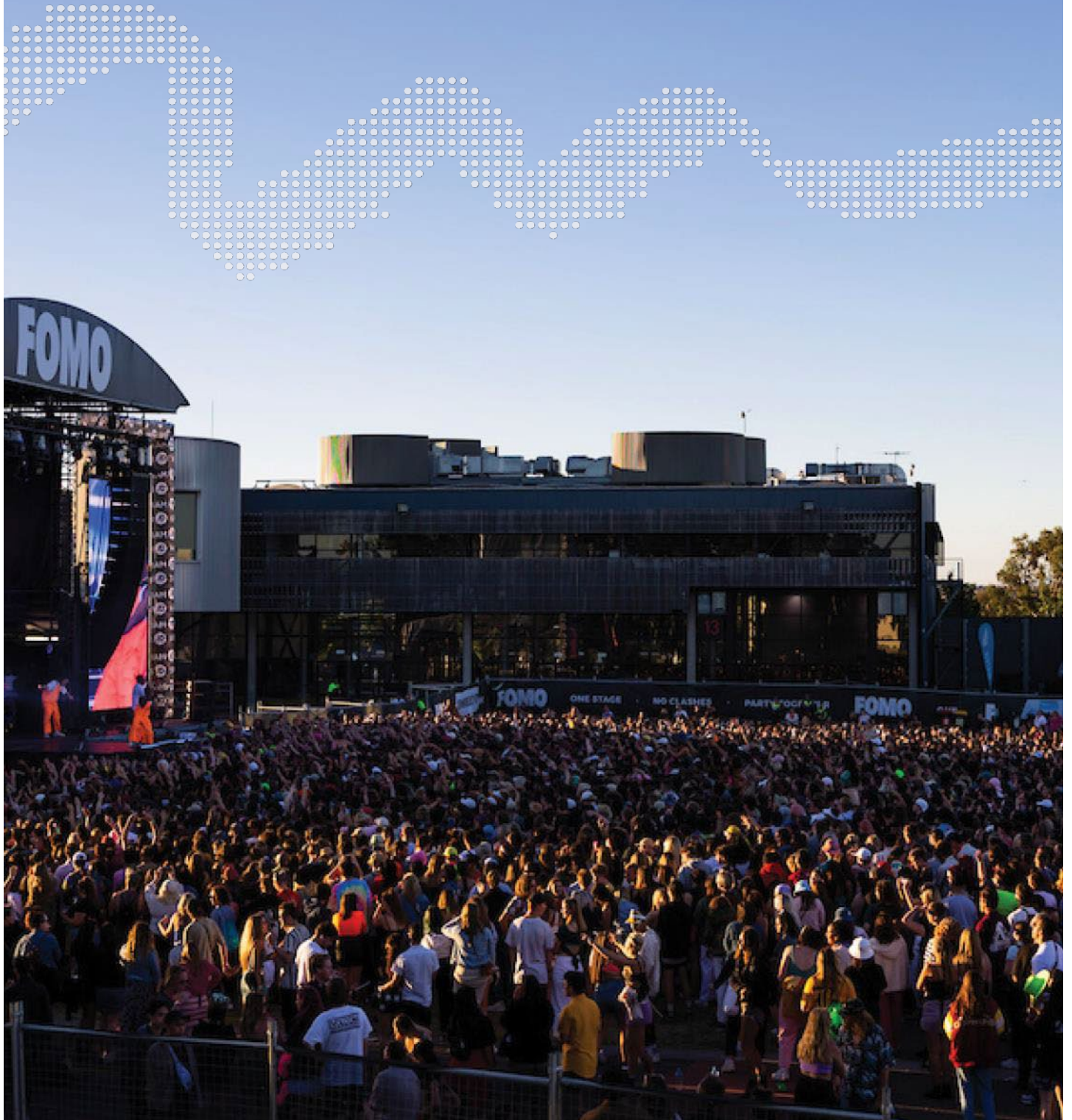


# Site Induction Guide

Employees of event organisers, contractors, and exhibitors



## Contents

Pre-Registration.....	3
1. Initial Registration .....	4
2. Uploading Required Documents.....	7
3. Required Induction Modules.....	9
4. Submitting Registration.....	12
5. Common Questions / Problems .....	13

