JER-8000-MGT-PRO-0036 Competency & Training

(ISO 45001:2018, Clause 8.1.2)

1 SCOPE

The procedure applies to all KGL Resources Workers.

2 PURPOSE OF DOCUMENT

The purpose of this procedure is to provide guidelines for KGL Resources workers on training and any required competency standards to ensure, so far as is reasonably practicable, the health and safety of all workers.

3 RELEVANT LEGAL & OTHER REQUIREMENTS

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)

4 DEFINITIONS

Assessment	The process of using the assessment tool, collecting evidence relating to the competency and evaluating to make a sound judgment about whether or not a competency has been achieved.
Assessment Instrument Tool	An approved instrument that is used to determine competency. An assessment instrument maybe a written knowledge test or a practical observation which provides evidence of tasks being correctly performed to standard criteria. The assessment instrument will only test to the defined standard.
Assessor	A worker that has the appropriate skill sets for assessing. They are competent in the process of assessing the performance of a task by another. They have an understanding of the assessing process and may have technical knowledge of the task they are assessing. Note: Assessor / Trainer duties can be performed by the same person with the required skill set.
Competency	Competency is the consistent application of knowledge and skill of the standard of performance required in the workplace.
Competency standards	Competency standards specify define the requirements for effective workplace performance in a particular discrete area of work, work function, activity or process.
Competent person	A person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills (including WHS), that qualify that person to perform the task required to the specified Competency Standard.

Recognition of Current Competency	Acknowledging and accrediting previously gained Competency to a recognised Competency Standard. Recognition of current competence is a process for proving credit for skills, knowledge and experience you currently possess. The candidate may need to provide provides evidence to an assessor of their skills and knowledge and demonstrates how these meets required standards.
Safe Work Method Statement	A SWMS is a pre-start risk assessment that is undertaken prior to commencing any high-risk construction work, if undertaking work in swift water or as otherwise required by a supervisor or manager. For more information, refer to the KGL Resources Risk Management Procedure.
Take 5	A Take 5 is a pre-start risk assessment that is undertaken prior to commencing any work. A Take 5 must be completed in accordance with the KGL Resources Risk Management Procedure.
Verification of Competency (VOC)	A method of documented evaluation of the skill level of a person against defined competency standards in order to evaluate the person's ability to carry out the relevant activity or works.
Worker	Workers include employees, contractors, sub-contractors, volunteers and consultants who conduct work for KGL Resources.

5 RESPONSIBILITIES

Senior Leadership Team	1. Provides strategic direction on the management of health and safety within defined Executive portfolios. 2. Ensure adequate resources are available to managers and/or supervisors and workers to comply with this procedure.
Safety Manager	1. Establishes and maintains hazard identification, risk management and training systems within the KGL Resources Safety Management System, including consultation with workers. 2. Assesses and reports on risk management performance to the Senior Leadership Team. 3. Ensures this procedure is fit for purpose and meets all legislative requirements. 4. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 5. Supports managers and supervisors in the implementation and operation of this procedure. 6. Recommends change or improvement to this procedure as required. 7. Provides advice on WHS training requirements to managers and supervisors.
Managers and Supervisors	1. Responsible for ensuring this procedure is implemented in their area 2. Ensures workers maintain currency of training and any competencies where required for specified work tasks. 3. Recommends change or improvement to this procedure as required.

Workers	1. Ensures they are familiar with the procedure. 2. Complies with this procedure at all times. 3. Maintains currency of training and any competencies where required for specified work tasks. 4. Recommends change or improvement to this procedure as required.
Health and Safety Representative (HSR)	1. A person nominated/elected by their workgroup to represent the workers within that workgroup on matters relating to WHS. 2. Health and Safety Representative training is prescribed by NT WorkSafe but completion of the training is optional at the discretion of the individual HSR. 5. Where the HSR requests training, KGL Resources will provide it and upon completion of the training the HSR will have powers as described by the WHS Regulation.

6 TRAINING REQUIREMENTS

Training is provided to workers of KGL Resources with the aim of ensuring that workers have the required level of information, instruction and training to undertake their work tasks in a safe manner.

KGL Resources provides its workers with training for a variety of purposes including:

a. to comply with legislation, Australian Standards, Codes of Practice and/or requirements of regulatory bodies;

b. to carry out duties safely and efficiently; and

c. to maintain competencies to the required Competency Standards identified by external bodies.

Where training is required in relation to a specific task or activity, the training requirements will be specified in the applicable KGL Resources procedure/s that relate to the task or activity being undertaken. Training will include an assessment of competency where practicable or required by legislation.

Workers must ensure they maintain currency of training and any competencies where required for specified work tasks. A Training Needs Analysis shall be utilised to identify and assess the training requirements of the department, position or individual worker.

