



Employee Registration – Low 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.

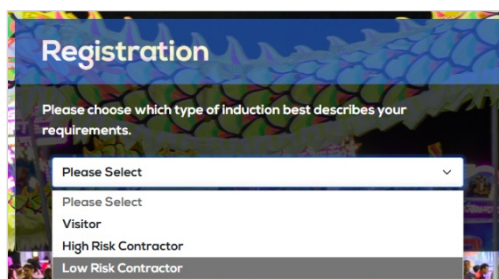
1. Create your worker profile

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>

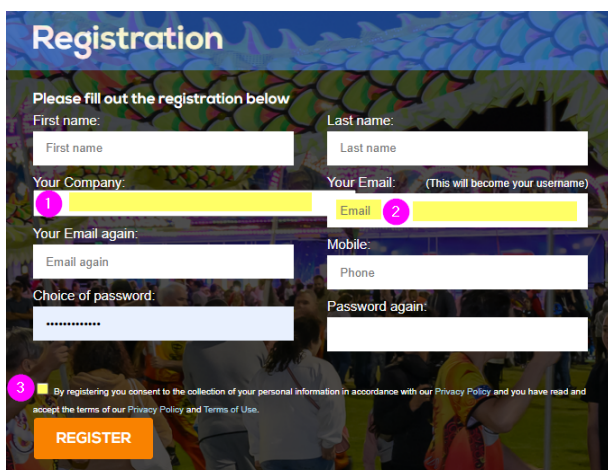
2. Click on the drop-down arrow  and select the option '**Low Risk Contractor**'. Once selected, click on the **Register** button.



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:



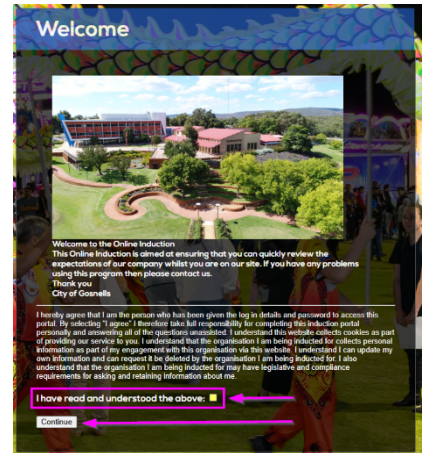
(1) Select your company from the drop down list.

- (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.

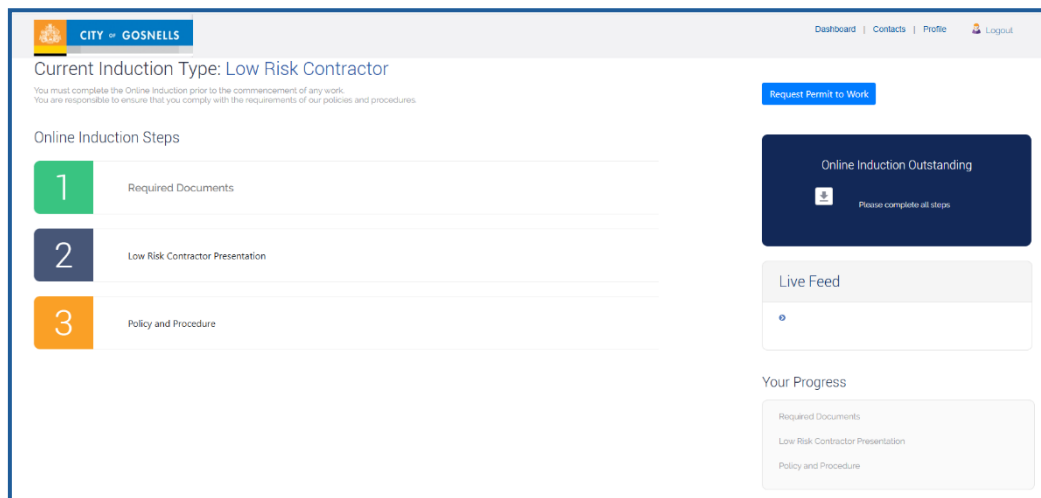
(3) This must be checked with a tick ☒ prior to proceeding.

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.
- Working with Children Check (WWCC).
- Traffic Management Accreditation.
- Drone Pilot Licences.
- First Aid Certificates.
- Responsible Service of Alcohol (RSA) Certificate.


⚠ This section is not mandatory, but 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 **Choose File**



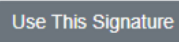
8. Select the required document from your files.
A successful document selection will show the title of the document next to the Choose File button.

Select the file and click upload

Choose File WWCC.docx Upload Help? 

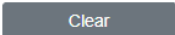
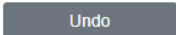
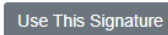
9. Click 
A successfully uploaded document will state "File has been uploaded [View](#)"

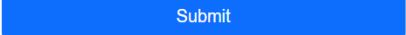
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10. Sign in the box and click 

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

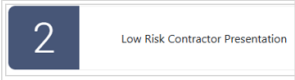



  

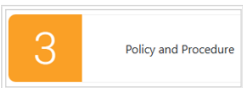
11. Submit the page by clicking  – even if you didn't upload anything.

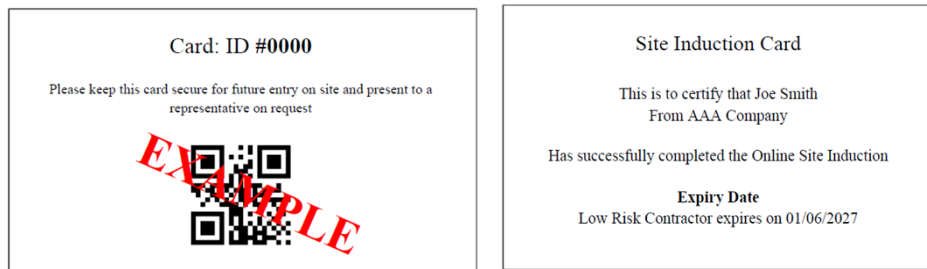
 *Even if you don't upload anything, you must sign your name in the box and click Submit at the bottom of the page. You will not be able to continue to Part 2 – Induction Video until you've done this.*

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 short timer. You will need to wait a few seconds before clicking "Next". This gives you time to read or listen to the information properly.*

13. Click on  to answer questions relating to working on a City of Gosnells work site. When you have successfully completed your worker induction, you will be able to print your induction certificate.



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

4. Working onsite

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



Important Notes

- 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 check in.
- Check-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 low-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).