

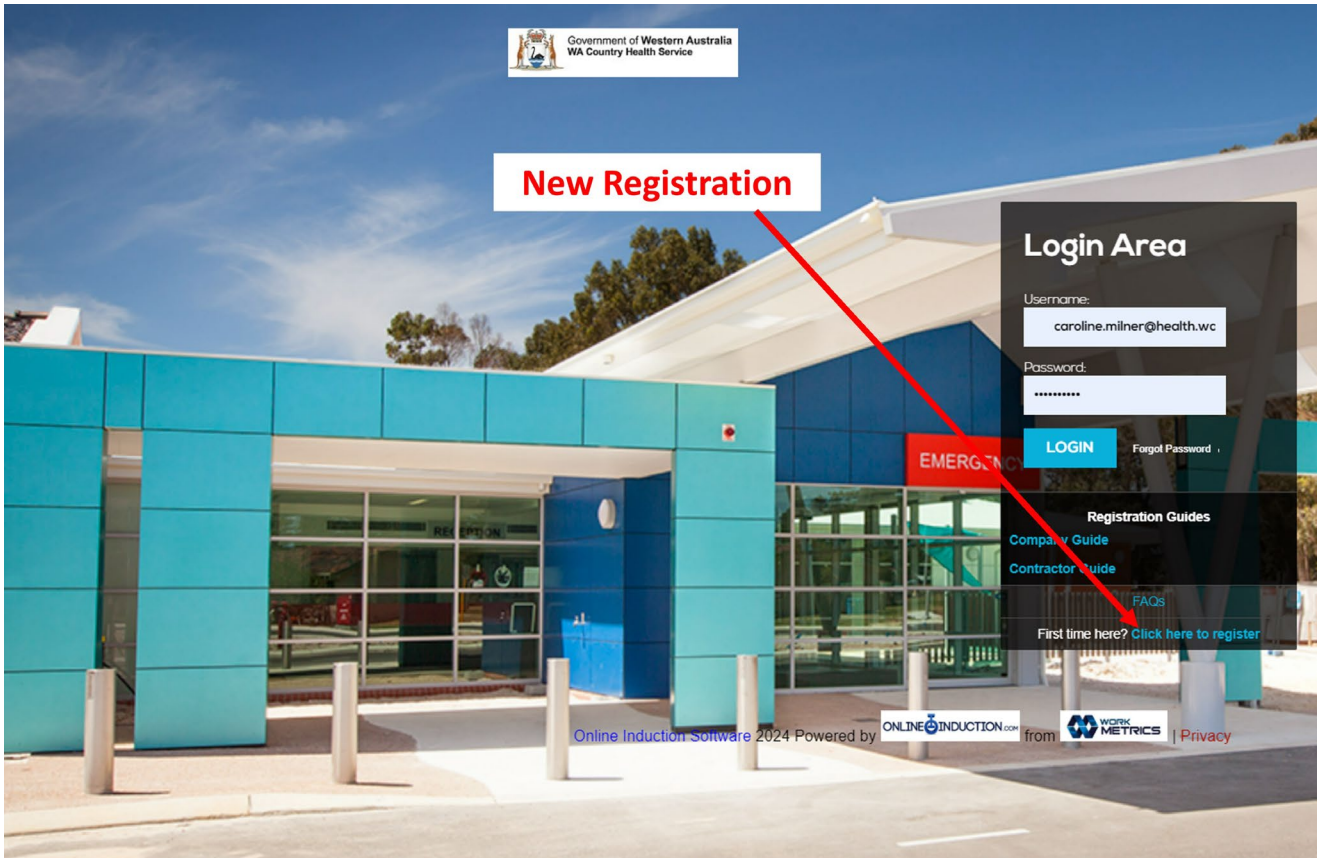
WACHS Online Contractor Induction (OCI)

