
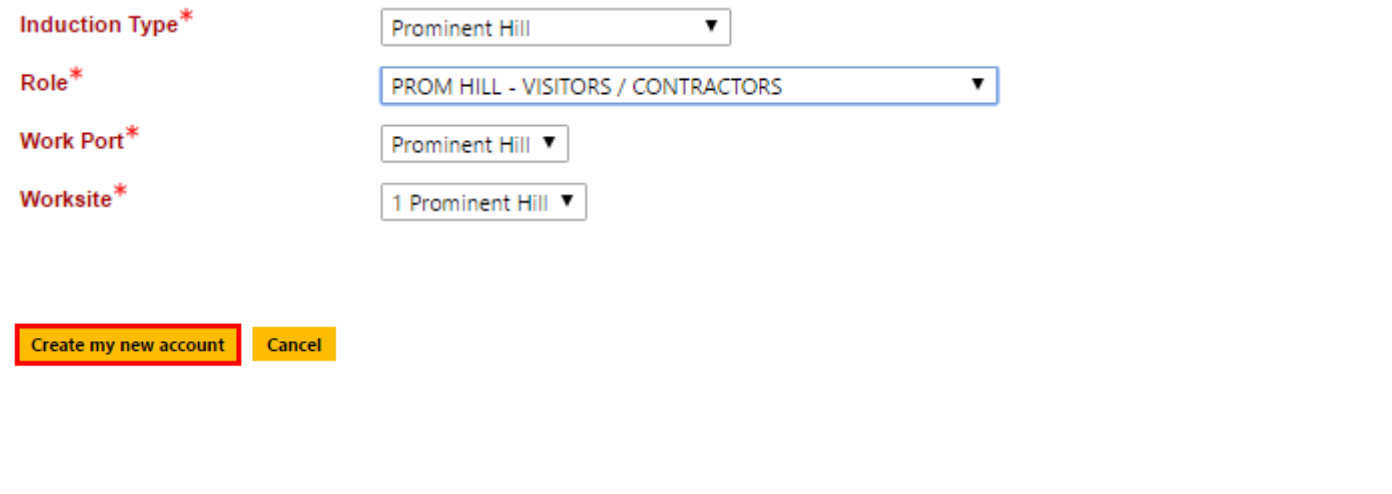


How to Guide – Prominent Hill Induction

Summary	Process to follow for New Starters to become inducted/compliant prior to accessing Prominent Hill
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Steps	Key Actions	Images/Resources
1	Go to +LMS	http://lmsozmin.inxsoftware.com/
2	<p>Click on <i>Create New Account</i>.</p> <p>If at any time you need to log back in and you have forgotten either or both of your username and password, please contact the OZ Minerals IT Support Team on 1800 337 300.</p>	
3	<p>Fill in all your details, then click <i>Create my new account</i>.</p> <p>Ensure to choose the following:</p> <ul style="list-style-type: none"> • <i>Induction Type</i>: Prominent Hill • <i>Role</i>: Select an appropriate one • <i>Work Port</i>: Prominent Hill • <i>Worksite</i>: Prominent Hill 	

4

Write down your username.

Upload a profile photo – if you try and click out of this page, the website will take you back to this page until a photo has been uploaded.

John Smith

▼ User picture

Your username is **jsmith113**. Please record this somewhere as you will need it to log back in.

Email address*

Please upload a clear photo of your face, suitable for printing onto an ID card.

On newer browsers (IE 10+, Chrome & Firefox) you can drag and drop the photo into the upload box below. Alternatively, click on the button below with the plus symbol to open the file upload window.

Current picture None

New picture* Maximum size for new files: 500MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Picture description

[Update profile](#)

There are required fields in this form marked *.

File picker ✕

- Recent files
- Upload a file
- Private files



Attachment [Browse...](#)


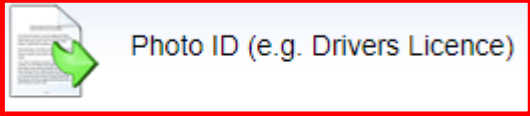
Save as

Author

Choose license ▼

[Upload this file](#)

