



Employee Registration – High Risk Contractor

Employees of organisations contracted to work with the City are required to complete the necessary Work Health & Safety (WHS) online inductions. To summarise the process, employees are required to:


- ✓ Create a unique, individual, worker profile.
- ✓ Complete City of Gosnells' online WHS inductions.
- ✓ Upload relevant certificates and qualifications.
- ✓ Check-in when working on a City of Gosnells work site.

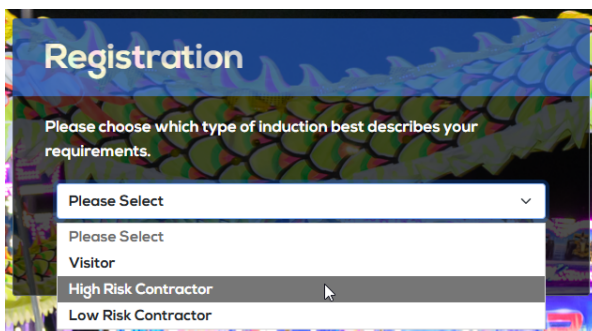
1. Create your worker profile

1. Open a web browser and enter the below web address to be directed to the [City of Gosnells' Online Induction Registration](https://www.onlineinduction.com/gosnells/start.php) webpage.



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

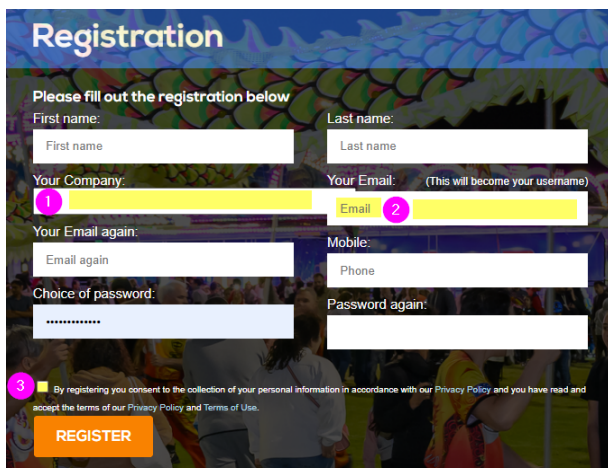
2. Click on the drop-down arrow  and select the option '**High Risk Contractor**'. Once selected, click on the **Register** button.



3. You will be asked the following questions to commence creating your worker profile:

- First name.
- Last name.
- Email address (entered twice for verification).
- Company you are employed with.
- Unique password (entered twice for verification).

When creating your profile:



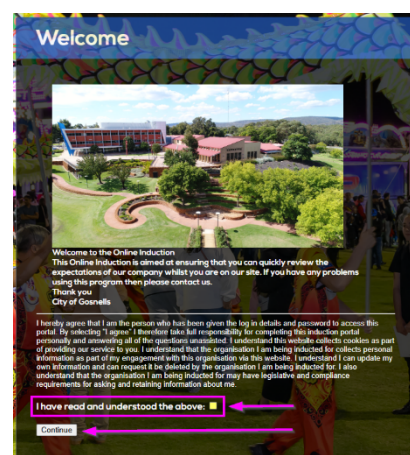
(1) Select your company from the drop-down list.

- (2) Use an email address unique to you
- You can use your personal email address.
 - You can use your direct work email address.
 - Do not use your employer's generic email address.

