



Overview

This Quick Reference Sheet 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 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:

- CIS-QRS-001 Registering and Logging On

Features Covered

- The HSE Contractor Induction process.
 - Register
 - Log On
 - View your assigned courses
 - Complete the Quiz
 - Proof of Completed Induction
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The HSE Contractor Induction Process

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).
3. 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*

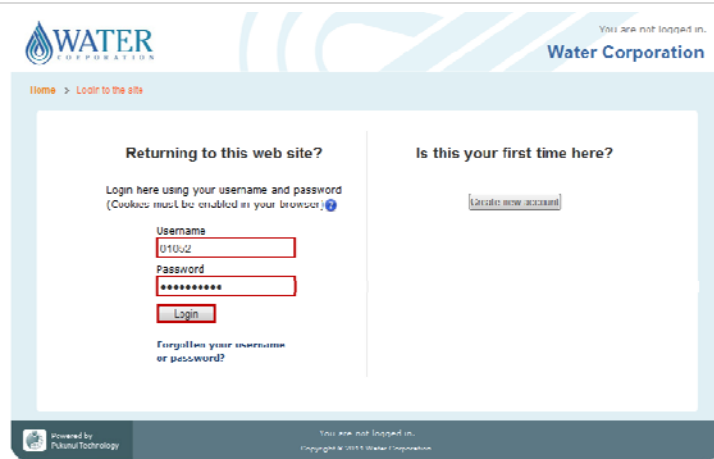
Home Address 2

Town/Suburb*

Postcode*

Log On to the Contractor Induction System

4. Use your Internet browser to access the HSE Contractor Induction website at watercorpinduction.com.au.
 5. Type your **Username** and **Password**.
- Note:** *The password is case sensitive.*
6. Click **Login**.



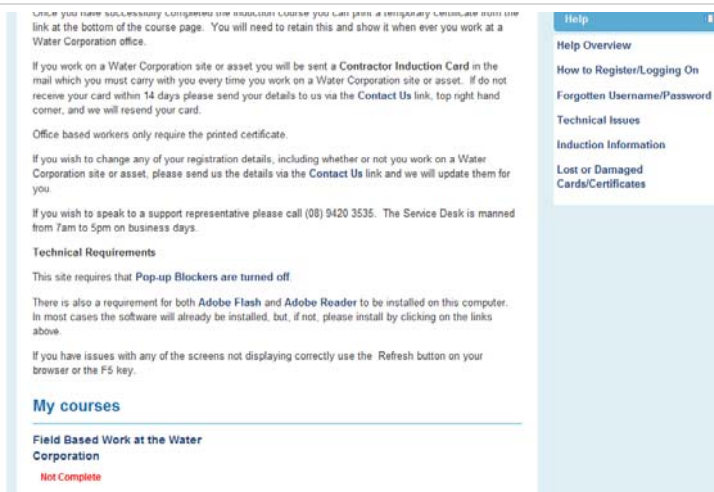
The screenshot shows the login page with the following elements:

- Header: Water Corporation logo and "You are not logged in."
- Navigation: Home > Login to the site
- Main Content:
 - "Returning to this web site?" section with a login form:
 - Username:
 - Password:
 - Login button
 - Link: "Forgotten your username or password?"
 - "Is this your first time here?" section with a link: "Create new account"
- Footer: "Powered by Futurus Technology" and "Copyright © 2011 Water Corporation"

View the HSE Induction Courses

7. 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.



