

From: Mark Hocking <MHocking@ARTC.com.au>

Sent: Tuesday, March 5, 2024 3:35 PM

Subject: New Hunter Bulk Terminal Site Induction - Current Holder

Hi all,

As a current holder of the Hunter Bulk Terminal Site Induction, you are being notified of the below change that requires your actioning.

From 0800hrs on the 18th March 2024, ARTC is introducing a new Hunter Bulk Terminal Site Induction that will be available on eLearning via ARTC People Platform (<https://artc.csod.com/>) for all personnel/contractors that complete works within the HBT.

All current induction holders are required to complete the new induction, which supersedes the current induction. Also any new workers for works within HBT.

Key changes are eTAP being introduced into the dark territory, and eTAP/induction validation when requesting WIC or LOW. The eTAP go live is scheduled for 3rd June 2024.

All current induction holders must complete the new Site Induction by 2nd June 2024 in order to complete works in the HBT from the 3rd June. If completed after this date, a person may not be validated within eTAP for up to 1 week at a time beyond this date, which may affect track access.

Feel free to reach out if you have any questions or queries.

Cheers,
Mark

Mark Hocking
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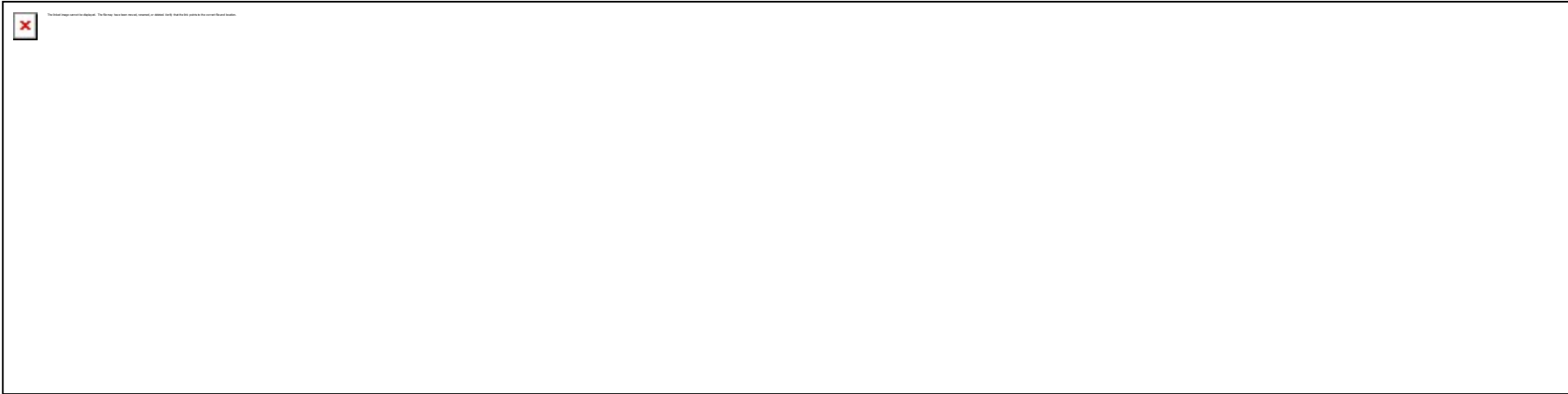
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HUNTER BULK TERMINAL (HBT) SITE INDUCTION – NEW 2024 BRIEFING PACK

Prepared by: Network Operations Specialist – NCCN
Date: February 2024

ARTC

OVERVIEW

Purpose

The Hunter Bulk Terminal (HBT) Induction captures all site related aspects for undergoing works within the HBT. Including: Operational areas, Access/Evacuation points, Hazards/Environmental, Contacts, etc.

This work also incorporates the inclusion of eTAP (electronic track access protection) for Work in Corridor (WIC) and Lookout Working (LOW) which brings the HBT operations into alignment with the rest of the Hunter Valley ARTC Rail Network.

eTAP go-live at **0600hrs on June 3rd 2024**. From this date, a PO will not be able to conduct work within the HBT without having completed the new HBT Site Induction.



Note: The new HBT Induction replaces the current induction and MUST be completed by ALL workers that use the HBT.



NOTE: The current Track Access Permit process remains in use until eTAP go-live.

OBJECTIVES

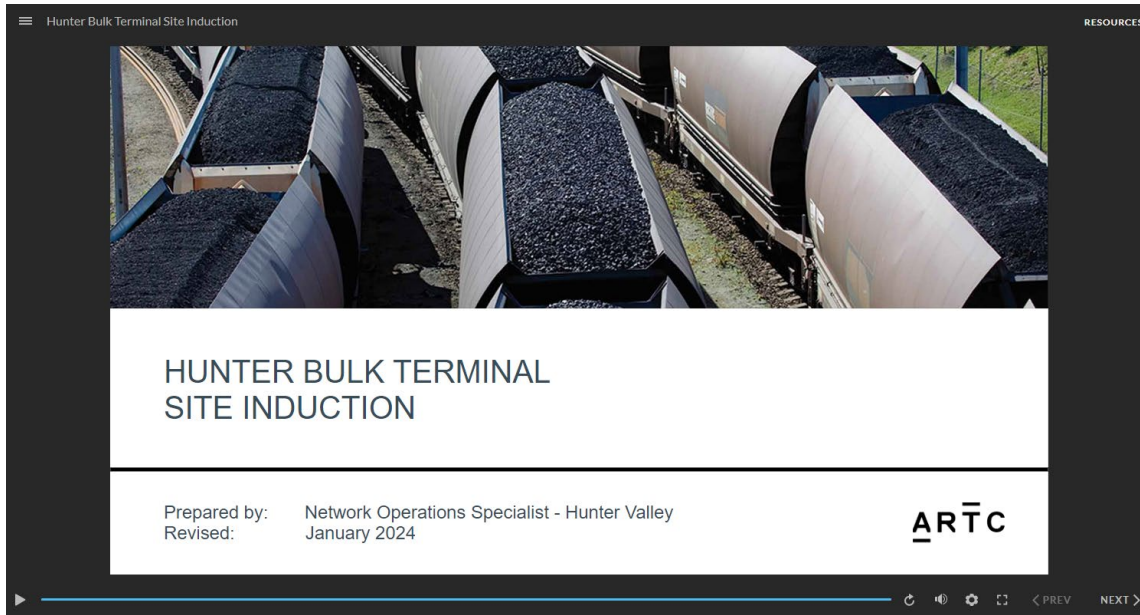
Key Objectives

The HBT is a multi-user freight terminal. The modernisation of the Site Induction incorporates changes in technologies and expectations of personnel working within the HBT.

- Renewing the HBT Site induction enacts the following;
 - Enhances safety and compliance.
 - Streamlines induction process.
 - Removes need for HBT induction sticker.
 - Integrates eTAP for WIC and LOW by Protection Officers within the terminals.
 - Incorporates latest technology and site-specific updates.
 - eTAP System Admin will undertake a validation process to ensure only Safeworkers who have completed the HBT Induction can complete safeworking duties in the HBT.

WHAT DO I NEED TO DO

New HBT Induction Process



1. Complete the new online HBT Site Induction.

The HBT Induction will be available for completion by internal and external personnel online in eLearning via ARTC People Platform from **March 18th 2024**, and must be completed by June 2nd 2024 (prior to eTAP go-live)

[Click here to login](#) or go to <https://artc.csod.com>

2. Upload your Completion certificate to your RIW record.



NOTE: all eTAP validation queries to go through etapsystemadmin@artc.com.au

