

# Inductions, Training & Site Access Procedure

## WNH Q24 - Revision 3.0

Effective from January 2025



### Revision History

| Rev | Reason for Revision     | Date          | Prepared       | Reviewed   | Approved    |
|-----|-------------------------|---------------|----------------|------------|-------------|
| 1   | Initial Release         | July 2018     | Robert Barbour | Chris Sims | Steven Ross |
| 2   | General review & update | August 2023   | Alistair Mason | Chris Sims | Steven Ross |
| 3   | General review & update | December 2024 | Alistair Mason | Chris Sims | Jie Yao     |

# Contents

|            |                                       |           |
|------------|---------------------------------------|-----------|
| <b>1.0</b> | <b>Introduction</b>                   | <b>2</b>  |
| 1.1        | Purpose                               | 2         |
| 1.2        | Scope                                 | 2         |
| <b>2.0</b> | <b>Inductions &amp; Training</b>      | <b>3</b>  |
| 2.1        | General                               | 3         |
| 2.2        | Visitors                              | 4         |
| 2.3        | Minimum Wind Farm Access Requirements | 5         |
| 2.4        | Induction Currency and Retraining     | 5         |
| 2.5        | External Training Requirements        | 6         |
| <b>3.0</b> | <b>Methods of Training Overview</b>   | <b>7</b>  |
| 3.1        | Worker                                | 7         |
| 3.2        | Restricted Area Worker                | 7         |
| 3.3        | External Training                     | 8         |
| <b>4.0</b> | <b>Site Entry and Departure</b>       | <b>9</b>  |
| 4.1        | General                               | 9         |
| 4.2        | Site Departure                        | 9         |
| <b>5.0</b> | <b>Accountabilities</b>               | <b>10</b> |
| <b>6.0</b> | <b>Definitions</b>                    | <b>11</b> |
| <b>7.0</b> | <b>References</b>                     | <b>12</b> |

# 1.0 Introduction

## 1.1 Purpose

The purpose of this procedure is to outline the expectations, inductions and training required by Woolnorth Renewables (WNR) 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 WNR business.

## 1.2 Scope

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

This procedure does not apply to current/proposed sites being explored for future development by WNR. The induction process for these sites will be at the discretion of the WNR Project Manager, HSE representative and/or private landowner. The training and licensing requirements outlined in this procedure do apply for any work being carried out for WNR on any current/proposed future development sites.

## 2.0 Inductions & Training

### 2.1 General

All personnel engaged by WNR 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 WNR work site is provided below. These training and induction 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                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>On-boarding Induction</b>   | <p>This introduces new WNR employees to the WNR business. The on-boarding process provides an overview of the WNR 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> |
| <b>General Induction</b>       | <p>This introduces all personnel employed, contracted, or engaged by WNR to the general site rules, staff roles and contacts, induction requirements, PPE requirements, expected risks and hazards.</p> <p>Timing – Prior to starting work.</p> <p>Responsibility – Site Supervisor, Manager, Project Manager</p> <p>Delivery format – online and self-managed</p>                       |
| <b>HSE Induction</b>           | <p>This introduces all personnel employed, contracted, or engaged by WNR 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>                                                                   |
| <b>Site Specific Induction</b> | <p>This induction ensures awareness of any personnel entering a WNR 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>                      |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Restricted Area Training</b> | <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 WNR Restricted Areas, or on jobs being managed under a Permit to Work. This training starts with Restricted Area Training, Permit to Work Training, Isolation Training, and then could require PTW Leadership Training (PIC, AIO &amp; PM). Restricted areas on WNR wind farms are defined in WNH Q18 Working in Hazardous Environments Procedure and Permit to Work requirements are defined in WNH Q25 Permit to Work Procedure.</p> <p>Timing – Prior to entry to restricted area</p> <p>Responsibility – Site supervisor, Manager, Project Manager</p> <p>Delivery format – online and self-managed</p> |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Table 1: Description of WNR inductions and training for work site access.

## 2.2 Visitors

A visitor to a WNR 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 WNR wind farm including any Restricted Areas or Permitted work sites are outlined below in Table 2.

| ✓ = Required<br>★ = May be required                             | General Induction | HSE Induction | First Aid See section 2.5 | Site Induction | Restricted Area Training<br>★ Permit to Work Training<br>★ Isolation Training<br>★ PTW Leadership Training | PPE – See WNH Q22 | Accompanied by person approved by Site Supervisor |
|-----------------------------------------------------------------|-------------------|---------------|---------------------------|----------------|------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------|
| Unaccompanied Worker in a Restricted Area or Permitted Worksite | ✓                 | ✓             | ✓                         | ✓              | ✓                                                                                                          | ✓                 |                                                   |
| Unaccompanied Worker elsewhere                                  | ✓                 | ✓             | ✓                         | ✓              |                                                                                                            | ✓                 |                                                   |
| Accompanied Worker                                              | ★                 | ★             |                           | ✓              |                                                                                                            | ✓                 | ✓                                                 |
| Visitor Entry (non-worker)                                      |                   |               |                           | ★              |                                                                                                            | ★                 | ✓                                                 |

Table 2: Minimum requirements to access WNR wind farms including their Restricted Areas. \* At the discretion of the Site Supervisor or HSE representative

## 2.4 Induction Currency and Retraining

All Inductions provided by WNR (i.e. Site Specific, General, HSE and Restricted Area) 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 WNR public website or through a WNR representative/project manager.

