



A Guide for Contractors:
Health & Safety Contractor Induction Information
Crown Melbourne

Table of Contents

1. INTRODUCTION – CONTRACTOR REQUIREMENTS	3
2. INDUCTION INFORMATION – NEW USERS.....	4
2.1 Accessing Crown’s Induction Program	4
2.1.1 How do you access Crown’s Health & Safety contractor induction?	4
2.1.2 What specifications will my home or work computer require to successfully complete the induction? ..	4
2.1.3 What happens after you complete the Contractor Health & Safety Contractor induction?	4
2.2 Illustrated Login Instructions	5
3. INDUCTION INFORMATION – RENEWAL PROCESS.....	7
3.1 Re-completing Crown’s Induction Program	7
3.1.1 When do I need to re-complete the contractor induction?	7
3.1.2 How will I know when to re-complete the contractor induction?.....	7
3.1.3 What are my login details?.....	7
3.1.4 I have forgotten my password, what do I need to do?	7
3.1.5 My email address has changed. How can I receive updates?.....	7
3.1.6 How do I re-complete the contractor induction?.....	8
3.1.7 I have changed companies. What should I do?.....	8
3.1.8 Who is my Crown Contractor Controller?.....	8
3.1.9 What happens if I fail to renew my induction status?	8
3.1.10 What if I require additional assistance?	8

1. INTRODUCTION – CONTRACTOR REQUIREMENTS

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

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.

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

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 two (2) months obtain a permanent contractor pass.

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

For more information regarding Contractor Requirements refer to CrownSAFE procedure *CS209 Contractors*.

2. INDUCTION INFORMATION – NEW USERS

2.1 Accessing Crown’s Induction Program

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

2.1.2 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) 5443 4761** during business hours if you are experiencing any technical issues.

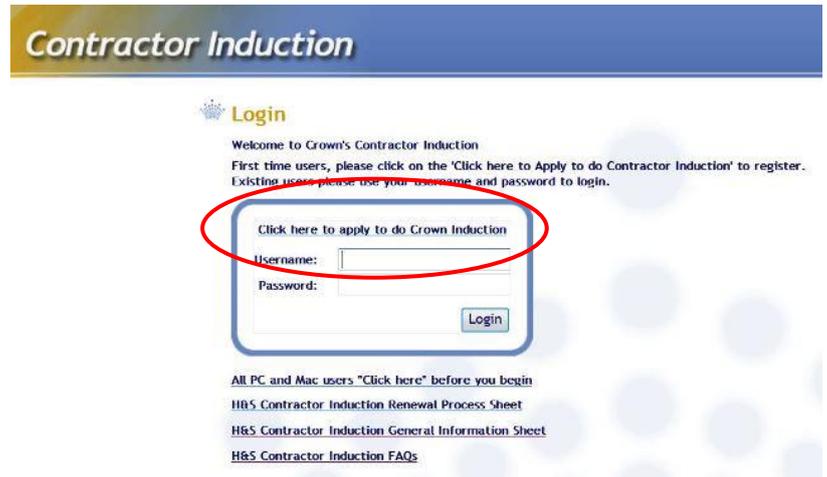
2.1.3 What happens after you complete the Contractor Health & Safety Contractor induction?

- 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.

2.2 Illustrated Login Instructions

STEP 1: INITIATE CONTRACTOR REGISTRATION

1. Enter the following web address into your internet address bar <http://crowninduction.ezylearn.net/login.exe>



Contractor Induction

Login

Welcome to Crown's Contractor Induction
First time users, please click on the 'Click here to do Contractor Induction' to register. Existing users please use your username and password to login.

[Click here to apply to do Crown Induction](#)

Username:

Password:

Login

All PC and Mac users "Click here" before you begin
[H&S Contractor Induction Renewal Process Sheet](#)
[H&S Contractor Induction General Information Sheet](#)
[H&S Contractor Induction FAQs](#)

2. Upon entering the website select the 'Apply to do Crown Induction' which is located underneath the login box.

3. In the Contractor Registration page please select one of the following options:
 - First Time User
 - Previous User
 - Previous User who has forgotten Username



