

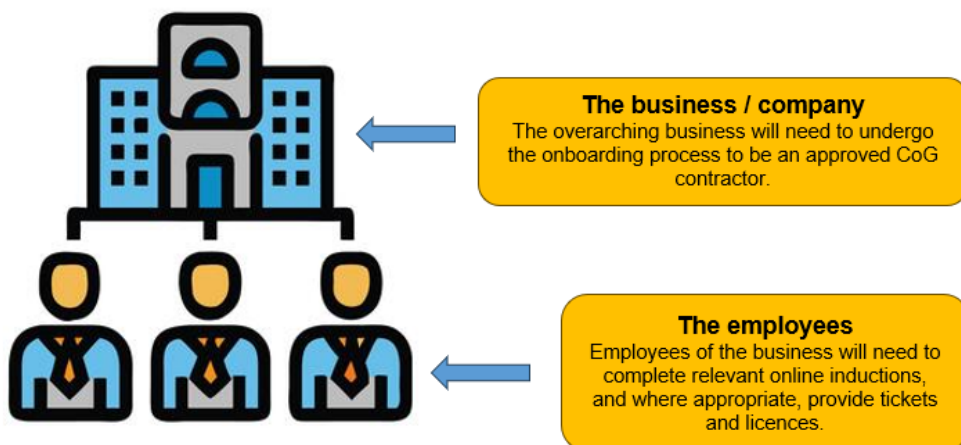


## Contractor Company Registration Guide

Contractors engaged by the City of Gosnells must register their company through our Contractor Management System before commencing any work.

This is a two-step process:

1. Register your company (this should be completed by a company representative, owner, or manager).
2. Ensure all employees register and complete the online work health and safety (WHS) induction.



### 1. Register Your Company

1. Open a web browser and enter the below web address to be directed to the [City of Gosnells' Company Registration](https://www.onlineinduction.com/gosnells/registercompany.php) webpage. You can also click on the below link to be navigated to the webpage.



<https://www.onlineinduction.com/gosnells/registercompany.php>

2. Complete the company registration. You will be asked to provide the following details:
  - Your Company Name.
  - If applicable, the Company you subcontract to.
  - First and Last Name of the person with management control.
  - Password (entered twice for verification).
  - Email Address (must be unique, becomes your username).
  - Nature of Work (select from the drop-down list).

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### Registration

Please fill out the registration below

Name of company you subcontract to if any:

Your Company:  First name:

Last name:  Your Email:  (This will become your username)

Your Email again:  Mobile:

Choice of password:  Password again:

What is your nature of work:  
 I am not doing any of the below tasks

☐ By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and agree to terms of and privacy policy terms and conditions.

**REGISTER**

### (1) Nature of Work – Choosing the Right Category

Click on the drop-down arrow and select your company's Nature of Work from the list. This includes a range of high-risk work types.

- If your work doesn't match or closely resemble any of the listed high-risk tasks, select *"I am not doing any of the below tasks"*.
- This will place your company into the low-risk contractor category.



### Important Notes

- If you select the low-risk option but later carry out high-risk work, your registration will need to be updated. This may require you to upload additional safety documents and go through a further review process.
  - The person completing the registration must have management control and access to required company documents. This individual will be responsible for uploading work health and safety documents and ensuring all company workers complete their induction.
  - The email address used to register the company cannot be reused to register a worker profile for induction. If the same person needs to complete an induction, they must use a different email.
- 3.** Once completed, the Privacy Policy and Terms of Use checkbox must be checked with a tick ☒.
- Once selected, click on the **REGISTER** button.

## 2. Upload Safety Documentation

After registration, you'll be directed to your Supplier Dashboard.

