

# Woolworths Limited

## Contractor Safety Management System

### Specialist Contractor Portal **Support Office** User Guidelines

## Contents

1) Overview.....	3
2) Register Support Office Specialist Contractors .....	4
3) Online Safety Induction.....	9

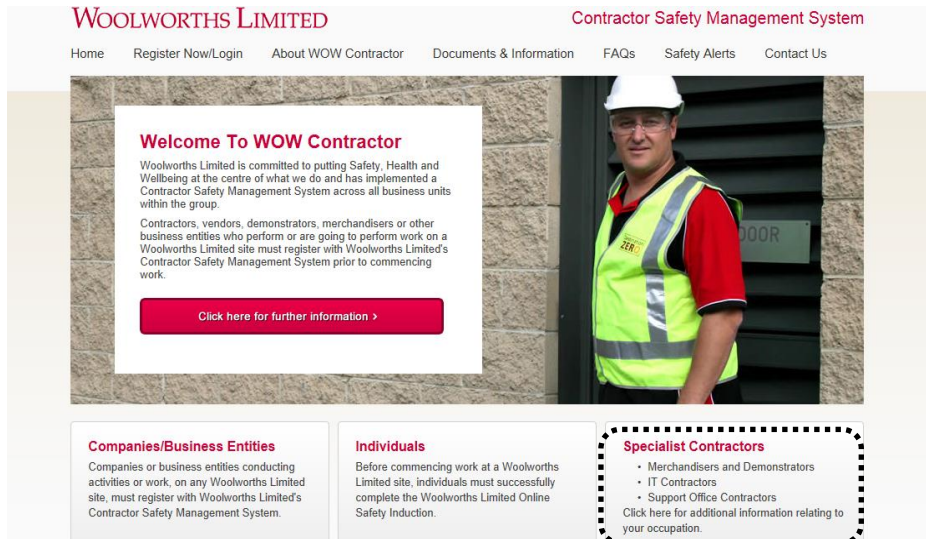
## 1) Overview

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:

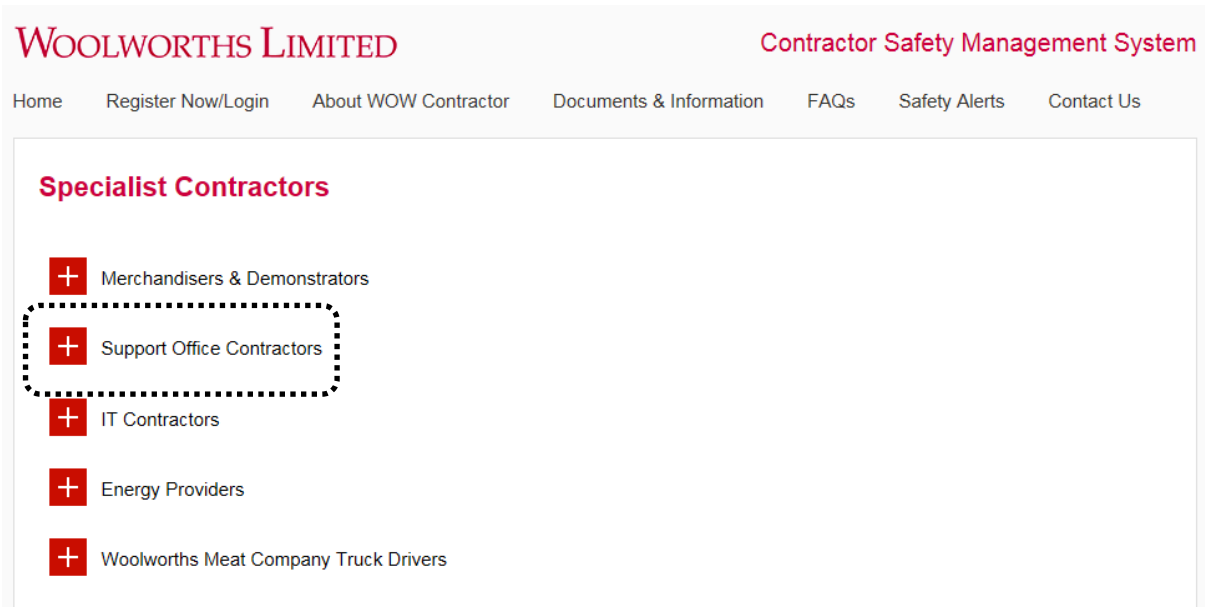
- Complete individual contractor registration
- Book and complete an online Safety Contractor Induction
- Print a copy or download to a smartphone the Woolworths Contactor Safety Card

## 2) Register Support Office Specialist Contractors


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



b) Click on the ‘+’ button next to **Support Office Contractor**



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

 Support Office Contractors

[Go and start now >](#)

Contractors who attend Corporate Support Offices and work onsite unaccompanied by a Woolworths employee must complete the Office Contractor Induction before attending site.

When arriving at any Support Offices, you will be asked to show your paper Safety Induction Card as proof prior to entering site.

