

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 Contractor Safety Card

2) Register Woolworths Meat Company Truck Drivers

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

WOOLWORTHS LIMITED Contractor Safety Management System

Home Register Now/Login About WOW Contractor Documents & Information FAQs Safety Alerts Contact Us

Welcome to WOW Contractor

Woolworths Limited is committed to putting safety, health and wellbeing at the centre of what we do and has implemented a Contractor Safety Management System across all business units within the group.

Contractors, vendors, demonstrators, merchandisers or other business entities who will work on a Woolworths Limited site must register with the Woolworths Limited Contractor Safety Management System before starting work.

[Click here for more information >](#)

Companies / Business Entities
Companies or business entities conducting activities or work on any Woolworths Limited site must register with Woolworths Limited's Contractor Safety Management System.
[Find out more >](#)

Individuals
Before starting work at a Woolworths Limited site, individuals must successfully complete the Woolworths Limited Online Safety Induction.
[Find out more >](#)

Retail FM
All contractors and business entities working for Retail FM must first register in the Retail FM Contractor Safety Management portal.

[Find out more >](#)

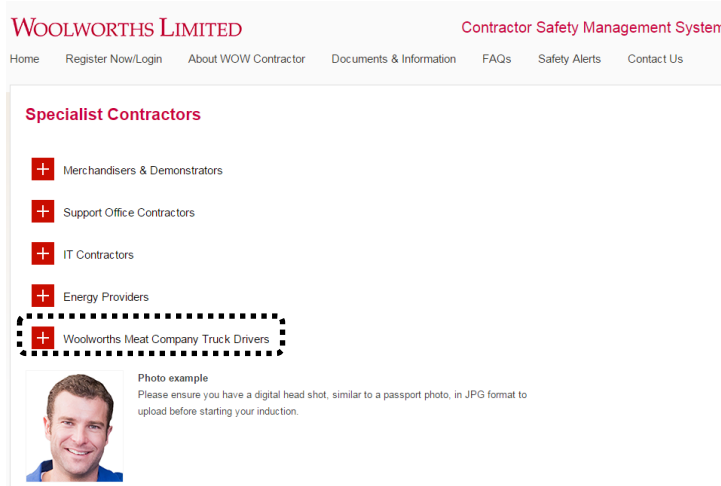
Specialist Contractors

- Merchandisers and Demonstrators
- IT Contractors
- Support Office Contractors
- Energy Providers
- Truck Drivers

[Find out more >](#)

- 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**

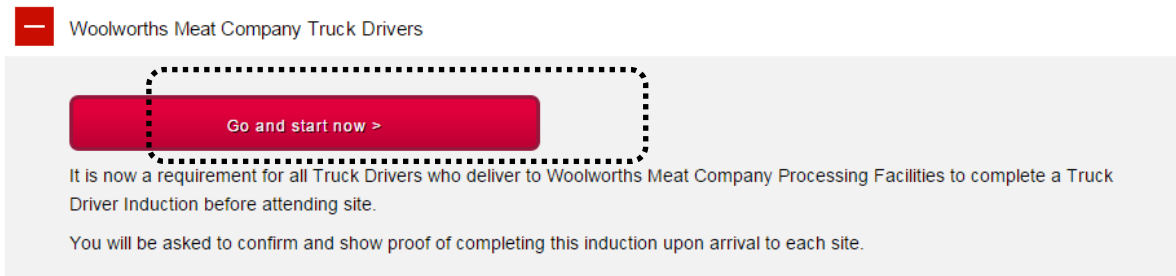


Photo example
Please ensure you have a digital head shot, similar to a passport photo, in JPG format to upload before starting your induction.

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

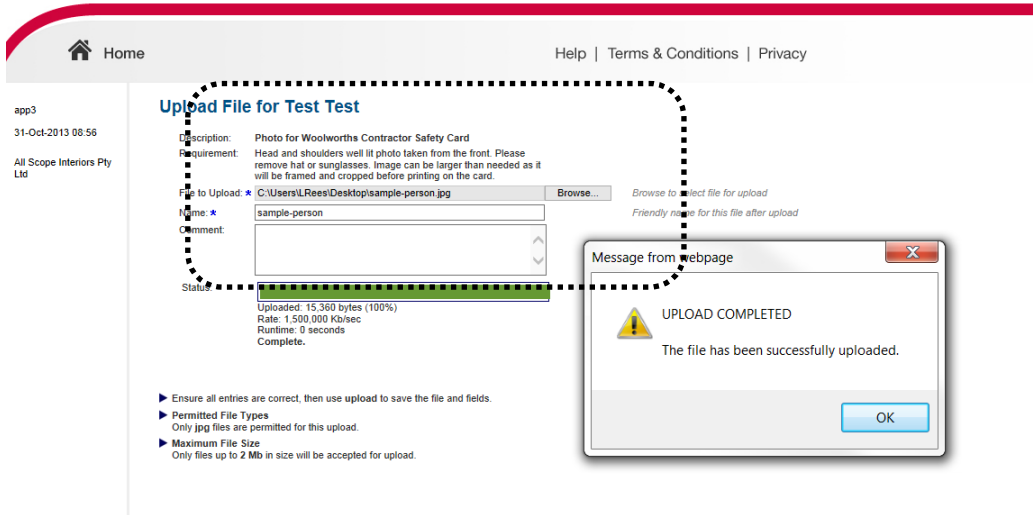
Note: Select **Show Non Mandatory** to register additional details

