

Type of Workers and/or Contractors	General	Emergency	Operational	Project Specific	Regional / Generation
Horizon Power Worker Fulltime, Part Time, Casual, includes Contractors A, B & C, who do NOT undertake any 'High Risk Work Tasks' (refer to Table 2)	✓	✓	N/A	✓	✓
Horizon Power Worker Fulltime, Part Time, Casual, includes Contractors A, B & C, who undertake any 'High Risk Work Tasks' (refer to Table 2)	✓	✓	✓	✓	✓
Contractor D When attending any of Horizon Power's premises	N/A	N/A	N/A	N/A	✓
Contractor's worker under Horizon Power's Safety and Health Management System (SHMS) who undertake any 'High Risk Work Tasks' (refer to Table 2)	✓	✓	✓	✓	✓
Contractor's worker under their own Safety and Health Management System ¹ (not Horizon Power's SHMS)	N/A	N/A	N/A	✓	✓
Contractor's worker providing 'Low' risk service not included in 'High Risk Work Tasks' (refer to Table 2) e.g. cleaner, maintenance at office and/or dwellings	N/A	N/A	N/A	✓	✓
Consultant When attending any of Horizon Power's premises, who do NOT undertake any 'High Risk Work Tasks' (refer to Table 2)	N/A	N/A	N/A	✓	✓
Exemption (Delivery Drivers Only) When a delivery driver is either dropping off a parcel or package to reception or being escorted to drive into a laydown area for the sole purpose of delivering and/or collecting goods (refer to Table 1 for all other contractors)	N/A	N/A	N/A	N/A	N/A

KEY			
N/A	Not applicable (training not required)	✓	As required and prior to travelling to region or Power Station
✓	Complete in first week of employment	✓	Defined project with approved induction process. Completed prior to attending worksite
✓	Complete prior to attending worksite	✓	Contractor's Approved Induction relevant to contract scope of works. Completed prior to attending worksite

Table 1 - Contractor Definitions	
Contractor A	A contractor who fills an approved FTE position that would otherwise be performed by an employee. Incumbent is usually engaged via labour hire and may include external secondees.
Contractor B	A contractor who is performing work that is temporary in nature. Work is generally Business As Usual (BAU) or short-term project work as directed by Horizon Power. The incumbent will require supervision and is usually engaged via labour hire and may include external secondees.
Contractor C	A contractor who performs work on Horizon Power systems and must be authorised, e.g. Electrical Contractors.
Contractor D	A contractor who is not included in headcount and is engaged via 'Master Service Agreement' or a 'Major Contract'.
Consultant	Provides professional or expert advice or services in a particular area such as design, management, strategy, engineering and many other specialised fields.

¹ Contractors that have been assessed as possessing a sophisticated or advanced Safety and Health Management System and capable of fulfilling the requirements of the Horizon Power Contractor Management Procedure with little oversight by Horizon Power. The contractor will have provided a contract specific Safety and Health Management Plan, including induction, approved by the Horizon Power Contract Manager. The contractor is typically engaged as the "Main Contractor" in accordance with the WA Occupational Safety and Health Regulations, reg 1.3.

Table 2 - High Risk Work Tasks (National Standard for Construction Work [NOHSC:1016 (2005)])
Working at height
Working at night
Work on telecommunications towers
Work involving demolition
Work involving the disturbance or removal of asbestos
Work involving structural alterations that require temporary support to prevent collapse
Work involving a confined space
Work involving excavation to a depth greater than 1.5 metres
Construction of tunnels
Work involving the use of dangerous goods, hazardous substances or explosives
Work on or near pressurised gas distribution mains and consumer piping
Work on or near chemical, fuel or refrigerant lines
Work on or near electrical installations and services including the Horizon Power network and/or generation assets
Work in an area that may have a contaminated or flammable atmosphere
Tilt-up and precast concrete construction work
Work on or adjacent to roadways or railways used by road or rail traffic
Work affecting public access, pedestrian, traffic or plant movements
Work on sites where there is any movement of powered mobile plant
Work in an area where there are artificial extremes of temperature
Work in, over or adjacent to water or other liquids where there is a risk of drowning
Work involving diving
Work involving the issuing of permits
Working alone 2
Work involving the use of subcontractors
Work involving 5 or more persons on any task

Table 3 - Induction Platform and Duration Times			
Type of Induction	Induction Name	Platform	Approx. Duration Time
Safety & Wellbeing Inductions	General	Horizon Power LMS - Online	45 minutes
	Emergency	Horizon Power LMS - Online	15 minutes
	Operational	Horizon Power LMS - Online	30 minutes
Safety & Wellbeing Regional Inductions	Bentley	Horizon Power LMS - Online	15 minutes
	Esperance / Goldfields	Horizon Power LMS - Online	7 minutes
	Midwest / Gascoyne- Carnarvon	Horizon Power LMS - Online	7 minutes
	East Pilbara - Port Hedland	Horizon Power LMS - Online	7 minutes
	West Pilbara - Karratha	Horizon Power LMS - Online	7 minutes
	Eat Kimberley - Kununurra	Horizon Power LMS - Online	7 minutes
	West Kimberley - Broome	Horizon Power LMS - Online	7 minutes
Generation Induction	Generation	Aveling - Online	1 hour & 30 minutes

² Working Alone - A person is alone at work when they are on their own, when they cannot be seen or heard by another person, and when they cannot expect a visit from another worker or member of the public for some time.