		<p>John Smith</p> <p>▼ User picture</p> <p>Your username is jsmith113. Please record this somewhere as you will need it to log back in.</p> <p>Email address* <input type="text" value="updateyouremail@address.com"/></p> <p>Please upload a clear photo of your face, suitable for printing onto an ID card.</p> <p>On newer browsers (IE 10+, Chrome & Firefox) you can drag and drop the photo into the upload box below. Alternatively, click on the button below with the plus symbol to open the file upload window.</p> <p>Current picture None</p> <p>New picture* Maximum size for new files: 500MB, maximum attachments: 1</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Files</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">  <p>John Citizen gif</p> </div> <p>Picture description <input type="text"/></p> <p style="text-align: center;">Update profile</p> </div> <p style="text-align: right; font-size: small;">There are required fields in this form marked *.</p>
5	<p><i>My Development Plan</i> (top left hand corner of screen) will show the required courses and Documentation that needs to be completed and supplied.</p> <p>The All courses... link at the bottom allows you to browse other courses that are available and enrol in them and complete them if necessary.</p>	<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;">  MY DEVELOPMENT PLAN </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Courses</p> <ul style="list-style-type: none"> ○ Induction - Prominent Hill ○ Other Documents </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Required Documentation</p> <ul style="list-style-type: none"> ○ Police Clearance ○ Photo ID (e.g. Drivers Licence) </div> <p>All courses ...</p>

6	Click on <i>Photo ID (e.g. Drivers Licence)</i> .	 MY DEVELOPMENT PLAN Courses <ul style="list-style-type: none"> o Induction - Prominent Hill o Other Documents Required Documentation <ul style="list-style-type: none"> o Police Clearance o Photo ID (e.g. Drivers Licence) All courses ...						
7	Click on <i>Photo ID (e.g. Drivers Licence)</i>	 Please upload a colour copy of your photo identification (e.g. Driver Licence, Passport, Proof of Age card etc.).						
8	Click on <i>Upload document.</i>	Photo ID (e.g. Drivers Licence) <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"> Please upload a colour copy of your photo identification (e.g. Driver Licence, Passport, Proof of Age card etc.). </div> Document upload status <table border="1" data-bbox="517 1126 1429 1315"> <tr> <td>Upload status</td> <td>No uploads</td> </tr> <tr> <td>Review status</td> <td>Not reviewed</td> </tr> <tr> <td>Last modified</td> <td>Friday, 10 November 2017, 10:58 AM</td> </tr> </table> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Upload document </div>	Upload status	No uploads	Review status	Not reviewed	Last modified	Friday, 10 November 2017, 10:58 AM
Upload status	No uploads							
Review status	Not reviewed							
Last modified	Friday, 10 November 2017, 10:58 AM							

9 You can then add your photo identification by either drag and dropping the file into the blue section

Photo ID (e.g. Drivers Licence)

Please upload a colour copy of your **photo identification** (e.g. Driver Licence, Passport, Proof of Age card etc.).

File submissions Maximum size for new files: 10MB, maximum attachments: 1

Save changes Cancel

Or

by clicking on the page icon with the plus icon



Photo ID (e.g. Drivers Licence)

Please upload a colour copy of your **photo identification** (e.g. Driver Licence, Passport, Proof of Age card etc.).

File submissions Maximum size for new files: 10MB, maximum attachments: 1

Save changes Cancel

	<p>Click on <i>Upload file</i> and then <i>Choose File</i>. Browse and select your file and then click on <i>Upload this file</i>.</p>		
<p>10</p>	<p>Once the document appears in the blue space, click on <i>Save changes</i>.</p> <p>Note that there must only be one document on each page that is uploaded.</p>		

<p>11</p>	<p>Click on <i>Police Clearance</i> in My Development Plan</p>	 <p>MY DEVELOPMENT PLAN</p> <p>Courses</p> <ul style="list-style-type: none"> o Induction - Prominent Hill o <u>Other Documents</u> <p>Required Documentation</p> <ul style="list-style-type: none"> o Police Clearance o Photo ID (e.g. Drivers Licence)
<p>12</p>	<p>Click on <i>Police Clearance</i></p>	 <p>It is a requirement that all personnel must provide OZ Minerals with a valid Police Clearance more than 7 days prior to their initial travel to Prominent Hill. A Police Clearance is deemed valid if it has been issued no less than 6 months prior to submission to OZ Minerals. If access to Prominent Hill is required within 7 days and you are unable to provide a Police Clearance, speak to your OZ Minerals representative.</p> <p>Note: we will not accept proof of application through this website.</p>

13 Click on *Upload document*

Police Clearance

It is a requirement that all personnel must provide OZ Minerals with a valid Police Clearance more than 7 days prior to their initial travel to Prominent Hill. A Police Clearance is deemed valid if it has been issued no less than 6 months prior to submission to OZ Minerals. If access to Prominent Hill is required within 7 days and you are unable to provide a Police Clearance, speak to your OZ Minerals representative.

Note: we will not accept proof of application through this website.