Contractor Registration & Induction Guide

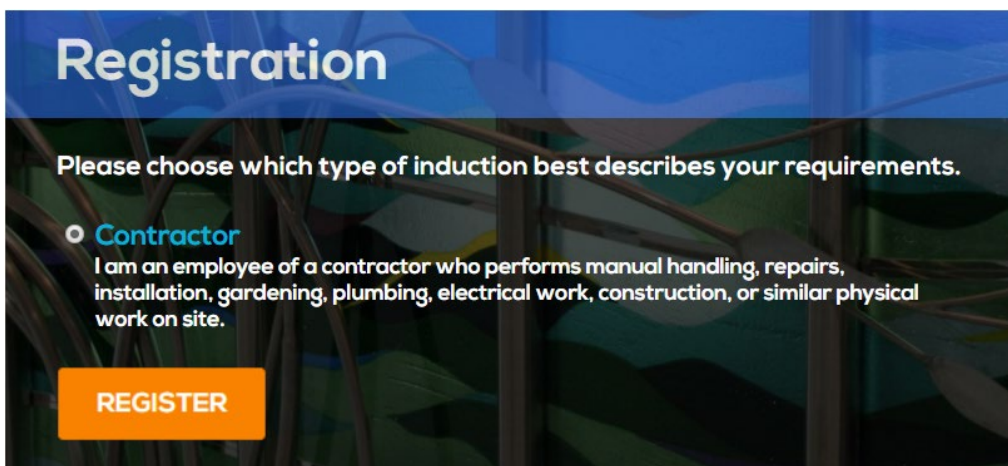
1. Use Google Chrome or Microsoft Edge (Do Not use Internet Explorer)

<https://www.onlineinduction.com/wachs/>

2. Click the **Click here to register** link



3. Click **Register**



4. Complete the registration section.

Note:

- **Your Company** - If your company does not appear in the drop-down list, you or your company representative will need to register for a company account in the OCI portal before contractors are able to register and complete their inductions. Please refer to the [Company Registration Guide](#) for instructions how to register for a company account.
- **Your Email** – The Email address you enter will become the username to log in contractor account. If you are a sole trade or a company representative who is also a contractor to attend WACHS sites, you will need to use a different email address from your company account to register for your contractor account.
- **Primary Region** – You must select a Primary Region. This will be the region you are based in or where the majority of your work on WACHS sites is performed.

If you work in multiple regions, please select your Primary Region and the regions under **Please choose other regions that you provide services to.**


To select multiple trades (hold control and select each relevant trade)

Tick the consent box and press **REGISTER**.

- The introduction page will open. Read the summary and then click the tick box next to

I have read and understood the above

Welcome



Government of **Western Australia**
WA Country Health Service

Welcome to the WA Country Health Service (WACHS) Online Induction - Contractor

The WA Country Health Service (WACHS) and contractors have statutory duties under the [WA WHS Act 2020](#) and the [WA WHS Regulations 2022](#) to ensure employees, contractors and visitors at a WACHS premises are provided with a maintained, healthy and safe environment.

By establishing a clear contractor management framework and ensuring requirements within such a framework are implemented, WACHS and contractors can demonstrate conformance with current OSH Legislation and work towards maintaining a healthy and safe workplace for employees, contractors, patients, clients and visitors.

All contractors performing work for WACHS must adhere in detail to the requirements and procedures outlined in the WACHS Online Induction - Contractor. All contractors must complete this induction prior to commencing work on any site.

Unless otherwise agreed by the employer (WACHS), any time taken to complete the WACHS Contractor Online Induction, by the contractor's agents or employees, shall be borne by the contractor.


Acknowledgements

WACHS acknowledges the Aboriginal people of the many traditional lands and languages of Western Australia. It pays respect to the wisdom of the Aboriginal Elders, both past and present, and to the Aboriginal people of today.

This Online Induction is an adaptation of the [WACHS Contractor Induction - 2019](#) and [WACHS Contractor Presentation - 2019](#). Acknowledgement is given to the original authors and the Infrastructure staff who have provided feedback in the revised content.

If you have any problems using this program, please contact the WACHS Infrastructure Project Officer - Reporting & Systems on 9318 6853 or at WACHSInfrastructureReportingandSystems@health.wa.gov.au.

