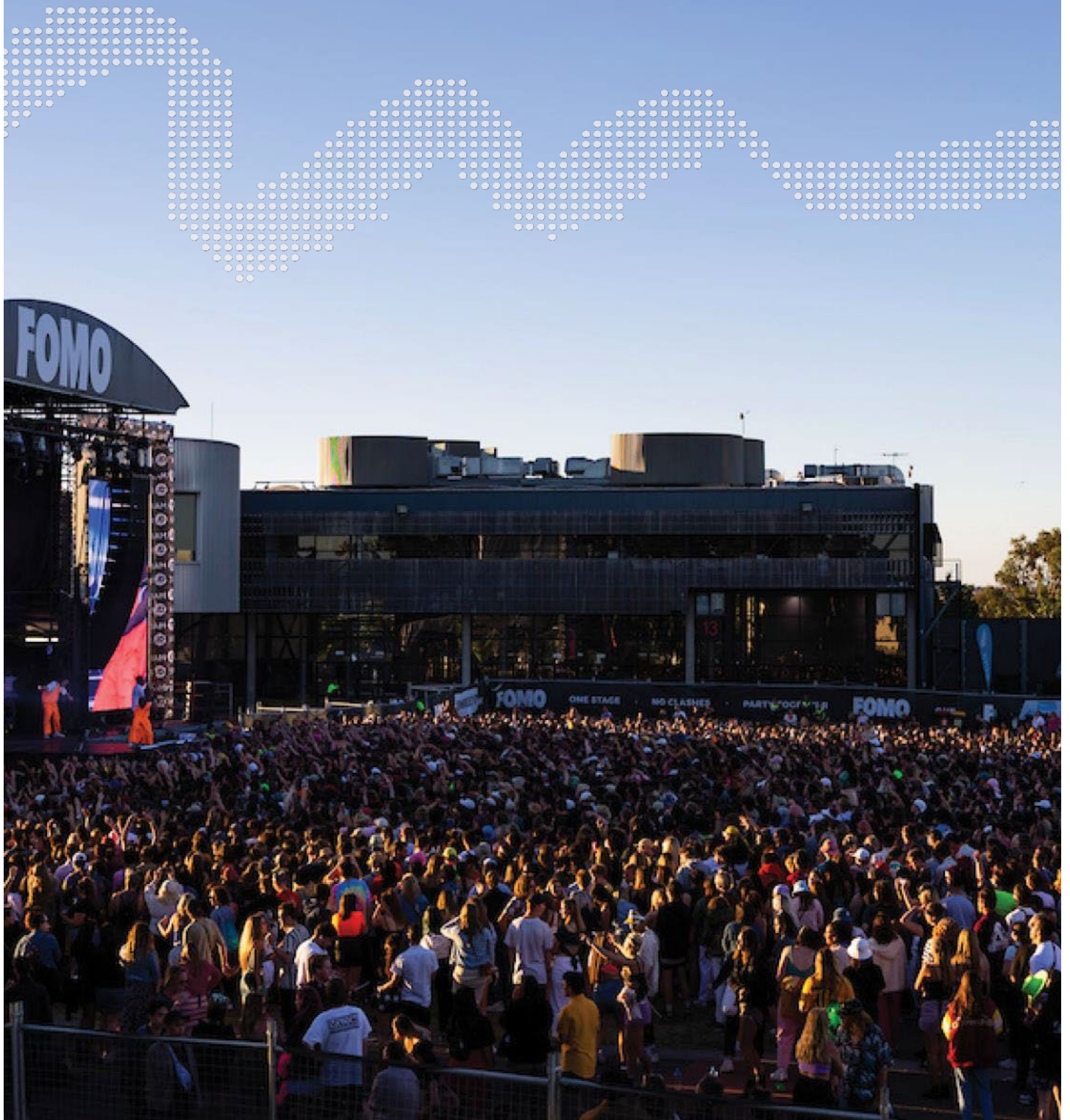


# Site Induction Guide

Employees of event organisers, contractors, and exhibitors



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## Pre-Registration

The registration and induction process is to be completed ideally on a laptop or tablet. Please avoid using a phone. Additionally, please allow 30 minutes of your time to complete this process.

For employees that have never registered with Melbourne Royal on WHS, please skip to **Initial Registration** which can be found on page 4 of this guide.

