



# Online Contractor Induction (OCI) Company/Supplier Registration Guide

**IMPORTANT:** The company is required to be registered and approved in the OCI portal before contractors can register and complete their inductions.

1. Go to the company registration page - use Google Chrome or Microsoft Edge (*do not use Internet Explorer*)

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

The screenshot shows the 'Registration' page of the OCI portal. At the top left is the Government of Western Australia logo and text. The main heading is 'Registration'. Below it is a 'Registration Guides' section with links for 'Company Guide' and 'FAQs'. The main form area is titled 'Please fill out the registration below' and contains the following fields:

- Your Company: [Text input field]
- Last name: [Text input field]
- Your Email again: [Text input field]
- Choice of password: [Text input field] with a note: 'must be more than eight characters contain at least one capital letter contain at least one number or symbol'
- Primary Region: [Radio button selection for Goldfields, Great Southern, Kimberley, Midwest, Perth Metro, Pilbara, South West, Wheatbelt]
- First name: [Text input field]
- Your Email: (This will become your username) [Text input field]
- Mobile: [Text input field] with an example: 'E.g. 04XXXXXXXX'
- Password again: [Text input field]

2. Enter - Your business and contact details:

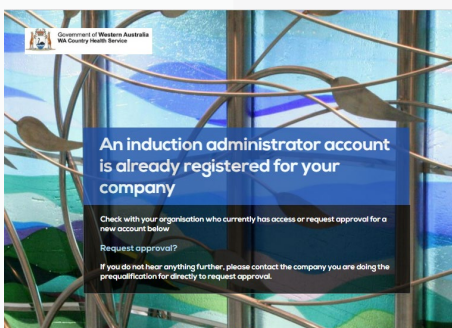
**Your Email** – The email address you use will be the username to log in to your company account. If you are a sole trader or a company representative who is also a contractor attending WACHS sites, you will need to use a different email address to register for your contractor account.

**Primary Region** - You must select the region you are based in or where your company does the majority of work for WACHS. Please select your primary region as well as any additional regions your company services under **Please choose other regions that you provide services to**. You can amend your additional regions in your online account at any time.

**Trade/Profession** - If your company offers multiple trade services, you can select multiple trades by holding the CTRL button when clicking on the options in the drop-down menu.

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

**Note:** If the company is already registered in the OCI, a warning message will load (see picture below). If this occurs, please contact a company representative or email [wachsoci@health.wa.gov.au](mailto:wachsoci@health.wa.gov.au) for further assistance.



4. Read the acknowledgement, explanation, and complete your company details in the form section.

**Welcome to the WACHS Online Contractor Induction**

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.

**Acknowledgement**  
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.

**Please complete the fields in the form below**

All documentation can be scanned and uploaded to the WACHS Induction Portal using the choose file and upload buttons below. Once submitted, your registration will be received by a Regional Representative for verification based on the information provided. Once approved, you will receive an email of confirmation asking you to invite your employees and sub-contractors to self-register and complete the WACHS Online Contractor Induction.

All information and documentation will be considered confidential and will only be accessed if an incident occurs or for auditing purposes.

If you have any issues or queries with this Online Induction Portal, please contact your WACHS Regional Maintenance Manager or local Nominated Officer.

\* ABN:

ACN:

\* Contact email:

\* Business Address:

\* Business Suburb:

\* Business Postcode:

Postal Address if different from above:

Postal Suburb:

Postal Postcode:

\* Phone:

5. Enter the expiry dates and upload the following documents:

- a. WACHS contract number (if applicable)
- b. Public Liability Insurance (mandatory)
- c. Professional Indemnity Insurance (mandatory if your company provides advice to WACHS)
- d. Workers Compensation (mandatory)

**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	CORRECT FORMAT
<p>20.05.2023 Public Liability Insurance.pdf</p> <p style="color: red;">Invalid file name. Remove the additional periods/full stops “.”</p>	<p>20052023 Public Liability Insurance.pdf</p> <p style="color: green;">Periods/full stops “.” removed</p> <p style="color: green;">This period/full stop is ok as its for the file type</p>

To attach documents:

Click **Choose File** button; locate your document; click on your document (it will show in the **File Name**. Click **Open**, then click **Upload** button.

- Repeat these steps, complete all requested information, and attach the required supporting documents.

To upload documents please use the CHOOSE FILE button and then press the UPLOAD button

If applicable please enter your WACHS Contract Information in this section

WACHS Contract Number:

WACHS Contract Upload:  No file chosen

Option to provide insurance information to enable system alerts for your insurance expiration dates

Insurance Information

Public Liability Insurance:

Expiry   Certificate  No file chosen

Public Liability Value:

Professional Indemnity Insurance:

Expiry   Certificate  No file chosen

Professional Indemnity Value:

Workers Compensation:

Expiry   Certificate  No file chosen

- Sign the signature box with your finger (on touch screen device) or with your mouse (on a computer).  
Click **Use this Signature**.

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

- To save your progress and return to the form before submitting, click **Save Progress**.  
To submit your application for approval, Click **Submit and Continue**

Submit and Continue

You will receive notification via your nominated email account when the company registration has been reviewed and approved by WACHS.

When you receive the approval email, you can then forward the contractor registration link to your staff or subcontractors to complete their safety induction process: <https://www.onlineinduction.com/wachs/index.php>. This link also has a link to the Contractor Guide to help them through the process of completing their induction. Once your staff have completed their induction and it has been reviewed and approved by WACHS, they will receive an email with the induction certificate attached.

**Note:** Please submit your company registration as soon as possible, as the OCI system will archive your account after 28 days of no activity (if not approved). If you are contacted by a regional representative to provide further information or the system sends you a notification that your insurance documents have expired, please log into your account, update the requested sections and re-submit your registration as soon as possible. The company account status automatically changes to Expired when any of your insurances expire.

### Monthly Contractor Status Reports

To keep you up to date, the system will email a monthly status report when one of your Contractors (staff or sub-contractors) has their safety induction or National Police Clearance due to expire in the next three months or has already expired. Please note - once the Contractor is inducted in the system, their National Police Clearance expires three years after issue date. The Contractor is also required to repeat the safety induction every three years.

**If you have any issues or queries regarding the OCI the portal, please contact your WACHS Regional Maintenance Manager, local Nominated Officer or via email: [wachsoci@health.wa.gov.au](mailto:wachsoci@health.wa.gov.au)**