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

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**

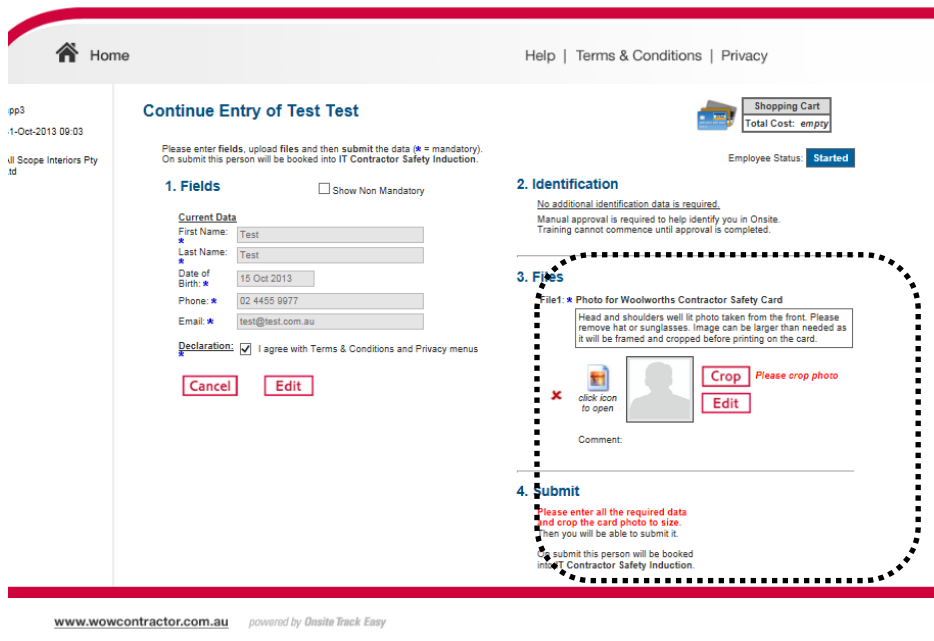
WOOLWORTHS LIMITED Contractor Safety Management System



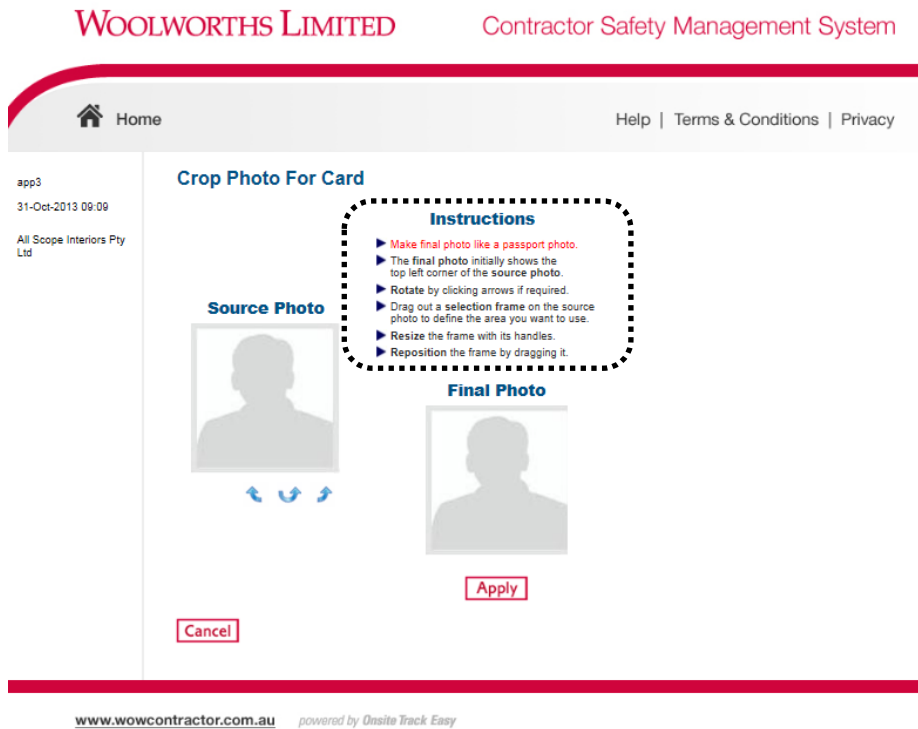
- d) **Crop** your jpg image using the **crop** function to resize the image to fit the **Contractor Safety Card** requirements, the image must only feature a head, the same format as a passport photo

