

Book a Sedgman - Mount Pleasant CHPP Site Familiarisation

Mt Pleasant Operations.

MACH Energy is the company that own the site. Thiess hold the statutory function which includes both mining operations, run by Thiess, and CHPP operations, run by Sedgman. As Thiess hold the statutory function for site, Sedgman falls under the Thiess Safety Management System. Therefore, as you go through the induction process you will see some documents with different company headings.

As part of our site induction process we currently use LAAMP (Thiess' LMS) to deliver all induction content online before coming to site. Which includes:

LAAMP – 'Mt Pleasant General induction', CHPP Maintenance & Mechanical induction, EECP – Low Voltage Electrician, EECP – Extra Low Voltage Electrician.

Sedgman online induction, Thiess Safety Essentials (Isolation, Heights & Lifting) & VOC specific training

The Mach Energy Contractor Management process at Mt Pleasant is completed in two parts: company registration, and worker registration. You will only be pre-qualified to work at Mount Pleasant Operations for Mach Energy when you have completed both business and worker registration. For specific details on any requirements please contact Pegasus on **1300 365 747**

The process in summary:

Stage 1: Business Registration with Pegasus

Stage 2: Worker Registration

Stage 3: Approval for site - Pegasus

Stage 4: Create LAAMP Profile & complete all LAAMP online content

Stage 5: Book a CHPP Familiarisation

Stage 6: Attend CHPP Familiarisation

Stage 1: Business Registration with Pegasus

- Visit <https://machenergycontractors.com.au/the-registration-process/>

Stage 2: Worker Registration

- Visit <https://machenergycontractors.com.au/mach-energy-worker-portal/>

Pre-Requisites

Before booking an employee in for an induction, ensure they have the required pre-requisites. These include:

- State Drivers Licence or passport for ID purposes
- Order 43 Medical (within 3 yrs)
- Drug & Alcohol Screen (within 30 days of submitting documents)
- Role Qualification(s)
- Letter of Competency
- Thies Appointment Letter (for mechanical or electrical trades)

In Pegasus you will assign the relevant **CHPP role** to your employee and upload an employee's documents and pay for their registration. From here Pegasus review all the submitted documents, and once approved you will then receive an email. Once you receive the approval email, contact us here at site as per the CHPP Famil booking procedure.

See link below for List of Forms for site.

<https://machenergycontractors.com.au/faqs-and-documents/>

Ensure you check 'Pending Actions' tab within the worker portal for any returned applications that may require follow up actions.

Sedgman CHPP Induction Booking Form is required to be completed to for approval for site. You can access the form by visiting:

<https://form.jotform.com/201270455073851>

This form is submitted to site for approval, once approved you will receive an email with PDF attached. It's this PDF approval that you upload into the worker portal against the 'Site Induction CHPP Induction & Authorisation Request' section

NOTE: If the section of the form showing the following details is not shown on the uploaded form, it would be returned back for amendment because the form **MUST** show CHPP Mount Pleasant representative approval:

- Authoriser
- Date

Some mechanical and electrical roles on site require a site appointment. Details on this can be found in the form's sections via the following link:

<https://machenergycontractors.com.au/faqs-and-documents/>

Refer to the Maintenance Skills Matrix for either electrical or mechanical roles, found via above link.

For mechanical and electrical appointments, download appointment letter, have tradesperson complete, sign and upload in portal against "Site Induction Thiess – Mount Pleasant Contractor appointment". This makes it available to us here on site to pass onto engineer to review and sign.

Only the tradesperson is required to complete and sign the appointment form before uploading into worker portal

VOC's (Verification of competency) are required on site to verify certain skills an employee may hold as part of their role, such as W@H, C/S, HRWL, mobile equipment, or light vehicle. This form to request a VOC can be found inside the CHPP Induction & Authorisation Request (jotform). Please download and follow the instruction on the form, returning it to site at the same time of induction booking.

VOC's where permitted will be completed on the same day as the CHPP Familiarisation, given resources are available on the day. Otherwise, another time and date may have to be arranged.

We will email your company to arrange and confirm dates and times for these.

Stage 3: Approval for site – Pegasus

Once approved for site, you will then receive an email from Pegasus. Like the one below

From: Onsite Track Easy <do_not_reply@onsitetrackeasy.com.au>
Sent: Saturday, 25 March 2023 1:40 AM
To: John Sample <john.sample@abc.com.au>
Subject: MACH Energy portal roles update for Joe Brown has been **Approved**

Dear John Sample,

The following person has been **approved** for MACH Energy portal **roles** update.

