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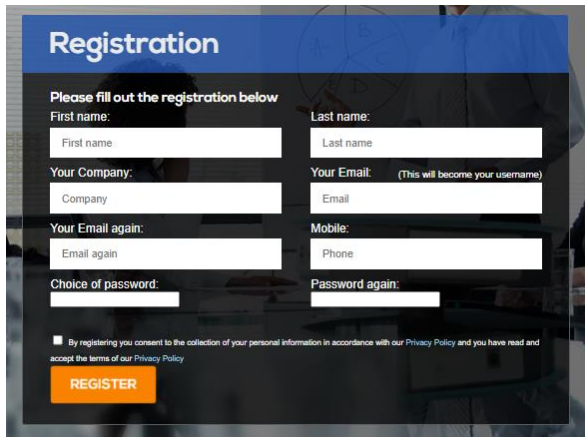
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www.austransit.com.au

How to Register my Company and Complete the Individual Induction



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

☐ 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

Company Registration

- Complete all 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

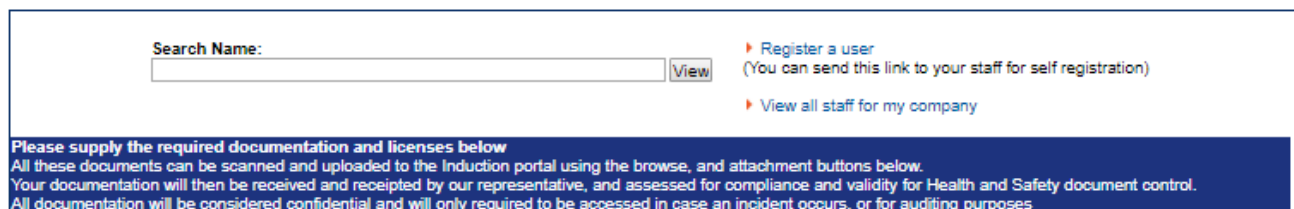
Once you have registered, the next screen will be your dashboard.

- You will be asked to provide the company documentation which is required to commence work with ATG

From your dashboard you can also:

- 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

Accounts Details			
Contact Name:	<input type="text"/>		
Company Position:	<input type="text"/>		
Email Address :	<input type="text"/>		
Telephone Number :	<input type="text"/>		
Payment Details			
Bank:	<input type="text"/>		
Branch Address :	<input type="text"/>		
Account Name :	<input type="text"/>		
BSB Number :	<input type="text"/>		
Account Number :	<input type="text"/>		
Insurance Details			
Public Liability:			
Expiry	<input type="text" value="dd/mm/yyyy"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
* Workers Compensation:			
Expiry	<input type="text" value="dd/mm/yyyy"/>	Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Motor Vehicle Plant Equipment:			
Expiry	<input type="text" value="dd/mm/yyyy"/>	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 A User” or through the ATG’s webpage under the link “CLICK HERE” to complete your induction.
- You can view all induction records by clicking on the “View all Staff for my Company” ** please ensure that in order for this to work all workers (including your sub-contractors) need to enter YOUR company name on their induction registration.

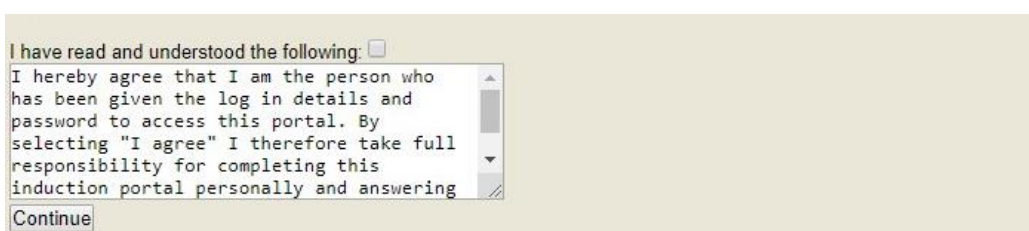
How to Complete the Individual Induction



The screenshot shows a 'Registration' form with a blue header. Below the header, it says 'Please fill out the registration below'. The form has two columns of 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:'. At the bottom left of the form is an orange 'REGISTER' button.