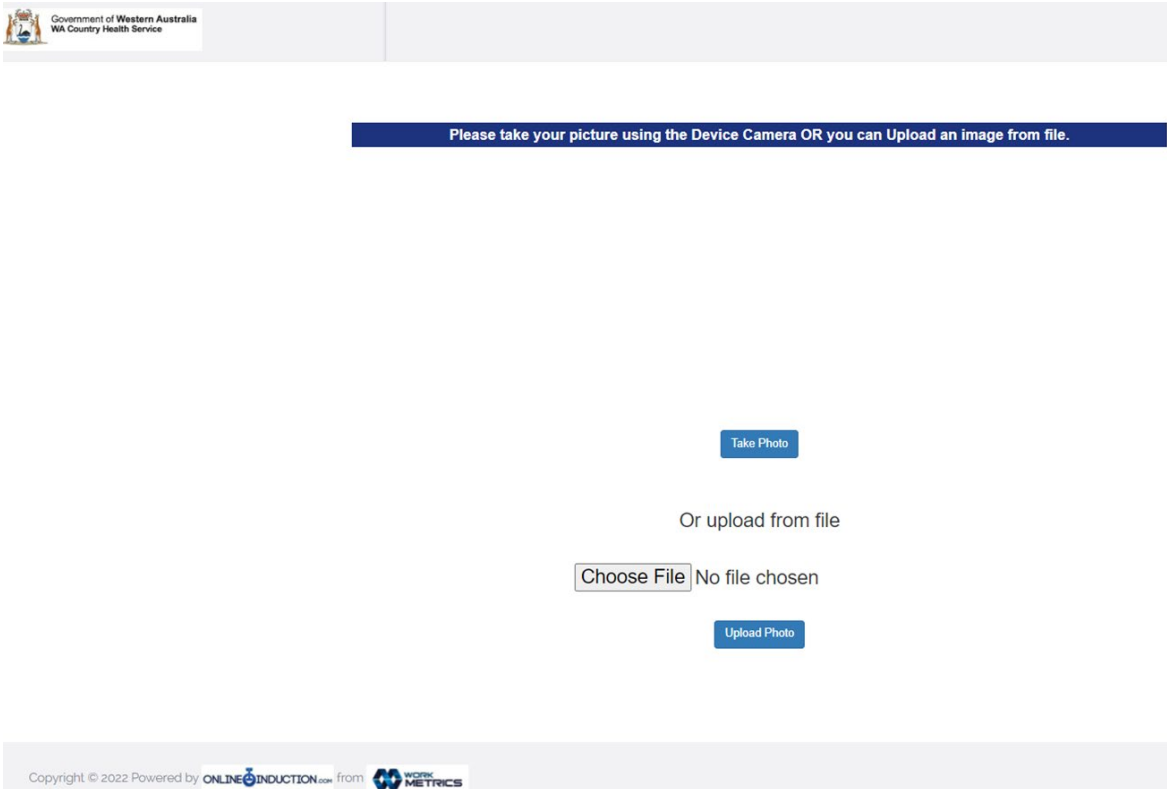
Our Values: Community | Compassion | Quality | Integrity | Equity | Curiosity



I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting "I agree" I therefore take full responsibility for completing this induction portal personally and answering all of the questions unassisted. I understand this website collects cookies as part of providing our service to you. I understand that the organisation I am being inducted for collects personal information as part of my engagement with this organisation via this website. I understand I can update my own information and can request it be deleted by the organisation I am being inducted for. I also understand that the organisation I am being inducted for may have legislative and compliance requirements for asking and retaining information about me.

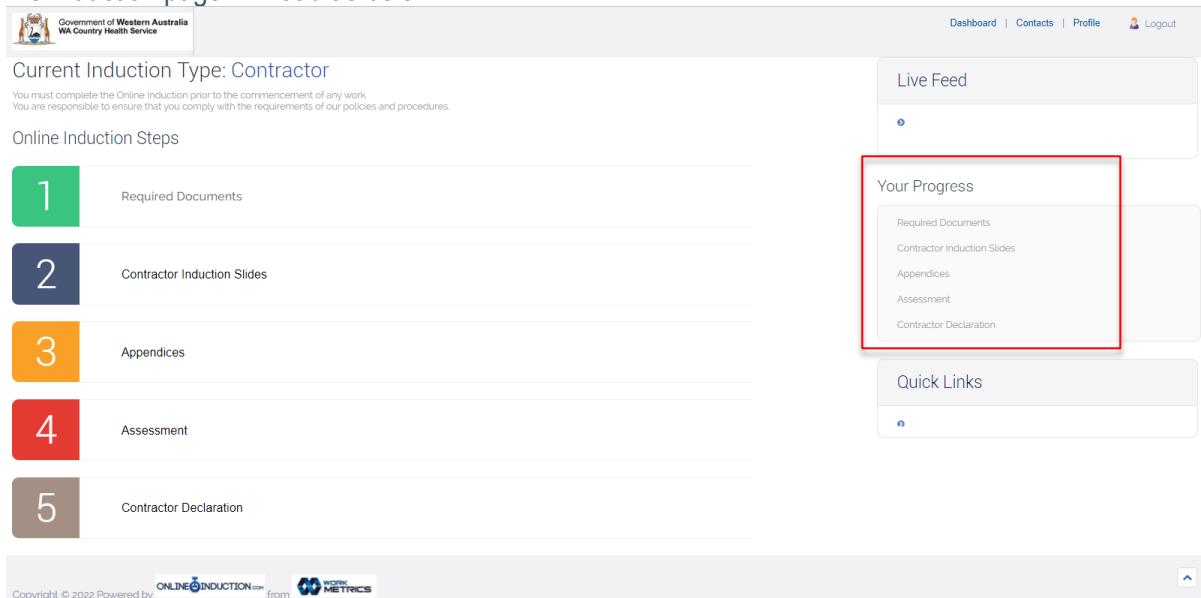
I have read and understood the above:

