

Inductions, Training & Site Access Procedure

WNH Q24 - Revision 2.0

Effective from 20th May 2020



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1.0 Introduction

1.1 Purpose

The purpose of this procedure is to outline the expectations, inductions and training required by Woolnorth Renewables (Woolnorth) to allow access to its wind farms and other work sites. Correct use of this procedure will ensure that a high level of personal safety and risk management is achieved by creating awareness of the business's hazards and risk management strategies. The procedure also outlines the minimum training requirements for core tasks relevant to the Woolnorth business.

1.2 Scope

This procedure applies on all Woolnorth worksites and shall be implemented by all personnel engaged by Woolnorth for activities at these worksites.

2.0 Inductions & Training

2.1 General

All personnel engaged by Woolnorth shall be provided with appropriate information and instruction to enable them to undertake their work, or other activities in an informed manner and without unacceptable risk to themselves, others or the environment. The business achieves this through a structured induction process, with additional specific training modules depending on the type of activity being performed. An outline of the training and induction requirements for entering a Woolnorth work site is provided below. These requirements are mandatory. In rare circumstances this may be altered at the written discretion of a Site Supervisor and a HSE representative following a risk assessment. The requirements shall not be altered for convenience.

Name	Description and Applications
On-boarding Induction	<p>Introduces new Woolnorth employees to the business. The on-boarding process provides an overview of the Woolnorth business - its operations, procedures, processes, manuals, policies and guidelines. A checklist is used to guide the on-boarding process.</p> <p>Timing – started at the commencement of employment</p> <p>Responsibility – employee’s direct Manager/Supervisor</p>
General Induction	<p>Provides an overview of the site access and operational rules and guidelines for personnel to work unaccompanied on Woolnorth properties or assets.</p> <p>Timing – Prior to starting work</p> <p>Responsibility – Site Supervisor, Manager, Project Manager</p> <p>Delivery format – online and self-managed</p>
HSE Induction	<p>Introduces all personnel employed, contracted or engaged by Woolnorth to the business’s HSE policies, procedures, obligations and responsibilities.</p> <p>Timing – Prior to starting work</p> <p>Responsibility – Site Supervisor, Manager, Project Manager</p> <p>Delivery format – online and self-managed</p>
Site Specific Induction	<p>This induction ensures awareness of any personnel entering a Woolnorth controlled work site of the specific hazards, risk management controls, emergency procedures and project/task specific safety requirements.</p> <p>Timing – Prior to starting work</p> <p>Responsibility – Site supervisor, Manager, Project Manager</p> <p>Delivery format – face to face</p>

Restricted Area Training	<p>Due to the increased level of risk associated with working on or alongside electrical and mechanical infrastructure, additional training is required for workers planning activities within Woolnorth’s Restricted Areas, or on jobs being managed under a Permit To Work. This training starts with the Restricted Area training course, followed by separate Permit To Work, Isolation, Person In Charge and Authorised Issuing Officer modules, depending on the needs of the worker. Woolnorth’s Restricted areas are defined in WNH Q18 Working in Hazardous Environments Procedure and the Permit to Work and Isolation requirements are defined in WNH Q25 and WNH Q30 respectively.</p> <p>Timing – Prior to work in a restricted area</p> <p>Responsibility – Site supervisor, Manager, Project Manager</p> <p>Delivery format – on-line</p>
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Table 1: Description of Woolnorth’s inductions and training for work site access.

2.2 Visitors

A visitor to a Woolnorth work site must be constantly accompanied and remain under the direct supervision of an accountable person authorised to enter the work site/s. A visitor must only observe and not participate in or direct the work activities (note taking and photographs are acceptable). Where directed, visitors shall adhere to reasonable instruction provided, and read and sign-on to any supporting HSE documentation at the workplace as requested (as a visitor only).

2.3 Minimum Wind Farm access requirements

The minimum requirements for anyone accessing a Woolnorth work site including any Restricted Areas or Permitted work sites are outlined below in Table 2. These requirements extend not only to staff and contractors completing operational work, but to all Woolnorth supervisory/management staff of these personnel i.e. they will be trained to the same extent as the personnel they are managing.

Table 2: Minimum requirements to access Woolnorth work sites including their Restricted Areas. * At the discretion of the Site Supervisor or HSE representative

✓ = Required ★ = May be required	HSE Induction	General Induction	First Aid - See section 2.5	Construction Industry White Card	Site Induction	Accompanied by person approved by Site Supervisor or HSE rep	Restricted Area Training	Permit To Work Training	Isolation Training	PPE – See WNH Q22
Unaccompanied Worker in a Restricted Area or Permitted Worksite	✓	✓	✓	✓	✓		✓	★	★	✓
Unaccompanied Worker elsewhere	✓	✓	✓		✓					✓
Accompanied Worker		★			✓	✓	★			✓
Visitor Entry (non-worker)					★	✓				★

2.4 Induction Currency and Retraining

All Inductions and training provided by Woolnorth are required to be refreshed every two years if continued access to an operational site is required.

The induction status of all contractors can be obtained directly via the Altora website that manages all Woolnorth inductions or through a Woolnorth representative/project manager.

