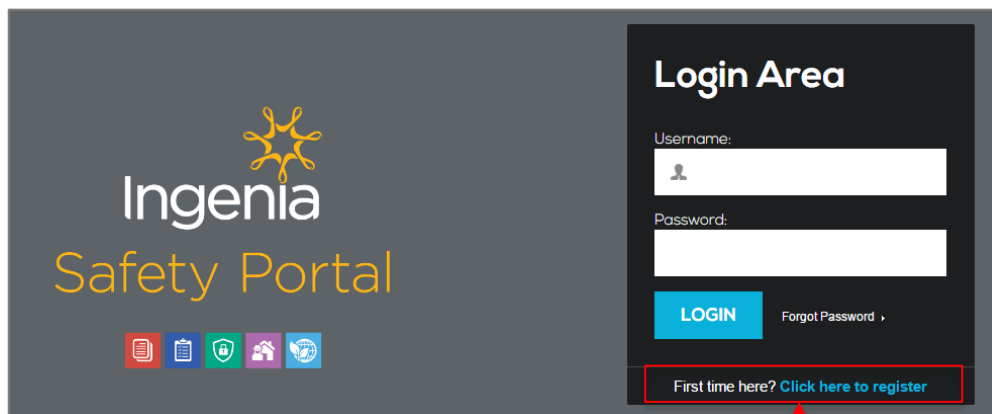


## Contractor Employee / Sub-contractors Induction Process

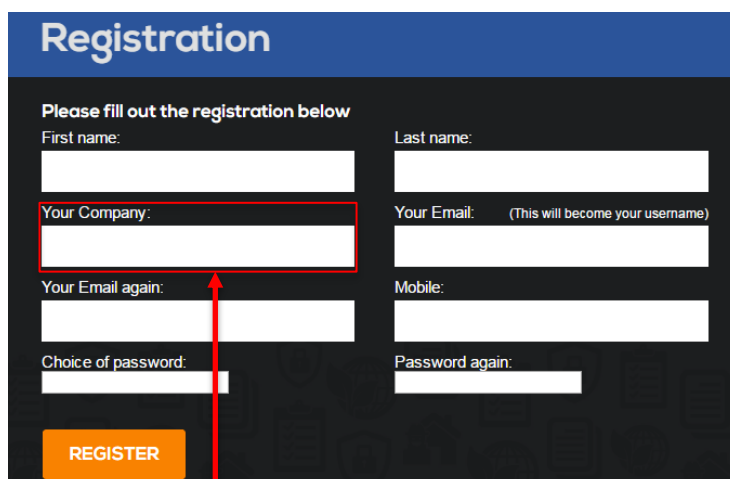
**Once the Company registration is complete employees and sub-contractors are to complete the online induction process prior to attending Ingenia's work site.**

<http://www.onlineinduction.com/ingeniacommunities/>



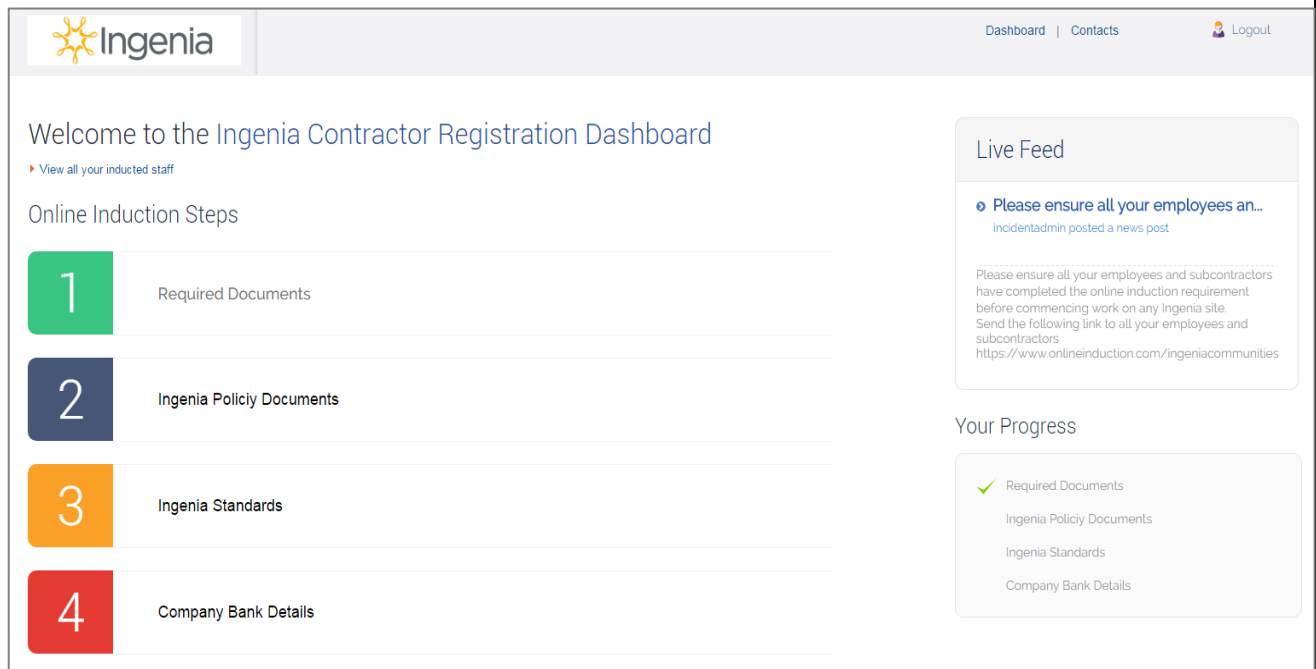
**Please note – Employees and/or sub-contractors who have not completed the training before will be required to create an account by clicking ‘Click here to register’**

