

CONTENTS

- What is SitePass?
- How to register
- Registering a Business
- Businesses registering an Employee
- Employee self-registration
- SitePass induction cards
- Removing Employees
- Other information

WHAT IS SITEPASS?

SitePass is our online registration and induction system for contractors and contracted carriers. It allows you to self-register and upload qualifications, licences and insurances. The system also provides online induction training relevant to the type of work being undertaken.

HOW TO REGISTER

Visit the SitePass website: <https://safety.glencoreagriculture.com.au/>

Note: use Chrome or Firefox, SitePass doesn't work correctly on Internet Explorer or Edge. Software download links are available on the 'Help & Support' tab.

First you will need to register your business. After this, individual employees can be registered under your business.

If you are not sure if your business is already registered, click on the 'Register' button on the home page. Then click on the 'New Employee Registration' button, and progress to the Registration form. Look at the list of businesses. If yours is not listed, you will need to register your business.

REGISTERING A BUSINESS

1. Access SitePass: <https://safety.glencoreagriculture.com.au/>
2. Click on the '**Register**' button.
3. Click on the '**New Business Registration**' button.
4. On the '**Business registration**' page, read the Terms and Conditions and click '**Next**'.
5. On the '**Business information**' page, enter all mandatory information requested (a red dot next to a title indicates a mandatory field).
 - If you enter your ABN, the system will populate your trading and legal business name automatically.
 - Under '**Business structure**' select either 'Company' (if you have Employees) or Individual/Sole Trader (if you don't have Employees)
6. On the '**Business address**' page, complete all information
7. On the '**Business admin login details**' page, choose a username and password. These details will be used by the Business Contact person to administer the Business account.
8. On the '**Business admin contact details**' page, complete all details

9. On the '**Business categories**' page, on the drop down select '**Type**'. You must choose from the list of Types correctly, as this will impact what information you will be asked to provide:
- **Construction, Maintenance and Engineering.** Engineering, construction or trades work, eg. builders, plumbers, road works
 - **Professional Carrier – Rail.** Rail operators
 - **Professional Carrier – Road – Direct Contract with Viterra.** Carriers that Viterra have a contractual relationship with
 - **Professional Carrier – Road – Direct Contract with Glencore Ag.** Carriers that Glencore Agriculture have a contractual relationship with
 - **Professional Carrier – Road – Other.** Carriers that have a contractual relationship with one of our direct contracts
 - **Professional Services.** Administrative work such as auditors, trainers, office equipment technicians, IT professionals or consultants
 - **Operational Support Services.** Low risk work such as testing and tagging, inspecting/testing equipment such as fire extinguishers, calibrating equipment, restocking of first aid kits, waste services
10. On the '**Client groups**' page, use the drop down to '**Select a relationship**', then click the '**Add**' button
- **Contractor.** If you selected 'Construction, Maintenance and Engineering', 'Professional Services', 'Operational Support Services' or 'Professional Carrier – Rail'
 - **Glencore Agriculture – Direct Carrier.** If you selected 'Professional Carrier - Road - Direct Contract with Glencore Ag'
 - **Road.** If you selected 'Professional Carrier – Road – Direct Contract with Viterra' or 'Professional Carrier – Road – Other'
11. When you have completed all mandatory fields, click on the '**Submit**' button. You will be sent an activation code to the email address you provided on the '**Business admin contact details**' page. After you enter the activation code, you will be able to use the username and password you selected to log into SitePass and complete your business registration.
12. When you are logged into your SitePass account, complete your business registration on the following pages, which are selected on the left side of the screen:
- **Business Details** form – this contains information you have already entered. If you need to change anything, you can do so on this form.
 - **Business Contact** form – this contains information you have already entered. If you need to change anything, you can do so on this form.
 - **Business Insurance** form – all businesses are required to have Public Liability insurance. Other insurances may be listed, depending on the Business Category Type selected. Click on 'Update' to enter information and upload copies of insurance policies on the pop-up page, then click on the '**Save and submit for approval**' button. When you have uploaded all insurances, click on '**Save and submit for approval**' on the main page.
- Note: to update or renew insurances that are already listed, do not click on the '**Add Insurance**' button. This is only to be used for adding insurances not already listed.
- **Regulated Work** form – this will only appear if you selected the business 'Type' **Construction, Maintenance and Engineering**. Click '**Add Company Licences**' and complete all information on the pop-up form. Only add licences that apply to the company/sole trader, not licences that are applicable to Employees, for example an electrician's licence. Employee licences are added to Employee accounts.

- **Safety Management** form – Businesses other than sole traders or partnerships must be registered with their local Workers Compensation authority. Upload the certificate to this form.

Sole traders or partnerships don't need to be registered with a Workers Compensation authority, but instead will need personal sickness insurance. If you don't have any form of personal sickness insurance, an income protection element of your superannuation is acceptable. Then click on the **'Save and Submit for Approval'** button.


- **Relationship** form – this is greyed out and is not required to be edited.

When your Business Registration is complete, the **'Summary Form'** should be showing all green ticks. If a form does not have the **'Approved'** status, something is missing and you need to go back into the form and review it.

BUSINESSES REGISTERING AN EMPLOYEE


Ensure you only register people who are Employees of your business, i.e. they are paid through your payroll system. If you have sub-contractors working for you, they must register under the business which pays them.

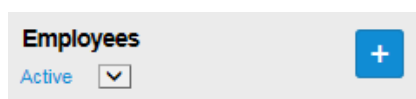
The **'Business Contact'** person may register their Employees including completing information and uploading documentation, but Employees must complete their own inductions.