Document upload status

Upload status	No uploads
Review status	Not reviewed
Last modified	Friday, 10 November 2017, 12:02 PM

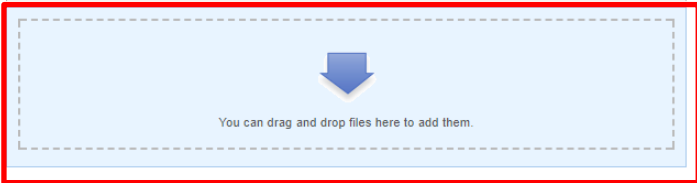
[Upload document](#)

14 You can then add your photo identification by either drag and dropping the file into the blue section

File submissions Maximum size for new files: 10MB, maximum attachments: 1

Files

📁 📄 📄



You can drag and drop files here to add them.

Save changes
Cancel

Or
by clicking on the page
icon with the plus icon

Click on *Upload file*
and then *Choose File*.
Browse and select
your file and then click
on *Upload this file*.

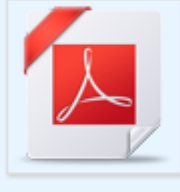
File submissions Maximum size for new files: 10MB, maximum attachments: 1


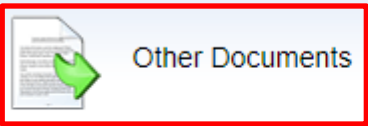

The interface shows a header with a plus icon in a red box. Below it is a dashed box containing a blue arrow pointing down and the text "You can drag and drop files here to add them."





[Save changes](#) [Cancel](#)

File picker

The dialog box has a sidebar with "Recent files", "Upload a file" (highlighted in red), and "Private files". The main area contains an "Attachment" label, a "Choose File" button (highlighted in red), and "No file chosen" text. Below are "Save as" and "Author" (John Smith) text boxes, and a "Choose license" dropdown menu set to "All rights reserved". At the bottom, an "Upload this file" button is highlighted in red.

<p>15</p>	<p>Once the document has appeared in the blue space, click on <i>Save changes</i></p>	<div data-bbox="517 140 1760 687"> <p>File submissions Maximum size for new files: 10MB, maximum attachments: 1</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 📁 📄 📁 📄 📄 </div> <hr/> <p>▶ 📁 Files</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff; margin-top: 10px;">  <p style="text-align: center;">Police Clearance - John Smith.pdf</p> </div> </div> </div> <div data-bbox="517 778 824 836" style="margin-top: 20px;"> <div style="display: flex; gap: 10px;"> Save changes Cancel </div> </div>									
<p>16</p>	<p>Please note that in the Completion Status section, the Status (for both the Photo ID and Police Clearance) will change from <i>Not Yet Started</i> to <i>Pending</i> to <i>Complete</i>. This takes approximately 10 minutes from upload to complete. Once it has finished processing, a green tick will appear.</p>	<div data-bbox="517 874 943 1158"> <p>COMPLETION STATUS</p> <p style="border: 2px solid red; padding: 2px;">Status: Pending</p> <p><small>All criteria below are required:</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Required criteria</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>Activity completion</td> <td>0 of 1</td> </tr> </tbody> </table> </div>	Required criteria	Status	Activity completion	0 of 1	<div data-bbox="981 874 1406 1158" style="display: inline-block; vertical-align: top;"> <p>COMPLETION STATUS</p> <p style="border: 2px solid red; padding: 2px;">Status: Complete</p> <p><small>All criteria below are required:</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Required criteria</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>Activity completion</td> <td>1 of 1</td> </tr> </tbody> </table> </div> <div data-bbox="1429 1026 1868 1171" style="display: inline-block; vertical-align: top; margin-left: 20px;"> <p>Required Documentation</p> <ul style="list-style-type: none"> ○ Police Clearance ○ Photo ID (e.g. Drivers Licence) ✔ </div>	Required criteria	Status	Activity completion	1 of 1
Required criteria	Status										
Activity completion	0 of 1										
Required criteria	Status										
Activity completion	1 of 1										


<p>17</p>	<p>If you have any other documents to upload that are related to your work whilst at Prominent Hill, please upload them using the Other Documents. This is available under Courses in My Development Plan.</p> <p>This could be High Risk Work Licences, Electrical Licence, Passport, White Card, etc.</p> <p>Note that there must only be one document on each page that is uploaded.</p>	<p> MY DEVELOPMENT PLAN</p> <p>Courses</p> <ul style="list-style-type: none"> o Induction - Prominent Hill o Other Documents <p></p> <p>Please note that once all documents have been uploaded, it may take up to 2 business days for the documents to be processed. During this time, the course will not be marked as complete.</p>
<p>18</p>	<p>Click on <i>Induction – Prominent Hill</i>.</p>	<p> MY DEVELOPMENT PLAN</p> <p>Courses</p> <ul style="list-style-type: none"> o Induction - Prominent Hill o Other Documents


