



## How to Register my Company and Complete the Individual Induction

**Registration**

Please fill out the registration below

First name:	<input type="text"/>	Last name:	<input type="text"/>
Your Company:	<input type="text"/>	Your Email: <small>(This will become your username)</small>	<input type="text"/>
Your Email again:	<input type="text"/>	Mobile:	<input type="text"/>
Choice of password:	<input type="text"/>	Password again:	<input type="text"/>

**REGISTER**

### Company Registration

- Complete all of the details above to create your account.
- Only 1 registration should be completed per company.
- The person who completes this registration should be the main contact person or administrator for the company.
- If you are a sole trader/ owner operator you will need to complete both the registration and induction sections.
- Use full personal and company names to avoid confusion and double ups (no nick names).

### Company Dashboard

Once you have registered the next screen will be your dashboard.

- You will be asked to provide the company documentation which is required to commence work and/or pickup within the Macka's Sand & Soil Supplies pits.
- From your dashboard you can also:

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- Register new users
- View all staff for your company and their induction status

Welcome admin to your dashboard area as a contractor representative.  
Here you can provide your companies documentation and register new users

Search Name:   
[Register a user](#)  
(You can send this link to your staff for self registration)
  
[View all staff for my company](#)

Please supply the required documentation and licenses below  
All these documents can be scanned and uploaded to the Induction portal using the browse, and attachment buttons below.  
 Your documentation will then be received and receipted by our representative, and assessed for compliance and validity for Health and Safety document control.  
 All documentation will be considered confidential and will only required to be accessed in case an incident occurs, or for auditing purposes

Contract Manager or City of South Perth contact name	<input type="text"/>		
Documentation relevant to above questionnaire	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Safe Work Method Statement	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Public Liability	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Workers Comp	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Please upload the following if you have not previously supplied

Provide Lost Time Injury (LTI) details for the last five years	<input type="text"/>
In the last 5 years have you had an environmental incident that is notifiable to a regulator authority	<input type="button" value="Please Select"/>
In the last 5 years have you been convicted of an environmental break or been issued with a breach notice by an environmental regulator	<input type="button" value="Please Select"/>
Do you have an environmental management policy	<input type="button" value="Please Select"/>
In the last 5 years have you had a safety incident that is notifiable to a regulatory authority	<input type="button" value="Please Select"/>
Company ACN	<input type="text"/>
Contact email	<input type="text"/>
Postal Address	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Mobile	<input type="text"/>

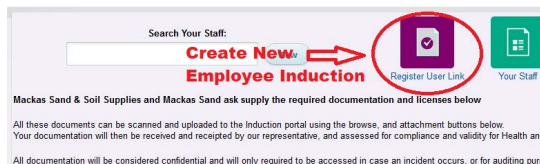
Questionnaire

In the last 5 years have you had a workplace fatality	<input type="button" value="Please Select"/>
Do you have an OHS Policy	<input type="button" value="Please Select"/>
Do you have a documented OHS management system	<input type="button" value="Please Select"/>
In the last 5 years have you been convicted of an OHS breach or been issued with a breach notice by an OHS regulator	<input type="button" value="Please Select"/>

Licenses

Public Liability	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Workers Comp	Expiry <input type="text"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

- Provide all of the details and click on the “submit and continue” button to finish the upload and complete the company registration. A message will pop up at the top of the screen ‘Thank you, details submitted’

