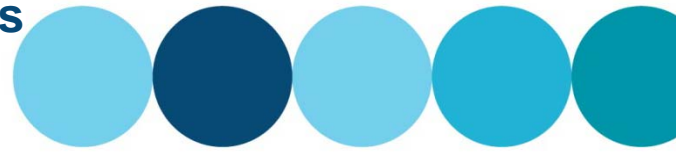


The HSE Contractor Induction Process

Contractor Induction System – Quick Reference Sheet



Overview

This Quick Reference Sheet (QRS) provides you with an overview for getting started with the Health, Safety and the Environment (HSE) Contractor Induction process.

Things You Need To Know

Prior to commencing work with the Water Corporation, you may need to complete an HSE Contractor Induction to ensure you are aware of our requirements around Health, Safety and the Environment (HSE).

When you work in a Water Corporation office or on any of our sites or assets, you must be able to show proof you have completed the HSE Contractor Induction.

The induction caters for both office based and field based contractors. Office based contractors will take approximately 45 minutes to complete the induction. The field based induction will take approximately 2 hours to complete due to the additional HSE requirements. Both types of inductions can be accessed 24 hours a day over the Internet at <http://watercorpinduction.com.au>. The induction can be completed in one session or over a number of sessions as your time permits.

For more detailed instructions, please refer to [QRS Registering and Logging On](#).

Features Covered

- Register to Undertake the HSE Contractor Induction
- Log On to the Contractor Induction System
- View the HSE Induction Courses
- Complete the Quiz
- Proof of Completed Induction

Register to Undertake the HSE Contractor Induction

1. Register your details to create an account which will give you access to the Contractor Induction System (please record your username and password for later use).
2. Indicate whether you will be working in a Water Corporation office or in the field (the induction courses assigned are based on your work location).

You will be sent a confirmation email with your account and logon details.

Personal Details

Your Username is the number that will be printed on your Induction Card.
It is very important that you note down this number as you will need it to logon to the system to complete your induction.

Username

The password must have at least 8 characters, at least 1 digit (s), at least 1 lower case letter(s)

Password*

Repeat Password*

First name*

Surname*

Email address*

Phone*

Home Address 1*

Home Address 2

Town/Suburb*

Postcode*

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Log On to the Contractor Induction System

3. Use your Internet browser to access the HSE Contractor Induction website at <http://watercorpinduction.com.au>.
4. Enter your **Username** and **Password**.
5. Click **Login**.

Note: The password is case sensitive.

View the HSE Induction Courses

1. After you logon, you will see a list of the induction course modules to view and quizzes you need to complete.

The actual induction courses listed are based on the work location you selected during Registration.

2. View each induction course in turn.
3. After the course completes you will return to the list of courses so you can do the associated quiz.

Note: You can view the course as many times as you feel necessary to understand the information.

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Complete the Quiz

4. View each quiz by selecting the name.
5. Answer each question in the quiz.

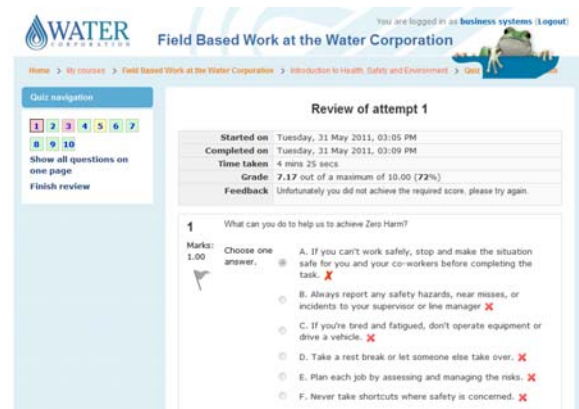
You are able to go back to earlier questions to change answers at any time.

After completing and submitting the quiz, your answers will be scored. You must obtain a score of 80% to pass.

You can review all questions in the quiz to see the right answers to any question you answered incorrectly.

If you did not obtain the 80% pass score, you can view the course again and redo the quiz.

Note: You can undertake the quiz a maximum of 3 times. If you have not obtained a mark of 80% after 3 attempts, contact the IT Service Desk on 9420 3090.



Proof of Completed Induction

After completing all courses and quizzes, successfully, you will print a certificate. For those contractors completing the Field Based work an induction card will be posted to you.



The Induction Cards are printed at the end of each month; you would expect to receive yours by the 10th of the next month.

When requested by a Water Corporation representative, you must be able to show proof you have completed the appropriate induction to gain access to an office, site or asset.

Replacement cards can be issued if the originals are lost or damaged.

You can return and print a Transcript of your completed courses at any time.

For replacement cards phone the IT Service Desk on 9420 3090.



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