



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

CONTRACTOR SITEPASS MAINTENANCE GUIDELINES

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1 Introduction

Sitepass is the University's online contractor management system. This document outlines the processes for contractors to follow when maintaining their Sitepass registration whilst they continue to work at UOW.

2 Scope

These guidelines are for all UOW contractors that are registered on the Sitepass system. Prior to reading these guidelines the following documents should be read and understood:

- [Contractor Registration Preparation Checklist](#)
- [Contractor Registration Procedure](#)

3 Maintaining the Business Registration

3.1 Contact Details

An important aspect of Sitepass is having the correct contact details for your business registered. This ensures that any communications sent from Sitepass go to the correct address. This includes the email address details which are where all system notifications will be sent.

3.1.1 Updating Contact Details

If your business contact details have changed and require updating on Sitepass, simply follow the steps below to update:

1. Log onto Sitepass
2. From the home page, click on the 'Update my Business Details and Register Employees' button to access your business' profile
3. From the business profile click on the 'Contact Details' heading on the left hand side
4. Make the relevant changes to the business contact details
5. Scroll to the bottom of the page and click 'Save and Submit for Approval'.

The updated details will now have been saved and will be approved by the UOW Representative overseeing your registration.

3.2 Insurance Policies

The insurance policies that are entered into Sitepass will be monitored by their expiry date. When a policy is 3 months out from renewal an email will be sent to the email address entered in the 'Business Contact Details' section under the 'Contact Details' heading as well as the UOW Representative overseeing the business registration. Reminder emails will then be sent 1 month, 1 week and on the day of the expiry date for the policy.

3.2.1 Updating Insurance Policies

When an insurance policy is due to expire and requires updating on Sitepass, simply follow the steps below to update:

1. Log onto Sitepass
2. From the home page, click on the 'Update my Business Details and Register Employees' button to access your business' profile
3. From the business profile click on the 'Insurances' heading on the left hand side
4. Click on the insurance policy that requires updating
5. Update the relevant details, most importantly the new expiry date and provide a copy of the new policy
6. Click 'Save'.

The updated policy details will now been saved and will be approved by the UOW Representative overseeing your registration.

3.3 Work Health and Safety Details

As the work health and safety (WHS) tab on Sitepass has the business' WHS documentation and procedures, this information may change over time and subsequently be updated on Sitepass.

3.3.1 Updating Work Health and Safety Details

If the business' WHS documentation and procedures have changed and require updating on Sitepass, simply follow the steps below to update:

1. Log onto Sitepass
2. From the home page, click on the 'Update my Business Details and Register Employees' button to access your business' profile
3. From the business profile click on the 'Work Health and Safety' heading on the left hand side
4. Make the relevant changes to the work health and safety documentation
5. Click through all the pages by clicking the 'Next' button until you reach the end of the questionnaire
6. Once you reach the end of the questionnaire, click on the 'Save and Submit for Approval' button.

The updated WHS documentation will now been saved and will be approved by the UOW Representative overseeing your registration.

4 Maintaining the Employees Registration

When an employee is registered on Sitepass they are provided with log on details so they are able to access and maintain their registration. It is advisable that employees maintain their own registration to ensure they remain familiar with the system; however it is up to each business how they wish to administer their employee's registrations.

4.1 Personal Details

It is important that the personal details of employees are kept up to date on Sitepass to ensure they accurately reflect the employee's current information. One important aspect of the personal details is the employees email address which is the address that all Sitepass notifications will be sent for the employee.

4.1.1 Updating Personal Details by Employer

If your employee personal details change and require updating on Sitepass, simply follow the steps below to update:

1. Log onto Sitepass
2. From the home page, click on the 'Update my Business Details and Register Employees' button to access your business' profile
3. From the business profile click on the relevant employees name on the left hand side to navigate to their profile
4. Click on the 'Personal Details' heading on the left hand side
5. Make the relevant changes to the employee's personal details
6. Scroll to the bottom of the page and click 'Save and Submit for Approval'.

The updated details will now been saved and will be approved by the UOW Representative overseeing your registration.