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

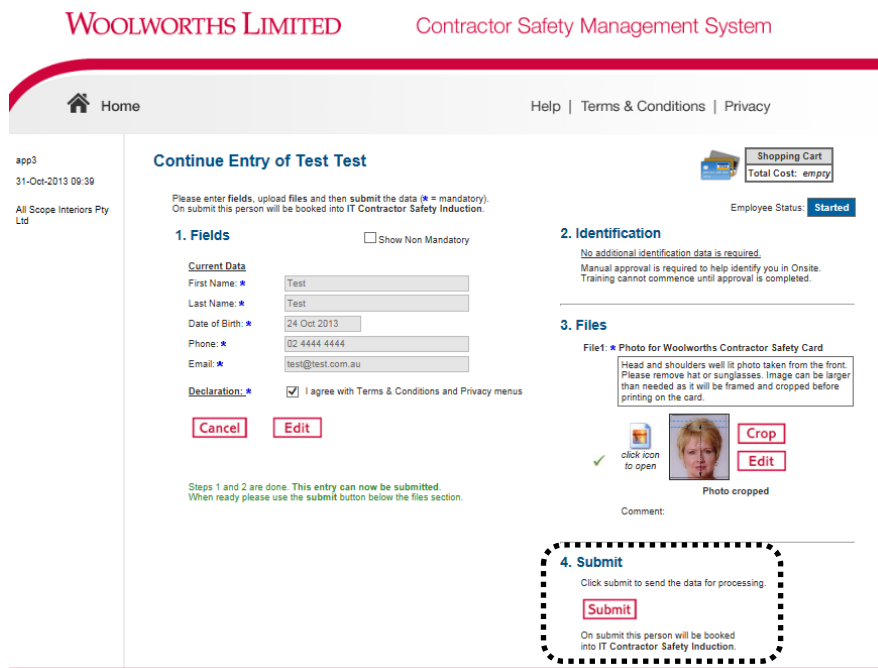
WOOLWORTHS LIMITED Contractor Safety Management System



- 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**



To finalise the registration process, click **Submit**



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

Home Help | Terms & Conditions | Privacy

server
015 12:26
stration

Review Shopping Cart

Company:	Self Registration Company	
User:	Rhiannon Manning	
Total:	\$16.50 inc GST	

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Rhiannon Manning	\$15.00	\$1.50	\$15.00	\$16.50	Booking for Rhiannon Manning into Woolworths Meat Company - Truck Driver Induction.	remove
Total:							\$16.50	including GST of \$1.50	

Back Proceed to Checkout

g) Enter credit card details and click **Continue**

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server
015 12:29
stration

Checkout Shopping Cart

Company:	Self Registration Company	
User:	Rhiannon Manning	
Total:	\$16.50 inc GST	

PURCHASE

Credit Card ▶ Please enter your credit card details and click **continue** to process the purchase

Card Number:

Card Type:

Card Expiry:

Card CVV:

Cardholder Name:

Back Continue

- 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**

WOOLWORTHS LIMITED Contractor Safety Management System

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app3
31-Oct-2013 09:33

Checkout Shopping Cart

Company: All Scope Interiors Pty Ltd
User: Test Test

Purchase Successful

- 1 person has been booked into training.

Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
037443	\$0.00	Free	Download

Continue

www.wowcontractor.com.au powered by Onsite Track Easy

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

The screenshot shows the Woolworths Contractor Portal interface. At the top, there is a navigation bar with 'Home - Tool Box', 'Courses', 'My Account', and 'Help Topics'. Below this is a sub-menu for 'Office Contractors' with options: 'Available', 'Pending Enrolment', 'Enrolled', 'Waiting to be Marked', and 'Completed'. The breadcrumb trail is 'Home > Office Contractors > Outline'. The main content area is titled 'Office Contractors' and contains a sidebar with links to 'Course Outline', 'Course Subjects', 'Message Board', 'Course Library', and 'Course Feedback'. The main text area has a 'Welcome' section, 'Your Responsibilities' section, and a 'Disclaimer' section. A 'Next Step' button is located at the bottom of the page.

- 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:

☐ **WOOLWORTHS LIMITED**

Belinda Gannon
bgannon@pegasus.net.au

Thank you for submitting your answers to the course:
Merchandisers & Demonstrators (13.09c)

These have been auto marked and your results are as follows:


Course	Date	Score	Exam Result
13.09c	28 Oct 2013	100%	 PASS

Proof of Completion

Please print this page as proof of your successful completion of the course "Merchandisers & Demonstrators". This may be used at a Woolworths Limited store for verification of your induction until the expiry date shown below.

Contractor Card

This is your Woolworths Contractor Card and will expire two (2) years from the completion date above.
Please print and keep a copy of this card as you will be required to present this when you attend a Woolworths Limited site.

 [Click here to print Contractor Card](#)

Help & Support

For further assistance with organising your card please contact Pegasus Safety:

Email: safetvcompliance@pegasus.net.au
Phone: 1300 291 561 (Mon-Fri 9am-5pm AEST)


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

WOOLWORTHS LIMITED **Contractor Safety Card**

General Safety



000 492 992



John Smith
EXP 06 NOV 15