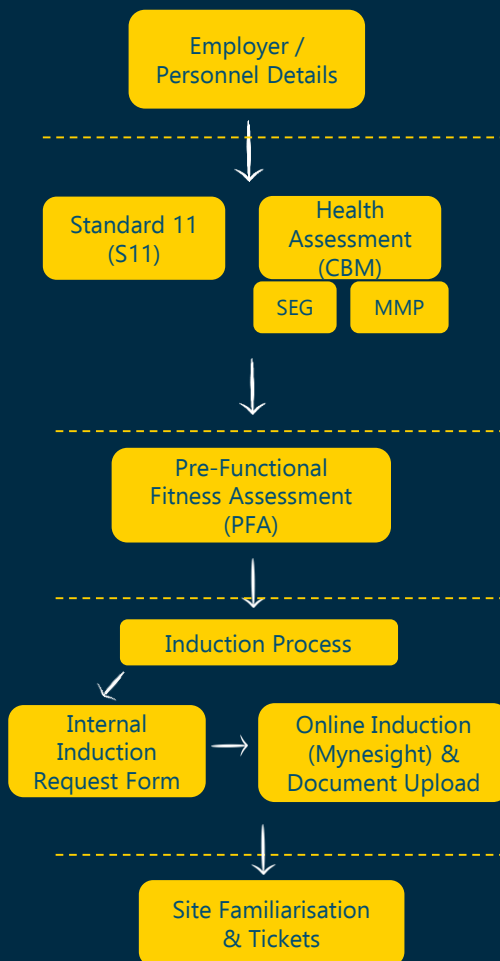


# GETTING ON BOARD AT KESTREL - PERSONNEL

*A quick reference guide for Contractor onboarding at Kestrel, an intro to your obligations and our contractor management needs*



## 1. EMPLOYER & PERSONNEL DETAILS incl ROLE TITLE

All documents must reflect the consistent name, duties & task the Coal Mine Worker will perform on site. Any variances of the Employer Name and/or personnel details may result in application rejection(s).

## 2. PRE-QUALIFIERS FOR WORK

AMA (Appointed Medical Advisor) and EMO (Examining Medical Officer) must be approved by Resources Safety & Health Queensland (RSHQ) to carry out functions under the Coal Mine Workers' Health Scheme. Guidelines as follows:

- **Standard 11** induction (S11) & Health Assessment (*prev. Coal Board Medical*) are required to work at a coal mine.
- The **Health Assessment** must list the workers current Employer, the actual role the worker will be performing at Kestrel and list the correct Similar Exposure Group (**SEG**).
- You may be asked to provide a **Medical Management Plan (MMP)** for restrictions listed on the Health Assessment.
- Site access will cease once the Health Assessment has expired. Health Assessments must be submitted to [medicals@kestrelcoal.com](mailto:medicals@kestrelcoal.com) prior to expiry date.

## 3. PRE-FUNCTIONAL FITNESS ASSESSMENT

A Pre-Functional Fitness Assessment (PFA) may be required for some roles or raised within the Health Assessment. Kestrel reserves the right to ask any Coal Mine Worker for a PFA to ensure fitness for work policy requirements are met and may cease the onboarding process if concerns are not addressed in a timely manner.

## 4. INDUCTION REQUIREMENTS

The Induction process consists of 2 applications and are both required for completion

- 1) Kestrel Induction Request Form:** Your Kestrel representative is responsible to arrange the sign-off of this internal form.
- 2) Pre-site Online Induction (Mynesight):** Registration for the Online Induction will be communicated to you via email once all prior documentation (S11, Health Assessment, PFA, Induction form) has been received and approved.
- 3) Induction Confirmation:** A Confirmation email will be sent to the worker once the Online Induction is complete. This email contains the date of their site familiarization. Any inductees arriving to site outside the scheduled induction date will not be granted access to site.

## 5. SITE FAMILIARISATION / TICKETS

Inductees must ensure they arrive to site on the allocated date and equipped with the required PPE as provided in their confirmation email from Mynesight. PPE will NOT be provided for inductees. Failure to arrive on time or with insufficient PPE may result in a cancellation of the familiarisation.

The Kestrel Training Dept and/or Contractor Management Team may request proof of further tickets/certification of competencies of the inductee prior to providing the inductee with their site access card. This forms part of their TNA role within Kestrel's LMS.

