



# MINING INDUSTRY ROLES

This tip sheet has been created in co-design with people with disability and representatives of the Mining Industry. It is intended to support employers to hire, retain and grow employees with disability within their business or organisation.

**INCLUSIVE  
EMPLOYMENT  
HUB**

For more resources go to Feros Care's Inclusive Employment Hub  
[feroscare.com.au/EmploymentHub](https://feroscare.com.au/EmploymentHub)

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# RECRUITMENT

## TIP

## WHY DOES THIS MATTER?

**In-person meetings can be more effective than sending in a resume.**

Face-to-face meetings and the opportunity to speak with decision makers gives more people the opportunity to apply for work.

Most mining companies do offer the option of face-to-face meetings during the application process. Most have open days to attend and are active at employment expos also.

**- Mining Industry Representative**

**Provide timely feedback to applicants.**

People with disability are more likely to become anxious, stressed and ultimately to disengage from the recruitment process if they are not provided with timely feedback.

**Flexible application process to provide multiple avenues for applying for a job.**

It is important to provide a flexible application process as this creates more socioeconomic pathways for employment opportunities.

This is something we can do better, we need to start offering different styles of interviews not the stock standard.

**- Mining Industry Representative**

**Consider part-time work and related tasks.**

This could include job-sharing across full-time roles or multiple casual roles. Allowing flexibility such as when and where to work can also improve productivity as it caters to people's strengths.

Offer flexible employment agreements allowing for part time work and casual work for employees who need the extra flexibility in their roles.

**- Mining Industry Representative**

**Consider advertising your disability employment strategy and inclusivity team.**

It is important to advertise your disability and inclusivity strategy on websites that are easy to navigate include the relevant contact people.

Most mining companies will have this advertised already to ensure that people are aware they are diverse and inclusive workplaces.

**- Mining Industry Representative**

**Consider breaking down jobs into more accessible segmented roles.**

Breaking down jobs into individual tasks makes different components suitable to different people. This makes for more accessibility and potentially better outcomes with input from multiple people.



## RECRUITMENT continued

### TIP

**Consider apprenticeships and traineeships with more flexibility.**

**Promotion of Recruitment drives.**

**Consider covering the upfront costs when hiring new staff.**

### WHY DOES THIS MATTER?

Consideration of different learning styles, and altering learning pathways to allow for different needs means that your apprentice or trainee will receive the supports they need, in the way they need them. Setting them up for success.

Many people with disability may not know about these events. They don't necessarily need to be disability specific, simply promoting inclusive practices.

Support with opportunities for payment of up front ticket costings (such as White Card and Medicals) with conditions to pay back during employment.

Important to provide different pathways for people to learn to ensure not losing great people because they may learn a different way to others. Work closely with trainers and training organisations to ensure flexibility.

**- Mining Industry Representative**

# ONBOARDING

## TIP

## WHY DOES THIS MATTER?

**Consider breaking down medical requirements based on the specific role.**

Some roles require full medical clearance, while some don't. Consider making these role-based rather than across the board to ensure inclusivity.

**Consider if holding a driver's license is essential to the role.**

If driving is not required in the role, having it as a requirement across the board means it is unnecessarily excluding many people with disability who might otherwise be a great fit.

The mining company I work for will only advertise for a licence for those required to drive onsite vehicles or if it is a requirement for work.

**- Mining Industry Representative**

**Consider accessibility and transportation needs.**

Transport is often an issue for people with disability. Ensure you work with team members to make them aware of all the options available.

**Take advantage of employment incentives.**

Organisations like JobAccess can support employers to make necessary modifications so that people with disability can access and thrive in the workplace.

It is important for us to be aware of these wage subsidies and how they work, we could look at having someone come and give us an information session to our recruitment team. However, we do not hire people based on subsidies we hire people for the people.

**- Mining Industry Representative**

**Plan and structure daily work tasks.**

This will ensure that you are setting your team members up for success and long-term employment.

**Educate your team around inclusion and diversity.**

This will ensure that your workplace is a welcoming place for everyone, including people with disability. In turn, this will help you to attract and retain a diverse workforce.

The company I work for provides online training sessions on inclusion and diversity and it is mandatory for us to undertake this training as part of the induction process. Most mining companies also advertise their inclusion and diversity on their websites.

**- Mining Industry Representative**

**Identify any other support needed during onboarding, to tailor support to the individual's needs.**

Ensure that your new team member has access to safe people and safe spaces so that they can let you know what they need in order to achieve success in the role.

# EVERYDAY PRACTICES

## TIP

## WHY DOES THIS MATTER?

**Tailor support to the individual's needs.**

It is important to ensure each person employed is well supported all round, including workstations and social spaces.

**Tailor training to meet individual needs.**

People learn in different ways and tailoring training style ensures every team member has the opportunity to learn in their way.

**Share job roles and offer job flexibility.**

This could include job-sharing across full-time roles or multiple casual roles. Allowing flexibility such as when and where to work can also improve productivity as it caters to people's strengths.

**Consider any medication or medical needs.**

Some prescription medications taken by people with disability may affect things like mandatory drug tests or productive times.

**Provide education on workplace modifications.**

Having this information on display will help people with disability feel safe in the workplace and more included.

**Consider regular assessments for workplace modifications and equipment.**

Some people with disability may feel intimidated to ask for additional supports in the workplace.

**Education on disability and its impact on work is necessary.**

Continual training on inclusion and diversity in the workplace will ensure your workplace remains a welcoming place for everyone.

It is important to provide different pathways for people to learn to ensure we are not losing great people because they may learn a different way to others. We work closely with our trainers and training organisations to ensure this is flexible.

**- Mining Industry Representative**

Most mining companies have medical management plans for people that may require medications for other health or disability related reasons.

**- Mining Industry Representative**

Provide mandatory online training sessions on inclusion and diversity to undertake during induction process. Most mining companies also share their inclusion and diversity policies and activities online.

**- Mining Industry Representative**

# CAREER DEVELOPMENT

## TIP

## WHY DOES THIS MATTER?

**Regular check-ins can help identify needs and accommodations.**

Open conversations provide space for feedback and improvements.

Regular weekly check-ins are required with all staff and their direct supervisor we also have start up checks and end of shift check ins.

**- Mining Industry Representative**

**Pair employees with experienced colleagues.**

Peer-to-peer support, encouragement, learning and upskilling will ensure people with a disability feel more confident at work.

**Provide further training and career opportunities**

Additional training, including the opportunity to gain qualifications will support career progression, retention and an inclusive workplace for people with disability.

Career progression and retaining staff are one of the key roles in our leadership team. We develop people and support on-going training and offer different qualifications as part of these.

**- Mining Industry Representative**

**Implement a rewards system to recognise accomplishments.**

Using a rewards system for employees who are performing at their best, recognising the different capabilities of each person.

**Mentoring can help employees succeed and thrive.**

Ongoing monitoring and one-on-one mentoring can support people with a disability to continue to succeed in the workplace.

On-going mentoring happens at the company I work for. We have industry leads who put their hand up to be part of mentoring programs.

**- Mining Industry Representative**