Person: Joe Brown
Company: ABC PTY LIMITED
Approved By: DST - Keron Concepcion
Approved On: 25 Mar 23 at 01:40

Once you receive the approval email, contact us here at site as per the CHPP Famil booking process. See link below on the booking process:

<https://machenergycontractors.com.au/wp-content/uploads/sites/40/2021/02/CHPP-Familiarisation-Booking-Process.pdf>

Stage 4: Create LAAMP Profile & complete LAAMP online induction content

LAAMP training is managed at a site level. Once your employee is approved for site by Pegasus contact us as per the booking process. We will set up your employee's LAAMP profile and assign their online learning.

The individual, and company will receive an email with instruction on how to log in and set up their account.

Note: check you spam folder if you can't see anything

Stage 5: Book CHPP Site Familiarisation

Contact us here at site as per the CHPP Famil booking process. See link below for the booking process:

<https://machenergycontractors.com.au/wp-content/uploads/sites/40/2021/02/CHPP-Familiarisation-Booking-Process.pdf>

We will verify that all online content in LAAMP is complete and arrange a time to complete site famil.

We will email your employee and company of details of confirmed site familiarisation, such as date, time and where to meet.

Stage 6: Attend CHPP Site Familiarisation

CHPP Site Familiarisation are held on site every Wednesday at 7am

Attendees can park at the MIA, and meet under the bbq area outside Thiess office, 15 minutes before start time., for pick up by bus.

Full PPE must be worn by all candidates to the Challenge test, failure to do shall result in refusal of entry

Practical Components

You cannot start working until you have

- Completed all online inductions.
- Completed CHPP Site Familiarisation
- Site appointment approved by stat engineer depending on work role for site.

Contacts :

Pegasus

PH: 1300 365 747

E: machenergy@pegasus.net.au or inductions@pegasus.net.au

Sedgman

For all induction queries:

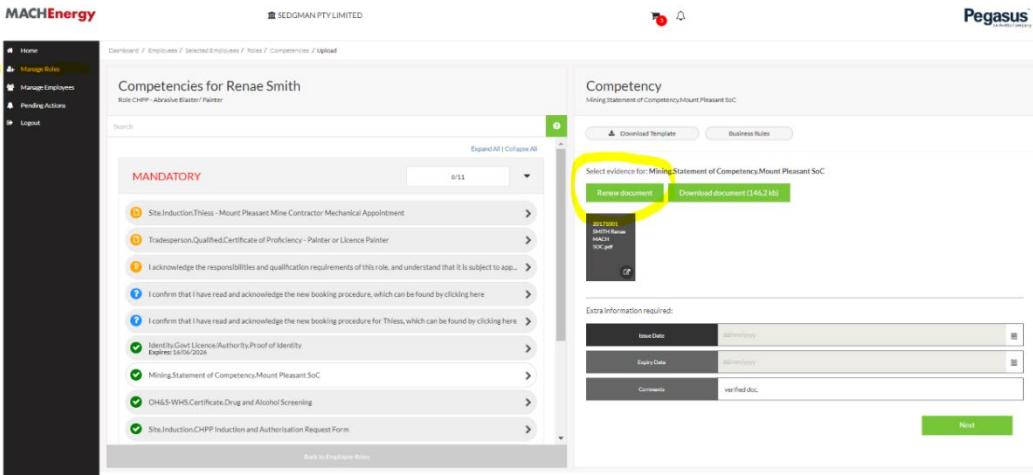
Mtpleasant.chpp.inductions@sedgman.com

Book a Mt Pleasant Sedgman CHPP Re-Familiarisation

Treat all Re-Familiarisations like a new one and upload new documents and submit. You personnel will need an updated statement of comp, a new induction request form, etc. If medicals are within the 3 year time frame, they are ok to use.

When renewing documents within the MACH Energy worker portal:

In the worker portal, you go to the manage roles tab and find the person. Then open the competencies, and to the right you will see the document listed, you select the renew document as highlighted below, and follow the steps to upload new documents.



Contact Pegasus on the details below if you need any assistance with how to replace and upload new documents for your personnel.

Pegasus

PH: 1300 365 747

E: machenergy@pegasus.net.au or inductions@pegasus.net.au