

# Woolworths Limited

## Contractor Safety Management System

### Specialist Contractor Portal ***Energy Provider*** User Guidelines

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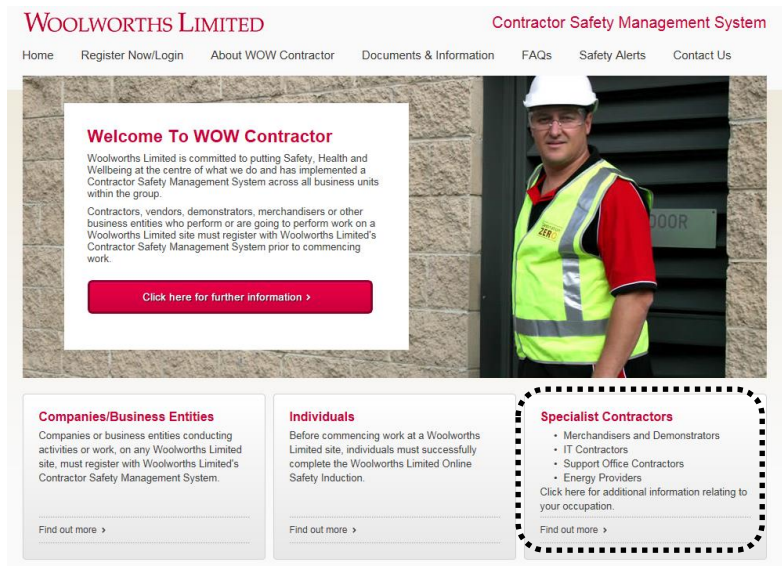
## 1) Overview

The Woolworths Contractor Safety Management System portal allows contractors to register and meet the safety compliance requirements of Woolworths Limited. This portal is where 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

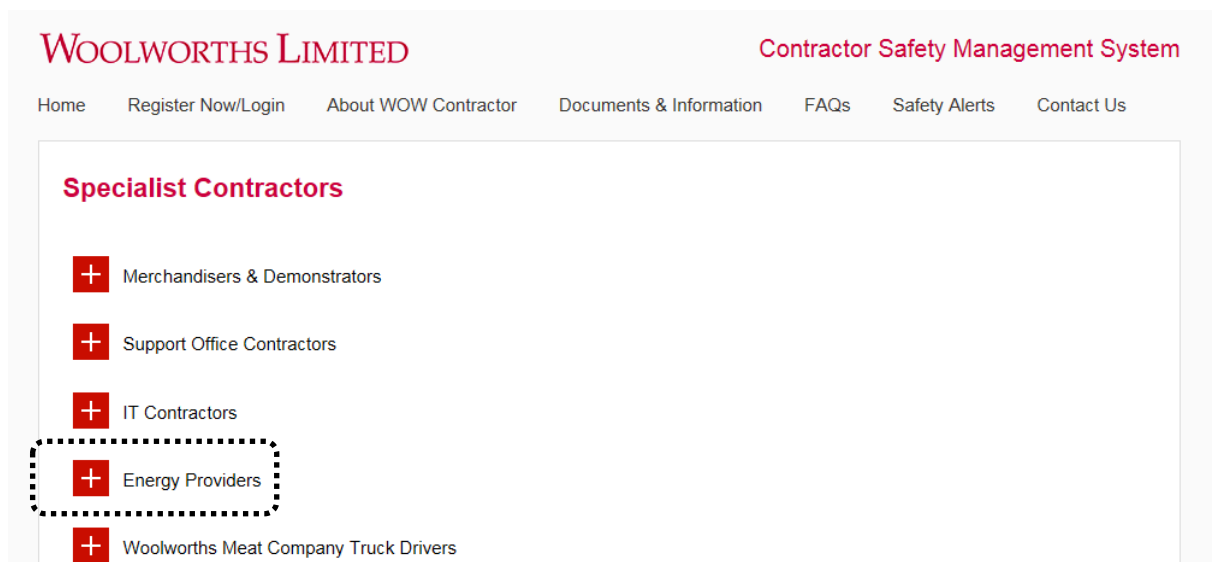
## 2) Register Energy Provider Specialist Contractors

a) First Setup – click **Specialist Contractor** to register:



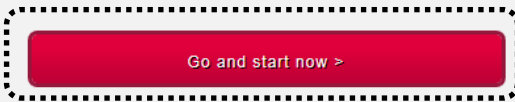
Before starting the induction, please ensure you read the relevant demonstration guide.

b) Click on the ‘+’ button next to **Energy Providers**



c) Click on **Go and start now**

**Energy Providers**



Energy Provider Contractors who attend Woolworths Limited sites must complete an Energy Provider Induction before attending site. You will be asked to show proof of your Safety Induction Card before entering site.

