

## 1. PURPOSE

To provide a procedure for Site Entry (process for request and approval).

Ensure all persons visiting or working at any Northern Star Resources Limited (Northern Star or the Company) mine site, office or associated lease area meet the minimum site entry requirements and are appropriately inducted, escorted and aware of applicable legislative, Company (corporate and site) policies, rules and procedures, and forms required for completion.

Designed to provide a structured and systematic approach to entering and uploading site entry requirements into INX for both staff and contractors utilising the +Process modules which forms part of the safety management system.

Provide guidance with instructions on how to mobilise new staff or contractors, request a change to a roster or book new travel, cancel site visits and update people profiles in line with Northern Star's site entry requirements.

## 2. SCOPE

This Procedure shall apply to all employees, contractors, sub-contractors, Stakeholders, visitors and delivery drivers entering any Northern Star Australian mine site and associated lease areas.

Application shall also be applied to all new employees and staff who conduct site entry onboarding requirements on behalf of the company.

For site entry to Northern Star U.S. Operations refer to Site Entry Procedure – U.S. Operations (NSR-007-OHS-022-PRO).

## 3. ROLES AND RESPONSIBILITIES

Role	Key Responsibilities
General Manager / Delegate	<ul style="list-style-type: none"> <li>Review and sign off personnel requiring exemption from part of the site entry requirements.</li> <li>Ensure adequate resources and support are provided for the provision of induction training and assessment activities as stipulated in part 4. Division 1, Section 4,13 of the Mines Safety and Inspection Regulations 1995.</li> <li>Provision of adequate resources for the approval and commitment of site entry requirements within the +Process module.</li> <li>Review and approve personnel requiring exemptions from part of the site entry requirements.</li> <li>Review of all police clearances / background checks with noted records.</li> </ul>
Site Contact (Department Managers / Supervisors)	<ul style="list-style-type: none"> <li>To provide persons with the necessary information and documentation required to meet site entry requirements.</li> <li>Review documentation and provide to General Manager / Delegate for further assessment if required</li> <li>Liaise with Site Administration and ensure all site entry requirements are met prior to arrival to site.</li> <li>Ensure that all contracting companies are aware of the site entry requirements and understand how to enter their people into the +Process module.</li> <li>Monitor and ensure compliance with this Procedure.</li> </ul>
Corporate OHS Department	<ul style="list-style-type: none"> <li>Provide assistance and direction in the application of this procedure and associated tools.</li> <li>Facilitate communication between site OHS personnel, OHN / Medic, external service providers and HR department.</li> <li>Ensure compliance of procedures and documentation to relevant legislation updates and industry standards.</li> </ul>
Site OHS Personnel	<ul style="list-style-type: none"> <li>Ensure this Procedure is followed and adhered to by site personnel.</li> </ul>
Site Training Personnel	<ul style="list-style-type: none"> <li>Ensure each person on site has received the appropriate induction training and that all persons are re-assessed as required.</li> <li>Ensure persons hold relevant competencies, compliances and these are kept up to date.</li> </ul>