**Complete all information as requested on the ‘Induction Registration Form’.**



**Please note – Employees and/or sub-contractors will need to provide the ‘Trading Name’ of the company they will be working for whilst on an Ingenia site. Type the first 2 letters of the company, wait for the company name to automatically populate**

**Complete steps 1-4 to complete the Company Registration Process.**



The screenshot shows the Ingenia Contractor Registration Dashboard. At the top left is the Ingenia logo. At the top right are links for 'Dashboard | Contacts' and a 'Logout' button with a user icon. The main heading is 'Welcome to the Ingenia Contractor Registration Dashboard' with a sub-link 'View all your inducted staff'. Below this is the 'Online Induction Steps' section, which lists four steps: 1. Required Documents (green), 2. Ingenia Policy Documents (dark blue), 3. Ingenia Standards (orange), and 4. Company Bank Details (red). To the right is a 'Live Feed' section with a post from 'incidentadmin' about ensuring employees complete online induction. Below the live feed is a 'Your Progress' section showing a checklist: 'Required Documents' (checked), 'Ingenia Policy Documents', 'Ingenia Standards', and 'Company Bank Details'.

Provide information requested in all fields and upload relevant and legible documentation.

# 1 Required Documents

**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

Emergency Contact:

Emergency Contact Phone:

Describe Your Role:

Mandatory Fields

Certifications			
Earthmoving Equipment License:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Forklift:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Asbestos Removal:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Demolition:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Cranes / Rigging / Dogging:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Scaffold:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Construction Industry Induction Training:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Other Trade License:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

**Upload copy of Photo Identification (eg drivers license passport proof of age card)**

Upload Your Photo ID:  No file chosen

Upload Ingenia Site Induction (once completed):  No file chosen

Mandatory Field

Read, understand and acknowledge all Ingenia Company Policies in step two.

## 2 Ingenia Policy Documents

Ingenia Company Policies	
<input type="checkbox"/> Ingenia Work Health Safety Policy	<a href="#">View Document</a>
<input type="checkbox"/> General Site Evacuation	<a href="#">View Document</a>
<input type="checkbox"/> Ingenia Privacy Policy	<a href="#">View Document</a>

By checking the boxes you acknowledge that you have read and understood the documents

[Submit](#)

Mandatory Field

Read, understand and acknowledge all Ingenia Company Standards in step three.

## 3 Ingenia Standards

Please open and read the following Policy documents	
<input type="checkbox"/> Ingenia Risk Management Standard	<a href="#">View Document</a>
<input type="checkbox"/> Ingenia HSE Control Standard	<a href="#">View Document</a>
<input type="checkbox"/> Ingenia Contractor Management Standard	<a href="#">View Document</a>

By checking the boxes you acknowledge that you have read and understood the documents

[Submit](#)

Mandatory Field

**Complete all elements of the induction**

4

Induction

## INTRODUCTION

### Welcome to the Ingenia Communities Group

#### Health and Safety Contractor Induction

The health and safety (H&S) of all people engaged by Ingenia is business critical. We are committed to providing a working environment, plant and systems of work that are free, as far as practicable, from risk of injury or disease for all our employees, residents, visitors and contractors, while also protecting our environment.

Ingenia is committed to providing a high standard of H&S performance based on best practice principles and the continual improvement of performance. The ultimate objective of our H&S Management System is to reduce and, if possible, eliminate injury and illness and prevent harm to the environment on all Ingenia sites.

We are committed to working with, encouraging and monitoring our suppliers and contractors to conduct business with us in a safe and environmentally responsible manner at all times.

#### About the induction

You will need to allocate about **15-20 minutes** to complete this induction.

At the end of the program there will be a short quiz to test your understanding of the material presented. You must achieve a 100% pass to complete the induction.

At the end of the induction you will be issued with a Induction Card with a QR code attached, you will provide this as evidence of completing this induction before you will be allowed entry onto any Ingenia owned or managed work site.

**Note: You can use your mobile device to capture and store the card or you can print a hard copy of the**

**Site Induction Card on completion of the induction.**

I acknowledge that I have been inducted

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

Please sign in acknowledgement and click further below to download card/certificate

**\*By clicking you agree to the above**

You have successfully completed the online induction. You will automatically receive a Reminder notification to be refreshed on the induction in 1 year.

**Download certificate – hold a copy at all times whilst on any Ingenia work site**



**Contractor - Worker Subcontractor Card: ID #154**

This is to certify that k k  
From k

Has successfully completed the Online Site Induction

**Expiry Date 28/03/2018**

## Your Progress

- ✓ Required Documents
- ✓ Ingenia Policy Documents
- ✓ Ingenia Standards
- ✓ Induction

**IT IS YOUR RESPONSIBILITY TO UPDATE YOUR PROFILE AND KEEP ALL RECORDS UP TO DATE.**