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Dashboard | Contacts | Search Your Staff

### Supplier Dashboard

Upload Logo


**How to Guide**  
 Contractor Assistance  
 Jacqkenny@icloud.Com  
 Prequalification Status: *Awaiting Your Submission*

### Additional Tools For Your Workforce

Create an Induction    Report Incidents    Learning Courses    Safety Surveys

**Supplier Form**  
 Inductees  
 Subcontractors

Step 1: High Risk Prequalification

4. Complete the Prequalification:
- Describe your scope of work with adequate detail.
  - Click on the drop-down arrow  and select your City of Gosnells contact person.

## Contract Information

Scope of Work \*

Site preparation, including demolition, clearing and earthworks. Structural works such as concrete, steel, timber and masonry construction. Internal and external carpentry. Installation of roofing, cladding, doors and windows. Civil works like drainage, footpaths and kerbing.

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City of Gosnells Contact Person \*

Please Select

⚠ The \* means these fields are mandatory and you cannot complete your submission without filling these out.

## 5. Risk and WHS Review

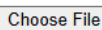
Depending on your classification, upload relevant documentation, such as but not limited to:

- Work Health and Safety Policy.
- Safety management Plan.
- Insurance certificates.
- Risk assessments or Safe Work Method Statements.
- Licences or certifications related to the scope of work.
- Incident Reporting and Emergency Procedures.
- Traffic Management Plan (TMP).

6. To upload a document, click on 


7. Select the required document from your files.  
A successful document selection will show the title of the document next to the Choose File button.

Select the file and click upload

 WHS Policy.docx





8. Click   
A successfully uploaded document will state "File has been uploaded [View](#)"

If so please upload WHS Policy here 

File has been uploaded [View](#)

## 3. Regulator Activity

9. Click on the drop-down arrow  and select Yes or No

# Regulator Activity

Have you or your Company ever been prosecuted or fined or issued with any Prohibition Notice or Improvement Notice or Provisional Improvement Notice for OSHWHS offences within the past three 3 years or are there any pending investigations

Please Select

Please provide details

## 4. Sign and Submit

10. Draw your signature in the box by either holding down the left-click on the mouse and drawing, or on a phone or tablet, drawing with your finger in a continuous movement.

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

Clear

Undo

Use This Signature

11. Click 

Use This Signature

12. You can save your progress by clicking 

Save Progress


 at the bottom of the page.

13. To submit your uploaded documents, click 

Submit

14. After your submission is successful you will receive a notification that your submission has been received.

Thank you for completing the prequalification form

 CITY OF GOSNELLS

Your submission has been received and is being reviewed

You can add the following button to your website to acknowledge you are now a registered contracting company with OnlineInduction.com  
(just copy and paste the below code onto your website or copy and paste it into an email instruction to your webmaster)

Registered Contractor  
ONLINEINDUCTION.COM

<a href="https://www.onlineinduction.com"></a>

NEXT STEPS?



Click [My Subcontractors](#) to ensure your subcontractors register

Complete the [Online Induction](#) yourself

When your prequalification form has been approved, you will need to ensure all your staff are then inducted individually too

You can also log out / close the window if you don't need to induct or invite other users

Close

15. While your documents are being reviewed, your supplier dashboard will show  on the right-hand corner of your supplier dashboard.
16. Once your documents have been approved by the City, it will change to .

## 5. Next Steps: Induct Your Employees

All contracting employees (including supervisors) must:

- Create their own worker profiles.
- Complete the online WHS induction.
- Upload their licences and qualifications.

The induction is free, and there's no limit on how many employees can be inducted.

Please refer your staff to the Employee Induction Guide (Low or High Risk) for step-by-step instructions.

### Ongoing Requirements

- Keep your company's work health and safety documentation up to date.
- Ensure employees renew their inductions and licences before expiry.
- Update your registration if your scope of work changes.

#### Reminders

- Do not start work until both company registration and employee inductions are complete.
- If performing high-risk work, ensure your registration reflects this and upload the necessary documents.

### Troubleshooting

If you encounter any difficulties or have questions, please contact the City of Gosnells' Work Health and Safety team via email ([whs@gosnells.wa.gov.au](mailto:whs@gosnells.wa.gov.au)).