster points, first aid stations, eye wash stations and fire extinguishers
- Significant hazards, damaging energies, high risks areas or restricted areas within that location
- Waste management facilities including recycling, waste bins and bioremediation facilities (if applicable)
- Hazardous substance storage areas, spill kits and designated smoking areas
- Communal facilities such as crib rooms, ablution blocks, ice makers and kitchens
- Hazardous areas where personal electronic devices cannot be used and areas where personal electronic devices can be stored

The area orientation content shall be recorded on a checklist which personnel are required to fill in & sign on completion. Completed documentation shall be uploaded to the DMS and appropriate learning management systems by operational trainers or by associated support administration unless the area orientation is completed by a visitor where a hard copy shall be attached to the visitor access form and filed by site administration.

The content on the checklist shall be developed and updated by operational training in conjunction with site environment, health and safety teams to ensure it covers significant site HSE risks. Area orientation checklists are to be approved by the GM for that site.

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### 2.4.1.1 Transport Driver Access

Each site shall use the transport driver's access form. This is to be kept on the driver's person as written proof that the driver has been given access to that site. The transport driver shall be escorted at all times from the gatehouse to the drop off point and then the return journey to the gatehouse.

Prior to accessing site, the transport driver's site contact shall complete the following with the driver:

- Transport driver's access form
- Other information to discuss with the driver may be the intended travel route on site, speed limits and road rules, radio channels and any work area specific hazards not covered in the transport driver's access form.

Transport drivers shall not perform any tasks other than:

- Driving to the designated drop-off or pick-up location
- Indicating the load distribution to Roy Hill personnel
- Operating vehicle and vehicle mounted loads for which they are competent, including discharge of material if required
- Performing release of load restraints on incoming loads
- Performing restraint of outgoing loads
- Completing any required paperwork.

The transport driver shall not operate any Roy Hill owned or leased equipment and shall remain in a designated safe zone at all times when not performing any of the above mentioned tasks.

### 2.4.1.2 Visitor Access

Each site shall use the visitor access form. The form shall cover essential information that will not be addressed in any area orientation the visitor will complete. The visitor access form must be used in conjunction with the relevant area orientation. Essential information might include:

- The name and contact numbers of the visitors site representative
- Roy Hill environment and heritage Sites
- Reporting of incidents and injuries
- Personal Protective Equipment (PPE) requirements
- Jewellery and adornment restrictions
- Smoking rules for site
- Vehicles rules for site
- Significant local hazards and associated controls
- Emergency alarms
- Isolation and tagging requirements
- Off limit areas, and
- Any other general requirements.

All visitors shall have a nominated site contact that is responsible for ensuring the visitor is accompanied at all times given the visitor will not have completed the Roy Hill business induction.

Visitor details shall be recorded on a visitors log and wear a visible identification tag for the duration of their visit. Activities must be restricted to office based work and/or observation whilst in the field. The visitor shall

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complete the relevant area orientation for the office area or any other areas they will access. No visitor shall be permitted to conduct any form of physical labour whilst on site.

Visitor access shall only be valid for 3 days and an individual can only be a 'visitor' 3 times within one month. Any visits more frequent than this will require the individual to complete the full Roy Hill induction & orientation requirements.

### 3 Managing Personnel Access to Roy Hill Operational Sites

#### 3.1 Roy Hill Managed Sites

Roy Hill Leaders and Non Embedded Contractor Representatives shall ensure that personnel under their supervision do not access an operational area unless they have received the relevant training or have gained the relevant approvals for access according to their classification.

#### 3.2 Category 2 Contractor Managed Sites

Category 2 contractors who have been contracted to manage projects on behalf of Roy Hill shall ensure their induction processes meet the following requirements, as a minimum, for any personnel requiring access to their managed work areas:

- An induction addressing the relevant health, safety, environmental and community risks associated with their scope of work awareness of relevant Roy Hill policies, legislative requirements and pre-task hazard assessment tools. This shall be refreshed on a three yearly basis.
- Area orientation/s
- Visitor & transport driver access, including escort and direct supervision of non-inducted personnel
- A method for recording and tracking induction attendance including dates and personnel details
- Ensure all training records are kept on file for auditing

#### 3.3 Development and Delivery Effectiveness

The Roy Hill business induction and area isolation content shall be developed and delivered in accordance with the requirements of Training Competency and Awareness Standard RH-STD-00018.