For employees that have an existing registration with Melbourne Royal on WHS, please go to the **WHS login page** which can be found with the provided link:  
**<https://app.whsmonitor.com.au/oauth/whs>**

Login to your WHS account and skip to **step 2.1** on page 7 of this guide.

## 1. Initial Registration

### 1.1 To begin the registration process, the allocated admin will send you a link.

This link will allow you to register against your employer's business account.

### 1.2 Please click on the link the allocated admin forwarded you. Your screen should look like the image below.

Please check that the organisation you are working for is displayed here e.g., Royal Agricultural Society of Victoria.

THE ROYAL AGRICULTURAL SOCIETY OF VICTORIA LIMITED Worker/Subcontractor Registration

Step 1 - Register Step 2 - Verify (Check email to verify) Step 3 - Upload Documentation Step 4 - Submit for Approval

☐ CLICK HERE TO REGISTER AS AN EXISTING WORKER/SUBCONTRACTOR

ACCOUNT INFORMATION

EMAIL ADDRESS (USERNAME) \* PASSWORD \* RE-ENTER PASSWORD \*

PERSONAL DETAILS

WORKER TYPE \*  
Select worker type

SALUTATION \*  
☐ MR ☐ MRS ☐ MS ☐ OTHER

FIRST NAME \* LAST NAME \* MIDDLE NAME DATE OF BIRTH

HAVE YOU BEEN KNOWN BY ANY OTHER NAMES? (IF YES PROVIDE DETAILS)  
☐ YES ☐ NO DETAILS

PRINCIPAL PLACE OF BUSINESS ADDRESS

TOWN STATE POST CODE

BUSINESS NAME (IF APPLICABLE)

HOME PHONE MOBILE WORK FAX

REGISTER NOW

Please ensure the top right of your screen displays Worker/Subcontractor Registration.

To ensure you have received the correct link. Please double check that the top right hand corner displays 'Worker/Subcontractor Registration'.

If the top right-hand corner of the screen does not display 'Worker/Subcontractor Registration', then you have been provided an incorrect link. **DO NOT** proceed further and communicate with the allocated admin to obtain the correct link as outlined in the Induction Guide for Event Organisers, Contractors, and Exhibitors.

Please also check the top left-hand corner of the screen for the organisation's name you are registering with. Ensure that it is the correct organisation before proceeding.

### 1.3 Fill in your details

(at minimum, all mandatory areas marked with \*)

### 1.4 For your password, ensure you adhere to all the following requirements

- (No full stops)
- Ten-character password length

- One lowercase letter (a-z)
- One uppercase letter (A-Z)
- One number (0-9)
- One of the following characters: ~!@#\$\$%^&\*()

PASSWORD \*

RE-ENTER PASSWORD \*

**1.5 Please ensure you have selected the appropriate worker type. General employees and exhibitors will come under 'Worker'**

WORKER TYPE \*

← Click on the arrow to select contractor type

**1.6 Once you have filled out all the details required, double check your information. Once you are satisfied, scroll down, and click the 'REGISTER NOW' button.**

