



Prior to arriving on site:

Onboarding a new contractor

Contracting companies are responsible for sending Profile Creation Submission forms to primary sites training department.

Poitrel Mine and CHPP: Require the form to be received no later than midday Friday prior to Wednesday onboarding day of the following week. NOTE: If you need to enter site more than seven (7) consecutive days in a row, you will need to be fully inducted or be classified as a visitor performing a specialist function.

SWC: Require the form to be received at least 7days prior to mobilisation

BISTrainer Online Learning Requirements

The New Starter will receive an email from helpdesk@bistrainer.com.au where they can activate their BISTrainer profile and complete all online learnings and upload RII qualifications (Statements of Attainment - SOAs) and Licences to the system, prior to coming to site.

Accessing BISTrainer

Contractor and employees can access BISTrainer to complete relevant inductions and learning via:
<https://www.bistrainer.com>

Stanmore employees can also access BISTrainer through Stanmore's SharePoint Landing page via the BISTrainer icon.

The mandatory online induction modules required for each site's gate access are listed below.

SOUTH WALKER CREEK MINE	POITREL MINE
STANMORE Core Module 1 STANMORE Core Module 2 STANMORE Core Module 3 SWC Site Induction SWC SOP 03 Discovering a Fire SWC SOP 05 Hazardous Chemicals and Dangerous Goods SWC SOP 06 Personal Protective Equipment SWC SOP 13 Isolation and Tagging SWC SOP 15 Inspecting Work Area SWC SOP 16 Hygiene Facilities SWC SOP 18 Manual Handling Standard 11 Induction, SOAs for the following units of competency: - RIIRIS201 - Conduct Local Risk Control. - RIIWS201 - Work safely and follow WHS policies and procedures. - RIIERR205 - Apply initial response first aid. - RIIGOV201 - Comply with site work processes / procedures. - RIICOM201 - Communicate in the workplace. - RIIERR302 - Respond to local emergencies and incidents. SWC Site Familiarisation (completed onsite)	STANMORE Core Module 1 STANMORE Core Module 2 STANMORE Core Module 3 PTM Site Induction PRM SOP 03 Discovering a Fire PRM SOP 05 Hazardous Chemicals and Dangerous Goods PRM SOP 06 Personal Protective Equipment PRM SOP 13 Isolating Energy Sources PRM SOP 15 Inspecting Work Area PRM SOP 16 Hygiene Facilities PRM SOP 18 Manual Handling Standard 11 Induction, SOAs for the following units of competency: - RIIRIS201 - Conduct Local Risk Control. - RIIWS201 - Work safely and follow WHS policies and procedures. - RIIERR205 - Apply initial response first aid. - RIIGOV201 - Comply with site work processes / procedures. - RIICOM201 - Communicate in the workplace. - RIIERR302 - Respond to local emergencies and incidents. PTM Site Familiarisation (completed onsite) CHPP Access additional requirements RMI Site Familiarisation (completed onsite by PTM CHPP representative)

Coal Board Medicals:

A current Coal Board Medical (CBM) is a mandatory requirement. All copies of CBMs and related queries are to be sent through to coalmedicals@stanmore.net.au 48 business hours prior to mobilisation. Onsite Training Teams do not manage this process.

Arriving onsite:

All new starters and visitors are to be registered with the Site Access Centre by submitting a Visitor and New Starter Pre-Registration Form (SMC-HSS-FRM-000010) a minimum of 48 business hours prior to mobilisation. All mandated induction requirements, as per below, must be completed prior to accessing site.

A work area familiarisation must be scheduled with a Stanmore appointed Supervisor or Trainer/Assessor and must be completed before work commences. An SOA for Standard 11 or a Statement of Completion (SOC) for Standard 11 (within 6 months of issue date) must be provided to the training department prior to a CMW starting onsite.

- If the CMW holds a SOC, they will be required to complete their external validation within 6 months of obtaining the SOC and provide the SOA to the training department before the 6-month expiry to retain site access.
- If the SOA is not provided within 6 months, site access will be revoked.

Stanmore employees can engage with the Training Department prior to commencement to arrange for a Standard 11 to be completed on their first day onsite.

Questions:

Site access questions should be directed to the Site Access Centre. Workers are to direct general questions relating to inductions, training requirements or employment to their supervisor or site contact. Training related enquiries can be directed to the relevant site Training Department.

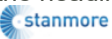
- Poitrel Mine and Poitrel CHPP Training PTMTraining@stanmore.net.au
- Poitrel Mine and Poitrel CHPP SAC ptm_sac@stanmore.net.au
- South Walker Creek Training SWCTraining@stanmore.net.au
- South Walker Creek SAC swcsiteaccesscentre@stanmore.net.au

Tempo - Accessing Documents:

SMC Controlled Documents (such as Standard Operating Procedures - SOPs) can be accessed onsite via the tempo stations.

BISTrainer - Accessing Training Records

Check your training completions held via BISTrainer. Once logged in, your competencies held will be listed under the heading "Completed". The system will also highlight expired (red) and due to expire (yellow) competencies.

 **stanmore**

Title	Type	Status	Started	Completed	Expiry
Superseded SOA Conduct Safety and Health Investigations	Record	-	-	11/12/2012	-
Superseded SOA Perform rescue from a live low voltage panel	Record	-	13/09/2021	13/09/2022	
Aboriginal and Torres Strait Islander History and Culture	Record	-	11/05/2020	-	
Australian Licence Motor Vehicle - Class C	Record	-	26/03/2014	26/03/2024	
BHP COVID-19 Good Hygiene	Record	-	11/05/2020	11/05/2025	
BHP Fit For Work Supervisor	Record	-	14/07/2020	14/07/2025	
BHP Minerals Australia: Dangerous Goods - Execution	Record	-	28/04/2022	28/04/2027	
BMA Coal Priority Rules - Theory Assessment	Record	-	24/05/2017	24/05/2022	
BMC Accommodation & Bussing	Record	-	09/03/2021	09/03/2026	
BMC Core Induction Module 1	Record	-	21/08/2020	21/08/2025	
BMC Core Induction Module 2	Record	-	21/08/2020	21/08/2025	
BMC Core Induction Module 3	Record	-	21/08/2020	21/08/2025	
BMC Currency Validation - Trainer Assessor Qualifications	Record	-	01/07/2021	01/07/2022	
BMC Generic mobile plant	Record	-	12/11/2017	-	