**User Guide:**

- [Support Office Specialist Contractor Portal User Guide V1.0 November 2013](#)
- [WOW Inductions Troubleshooting Guide](#)

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

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

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Home Help | Terms & Conditions | Privacy

app1  
26-Oct-2013 15:56  
Unspecified Self Registration Company

Shopping Cart  
Total Cost: empty

Employee Status: started

### Add Trainee

Please enter fields, upload files and then submit the data (\* = mandatory).  
On submit this person will be booked into Office Contractor - safety induction.

Show Non Mandatory

**1. Fields**

**Current Data**

Company Name: \*

First Name: \*

Last Name: \*

Date of Birth: \*  dd mmm yy or icon

Phone: \*

Email: \*

Declaration:  I agree with Terms & Conditions and Privacy menus

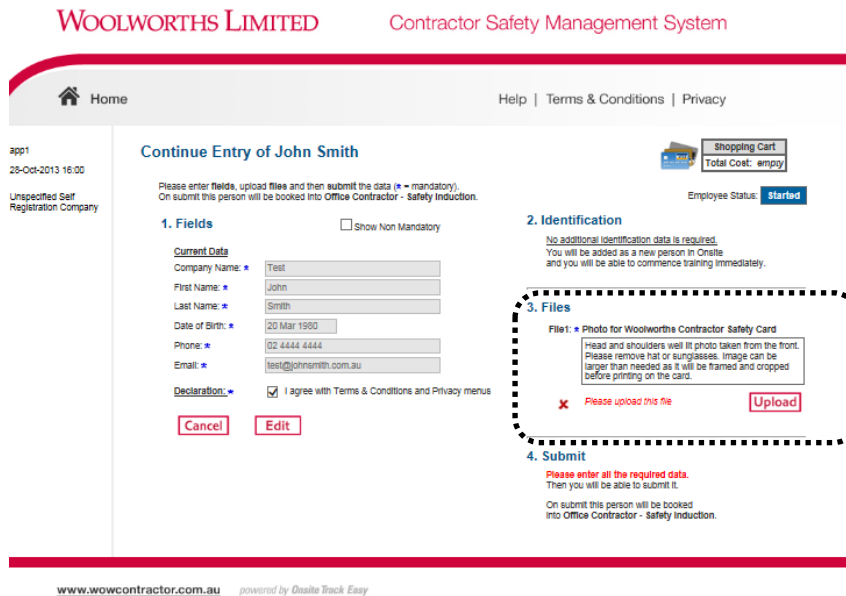
**2. Identification**  
Please enter the required fields.  
Then you can proceed if required.

**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.

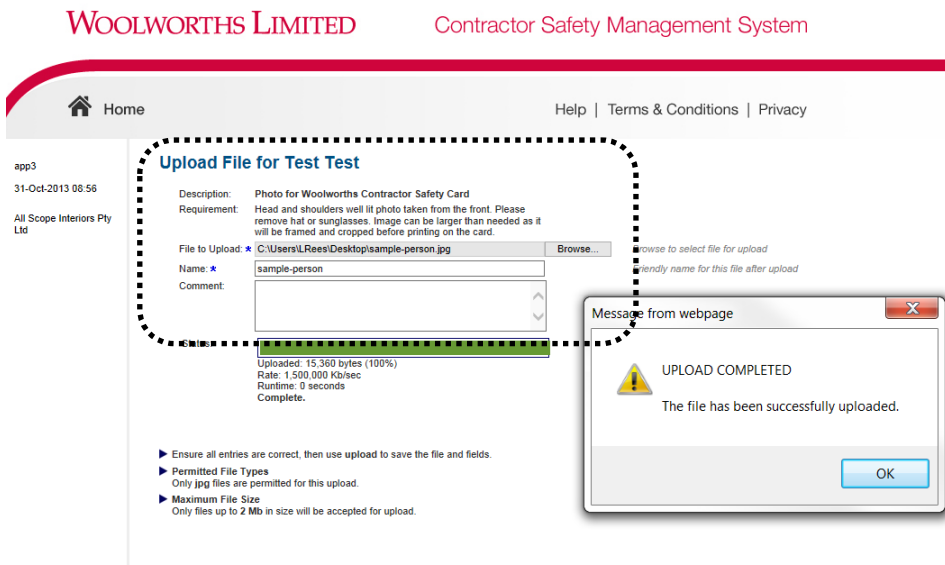
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e) Upload a photo for the registration process by selecting **Files - Upload**:



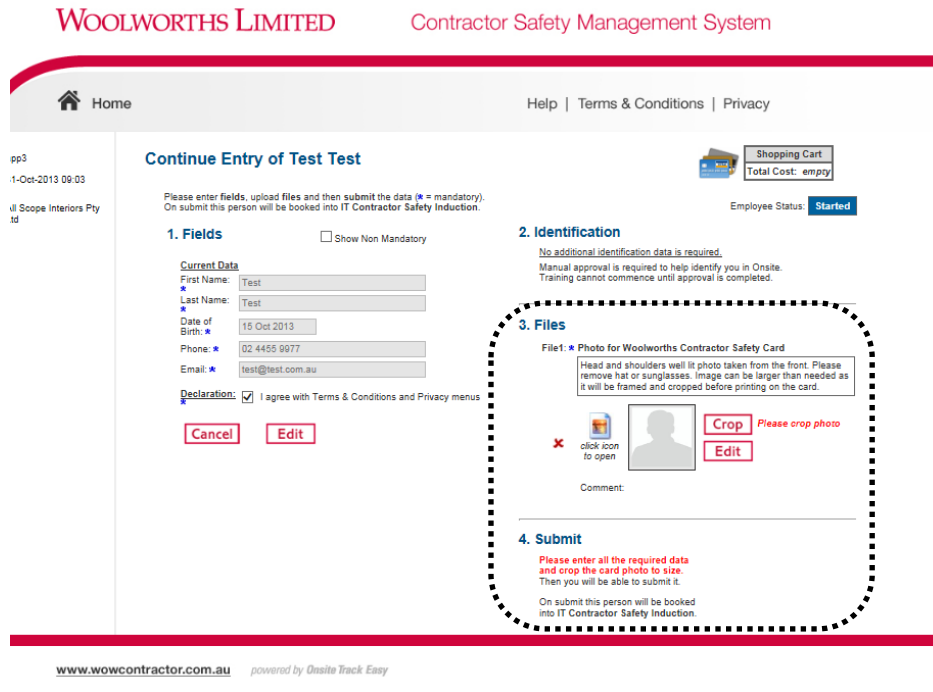
**Note:** Digital head shot photos should be provided in JPG format, similar to a passport photo.

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

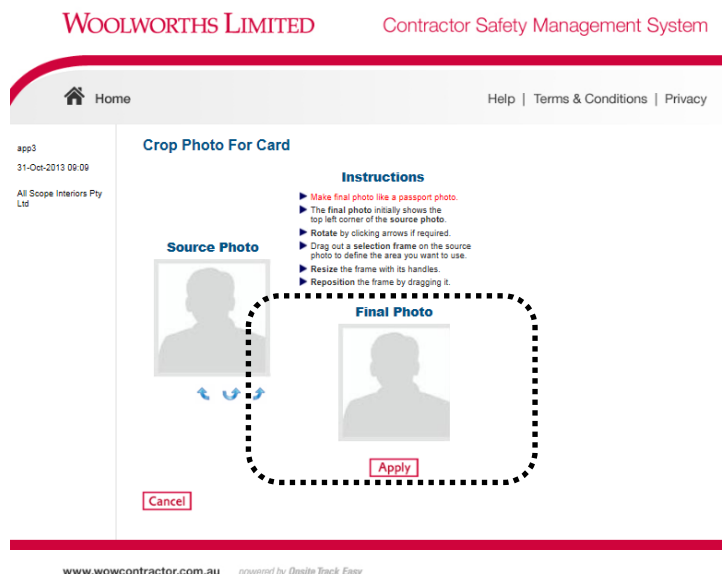


- g) Use the **crop** function to resize the photo to fit the Contractor Safety Card requirements. The photo must only feature a head, the same format as a passport photo.

**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**

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Home | Help | Terms & Conditions | Privacy

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

Shopping Cart  
Total Cost: empty

Employee Status: **Started**

### 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

[Cancel](#) [Edit](#)

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.

[Submit](#)

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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Home | Help | Terms & Conditions | Privacy

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	<a href="#">Download</a>

[Continue](#)

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### 3) Online Safety Induction

- a) You can now complete the online Support Office 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 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 with 'Available', 'Pending Enrolment', 'Enrolled', 'Waiting to be Marked', and 'Completed'. The breadcrumb trail reads 'Home > Office Contractors > Outline'. The main heading is 'Office Contractors'. On the left, there is a sidebar menu with 'Course Outline', 'Course Subjects', 'Message Board', 'Course Library', and 'Course Feedback'. The main content area is titled 'Welcome' and contains the following text:

Welcome to the Woolworths online vendor induction and assessment. This Induction comprises of a number of multiple choice assessment questions and should take approximately 10-15 minutes to complete.

**Your Responsibilities**  
Every Woolworths vendor and sub-contractor is required to comply with the Woolworths policies, procedures and programs regarding Safety, Health 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.

At the bottom of the page, there is a 'Next Step' button.

- 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**

Belinda Gannon  
([bgannon@pegasus.net.au](mailto: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
Merchandisers & Demonstrators 13.09c	28 Oct 2013	100%	 <b>PASS</b>

**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: [safetycompliance@pegasus.net.au](mailto:safetycompliance@pegasus.net.au)  
Phone: 1300 291 561 (Mon-Fri 9am-5pm AEST)

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

**Contractor Card**

Please print this card and carry it with you when working on a Woolworths site.

