How to Register my Company and Complete the Individual Induction

Company Registration

- Complete all of the details above to create your account.
- Only 1 registration should be completed per company.
- The person who completes this registration should be the main contact person or administrator for the company.
- If you are a sole trader/ owner operator you will need to complete both the registration and induction sections.
- Use full personal and company names to avoid confusion and double ups (no nick names).

Company Dashboard

Once you have registered the next screen will be your dashboard.

- You will be asked to provide the company documentation which is required to commence work with the City of South Perth.
- From your dashboard you can also:

- o Register new users
- o View all staff for your company and their induction status

Welcome **admin** to your dashboard area as a contractor representative.
Here you can provide your companies doumentation and register new users

Search Name:			▶ Register a user	
		View	(You can send this link to your staff for self registration)	
			▶ View all staff for my company	

Please supply the required documentation and licenses below
All these documents can be scanned and uploaded to the Induction portal using the browse, and attachment buttons below.
Your documentation will then be received and receipted by our representative, and assessed for compliance and validity for Health and Safety document control.
All documentation will be considered confidential and will only required to be accessed in case an incident occurs, or for auditing purposes

Contract Manager or City of South Perth contact name					
Documentation relevant to above questionnaire	Expiry	Certificate	Choose File No file chosen	Upload
Safe Work Method Statement	Expiry	Certificate	Choose File No file chosen	Upload
Public Liability	Expiry	Certificate	Choose File No file chosen	Upload
Workers Comp	Expiry	Certificate	Choose File No file chosen	Upload

Please upload the following if you have not previously supplied

Provide Lost Time Injury (LTI) details for the last five years	
In the last 5 years have you had an environmental incident that is notifiable to a regulator authority	Please Select ▼
In the last 5 years have you been convicted of an environmental break or been issued with a breach notice by an environmental regulator	Please Select ▼
Do you have an environmental management policy	Please Select ▼
In the last 5 years have you had a safety incident that is notifiable to a regulatory authority	Please Select ▼
Company ACN	
Contact email	
Postal Address	
Suburb	
State	
Phone	
Fax	
Mobile	

Questionnaire

In the last 5 years have you had a workplace fatality	Please Select ▼
Do you have an OHS Policy	Please Select ▼
Do you have a documented OHS management system	Please Select ▼
In the last 5 years have you been convited of an OHS breach or been issued with a breach notice by an OHS regulator	Please Select ▼

Licenses

Public Liability	Expiry	Certificate	Choose File No file chosen	Upload
Workers Comp	Expiry	Certificate	Choose File No file chosen	Upload

Submit and Continue

- Provide all of the details and click on the "submit and continue" button to finish the upload and complete the company registration. A message will pop up at the top of the screen 'Thank you, details submitted"
- If you are required to complete the individual induction, you can access it through the link "Register a User" or through the City's webpage under the link "log in to complete your induction".
- You can view all induction records by clicking on the "View all Staff for my Company"
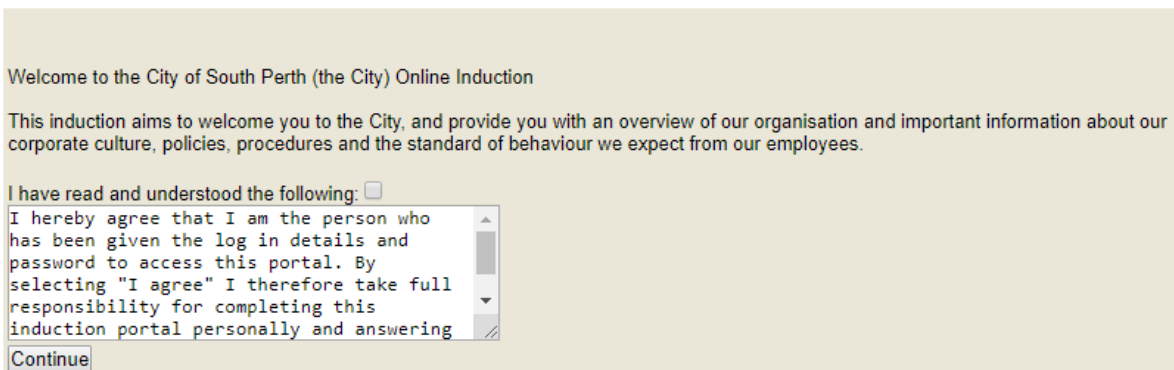
How to complete the Individual Induction

- The main induction registration page looks similar to the company registration page.
- You will need to complete all to progress forward.
- Your employees will type in your company name in the box for Your Company
- If employees do not have an email address, they can create a 'fake' email address to use as their user name. For example John works for ABC Landscaping, he can type John@ABC Landscaping.com
- Once an employee has registered they will see this page:

They need to check the box to confirm that they are the person undertaking the induction and click the "continue" button.