## 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 \*

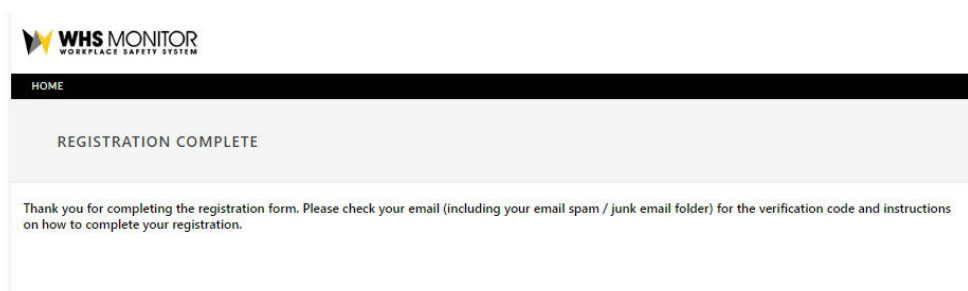
LAST NAME \*

MIDDLE NAME

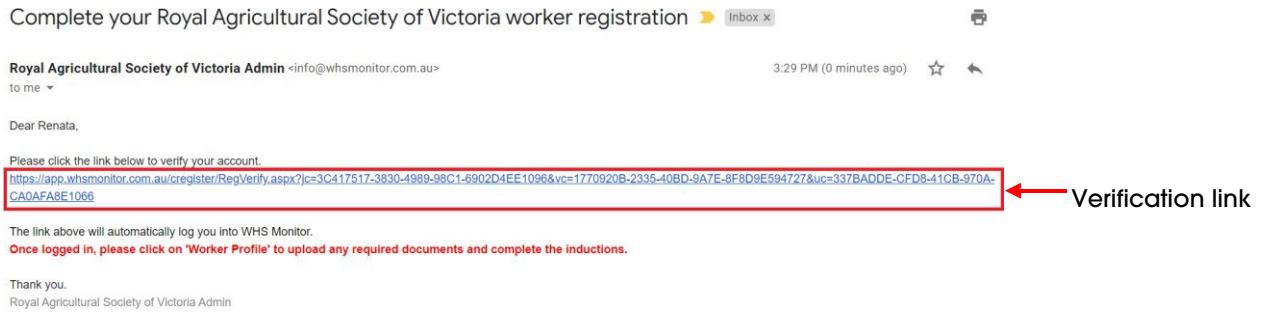
EMAIL ADDRESS \*

← REGISTER NOW button

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

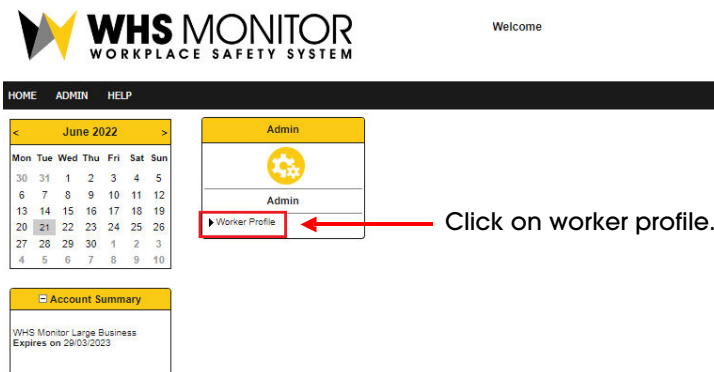


**1.8 Following this, you will receive an email to verify your registration. Please click on the link in the email to verify your account. This link will take you to the registration portal.**



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 Description : High Risk Work License 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\*

Upload File\*

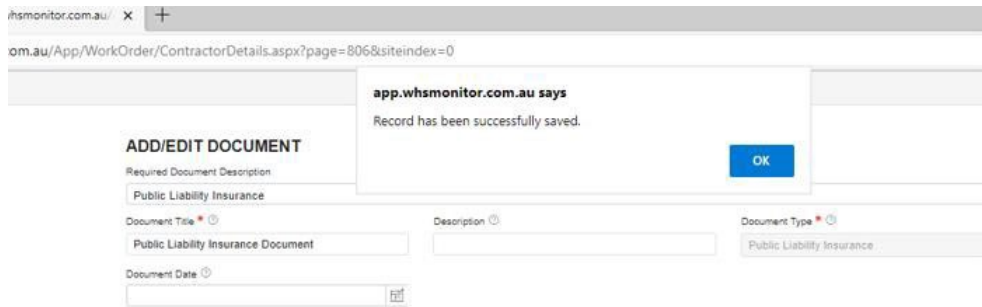
Document Type\*

Issue Date

Expiry Date\*

Not Applicable? Reason

**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



**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 Description : High Risk Work License 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

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

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

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

Please enter details below to start the induction.

First Name	<input type="text" value="Renata"/>
Last Name	<input type="text" value="Krupinska"/>
Company Name	<input type="text" value="Renata's Company"/>
Email Address	<input type="text" value="renata@melbourneshowgrounds.com"/>
Phone Number	<input type="text"/>
Position / Job	<input type="text"/>
Job Location	<input type="text"/>
Manager / Supervisor	<input type="text"/>




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

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**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

### 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.

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 <b>Description :</b> Incident Reporting & Emergency Procedures <b>Type :</b> Emergencies <b>Comments :</b>	Royal Agricultural Society of Victoria		09/06/2022	09/06/2023	Pass 100% (6/6)	2916118168
<b>ID :</b> IDNR-4 <b>Description :</b> Site Safety Rules <b>Type :</b> Site Rules <b>Comments :</b>	Royal Agricultural Society of Victoria		09/06/2022	09/06/2023	Pass 100% (6/6)	2916148880
<b>ID :</b> IDNR-8 <b>Description :</b> Site Standards <b>Type :</b> Site Standards <b>Comments :</b>	Royal Agricultural Society of Victoria		09/06/2022	09/06/2023	Pass 100% (5/5)	2916136720
<b>ID :</b> IDNR-12 <b>Description :</b> Working Safety at RASV <b>Type :</b> Safe Work Practices <b>Comments :</b>	Royal Agricultural Society of Victoria		09/06/2022	09/06/2023	Pass 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 <sup>+</sup>

Rigger

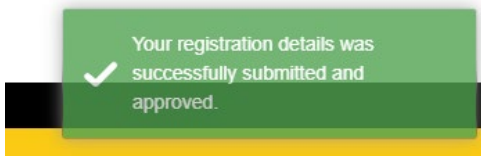
To submit please fill in the Worker Type, Required Documents, and Required Inductions.

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 Σ 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

  
  
[Forgot Username](#)  
[< Back to homepage](#)

Clicking Next will take you to the following page.



Sign In

  
  
 Remember me  
  
[Forgot Password](#)  
[Not a member? Start a trial today](#)  
[< Back to homepage](#)

Click Forgot Password to reset your password