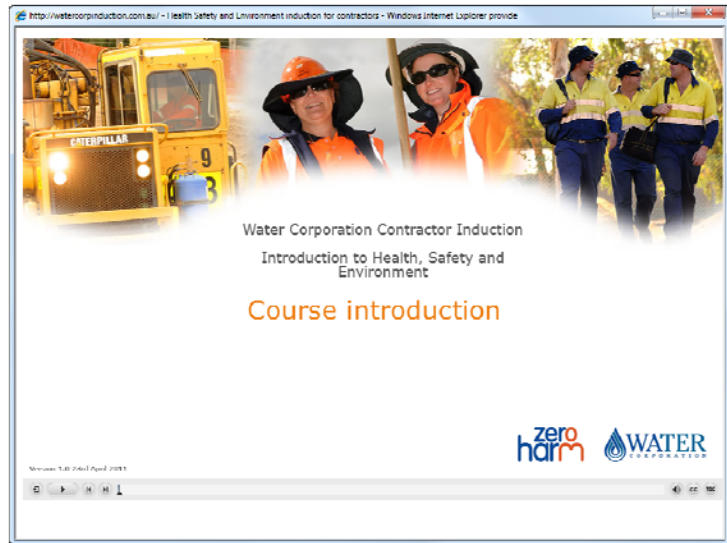
The screenshot shows the course selection page with the following content:

- Header: "You are not logged in."
- Text: "While you have successfully completed the induction course you can print a temporary certificate from the link at the bottom of the course page. You will need to retain this and show it when ever you work at a Water Corporation office."
- Text: "If you work on a Water Corporation site or asset you will be sent a Contractor Induction Card in the mail which you must carry with you every time you work on a Water Corporation site or asset. If do not receive your card within 14 days please send your details to us via the Contact Us link, top right hand corner, and we will resend your card."
- Text: "Office based workers only require the printed certificate."
- Text: "If you wish to change any of your registration details, including whether or not you work on a Water Corporation site or asset, please send us the details via the Contact Us link and we will update them for you."
- Text: "If you wish to speak to a support representative please call (08) 9420 3535. The Service Desk is manned from 7am to 5pm on business days."
- Section: **Technical Requirements**
 - "This site requires that Pop-up Blockers are turned off"
 - "There is also a requirement for both Adobe Flash and Adobe Reader to be installed on this computer. In most cases the software will already be installed, but, if not, please install by clicking on the links above."
 - "If you have issues with any of the screens not displaying correctly use the Refresh button on your browser or the F5 key."
- Section: **My courses**
 - Field Based Work at the Water Corporation
 - Not Complete
- Right Hand Side: **Help** menu with links:
 - Help Overview
 - How to Register/Logging On
 - Forgotten Username/Password
 - Technical Issues
 - Induction Information
 - Lost or Damaged Cards/Certificates

Contractor Induction Overview

8. View each induction course in turn.
9. 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.



Complete the Quiz

10. View each quiz by selecting the name.
11. Answer each question in the quiz.

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

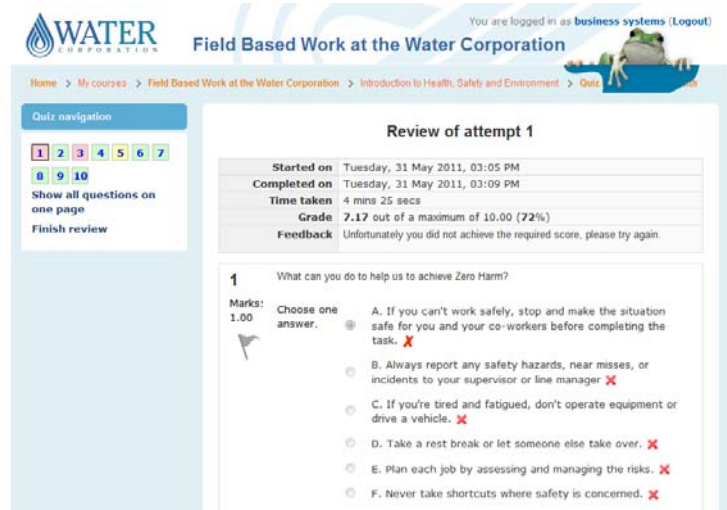
After completing and submitting the quiz, your answers will be scored. You must obtain a score of 80% to pass.



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 your Water Corporation representative.



Contractor Induction Overview

Proof of Completed Induction

After completing all courses and quizzes, successfully, you will be issued with a Certificate (for office based work) or Induction Card (for site based work).

The Induction Card will be sent to you within 14 days of completing the course. You can print an interim certificate to use as proof of competency until the card arrives.

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 and certificates can be issued if the originals are lost or damaged.

