

Safety, Health & Environment

On-line Induction - Information Sheet - Contractors

William Adams



Who Needs to Complete the Induction?

All Contractors and Sub-Contractors must complete the on-line William Adams Health, Safety & Environment – General Induction and a Site Specific Induction prior to commencing work.

Where do you Complete the Induction?

The Safety, Health & Environment Induction can be completed on-line at:

Link:

[Induction Registration](#)

or

Internet Address:

<http://williamadams.thecoursebank.com.au>

If using the Internet Address you will need to register for the Induction by clicking on Register in QUICK LINKS section on the bottom left hand side of the screen.

QUICK LINKS
Register
Purchase Units
Contacts
Help

Registration Confirmation

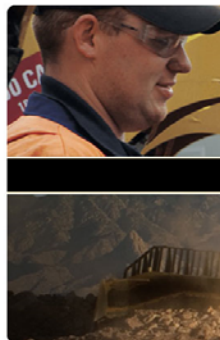
When you have registered, you will receive an Activation Email.

Once you activate your Account you will receive another email with your Username and Password.

This email will also contain a link to the On-line Training Platform.

Log In Process

At the Log In page, enter your Username & Password and click on "Login".



You will now be asked to enter two security questions.

Completing the Training

QUICK LINKS

Free Course Enrolments
Free Unit Enrolments
My Studies
Reports
My Info
Contacts
My Messages
Help

You will now see your "Home Page". Click on "Free Unit Enrolments" and select the WAPL SHE General Induction. Click "Enrol in Units" and then close window.

Now your home page will display your current enrolment/s. I.e. WAPL SHE Induction.

HOME

Home
Courseware

Welcome Callum Michener.


Last log on: Thursday, 5 May, 2011 07:28:06 PM.

Current Unit List (2)

Code	Title
SPFB	PROCESS FEEDBACK - SAFETY
WAPL SHE I	WAPL SHE INDUCTION - GENERAL

QUICK LINKS

Free Course Enrolments
Free Unit Enrolments

Click on the  button for the relevant course and follow the prompts.

General Training Functions



Next Page



Back one Page



Returns to start of Training



An Assessment must be conducted prior to continuing

Certificate

On completion of your training, click on the Open Certificate icon and verify your information.



Print the Certificate and present to your Designated Site Contact upon arrival at the applicable William Adams, Cat Rental or MaxHire Branch.

Your Designated Site Contact will then undertake a Site Specific Induction with you prior to commencement of work.

Contacts

If you are experiencing difficulties in accessing or using the On-line Induction, please contact the Safety, Health & Environment Department:

sheq@wadams.com.au

or

03 9566 0790