- 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 "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 Peter works for XYZ Tyres, he can type Peter@XYZTyres.com.au

Once an employee has registered they will see this page:



The screenshot shows a text area with the following text: 'I have read and understood the following: ☐ 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'. Below the text area is a '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:

Online Induction Outstanding



Please complete all steps

Your Progress

- ✓ Required Documents
- ✓ ATG Workplace Safety Induction
- ✓ Check List
- ✓ Assessment

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

Induction Steps 1 - 4

1. Required Documents

This consists of general contact information and training certificates / licenses

At Australian Transit Group P/L (ATG) we are committed to providing a safe and healthy work environment for our employees, contractors and visitors. To achieve this, we ensure everyone understands their obligations and responsibilities with respect to creating a safe and healthy workplace and to uphold all relevant safe work policies and procedures. By completing this induction you acknowledge that you understand and will comply with all ATG health, safety and environment requirements whilst on site.

* Company Name:	<input type="text"/>
* Your Name :	<input type="text"/>
* ATG Site Location:	<input type="text"/>
* ATG Contact Name at Site:	<input type="text"/>
* Emergency Contact:	<input type="text"/>
* Emergency Contact Phone:	<input type="text"/>
* Work Being Carried Out:	<input type="text"/>

Drivers License:

Expiry	<input type="text" value="dd/mm/yyyy"/>	Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="Help?"/>
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High Risk Work Licence:

Expiry	<input type="text" value="dd/mm/yyyy"/>	Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="Help?"/>
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Other Special Permits Licenses:

Expiry	<input type="text" value="dd/mm/yyyy"/>	Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="Help?"/>
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Certificate of Currency:

Certificate of Currency:

Expiry

dd/mm/yyyy

Certificate

Choose File

No file chosen

Upload

Help?

Public Liability Insurance:

Expiry

dd/mm/yyyy

Certificate

Choose File

No file chosen

Upload

Help?

Workers Compensation Insurance:

Expiry

dd/mm/yyyy

Certificate

Choose File

No file chosen

Upload

Help?

Working With Children:

Expiry

dd/mm/yyyy

Certificate

Choose File

No file chosen

Upload

Help?

Police Clearance Checks:

Choose File

No file chosen

Upload

Help?

Will you be using your own Plant Equipment:

Will you have other workers apprentices with you:

Upload SWMS for completion of High Risk Work:

Choose File

No file chosen

Upload

Help?

Upload plant risk assessments SWMS and operating instructions for all plant and equipment to be brought onsite:

Choose File

No file chosen

Upload

Help?