Where relevant, as part of the induction process a person's understanding and awareness of induction content shall be assessed. Personnel not deemed competent shall not be allowed to work on Roy Hill sites until they have demonstrated the relevant skills, knowledge and competency.

#### 3.4 Induction, Orientation and Site Access Records

For Roy Hill employees, embedded contractors and Category 1 contractors, records of attendance shall be entered into the individual's relevant learning management system profile (Success Factors or DOTS). Category 2 contractors are required to collect and manage their own records. Site visitors shall be recorded on the visitor register and visitor access forms shall be filed on location. Transport Drivers are required to keep their completed transport driver access form with them at all times on site.

#### 3.5 Material review

The content of inductions and orientations should be reviewed annually at a minimum, or if any of the following changes occur:

- Changes are made to Roy Hill risk assessment tools provided during the induction
- Changes to minimum requirements described in the induction
- Changes to responsibilities described in the induction

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- Changes to Roy Hill Integrated Management System's standards or procedures
- Introduction of new legislation or changes to existing legislation.

The business function owner of the training package or an approved representative from that department shall notify operational training if any changes are required to be updated in training content. Changes must be approved as outlined in Section 3.6 below.

### 3.6 Modification

The content of inductions shall be controlled and only changed in line with the requirements of the Roy Hill Change Management Procedure.

Any changes to the Roy Hill HSE business induction shall be approved by the general manager of health, safety & environment (HSE) for the operations section and general manager of human resources for the corporate section. Changes to the area orientations shall be approved by the general manager responsible for that work area and changes to access forms must be approved by the document owner.

## 4 Abbreviations

Abbreviation	Definition
AOD	Alcohol and Other Drugs
FFW	Fitness For Work
HSE	Health, Safety and Environment
LMS	Learning Management System
DMS	Document management system
LH	Lock holder
PIO	Personal isolation officer
JHA	Job hazard analysis
PPE	Personal Protective Equipment
SSOW	Safe system of work
TNA	Training Needs Analysis

Table 1: Abbreviations

## 5 Definitions

Term	Definition
Controlled activities	Roy Hill managed site and/or work areas
Category 1 Contractor	Individuals engaged to carry out a specific piece or ongoing work within existing operations, where <b>the work is neither hazardous nor within a hazardous location. Directly supervised by Roy Hill according to Roy Hill's systems of work.</b>
Category 2 Contractor	Companies engaged to carry out either a specific piece or ongoing work <b>outside of existing operations</b> , where the work is either hazardous or in a hazardous location. <b>Independently supervised by the Contractor according to either the Contractor's systems of work or a combination of Roy Hill's and the Contractor's</b> , as negotiated at the contract stage depending on the scope of work. <i>(Roy Hill's Management Standards are compulsory.)</i>

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Term	Definition
Category 3 Contractor	Companies or individuals engaged to carry out either a specific piece or ongoing work <b>within existing operations</b> , where the work is either hazardous or in a hazardous location. <b>Supervised directly by Roy Hill or a combination of Roy Hill and the Contractor</b> , as negotiated at the contract stage, <b>according to Roy Hill's systems of work</b> .
Competent	A person who is qualified to perform a duty based on knowledge, training and experience.
External training provider	A person or organization providing training services Roy Hill, and that has been certified as holding the prescribed scope of registration, qualifications, training and experience to deliver HSES and specialist training.
Transport Driver	Person whose function is to pick up and or deliver goods to and from site and is not inducted. Examples include long distance truck drivers and drivers who provide occasional delivery services to operations. Inducted Transport Drivers are considered to fall under the relevant contractor classification.
Site	Roy Hill operations and their associated offices.
Visitor	Person who is not inducted to the site and is attending the site for a short period of time for a maximum of 3 days and who shall not be undertaking any physical work for the duration of the visit. Examples include: company executives, consultants, sales representatives, mines inspectors, employee family members.

