Woolworths Limited

Contractor Safety Management System

Specialist Contractor Portal Woolworths Meat Company Truck Drivers User Guidelines

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1) Overview

The Woolworths Contractor Safety Management System Portal is the gateway to allow Contractors to register and meet the safety compliance requirements of Woolworths Limited. This portal allows individual Specialist Contractors to:

- Complete individual contractor registration
- Book and complete an online Safety Contractor Induction
- Print a copy or download to a Smartphone the Woolworths Contactor Safety Card

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2) Register Woolworths Meat Company Truck Drivers

- a) Go to wowcontractor.com.au
- b) Click 'Find out more' under Specialist Contractor to register:



c) Prior to starting the induction, please ensure you read the relevant demonstration guide.



d) Click on the '+' sign next to Woolworths Meat Company Truck Drivers



e) Click on Go and start now

Woolworths Meat Company Truck Drivers



It is now a requirement for all Truck Drivers who deliver to Woolworths Meat Company Processing Facilities to complete a Truck Driver Induction before attending site.

You will be asked to confirm and show proof of completing this induction upon arrival to each site.



Photo example

Please ensure you have a digital head shot, similar to a passport photo, in JPG format to upload before starting your induction.



f) Complete the Add Trainee *registration process* and select *Save*:

Note: Select Show Non Mandatory to register additional details

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ified Self ation Company	Please enter fields, upload f On submit this person will be	lies and then submit the data (* - mandatory). booked into Office Contractor - Safety Induction.	Employee Status: Started
	1. Fields	Show Non Mandatory	2. Identification
	Current Data		 Please enter the required fields. Then you can proceed if required.
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	First Name: *	John	3. Files
	Last Name: *	Smith	Please enter the required fields
	Date of Birth: *	20 Mar 1980 Tel "dd mmm yy" or icon	 and complete identification steps. Then you can upload the files.
	Phone: *	02 4444 4444	_
	Email: *	test@johnsmith.com.au	4 Submit
	Declaration: *	I agree with Terms & Conditions and Privacy menu	Please enter all the required data. Then you will be able to submit it.
	Cancel	ave	On submit this person will be booked into Office Contractor - Safety Induction.

b) Upload a photo for the registration process, select *Files Upload*:

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Note: Digital head shot photo is to be provided in JPG format, similar to a passport photo (in colour, no hats or sunglasses).

c) **Upload** your jpg image using the **browse** function to locate the image, click **open**, then click **upload** include your **name** and any relevant **comments**

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d) **Crop** your jpg image using the **crop** function to resize the image to fit the **Contractor Safety Card** requirements, the image must only feature a head, the same format as a passport photo

Note: If the photo is not of a suitable quality, you will be prompted to provide another photo

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		4. Submit Process and all the required data mod erop the act of briefs Then you will be able to submit it. Co submit this person will be booked



e) Use the *crop* function and related instructions to resize your image to fit your *Contractor Safety Card*, once satisfied with the final photo select *apply*

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To finalise the registration process, click Submit

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			4. Submit Click submit to send the data for processing. Submit On submit this person will be booked into IT Contractor Safety Induction.	



f) Review your shopping cart and click on Proceed to Checkout

WOOLWORTHS LIMITED Contractor Safety Management System

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g) Enter credit card details and click Continue

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h) Your registration is now finalised, an email confirming your approval to complete the Safety Induction has been sent to you along with your tax invoice confirming your registration, you can click on the download button to access a copy of your receipt directly from the portal, select continue to access the online Safety Induction

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3) Online Safety Induction

 a) You can now complete the online Woolworths Meat Company Induction. The induction will take approximately 10-15 mins to complete and consists of a number of multiple choice questions. Click *next step* to get started

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Course Outline	Welcome
Course Subjects	Welcome to the Woolworths online vendor induction and assessment. This Induction comprises of a number of multiple choice assessment questions and should take
Message Board	approximately 10-15 minutes to complete.
籣 Course Library	Your Responsibilities Every Woolworths vendor and sub-contractor is required to comply with the Woolworths policies,
Course Feedback	procedures and programs regarding Satety, realith and the Environment. Contractors and sub-contractors are also required to observe directions on health and safety given by designated Woolworths officers.
	All contractors must also abide by all applicable Statutory Acts, Regulations and Codes of Practices.
	You are not permitted to take the exam on behalf of another person.
	Disclaimer The views presented in this publication are solely those of Woolworths Limited. Not every procedure or condition has been covered in this module. There may be additional laws, regulations codes of practices and standards which are not captured in this module, but which must also be complied with. Woolworths Limited accepts no duty of care or liability to you or any third party for any loss suffered in connection with the use of this module. Woolworths Limited may amend modify or change any policy, requirement or rule set out in this module at any time.

b) You will be notified via *e-mail* of your *exam result*. If you *passed* your exam you will be *issued* with an *electronic card to print* and take with you when you work on site. If you *failed the exam*, you will be notified by *email* and will be permitted to *re-sit the exam* ten times before you will be denied access. If this happens, please contact Pegasus on 1300 291 561 to re-book.

c) The email notification will contain the information below:



d) Please Click on the link to print your Contractor Card