**User Guide:**

- [Energy Provider Contractor Portal User Guide V1.0 August 2014](#)
- [WOW Inductions Troubleshooting Guide](#)

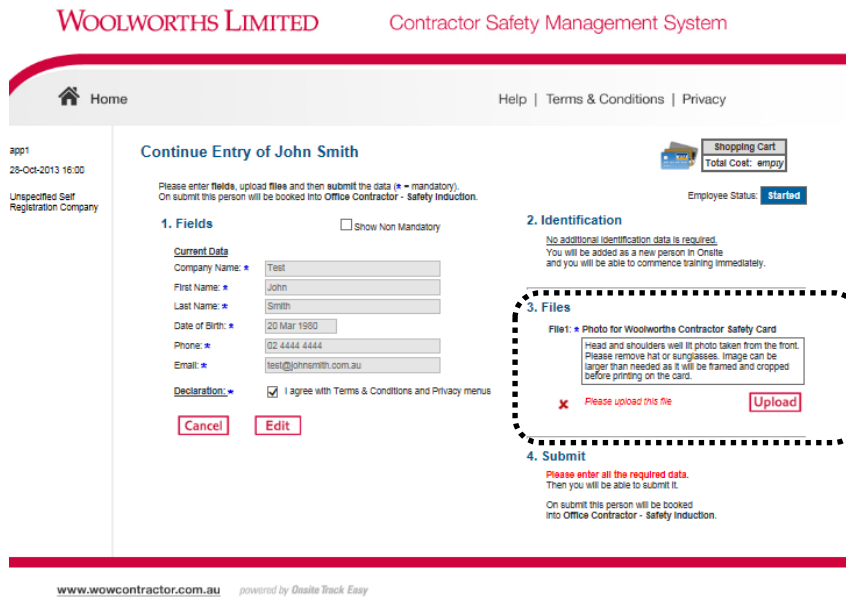
d) Complete the Add Trainee registration process and select **Save**:

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

The screenshot shows the 'Add Trainee' form with the following details:

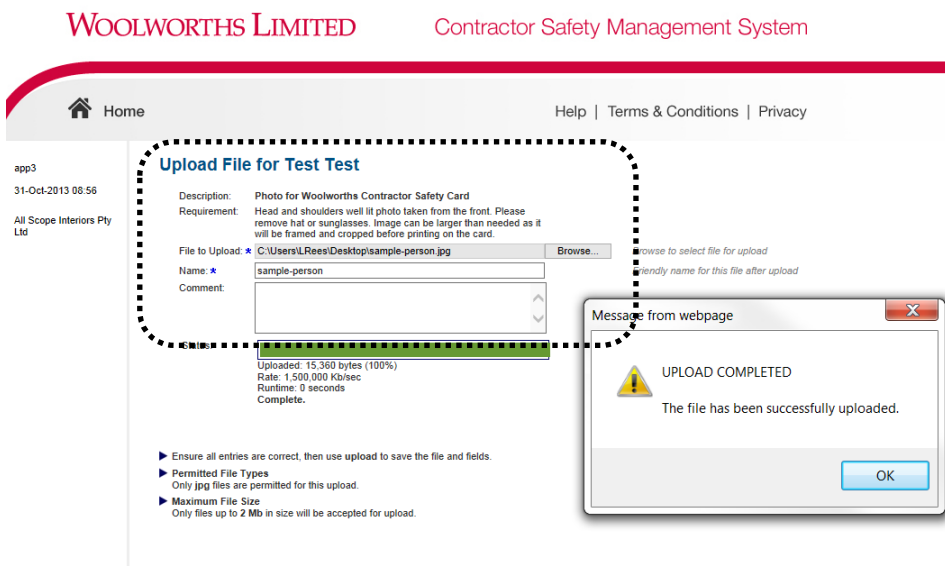
- Page Header:** WOOLWORTHS LIMITED Contractor Safety Management System
- Navigation:** Home | Help | Terms & Conditions | Privacy
- Form Title:** Add Trainee
- Instructions:** Please enter fields, upload files and then submit the data (\* = mandatory). On submit the person will be booked into Office Contractor - safety induction.
- 1. Fields:**
  - Show Non Mandatory
  - Current Data:**
    - Company Name:
    - First Name:
    - Last Name:
    - Date of Birth:  (dd mm yy) or icon
    - Phone:
    - Email:
  - Declaration:**  I agree with Terms & Conditions and Privacy menus
- 2. Identification:** Please enter the required fields. Then you can proceed if required.
- 3. Files:** Please enter the required fields and complete identification steps. Then you can upload the files.
- 4. Submit:** Please enter all the required data. Then you will be able to submit it. On submit this person will be booked into Office Contractor - safety induction.
- Buttons:** Cancel, Save
- Footer:** www.wowcontractor.com.au powered by Onsite Track Easy