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	1 of 10

## SITE ENTRY PROCEDURE – AUSTRALIAN OPERATIONS

Occupational Health Nurse / Medic	<ul style="list-style-type: none"> <li>▪ Review and approve site entry medicals, personal medical detail forms and drug and alcohol screens in accordance with this Procedure and in conjunction with the pre-mobilisation PEM review workflow.</li> <li>▪ Application of risk based decision making using the Red, Amber and Green ratings for approval, escalation and discussion on PEM reviews.</li> <li>▪ Provide feedback to respective hiring / contract leads with clinically supported recommendations in respect to any red or amber classifications.</li> </ul>
OccuMED	<ul style="list-style-type: none"> <li>▪ Review and approve site entry medicals, personal medical detail forms and drug and alcohol screens in accordance with this Procedure and in conjunction with the pre-mobilisation PEM review workflow.</li> <li>▪ Undertake Occupational Physician (OP) review of PEM where escalated for review by site based personnel or Corporate HR.</li> </ul>
Site Administration	<ul style="list-style-type: none"> <li>▪ Ensure all site entry requirements have been met per worker type classification with all associated documents completed and attached to +Process.</li> <li>▪ Ensure that any site entry exemptions are approved by the General Manager / Delegate.</li> <li>▪ Ensure that medical, drug and alcohol screen results and personal medical detail forms are approved by the medical centre personnel and removed from the system prior to uploading into InFlight.</li> <li>▪ Ensure that all site entry compliances regarding police clearances / background checks and driver's licenses are uploaded into the correct INX modules.</li> <li>▪ Only correct and valid site entry requirements / profiles are approved and committed into InFlight.</li> <li>▪ Create contractor network usernames and request security access from the Corporate OHS Administration team to maintain system integrity.</li> <li>▪ Continue to maintain all site profiles, update rosters, book flights and accommodation as necessary for site entry.</li> </ul>
Contracting Companies	<ul style="list-style-type: none"> <li>▪ Ensure this procedure is followed and adhered to for site entry.</li> <li>▪ Ensure that all site entry requirements have been met as per the designated worker types with all associated documents completed and attached in the +Process module.</li> <li>▪ Ensure any exemptions to the site entry requirements i.e., providing of a police clearance / background check the equivalent forms are completed and submitted for that compliance.</li> </ul>
Corporate HR (only applicable for Corporate office)	<ul style="list-style-type: none"> <li>▪ Ensure that medical, drug and alcohol screen results and personal medical detail forms for Corporate personnel are approved by OccuMED.</li> <li>▪ Ensure that all compliances regarding police clearances / background checks and driver's licenses are uploaded into the correct INX modules.</li> <li>▪ Initiate usernames and request security access from the Corporate OHS Administration team to maintain system integrity.</li> <li>▪ Monitor and ensure compliance with this Procedure.</li> </ul>

#### 4. DEFINITIONS

Term	Definition
PEM	Pre-employment medical.

#### 5. +PROCESS MODULE

+Process is a module of INX and will be used for site entry requests for both staff and contractors requiring access to a Northern Star mine site and associated lease areas.

The module is comprised of four workflows: Mobilisation, Change Roster / New Booking, Cancel Bookings and Edit Profile.

Security access to this module is maintained by the Corporate OHS Administration Team and requests for access will need to be done via the site contacts and administrators through Northern Star's Service Desk.

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	2 of 10

How to guides are available as appendices to this procedure.

## 6. +PROCESS WORKFLOWS

### 6.1 Mobilisation

The mobilisation workflow is required for all worker type classifications and will be used to request site entry. Refer to Section 6. Worker Type Classifications for a breakdown of each type of worker and the site entry requirements for each.

People profile details will read across from the InFlight module and will be available, dependant on security, for editing.

Worker type classifications will determine the site entry requirements and will dictate the level of documentation required for each visit to site.

Refer to NSR-OHS-022E-GUI for Contractor Mobilisation and NSR-OHS-022F-GUI for NSR / NSMS Mobilisation.

### 6.2 Change Roster / New Booking

The change roster / new booking workflow is to be used for personnel who have been cleared for site entry and are not required to complete the mobilisation workflow request.

i.e., short term workers within their timeframes of being on site / long term workers who are returning to site within six months of their departure.

Refer to Section 7. Site Entry Requirements for a breakdown of what is required for each portion of site entry and the strict timeframes around returning to site as a long-term worker.

Refer to NSR-OHS-022G-GUI for Change Roster / New Booking.

### 6.3 Cancel Booking

The cancel booking workflow is available for any visitors, shut down workers, short term workers that are no longer coming to site and their roster / hours need to be cancelled within the system.

This workflow is for cancelling travel only and any site entry cancellation needs to still be advised by email to the site administrators / site contacts.

Refer to NSR-OHS-022H-GUI for Cancelling a Booking.

### 6.4 Edit Profile

The edit profile workflow is available for both contractors and employees who need to update their people profile data, including personal information such as employer, email, phone numbers, address and emergency contact details.

People profile details will read across from the InFlight module and will be available, dependant on security, for editing.

Refer to NSR-OHS-022I-GUI for Editing a Profile.

## 7. WORKER TYPE CLASSIFICATIONS

### 7.1 Visitors

A visitor is a person that has come to site and is completing office based duties, not working on high risk tasks or in a high-risk area. Visitors must be escorted at all times by a fully inducted person when in operational areas and are not permitted to drive or operate a vehicle.

