



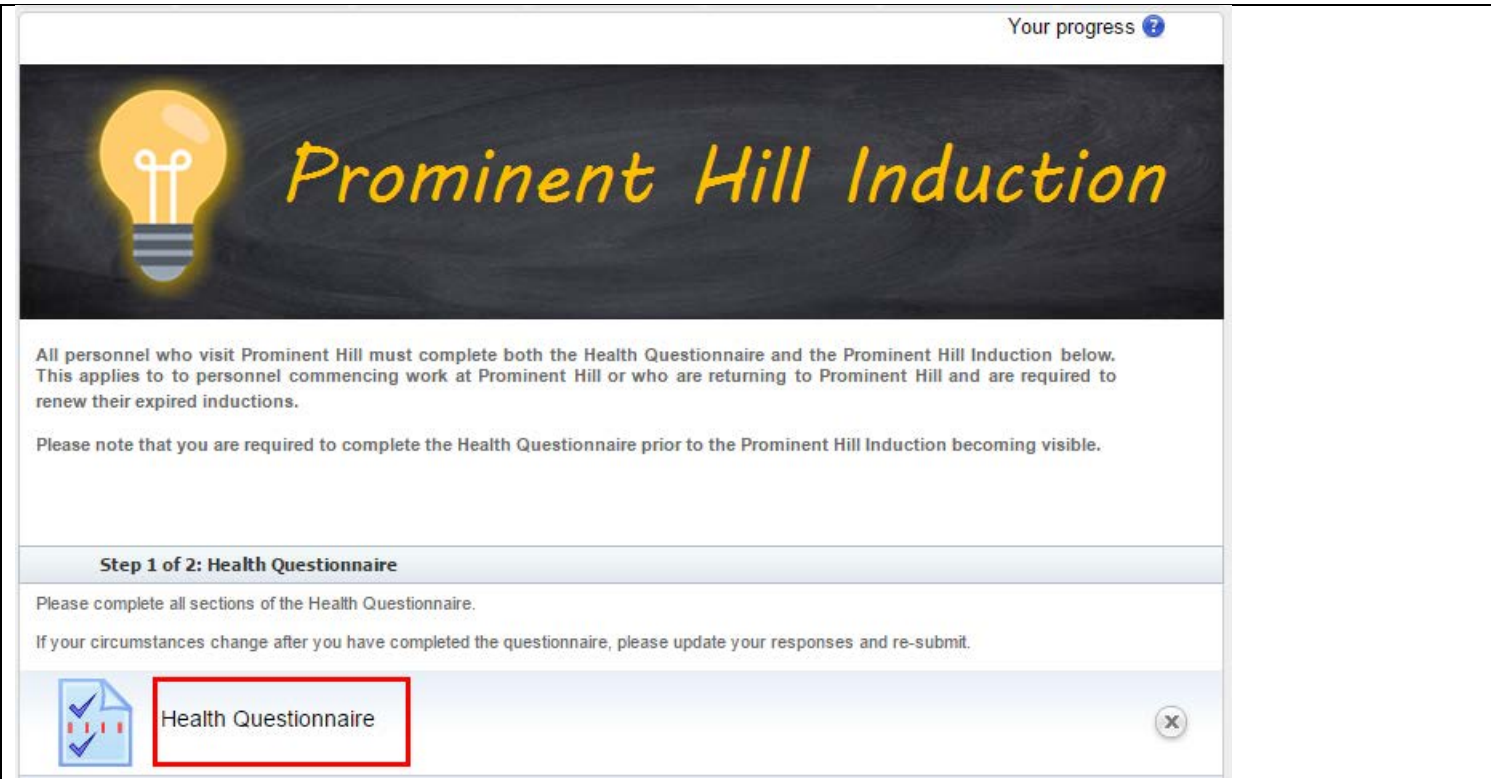

How to Guide – Renewal Induction Instructions (Prominent Hill)




