



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: <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.

2.2 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.

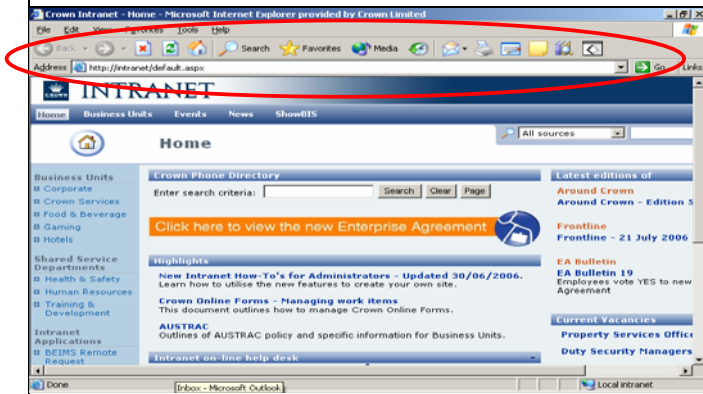


3 I AM HAVING PROBLEMS ACCESSING OR COMPLETING THE INDUCTION TRAINING, WHAT SHOULD I DO?

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.

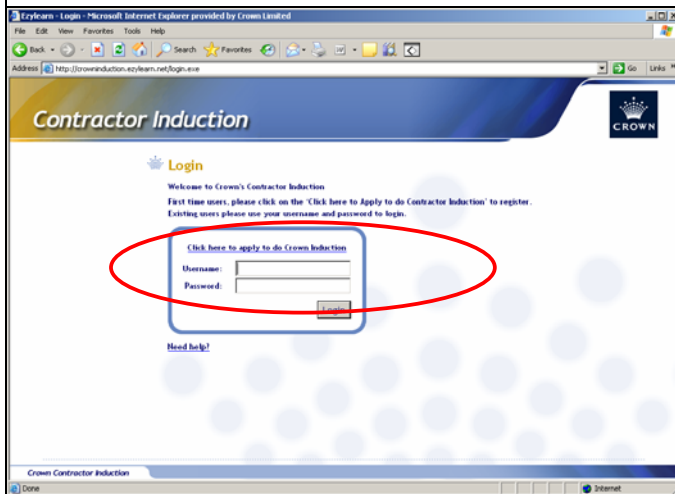
5. ILLUSTRATED LOGIN INSTRUCTIONS

Step 1: Initiate Contractor Registration

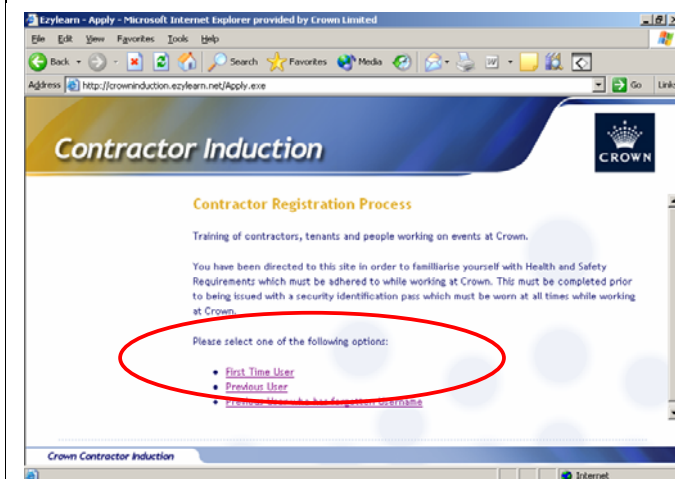


5.1 Enter the following web address into your internet address bar:

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



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

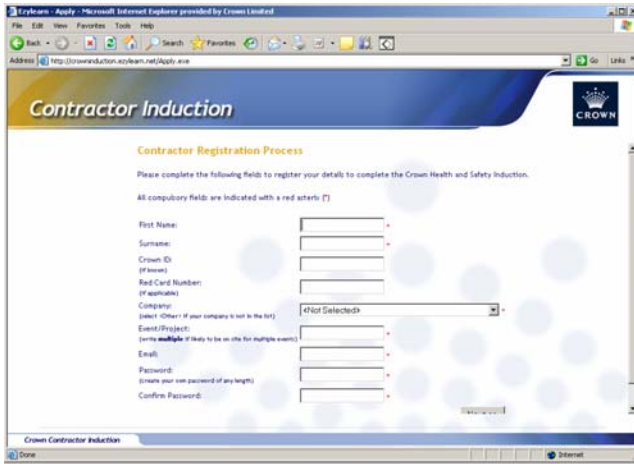


5.3 In the Contractor Registration page please select one of the following options:

- First Time User
- Previous User
