



Welcome to Corangamite Councils Employer Online Induction Manual.

This Online Induction is aimed at ensuring that you can quickly review the expectations of our company whilst you are on our site. If you have any problems using this program, then please contact us.

Thank you

Corangamite Shire Council

Prior to your employees being able to complete the on line contractor induction you as the employer or your representative are required to register your company details before your workers can complete their inductions.

It is also the responsibility of all contractors to advise of any change in contact details.

Online Site Safety Inductions Company Registration

This part of the online induction system is for the contractor to register the company with the following mandatory details Company ACN, Contact email (which must be unique to the company and cannot be used for by the employee to register and complete the employee online induction), Postal Address, Suburb, State, Postcode, Contact Phone Number and Mobile Number.

You will also need to answer 4 simple questions with a Yes or No and upload your Public Liability and Workcover insurances.

Once registered the company can monitor their employees status by logging back in using this address <https://www.onlineinduction.com/corangamiteoi/index.php> and see which employee has



completed the required inductions, which haven't yet completed the require induction/s and who is due for reinduction.

The Online Induction system enables company registrations.

This provides an opportunity for organisations to monitor their workers induction status to determine who has, and has not completed the required Corangamite Shire Council inductions. Company registration within the Online Induction system is completed through:

1. To start the company registration process type or paste the link below into your browser to begin your company registration

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

2. You will then come to this screen and follow the prompts to fill the required details

3. Fill in the registration fields. Then Click **REGISTER**.

4. After registration is completed the company representative will need to fill in the company details

Company ACN, Contact email (which must be unique to the company and cannot be used for by the employee to register and complete the employee online induction), Postal Address, Suburb, State, Postcode, Contact Phone Number and Mobile Number and answer the 4 simple questions with a Yes or No and upload your Public Liability and Workcover insurances.



Search Your Staff:

View



Register User Link



Your Staff



Complete Induction



Create your own induction

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 receipted 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.

Questions with a Red Asterisk * next to them must be answered

* Company ACN:

* Contact email:

* Postal Address:

* Suburb:

* State:

* Postcode:

* Company Contact Phone Number:

Fax:

* Mobile Number:

Questionnaire

* In the last 5 years have you had a workplace fatality: Yes No

* Do you have an OHS Policy: Yes No

* Do you have a documented OHS management system: Yes No

* In the last 5 years have you been convicted of an OHS breach or been issued with a breach notice by an OHS regulator: Yes No

Insurances

* Public Liability:

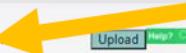
Expiry

Certificate No file chosen [Help?](#)

* WorkCover Insurance:

Expiry

Certificate No file chosen [Help?](#)



Submit and Continue



5. Click **Submit and Continue**

6. To log back in after registration use this link

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

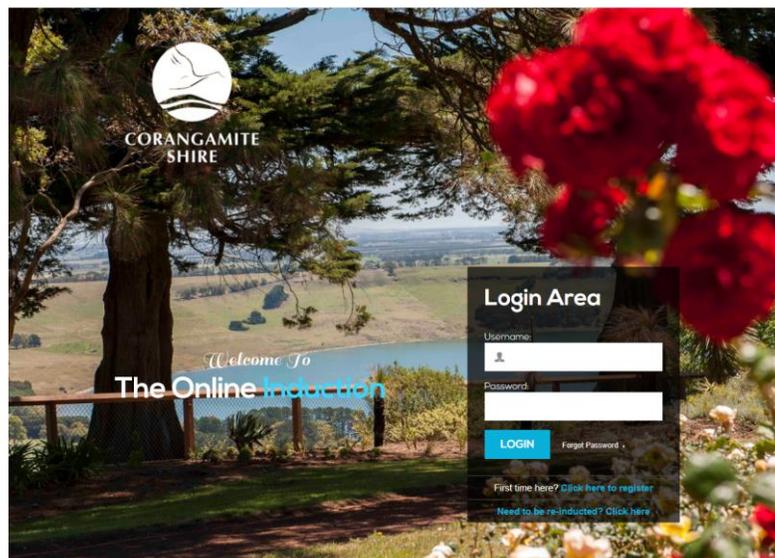
If you are required to complete 1 or more of the employee induction modules. log out and use the following address link <https://www.onlineinduction.com/corangamiteoi/index.php> to start your employee induction module/s, **Remember the email address you used to register the company cannot be used for the employee induction.**

To View the Inductees Linked to Your Company

1. If have logged out use the following address link

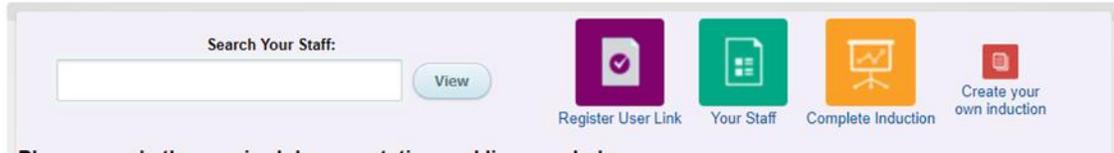
<https://www.onlineinduction.com/corangamiteoi/index.php> to log back in using the company email address and the password you registered with.

2. If you have forgotten your password, click on Forgot Password on the home screen and follow the links





3. From the dashboard, click **Your Staff** to view which of your staff have completed the required induction/s and the expiry date.



4. You will see a list of all the inductees linked to your company. By referring to the Inductions column, you will see the type, the completion date, and the expiry date of each induction completed.

Inductee Details for Siberian Services					
Name	ID	Company	Email	Inducted	Expiry
Blaze Husky	553	Siberian Services	HB@gmail.com.au	✓	18/05/2022

Important

Once you have finished the company registration or viewing your employees scroll back to the top of the page and in the top right-hand corner click on the “**Logout**” button



Frequently Asked Questions

What happens if I forget my password?

The online induction system enables you to self-register and manage your own passwords. If you forget your password, simply click “Forgot Password”.

As a company representative, can I also complete an induction?

Yes. Once you have completed the company registration you will be directed to your dashboard. Click on “Complete Induction”

Your subcontractors/workers need to register for and complete their own online site inductions. Provide them with the link found on the web page.

Are assessments required?

Yes they are after each question

Can I see which of my workers have been inducted?

Yes. Use your company login details to access your company dashboard area. Click on “View all staff for my company”.

Where can I get assistance?

Email us using the contact information on the web and one of our team members will be happy to assist you.