6. Upload your photo (click Take photo) or upload a face photo from your device or computer.



Click **Upload Photo** for the photo to be saved.

7. The Induction page will load as below:



There are 5 steps to this section, and as you progress, it is recorded with a green tick on next to completed section listed on the right hand of the page (highlighted in red box in picture above).

Online Induction Steps

1	Required Documents
2	Contractor Induction Slides
3	Appendices
4	Assessment
5	Contractor Declaration

8. Step 1 – Required Documents

Complete the section and upload:

- Blue Card or White Card - if applicable
- National Police Clearance (MANDATORY REQUIREMENT FOR ALL CONTRACTORS) – certificate number, issue date – Certificate must be less than 12 months since issue date. You must also provide a copy of the certificate by uploading the document.
- COVID-19 Vaccination (if requested by regional WACHS contact) – dates and upload certificate.
- Influenza Vaccination (if requested by regional WACHS contact) – date and upload certificate.
- Trade licences, Tickets and Certificates (Mandatory requirement to provide all documentation related to your work onsite either in this portal or shown to WACHS personnel onsite) – type the name of the trade qualifications in the text box and then select the name of the qualification from the results that appear in the drop-down list below. This will open a section to add the expiry date and upload the document. This process can be repeated for additional trade qualifications.

Trade Licences Tickets and Certificates

Enter name of Trade Licences and Certificates and select from the list Enter Expiry Date and upload document
Repeat the process for additional Trade Licences and Certificates Click X to remove a selected licence
Please select **all** relevant licences

- ACMA Cabling
- Asbestos Friable Class A
- Asbestos Non Friable Class B Bonded

- Other licences – for any trade qualifications that are not listed in the Trade Licence section, please add to this section. Click Yes and then add the name of the licence, expiry date and upload the document.

Trade Licences Tickets and Certificates

Enter name of Trade Licences and Certificates and select from the list Enter Expiry Date and upload document
Repeat the process for additional Trade Licences and Certificates Click X to remove a selected licence
Please select **all** relevant licences


Any Other Licences not listed above

Please Select

PLEASE NOTE: Document file names must not contain more than one period "." as the system will not upload for security reasons. Please remove all additional periods before uploading

WRONG FORMAT

20.05.2023 National Police Clearance.pdf




Invalid file name.
Remove the additional periods/full stops "."

CORRECT FORMAT

20052023 National Police Clearance.pdf



Periods/full stops "." removed



This period/full stop is ok as its for the file type

Sign your signature in the box, click **Use this Signature** and then click **Submit**

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

Clear

Undo

Use This Signature

Submit

9. Step 2 – Contractor Induction Slides

- Click on Step 2 and read all attached documentation – for further information, click on each hyperlink. Example – WA Work Health and Safety Act 2020

Click Next to move through the slide presentation.