## 2.5 External Training Requirements

All personnel entering a WNR worksite, with the exception of visitors, should have a current first aid competency. In regard to first aid, WNR 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 (2019) 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 WNR procedures, relevant legislation, industry standards and risk assessments. The training requirements and needs for WNR staff are documented and maintained through an overarching WNR 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 WNR, as a part of the contractor management process, WNR 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 Overview

The key outcome of all WNR inductions and training are that the trainees are adequately aware and competent in WNR 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.

### 3.1 Worker

As described in Table 2, three inductions are required to be completed before anyone can undertake unaccompanied work on behalf of WNR on any of its assets e.g. wind farms, transmission lines, easements, and managed land. These inductions are the General Induction, HSE Induction and Site Induction.

The General Induction (GI) is an introduction to the company structure, HSE expectations (induction requirements), WNR staff roles and contacts, site rules, PPE requirements, risks, and hazard controls. This is a company-wide induction and only needs to be completed once if going to multiple WNR sites. The GI can be completed under a self-drive arrangement at an inductees' location and time of choice. All the material for this induction is available from the WNR public web site and internet access is required during the training. Final approval of completion of this training can only be provided by a WNR HSE representative.

The Health Safety and Environment Induction (HSEI) is focused on WNR HSE system and how it is to be utilised during any work on WNR property or assets. It provides an overview of the Health and Safety Policy, an Environmental Policy, guidelines on risk management and a collection of specific procedures and documents for managing the HSE hazards associated with operating our wind farms, balance of plant, transmission lines and other assets.

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

### 3.2 Restricted Area Worker

In addition to the above Inductions, the Restricted Area Worker program is required by anyone who's job involves working in a Restricted Area or under a Permit to Work (PTW). The Restricted Area Worker program is made up of the below training modules. As with the General and HSE Inductions, the RAW training modules can be completed under a self-drive arrangement at an inductees' location and time of choice. All the material for this induction is available from the WNR public web site and internet access is required during the training.

The Restricted Area Training gives an overview of WNR defined Restricted Areas, the company access requirements, and expectations for anyone entering/working in a Restricted Area as well as specific hazards and risk management in Restricted Areas.

The Permit to Work Training outlines WNR Permit to Work (PTW) system, covering what a PTW is, how it works, associated risk management documents, where a PTW is mandatory, hold points for review and authorisation and roles and responsibilities under a PTW.

Isolation Training must have been completed before anyone can apply an isolation or lock onto a group isolation board, along with the training, approval must have been granted by the Site Supervisor of the particular wind farm. Woolnorth Renewables PTW and Isolation systems and processes are risk controls that are mandatory in certain high-risk situations (specifically those related to the maintenance of wind turbines, transmission lines and ancillary infrastructure).

Leadership Training (PIC, AIO, & PM) is required by anyone required to be a Person in Charge (PIC), Authorised Issuing Officer (AIO) or Project Manager (PM). The training outlines the leadership roles that make up the WNR Permit to Work (PTW) system. These roles are fundamental to the safe implementation of the permitting, isolation, and operational needs of the WNR business.

### 3.3 External Training

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 WNR work sites (wind farms and office locations) is at the discretion of WNR (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 WNR staff. No person shall enter a WNR work site alone unless they are authorised by WNR. Refusal of access will be at the discretion of the WNR Site Supervisor, site contact, Project Manager, HSE representative or General Manager. All persons accessing WNR 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 WNR representatives.
- i) Follow and implement all aspects of the WNR HSE System.

All persons who do not attend a WNR 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.

### 4.2 Site Departure

Before leaving site, all attendees must log out of the Attendance Registration System (ARS) prior to their departure, the following process should be considered,

1. If there are numerous people still on site, as evidenced by the ARS, proceed to log out and leave site.
2. If you are the second last person remaining on site, as evidenced by the ARS, you should contact the 'last' person to determine their whereabouts, their intentions and agree whether the work can be conducted in a working alone capacity.
3. If you are aware a fellow worker or contractor has inadvertently left site without logging out (as evidenced by the ARS), please make positive contact with that person, and sign them out on their behalf?
  - If you cannot make positive contact with a person that is logged into the ARS, you should contact the Team Leader/Site Supervisor and agree on a plan.

## 5.0 Accountabilities

### General

Officers of WNR 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 WNR worksite shall ensure that:

- they understand the requirements of this Procedure,
- ensure that 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 WNR 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 (2019, Safe Work Australia)

WNR Training Records Register

WNH Q24.1 Site Induction

WNH Q24.2 General Induction

WNH Q24.3 HSE Induction

WNH Q24.4 Restricted Area Training

WNH Q18 Working in Hazardous Environments Procedure

WNH Q25 Permit to Work Procedure