



# Woolworths Limited

## Contractor Safety Management System

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



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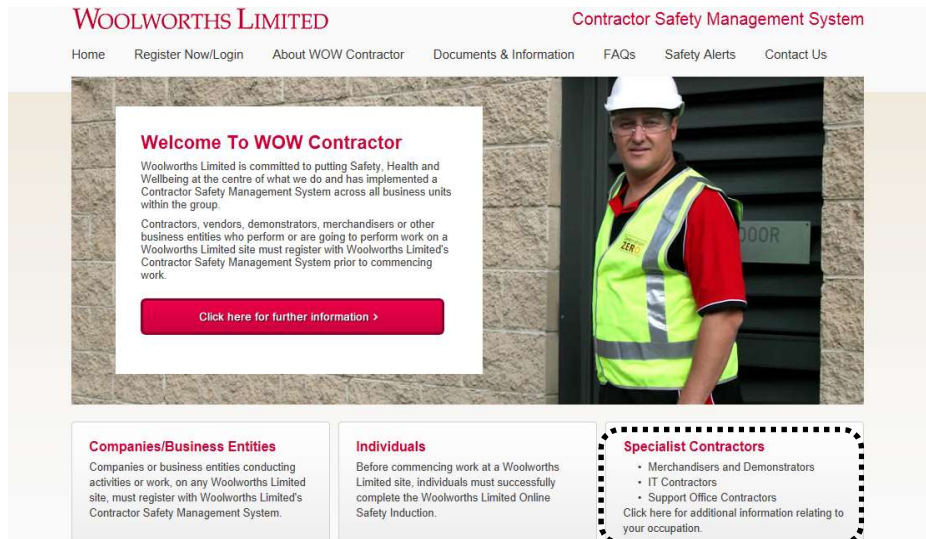
## 1) Overview

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:

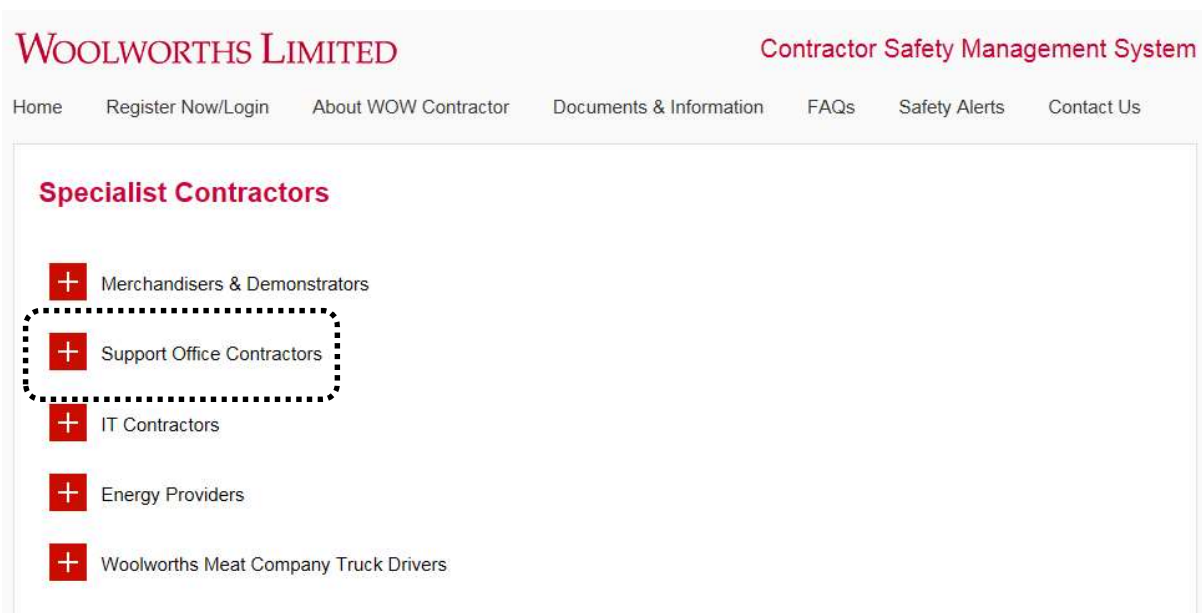
- Complete individual contractor registration
- Book and complete an online Safety Contractor Induction
- Print a copy or download to a smartphone the Woolworths Contactor Safety Card

## 2) Register Support Office Specialist Contractors

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



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



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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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 mmth 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**:

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app1  
28-Oct-2013 16:00  
Unspecified Self Registration Company

**Continue Entry of John Smith**

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

Shopping Cart  
Total Cost: empty

Employee Status: **Started**

**1. Fields**  Show Non Mandatory

**Current Data**

Company Name: \* Test  
First Name: \* John  
Last Name: \* Smith  
Date of Birth: \* 20 Mar 1980  
Phone: \* 02 4444 4444  
Email: \* test@johnsmith.com.au  
Declaration: \*  I agree with Terms & Conditions and Privacy menus

Cancel Edit

**2. Identification**  
No additional identification data is required.  
You will be added as a new person in OnSite and you will be able to commence training immediately.

**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.

Please upload this file Upload

**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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**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**

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app3  
31-Oct-2013 08:56  
All Scope Interiors Pty Ltd

**Upload File for Test Test**

Description: Photo for Woolworths Contractor Safety Card  
Requirement: 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.

