



CS ENERGY PROCEDURE FOR
HS&E INDUCTION
CS-OHS-28

Responsible Officer: Health & Safety Manager

Approved: General Manager Production

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Issue Date	Nature of Changes
Jan 2003	Original Issue

1. Purpose

To ensure all persons intending to work and/or visit any CS Energy Site, have:

- (i) a general understanding of their Health Safety and Environmental obligations and responsibilities,
- (ii) an awareness of safe work practices and control measures at the sites,
- (iii) prior to working on site a current 'general' CS Energy induction, and a 'site-specific' induction.

2. Scope

This procedure applies to all persons, regardless of their employment status (permanent, full-time, part-time, casual, and temporary staff from agencies, etc), contractors and visitors to all CS Energy sites.

3. Actions

GENERAL INDUCTION: All persons intending to work at a CS Energy site are to receive the 'general' induction into CS Energy health, safety and environmental requirements. This induction can be undertaken at any of the CS Energy Sites and takes approximately two (2) hours. This induction is current for up to two (2) years from the induction date.

SITE SPECIFIC INDUCTIONS: Upon the workers' arrival at their intended place of work, the worker is to receive a site-specific induction prior to undertaking any work. This induction should be based on the JSA, work activities or work areas to be entered (eg: PTW Officer, OIC, cooling towers, confined spaces, working with asbestos etc.).

These inductions are current for up to two (2) years from the induction date.

3.1 Responsibilities

Site Managers, or their delegate/s, have the responsibility to develop, implement, review and amend site-specific induction processes as appropriate to their local needs, ensuring compliance with legislation and the Corporate Induction process.

CS Energy employees are to ensure that contracted workers have been inducted to CS Energy and Site prior to commencing work.

Persons intending to commence work within CS Energy are to ensure that they arrange for and receive the necessary induction prior to commencing work.

It is the responsibility of the employee or contracted worker, to ensure that their induction is current. CS Energy employees will be notified, via SAP, 1 month prior to their induction expiry date to make the necessary arrangements. They are to organise a suitable induction date and time with the **Inducting Officer**.

3.2 Visitors

All visitors shall watch the site-specific induction video upon arrival to a CS Energy Site, each visit. The CS Energy Host or Contact Representative, throughout the duration of their visit, shall escort visitors on site. Visitors are to be issued with an identification tag after attending the site-specific video induction.

3.3 Induction/Training Records

Each person's induction will be recorded on SAP, upon the completion of his or her induction. The completed examination papers shall be retained in a manner consistent with the local site's training record system. A CS Energy Identification Card is to be issued to workers and contractors that have received a general induction.

3.4 Review

The CS Energy General Induction is to be reviewed and updated by the Health and Safety Manager every two years.

4. Definitions

Inducting Officer: Person presenting the induction package.

5. Reference Documentation

CS Energy Induction Handbook

Workplace Health and Safety Act 1995

Workplace Health and Safety Regulations 1997

Environmental Act

6. Attachments

None