SALUTATION \*

☐ MR ☐ MRS ☐ MS ☐ OTHER

FIRST NAME \*

LAST NAME \*

MIDDLE NAME

EMAIL ADDRESS \*

REGISTER NOW

← REGISTER NOW button

**1.7 If you have successfully followed the above steps, then you will receive the below message on your browser:**



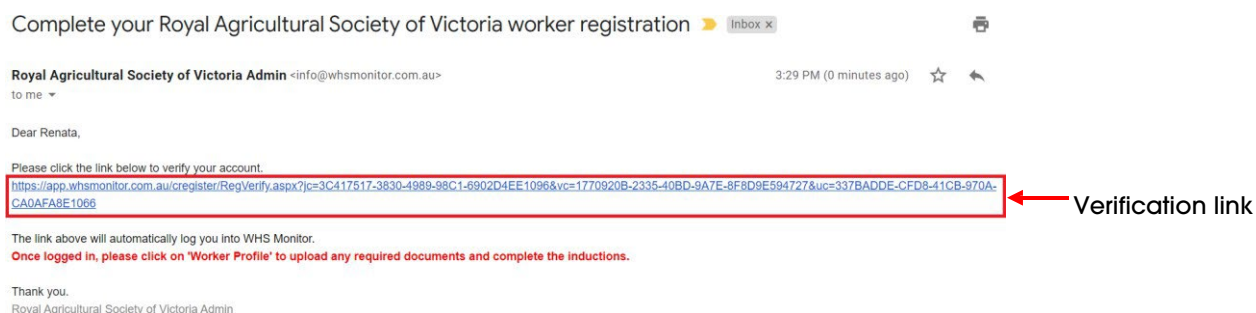
WHS MONITOR  
WORKPLACE SAFETY SYSTEM

HOME

REGISTRATION COMPLETE

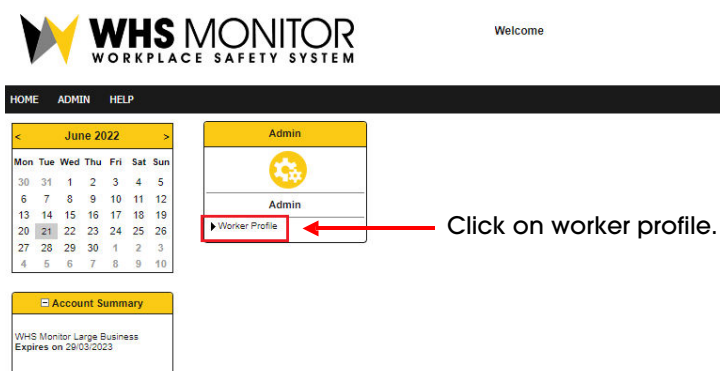
Thank you for completing the registration form. Please check your email (including your email spam / junk email folder) for the verification code and instructions on how to complete your registration.

**1.8 Following this, you will receive an email to verify your registration. Please click on the link in the email to verify your account. This link will take you to the registration portal.**



If you are unable to locate this email, please check your junk and spam inbox.

**1.9 The link will take you to the WHS website. Click on Worker Profile as shown below:**





## 2. Uploading Required Documents

If you **are** a Forklift Driver, Rigger, or Scaffolder, you will be required to upload the necessary licenses. Please proceed with the below steps.

If you are **not** a Forklift Driver, Rigger, or Scaffolder, you are **not** required to upload any documentation. Please skip to **Required Induction Modules** found on page 9 of this guide.

### 2.1 Once you have clicked on the verification link and you have been directed to the WHS Portal, scroll down to Required Documents

This is where you can upload your necessary licenses. For your account to be approved, please upload valid licenses that are not expired.

### 2.2 Click on Add/Upload Doc for each section

For Sole Traders, you will only need to upload your Products & Public Liability Insurance.

For Contractors, Agriculture, and Food & Beverage, you will need to upload your Products & Public Liability and Workers Compensation Insurance.

Required Documents Copy Uploaded File

| Requirements                                                                        | Description | Issue Date | Expiry Date | NA Reason | View | Add/Upload Doc                                                                      | Del |
|-------------------------------------------------------------------------------------|-------------|------------|-------------|-----------|------|-------------------------------------------------------------------------------------|-----|
| Type : High Risk Work License<br>Description : High Risk Work License<br>Comments : |             |            |             |           |      |  |     |

Click on the folder icon to upload your licenses.

### 2.3 Once you have clicked on the folder icon underneath Add/Upload Doc, a pop-up window will require you to add a file description and expiry date. Once completed, then upload the document in the Upload File area.

Upload Attachment

Required document description  
High Risk Work License

File Description\*   
High risk work licence

Upload File\*   
 Select

☐ Not Applicable? Reason

Document Type\*   
High Risk Work License

Expiry Date\*   
30/11/2022

☐ Not Applicable? Reason

Save Cancel

- 2.4** Once you have uploaded your license and filled in the necessary information, click the yellow Save button in the bottom right corner and your record will be saved successfully

The screenshot shows a web browser window with the URL `app.whsmonitor.com.au/App/WorkOrder/ContractorDetails.aspx?page=806&siteindex=0`. A modal message box from `app.whsmonitor.com.au` states "Record has been successfully saved." with an "OK" button. Below the message is a form titled "ADD/EDIT DOCUMENT". The form has a "Required Document Description" field with the value "Public Liability Insurance". It also has fields for "Document Title" (containing "Public Liability Insurance Document"), "Document Date", "Description", and "Document Type" (containing "Public Liability Insurance").

