

How to Access the Contractor On-Line Induction Modules & HSE Resources

INFORMATION:

REFERENCE: Contractor Management Procedure (SAF-PRO-017)	VERSION: 3.0	AUTHOR: Adrian Ditcher
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INDUCTION REQUIREMENTS:

All contractor employees and their sub-contractors working at a Coates Hire or customer site are required to successfully complete Coates Hire's online, General Contractor Induction and, if a Transport Contractor, the Transport Driver Induction module. This MUST be completed prior to undertaking work for Coates Hire for the first time.

Each worker must individually register by entering their personal details to create a username and password before being able to login.

Workers must retain their username and password for future access, (eg record them in the "Login Details" section below and keep this document for future reference). If details are misplaced, contact the HSEQ Administration Team (refer to the contact details below), to assist you.

COATES HIRE CONTRACTOR MANAGEMENT CONTACT:

HSEQ Administration Team, Moorebank.

Phone: 02 9701 3484

email: Contractor.Management@coateshire.com.au

Mailing Address:

Coates Hire
Contractor Management
PO BOX 787
Moorebank NSW 1875.

LOGIN DETAILS:

Your Company's Contractor Code:

User Name:	Password:
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INDUCTION PROCESS:

PRE-REQUISITES:



You need a computer with;

- Windows *Internet Explorer* (version 9 or later), or other proven web browser such as *Google Chrome*
- Latest version of Adobe Flash Player.
- Internet access (with *pop-up blocker* disabled for academy.coateshire.com.au)
- Audio capability

NB: On-line Inductions will not work on Apple (IOS) systems




STEP ONE: Log onto Coates Hire's web site



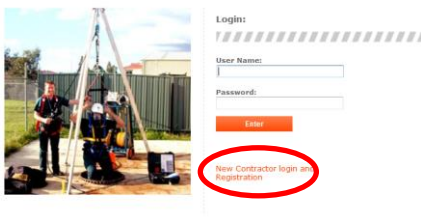
Click the following link to the Contractor Inductions page on the Coates Hire web site;

<http://academy.coateshire.com.au/include/login.asp?url=/users/index.asp>

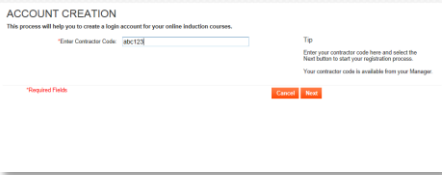
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Or	<ol style="list-style-type: none"> go to the Coates Hire website at; http://www.coateshire.com.au/ scroll to the bottom of the page go to  click  scroll to the bottom of this page click 
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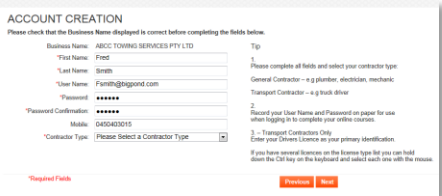
STEP TWO: Register your company

	<p>New users don't have a Username or Password! Click - <i>New Contractor login and Registration</i></p>
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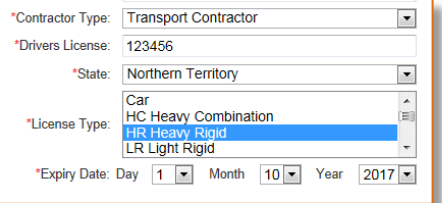
STEP THREE:

	<ol style="list-style-type: none"> Enter your company's Contractor Code (It was provided in the covering email for this guide) click Next
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STEP FOUR: Create your account

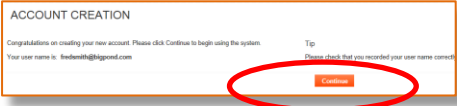
	<ol style="list-style-type: none"> Complete all fields (only use your real name). Your user name can be your email address if you have one, otherwise your first and last names joined together will do. Make up your own password that is easy to remember. Passwords must be at least 8 characters and contain at least 1 number. Record your username and password on the spaces above on this page for future reference. <p><u>Truck drivers</u> - must click 'Transport Contractors' under the heading <i>Contractor Type</i>.</p> <p>All <u>other contractors</u> - must click 'General Contractor'.</p>
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STEP FIVE: Transport Contractors only.