A visitor cannot be onsite for more than 8 consecutive days within a Northern Star Australian mine site or associated lease and 5 consecutive days within a Northern Star International mine site or associated lease.

If a visitor is required onsite for longer than these periods, then they must fulfil the requirements of the short term Worker Classification.

#### **Visitor Site Entry Requirements: Site Induction.**

All workers based at the Corporate Head Office must complete a +Process Change Roster / New Booking request prior to travelling to site.

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	3 of 10

## 7.2 Delivery Driver

A delivery driver is a person who is required to deliver, load and/or unload goods to site. They are required to be escorted at all times unless they have fulfilled the requirements of a long term worker.

All long term delivery drivers that return to site on a regular / long term ad hoc basis must fulfil the requirements of the Long Term Contractor Worker Classification.

**Delivery Driver Site Entry Requirements: Driver's License, Site Inductions.**

## 7.3 Family Visitor

A family visitor is a person that has come to site for a non-work related visit. A family visitor will spend majority of their time in the accommodation village or office block. They must be escorted by a fully inducted person at all times when in operational areas and are not permitted to drive or operate a vehicle.

## 7.4 Short Term Worker

A short term worker is a person working in a high-risk area or completing high risk tasks. They are required to be escorted at all times by a fully inducted person when in operational areas, until they have completed and passed a short term worker induction or fulfilled the requirements of a long term worker.

Any personnel travelling to site for more than 8 consecutive days within a Northern Star Australian mine site or associated lease or 5 consecutive days within a Northern Star International mine site or associated lease must fulfil this role.

A short term worker is permitted to work a maximum of three consecutive rosters if working an 8/6 (8 days on, 6 days off) rotation or less, or two consecutive rosters if working a 2/1 (2 weeks on, 1 week off) or 2/2 (2 weeks on, 2 weeks off) rotation or more.

All short term workers that exceed the above time periods or continue to come to site on a regular / long term ad hoc basis must fulfil the requirements of the long term worker classification.

Short Term Worker Site Entry Requirements: Driver's License, Drug and Alcohol Screen, National Police Clearance / Background Check, Personal Medical Details Form, Site Inductions.

## 7.5 Shutdown Worker

A shutdown worker is a person brought to site to work exclusively on a planned shutdown. They are required to be escorted at all times until the site induction has been completed.

Shutdown Worker Site Entry Requirements: Driver's License, National Police Clearance / Background Check, Personal Medical Details Form, Site Inductions.

## 7.6 Long Term Worker

### 7.6.1 Long Term Contractors

Long term contractors are personnel who work on a regular roster on a permanent basis and also include persons who come and go to site on a relatively regular basis but are not based on a consistent roster. They are required to be escorted at all times by a fully inducted person until the site induction has been completed.

Delivery drivers and short term workers that exceed the time periods or continue to return to site on a regular / long term ad hoc basis must fulfil this role.

Long Term Contractor Site Entry Requirements: Driver's License, Drug and Alcohol Screen, Medical, National Police Clearance / Background Check, Company and Site Inductions.

### 7.6.2 Long Term Employees

Long term employees are personnel who work for Northern Star or Northern Star Mining Services on a permanent basis, they are required to be escorted at all times by a fully inducted person until they have completed and passed their company and site inductions.

Long Term Employees Site Entry Requirements: Driver's License, Drug and Alcohol Screen, Medical, National Police Clearance / Background Check, Company and Site Inductions.

A long term employee will be required to complete a Personal Medicals Details Form if transferring between sites.

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	4 of 10

## 8. SITE ENTRY REQUIREMENTS

### 8.1 Driver's License

A valid driver's license (minimum C Class for Australia, Equivalent or Exceedance) must be produced if driving on any Northern Star mine site and associated lease or operating mobile mining equipment.

If a license is unable to be produced or is not valid or has expired, site entry (dependant on the position and role) may still be granted and cleared.

Any license suspensions, cancellations or limitations placed upon the operator must be communicated to the supervisor / department manager onsite immediately.

