

How to Register my Company and Complete the Individual Induction

A screenshot of a web registration form titled "Registration". The form is set against a background of green foliage. It contains several input fields: "First name:", "Last name:", "Your Company:", "Your Email: (This will become your username)", "Your Email again:", "Mobile:", "Choice of password:", and "Password again:". An orange "REGISTER" button is located at the bottom left of the form area.

Registration

Please fill out the registration below

First name:

Last name:

Your Company:

Your Email: (This will become your username)

Your Email again:

Mobile:

Choice of password:

Password again:

REGISTER

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:

How to Register my Company and Complete the Individual Induction

- Register new users
- 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 documentation and register new users

Search Name:

[Register a user](#)
(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	<input type="text"/>		
Documentation relevant to above questionnaire	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Safe Work Method Statement	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Public Liability	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Workers Comp	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="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

In the last 5 years have you been convicted of an environmental break or been issued with a breach notice by an environmental regulator

Do you have an environmental management policy

In the last 5 years have you had a safety incident that is notifiable to a regulatory authority

Company ACN

Contact email

Postal Address

Suburb

State

Phone

Fax

Mobile

Questionnaire

In the last 5 years have you had a workplace fatality

Do you have an OHS Policy

Do you have a documented OHS management system

In the last 5 years have you been convicted of an OHS breach or been issued with a breach notice by an OHS regulator

Licenses

Public Liability	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Workers Comp	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

- 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

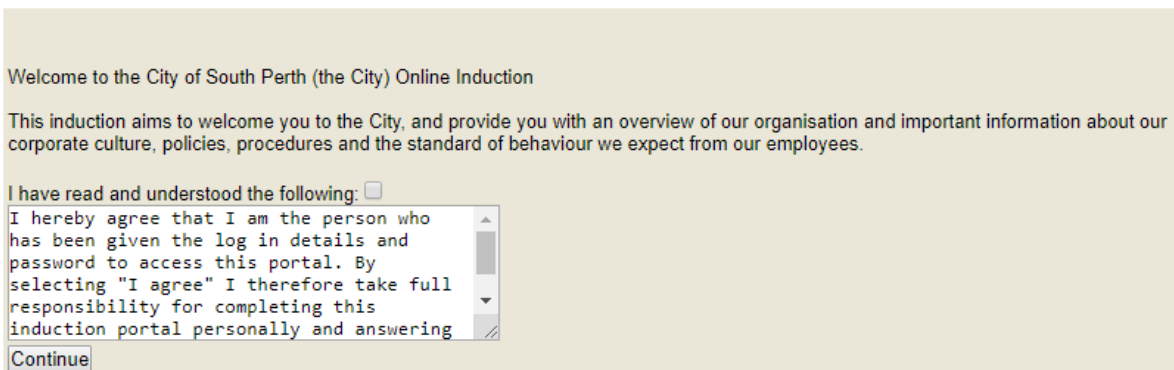


The registration form is titled "Registration" and contains the following fields:

- First name: [text input]
- Last name: [text input]
- Your Company: [text input]
- Your Email: (This will become your username) [text input]
- Your Email again: [text input]
- Mobile: [text input]
- Choice of password: [text input]
- Password again: [text input]

A blue "REGISTER" button is located at the bottom left of the form.

- 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:



Welcome to the City of South Perth (the City) Online Induction

This induction aims to welcome you to the City, and provide you with an overview of our organisation and important information about our corporate culture, policies, procedures and the standard of behaviour we expect from our employees.

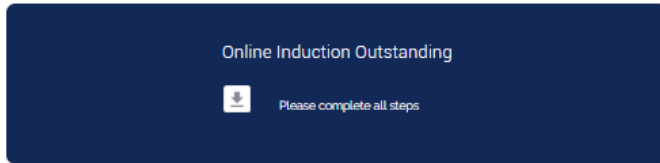
I have read and understood the following:

I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting "I agree" I therefore take full responsibility for completing this induction portal personally and answering

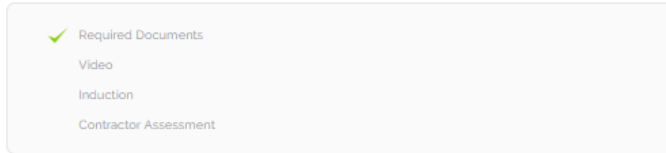
Continue

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:



Your Progress

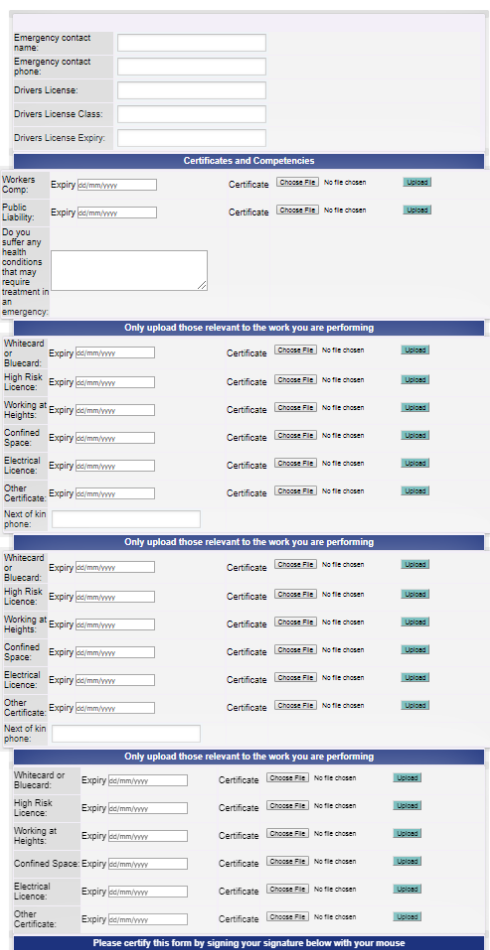


Each tick means that they have completed the section and can move on to the next.

Induction Steps 1-4

Required Documents

This consists of general contact information and training certificates/licenses



Emergency contact name:
Emergency contact phone:
Drivers License:
Drivers License Class:
Drivers License Expiry:

Certificates and Competencies

Workers Comp.	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Public Liability:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>

Do you suffer any health conditions that may require treatment in an emergency:

Only upload those relevant to the work you are performing

Whitecard or Bluecard:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
High Risk Licence:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Working at Heights:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Confined Space:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Electrical Licence:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Other Certificate:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>

Next of kin phone:

Only upload those relevant to the work you are performing

Whitecard or Bluecard:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
High Risk Licence:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Working at Heights:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Confined Space:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Electrical Licence:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Other Certificate:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>

Next of kin phone:

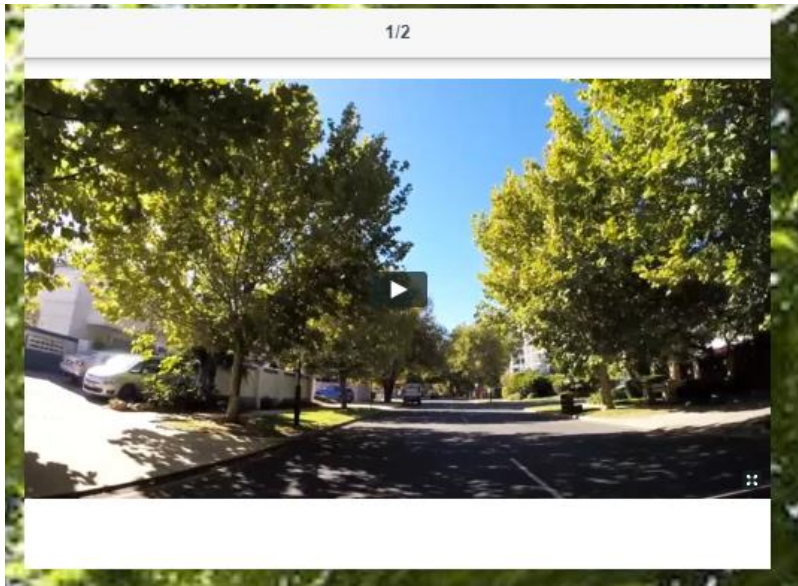
Only upload those relevant to the work you are performing

Whitecard or Bluecard:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
High Risk Licence:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Working at Heights:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Confined Space:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Electrical Licence:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Other Certificate:	Expiry <input type="text"/>	Certificate <input type="text"/>	No file chosen	<input type="button" value="Upload"/>

