



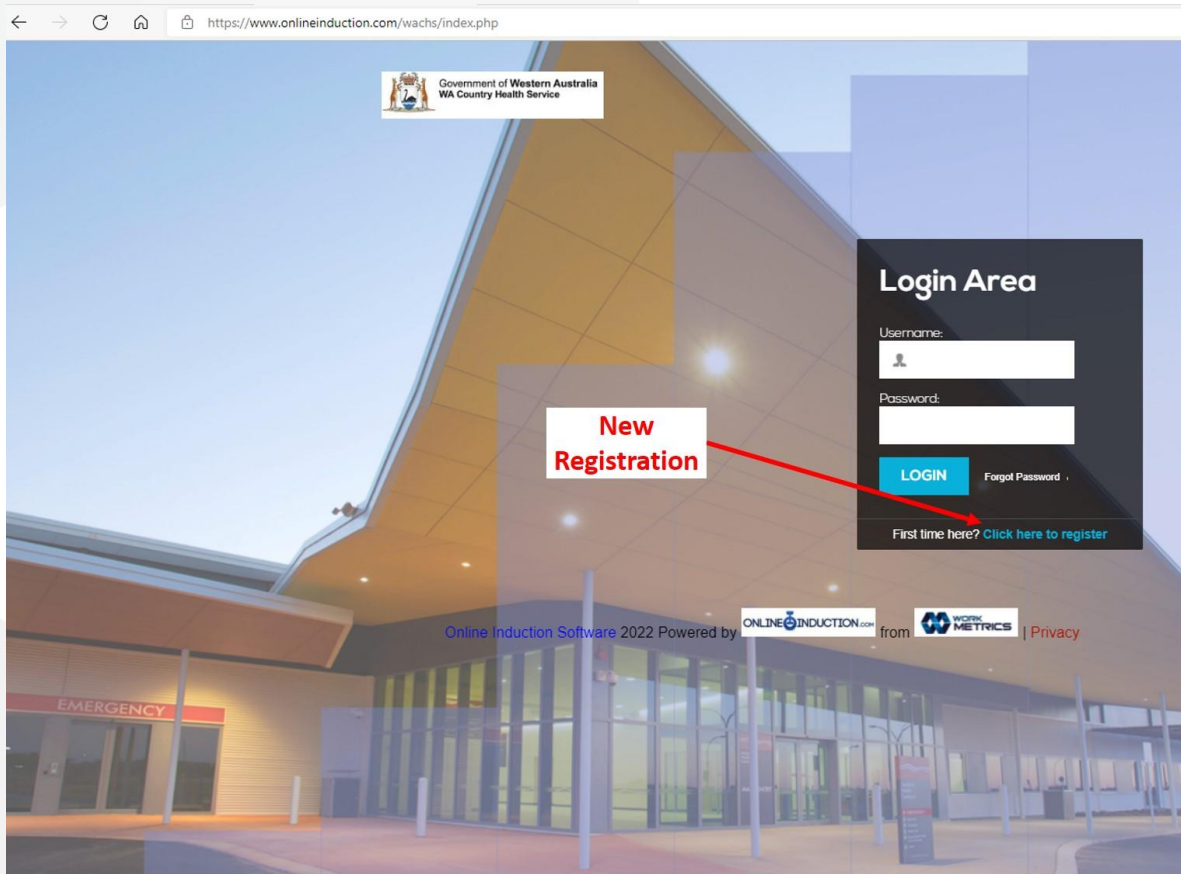
WACHS Online Contractor Induction (OCI)

Contractor Registration & Induction Guide

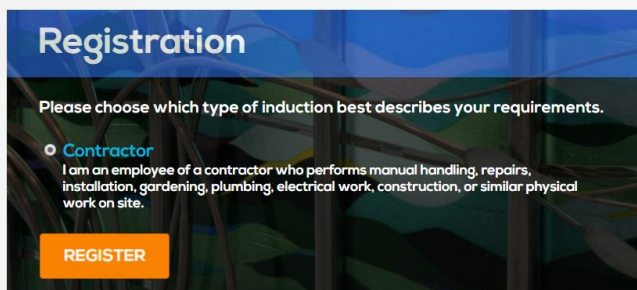
1. Use Google Chrome or Microsoft Edge (Do Not use Internet Explorer)

