Site Induction Guide

Event Organisers, Contractors, and Exhibitors

FOMO

Melbourne Showgrounds

Where events come alive

Contents

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 event organisers, contractors, or exhibitors 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 event organisers, contractors, or exhibitors 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 business account and skip to **step 2.2** on page 7 of this guide.

1.   Initial Registration

1.1   To begin the registration process, please select an allocated admin.

The allocated admin will be responsible for registering the business, uploading insurances if necessary, and completing the induction modules.

There can only be <u>ONE</u> allocated admin.

If you are the allocated admin, please skip to step 1.2 in this guide.

If you are <u>NOT</u> the allocated admin, please give this guide to your allocated admin to complete the registration process.

1.2   Once the allocated admin is selected, please click on the link to the WHS Monitor Management System which can be found below:

https://app.whsmonitor.com.au/cregister/registercontractor.aspx?jc=3C417517-3830-4989- 98C1-6902D4EE1096

To avoid technical issues in the future, DO NOT send this link to employees, contractors, or volunteers in your organisation as duplicated accounts of your business can occur.

1.3   Once you have clicked on the link, the below page should be presented below.

1.4   Fill in your details

At minimum, all mandatory areas marked with *.

1.5 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 *

1.6 Please ensure you have selected the appropriate contractor type

CONTRACTOR TYPE *

Select contractor type ⌄   ← Click on the arrow to select contractor type

If you select Exhibitor, you are not required to upload your insurances.

If you select Contractor, Agriculture, Food & Beverage, you will be required to upload your Workers Compensation and Products & Public Liability insurance.

If you select Sole Trader, you will be required to upload your Products & Public Liability insurance.

1.7 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
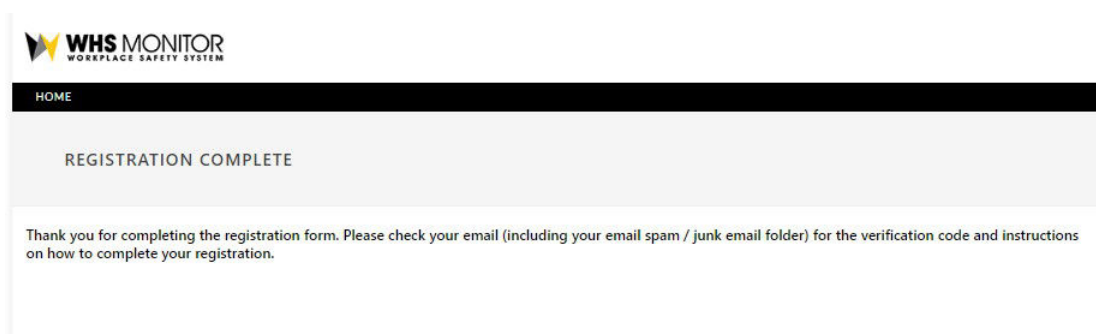
FIRST NAME *