	<ol style="list-style-type: none"> Truck drivers are required to enter additional information relative to their role, including; <ul style="list-style-type: none"> ○ <i>Drivers Licence number</i> ○ <i>State/territory the licence was issued in</i> ○ <i>Licence Class</i> ○ <i>Expiry date</i> Click Save
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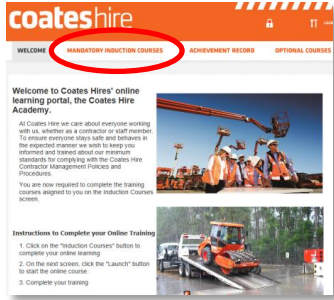
STEP SIX: Record your login data

	<ol style="list-style-type: none"> When you have successfully created your account you get this screen, reminding you to record your username and password. Click <i>Continue</i>
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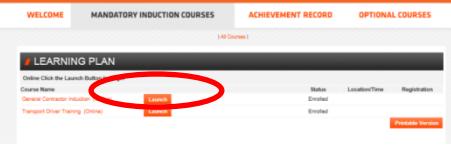
STEP SEVEN: Login to inductions

	<p>You are now returned back to the initial login screen</p> <ol style="list-style-type: none"> Enter your username and password Click <i>Enter</i>
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STEP EIGHT: Select induction course

	<p>Click the <i>Mandatory Induction Courses</i> at the top of the page.</p> <p>All contractors must to do the <i>General Contractor Induction</i>.</p> <p>Truck drivers must also do the <i>Transport Driver Training</i> induction.</p>
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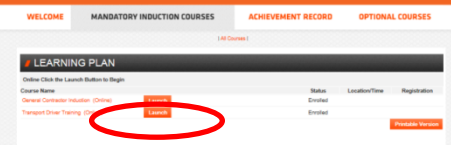
STEP NINE: Launch the General Contractor Induction

	<ol style="list-style-type: none"> Click the <i>Launch</i> button to start the General Induction course Turn up the volume (or use headphones) Follow the onscreen prompts to run the module Complete the Assessment section at the end.
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STEP TEN: Completing the module

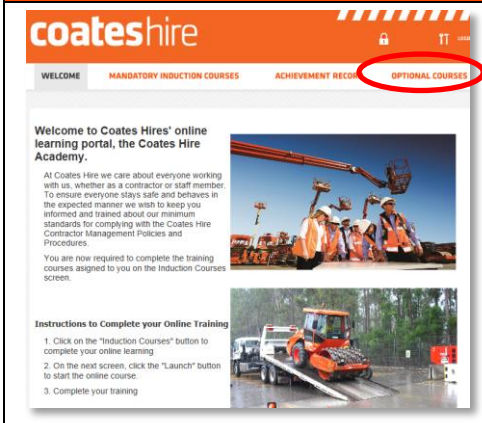
<p>"congratulations you have finished"</p>	<ol style="list-style-type: none"> A screen appears with the message "congratulations you have finished" Click the EXIT button (blue background) on the screen to finalise the results. <p>NB: If the EXIT button is not clicked and the induction course screen is closed another way or left open, the course remains incomplete and you will need to redo the course again!</p>
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STEP ELEVEN: Transport Contractor Induction

	<ol style="list-style-type: none"> If you are a Transport Driver you MUST also complete steps 9 and 10 for the Transport Driver module. <p>NB: This can be done at another session, but you must complete it BEFORE you work for Coates Hire.</p> <ol style="list-style-type: none"> Ensure you keep your login details for next time; otherwise you will need to do BOTH inductions.
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OPTIONAL COURSES:



Additional Coates Hire HSE courses are also available and can be accessed by clicking the 'optional courses' button on the Induction page, as shown.

These are non-mandatory and you should check with your manager before doing them.

- a. Access them by logging in for another session using the process described in STEP ONE above.
- b. Then go to STEP SEVEN

HEALTH, SAFETY & ENVIRONMENT RESOURCES:

To assist our contractors partner Coates Hire in achieving its goal of zero harm to its workers, contractors, customers the general public and the environment, arising from its business activities, a resource library is available to all our contractors on the Coates Hire website.

These can be accessed from the Contractor Induction page (Refer to STEP ONE of this work instruction)

HSE RESOURCES AVAILABLE:

As well as the Induction modules, examples of other resources available are -

- Copies of Coates Hire's WHS, Environment and Quality Policies
- Short Video clips on safe loading and unloading of plant and equipment
- Booklets such as, '*Loading and Unloading Plant and Equipment*' and '*Truck Drivers Guide*'
- 'Transport JSEA'

Additional Resources are being added and updated regularly. Check periodically to ensure you stay up to date with information available and "Always Put Safety First".