Exceptions may be authorised by the General Manager / Delegate Manager only.

No person is to drive a vehicle or operate mobile mining equipment unless they are trained, assessed and have been deemed competent (Verification of Competency or 5000.23) to operate that equipment.

All operators of vehicles and mobile mining equipment are required to complete the general site induction and any area specific induction, along with specific vehicle / equipment and road training including familiarisation of all relevant procedures for the area and equipment that will be operated.

### 8.2 Police Clearance / Background Checks

Initial police clearances / background checks for site entry must be less than 12 months old at time of submission. Outside of these timeframes a new clearance must be applied for and produced.

If a person is absent from site for a period exceeding 12 months, they will require a new clearance. Some positions may require more periodic clearances at the Managers' discretion.

If any records are evident, the clearance must be assessed by the General Manager / Delegate Manager. Individuals' criminal record is assessed on a case by case basis with the following base considerations:

- inherent requirements of the task or position to be undertaken;
- type and number of offences and penalties imposed; and
- timeframe between offences and recent last offence.

Northern Star utilise the Chamber of Minerals and Energy (CME) for providing police clearances in Australia, however, will accept clearances from other authorised companies.

Where a Police Clearance / Background Check has been applied for, but not received, the NSR-HR-059-FOR Declaration Pending Police Clearance Form may be completed to enable site entry. This form must be signed off by the General Manager / Delegate Manager prior to site entry approval and the clearance must be followed up no later than 30 days after the form is submitted. Failure to declare, false or misleading information on the form may result in termination of employment or the immediate disengagement from all work at any Northern Star site.

If further clarification is required on the police clearance / background checks, please contact Northern Star Corporate Human Resources or Legal Counsel for advice.

### 8.3 Drug and Alcohol Screens

If a person is required to complete a drug and alcohol screen prior to arrival, the screen must be completed within 30 days of arrival to site.

The screen is to be reviewed and approved by the Medical Centre Personnel.

If a drug and alcohol screen is required to be completed upon arrival to site (outside of the random program), NSR-OHS-040-FOR Site Based Drug Screening Authorisation form must be filled in and written approval must be granted by the General Manager / Delegate Manager prior to accessing site. Upon entry to site the worker must present to the Medical Centre Personnel for testing.

Short Term Worker drug and alcohol screens are only valid for the length of each visit (valid for the maximum 3 consecutive rosters of the 8/6 or the 2 consecutive rosters of the 2/1 or 2/2). Re-entry to site after these periods will continuously result in the site entry requirements having to be re-met with a new drug and alcohol screen produced each time.

Long term contractors and employees returning to site after being absent for six months or more must submit a clear drug and alcohol screen.

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	5 of 10

## 8.4 Medical Requirements

A pre-employment, post-offer medical assessment will be conducted prior to employment with the Company in any position. A pre-employment medical for a contractor or labour hire worker, must be no more than 12 months old, must be completed by a registered medical practitioner and must include the following assessments as a minimum:

- medical questionnaire and assessment
- musculoskeletal assessment
- cardiovascular/aerobic fitness assessment
- spirometry
- audiometry; and
- drug and alcohol screen

Employee medicals will be completed in line with Employment Medical Form – Medical Practitioner (NSR-OHS-001H-FOR) and Employment Medical Form – Applicant (NSR-OHS-001G-FOR).

Completed medicals, site access medical forms and vaccination documentation is submitted through the +Process portal for review and clearance (see appendix 1 – 3 for mobilisation requirements).

Personnel may be required to screen for COVID-19 prior to entry to site and provide evidence to support compliance with Government issued directives (screening / vaccination). In accordance with the Western Australian Government directive all personnel working or visiting any Australian site or office are to be vaccinated for COVID-19. All workers and visitors from the designated date are expected to obtain the COVID-19 Vaccine as per Western Australian government requirements (see appendix 1).

Occasionally NSR may require additional health screening which will be communicated to personnel as required.

Long term workers returning to site after being absent for six months or more may be requested to meet full site entry requirements again including a medical.

## 8.5 Personal Medical Details

If personal medical details are required for site entry (short term workers, shut down workers and long term workers who are transferring between sites) NSR-OHS-039-FOR Site Access Personal Medicals Details form must be completed for Northern Star Australian mine sites and associated leases.