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

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

Clear

Undo

Use This Signature

Save Progress

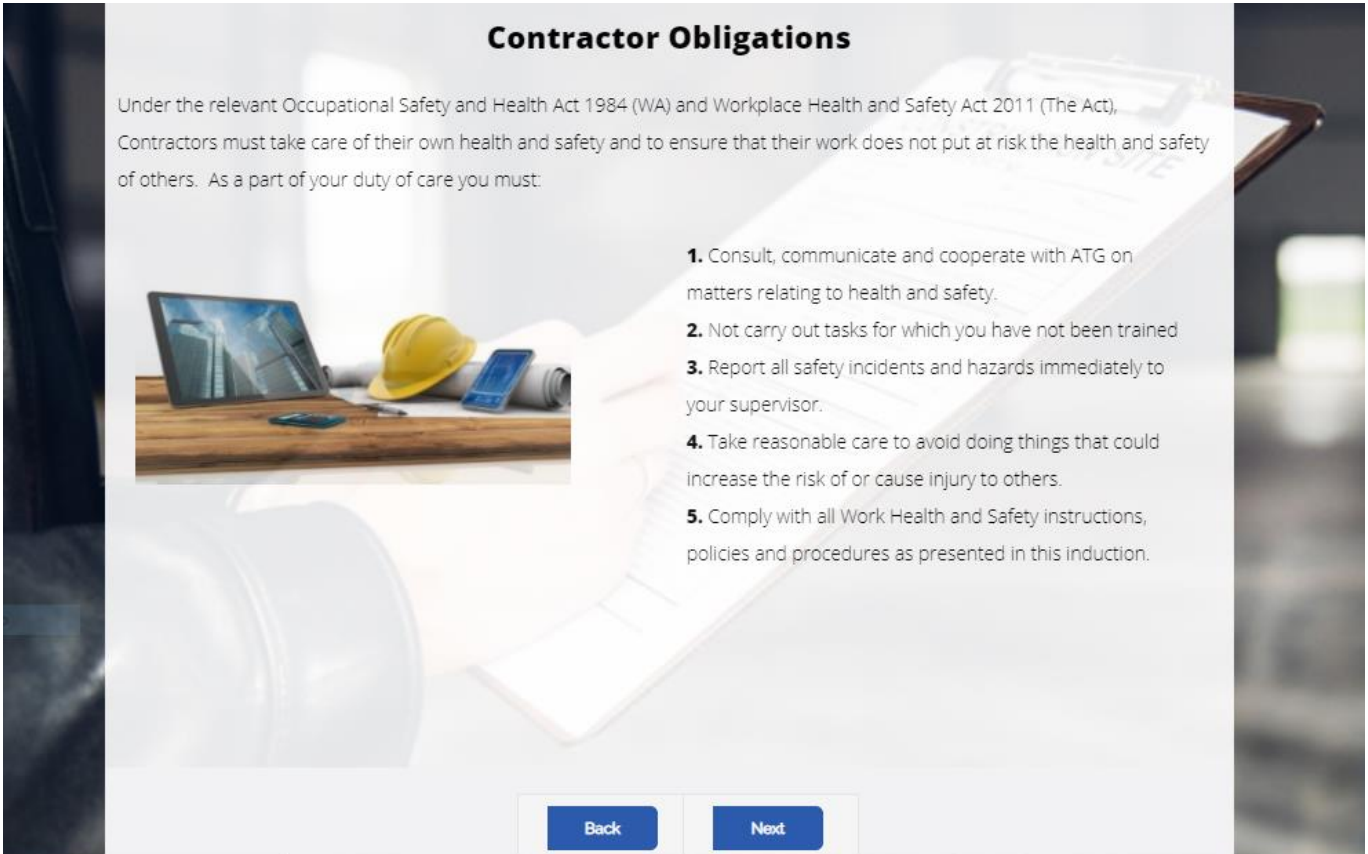
Submit and Continue

2. ATG Workplace Safety Induction

This is a guide to all the health and safety information and requirements for working at ATG.

Use the “Next” button to progress through the induction slides.

The last section of this induction for completion will feature an “Assessment” that will be based on the information provided within the ATG Workplace Safety Induction Slides.



Contractor Obligations

Under the relevant Occupational Safety and Health Act 1984 (WA) and Workplace Health and Safety Act 2011 (The Act), Contractors must take care of their own health and safety and to ensure that their work does not put at risk the health and safety of others. As a part of your duty of care you must:

1. Consult, communicate and cooperate with ATG on matters relating to health and safety.
2. Not carry out tasks for which you have not been trained
3. Report all safety incidents and hazards immediately to your supervisor.
4. Take reasonable care to avoid doing things that could increase the risk of or cause injury to others.
5. Comply with all Work Health and Safety instructions, policies and procedures as presented in this induction.

Back Next

3. Checklist

The Checklist contains a list of all hard copy Policies, Safe Work Procedures and the ATG Code of Conduct for downloading and reading.

In addition to the above, there are also checks that are required to have the adjacent boxes “Checked” to ensure you have uploaded your relevant documentation, licenses and to confirm you have read and understood the documentation and information supplied.

If you are not required to supply a SWMS/JSA, check the box to enable you to progress.