e) Upload a photo for the registration process by selecting **Files - Upload**:



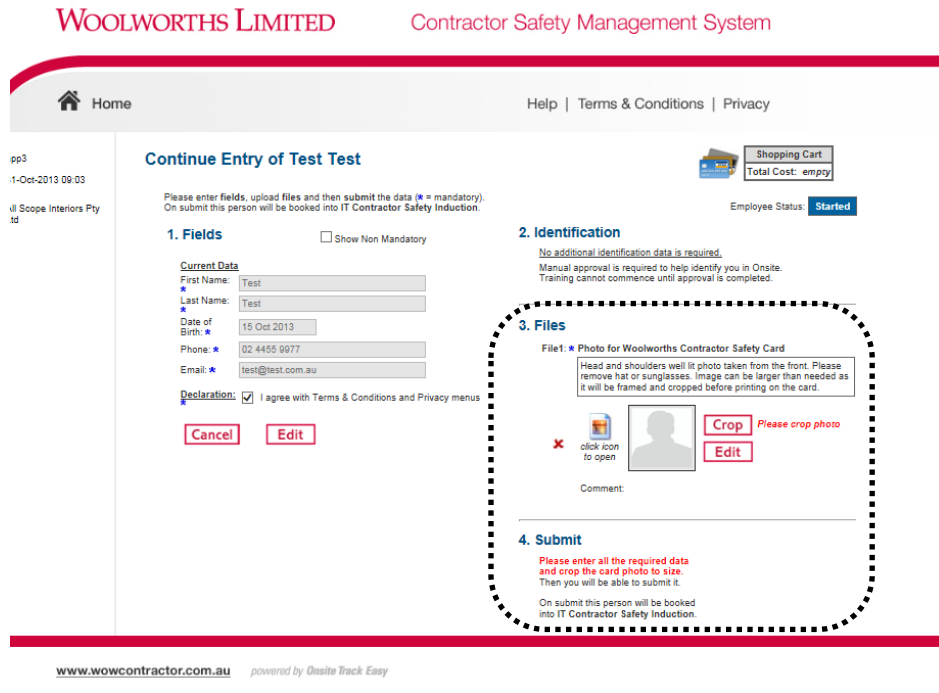
**Note:** Digital head shot photo is to be provided in JPG format, similar to a passport photo.

f) **Upload** your JPG image using the **browse** function to locate the image, click **open**, and then click **upload**. Include your **name** and any relevant **comments**

