

TOMAGO INDUCTION INFORMATION

Contractor Site Induction is a prerequisite to Business Unit Inductions

Business Unit	Co-ordinator	Phone	Day	Time	Frequency	Location
Site Contractor Induction	Naomi Kemp naomi.kemp@tomago.com.au	9095 0448 854 085	Tuesday & Friday	8:00 – 9:00	Twice Weekly	Old HR Conference Room (Meet at Security)
Liquid Metals	Ian Mead ian.mead@tomago.com.au	9764	Thursday	7:30 – 9:30	Weekly	LMO Training Room
Rodded Anodes	Greg Shephard greg.shephard@tomago.com.au	9849	Tuesday	8:00 – 9:30	Weekly	Upstairs Rod Shop Conference Room
Cast House	Greg Shephard	9849	Monday	8:30 – 10:00	Weekly	Cast House Offices
Pitch	Greg Shephard	9849	Wednesday	8:00 – 10:00	2 nd Wed each month	Upstairs Rod Shop Conference Room
Electrical Safety Induction	Paul Mulvaney Paul.mulvaney@tomago.com.au Bruce Devir (Project)	9378	On demand *Required by all Electrical Workers on site*			See Trainer
Operations Services (Technical Services)	Simon Gayner simon.gayner@tomago.com.au	9616	Monday	9:00 – 10:00	Weekly	Technical Services Conference Room
Permit to Work (Standard Training)	<u>OHS Advisors</u> Ray Fedjo Glen Dunkley Steve Blundell	9392 9006 9364	3 rd Thursday	1:00 – 3:00	Monthly	South Conference Room (Training Centre)
Permit to Work (Contractor Rep Accreditation)	OHS Advisors	As above	Friday	9:00 – 11:00	Weekly	Safety Services
Isolation & Lockout Isolating Person	OHS Advisors	As above	3 rd Thursday	1:00 – 3:00	Monthly	South Conference Room (Training Centre)

Updated 31 July 2008