- 2.5** Press the blue OK button and you will be taken back to the main screen. If your license has been uploaded successfully, you will see the information displayed in the Required Documents section.

| Required Documents                                                                  |                        |            |             |           |      |                |     |
|-------------------------------------------------------------------------------------|------------------------|------------|-------------|-----------|------|----------------|-----|
|                                                                                     |                        |            |             |           |      |                |     |
| Copy Uploaded File                                                                  |                        |            |             |           |      |                |     |
| Requirements                                                                        | Description            | Issue Date | Expiry Date | NA Reason | View | Add/Upload Doc | Del |
| Type : High Risk Work License<br>Description : High Risk Work License<br>Comments : | High risk work licence | 21/06/2022 | 30/11/2022  |           |      |                |     |



### 3. Required Induction Modules

**ALL** employees **MUST** complete the mandatory induction modules to finalise the registration process.

Please ensure you have logged into your account

Login Link: <https://app.whsmonitor.com.au/oauth/whs>

#### 3.1 In the WHS portal, scroll down to Required Inductions

| Required Inductions                                                                                         |                                        |                                                                                   |                |             |        |              |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------|----------------|-------------|--------|--------------|
| Description                                                                                                 | Client/Site Name                       | Launch                                                                            | Induction Date | Expiry Date | Result | Induction ID |
| ID : IDNR-13<br>Description : Incident Reporting & Emergency Procedures<br>Type : Emergencies<br>Comments : | Royal Agricultural Society of Victoria |  |                |             |        |              |
| ID : IDNR-4<br>Description : Site Safety Rules<br>Type : Site Rules<br>Comments :                           | Royal Agricultural Society of Victoria |  |                |             |        |              |
| ID : IDNR-8<br>Description : Site Standards<br>Type : Site Standards<br>Comments :                          | Royal Agricultural Society of Victoria |  |                |             |        |              |
| ID : IDNR-12<br>Description : Working Safely at RASV<br>Type : Safe Work Practices<br>Comments :            | Royal Agricultural Society of Victoria |  |                |             |        |              |

#### 3.2 To launch an induction, click the icon demonstrated below

| Required Inductions                                                                                         |                                        |                                                                                     |                |             |        |              |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------|----------------|-------------|--------|--------------|
| Description                                                                                                 | Client/Site Name                       | Launch                                                                              | Induction Date | Expiry Date | Result | Induction ID |
| ID : IDNR-13<br>Description : Incident Reporting & Emergency Procedures<br>Type : Emergencies<br>Comments : | Royal Agricultural Society of Victoria |  |                |             |        |              |
| ID : IDNR-4<br>Description : Site Safety Rules<br>Type : Site Rules<br>Comments :                           | Royal Agricultural Society of Victoria |  |                |             |        |              |
| ID : IDNR-8<br>Description : Site Standards<br>Type : Site Standards<br>Comments :                          | Royal Agricultural Society of Victoria |  |                |             |        |              |
| ID : IDNR-12<br>Description : Working Safely at RASV<br>Type : Safe Work Practices<br>Comments :            | Royal Agricultural Society of Victoria |  |                |             |        |              |

Click on the icon  
to launch the first  
induction module

#### 3.3 Ensure your details are correct, click the blue Save & Next button in the bottom right corner

Incident Reporting & Emergency Procedures Enter your details

Please enter details below to start the induction.

First Name

Renata

Last Name

Krupinska

Company Name

Renata's Company

Email Address

renata@melbourneshowgrounds.com

Phone Number

Position / Job

Job Location

Manager / Supervisor

Save & Next

Click on the Save  
& Next button  
once all details  
marked \* are  
provided

### 3.4 Read through each page and answer all questions

Incident Reporting & Emergency Procedures 6 Questions

### Questions



When I hear the alert tone (Beep, Beep, Beep) I must:

I have a duty to use an extinguisher to fight a fire if I find myself in that situation ☐ True ☐ False

Save & Previous Save & Next

### 3.5 Once you have completed and passed an induction, you can launch the next induction module

Induction Result

Thank you for completing the Incident Reporting & Emergency Procedures induction.

NUMBER OF REQUIRED QUESTIONS : 6

NUMBER OF REQUIRED QUESTIONS ANSWERED CORRECTLY : 6

PASSING MARK : 100 %

YOUR SCORE : 100 %

RESULT : Pass

INDUCTION ID : 2916118168

EXPIRATION DATE : 09/06/2023

Please click the LAUNCH NEXT button to complete Site Standards induction.

CLOSE LAUNCH NEXT

Click on the LAUNCH NEXT button to load the next induction module

Please note that some induction modules require 100% score to pass.