You can register your Employees from within your business account. To do this, click on the  button next to the heading **'Employees'** on the left side of the screen and complete all the required details. See the next section for information on **'Work Type'** and **'Risk Type'**. You will need to advise the Employee of their log-in details, so they can complete the online induction.

Note, Employees should choose their own password and keep it secret, or change their password after logging in, to prevent others from completing their inductions.

If you are a sole trader or the **'Business Contact'** and will be working at Glencore Agriculture/Viterra sites, when you have completed your business registration, you will also need to register as an Employee in order to upload licences and conduct inductions.

After you click on the  button next to **'Employees'**, ensure you check the box for **'Business main contact can be assigned as an Employee'** on the **'Create New Employee'** form. This will pre-populate many of your details and make the registration process faster.



Create New Employee

This form outlines the personal details which are specific about

Business main contact can be assigned as an Employee

EMPLOYEE SELF-REGISTRATION

Follow these steps if you are the Employee of a business and have been asked to register in SitePass. If you are sub-contracted to a business, ensure you register yourself to the business which pays you, for example a Labour Hire business.

1. Access SitePass: <https://safety.glencoreagriculture.com.au/>
2. Click on the **'Register'** button
3. Click on the **'New Employee Registration'** button
4. Read the **'Welcome to SitePass'** page and click **'Start'**
5. Read through the Terms and Conditions, tick the box and click **'Agree'**
6. On the **'Register your Employee account'** page complete all mandatory information (a red dot next to a title indicates mandatory field). Under **'Employee Categories'**:
 - **'Work Type'** – select the most applicable type of worker. If you are a carrier, select **'Road Carrier/Driver'**.
 - If more than one work type is applicable, you can select another and click **'Add'** again.
 - **'Risk Type'** – tick the applicable box if you perform **'Work at Heights'**, **'Confined Space work'**, **'Both'** or **'Not Applicable'**, then click the **'Add'** button
7. Once you have completed all mandatory fields, click on the **'Next'** button. You will be sent an activation code to the email address you provided. After you enter the activation code, you will be able to use your username and password to log into SitePass and complete your **'Employee Registration'**.
8. When you are logged in to your SitePass account, complete your **'Employee Registration'**, which includes completing the following forms:
 - **Employee Contact** form – this contains the information you have already entered. If you need to change anything, you can do so in this form.
 - **Employee Induction** form – complete the induction course(s) which are assigned based on the work type you selected. Click on the course title or on **'Launch course'** to start the induction.
 - **Employee Licence/Qualification** form – Click on **'Update'** to enter information and upload copies of licences/qualifications on the pop-up page, then click on the **'Save and submit for approval'** button. When you have uploaded all licences/qualifications, click on **'Save and submit for approval'** on the main page.

Note – to update or renew licences/qualifications which are already listed, do not click on the **'Add Insurance'** button. This is only to be used for adding licences/qualifications which are not already listed.
 - **Working at Heights and Confined Space forms** – these will appear if you selected this in the Risk Type – you will need to upload evidence of training. Please take note of the expiry dates for the both Work at Heights and Confined Space qualifications and whether they are for Australia or New Zealand.

When your Employee Registration is complete, the **'Summary Form'** will show green ticks. If a form does not have a green tick, then something is missing and you need to go back into that form and review it.

The only exception to this is Work at Heights and Confined Spaces. These qualifications need to be manually verified by Glencore Agriculture/Viterra and will have an orange icon and state **'Submitted for Approval'** until these have been verified.

If you require further assistance with your registration, please refer to the Help & Support tab which has Frequently Asked Questions (FAQ), the Viterra Service Centre phone numbers and a support email address.

SITEPASS INDUCTION CARDS

- **Carriers** – please print a temporary SitePass Induction Card. A physical card will be posted to you within a few weeks of completing your induction.
- **Contractors** – you do not need to print a SitePass Induction Card. Glencore Agriculture/Viterra staff will check your status in SitePass before you undertake work at our sites.

REMOVING EMPLOYEES

When an Employee of your business who is registered in SitePass leaves or will no longer be performing work on Glencore Agriculture/Viterra sites, the Business Contact person should Archive their account with the following steps:

1. Click on the Employee's name and then **'Employee Contact'**
2. Click the **'Disabled'** radio button under **'Account Status'**
3. Click **'OK'** on the pop-up
4. Scroll to the bottom and click **'Save'**
5. Click **'OK'** on the pop-up

OTHER INFORMATION

Passwords can be changed by logging in and then going to the **'My Account'** page from the SitePass home screen.

Emails are sent to the Business Contact and Employees when Insurances or Licences/qualifications expire and when Inductions need to be redone. Please ensure these are actioned promptly in order that you remain Approved in SitePass. Accounts which are not updated and Approved are regularly archived by Glencore Agriculture/Viterra staff.

If you forget your password, you can use the 'Forgotten your password?' link on the Home page. If you still can't log in, contact the Service Centre number.

If you need to change your username, call the Viterra Service Centre.

An Employee can redo their Induction before the auto-reset date, but the system will not recognise it as being completed again, and it will need to be redone on or after the reset date.

If an Employee has chosen the wrong work or risk type, and has been assigned incorrect inductions, call the Viterra Service Centre for the incorrect inductions to be removed.

Glencore Agriculture/Viterra Policies, standards and forms are available on the Resources tab on the Home page.