7 PROJECT INDUCTION

All workers entering the KGL Resources Jervois site will complete the required site-specific induction prior to commencing work on the site. The site induction component is site specific and relevant to the work activities to be undertaken by the worker being inducted and will include the emergency procedures for the site.

All workers who have completed a site induction shall be provided with any Safe Access Rules.

8 TOOLBOX TALKS

Toolbox talks will normally be conducted on a weekly basis to communicate key messages, including:

a. daily activities and adjacent works;

b. allocation of tasks;

c. safety alerts and notices; and

d. procedural changes.

9 RISK SPECIFIC TRAINING

KGL Resources will engage internal and external resources to deliver risk specific training as identified in the Training Needs Analysis. Where a recognised qualification or nationally accredited competency is required, external Registered Training Providers will be engaged to deliver the training and conduct assessments.

10 SUPERVISOR REQUIREMENTS

All Jervois and contractor personnel allocated in supervisory roles must hold the following nationally recognised units of competency:

- RIIRIS301E – Apply Risk Management Processes (G1)
- RIIWHS301E – Conduct safety and Health Investigations (G8)
- RIICOM301E – Communicate Information (G9)

This course equips participants with the essential skills and knowledge required to manage safety and operational tasks in a construction and mining environment. It provides leaders with the tools to effectively oversee teams, ensure compliance with safety regulations, and conduct thorough incident investigations. Ideal for those pursuing a leadership role in the mining industry, it emphasises practical applications in risk management, communication, and safety protocols.

11 TRAINING NEEDS ANALYSIS (TNA) PROCESS

The TNA is the mechanism for documenting the required training against the various project position descriptions in line with legislation and the management of the KGL Jervois Operations Safety Management System (SMS).

The TNA process involves consultation between all Jervois Copper Project leads.

Personnel, positions and required training are outlined within JER-8000-MGT-REG-10 Training Needs Analysis.

12 HEALTH AND SAFETY REPRESENTATIVE TRAINING

In accordance with the requirements of the WHS Act and WHS Regulation, workers undertaking the role of HSR will be provided with the prescribed training as required. This training will be conducted in accordance with advice from the Safety Manager.

13 COMPETENCE STANDARD

KGL Resources will utilise recognised units of competency from endorsed Industry Training Packages.

14 EXTERNAL TRAINING

Any external training must be delivered by an accredited Registered Training Organisation (RTO).

Where existing accredited training packages are available these should be the minimum accepted standard. i.e. Workers working at height are to hold the RIIWHS204D SAWH qualification, not a Working at Height awareness or similar.

Workers undertaking High Risk works are to be trained to the RII qualification pertinent to the activity and the qualification must be current, within 5yrs from issue.

Operators of mobile plant are told hold the relevant industry ticket / licence in order to be permitted to operate onsite.

Verification of Competency is to be undertaken by a suitably competent assessor for all High-Risk Work Licences and tasks as required by any associated risk assessment. The Verification is to be loaded into Avetta and currency must be maintained.

15 INTERNAL TRAINING

Internal training packages are to be developed where no documented training package currently exists. These packages will take the form of a Challenge Test (or similar) developed and undertaken by an approved Competent Person.

Internal training can be delivered by a Trainer Assessor or suitable Competent Person.

16 RE-INDUCTION / REFRESHER TRAINING

Workers who have been away from site for >6 months will have to complete the entire induction process. Workers who have been away from site for between 3 and 6 months will only require a site familiarisation, either KGL Resources or by the relevant Principal Contractor. Workers who have been away from site for <3 months require site orientation only.

Refresher training should be provided as appropriate for a particular workplace.

Refresher Training should be undertaken where a worker holds a qualification; however, is unable to demonstrate current competency in an activity. Refresher training can be completed by a Trainer Assessor.

Refresher training can also be undertaken due to:

- A change in the system;
- A change in the working environment;
- A change to the equipment; or
- A change to the legislation

17 TRAINING REQUIRED BY LEGISLATION

The TNA will identify all required training, including training required by legislation. Where training required by legislation is identified it shall be delivered in accordance with the legislation and recorded in the Project Training Matrix.

18 TRAINING IN RELATION TO THE EMERGENCY PLAN

The relevant parts of the emergency plan are included in the approved site induction training package and assessed for general awareness competency. Further emergency plan references are included within relevant training and assessment documents.

19 FIRST AIDERS

KGL and contractors are to ensure they have adequate first aid coverage for personnel engaged under their scope of works. Minimum training for First Aiders is to be HLTAID003 Provide First Aid (Senior First Aid) with refresher training to be completed every 3 years, together with HLTAID009 Provide CPR needing annual renewal.

20 EMERGENCY RESPONSE TRAINING

As detailed in the Emergency Response Plan (JER-8000-MGT-PLN-0016) an Emergency Response Team (ERT) will be established. All members of the ERT are to be suitably trained against the scope of works. Continuation training and scenario drills are to be undertaken by the ERT with other employees at regular intervals throughout the project.

