

WOOLWORTHS GROUP



# **Woolworths Limited** Contractor Safety Management System

## Specialist Contractor Portal ***Merchandisers & Demonstrators*** User Guidelines

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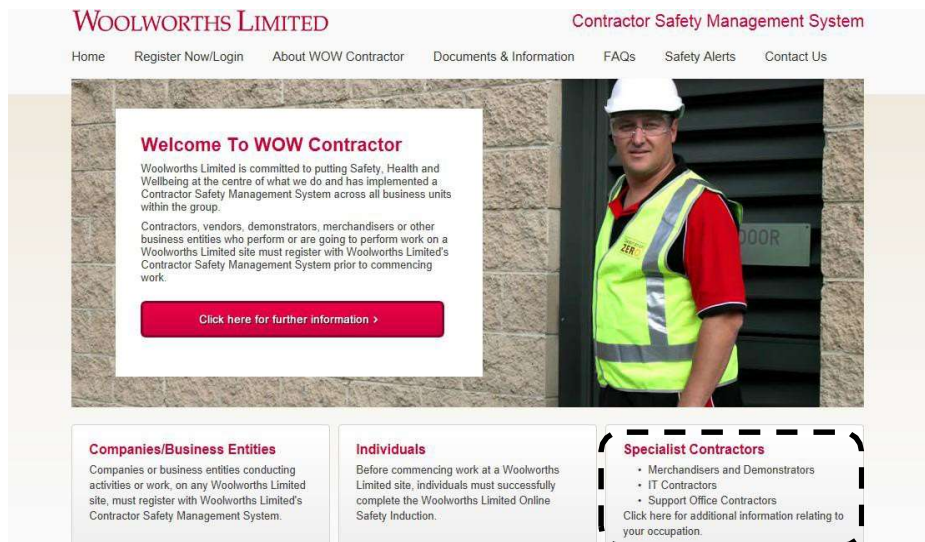
## 1) Overview

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:

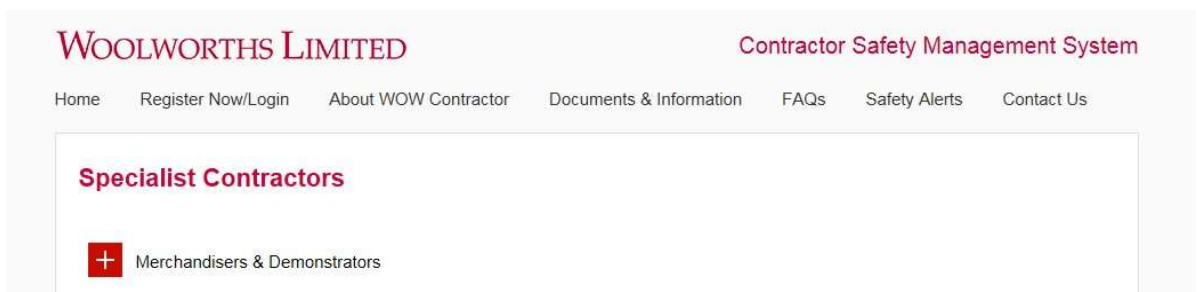
- Complete individual contractor registration
- Book and complete an online Safety Contractor Induction
- Print a copy or download to a Smartphone the Woolworths Contractor Safety Card

## 2) Register Merchandisers & Demonstrators Specialist Contractors

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



b) Click on the ‘+’ button next to **Merchandisers & Demonstrators**



- c) Click on the **Go and start now** button:  
**Specialist Contractors**

Merchandisers & Demonstrators



**Go and start now >**

In-Store Merchandisers and Demonstrators must ensure their workers complete the Woolworths Limited Contractor Safety Induction before attending site.

The brands listed below have additional requirements. Please click the logo to download the guide and read the additional information. Once you have read the guide you will need to come back to this page and complete your induction.

When arriving to site, please present your paper Safety Induction Card as proof of induction.

**Demonstration Guides:**

- 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 Date

Company Name: \* Test

First Name: \* John

Last Name: \* Smith

Date of Birth: \* 20 Mar 1980 (dd mm yy) or icon

Phone: \* 02 4444 4444

Email: \* test@johnsmith.com.au

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.

**Cancel Save**

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

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app1  
23-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

**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**

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.

**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.

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

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**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**

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Contractor Safety Management System

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

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### 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:  Browse...

Name:

Comment:

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

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.

Message from webpage

UPLOAD COMPLETED  
The file has been successfully uploaded.

OK

- g) Use the **crop** function to resize the image 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 a suitable quality, you will be prompted to provide another one.

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Contractor Safety Management System

app3  
1-Oct-2013 09:03  
All Scope Interiors Pty Ltd

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### 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:   
Last Name:   
Date of Birth:   
Phone:   
Email:

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:   
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 crop photo  
  
 Please crop photo

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.

Submit

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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**


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

### Crop Photo For Card


**Source Photo**



**Instructions**

- ▶ Make final photo like a passport photo.
- ▶ The final photo initially shows the top left corner of the source photo.
- ▶ Rotate by clicking arrows if required.
- ▶ Drag out a selection frame on the source photo to define the area you want to use.
- ▶ Resize the frame with its handles.
- ▶ Reposition the frame by dragging it.

**Final Photo**



**Apply**

**Cancel**

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- i) To finalise the registration process, click **Submit**

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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.

Shopping Cart  
Total Cost: empty

Employee Status: **Started**

- 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**

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** **Edit**

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.

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- j) 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	<b>Download</b>

**Continue**

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### 3) Online Safety Induction

- a) You will be sent an email. You can now complete the online Merchandisers & Demonstrators 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 -

#### **Merchandisers and Demonstrators**

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:

**Merchandisers and Demonstrators Induction**

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

Course	Date	Score	Exam Result
Merchandisers and Demonstrators Induction	08 Jan 2019	100%	 PASS

## Contractor Card



- Click here to print contractor card

WOOLWORTHS GROUP

TEMPORARY CARD

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