Contractor Induction

Contractor Registration Process

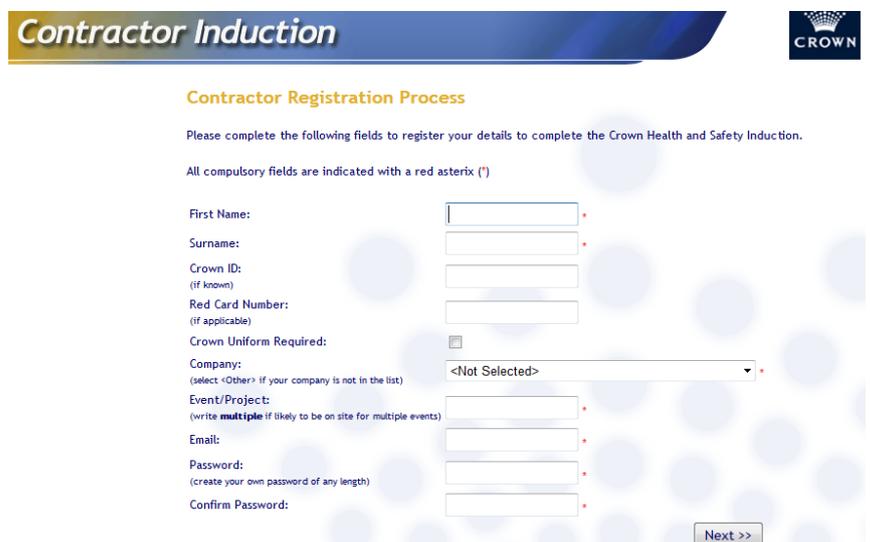
You have been directed to this site in order to familiarise yourself with Health and Safety Requirements which must be adhered to while working at Crown. This must be completed prior to being issued with a security identification pass which must be worn at all times while working at Crown.

Please select one of the following options:

- [First Time User](#)
- [Previous User Renewal](#)
- [Previous User who has forgotten Username](#)

STEP 2: SELECT YOUR PROFILE

4. All first time users are required to complete the following information (**Note:** the following information is compulsory):
 - First Name
 - Last Name
 - Company
 - Event/Project
 - Email (if unknown please use your Crown Contractor Controller's email address)
 - Password
 - Confirm Password



Contractor Induction

Contractor Registration Process

Please complete the following fields to register your details to complete the Crown Health and Safety Induction.

All compulsory fields are indicated with a red asterisk (*)

First Name:

Surname:

Crown ID:
(if known)

Red Card Number:
(if applicable)

Crown Uniform Required:

Company:
(select <Other> if your company is not in the list)

Event/Project:
(write **multiple** if likely to be on site for multiple events)

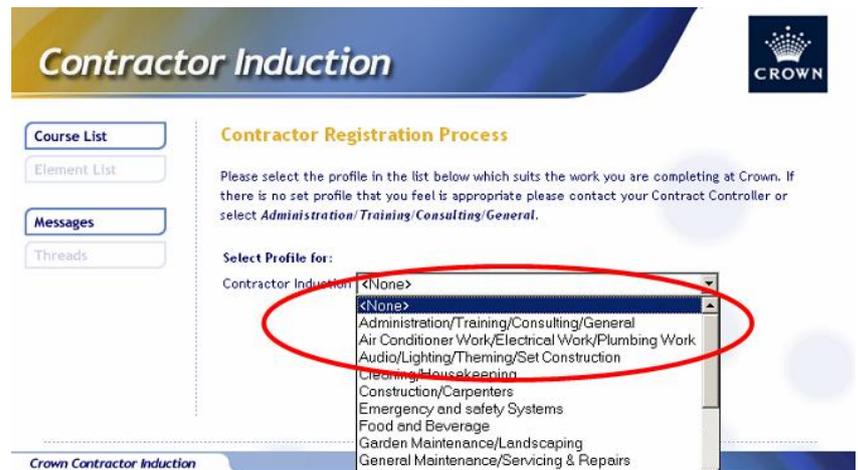
Email:

Password:
(create your own password of any length)

Confirm Password:

Next >>

5. Please select the profile in the list below which most suits the work you are completing at Crown.
If there is no set profile that you feel is appropriate please contact your Crown Contract Controller for assistance or select <Administration/Training/Consulting/General>



Contractor Induction

Contractor Registration Process

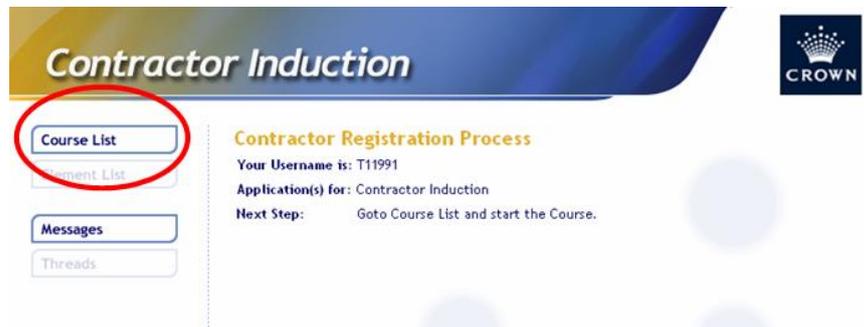
Please select the profile in the list below which suits the work you are completing at Crown. If there is no set profile that you feel is appropriate please contact your Contract Controller or select *Administration/Training/Consulting/General*.