Table 2: Definitions

## 6 References

Document number	Title
OP-REF-00006	Visitors Induction
OP-PRO-00291	Roy Hill Change Management Procedure
OP-PRO-00477	Fitness for work procedure
RH-STD-00018	Roy Hill Training Standard

Table 3: References

## 7 Review

Reviews are to examine the appropriateness of the procedure, taking into consideration corporate, system and compliance requirements and legislative changes since the last review was undertaken.

## 8 Appendices

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## Appendix 1 - Mandatory Training by Classification

	Roy Hill Business Induction Corporate	Roy Hill Business Induction Operations	Roy Hill Area Orientation(s)	Online Short Term Worker	Other Mandatory Documentation
<b>Employee</b>	ALL	REQUIRING SITE ACCESS	REQUIRING AREA ACCESS	N/A	
<b>Embedded Contractor</b>	ALL	REQUIRING SITE ACCESS	REQUIRING AREA ACCESS	N/A	
<b>Category 1</b>	N/A	REQUIRING SITE ACCESS	REQUIRING AREA ACCESS	N/A	
<b>Category 2</b>	N/A	N/A	N/A	N/A	Trained by the contractor on their own SSOW
<b>Category 3</b>	N/A	N/A	N/A	N/A	Requires GM approval for critical situations only. Shall be directly supervised and escorted at all times
<b>Visitor</b>	N/A	N/A	N/A	N/A	Must Read & Sign complete Visitor Access Form and be escorted at all times - NOT ALLOWED TO WORK
<b>Transport Driver</b>	N/A	N/A	N/A	N/A	Must Read & Sign Delivery Driver Access Form and be escorted

