
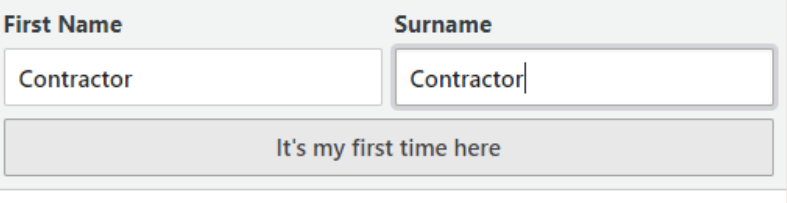
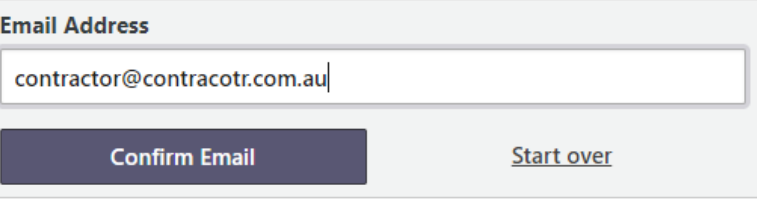


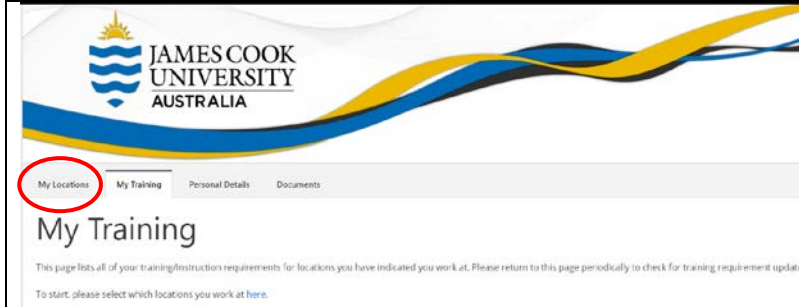

Contractor Online Induction Instructions

WHS-PRO-INFO-025e

This Information Sheet provides information for contractors on how to access the Online Construction & Maintenance Contract Workers Induction – Health and Safety


Link to access site: <https://jcu.conceptsafety.com.au/learner/LearnerLogin.aspx>

What appears on screen	The Information you should enter
	
	<p>To Register: type in your first name and surname Select "it's my first time here"</p>
	<p>Provide Email: this can be company email or personal email Select: Confirm Email An email will be sent with an access code to support your registration</p>

<p>Access Code</p> <p>e.g. 123456</p> <p>Confirm Code Resend Code</p> <p>Use a different email</p>		<p>Type: Access Code Select: Confirm Code</p>
 <p>My Locations My Training Personal Details Documents</p> <p>My Training</p> <p>This page lists all of your training/instruction requirements for locations you have indicated you work at. Please return to this page periodically to check for training requirement updates. To start, please select which locations you work at here.</p>		<p>Select: My Locations</p>
<p></p> <p>No locations have been added</p> <p>Please add the locations where you work.</p> <p>Add Location +</p>		<p>Select: add Location</p>
<p>Inductions</p> <p>Location name</p> <p>Construction & Maintenance Contract Workers Induction - Health & Safety</p> <p>Add +</p>		<p>Add: Construction & Maintenance Contract Worker Induction – Health & Safety</p>


My Locations My Training Personal Details Documents

My Locations / Update Location Details

 Construction & Maintenance Contract Workers Induction - Health & Safety

Your role at this location (click an image to select)

Contractors
If you are a person attending a facility as a contractor, choose this option.



Company*

* denotes a required field

Your work areas (select at least one)

Provide your company details and save changes

My Locations My Training Personal Details Documents

My Locations


Start your training?

Once you've finished adding your work locations you can move on to your training.

Select: take me to my training

Contractors

All Contractors are required to complete the Site Induction Program prior to commencing any work at the site.



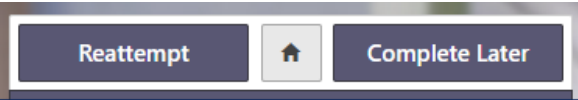
Location	Address	Status	Due	Actions
 Construction & Maintenance Contract Workers Induction Health & Safety		<input checked="" type="checkbox"/> Not Yet Completed	Due now	<input type="button" value="Start"/>

Select: Start

Construction & Maintenance Contract Workers Induction - Health & Safety



First Slide
Select **Next** to continue through the presentation or **previous** to go back
The **home** icon will take you back to the dashboard

 <p>Conclusion</p> <ul style="list-style-type: none"> It is essential that you understand all the information outlined in this induction. If you do not fully understand the information provided, or if you have any other questions or concerns, you are required to contact your JCU Representative or email safety@jcu.edu.au for clarification.  <p>'Safety is everybody's business!'</p>	<p>Last Slide</p>										
<p>Contractors</p> <p>Assessment</p> <p>To successfully complete this assessment you should note the following:</p> <p>All 10 questions must be answered correctly. Select the corresponding radio button/check boxes next to your answer. Click "Submit" once you have answered all of the questions.</p>	<p>Assessment</p> <p>Assessment is required to be completed to obtain access to the site. All questions must be answered correctly</p>										
<p>Construction & Maintenance Contract Workers Induction - Health & Safety - Passed!</p>	<p>Assessment – Passed</p>										
<p>Reattempt Required</p> 	<p>Assessment – Reattempt Required</p> <p>Select: Reattempt</p>										
<p>Contractors</p> <p>All Contractors are required to complete the Site Induction Program prior to commencing any work at the site.</p> <table border="1" data-bbox="69 1204 840 1284"> <thead> <tr> <th>Location</th> <th>Address</th> <th>Status</th> <th>Due</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Construction & Maintenance Contract Workers Induction - Health & Safety</td> <td></td> <td>100% Completed just now</td> <td>Not due until 25/10/2020</td> <td>Review Certificate</td> </tr> </tbody> </table>	Location	Address	Status	Due	Actions	Construction & Maintenance Contract Workers Induction - Health & Safety		100% Completed just now	Not due until 25/10/2020	Review Certificate	<p>Conclusion</p> <p>Email will be sent to you to confirm completion. Certificate can be printed but is not required.</p>
Location	Address	Status	Due	Actions							
Construction & Maintenance Contract Workers Induction - Health & Safety		100% Completed just now	Not due until 25/10/2020	Review Certificate							

 <p>The screenshot shows a user interface with a dark header bar containing a person icon and the text 'Contractor' with a downward arrow. Below this is a light-colored menu with three items: 'Home' with a house icon, 'Help' with a question mark icon, and 'Logout' with a door icon.</p>	<p>Logout Go to top right hand corner of screen select contractor and log out</p>
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Further information:

Work, Health and Safety Unit:

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Email – safety@jcu.edu.au

HSE Training and Communications Advisor

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