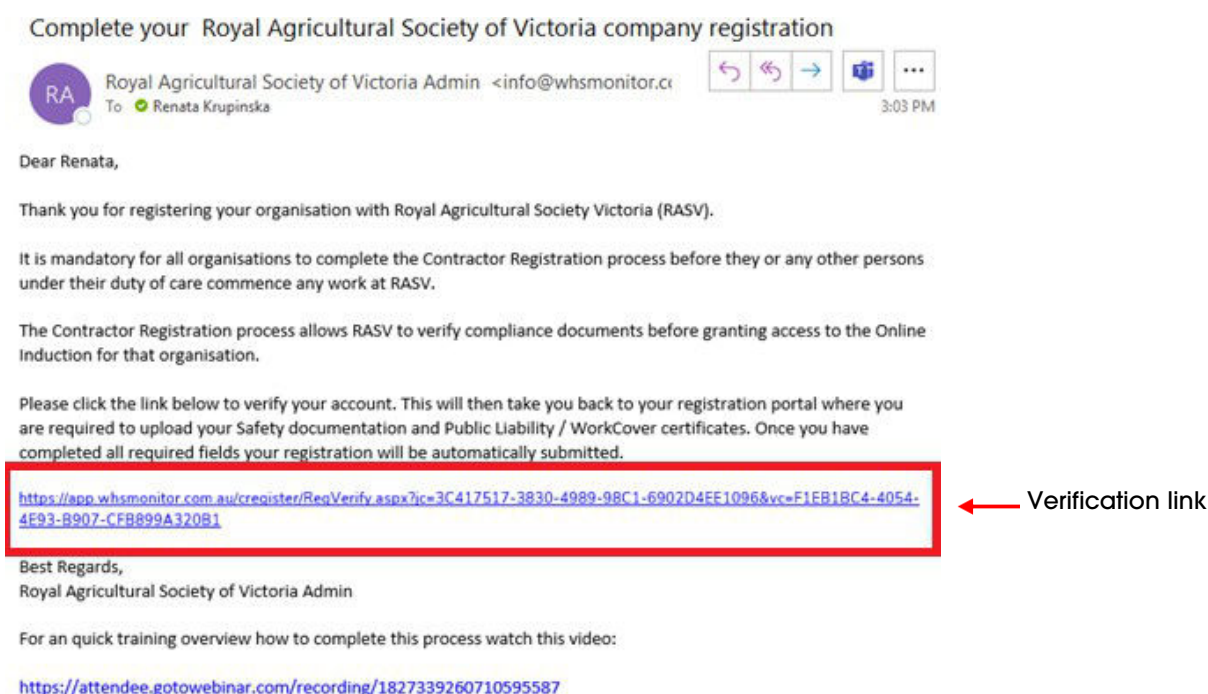LAST NAME *

MIDDLE NAME

EMAIL ADDRESS *

REGISTER NOW   ← REGISTER NOW button

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

1.9 **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.

2. Uploading Required Documents

If you are an Exhibitor, you are not required to upload Workers Compensation, and Products & Public Liability Insurances. Please skip to **Required Induction Modules** found on page 9 of this guide.

If you selected Contractor, Agriculture, Food & Beverage, or Sole Trader, you will be required to upload your Workers Compensation and Products & Public Liability insurance. Please proceed with the below steps.

2.1 Once you have clicked on the verification link and you have been directed to the WHS Portal, login to your account and click on Contractor Profile
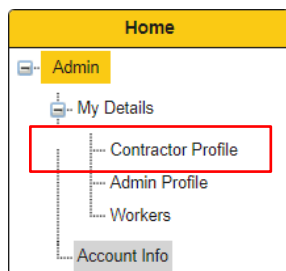
Click on Contractor Profile

2.2 Scroll down to Required Documents

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

2.3 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.

Click on the folder icon to upload your insurances

2.4 **Once you have clicked on the folder icon underneath Add/Upload Doc, a pop-up window will require you to add a document title and expiry date. Once completed, then upload the document in the Upload Document area.**

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

2.6 **Press the blue OK button and you will be taken back to the main screen. If your insurance has been uploaded successfully, you will see the information displayed in the Required Documents section.**
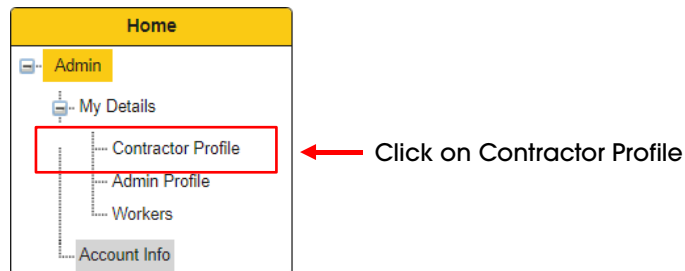
3.   Required Induction Modules

ALL Event Organisers, Contractors, and Exhibitors **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   Once you have logged into your WHS account, ensure you are in your contractor profile

← Click on Contractor Profile

3.2   In the WHS portal, scroll down to Required Inductions

3.3   To launch an induction, click the icon demonstrated below:

Click on the icon to launch the first induction module

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

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

3.5 **Read through each page and answer all questions**

3.6 **Once you have completed and passed an induction, you can launch the next induction module**