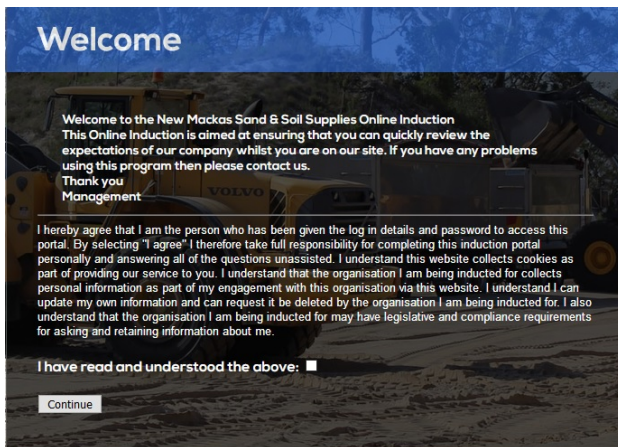


- If you are required to complete the individual induction, you can access it through the link “Register User Link” or through the Macka’s webpage under the link “log in to complete your induction”.
- You can view all induction records by clicking on the “View all Staff for my Company”

# How to complete the Individual Induction

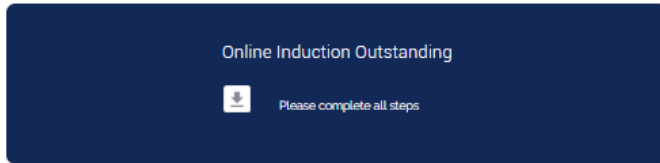
A screenshot of a registration form titled "Registration". The form is set against a background of green foliage. It contains several input fields: "First name:", "Last name:", "Your Company:", "Your Email: (This will become your username)", "Your Email again:", "Mobile:", "Choice of password:", and "Password again:". An orange "REGISTER" button is located at the bottom left of the form.

- The main induction registration page looks similar to the company registration page.
- You will need to complete all to progress forward.
- Your employees will type in your company name in the box for Your Company
- If employees do not have an email address, they can create a 'fake' email address to use as their user name. For example John works for ABC Landscaping, he can type John@ABC Landscaping.com
- Once an employee has registered they will see this page:

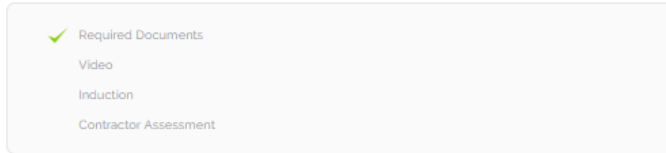
A screenshot of a "Welcome" page. The page has a blue header with the word "Welcome" in white. Below the header, there is a dark grey box containing white text. The text reads: "Welcome to the New Mackas Sand & Soil Supplies Online Induction. This Online Induction is aimed at ensuring that you can quickly review the expectations of our company whilst you are on our site. If you have any problems using this program then please contact us. Thank you Management". Below this, there is a paragraph of smaller text: "I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting 'I agree' I therefore take full responsibility for completing this induction portal personally and answering all of the questions unassisted. I understand this website collects cookies as part of providing our service to you. I understand that the organisation I am being inducted for collects personal information as part of my engagement with this organisation via this website. I understand I can update my own information and can request it be deleted by the organisation I am being inducted for. I also understand that the organisation I am being inducted for may have legislative and compliance requirements for asking and retaining information about me." At the bottom of the text area, there is a line that says "I have read and understood the above:" followed by a small square checkbox. Below the checkbox is a white "Continue" button.

They need to check the box to confirm that they are the person undertaking the induction and click the "continue" button.

The next screen shows all the induction steps 1-4 which require completion. As they progress through the steps, there will be a green tick against all the elements in the panel at the right hand side of the page:



## Your Progress




Each tick means that they have completed the section and can move on to the next.