The next screen shows all the induction steps 1-4 which require completion. As they progress through the steps, there will be a green tick against all the elements in the panel at the right hand side of the page:
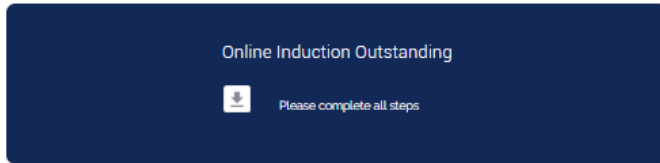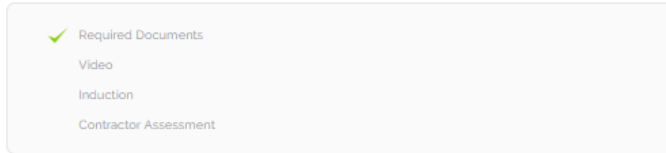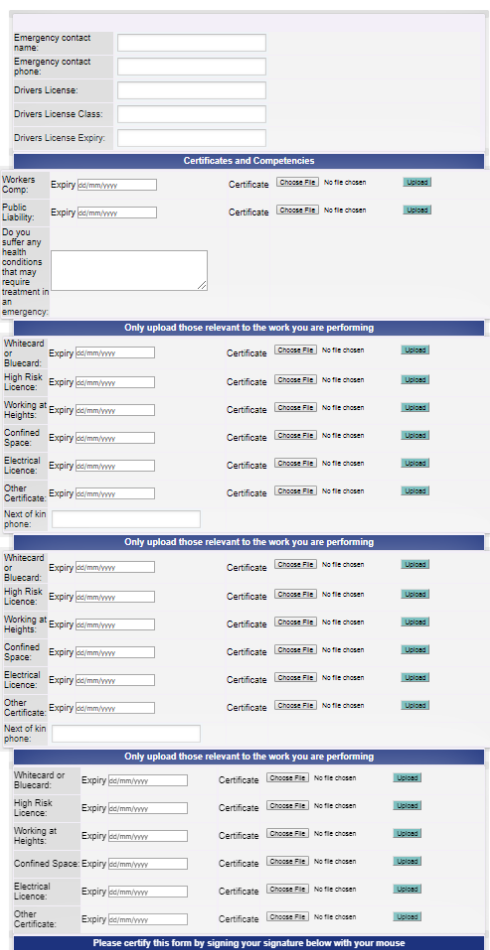
Each tick means that they have completed the section and can move on to the next.

Induction Steps 1-4

Required Documents

This consists of general contact information and training certificates/licenses

Video

This is a short video giving contractors an overview of the City of South Perth
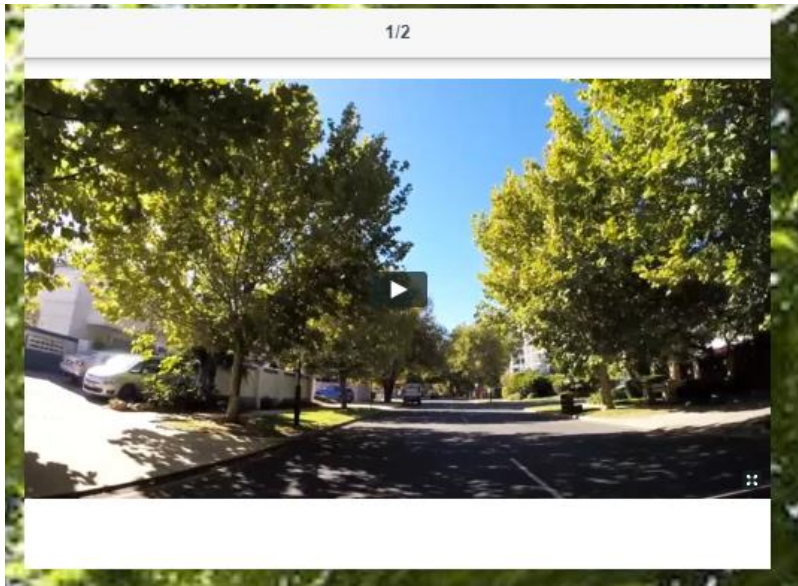