<https://www.onlineinduction.com/wachs/>

2. Click the **Click here to register** link

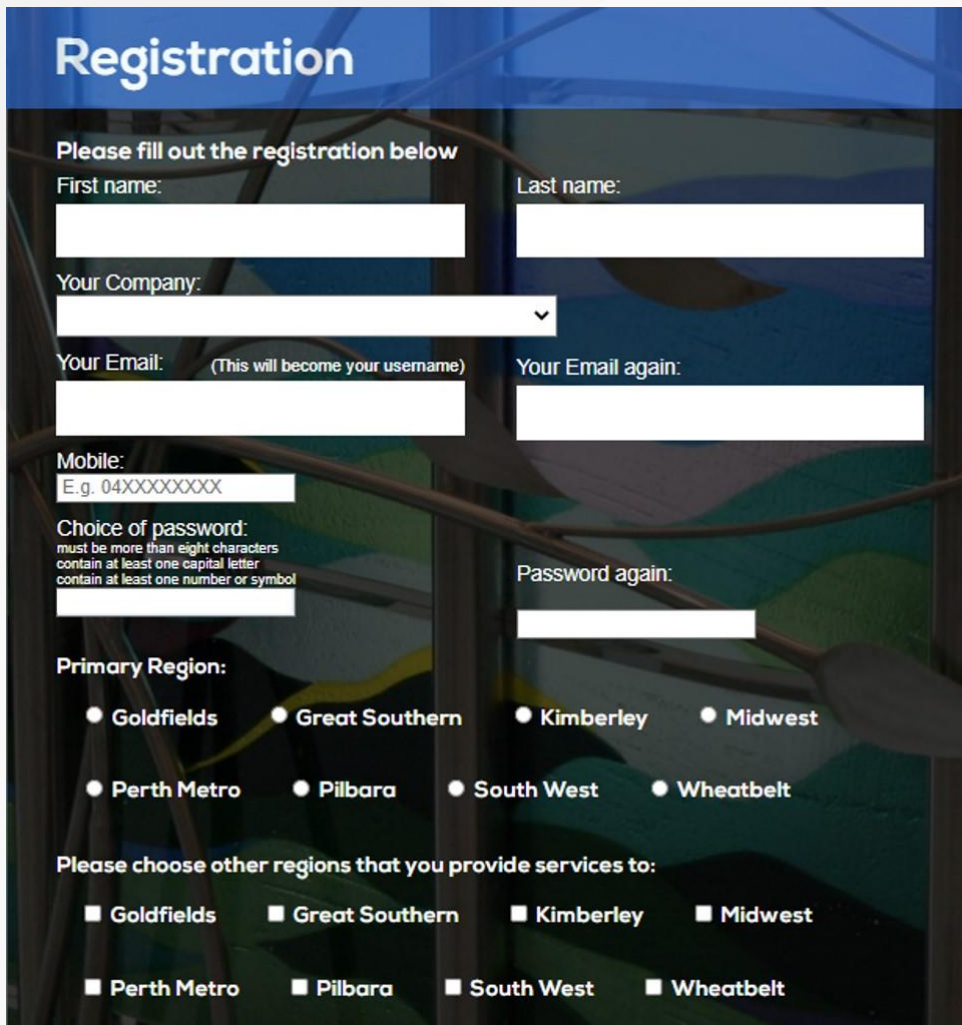


3. Click **Register**



4. Complete the registration section.

- **Note:** If your company does not appear in the drop down list, please contact the WACHS OCI team via email: wachsoci@health.wa.gov.au.



Registration

Please fill out the registration below

First name: Last name:

Your Company:

Your Email: (This will become your username) Your Email again:

Mobile: E.g. 04XXXXXXXX

Choice of password: must be more than eight characters, contain at least one capital letter, contain at least one number or symbol.

Password again:

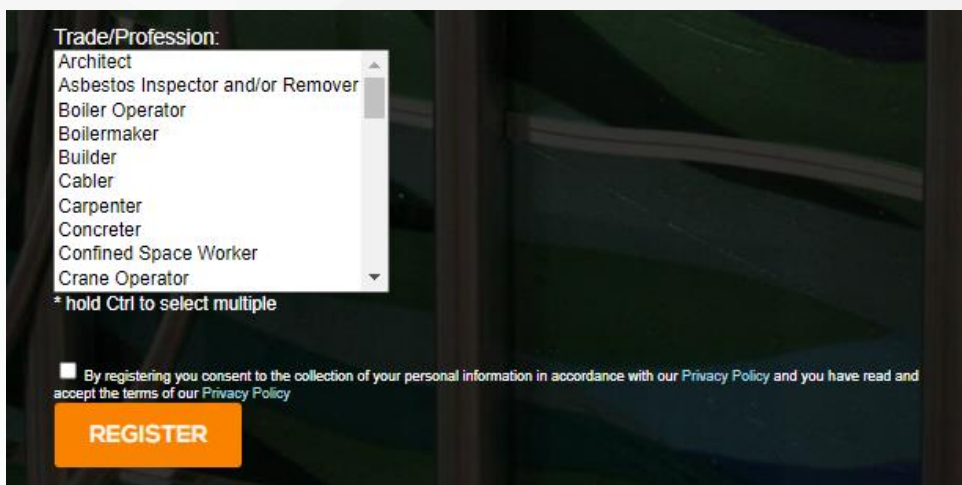
Primary Region:

☐ Goldfields
 ☐ Great Southern
 ☐ Kimberley
 ☐ Midwest
 ☐ Perth Metro
 ☐ Pilbara
 ☐ South West
 ☐ Wheatbelt

Please choose other regions that you provide services to:

☐ Goldfields
 ☐ Great Southern
 ☐ Kimberley
 ☐ Midwest
 ☐ Perth Metro
 ☐ Pilbara
 ☐ South West
 ☐ Wheatbelt

To select multiple trades (hold control and select each relevant trade)



Trade/Profession:

- Architect
- Asbestos Inspector and/or Remover
- Boiler Operator
- Boilermaker
- Builder
- Cabler
- Carpenter
- Concreter
- Confined Space Worker
- Crane Operator

* hold Ctrl to select multiple


☐ By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy

REGISTER

Tick the consent box and press **REGISTER**.

5. The introduction page will open. Read the summary and then click the tick box next to
- I have read and understood the above

Welcome



Government of Western Australia
WA Country Health Service

Welcome to the WA Country Health Service (WACHS) Online Induction - Contractor

The WA Country Health Service (WACHS) and contractors have statutory duties under the [WA WHS Act 2020](#) and the [WA WHS Regulations 2022](#) to ensure employees, contractors and visitors at a WACHS premises are provided with a maintained, healthy and safe environment.

By establishing a clear contractor management framework and ensuring requirements within such a framework are implemented, WACHS and contractors can demonstrate conformance with current OSH Legislation and work towards maintaining a healthy and safe workplace for employees, contractors, patients, clients and visitors.

All contractors performing work for WACHS must adhere in detail to the requirements and procedures outlined in the WACHS Online Induction - Contractor. All contractors must complete this induction prior to commencing work on any site.

Unless otherwise agreed by the employer (WACHS), any time taken to complete the WACHS Contractor Online Induction, by the contractor's agents or employees, shall be borne by the contractor.

Acknowledgements

WACHS acknowledges the Aboriginal people of the many traditional lands and languages of Western Australia. It pays respect to the wisdom of the Aboriginal Elders, both past and present, and to the Aboriginal people of today.

This Online Induction is an adaptation of the [WACHS Contractor Induction - 2019](#) and [WACHS Contractor Presentation - 2019](#). Acknowledgement is given to the original authors and the Infrastructure staff who have provided feedback in the revised content.

If you have any problems using this program, please contact the WACHS Infrastructure Project Officer - Reporting & Systems on 9318 6853 or at WACHSInfrastructureReportingandSystems@health.wa.gov.au.

Our Values: Community | Compassion | Quality | Integrity | Equity | Curiosity

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.

I have read and understood the above: ☐

Continue

6. Upload your photo (click Take photo) or upload a face photo from your device or computer

Click **Upload Photo** for the photo to be saved.

7. The Induction page will load as below:

There are 5 steps to this section, and as you progress, it is recorded on the right hand of the page.



Online Induction Steps

1

Required Documents

2

Contractor Induction Slides

3

Appendices

4

Assessment

5

Contractor Declaration

8. Step 1 – Required Documents

Complete the section and upload:

- i) Blue Card or White Card (if applicable)
- ii) National Police Clearance (MANDATORY REQUIREMENT FOR ALL CONTRACTORS) – certificate number, issue date – Certificate must be less than 12 months since issue date. Please also upload the certificate
- iii) COVID-19 Vaccination (if requested by regional WACHS contact) – dates and upload certificate
- iv) Influenza Vaccination (if requested by regional WACHS contact) – date and upload certificate
- v) Trade licenses, Tickets and Certificates (Mandatory for all documentation related to your trade onsite) – upload document and add expiry dates

PLEASE NOTE: Document file names must not contain more than one period “.” as the system will not upload for security reasons. Please remove all additional periods before uploading.

WRONG FORMAT

20.05.2023 National Police Clearance.pdf

Invalid file name.
Remove the additional periods/full stops “.”