## Induction Steps 1-4

### Required Documents

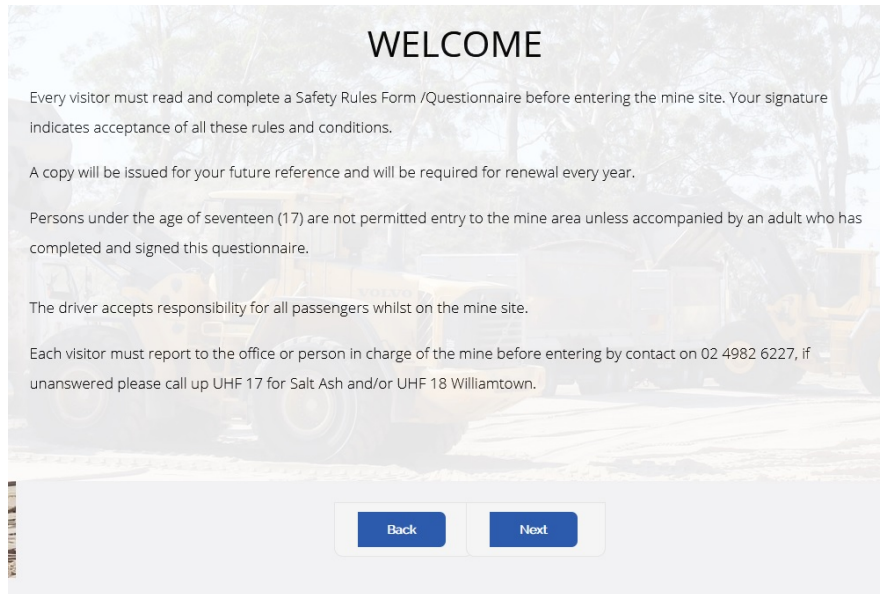
This consists of general contact information and training certificates/licenses

* Next of kin name:	<input type="text"/>
Next of kin phone:	<input type="text"/>
* Drivers License Number:	<input type="text"/>
* Drivers License Class:	<input type="text"/>
* Drivers License Expiry:	<input type="text" value="dd/mm/yyyy"/> 
<input type="button" value="Save Progress"/>	
<input type="button" value="Submit and Continue"/>	



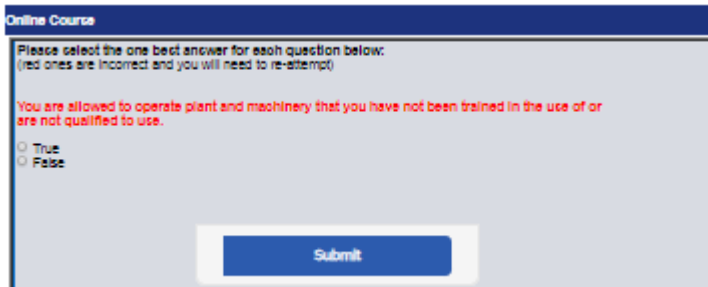
### Induction

- This is a guide to all the health and safety information and requirements for working at the Macka's Sand & Soil Sites.
- Use the left/right arrows to navigate through the induction until you reach the “Click here to continue” message
- An assessment will follow so ensure that you read all the information thoroughly



### Assessment

- At the end of the presentation you will be given a short questionnaire to complete. When you have selected an answer for each of the questions, click on the continue button at the end of the page.
- If you answer a question incorrectly, you will have another chance to correct it:



Online Course

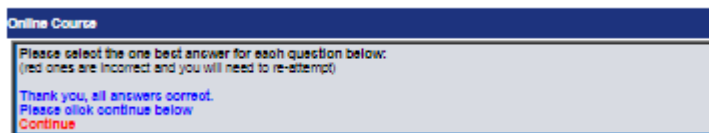
Please select the one best answer for each question below:  
(red ones are incorrect and you will need to re-attempt)

You are allowed to operate plant and machinery that you have not been trained in the use of or are not qualified to use.

True  
 False

Submit

Once your answers are all correct, click the red continue button:



Online Course

Please select the one best answer for each question below:  
(red ones are incorrect and you will need to re-attempt)

Thank you, all answers correct.  
Please click continue below  
Continue

Acknowledge your induction on this page:

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

\*By clicking you agree to the above

You have now completed your induction. Please print the induction card and carry it with you at all times when you are working on a Macka's Sand & Soil Supplies site. If you lose your card you can log back in with your username (email) and password to print another copy.