4.1.2 Updating Personal Details by Employee

If your personal details have changed and require updating on Sitepass, simply follow the steps below to update:

1. Log onto Sitepass
2. From the home page, click on the 'Contractor Management with Sitepass' button to access your profile
3. Click on the 'Personal Details' heading on the left hand side
4. Make the relevant changes to your personal details
5. Scroll to the bottom of the page and click 'Save and Submit for Approval'.

Your updated details will now been saved and will be approved by the UOW Representative overseeing your registration.

4.2 Licences

Employee licences that are entered into Sitepass will be monitored by their expiry date. When a licence is 3 months out from renewal an email will be sent to:

- the employee through the email address entered in the 'Personal Details' section under the 'Personal Details' heading on the left hand side
- the employer through the email address entered in the 'Business Contact Details' section of the 'Contact Details' heading on the left hand side
- the UOW Representative overseeing the business registration.

Reminder emails will then be sent 1 month, 1 week and on the day of the expiry date for the licence.

4.2.1 Updating Licences by Employer

If an employee's licence expires and requires updating on Sitepass, simply follow the steps below to update:

1. Log onto Sitepass
2. From the home page, click on the 'Update my Business Details and Register Employees' button to access your business' profile
3. From the business profile click on the relevant employees name on the left hand side to navigate to their profile
4. Click on the 'Licences' heading on the left hand side
5. Make the relevant changes to the employee's licence details
6. Scroll to the bottom of the page and click 'Save and Submit for Approval'.

The updated licence details will now been saved and will be approved by the UOW Representative overseeing your registration.

4.2.2 Updating Licences by Employee

If your licences have expired and require updating on Sitepass, simply follow the steps below to update:

1. Log onto Sitepass
2. From the home page, click on the 'Contractor Management with Sitepass' button to access your profile
3. Click on the 'Licences' heading on the left hand side
4. To make changes to a licence, click on the licence name under the heading 'Licence Type' and make the necessary changes, for example upload a copy of an updated licence and change the expiry date
5. Once the changes are complete, click 'Update and Submit for Approval'.

Your updated licences will now been saved and will be approved by the UOW Representative overseeing your registration.

4.3 Induction Training

Induction training is required to be undertaken by all contractors every 2 years. Sitepass will monitor the completion date of the induction training and notify contractors when they are required to complete the induction again. When a notification is received to complete the induction training again, simply follow the steps below:

1. Log onto Sitepass
2. From the home page, click on the 'Continue Training?' button to access the induction training that has been assigned to you
3. Complete each section of the training until all sections are marked as 'Done'.
4. Once all sections have been completed you will have to complete the assessment task at the end of the induction training

5. After completing the induction training and achieving 80% or higher your training will be marked as complete
6. If you receive less than 80% for the assessment, you will be required to re-submit the assessment until you achieve a score of 80% or higher.

4.4 External Training

The external training section is where any training records that a contractor has completed should be stored. These training records are those that do not relate to licensing of any kind or any qualifications that have an expiry date associated with them. This type of record should be entered under the 'Licences' section (See Section 4.2). Examples of external training records include, but not limited to:

- Confined space
- Working at heights
- Local area UOW inductions
- Manual handling
- Elevated work platform

To add an external training record, follow the steps below:

1. Log onto Sitepass
2. From the home page, click on the 'Contractor Management with Sitepass' button to access your profile
3. Click on the 'External Training' section on the left hand side
4. To add a training record click on the 'Add External Training Record' button on the top right hand side
5. After completing the required fields click 'Save'

The training record will now be saved on your profile and the 'External Training' section will be automatically verified by Sitepass and assigned a status of 'Approved'.

5 Related Documents

- [Contractor Registration Preparation Checklist](#)
- [Contractor Registration Procedure](#)
- [Contractor Registration Process](#)
- [Employee Registration Process](#)

6 Version Control Table

Version Control	Date Released	Approved By	Amendment
#	Month Year	Title	Brief comment
1	20131029	Darren Smith – WHS Manager	Document created.
2	20161128	Darren Smith – WHS Manager	Rebrand, scheduled review no changes required.