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

Please note that some induction modules require 100% score to pass.
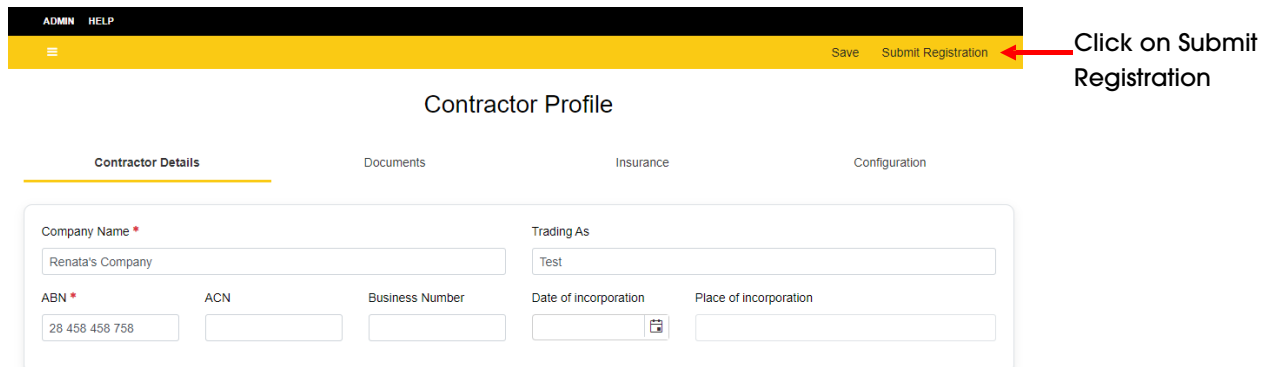
3.7   Once you have completed all the required induction modules, your screen should look like the image below:

Required Inductions

Description	Client/Site Name	Launch	Induction Date	Expiry Date	Result	Induction ID
ID : IDNR-13 **Description** : Incident Reporting & Emergency Procedures **Type** : Emergencies **Comments** :	Royal Agricultural Society of Victoria		09/06/2022	09/06/2023	Pass 100% (6/6)	2916118168
ID : IDNR-4 **Description** : Site Safety Rules **Type** : Site Rules **Comments** :	Royal Agricultural Society of Victoria		09/06/2022	09/06/2023	Pass 100% (6/6)	2916148880
ID : IDNR-8 **Description** : Site Standards **Type** : Site Standards **Comments** :	Royal Agricultural Society of Victoria		09/06/2022	09/06/2023	Pass 100% (5/5)	2916136720
ID : IDNR-12 **Description** : Working Safely at RASV **Type** : Safe Work Practices **Comments** :	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 insurances and completing the induction modules), you can submit your registration for approval to the Melbourne Showgrounds.

4.1   On the WHS portal, scroll up and in the top right corner of your screen, click the yellow Submit Registration button

Click on Submit Registration

4.2   Once you have clicked Submit Registration, the OHS Manager at the Melbourne Showgrounds will check all details and approve your registration

Please note, this is not an automatic process, please allow up to three business days to receive the confirmation email.

4.3   Once your account is approved, you will receive an email with a link as shown in the image below:

Link in email after account is approved by the OHS manager
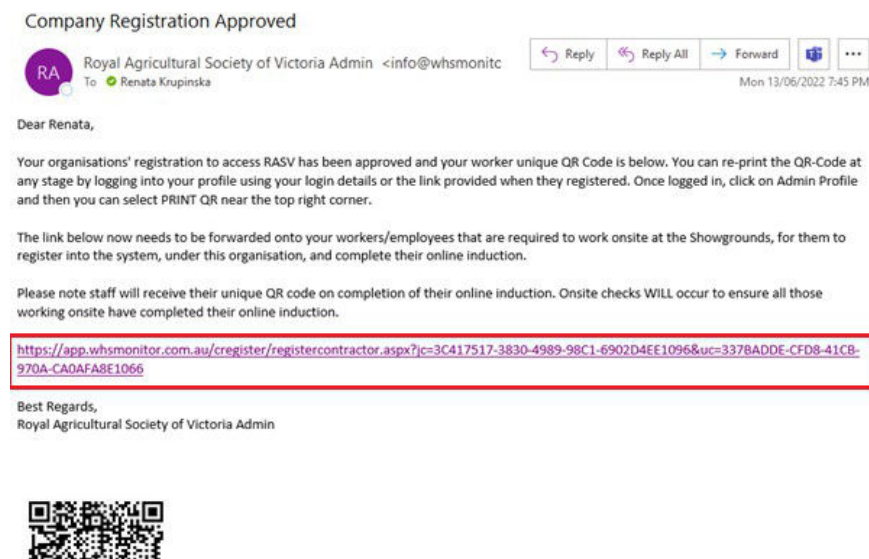
4.4 This link needs to be forwarded to workers/employees that are required to work on site.