Select Profile for:
Contractor Induction: <None>

- <None>
- Administration/Training/Consulting/General
- Air Conditioner Work/Electrical Work/Plumbing Work
- Audio/Lighting/Theming/Set Construction
- Cleaning/Housekeeping
- Construction/Carpenters
- Emergency and safety Systems
- Food and Beverage
- Garden Maintenance/Landscaping
- General Maintenance/Serviceing & Repairs

STEP 3: COMMENCE INDUCTION MODULES

6. Select the course list button on the left hand side and a list of the modules that you are required to complete will appear



Contractor Induction

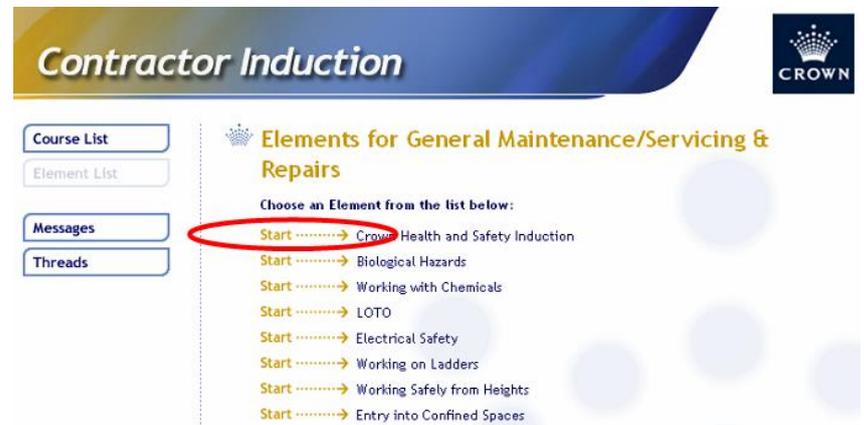
Contractor Registration Process

Your Username is: T11991

Application(s) for: Contractor Induction

Next Step: Goto Course List and start the Course.

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. (Note: All nominated courses are required to be completed to ensure your induction is complete)



Contractor Induction

Elements for General Maintenance/Serviceing & Repairs

Choose an Element from the list below:

- Start → Crown Health and Safety Induction
- Start → Biological Hazards
- Start → Working with Chemicals
- Start → LOTO
- Start → Electrical Safety
- Start → Working on Ladders
- Start → Working Safely from Heights
- Start → Entry into Confined Spaces

3. INDUCTION INFORMATION – RENEWAL PROCESS

3.1 Re-completing Crown’s Induction Program

3.1.1 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.

3.1.2 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 your “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 three (3) months notification when either you or your employees are due to expire.

3.1.3 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.

3.1.4 I have forgotten my password, what do I need to do?

You have two options:

- 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.
- 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. 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) 5443 4761** during business hours if you are experiencing any technical issues.

3.1.5 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.

3.1.6 How do I re-complete the contractor induction?

1. Enter in the following web address: <http://crowninduction.ezylearn.net/login.exe>
2. Check your computers setup by clicking the Need Help button. When you're sure your computer is setup correctly, go back to the login page; and
3. Click on **Apply to Do Crown Induction**
4. Select **First Time User**
5. Enter in your **Crown ID** or current 'T' Number which was included in the notification email
6. Fill out all required details
7. Select Profile relevant to your primary position (if unsure check with Crown Contract Controller)
8. Complete Induction

3.1.7 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.

3.1.8 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.

3.1.9 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.

3.1.10 What if I require additional assistance?

For further information on how to complete the Health & Safety Contractor Induction and/or for assistance with any technical issues' please refer to:

- The 'All PC and Mac users "Click Here" before you begin' link located on the Health & Safety Contractor Induction front page
- The 'H&S Contractor Induction FAQs' link located on the Health & Safety Contractor Induction front page
- ***CS209G002 A Guide for Contractors – Induction Information (CM)***
- Contact your Crown Contractor Controller
- Contact Ezylearn on (03) 5443 4761 during business hours