<p>19</p>	<p>Click on <i>Health Questionnaire</i>.</p>	<div style="text-align: right;">Your progress </div>  <h2 style="text-align: center;">Prominent Hill Induction</h2> <p>All personnel who visit Prominent Hill must complete both the Health Questionnaire and the Prominent Hill Induction below. This applies to to personnel commencing work at Prominent Hill or who are returning to Prominent Hill and are required to renew their expired inductions.</p> <p>Please note that you are required to complete the Health Questionnaire prior to the Prominent Hill Induction becoming visible.</p> <hr/> <p style="text-align: center;">Step 1 of 2: Health Questionnaire</p> <p>Please complete all sections of the Health Questionnaire.</p> <p>If your circumstances change after you have completed the questionnaire, please update your responses and re-submit.</p> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="border: 2px solid red; padding: 2px;">Health Questionnaire</div>  </div>	
<p>20</p>	<p>Click on <i>Answer the questions</i>.</p>	<p>Health Questionnaire</p> <div style="border: 2px solid red; padding: 2px;">Answer the questions...</div>	

<p>21</p>	<p>Complete the Health Questionnaire.</p>	<div data-bbox="504 135 1635 574"> <p>Health Questionnaire Print Blank</p> <p>Mandatory for all new users</p> <p>This questionnaire consists of 12 questions - you must provide an answer to every question.</p> <p>* Have you ever suffered from Respiratory/Breathing problems such as Asthma, Pulmonary Oedema, Chronic Airway Disease, Pneumothorax, Sleep Apnoea etc?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Save Next Page >></p> </div> <hr/> <div data-bbox="504 582 1635 853"> <p>Health Questionnaire</p> <p>* I declare that the above particulars are true to the best of my knowledge.</p> <p><input checked="" type="checkbox"/> Accept</p> <p><< Previous Page Save Submit questionnaire</p> </div> <hr/> <p>Questionnaire complete.</p> <p>Thank you for completing the health questionnaire.</p> <p>You can update this questionnaire at any time by selecting 'Health Questionnaire' on your development plan at the top of the navigation menu.</p> <p>Continue</p> <p>Return to course</p>
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23 Click on *Induction – Prominent Hill*.

Note that this link will not appear until the Health Questionnaire has been completed (has a green tick).

Your progress 




Prominent Hill Induction

All personnel who visit Prominent Hill must complete both the Health Questionnaire and the Prominent Hill Induction below. This applies to to personnel commencing work at Prominent Hill or who are returning to Prominent Hill and are required to renew their expired inductions.


Please note that you are required to complete the Health Questionnaire prior to the Prominent Hill Induction becoming visible.


Step 1 of 2: Health Questionnaire

Please complete all sections of the Health Questionnaire.
 If your circumstances change after you have completed the questionnaire, please update your responses and re-submit.



Health Questionnaire






Health Declaration - PDF

Step 2 of 2: Prominent Hill Induction

Once you have completed the Health Questionnaire and the Prominent Hill Induction, a course completion certificate will be available for you to download for your records.
 There is no requirement to forward this certificate to the OZ Minerals training department.