- On the Key Regional Information page, click on the image next to the region you will be working in for region specific information:
- Example:

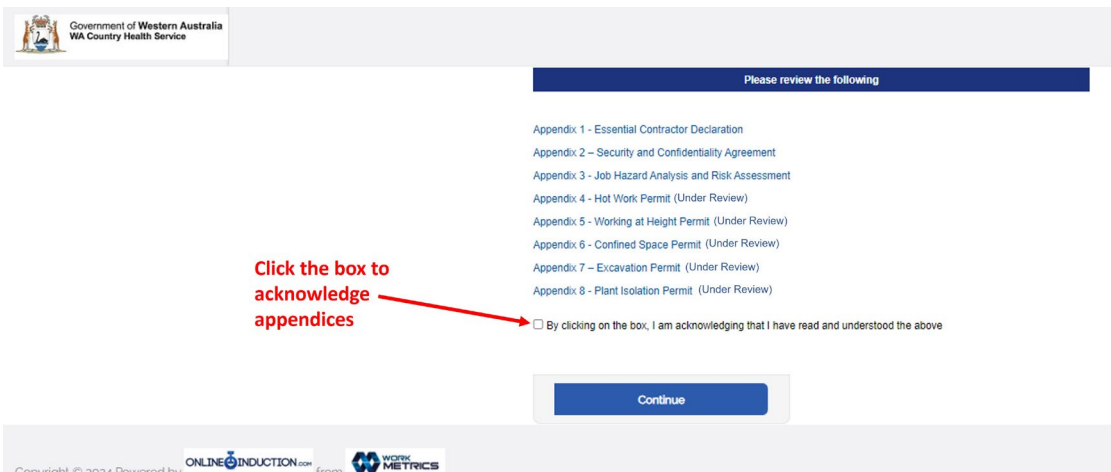


Read through each section and click **Next** to continue

10. Step 3 - Appendices

Click on each link to read all 8 Appendices.

When completed, click on the box to acknowledge that you have read and understood the appendices. Then click **Continue**.



11. **Step 4 - Assessment**

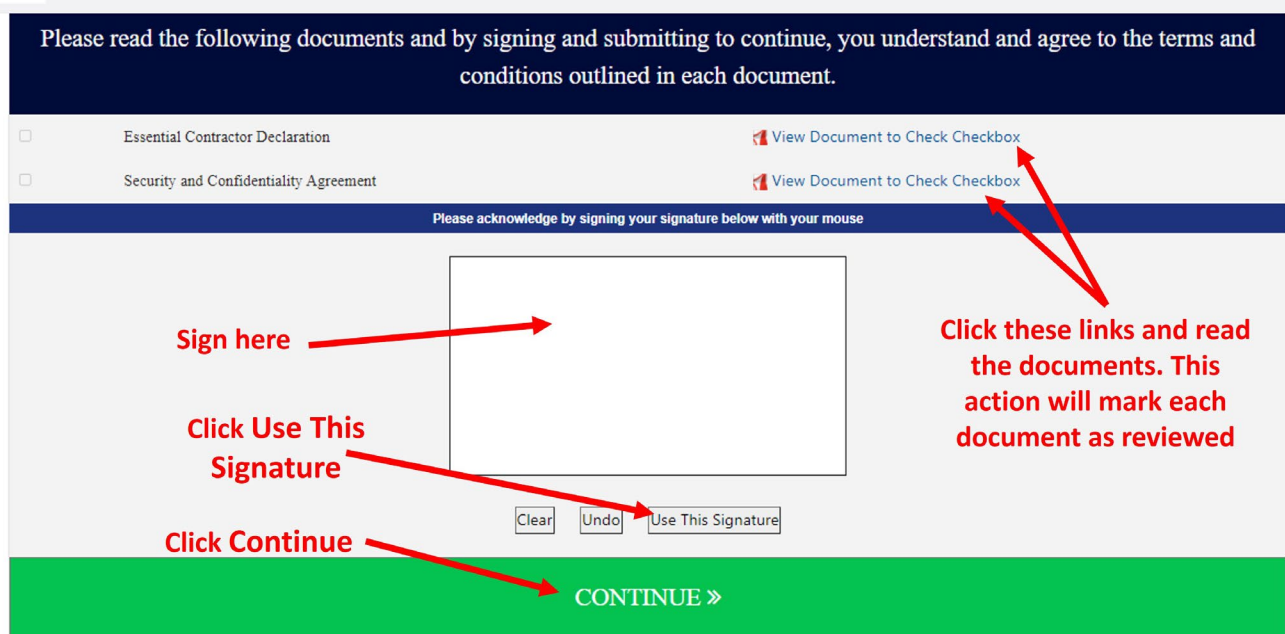
There are 16 multiple choice Contractor Assessment questions, of which must obtain a pass-mark of 80%. If you do not achieve the result, the system will auto generate until the required pass-mark is achieved.