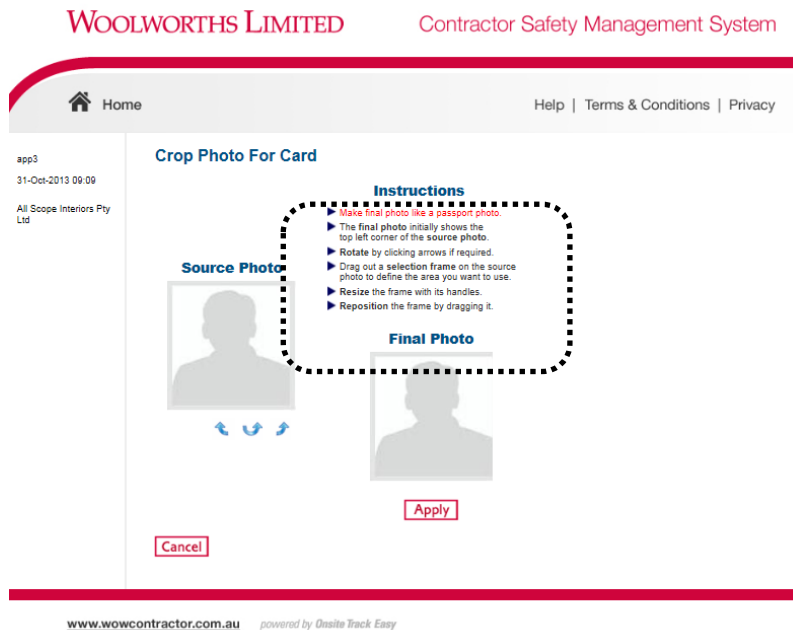


- g) Use the **crop** function to resize the photo to fit the Contractor Safety Card requirements. The photo must only feature a head, the same format as a passport photo.

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



- h) 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**

WOOLWORTHS LIMITED Contractor Safety Management System

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app3  
31-Oct-2013 09:39  
All Scope Interiors Pty Ltd

**Continue Entry of Test Test**

Please enter fields, upload files and then submit the data (\* = mandatory).  
On submit this person will be booked into IT Contractor Safety Induction.

**1. Fields**  Show Non Mandatory

**Current Data**

First Name: \*   
 Last Name: \*   
 Date of Birth: \*   
 Phone: \*   
 Email: \*

**Declaration:**  I agree with Terms & Conditions and Privacy menus

Steps 1 and 2 are done. This entry can now be submitted.  
When ready please use the submit button below the files section.

**2. Identification**  
No additional identification data is required.  
Manual approval is required to help identify you in Onsite.  
Training cannot commence until approval is completed.

**3. Files**  
File: \* Photo for Woolworths Contractor Safety Card  
Head and shoulders well lit photo taken from the front.  
Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.




Photo cropped

Comment:

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

i) Your registration is now finalised and you have been sent an email with approval to complete the Safety Induction, along with your tax invoice. Click **download** for a copy of your receipt. Select **continue** to access the online Safety Induction

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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	<input type="button" value="Download"/>

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



### 3) Online Safety Induction

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


The screenshot displays the user interface of the Woolworths Contractor Portal. At the top, the Woolworths Limited logo is on the left, and the user's name 'Welcome : Felicity Test (edit)' is on the right, along with a 'Logout' button and 'Mode: Wide' indicator. Below the logo is a navigation bar with 'Home - Tool Box', 'Courses', and 'My Account' tabs, and a 'Help Topics' link. A secondary navigation bar shows course status: 'Available', 'Pending Enrolment', 'Enrolled', 'Waiting to be Marked', and 'Completed'. The breadcrumb trail reads 'Home > Energy Provider Contractors > Outline'. The main content area is titled 'Energy Provider Contractors' and features a sidebar with links to 'Course Outline', 'Course Subjects', 'Message Board', 'Course Library', and 'Course Feedback'. The main text includes a 'Welcome' message, '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, 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 allowed 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

**Exam Completed**




### Exam Results

Felicity Test  
(fstevenson@pegasus.net.au)

Thank you for submitting your answers to the course:  
**Energy Provider Contractors (13.12)**

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


Course	Date	Score	Exam Result
Energy Provider Contractors 13.12	19 Aug 2014	100%	 <b>PASS</b>

**Proof of Completion**

Please print this page as proof of your successful completion of the course "Energy Provider Contractors". 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: [safetycompliance@pegasus.net.au](mailto:safetycompliance@pegasus.net.au)  
Phone: 1300 291 561 (Mon-Fri 9am-5pm AEST)

 [Return To Home](#)

 [Logout](#)

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 [View Enrolled Courses](#)

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