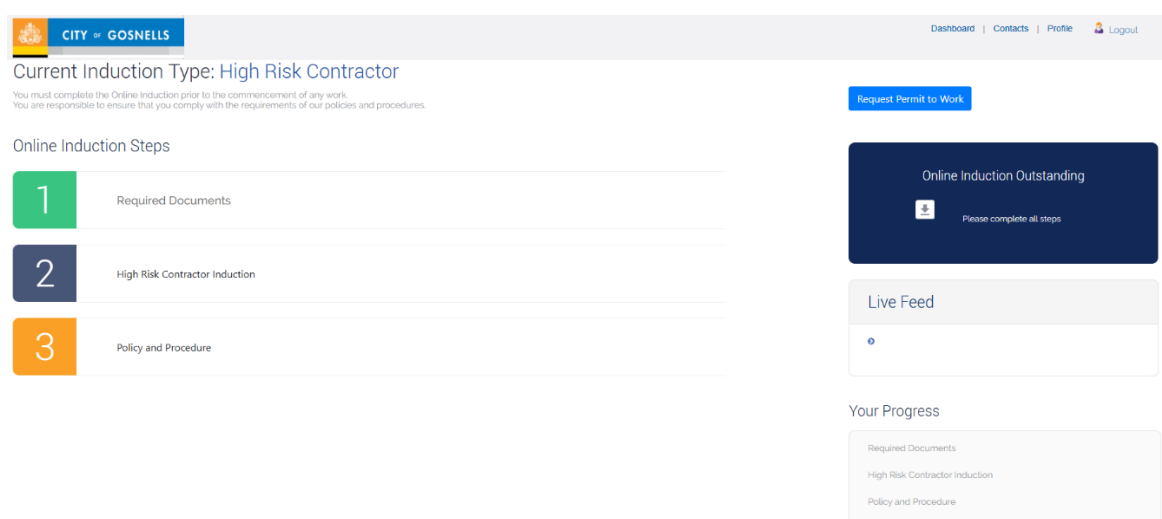
(3) This must be checked with a tick ☒ prior to proceeding.

Once completed, click on the **REGISTER** button.

4. The webpage will refresh to show a welcome message. Read the disclaimer before checking with a tick ☒ then clicking on the **Continue** button.



5. You will be taken to the home screen of your worker profile.

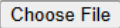


2. Updating your worker profile


6. Click on **1** Required Documents to upload any relevant licences and qualifications you have. Examples include:

- Driver's Licence.
- Job Risk Assessment.
- White Card.
- Electrical Contractors Licence.
- High Risk Work Licence.
- Working at Height Ticket.
- Confined Space Ticket.
- Traffic Management Certificate.


⚠ If you have licences or certificates that relate to the work you are completing for the City, please upload them.

7. To upload a document, click on 

Select the file and click upload


 No file chosen  

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

Please upload a copy of your Risk Assessment document 

Select the file and click upload

 SWMS - Ch...lat Tyre.docx  

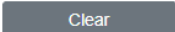

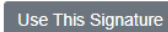
9. Click 
A successfully uploaded document will state “File has been uploaded [View](#)”

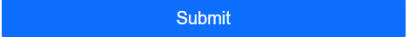
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10. Sign in the box and click 

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

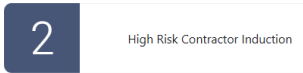



  

11. Submit the page by clicking  – even if you didn’t upload anything.

 *You must sign your name in the box and click Submit, even if you didn’t upload any documents. You won’t be able to move on to Part 2 – High Risk Contractor Induction until this step is completed.*

3. Complete your worker induction


12. Click on  to watch the contractor presentation. Be sure to have access to sound via speakers or headphones to hear the presentation.

 *Each slide in the induction video has a timer. You will need to wait a short time before clicking “Next”. This is to make sure there’s enough time to read or listen to the information on each slide.*

13. When you finish the presentations, click

When finished click here to continue

.
14. Complete the High-Risk Contractor Quiz. Select your answer by checking the circle next to the answer you think is correct.