Personal Medical Details forms are only valid for the length of each visit. For a short term worker this will be valid for the maximum 3 consecutive rosters of the 8/6 or the 2 consecutive rosters of the 2/1 or 2/2 and for a shutdown worker each shut on site. Re-entry to site after these periods will continuously result in the site entry requirements having to be re-met with a personal medical details form produced each time.

Any over the counter and prescription medication must be declared as per NSR-OHS-009-PRO Drug and Alcohol Procedure using the Prescribed and Over-the-Counter Medication Declaration form (NSR-OHS-001B-FOR).

## 9. PROCESS

### 9.1 Site Contact

- Liaises with the person / company admin for personnel coming to site. They will confirm dates, obtain names and be the primary contact for ongoing arrangements.
- Ensure that the company admin has a valid network username, security and log in details to access +Process for site entry.
- Liaises with the Site Administrator to ensure all site entry requirements have been met, approved and committed to InFlight.
- Should entry to site be required without all the necessary clearances being met prior to arrival, the site contact must obtain the General Manager / Delegate Manager signature of approval on the relevant exceedance forms.
- Should site entry requirements not be met, the site contact must notify the contract company of the reasons why site entry was denied.
- If a person travelling to site cancels or withdraws site entry, the site contact must notify the site administrator immediately, so INX can be updated and site entry cancelled.

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	6 of 10

## 9.2 Site Administrator

- Has a responsibility to ensure all site entry requirements have been met and all documentation has been attached to the site entry requirements tab within +Process.
- Prior to approving the mobilisation workflow, check that no duplicate profiles are being created and the correct existing profiles are being updated.
- If site entry requirements are not met or documents are not completed in full, Site Administrators are not permitted to approve the +Process workflows or confirm any travel or grant entry to site. All travel is 'pending' until the General Manager / Delegate Manager has provided written approval for all site entry exemptions.
- Medicals, Drug and Alcohol Screens, Personal Medical Detail Forms and evidence to support compliance with Government issued directives must be approved by the Medical Centre Personnel and then removed from +Process prior to committing to InFlight.
- All Police Clearance / Background Checks are to be removed from +Process and attached to the attachment tab in InFlight.
- Compliance tabs are maintained, and comments are transferred across to the Reference ID box within InFlight once the mobilisation workflow has been committed.
- Company and site-specific roles are to be assigned so inductions can be completed.
- Camp accommodation is to be booked in InFlight.
- Should site entry requirements not be met or a person travelling to site cancels, all travel and exposure hours entered in the system must be cancelled and the profile deactivated.
- Approvals for each +Process workflow to be processed in a timely manner and all comments inserted into the system to maintain a professional nature.

## 9.3 Contracting Companies

- Ensure that +Process is used for all site entry requests.
- Ensure that the correct worker type classifications are selected when requesting site entry.
- All site entry requirements have the correct documents attached and the NSR-OHS-022E-GUI for contractor mobilisation is followed.
- Any exemptions to site entry have the relevant documentation completed and attached to the site requirement tab.
- Requests for site entry are completed in a timely manner and all comments made within the system maintain a professional nature.
- Liaise with site contact or site administrator if access is required to +Process or assistance is needed when using the module.

## 10. INDUCTIONS

### 10.1 Company Induction (Valid 2 Years)

Site requirement for long term workers, valid for 2 years and will provide an overview of Northern Star as a company and educate personnel on information that is relative to all Northern Star Sites and the Corporate Office.

### 10.2 Site Induction (Valid 2 Years)

Site requirement for long term workers, valid for 2 years and designed to provide vital information specific to the Northern Star Site the person will be visiting and working. This information is not covered in the Company induction and is designed for workers who will be on site on a permanent basis.

### 10.3 Short Term Workers Induction (Valid for duration of their stay)

Site requirement for short term workers, valid for the duration of each stay, unless site has been left for an extended break longer than the agreed roster cycle, in which case the induction must be completed again. This induction is only valid for the duration of each stay and must be completed each time site entry is requested. Information within this induction is site specific and is covered in the site induction but not in the company induction, this induction allows a short term worker to work unescorted.

