



HOW TO GUIDE: CONTRACTOR SIGN IN / SIGN OUT

1. Locate the sign-in poster

Look for the QR code poster at the facility, construction site, or event venue.



2. Open your phone or tablet's camera

Use the camera app to scan the QR code.

- Point the camera at the QR code
- Make sure the entire QR is visible on your screen and in focus.

3. Wait for a notification

A small pop-up banner should appear on the screen with a web link.

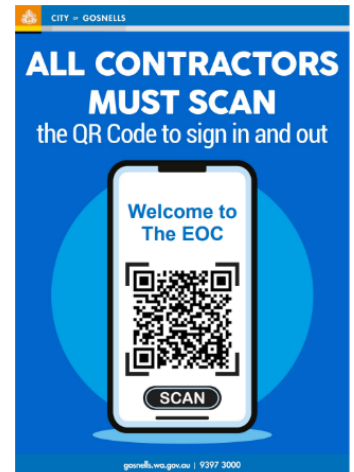
4. Tap the pop-up notification

This will take you to the online sign-in / sign-out form.

5. Fill out the form

You will be asked to enter:

- Full Name
- Phone Number (optional)
- Email Address



CITY OF GOSNELLS

Depot

Step 1: To sign in / Sign out please confirm your details below

Full Name:

Phone Number

Email address

If you don't have an email, use your first name and last name


Company

Select ▾

6. Select from the drop-down lists

- Your company name.
- City of Gosnells Contract Manager (the person you are visiting or has arranged the works).
- Your visitor type based on your completed online induction:
 - High-Risk
 - Low-Risk
 - Visitor


7. Click

 *Your City Contract Manager will receive an emailing letting them know you've signed in.*

8. High-Risk Contractors Only: Select type of work

If you selected High-Risk, you will be asked if you're doing any of the following:

- Confined Space
- Excavation
- Working at Heights
- Asbestos
- Electrical Work
- Hot Work

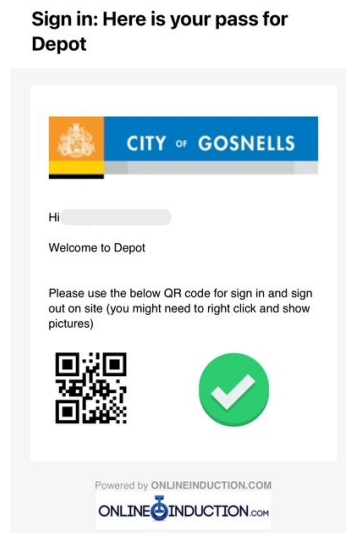
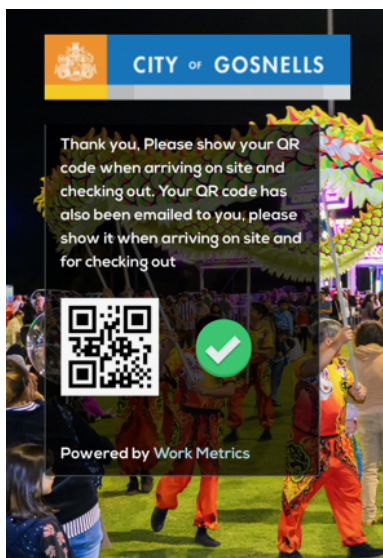
 *If you are not doing any of the above works, select:*

"I am not doing any of the below".

9. Get your QR code

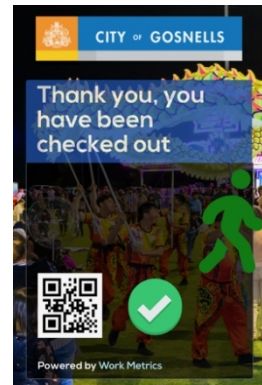
A page will display a personal QR code confirming you've signed in.

- You will also receive this QR code by email (if you entered your email).
- Show this code to City staff when arriving on site and signing out.



10. Sign Out

When you are leaving the site, repeat steps 1 to 10 to sign out.



11. No QR Code Poster?

If there is no QR poster available, go to

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

Fill out:

- Full Name
- Phone Number (optional)
- Email Address
- Your company
- Site / Address you are working from
- Client / City Contract Manager

Click **Continue** to sign in.

When you're finished on site, return to the same link and click **Check Out?**.

Need Help?

If you have any issues, contact your City of Gosnells Contract Manager or the Work Health and Safety Team at whs@gosnells.wa.gov.au.