

## How to register and complete the Contractor Health and Safety Induction

If you are an employee of a company contracted to undertake works on behalf of Council, you must complete an online health and safety induction.

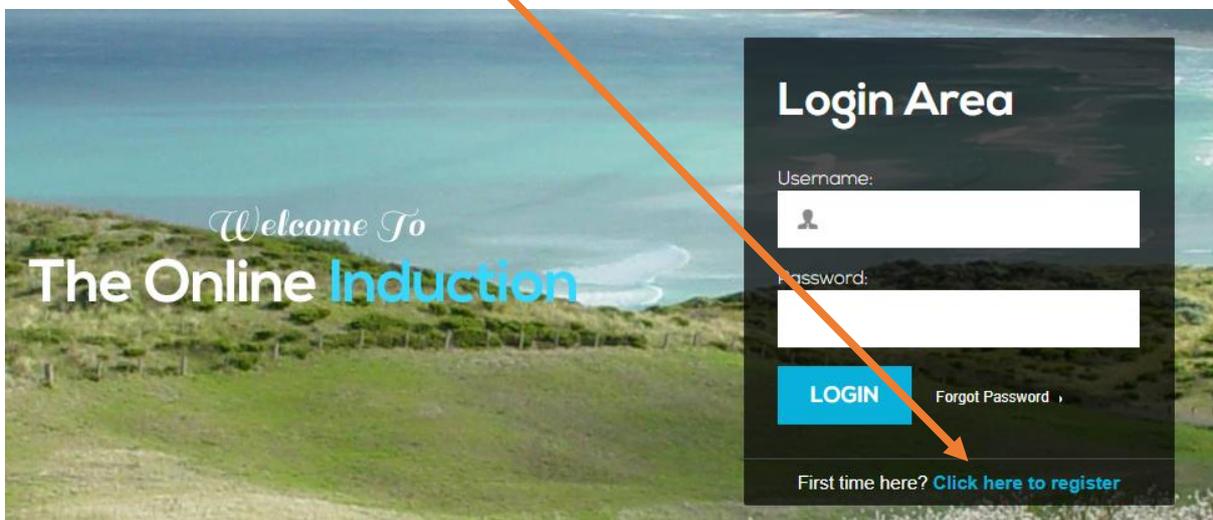
If you have already registered click the link <https://www.onlineinduction.com/glenelgshire/> and login your details.

If you are new to the program you will need to register.

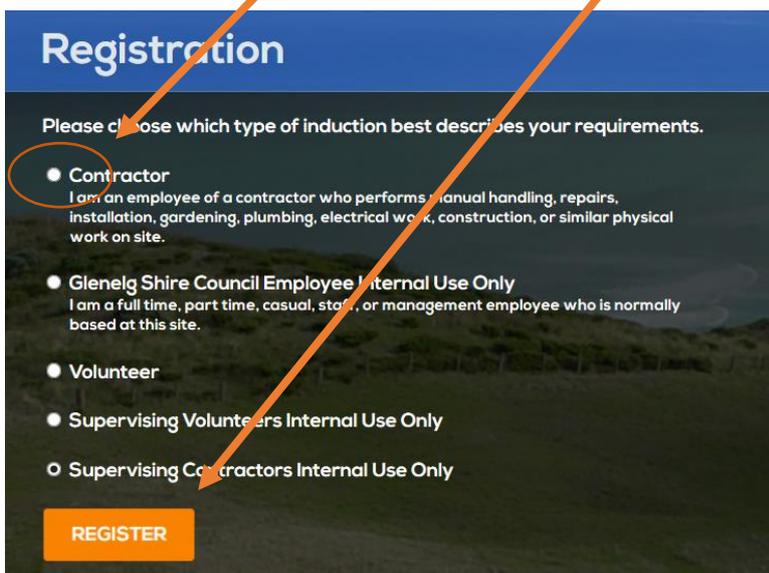
Follow the steps below.

**STEP: 1** To register click <https://www.onlineinduction.com/glenelgshire/> or find the links via google Glenelg Shire Council Contractor Registration and Safety Induction.

Click here to register (for the first time)