### 10.4 Visitors Induction (Completed Each Visit)

Site requirement for a visitor and must be completed each visit to site. Information within this induction provides a general overview of the site with vital emergency information, this is covered in both the short term worker and site induction.

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	7 of 10

## 10.5 Shutdown Workers Induction (Valid for 30 days)

Site requirement for a shutdown worker, valid for a maximum period of 30 days or for the duration of the shut. This induction must be completed each shut down regardless of whether or not the shutdown falls within the 30 day period. Information within this induction is site specific and allows shut down workers to work unescorted.

## 11. RELATED DOCUMENTS

Document Name	Document Number
Fitness for Work Standard	NSR-OHS-001-STA
Drug and Alcohol Procedure	NSR-OHS-009-PRO
Site Access Personal Medical Details Form	NSR-OHS-039-FOR
Site Based Drug Screening Authorisation Form	NSR-OHS-040-FOR
Declaration Pending Police Clearance Form	NSR-HR-059-FOR
Prescribed and Over-the-Counter Medication Declaration	NSR-OHS-001B-FOR
Vaccination Policy	NSR-HR-035-POL
+Process Help Guides	Document Number
+Process - Contractor System Login	NSR-OHS-022D-GUI
+Process - Online Site Entry Request - Mobilisation (Contractor)	NSR-OHS-022E-GUI
+Process - NSR / NSMS Mobilisation	NSR-OHS-022F-GUI
+Process - Online Site Entry Request - Cleared for Site (Contractor)	NSR-OHS-022G-GUI
+Process - Cancel Booking	NSR-OHS-022H-GUI
+Process - Edit Profile	NSR-OHS-022I-GUI
+Process - Administration Approvals	NSR-OHS-022J-GUI
+Process - Change Roster / New Booking (Corporate)	NSR-OHS-022K-GUI

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	8 of 10



## 12. APPENDICES

### 12.1 APPENDIX 1 – Quick Reference Guide: Site Entry Requirements

	COVID-19 Vaccine 1 <sup>st</sup> dose <sup>1</sup>	COVID-19 Vaccine 2 <sup>nd</sup> dose <sup>2</sup>	Mobilisation +Process Workflow	Personal Medical Details Form	Pre-Employment Medical	Medication Declaration	Drug & Alcohol Screen Results	National Police Clearance / Background Check	Drivers Licence
Delivery Driver	✓	✓	✓	✗	✗	✓	✗	✗	✓
Visitor	✓	✓	✓	✗	✗	✓	✗	✗	✗
Shutdown Worker	✓	✓	✓	✓	✗	✓	✓	✓	✓
Short Term Worker	✓	✓	✓	✓	✗	✓	✓	✓	✓
Long Term Worker	✓	✓	✓	✓ <sup>3</sup>	✓	✓	✓	✓	✓

<sup>1</sup> First dose must be prior to 01/12/2021 (evidence must be supplied as specified by NSR)

<sup>2</sup> Second dose must be prior to 01/01/2022 (evidence must be supplied as specified by NSR)

