

Working Onsite

Quick Reference Guide



What hours can I expect to work onsite?

Work hours are determined by your employer but generally run for 12 hours on either day or night shift. Check with your employer for specifics as to your roster for your onsite time.



How will I travel around site?

- There is a bus service that runs between the Village, the Engineering workshops, and the Operations Hub.
- Bus schedules are available from SharePoint (for BHP employees) with a notice outside the Travel and Accommodation Office and outside the bus shelter.
- Additionally, your team may have company-specific minibuses or light vehicles to help you travel around. Check with your line manager for details.



Where can I find schedules when I'm on the go?

- For those who have access, our [Information Portal](#) is a great resource to keep you in the loop with what's happening at Prominent Hill. From here, you can look up our bus and plane schedules as well as village broadcasts, community events, key information and communications from our Prominent Hill team.
- BHP employees can also access loads of information through the Prominent Hill [SharePoint page](#).
- Each week we publish a Prominent Hill newsletter filled with information about what is happening, and we have information boards complete with information placed around Prominent Hill.
- Last but not least, don't forget to check out the TVs in the Dry Mess and Ops Hub for things happening and things to do.



Will I have to wear my hi-vis and PPE all the time?

- You should always wear PPE when out of the office and onsite. Your PPE includes a hi-vis shirt with long sleeves and hi-vis pants and safety boots. You may also be required to wear a helmet, glasses and gloves.
- If you are working solely in the Operations office, there is no official dress standard, just dress comfortably, practically and professionally – no holey jeans or activewear.
- Casual clothing can be worn outside of working times; however, we recommend closed-toed shoes for walking around the site and when in the gym.
- Jewellery creates a risk of entanglement. If you believe any existing jewellery presents a safety risk, we recommend removing it.



What sort of phone reception will I get?

- Telstra has 4G coverage, but there are no Optus or third-party providers with coverage. We have Wi-Fi across the Village and Ops Hub so if you're with an alternate provider, you may be able to access Wi-Fi calling this way.



Can I access the internet?

- The site's Wi-Fi is available for residents.
- Outside of the Wi-Fi, you must be on the Telstra network to stay connected. If you have Telstra connection mobile phone coverage, including apps like Google Maps, these are accessible.



What induction bookings do I need?

When you arrive on site, you'll want to hit the ground running. That's why we have induction bookings to help us get to know you and your needs.



Gym inductions

To make the most of our gym we require you to do a short area-specific induction with the Health and Lifestyle coordinator. To keep you feeling your best, our coordinator can also help guide you with your personal training and lifestyle choices! For more information, contact the Travel and Accommodation Office.



Chef inductions

Have allergies or special dietary requirements? No worries – our chef can cater to you! If you want to discuss your dietary needs, you can book a session with our chef at the Travel and Accommodation Office.



Key site contacts

Emergency Response Team

In the case of an emergency, our trained and equipped Emergency Response Team is just a phone or radio call away.

- **Phone:** 08 8672 8444. Put this number into your mobile – you never know when you may need it.
- **Radio:** Emergency two-way radio contact should be made on:
 - Digital CH 3 for the Open Pit
 - Digital CH 8 for underground mining areas
 - UHF 15 or Digital CH 1 for all other areas.



Health and Medical Centre

Need to get checked out? Our Health and Medical centre is managed by a registered nurse who is here to assist you 7 days a week with any health concerns or work-related injuries. You can find the Health and Medical Centre located at the rear of the Operations Hub.

- **Phone:** 08 8672 8333
- **Email:** PHHealth@ozminerals.com

Opening hours are from 5:30 am to 5:30 pm.

After-hours are until 7:00 pm which will be managed by an ESO (Emergency Services Officer).



Security

You might also notice more lighting, cameras and security guards around our village. Our Security team is a big part of how we keep you safe and are here to help with any security concerns or after-hours noise events that are disturbing your rest.

- **Phone:** 04 0924 2813 / 08 8672 8730 / 04 83024107



Travel and Accommodation Office

Our Travel and Accommodation Office is your one-stop shop for everything happening at Prominent Hill. Here you can sign-up for your induction bookings, find out key information about what's going on, what's coming up and check into your flights.

- **Phone:** 08 8672 8500
- **Email:** Travel.Prominenthill@civeo.com