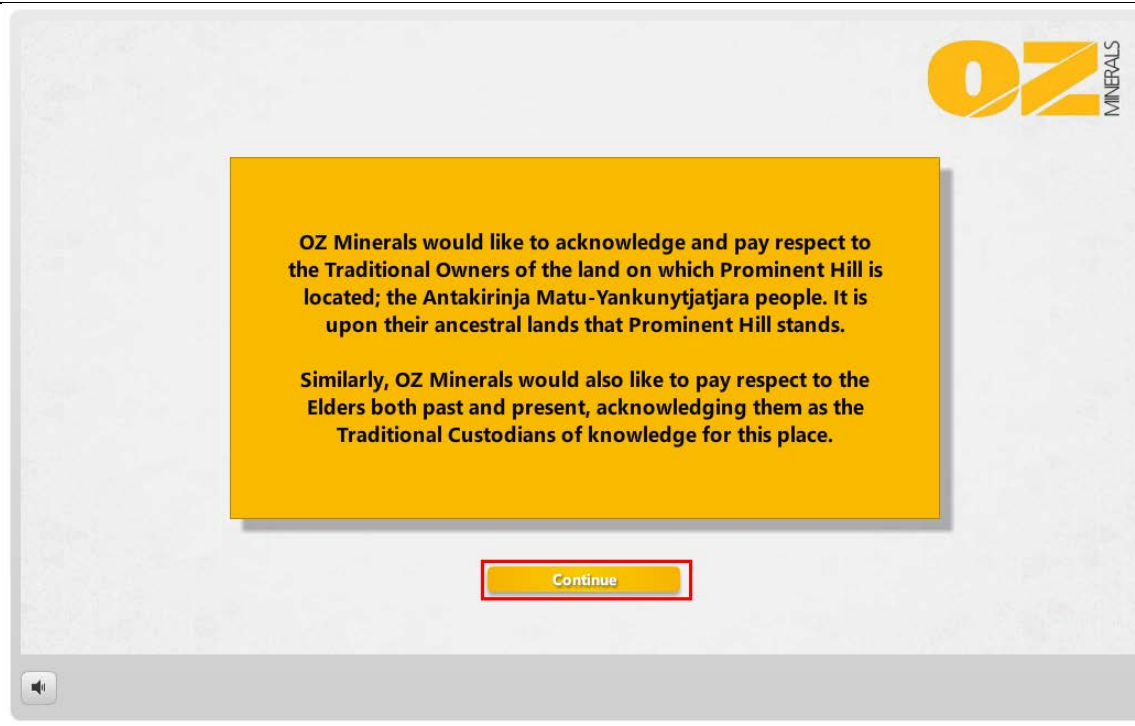
Launch

Induction - Prominent Hill



<p>24</p>	<p>The Induction will attempt to launch in a pop-up window. If pop-ups are enabled on your web browser, the induction will load in a separate browser window.</p> <p>If pop-ups are disabled on your web browser, this message will appear. You will need to check your browser settings to allow pop-ups and then refresh the page (press F5).</p> <p>If pop-ups are enabled on your web browser, the induction will load in a separate browser window.</p>	<p>Induction - Prominent Hill</p> <div data-bbox="882 236 1160 421" style="border: 1px solid gray; border-radius: 10px; padding: 10px; text-align: center;"> <p>It appears that popup windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again.</p> </div>
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25 The induction will load. Complete the induction and answer all assessment questions.




OZ MINERALS

OZ MINERALS would like to acknowledge and pay respect to the Traditional Owners of the land on which Prominent Hill is located; the Antakirinja Matu-Yankunytjatjara people. It is upon their ancestral lands that Prominent Hill stands.

Similarly, OZ Minerals would also like to pay respect to the Elders both past and present, acknowledging them as the Traditional Custodians of knowledge for this place.

Continue



26

Click on Exit and then X in the top right hand corner to close the popup window.

Once you have completed all modules, ticks shall appear in each module including the Course Complete tab at the bottom of the page.

Are you sure you want to exit?

Exit

Cancel

27 There will now be a green tick next to Induction – Prominent Hill to indicate you have completed this requirement.

As you have completed both requirements of the course you will now be able to download your certificate. Click on *Course Completion Certificate*.

Your progress

Prominent Hill Induction

All personnel who visit Prominent Hill must complete both the Health Questionnaire and the Prominent Hill Induction below. This applies to to personnel commencing work at Prominent Hill or who are returning to Prominent Hill and are required to renew their expired inductions.

Please note that you are required to complete the Health Questionnaire prior to the Prominent Hill Induction becoming visible.

Step 1 of 2: Health Questionnaire

Please complete all sections of the Health Questionnaire.

If your circumstances change after you have completed the questionnaire, please update your responses and re-submit.

	Health Questionnaire	✔
	Health Declaration - PDF	

Step 2 of 2: Prominent Hill Induction

Once you have completed the Health Questionnaire and the Prominent Hill Induction, a course completion certificate will be available for you to download for your records.

There is no requirement to forward this certificate to the OZ Minerals training department.

	Induction - Prominent Hill	✔
	Course Completion Certificate	

<p>28</p>	<p>Click on <i>Get your certificate</i>.</p> <p>A copy of your certificate will open in a separate window.</p> <p>You should save a copy for your own records and send a copy to your supervisor / administrator / site host if necessary.</p> <p>OZ Minerals Training team will receive automatic notification from +LMS that you have completed this course.</p>	<p>Summary of previously received certificates</p> <div data-bbox="1003 193 1236 320" style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>Issued</p> <p>Friday, 8 July 2016, 8:23 AM</p> </div> <p style="text-align: center; font-size: small;">Click the button below to open your certificate in a new browser window.</p> <div data-bbox="528 363 721 405" style="border: 2px solid red; padding: 2px; text-align: center; color: red; font-weight: bold;"> <p>Get your certificate</p> </div>
<p>29</p>	<p>You have now successfully completed a profile and the Prominent Hill Induction.</p>	