Need to Know: Site Access – New Starter Process Improvement (Express Service via pre-registering)

Routine SAC enquiries can be processed faster with optimisation to new starter process minimising delays & production impacts

Why? Onboarding a new starter at SAC takes ~ 15min or longer if there are missing requirements and information, causing delays for other workers. Process can be handled efficiently if arranged in advance.

Proposed process applies to new starters, particularly targeting large groups.

New Starter Express Process

10am, day before: send list of new starters to SAC (tamsformac@bhp.com)
Note: any specific gate accesses to be included in this list.

Day before: SAC team prints cards and checks access requirements

By 1pm day before: SAC provides update via email on the access status of workers. (i.e. can they access site, or are they missing a medical, training etc)

From 6.30am new starters first day: Express card pick up at the SAC. Enter site with no delays

What if a new starter does not pre-register?

New starters arriving without pre-registration will be asked to wait aside or return at 8.00am if there is a queue at SAC so that D&A and other faster enquiries can be process efficiently and minimise shift change impacts at peak periods.

Note: it is common for new starters to face delays on their first day because they are missing a competency. This process will reduce confusion / delays for new starters. It's recommended this service is used by all new starters even if they plan to arrive at non-peak times.

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