CORRECT FORMAT

20052023 National Police Clearance.pdf

Periods/full stops “.” removed

This period/full stop is ok as its for the file type

Current National Police Clearance issued in the last 12 months - Mandatory Requirement

National Police Clearance Document ID

National Police Clearance Issue Date *

National Police Clearance Certificate *

[Don't Have This?](#)

[Choose File](#)

No file chosen

[Upload](#)

[Help?](#)

Influenza Vaccination

Date of Last Flu Vaccination

MyGov Medicare Proof of Flu vaccination

[Don't Have This?](#)

[Choose File](#)

No file chosen

[Upload](#)

[Help?](#)

Sign your signature in the box, click **Use this Signature** and then click **Submit**

Please certify this form by signing your signature below with your mouse



Clear

Undo

Use This Signature

Submit

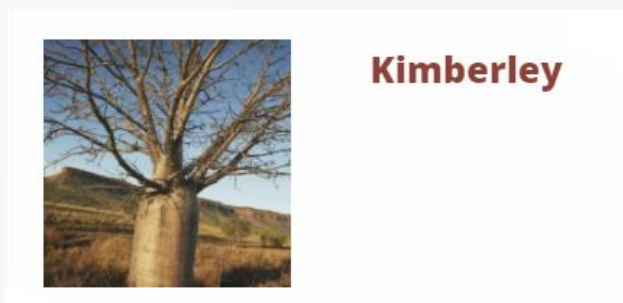
9. Step 2 – Contractor Induction Slides

- Click on Step 2 and read all attached documentation – for further information, click on each hyperlink. Example – WA Work Health and Safety Act 2020

Click [Next](#) to move through the slide presentation.



- On the Key Regional Information page, click on the image next to the region you will be working in for region specific information:
- Example:

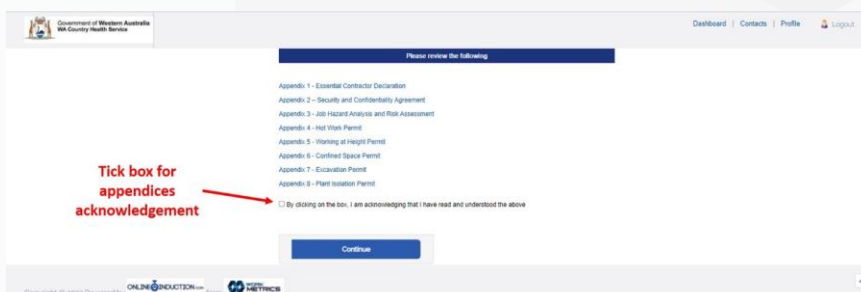


Read through each section and click **Next** to continue

10. Step 3 - Appendices

Click on each link to read all 8 Appendices.

When completed, click on the box to acknowledge that you have read and understood the appendices. Then click **Continue**.



11. Step 4 - Assessment

There are 16 multiple choice Contractor Assessment questions, of which must obtain a pass-mark of 80%. If you do not achieve the result, the system will auto generate until the required pass-mark is achieved.

12. Step 5 – Contractor Declaration

Click on the link for the two declarations required for contractor induction:

- i. Essential Contractor Declaration
- ii. Security & Confidentiality Agreement

You are required to read each declaration.

The screenshot shows the 'Government of Western Australia WA Country Health Service' logo in the top left. The top right navigation bar includes 'Dashboard', 'Contacts', 'Profile', and 'Logout'. The main content area has a dark blue header with the text: 'Please read the following documents and by signing and submitting to continue, you understand and agree to the terms and conditions outlined in each document.' Below this, there are two rows, each with an unchecked checkbox, the document name, and a red document icon with the text 'View Document to Check Checkbox'. The documents are 'Essential Contractor Declaration' and 'Security and Confidentiality Agreement'. Below these is a dark blue bar with the text 'Please acknowledge by signing your signature below with your mouse'. Underneath is a large white rectangular signature box. Below the signature box are three buttons: 'Clear', 'Undo', and 'Use This Signature'. At the bottom is a large green button with the text 'CONTINUE >>'. The footer contains the copyright notice 'Copyright © 2022 Powered by ONLINE INDUCTION from VISION METRICS'.

Close the document which will automatically tick the check box next to the declaration.

Sign the signature box and click Use this Signature to acknowledge you have understood and agree to the terms and conditions outlined in each document.

Click **Continue >>**

This screenshot is identical to the previous one, but the checkboxes for 'Essential Contractor Declaration' and 'Security and Confidentiality Agreement' are now checked. The rest of the form, including the signature box, buttons, and footer, remains the same.

13. Acknowledgement:

Click the button to acknowledge:

- i. That you have been inducted; and
- ii. You have read and understood this induction and will comply with the requirements expected.

A confirmation appears below that you have completed your online contractor induction.

An email will be sent to your nominated email address with your Induction Certificate attached. Please print or save this certificate for use when you arrive onsite.

This concludes the Contractor Induction process.

If you have any issues or queries with the OCI Portal, please contact your WACHS Regional Maintenance Manager, local WACHS contact or via email: wachsoci@health.wa.gov.au