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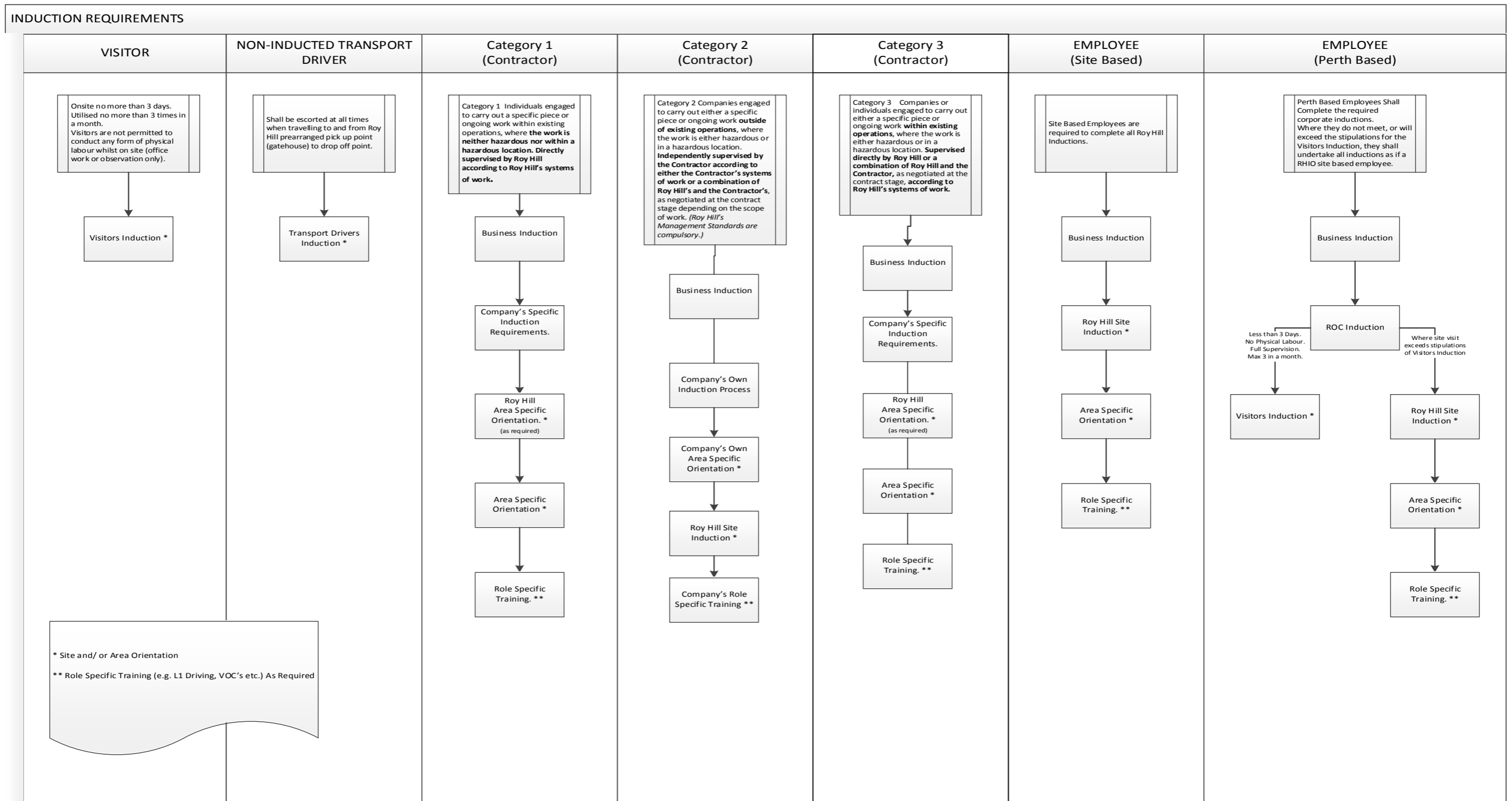
### Appendix 2 - Package Definition, Accountability & Record Management

Induction/Orientation/Access	Package Definition	Expiry	Facilitation/Assessment	Accountability & Record Management
<b>Roy Hill Induction - Corporate</b>	Roy Hill Induction - Corporate	3 years	Face to Face	Corporate Training & Learning - Change Approvals and deliver training Training Coordination – upload records to Success Factors/DOTS
<b>Roy Hill Induction - Operations</b>	<ol style="list-style-type: none"> <li>1. HSES</li> <li>2. Environment, Heritage &amp; Community</li> <li>3. Lock-holder*</li> <li>4. Personal Isolation Officer*</li> <li>5. Job Hazard Analysis*</li> </ol> * As outlined in TNA	3 years 3 years 2 years 2 years 2 years	Face to Face and online Completed Assessments for the following: HSES; LH; PIO; JHA	HSE – change approvals Operational Training – update and deliver training content Training Coordination – upload records to Success Factors/DOTS *Direct Manager – responsible for ascertaining if candidates stays for LH, PIO, JHA as per TNA
<b>Area Orientation/s</b>	Developed for individual work areas e.g. Workshops, Admin Building,	N/A	Tour, Checklist, or Online Anyone familiar with area – can orientate	GM – change approvals Operational training – update document Training Coordination – upload records to DOTS/Success Factor
<b>Visitors Access</b>	Form read, understood and signed. No training content is delivered	3 days	Face to Face by Site Contact or other representative	Site Admin – Ensure Visitor Register Complete & and Visitor Access Form filed Visitor Site Contact - Ensure Visitor Access Form completed and provide escort if outside of Admin Buildings
<b>Transport Driver Access</b>	Form read, understood and signed. No training content is delivered	Each site visit	Face to Face by Site Contact, Gate House or other Roy Hill representative	Area Manager to approve access Signed Transport Driver Access Form to be kept in vehicle HSE – approve update

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Appendix 3 – Induction Flow Chart



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