- Previous User who has forgotten user name



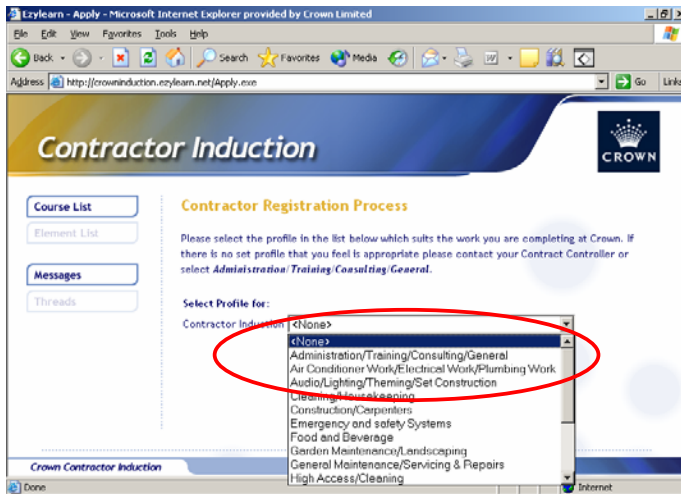
Step 2: Select Your Profile



5.4 All first time users are required to complete the following information

Please note the following information is compulsory:

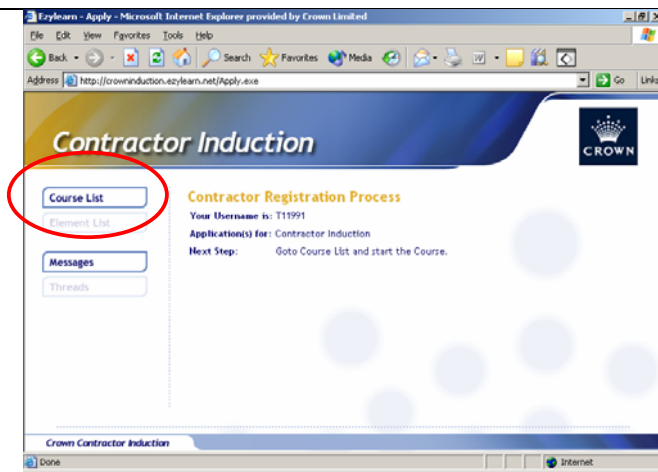
- First Name
- Last Name
- Company
- Event/Project
- Email (if unknown please use your Crown Contractor Controllers email address)
- Password
- Confirm Password



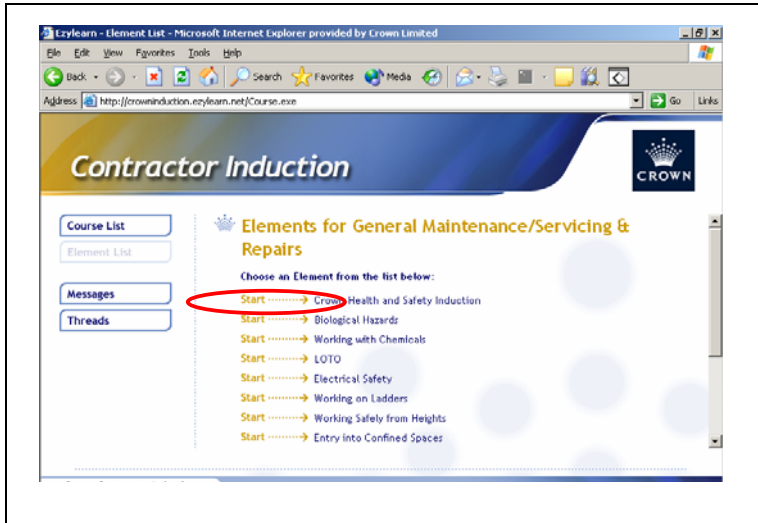
5.5 Please select the profile in the list below which most suits the work you are completing at Crown.

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>

Step 3: Commence Induction Modules



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



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)



Crown Melbourne a healthy and safe place for everyone.