File to Upload: \* C:\Users\LRRees\Desktop\sample-person.jpg Browse...

Name: \* sample-person  
Comment:

Upload

Upload: 15,360 bytes (100%)  
Rate: 1,500,000 Kb/sec  
Runtime: 0 seconds  
Complete.

Message from webpage

UPLOAD COMPLETED  
The file has been successfully uploaded.

OK

Ensure all entries are correct, then use upload to save the file and fields.  
Permitted File Types  
Only jpg files are permitted for this upload.  
Maximum File Size  
Only files up to 2 Mb in size will be accepted for upload.

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- 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.

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pp3  
1-Oct-2013 09:03  
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.

Shopping Cart  
Total Cost: empty

Employee Status: **Started**

**1. Fields**  Show Non Mandatory

**Current Data**

First Name: \* Test  
Last Name: \* Test  
Date of Birth: \* 15 Oct 2013  
Phone: \* 02 4455 9977  
Email: \* test@nest.com.au

Declaration:  I agree with Terms & Conditions and Privacy menus

Cancel Edit

**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**

File1: \* 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.

click icon to open

Crop Please crop photo  
Edit

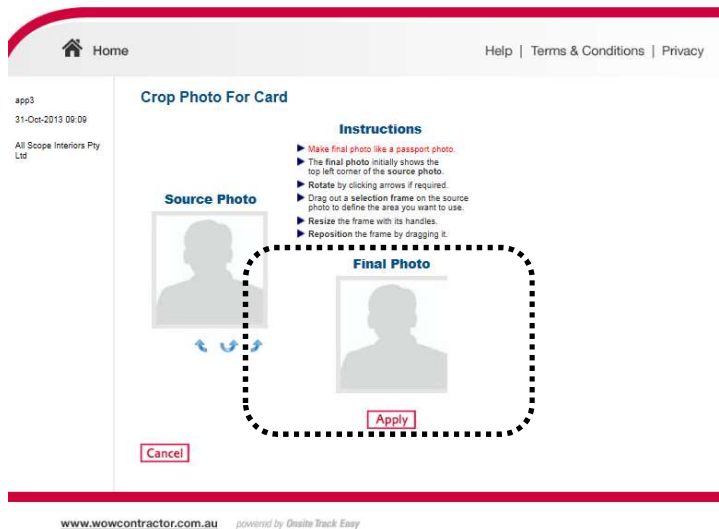
Comment:

**4. Submit**

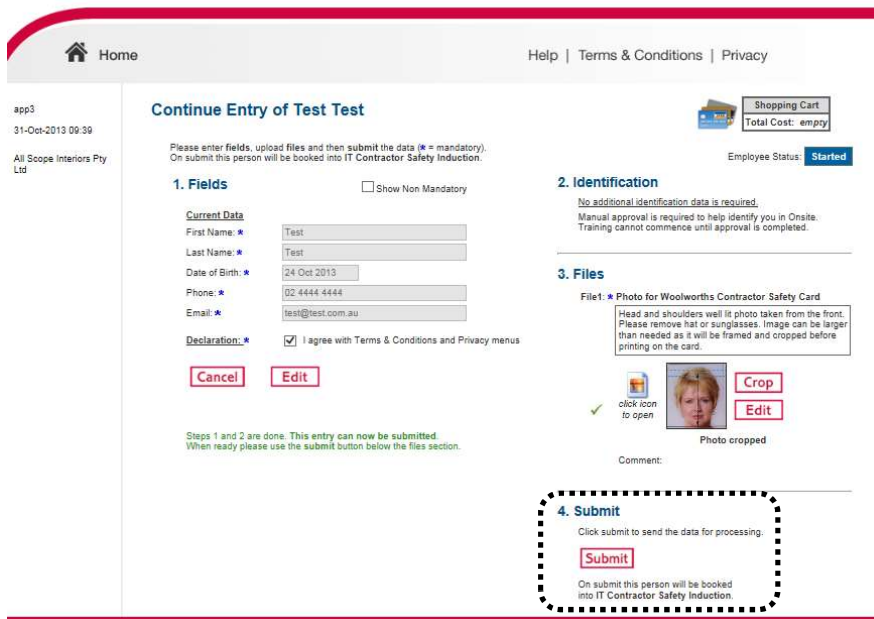
Please enter all the required data and crop the card photo to size. Then you will be able to submit it.  
On submit this person will be booked into IT Contractor Safety Induction.

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- 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**



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



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](#)

### 3) Online Safety Induction

- a) You will be sent an email. You can now complete the online Support Office Induction from the link sent in that email. The induction will take approximately 10-15 minutes to complete and consists of a number of multiple choice questions. Click Launch to get started



Dear \_\_\_\_\_

You have been enrolled in the following online training course -

**Support Office Contractor**

To complete the course please use the following link: [Launch](#)

If you require any assistance please email [support@onsitetrackeasy.com.au](mailto:support@onsitetrackeasy.com.au)

Automatically generated message. The sending address is not monitored

b) Upon completion, please click on the link to print your Contractor Card

### Online Course

Thank you for undertaking the course:

#### Office Contractor

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

Course	Date	Score	Exam Result
Office Contractor	08 Jan 2019	100%	 PASS

### Contractor Card



- [Click here to print contractor card](#)

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