2.5 External Training Requirements

All personnel entering a Woolnorth worksite, with the exception of visitors, should have a current first aid competency and, if entering a Restricted Area, a Construction Industry White Card. In regards to first aid, Woolnorth Staff and contractors are to have current competency in Provide First Aid (HLTAID003). Where it is not reasonable for a person to obtain a first aid competency (e.g. one-off 2 hour job) then the relevant task risk assessment shall document how first aid (including the provision of first aiders) at the specific work site will be managed. The minimum requirements set out in the Code of Practice: First aid in the workplace (2018) for a high risk, remote worksite is one first aider for every 10 workers and this shall not be varied from. In all other circumstances holding a current first aid competency is considered mandatory.

Beyond the site entry requirements outlined above, a range of additional training, qualifications or competencies are likely to be required, depending on the activities that a particular person has been engaged for. These requirements will be driven by Woolnorth procedures, relevant legislation, industry standards and risk assessments. The training requirements and needs for Woolnorth staff are documented and maintained through an overarching Woolnorth Training Records Register. The adequacy and currency of a person's training is the responsibility of that person, however, the verification of training and competency shall also be conducted by the relevant manager (line manager).

For contractors or other external parties engaged by Woolnorth, as a part of the contractor management process, Woolnorth should seek to verify that workers performing the work hold current and relevant competencies for the work being performed. This will be the role of the project manager, site supervisor or similar.

3.0 Methods of Training

3.1 Overview

The key outcome of all Woolnorth inductions and training is that the trainees are adequately aware and competent in Woolnorth's HSE expectations. Strict compliance with a particular training delivery method is, therefore, not required providing the person authorising the completion of training is satisfied that trainees have achieved these outcomes. As described in Table 2, three inductions are required to be completed before anyone can undertake unaccompanied work on behalf of Woolnorth on any of its assets e.g. wind farms, transmission lines, easements, and managed land. These inductions are the General, HSE and Site Induction.

The General Induction is an introduction to the company wide site rules and guidelines for all operational sites, while the HSE induction provides an overview of the HSE system, risks and hazard controls, and incident management. These are company-wide inductions and only need to be completed once if going to multiple Woolnorth sites. They can be completed under a self-drive arrangement at an inductees' location and time of choice using the Altora platform.

The Site Induction is a short induction provided at the point of work by a person experienced with the HSE aspects of that specific site. This induction is designed to focus purely on the specific features and hazards of the site not seen at other Woolnorth managed facilities and will include roles and contacts, facility layout, emergency procedures and equipment, methods of communication and site specific hazards.

Restricted Area, Permit To Work and Isolation training can be delivered in a number of ways including as face to face classroom style or through self-driven training using the Altora platform. The decision on how the delivery is conducted will be made by the Woolnorth project manager, site supervisor or similar and this decision shall consider previous experience and competency of the trainee. Such training can only be provided by the relevant Woolnorth Site Supervisor or Woolnorth HSE representative.

External training shall be delivered, when available, by a Registered Training Organisation (RTO). Training undertaken should consist of nationally recognized and endorsed units of competency. The RTO should provide a Statement(s) of Attainment.

4.0 Site Entry and Departure

4.1 General

Access (and entry) to all Woolnorth work sites (wind farms and office locations) is at the discretion of Woolnorth (e.g. Site Supervisor, site contact, Project Manager). Access/entry is under the guise of and can only occur as an escorted visitor, an invited person (contractor/delivery driver/licensee), or as Woolnorth staff. No person shall enter a Woolnorth work site alone unless they are authorised by Woolnorth. Refusal of access will be at the discretion of the Woolnorth. All persons accessing Woolnorth work sites shall:

- a) Be inducted for the activities they plan to undertake.
- b) Ensure evidence of all relevant and necessary competencies are current and available.
- c) Have a vehicle fit for the conditions they plan to drive in (including the roads to the work site) which is fitted with a fire extinguisher, first aid kit, registered and insured, and adheres to current Tasmanian road registration requirements.
- d) Present as fit and physically capable to do the work (not fatigued or under the influence of alcohol or other drugs).
- e) Be prepared for the work including having the correct PPE, tools, materials and other equipment (including personal items).
- f) Have knowledge of and demonstrated competency in the intended scope of works and, where required, Permit to Work Procedures.
- g) Register their attendance using the Attendance Registration System (ARS).
- h) Follow reasonable instruction provided by Woolnorth representatives.
- i) Follow and implement all aspects of the Woolnorth's HSE System.

All persons who do not attend a Woolnorth work site on a routine or daily basis should ensure that the relevant Site Supervisor is aware of their arrival date and time. On arrival they should report to the relevant site supervisor or their site contact.

5.0 Accountabilities

General

Officers of Woolnorth shall ensure, As Far As Reasonably Practicable (AFARP), that the training and induction requirements outlined in this Procedure are up held and maintained, not only personally but for any contractors or staff that they are responsible for. Any deviations from the processes or approaches outlined shall be documented in conjunction with a risk assessment. In addition, all personnel working on a Woolnorth worksite shall ensure that:

- they understand the requirements of this Procedure,
- ensure their activities are in compliance with this Procedure,
- can access this Procedure,
- support the implementation of this Procedure by providing feedback to peers and supervisors where improvements to task compliance or risk management can be made.

The HSE Manager for Woolnorth is to ensure that there is an adequate system of training and inductions in place that reflects the range of health, safety and environmental risks that the business is exposed to, as well as National and State legislation and industry Standards.

6.0 Definitions

None

7.0 References

- First aid in the workplace - Code of Practice (2018, Safe Work Australia)
- WNH Training Records Register
- WNH Q24.1 Site Induction
- WNH Q24.2 General Induction
- WNH Q24.3 HSE Induction
- WNH Q24.4 Restricted Area Induction