

HEALTH & SAFETY CONTRACTOR INDUCTION RENEWAL PROCESS

1. When do I need to re-complete the contractor induction?

All contractors are required to re-complete the Crown Health & Safety induction every two years.

2. How will I know when to re-complete the contractor induction?

Email alerts will be sent to your nominated email address 3 months, 1 month and 1 week prior to your Health & Safety Contractor Induction expiry date. This email will contain you "T" or your "C" number. You need to use this number from the email in the renewal process.

In addition, your contract controller may also provide you with 3 months notification when either you or your employees are due to expire.

3. What are my login details?

All Permanent contractors with a Crown Photo Identification MUST use their existing 'T' or 'C' number listed in the renewal notification email when re-completing the induction. This will ensure all training records are recorded as complete and your swipe access to the Crown site is maintained.

All Temporary contractors – Please use your existing 'T' number and password to re-complete the H&S Contractor Induction.

Please contact your Crown Contract Controller for any further assistance.

4. I have forgotten my password, what do I need to do?

You have two options:

1. If you are unable to locate your password please select 'Previous User who has forgotten Username' and enter your email address that you originally entered. Your username and password will be forwarded to this address.
2. You are able to enter the system and select 'First time user' and enter in your original 'T' or 'C' number that you were issued and nominate a new password. It is essential that your 'T' or 'C' number is maintained.

5. My email address has changed. How can I receive updates?

Unfortunately as your email address is no longer valid you will not be able to receive alerts notifying when your H&S Contractor induction is due to expire. If you have changed your email address it is your responsibility to notify your Crown Contractor Controller to enable your details to be modified.

6. How do I re-complete the contractor induction?

Enter in the following web address:

<http://crowninduction.ezylearn.net/login.exe>

Check your computers setup by clicking on **Need Help** button. When you're sure your computer is setup correctly, go back to the login page; and

Click on **Apply to Do Crown Induction**

Select **First Time User**

Enter in your **Crown ID** or current T-Number which was included in the notification email

Fill out all required details

Select Profile relevant to your primary position (if unsure check with Crown Contract Controller)

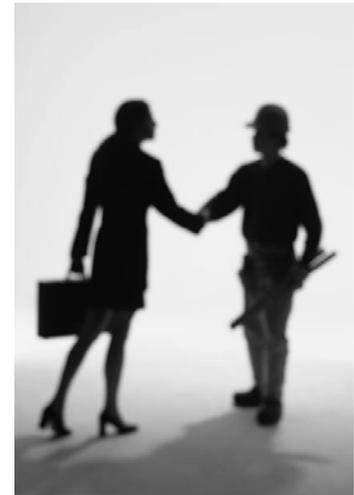
Complete Induction

7. I have changed companies. What should I do?

It is your responsibility to ensure your Health & Safety Contractor Induction status accurately reflects the current role you are completing at Crown Melbourne. If you change companies, you will need to notify your Crown Contract Controller to enable your company details to be modified. .

8. Who is my Crown Contractor Controller?

Your Crown Contractor Controller is an employee of Crown Melbourne that is responsible for managing your company's contract requirements.





9. What happens if I fail to renew my induction status?

If you fail to re-complete the Crown Health & Safety Contractor induction by the required dates your access to the Crown Melbourne site will be removed.

10. For further information on 'How to complete the Health & Safety Contractor Induction' & 'For assistance with technical issues' please refer to:

- 'Need Help' link located on Health & Safety Contractor Induction front page
- Refer to Health & Safety Contractor Induction – General Information
- Refer to Health & Safety Contractor Induction- FAQs
- Contact your Crown Contractor Controller
- Contact Ezylearn on (03) 5443 4761 during business hours



Crown Melbourne a healthy and safe place for everyone.