Press play. You will not be able to progress to the next section of the induction until the video has finished. Once it has, this screen will be displayed:
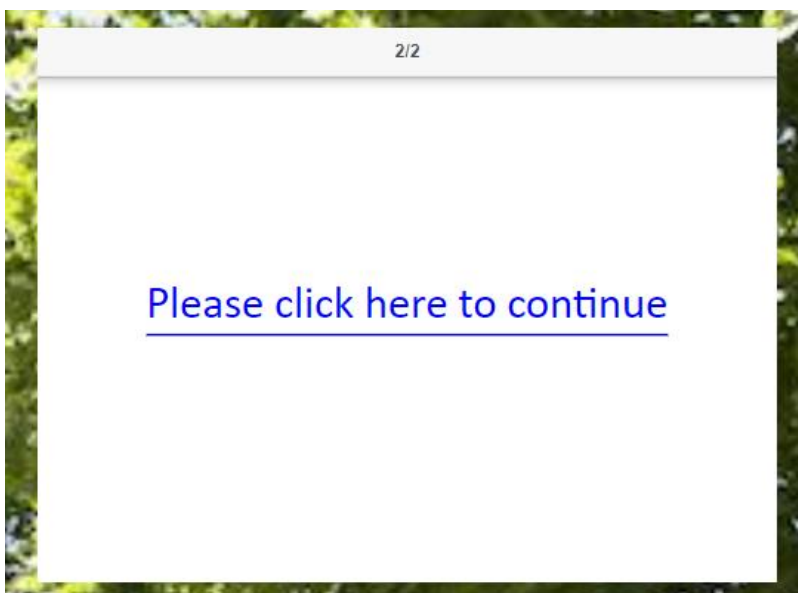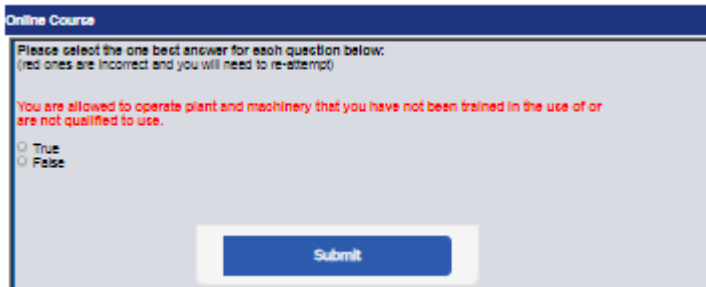

Click the link to continue

Induction

- This is a guide to all the health and safety information and requirements for working at the City of South Perth.
- Use the left/right arrows to navigate through the induction until you reach the "Click here to continue" message
- An assessment will follow so ensure that you read all the information thoroughly
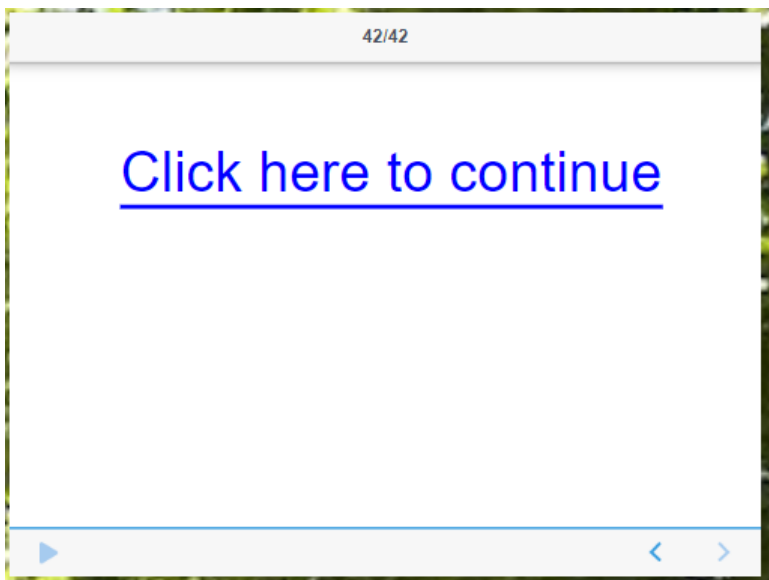
Assessment

- At the end of the presentation you will be given a short questionnaire to complete.When you have selected an answer for each of the questions, click on the continue button at the end of the page.
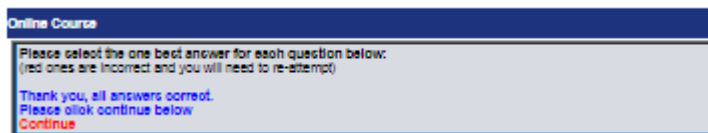- If you answer a question incorrectly, you will have another chance to correct it:

Once your answers are all correct, click the red continue button:

Acknowledge your induction on this page:

You have now completed your induction. Please print the induction card and carry it with you at all times when you are working on a City of South Perth site. If you lose your card you can log back in with your username (email) and password to print another copy.