This will allow your workers/employees to register against your business account and complete their induction modules

4.5 With the link, please forward your workers/employees the Site Induction Guide for Employees

4.6 Ensure you keep the QR code for on-site checks

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) *

renata@melbourneshowgrounds.com

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:

### 5.3   I've submitted my account but haven't received a link for my workers/employees.

Not receiving a link means that the OHS Manager has not yet approved of your account. After submitting your account. Please wait up to 3 business days for this approval and receiving the link.

5.4 How do I know which of my employees/workers have registered to my business account and if they have completed their induction modules?

1. Login to WHS using the following link:
   https://app.whsmonitor.com.au/oauth/whs

2. In the top left corner select ADMIN > My Details > Workers.
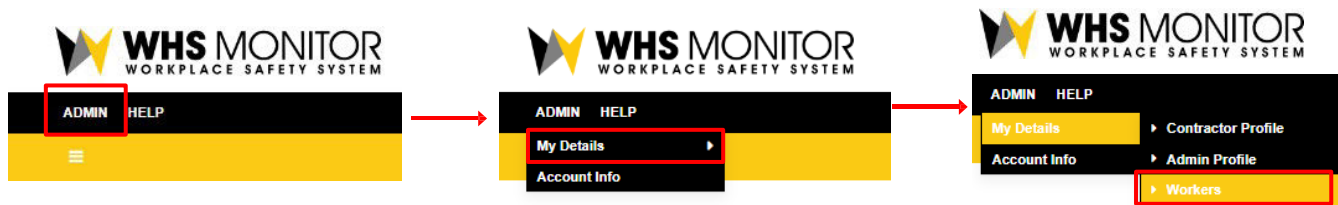
3. Click Workers as highlighted in the image above. This will take you to the image shown below:
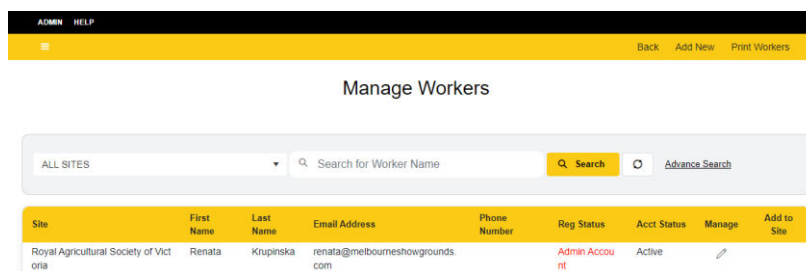
4. If an employees'/workers' Account Status shows 'Active', this means they have completed the required induction modules.

5. If an employees'/workers' Account Status shows 'Unapproved', this means they have not completed the required induction modules.

5.5   I am unable to upload my insurances

1. If you selected Exhibitor in Contractor Type (refer to step 1.6 on page 5), WHS will not provide the option to upload your insurances as these are not required.

2. If you are NOT an exhibitor and you can not upload your insurances, please login to the WHS portal with the following link: **https://app.whsmonitor.com.au/oauth/whs**

3. Once you have logged in, scroll down to Contractor Type as depicted in the image below:

4. Click on the arrow icon as shown above and ensure you have selected the correct contractor type (Exhibitor Contractor Type is not required to upload insurances).

5. Click the blue Update Site button in the bottom right corner.

Click the blue Update Site button to update Contractor Type

6. Refer to step 2.2 on page 7 in this guide.

5.6   The allocated admin no longer works for us. What do I do?

There are two options:

1. We can delete the registered business account and you can complete the registration process again.

2. We can send you the link to log into the account. You can change the email address and passwords when this occurs.