Progress through the below check list

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Have read and understood the ATG Workplace Health and Safety Policy | View Document to Check Checkbox |
| <input type="checkbox"/> | Have read and understood the ATG Alcohol and Other Drugs Policy | View Document to Check Checkbox |
| <input type="checkbox"/> | Have read and understood the ATG Code of Conduct | View Document to Check Checkbox |
| <input type="checkbox"/> | Have supplied copies of all my licenses and certificates | |
| <input type="checkbox"/> | Have read and understood ATG onsite Traffic Requirements | |
| <input type="checkbox"/> | Have read and understood the PPE requirements | |
| <input type="checkbox"/> | Have read and understood the Equal Opportunity and Anti Discrimination Policy | View Document to Check Checkbox |
| <input type="checkbox"/> | Have supplied relevant JSA / SWMs as applicable | |
| <input type="checkbox"/> | Have read and understood ATG Contractors and Visitors HSE Responsibilities | View Document to Check Checkbox |
| <input type="checkbox"/> | Have read and understood ATG SWP30 Environmental and Waste Procedure | View Document to Check Checkbox |
| <input type="checkbox"/> | Have read and understood the ATG Environmental Policy | View Document to Check Checkbox |
| <input type="checkbox"/> | Have read and understood the Fatigue Management Policy | View Document to Check Checkbox |
| <input type="checkbox"/> | Have read and understood SWP17 Expectations in and Around the Depot | View Document to Check Checkbox |
| <input type="checkbox"/> | Have read and understood SWP19 Emergency Evacuation Procedures Depot or Building | View Document to Check Checkbox |

Full-screen Snip

4. 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 a chance at the end to correct it/them. Click continue.

Please complete the questions below

Incorrect. Please Retry: What actions are required when a contractor enters an ATG depot?

- ☐ Proceed to the workshop unannounced
- ☐ Hi-vis clothing worn
- ☐ Drive private vehicle in depot at 20 kmh
- ☐ Sign in at Reception

CONTINUE

Once your answers are all correct, click the acknowledgement.

I acknowledge that I have been inducted

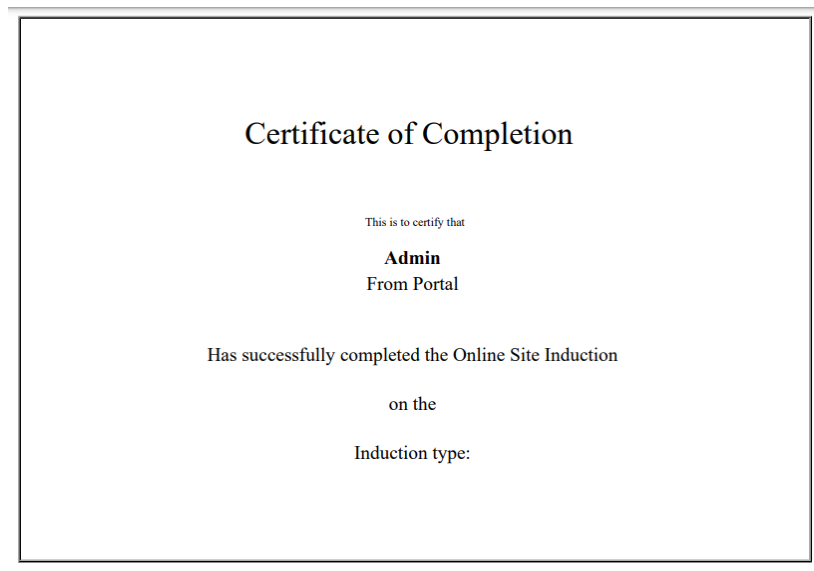
I have read and understood this induction and will comply with the requirements expected of me

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

Thank you - You have successfully completed the Online Induction.
You will automatically receive a reminder notification to be refreshed on
the induction in 1 years time.

[Download Induction Certificate](#)

You have now completed your induction. Please print the Induction Certificate and carry it with you at all times when you are working on an ATG Site. If you lose your card, you can log back in with your username (email) and password and print another copy.



You must register your business details before gaining access to the program.

The online induction can be conducted by two (2) options:

1. Using computer desktop or laptop – you will need access to a scanner or copier to copy your ID's or to have digital copies of your tickets and forms in PDF format ready to be uploaded onto the system (uploading your current ticket is MANDATORY).
2. Using your iPhone or Android phone – you will need to download from iTunes or Google Play App Store - online App store – the Work Metrics Online Induction app. Mobile version does not require scanner nor PDF copies as you are able to use phone camera to upload the required ID's / tickets. [CLICK HERE](#) to download the app.

Once you have downloaded the App you will need to register an account.