12. **Step 5 – Contractor Declaration**

Click on the link for the two declarations required for contractor induction:

- i. Essential Contractor Declaration
- ii. Security & Confidentiality Agreement

You are required to read each declaration.



Close the document which will automatically tick the check box next to the declaration.

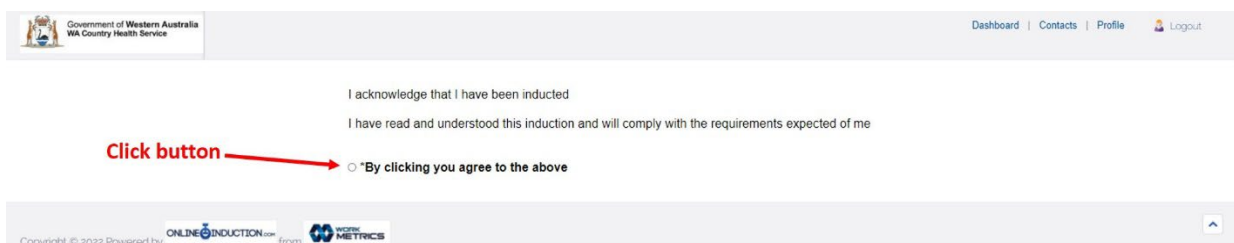
Sign the signature box and click Use this Signature to acknowledge you have understood and agree to the terms and conditions outlined in each document.

Click **Continue >>**

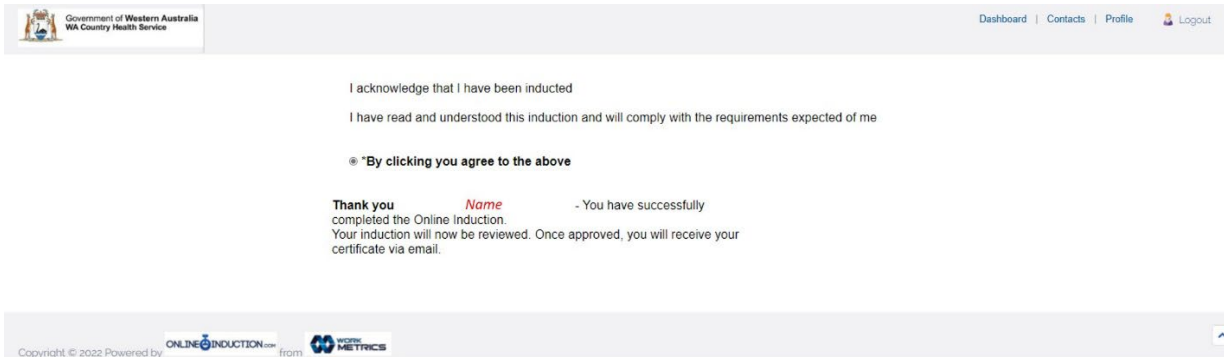
13. **Acknowledgement:**

Click the button to acknowledge:

- i. That you have been inducted; and
- ii. You have read and understood this induction and will comply with the requirements expected.



A confirmation appears below that you have completed your online contractor induction.



Your application will then be reviewed and approved by the regional Authorising Officers. If you receive an email requesting further information, please log into the system and provide it asap for the officer to complete the review and approve.

An email will be sent to your nominated email address with your Induction Certificate attached. Please print or save this certificate for use when you arrive onsite.

Note: Please submit your Contractor registration as soon as possible, as the OCI system will archive your account automatically after 28 days of no activity (if not approved/inducted). If you are contacted by a regional representative to provide further information or the system sends you a notification that your National Police Clearance or trade certificates have expired, please follow these instructions:

1. log into your account,
2. update the requested sections and
3. re-submit your registration as soon as possible.

Once your contractor account is approved, the National Police Clearance is required to be updated 3 years after the issue date.

The safety induction (Sections 2-5 of the induction process) is also required to be completed every 3 years. The OCI system will also send email notifications prior to your account expiry date. If you do not complete this re-induction process within 28 days of expiry, your account will be archived by the system automatically.

This concludes the Contractor Induction process.

If you have any issues or queries with the OCI portal, please contact your WACHS Regional Maintenance Manager, local WACHS contact or via email: wachsoci@health.wa.gov.au