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| Summary | Process to follow for people who have previously been to Prominent Hill |
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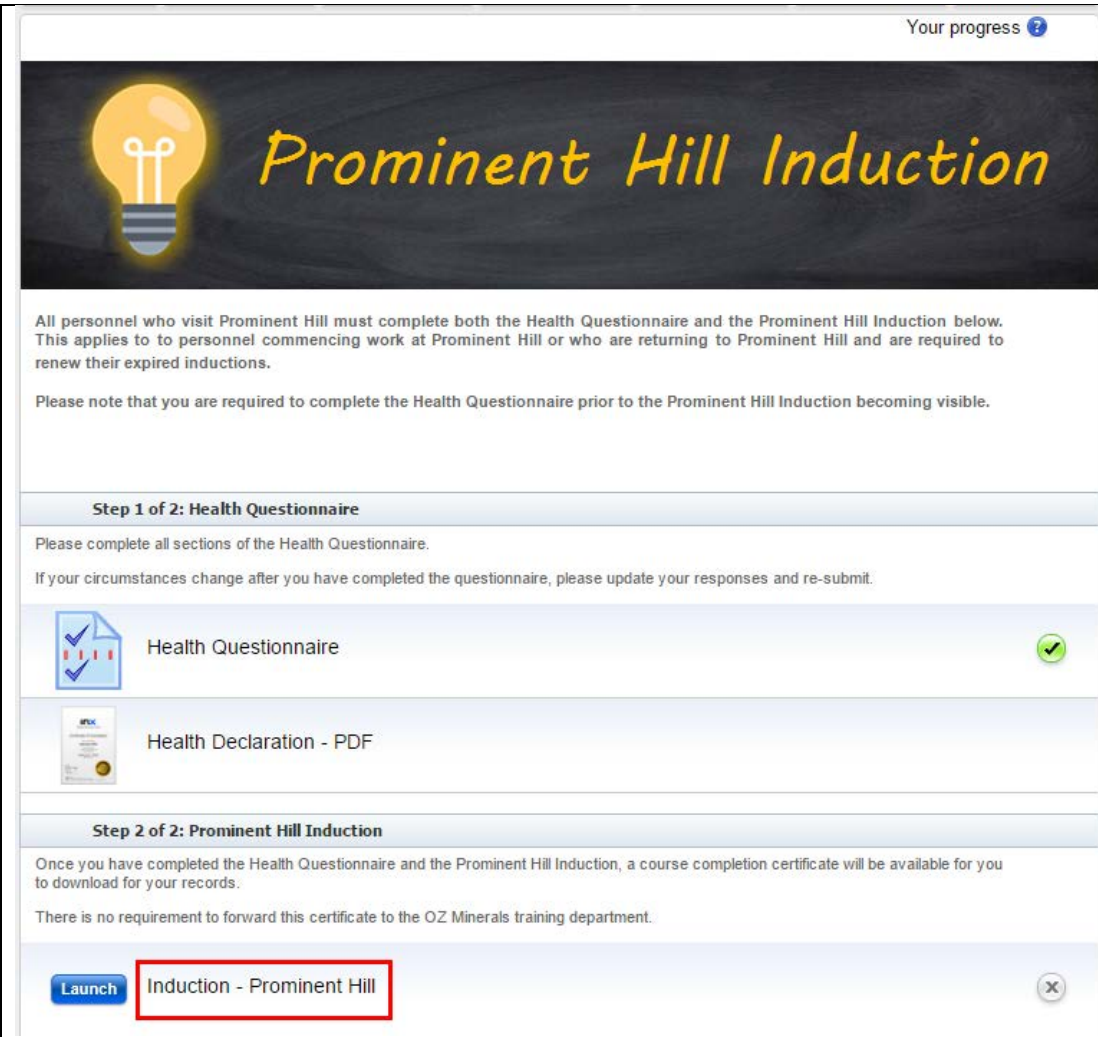


Please Note:

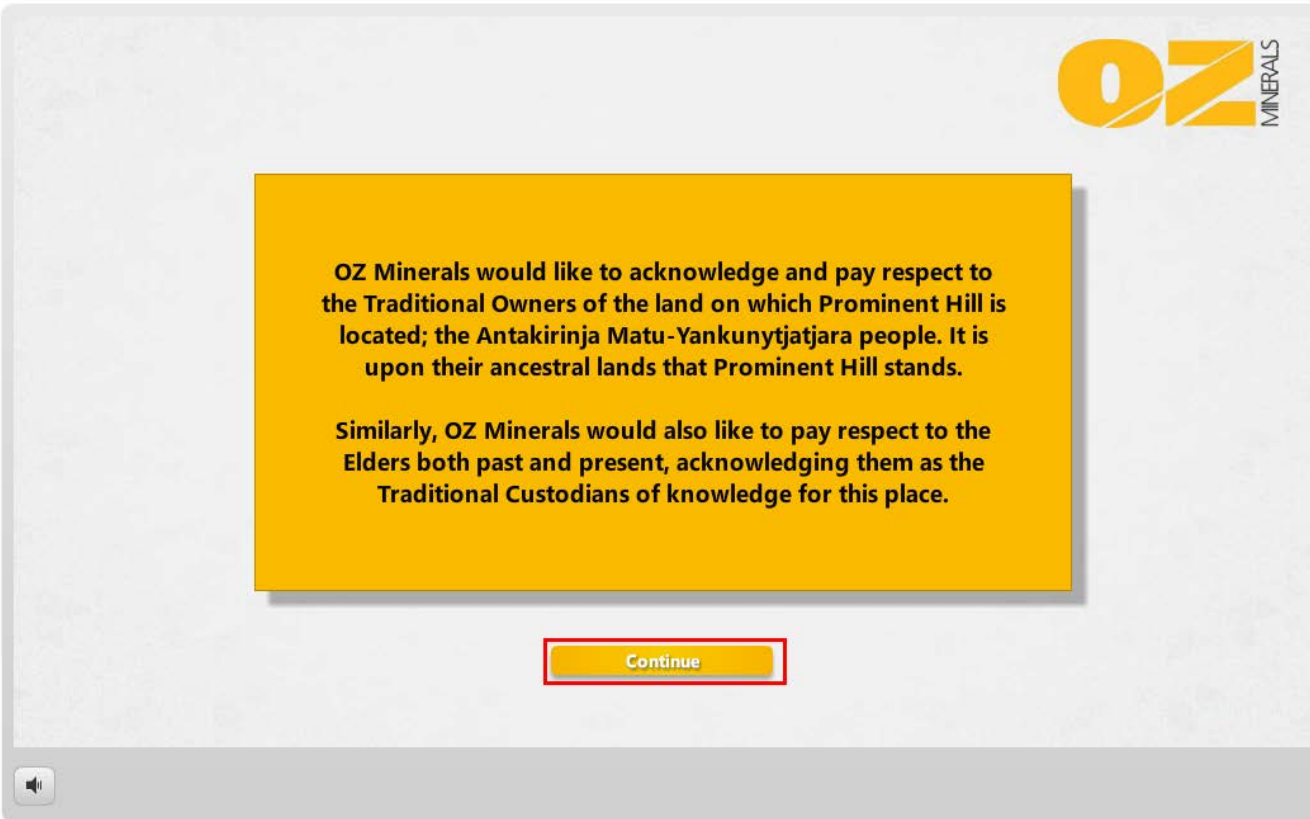
Prior to accessing Prominent Hill and travel being booked, please ensure that you follow the steps below for any outstanding courses that may be required to be completed online.