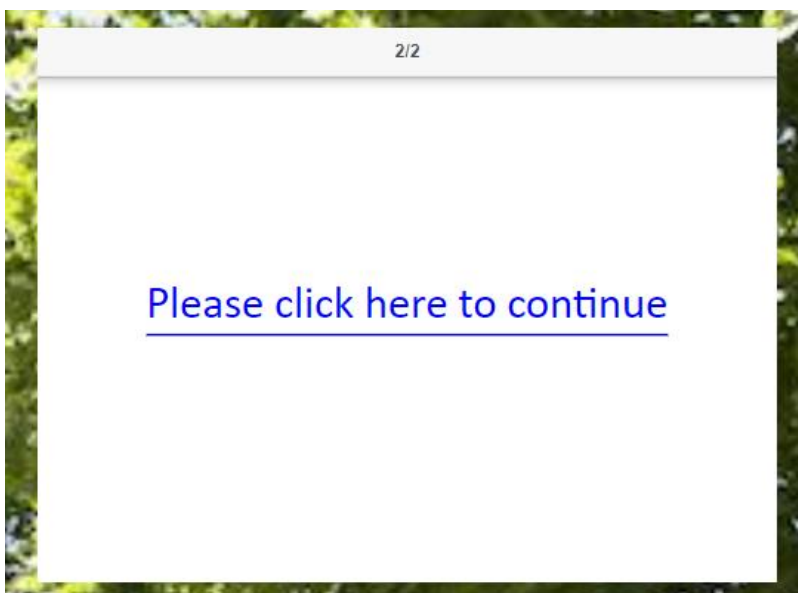
Please certify this form by signing your signature below with your mouse

Video

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



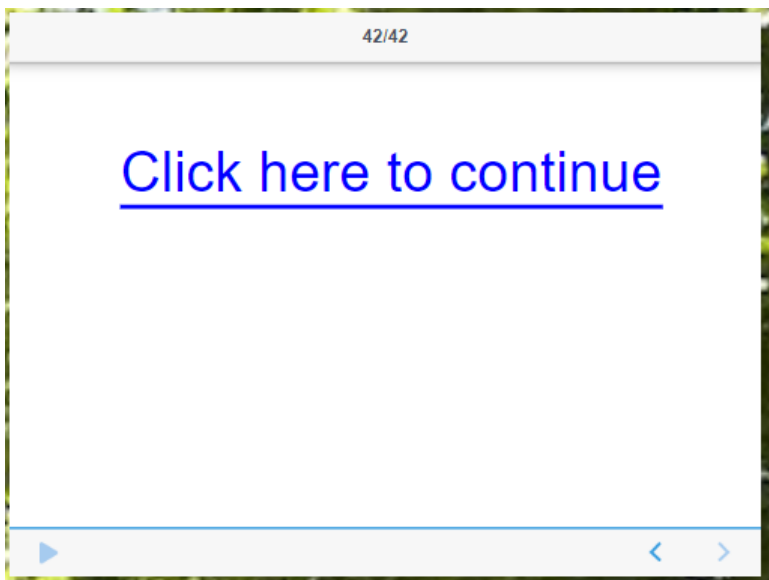
Press play. You will not be able to progress to the next section of the induction until the video has finished. Once it has, this screen will be displayed:



Click the link to continue

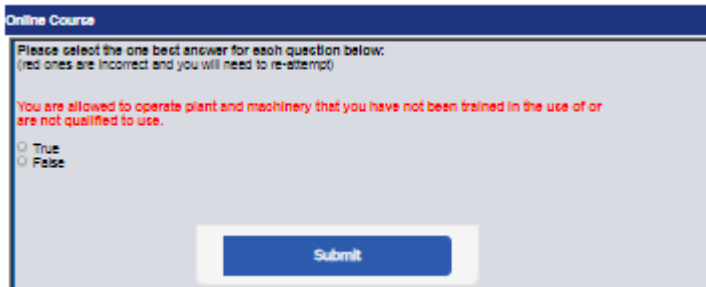
Induction

- 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:



Online Course

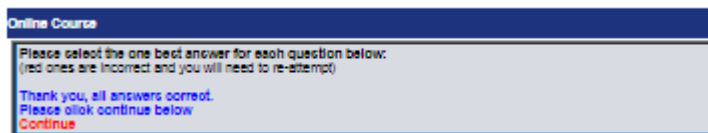
Please select the one best answer for each question below:
(red ones are incorrect and you will need to re-attempt)

You are allowed to operate plant and machinery that you have not been trained in the use of or are not qualified to use.

True
 False

Submit

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



Online Course

Please select the one best answer for each question below:
(red ones are incorrect and you will need to re-attempt)

Thank you, all answers correct.
Please click continue below
Continue

Acknowledge your induction on this page:

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

*By clicking you agree to the above

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.