21 SAFETY MANAGEMENT SYSTEM TRAINING

All personnel will be familiarised with the components of the KGL Resources SMS relevant to their scope of works / responsibilities through the site induction process.

Specific components of the SMS will be delivered in Toolbox talks. Other changes to the SMS are communicated site wide through Aconex.

Specific SMS training requirements will be identified in the TNA against specific roles.

22 TRAINING AND ASSESSMENT – GENERAL REQUIREMENTS

22.1 NEW / INEXPERIENCED WORKERS

New / inexperienced workers will undergo the same training process as other workers on the project. New / inexperienced workers will be doubled up or managed in a manner which does not expose then to any risk due to their lack of experience within the mining industry.

22.2 VERIFICATION OF COMPETENCY

Verification of competency is a process whereby a worker holding a current qualification is assessed as being competent to undertake the task which they hold the competency for.

Verification of competency for High-Risk activities must be undertaken by an Assessor approved for the delivery of the High-Risk activity.

The Verification of Competencies are to be uploaded into Pegasus against the applicable skill set and currency must be maintained by the employer.

22.3 VERIFICATION OF STATUTORY COMPETENCIES

KGL Resources verifies that any appointed person holds certificates of competence for the required statutory qualifications they are required to undertake. The maintenance of competence for statutory roles is achieved through on-going training, refresher training, and professional development provided for holders of “certificates of competence who perform “specified functions”.

22.4 VERIFICATION OF COMPETENCY- MECHANICAL & ELECTRICAL TRADES

Verification of competencies for any electrical tradesperson will be undertaken by the project Statutory Electrical Engineer, who install, maintain or repair electrical equipment on site.

Verification of competencies for any mechanical tradesperson will be undertaken by the project Statutory Mechanical Engineer, who install, maintain or repair mechanical equipment on site.

22.5 RECOGNITION OF CURRENT COMPETENCY / RECOGNITION OF PRIOR LEARNING

Where applicable RCC / RPL processes will be utilized. Where the RCC / RPL process is for external training the RCC / RPL process will be managed through the RTO. For internal training it will be managed through the site Trainer Assessor / Competent Person.

22.6 ASSESSMENTS

Where applicable assessments will be developed / undertaken as evidence of the training process. Where an assessment is required, it must be aligned to the relevant training package.

Where an employee is deemed to be 'not yet competent' they must be managed through a documented re-testing process until deemed to be 'competent' or 'not suitable' for the required tasking.

All training documentation must be signed by the Trainee, Training Assessor and or Competent Person.

23 TRAINING RECORDS

All training records will be recorded in a central location (Avetta) for corporate training records as administered by the Safety Manager. This will ensure an enduring and readily accessible record of all training completed by workers.

Training records will be made available to the worker, their management and external parties such as SafeWork NT where required.

See document-

JER-8000-MGT-PRO-0036 Competency and Training
Jervois Copper Project General Induction
JER-8000-MGT-FRM-0002 Training Record
JER-8000-MGT-FRM-0003 Single Competency Assessment
AVETTA WORKFORCE MANAGEMENT DATABASE

24 BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors

of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

25 CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

26 RELATED DOCUMENTATION

JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-PRO-0025	Alcohol & Drug
JER-8000-MGT-PRO-0026	Confined Spaces
JER-8000-MGT-PRO-0027	Crane and Lifting
JER-8000-MGT-PRO-0028	Fatigue Management
JER-8000-MGT-PRO-0029	Fitness for Work
JER-8000-MGT-PRO-0030	Hazardous Energy Isolation
JER-8000-MGT-PRO-0031	Hot Work
JER-8000-MGT-PRO-0032	Infectious Disease
JER-8000-MGT-PRO-0033	Noise Management
JER-8000-MGT-PRO-0034	Personal Protective Equipment
JER-8000-MGT-PRO-0035	Remote or Isolated Work
JER-8000-MGT-PRO-0037	Working at Heights
JER-8000-MGT-PRO-0038	Safe Management of Asbestos
JER-8000-MGT-PRO-0039	Use of Hazardous Substances
JER-8000-MGT-PRO-0040	Use of Plant
JER-8000-MGT-PRO-0041	Safe Vehicle and Driving
JER-8000-MGT-PRO-0042	Hazardous Manual Tasks
JER-8000-MGT-PRO-0043	Injury Management & Rehabilitation
JER-8000-MGT-PRO-0044	Psychosocial Risk Management
JER-8000-MGT-FRM-0002	Training Record
JER-8000-MGT-FRM-0003	Skills Competency Matrix
JER-8000-MGT-FRM-0004	Single Competency Assessment Record
JER-8000-MGT-REG-0010	Training Needs Analysis

27 MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is low, reviewed every 3 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

28 APPROVAL

Konrad Litfin

Project Director