| Steps | Key Actions | Images/Resources |
|-------|--|--|
| 1 | Go to +LMS | http://lmsozmin.inxsoftware.com/ |
| 2 | <p>Enter your <i>Username</i> and <i>Password</i>.</p> <p>If at any time you have forgotten either or both of your username and password, please contact the OZ Minerals IT Support Team on 1800 337 300.</p> <p style="background-color: #FFFF00; padding: 2px;">PLEASE DO NOT CREATE A NEW ACCOUNT.</p> |  |
| 3 | <p><i>My Development Plan</i> will list all outstanding inductions that are required for completion.</p> <p>Example, the <i>Induction - Prominent Hill</i> may have expired. Click on <i>Induction – Prominent Hill</i>.</p> |  |

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| <p>4</p> | <p>Click on <i>Health Questionnaire</i>.</p> |  |
| <p>5</p> | <p>Click on <i>Answer the questions</i>.</p> |  |

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| <p>6</p> | <p>Complete the Health Questionnaire.</p> | <div data-bbox="607 129 1727 576"> <p>Health Questionnaire Print Blank</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="607 576 1727 863"> <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> |
| <p>7</p> | <p>There will now be a green tick next to Health Questionnaire to indicate you have completed this requirement.</p> <p>A PDF document with all your answers will also now be available for you to download if you require.</p> | <div data-bbox="607 1075 1805 1294"> <p> Health Questionnaire </p> <p> Health Declaration - PDF</p> </div> |

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| <p>8</p> <p>Click on <i>Induction – Prominent Hill</i>.</p> <p>Note that this link will not appear until the Health Questionnaire has been completed (has a green tick).</p> | |  <p>Your progress ?</p> <h2>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 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> <p>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> <ul style="list-style-type: none">  Health Questionnaire ✔  Health Declaration - PDF <p>Step 2 of 2: Prominent Hill Induction</p> <p>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.</p> <p>There is no requirement to forward this certificate to the OZ Minerals training department.</p> <p>Launch Induction - Prominent Hill ✕</p> |
| <p>9</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>Induction - Prominent Hill</p> <div style="border: 1px solid gray; border-radius: 10px; padding: 10px; width: fit-content; margin: 20px auto;"> <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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| | <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> | |
| 10 | <p>The induction will load. Complete the induction and answer all assessment questions.</p> |  <p>The screenshot shows a web browser window with the OZ MINERALS logo in the top right corner. In the center, there is a large yellow rectangular box containing the following text: 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. Below this, it says: 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. At the bottom center of the yellow box is a yellow button with the text "Continue" inside it, which is highlighted with a red border. In the bottom left corner of the browser window, there is a small speaker icon.</p> |

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

Once you have completed the outstanding 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

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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.

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|  | Induction - Prominent Hill |  |
|  | Course Completion Certificate | |

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| <p>13</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 can save a copy for your own records and send a copy to your supervisor/administrator/site host if necessary. 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="1093 188 1330 319"> <p>Issued</p> <p>Friday, 8 July 2016, 8:23 AM</p> </div> <p>Click the button below to open your certificate in a new browser window.</p> <div data-bbox="622 363 817 405"> <p>Get your certificate</p> </div> |
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