

From March 2021 Sedgman will manage the booking of all CHPP Site Familiarisation's.

Contractors will continue to use the MACH Energy worker portal to register and maintain employee's documents, and their company compliance.

When your employee has been an approved **CHPP role** for site, contact us here on site via mtpleasant.chpp.inductions@sedgman.com, with

'Create LAAMP Profile' in the subject line, along with employee's details and email address.

From here the following steps will occur here at site:

- We will create their LAAMP profile
- We will assign online inductions and VOC content via LAAMP
- We will email the individual and the company with the details needed for completion

Once your employee's have completed their LAAMP inductions & VOC content, contact us here at site again via mtpleasant.chpp.inductions@sedgman.com, with

'Book a CHPP Familiarisation' in the subject line, and the employee's details.

- We will verify that all LAAMP content has been completed and advise you and your employee of next available date for CHPP Familiarisation. and coordinate a time to complete any required VOC's for site.

CHPP Familiarisation's occur each Tuesday at 7am and 12pm

No bookings will be taken until all content is complete.

We appreciate your patience while we introduce these changes.