CS-P-022GM01 Health & Safety Contractor Induction: General Information

1. CONTRACTOR REQUIREMENTS

1.1 About Health & Safety Contractor Induction

Crown's Health & Safety Contractor Induction Training is an online, self paced program designed to educate Contractors about Crown's Health and Safety requirements.

1.2 What are your responsibilities?

You must fully complete the online Contractor Induction training prior to commencing any work on behalf of Crown. Until the full induction has been completed contractors will be treated as visitors and must be accompanied by a Crown employee at all times.

1.3 Who is required to complete the training?

All contractors will be required to complete the Contractor Health and Safety Induction every 2 years.

1.4 How do I obtain a Permanent Photo Identification Contractor Pass?

If you wish to obtain a permanent contractor pass please contact your Crown Contractor Controller to obtain information about this process. It is recommended that any contractor completing work on behalf of Crown for more than 2 months obtain a permanent contractor pass.

All contractors must pass a probity (police) check before a permanent pass is issued.

2. ACCESSING CROWN'S INDUCTION PROGRAM

2.1 How do you access Crown's Health & Safety contractor induction?

There are 2 ways you can access the program, either:

By using a computer at home or work with internet access.
Web Address: <u>http://crowninduction.ezylearn.net/login.exe</u>

• Using a Crown computer located in the E-Learning room at Staff Entry, open 24hr / 7days a week For more detail regarding log in, refer to illustrated instructions below.

2.2 What specifications will my home or work computer require to successfully complete the induction?

Internet Explorer:	6.0 and above
Java Runtime Environment:	Version – 1.4.1 Sub-build 2 or Version 1.4.2 and above
Resolution:	Minimum 1024 x 768
Flash Player:	Flash Player 7
Internet Connection:	Yes

If your computer does not have these specifications the program will direct you to a website to download the free program. All Crown computers are configured to meet these requirements. Please contact Ezylearn on 03) 54 434 761 during business hours if you are experiencing any technical issues.

2.3 What happens after you complete the Contractor Health & Safety Contractor induction?

- Print out your completion certificate
- Present your certificate to Staff Entry Security Officers along with 'Identification'. (I.e. Drivers Licence, Learners Licence, Proof of Age Card, Keypass, Passport).
- Once verified you will be given a temporary pass.

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Reversed

3 I AM HAVING PROBLEMS ACCESSING OR COMPLETING THE INDUCTION TRAINING, WHAT SHOULD I DO?

In the first instance please contact your Crown Contract Controller for assistance. If you are experiencing ongoing technical difficulties please contact Ezylearn on (03) 5443 4761 during business hours. Alternatively all contractors are welcome to use the Crown computer lab located at Staff Entry open 24hr/7days a week.

5. ILLUSTRATED LOGIN INSTRUCTIONS

Step 1: Initiate Contractor Registration - 🕞 - 🖹 😰 🏠 🔎 Search 👷 Favorites 🜒 Media 🥢 🍰 🎭 🕞] 🛍 🐼 5.1 Enter the following web address into - 🛃 🤆 s 🔊 http://intranet/default.asp your internet address bar: 🚨 INTRANET ne Bus All se http://crowninduction.ezylearn.net/login.exe Home **Crown Phone Direct** siness Units Latest editions of Search Clear Page Enter search criteria: rown Servi A Highlig EA Bulletin 19 Employees vote YES to Agreement New Intranet How-To's for Administrators - Updated 30/06/2006. Learn how to utilise the new features to create your own site. Crown Online Forms - Managing work items This document outlines how to manage Crown Online Forms. Current Vacancies Property Services Office AUSTRAC Outlines of AUSTRAC policy and specific info MS Remote **Duty Security Managers** Intranet on-line help desk ١ Local intranet Inbox - Microsoft Outlook We Edit View Favorites Tools Help 1 😋 Back + 🕥 - 🖹 🖹 🐔 🔎 Search 👷 Favorites 🤣 🎰 - 🤍 🏭 - 🛄 🏭 💽 5.2 Upon entering the website select the -'Apply to do Crown Induction' which is located underneath the login box. **Contractor Induction** 👾 Login me to Crown's Contractor Indu First time users, please click on the "Click here to Apply to do Contractor Induct Existing users please use your username and password to login. Click here to apply to do Crown Induction Password: Need help? wn Contractor Induction **1** 1 1 1 Done 🚰 Ezylearn - Apply - Microsoft Internet Explorer p _ # × 5.3 In the Contractor Registration A 🌀 Back 🔹 🕥 - 📓 📓 🚮 🔎 Search 📌 Favorites 😵 Media 🤣 🝰 - 🌭 🔟 - 🔛 🏭 💽 page please select one of the following Address Address Address Address Address Address 👻 🛃 Go 🛛 Links options: **Contractor Induction** ROW First Time User **Contractor Registration Process** Previous User Training of contractors, tenants and people working on events at Cro • Previous User who has forgotten user You have been directed to this site in order to familiarise yourself with Health and Safety Requirement; which must be adhered to while working at Crown. This must be completed prior to being issued with a security identification pass which must be worn at all times while working name at Cro Please select one of the following option First Time User Previous User Crown Contractor Induction Internet Approval Date: October 2008v2.1 Hard copies of this document are uncontrolled documents. Approved By: HSWC Manager Controlled Copies are only available on the Crown Intranet CS-P-022GM01 Page 2 of 4

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Step 2: Select Your Profile



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5.7 Commence the training modules by double clicking on "Start". Once you have completed each course you will be brought back to the list to complete another one. (All nominated courses are required to be completed to ensure your induction is complete)



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