### 3.6 Once you have completed all the required induction modules, your screen should look like the image below:

| Required Inductions                                                                                                                     |                                        |        |                |             |                    |              |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------|----------------|-------------|--------------------|--------------|
| Description                                                                                                                             | Client/Site Name                       | Launch | Induction Date | Expiry Date | Result             | Induction ID |
| <b>ID :</b> IDNR-13<br><b>Description :</b> Incident Reporting & Emergency Procedures<br><b>Type :</b> Emergencies<br><b>Comments :</b> | Royal Agricultural Society of Victoria |        | 09/06/2022     | 09/06/2023  | Pass<br>100% (6/6) | 2916118168   |
| <b>ID :</b> IDNR-4<br><b>Description :</b> Site Safety Rules<br><b>Type :</b> Site Rules<br><b>Comments :</b>                           | Royal Agricultural Society of Victoria |        | 09/06/2022     | 09/06/2023  | Pass<br>100% (6/6) | 2916148880   |
| <b>ID :</b> IDNR-8<br><b>Description :</b> Site Standards<br><b>Type :</b> Site Standards<br><b>Comments :</b>                          | Royal Agricultural Society of Victoria |        | 09/06/2022     | 09/06/2023  | Pass<br>100% (5/5) | 2916136720   |
| <b>ID :</b> IDNR-12<br><b>Description :</b> Working Safety at RASV<br><b>Type :</b> Safe Work Practices<br><b>Comments :</b>            | Royal Agricultural Society of Victoria |        | 09/06/2022     | 09/06/2023  | Pass<br>100% (8/8) | 2916187985   |

## 4. Submitting Registration

Now that you have completed all required tasks (uploading licenses and completing the induction modules), you can submit your registration for approval to the Melbourne Showgrounds.

### 4.1 On the WHS portal under Worker Type, click the green submit button located in the bottom right-hand corner

SHOW MORE DETAILS

Sites To update a Site please select from the list below.

| Site                                                                       | Status         | Worker Type | Contractor Type | Print QR |
|----------------------------------------------------------------------------|----------------|-------------|-----------------|----------|
| <input checked="" type="checkbox"/> Royal Agricultural Society of Victoria | Email verified | Rigger      | Contractor      |          |

Worker Type \*

Rigger

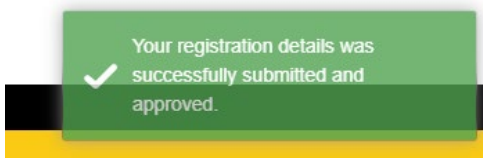
To submit please fill in the Worker Type, Required Documents and Required Inductions.

Update Site

Submit

Click on Submit

### 4.2 Once you have clicked Submit and you have successfully completed the required induction modules, a message in the top right-hand corner will appear



### 4.3 Once your account has been submitted, you will receive an approval email with a QR Code. Please keep this QR code with you for onsite checks.

Your registration has been approved >> Inbox x

Royal Agricultural Society of Victoria Admin <info@whsmonitor.com.au>  
to me ▾

Dear Renata,

Your worker registration has been approved.

Best Regards,  
Royal Agricultural Society of Victoria Admin



← QR Code

## 5. Common Questions / Problems

Here you will find the most common questions asked regarding the registering process on WHS. If you have a question or experiencing any issues, please search for a similar question in this section that may assist you.

### 5.1 'My username is already in use/taken'

If you are trying to register your business on WHS and you see this message beneath Email Address (Username):

"Email Address already used by another user. Please enter different Email Address"

EMAIL ADDRESS (USERNAME) \*

Email Address already used by another user. Please enter different Email Address.

This demonstrates that the email address provided is already registered with WHS. Please go to the **WHS login page** which can be found with the provided link to login to your account:

**<https://app.whsmonitor.com.au/oauth/whs>**

### 5.2 'I forgot my password'

If you have forgotten your password, please click on the following link:

**<https://app.whsmonitor.com.au/oauth/whs>**

Once you have clicked on the link, your webpage will look like the image below. Please enter your username in the box, click next:



Sign In

Next

[Forgot Username](#)

[< Back to homepage](#)

Clicking Next will take you to the following page.



Sign In

☐ Remember me

Sign In

[Forgot Password](#)

Not a member? [Start a trial today](#)

[< Back to homepage](#)

Click Forgot Password to reset your password