



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

CONTRACTOR REGISTRATION PROCEDURE

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1 Introduction

This procedure outlines the process for contractors to register onto the University of Wollongong's (UOW) contractor management system, SitePass.

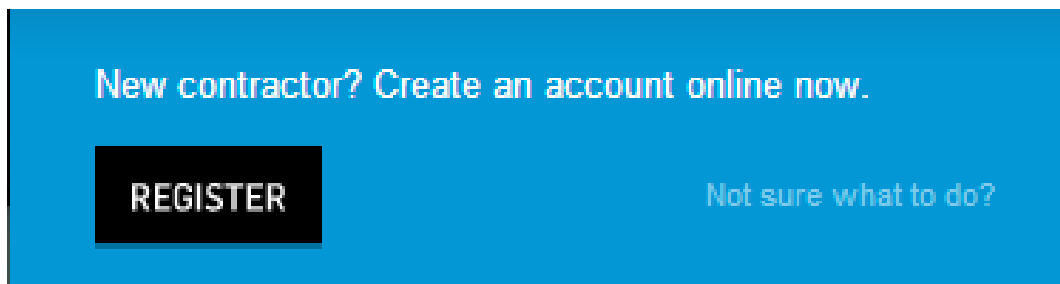
2 Definitions

SitePass	The UOW contractor management system
Employee	The contractor employee, not a UOW employee
UOW System Administrator	A UOW staff member that is has been nominated as a person that can verify contractors' registration details and approve or decline the registration

3 Business Registration Process

To register on the University's contractor management system, simply follow the steps below:

1. Access the portal at <http://uow.e3learning.com.au/> (Further information and guidance can be found at the [Contractor Management](#) webpage)
2. Once at the portal, click on the 'Register' button as shown below:



3. This will take you to the 'Welcome' page. Please read the information and once completed, click the 'Start' button to begin the registration process.
4. Before commencing the registration process you must first agree to the Terms and Conditions of using the SitePass system.
5. After selecting 'I have read the terms and conditions provided' checkbox, click the 'Agree' button.
6. This will bring you to the 'Register your Business' page, where you select details for your business registration such as a username and password, as well as details about your business including:
 - Business name
 - ABN
 - Business structure

- Contact details for the business
- Address (business and mailing)
- Business Categories
- Relationships

For the 'Business Categories' section, it is important to select the most appropriate categories for your business as this affects the workflow of the system and the type of information that you are then required to produce. In addition to the usual business categories there are three other categories:

1. Low Risk Works
2. Moderate Works
3. Major Works
 - a. with a Principal Contractor
 - b. without a Principal Contractor

These categories are based on the way that UOW categorises the works being undertaken, and hence the type of information we are required to collect. Further information on this process and how these categories are applied is outlined in the [Contractor WHS Guidelines](#) and the [Contractor WHS Management Checklist](#). For further information on which of these categories your work will be classified as contact your UOW Representative.

For the 'Relationships' section, it is important to select the most appropriate Relationship for your business as this also affects the workflow of the system. This section established the connection between the Business and the UOW Representative.

7. After entering all the required details, click 'Create Account'. The system will then send an e-mail to the address provided with an authorisation code which must be used to finalise the registration. The e-mail will also contain your chosen username and password for the system, so it may be a good idea to keep this e-mail in case you forget these in the future.
8. Once you receive the e-mail with the authorisation code, click on the link provided to complete the registration process.
9. This will take you to the 'Business Registration Authorisation' page. Once here, enter the authorisation code that was sent in the 'Account Authorisation' e-mail into the section as shown below and click 'Activate'.

Enter your authorisation code

Auth No

ACTIVATE

10. If you do not receive an authorisation code, enter the chosen username in the provided section as shown below, and click 'Send', to have one sent to the provided e-mail address.

Didn't receive an email with the authorisation code ?

Enter your username into the text field below.

Username

SEND

11. Once you enter the authorisation code and click 'Activate' you will be automatically re-directed to the login screen of the system where you can login to start registering your employees. You will also be sent an 'Account Activation E-mail' to the chosen address which will outline the purpose of the SitePass system and provide some guidance on what to do next.