<sup>3</sup> Internal transfers only

### 12.2 APPENDIX 2 – Quick Reference Guide: Induction Requirements

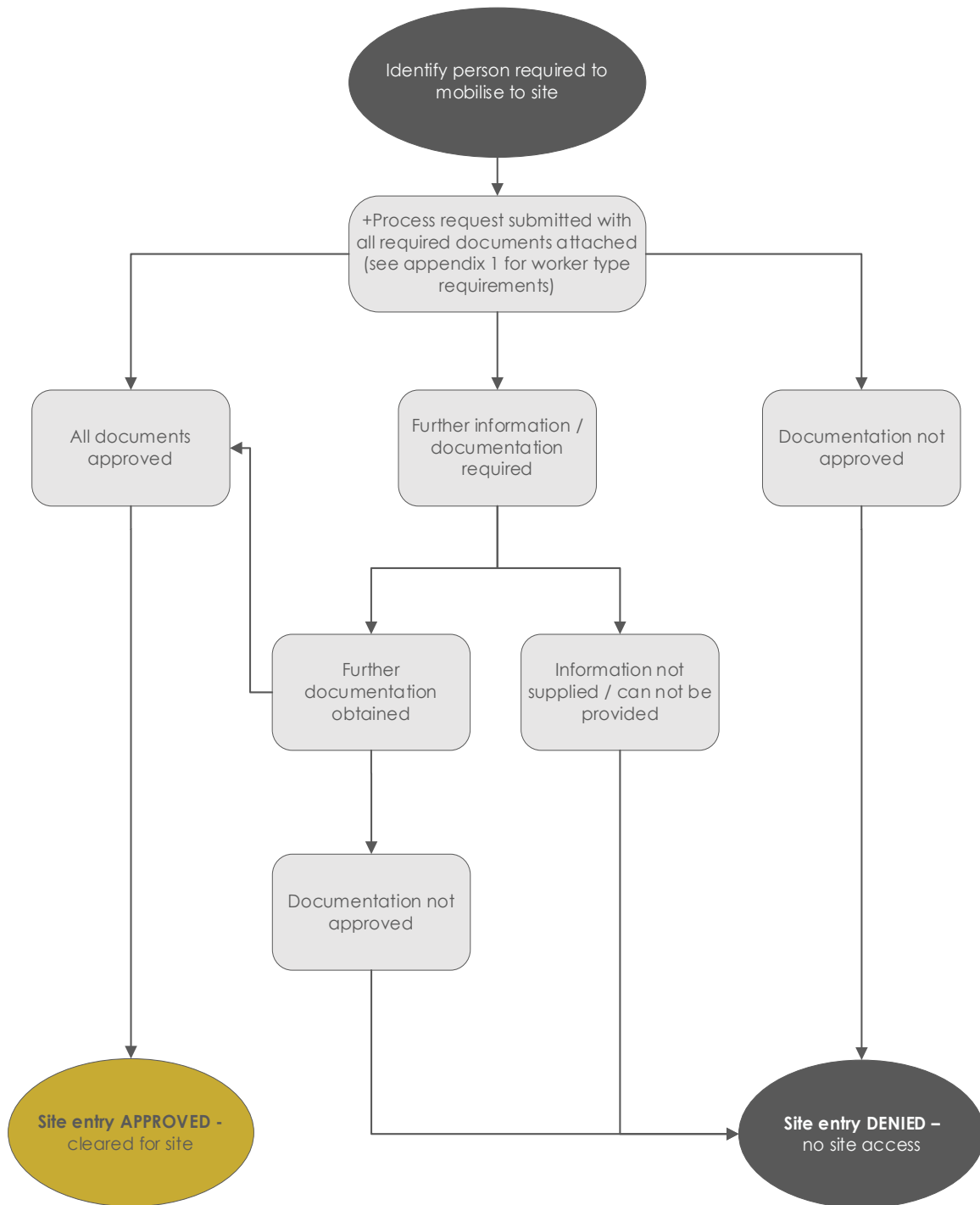
Requirement	Delivery Driver	Visitor/Family Visitor	Shutdown Worker	Short Term Worker	Long Term Worker
Company Induction	✗	✗	✗	✗	✓
Site Induction	Only if regular driver to site.	✗	✓	✗	✓
Short Term Workers Induction	✗	✗	✗	✓	✗
Visitors Induction	✓	✓	✗	✗	✗
Area Specific Induction	✓	✓	✓	✓	✓

All workers and visitors must present to the Security Gatehouse or Site Administration to sign in upon each arrival to site and prior to entering any operational areas. They must be escorted at all times, until all applicable inductions have been completed. This is also applicable to a long term worker when arriving to site for their first visit and/or until all inductions have been completed.

Prepared by:	Hannah Riley	Document Status:	Uncontrolled
		Review Date:	21/01/2022
Approved by:	Group Manager – Health & Safety	Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	9 of 10

## 12.3 APPENDIX 3 – Basic Site Access Process Flowchart



Prepared by:	Hannah Riley	Document Status:	Uncontrolled
Approved by:	Group Manager – Health & Safety	Review Date:	21/01/2022
		Approver's Signature:	Melissa Collins

Document No:	NSR-OHS-022-PRO
Revision No:	6.9
Issue Date:	04/11/2021
Page No:	10 of 10