CITY of GOSNELLS

High Risk Contractor High Risk Contractor Induction
Please complete the questions below

What are your obligations under the WHS Act 2022

☐ To take reasonable care for your own health and safety

☐ To report hazards and incidents

☐ To wear and take care of PPE

☐ To cooperate with safety policies and procedures

☐ All of the above

Are you required to check in and out of sites

☐ Yes

☐ No

Who is your key contact for issues whilst at the City of Gosnells

☐ WHS Team

☐ Site Manager

☐ Contract Manager

☐ CEO

If you are injured on site you should

☐ Apply first aid to yourself and carry on working

☐ Seek help from CoG staff and report the incident

☐ Report the incident to your employer and seek medical care

Before starting work you must have completed a

☐ Toolbox Talk

☐ Forklift Induction

☐ Risk Assessment

☐ Incident Report

What are some hazards you should consider when assessing risk

☐ Physical hazards

☐ Psychosocial hazards

☐ Biological hazards

☐ Ergonomic hazards

☐ All of the above

15. When you are finished, click

CONTINUE

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16. Click on

3

Policy and Procedure




 to review the City of Gosnells Policies and Procedures.

Then click

 [View Document to Check Checkbox](#)

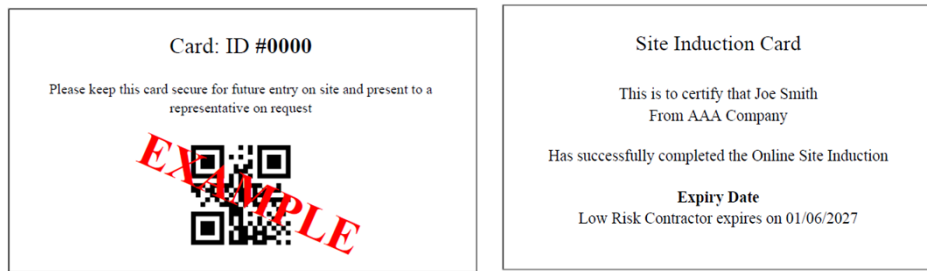
 – this will open the document in a new tab. Once you have opened the document, the checkbox will automatically tick to show it's been viewed.

Progress through the below check list

<input checked="" type="checkbox"/>	City of Gosnells Work Health and Safety Contractor Guidelines	 View Document to Check Checkbox
<input checked="" type="checkbox"/>	WHS Policy	 View Document to Check Checkbox
<input checked="" type="checkbox"/>	Code of Conduct	 View Document to Check Checkbox

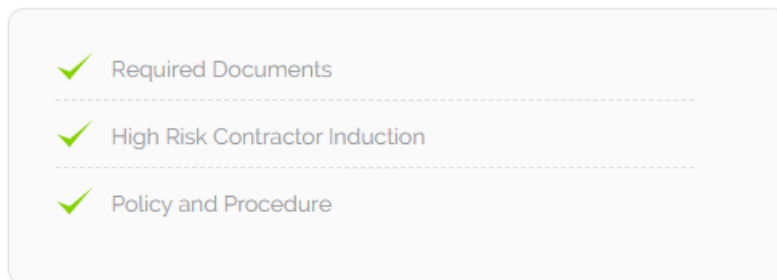
CONTINUE »

17. Answer the Induction acknowledgement.
- When you have successfully completed your worker induction, you will be able to print your induction certificate.



18. Your Dashboard will show the following when you have successfully completed all parts of the induction.

Your Progress



19. Notify your supervisor or City of Gosnells contact that you have successfully completed your online induction.

4. Working onsite



Important Notes

All contractors are required to 'sign-in' via the QR code that will be posted at the facility, construction site or event venue they are working at. Look for the following poster:



- Workers who do not have a worker profile, have expired licences and/or tickets relevant to the work they are to undertake, or have not completed their online inductions cannot sign in.
- Sign-ins are required every time a worker enters and leaves site.
- If work is carried out away from a City of Gosnells facility, contractors may sign in/out by visiting:

<https://www.onlineinduction.com/worksign/iamonsite.php?tag=amyalo3grt>

Ongoing maintenance of your worker profile

- Your worker induction certificate is valid for two (2) years. During this time and on the provision relevant licences and tickets are up to date, you are permitted to work on a City of Gosnells work site as a high-risk contractor.

- Using your registered address, our online portal will remind workers by email when their uploaded licences and/or tickets are expiring. It is up to the worker to log into their worker profile and update this information.
- If you happen to change employers, your profile can be transferred to another contracting company.

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).