

Contractor Registration and Online Induction

User Guide for Contractors



rockingham.wa.gov.au



How to Register my Company



The screenshot shows the 'Registration' form for contractors on the City of Rockingham website. The form is overlaid on an aerial photograph of a city building. The 'city of Rockingham' logo is at the top. The form title is 'Registration'. Below the title, it says 'Please fill out the registration below'. The form fields are: 'Your ABN:' with a text box and a 'Verify' button; 'Your Company:' with a text box; 'First name:' with a text box; 'Last name:' with a text box; 'Your Email:' with a text box and the note '(This will become your username)'; 'Your Email again:' with a text box; 'Mobile:' with a text box; 'Choice of password:' with a text box; 'Password again:' with a text box; and 'Primary Trade:' with a text box. At the bottom, there is a checkbox for consent to the Privacy Policy and Terms of Use, and an orange 'REGISTER' button.

Company Registration

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

- Complete all of 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 still need to complete the registration.
- Use full personal and company names to avoid confusion and double ups (no nick names).

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Company Details

- Once you have registered, the next screen will request further information (see example below).
- You will be asked to provide the company documentation (including copies of insurances) which is required to commence work with the City of Rockingham.
- Please complete the form and supply all mandatory information and documentation.

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 received 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

Business structure *

If other please specify

Company ACN if applicable

Contact email *

Postal address *

Questionnaire

Work Health and Safety Management Systems

If your company has a WHS Management System recognised by an independent authority eg AS4801 or ISO45001 please upload your current certificate

 No file chosen 

Does your organisation have a WHS Management Plan *

If answered yes to above please upload the document here

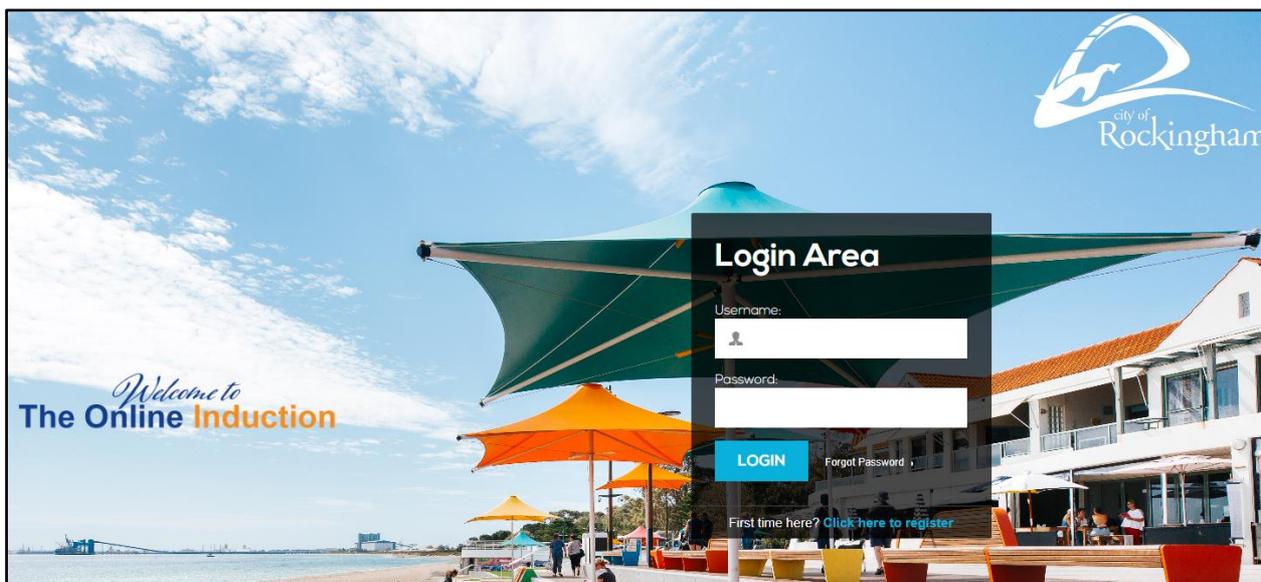
 No file chosen 

- Provide all of the details and click on the “submit and continue” button to finish the upload and complete the company registration.
- Once the company is registered, individuals can now complete the online induction.
- When completing the individual online induction, you can access it through the link “Register a User” on your company dashboard or through the City’s webpage under the link “log in to complete your induction”.



Completing the Individual Online Induction

<https://www.onlineinduction.com/rockingham/index.php>



- The above homepage is for the online induction.
- First time users will need to register and the following page will open.
- Please complete all the relevant fields and click on register at the bottom.

Registration

Please fill out the registration below

First name:

Last name:

Your Company:

Your Email: (This will become your username)

Your Email again:

Mobile:

Choice of password:

Password again:

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 and Terms of Use.

REGISTER

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- Please complete the relevant information and provide tickets and certificates relevant to the works you will be undertaking for the City of Rockingham.

Contractor

Emergency contact name *

Emergency contact phone *

Drivers licence number

Drivers licence class

Drivers licence expiry

Certifications or Training Record - please upload all training records relevant to your scope of works

Construction Induction -White or Blue Card [Don't have this?](#)

Expiry Date

No file chosen [Help?](#)

Other Licence [Don't have this?](#)

Expiry Date

No file chosen [Help?](#)

Electrical Licence [Don't have this?](#)

Expiry Date

No file chosen [Help?](#)

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



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- Once you have supplied the relevant information, you can now commence the online **Contractor Safety Induction**.



- At the end of the presentation you will be given a short questionnaire to complete related to the content of the presentation.
- Once your answers are all correct, you have now completed your online induction.
- Please print the induction card or save a PDF/photo on your phone and carry it with you at all times when you are working on a City of Rockingham site. If you lose your card you can log back in with your username (email) and password to print another copy.

For any issues related to company registration or completing the Online Induction, please contact the relevant City of Rockingham Supervisor / Manager or alternatively email the Work Health and Safety team at whs@rockingham.wa.gov.au