4 Once your business is registered

After you have logged onto the system you are able to access a number of areas:

4.1 SitePass

This is the section that contains all your business information as well as other sections including:

- Insurances
- Work health and safety
- Relationships

The information in the SitePass section is the information that must be approved by UOW system administrator before your business is allowed to work at UOW.

This section is also where you register you employees so they are able to undertake the induction training for UOW. Further information on registering your employees can be found in 5 Employee Registration Process.

4.2 My Training

This section contains all the training that UOW has assigned for you to complete.

4.3 Resources

This section contains all the UOW documentation that may be relevant to the work you are conducting whilst working at UOW. This section will assist you by providing the information you require when undertaking work at UOW that carries health and safety risks. Some examples of documentation found in the resources folder include:

- Asbestos Guidelines and Register
- Managing the Risk of Falls
- Confined Spaces

4.4 My Account

This section allows you to update the information you provided when first registering your business. If your business details change at any time, it is important that these changes are reflected in your SitePass account to ensure that any information communicated through the SitePass system reaches you.

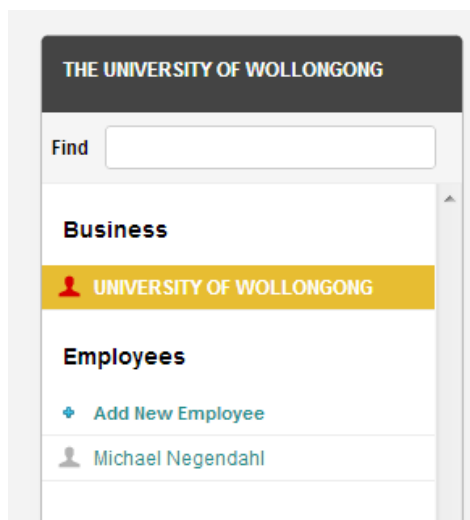
4.5 Help and Support

This section will provide you will assistance with using the SitePass system. It contains FAQs as well as the system requirements to ensure the SitePass system can function appropriately on your computer. This section also contains the 'Need Help' section which contains the help desk contact information.

5 Employee Registration Process

Once you have registered your business, it is then time to register the employees that will be performing work for you at UOW. This includes the main contact for the contractor (i.e. the owner of the business) if they are going to perform work at UOW. To do so, follow the steps below:

1. After logging onto the system, navigate to the area under your business name as shown below:



2. Click on the 'Add New Employee' button.
3. You will then be presented with the 'Create a New Employee' page where you must select a username and password for the employee as well as enter information about the employee such as:
 - First and last names
 - Email address
 - Date of birth
 - An electronic passport photo for their identification card
 - Employee categories

For the 'Employee Categories' section, it is important to select the most appropriate categories for your employees as this affects the workflow of the system and the type of information that they are then required to produce. If there are no categories available that suit your employees, send through the appropriate category to contractor-management@uow.edu.au so it can be added to the system.

4. Once these details have been entered, the employee is created and will now be shown in the area under your business name in the left hand panel.
5. After creating the employee account, the employee will be sent an 'Employee Account Creation' e-mail to the address provided.
6. The employee can now enter their licence details and complete the training assigned to them.
7. Repeat this process for each employee that will be performing work for you at UOW.

6 Roles & Responsibilities

6.1 WHS Unit

- Conduct overall administration of the contractor management system, SitePass.
- Provide advice to UOW staff on WHS issues relating to contractors

6.2 Contractors

- Register their business on SitePass
- Comply with all UOW health and safety policies, procedures and guidelines

6.3 UOW System Administrator

- Review contractors' registrations on SitePass that are relevant to their area

7 Related Documents and References

- [Contractor Management System FAQs](#)
- [Contractor Registration Preparation Checklist](#)
- [Contractor Registration Process](#)
- [Employee Registration Process](#)

8 Version Control Table

Version Control	Date Released	Approved By	Amendment
#	Month Year	Title	Brief comment
1	20130110	WHS Manager	Document created.
2	20130904	WHS Manager	Process for assigning business categories included in

			step 6 of Section 3. Process for assigning employee categories included in step 3 of Section 5.
3	20161121	WHS Manager	Rebrand. Additional information on assigning relationships.