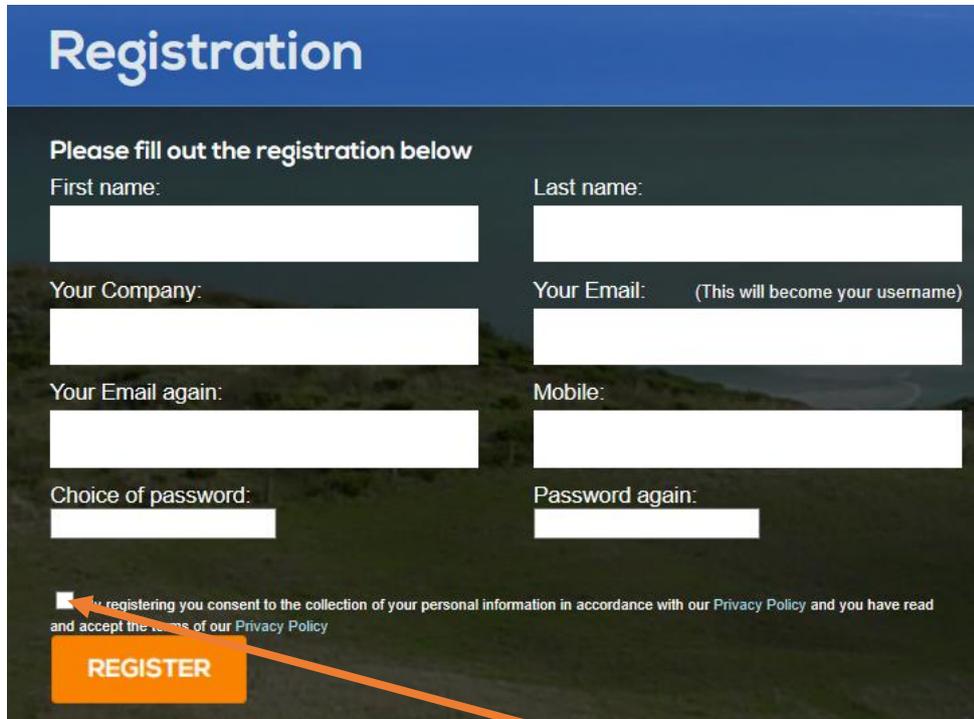


**STEP: 2** Click on the Contractors, then hit Register



**STEP: 3** Once you have selected the type of induction you will be completing and hit the register button, you are required to complete the registration below using an email and phone number (can use your mobile or landline).

***Please note that you are unable to use the same email address that you may have used when registering the company. This applies particularly for small business/sole traders.***

A screenshot of a registration form titled "Registration" in a blue header. The form is set against a dark background with a faint image of a road. It contains several input fields: "First name:", "Last name:", "Your Company:", "Your Email: (This will become your username)", "Your Email again:", "Mobile:", "Choice of password:", and "Password again:". At the bottom, there is a checkbox with the text "By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy". Below the checkbox is an orange "REGISTER" button. An orange arrow points from the checkbox to the "REGISTER" button.

Make sure that you accept the terms and conditions before clicking **Register**.

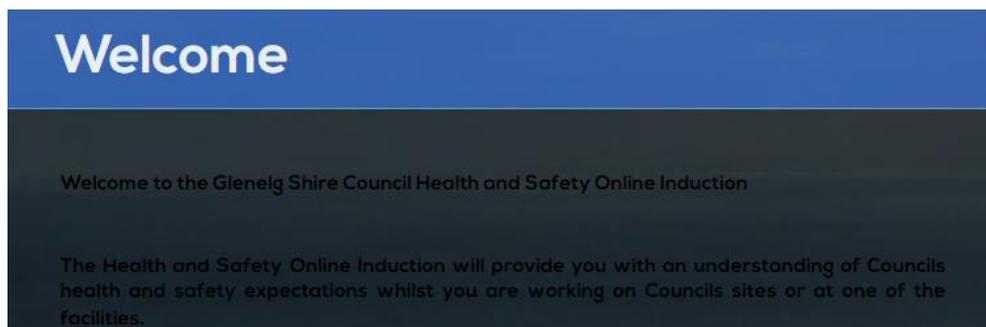
Your email address will become your username. It is important to remember your password for allow you to log back in. However, is you have entered your correct email you will be able to change your password freely and also be notified of any changes to the system.

***You should now be registered and logged in to the Induction Portal***

You can now commence the induction.

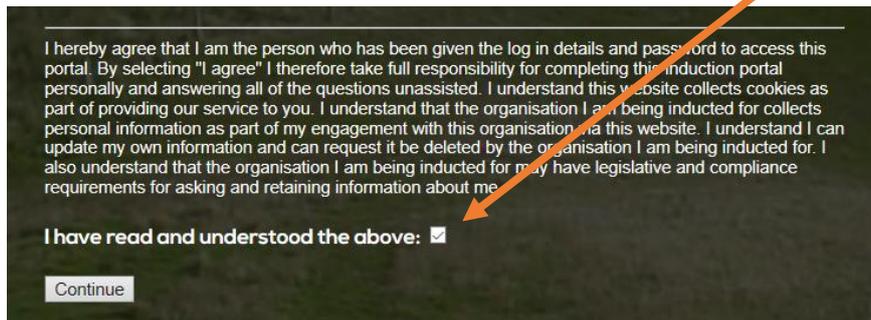
**STEP 4:** Completing you Inductions

The first page is the welcome page outlining the induction table of content and where to go if you require help.





You will need to agree to the terms and conditions by ✓ the box below and **continue**.



You are required to upload a current photo of yourself prior to navigating through the induction.

Save a passport photo to your computer hard drive; click '**choose file**' locate your photograph and click **upload**. Once uploaded the system will automatically transfer you to the induction for contractors.



As you progress through each presentation you must click '**next**' or you can return to the previous pages by hitting the PREV button

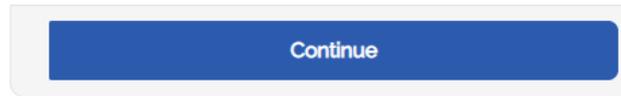


Upon complete of the induction step you need to click the green tool bar below.



Each induction step has a short questionnaire that you need to answer the questions correctly to be able to progress to the next step. Once completed successfully click **'continue'**

Thank you, questionnaire completed successfully!



Click the you agree to above and you will be notified of your completion and able to download your Identification Card. Click on the blue highlighted **'download induction certificate'** and then print. Remember this card must be present with you whilst on a Council construction site.

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

**\*By clicking you agree to the above**

You will automatically receive a reminder notification to be refreshed on the induction in 3 years time.

▶ [Download Induction Certificate](#)

**Congratulations!**

If you have any further questions please do not hesitate to contact Jodie Maybery, Training Coordinator – OHS & Risk on 5522 2262 or email [jmaybery@glenelg.vic.gov.au](mailto:jmaybery@glenelg.vic.gov.au)