

## VISITOR OR SHORT TERM ACCESS FORM

### VISITOR INFORMATION

<b>VISITOR NAME:</b>	
<b>COMPANY:</b>	
<b>MOBILE PHONE NUMBER:</b>	
<b>REQUESTED DATES:</b> (no longer than 14 days)	
<b>REASON FOR VISITING SITE:</b>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>

**Refer to Site Entry policy and indicate visitor classification: (Tick which entry category)**

<b>(A) Visitor– no WORK</b> (Someone who is performing <u>no</u> work)		<b>(B) Non-Permanent Visitor</b> (Once off work)  <i>Complete</i> <b>SAFE ACCESS FORM</b>		<b>(C) Infrequent Visitor</b> (Infrequent work)  <i>Complete</i> <b>SAFE ACCESS FORM</b>	
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#### Release

In consideration of being granted this pass I hereby agree to release and hold harmless Portland Aluminium, together with its subsidiary, associated and/or holding companies and all employees or agents thereof, from all claims, present or future, resulting from any bodily injury, or loss of, or damage to property arising out of my visit to the premise aso the said Portland Aluminium. I intend to be legally bound by this release. I will comply with all site regulations and safety instructions visiting only those areas authorised by this pass.

**VISITOR SIGNATURE:**

### PERSON WHO IS REQUESTING THE VISITOR - INFORMATION

<b>PRINT NAME:</b>	
<b>DEPARTMENT:</b>	
<b>COMPANY:</b>	
<b>REQUESTOR SIGNATURE:</b>	

### COMPLETE IF TEMPORARY VEHICLE ACCESS REQUIRED

<b>REASON FOR TEMPORARY VEHICLE ACCESS TO SITE:</b>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
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### PORTLAND ALUMINIUM MANAGER INFORMATION

<b>PRINT NAME:</b>	
<b>DEPARTMENT:</b>	
<b>PORTLAND ALUMINIUM MANAGER SIGNATURE:</b>	

### HEALTH RESOURCE OFFICER (HRO) / PLANT PROTECTION OFFICER (PPO) INFORMATION

<b>PRINT NAME:</b>	
<b>LEVEL 1 SITE INDUCTION COMPLETION DATE:</b>	
<b>TRUCK INDUCTION COMPLETION DATE IF APPLICABLE:</b>	
<b>VISITOR PASS ISSUED:</b>	
<b>DATE:</b>	
<b>HRO/PPO SIGNATURE:</b>	

**PORTLAND ALUMINIUM SAFE ACCESS NOMINATION FORM**  
**All sections are MANDATORY**

**SUPPLIER NAME** (exactly as per contractor Portal): \_\_\_\_\_

**THIS COMPANY/SUPPLIER/SUB CONTRACTOR IS PRE-QUALIFIED (Circle)**

Yes      No

**Contractor Employee Number**  
*To be generated by Training Dept.*

If Yes, ABN: \_\_\_\_\_

If NO, has an exemption been raised, approved and a copy attached?      **Yes**      **No**  
 Contact the Contractor Services Supervisor or Contractor Safety Coordinator if no exemption in place or confirmation is required.

<b>CONTRACTOR DETAILS</b>	<b>SURNAME:</b>		<b>FIRST NAME:</b>			
	<b>TITLE:</b>	<b>MIDDLE NAME:</b>		<b>DATE OF BIRTH:</b>	<b>GENDER:    M    F</b>	
	<b>HOME ADDRESS – Number and Street</b> <i>(not the Employer's address)</i>					
	<b>SUBURB/CITY:</b>			<b>STATE:</b>		<b>POSTCODE:</b>
	<b>Home telephone:</b> (    )			<b>Mobile:</b>		
	<b>Have you ever been inducted to the Portland Aluminium site?</b> <i>(circle and date if applicable)</i>				<b>YES</b>	<b>NO</b>
					<b>DATE</b>	
	<b>Labour type:</b> <i>(circle)</i>		Internal		External	
	<b>Labour Classification:</b> <i>(ie Labourer, Truck Driver)</i>					
	<b>Short Term Expiry</b>		N/A	<b>Start Date:</b>		<b>End Date:</b>
	<b>In consideration of being granted site access to the premises of Portland Aluminium, I will comply with all Site Policies and Safe Systems of work.</b>					
	<b>Inductee Signature:</b>				<b>Date:</b>	
<b>SUPERVISION</b>	<b>ALCOA OR CONTRACTOR SUPERVISOR DETAILS</b> (Print Clearly) – <i>On-site person who will be directly supervising the contractor.</i>					
	<b>SURNAME:</b>		<b>FIRST NAME:</b>			
	<b>Office phone number:</b>		<b>Mobile number:</b>			
	<b>Organisation:</b>		<b>Job Role:</b>			
	<b>Signature:</b>					
<b>APPROVAL</b>	<b>ALCOA MANAGER OR SUPPLIER CONTRACT SPONSOR DETAILS</b> (Print Clearly)					
	<b>SURNAME:</b>		<b>FIRST NAME:</b>			
	<b>Office phone number:</b>		<b>Mobile number:</b>			
	<b>Signature:</b>					
<b>ADDITIONAL MANDATORY FIELD IF REQUIRING ALCOA PRIVILEGES</b> <i>(ie Email address/iProc access) (Circle as appropriate)</i>				YES      NO		

**\*On completion of site entry requirements this form must be delivered to the TRAINING DEPARTMENT\***