

# SitePass instructions for contractors and contracted carriers

SitePass is our online induction and training system for contractors and contracted carriers.

## How to register

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

First your business needs to register, then employees can register under that 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 your business isn't listed, a business registration needs to be completed before employees can register.

## Registering a business

- Access SitePass: <http://safety.glencoreagriculture.com.au/>
- Click on the REGISTER button.
- Click on the NEW BUSINESS REGISTRATION button.
- Read and move through the “Welcome to SitePass” and “Terms and conditions” pages.
- Complete all mandatory information on the “Register your Business” page (a dot next to a title indicates mandatory field).
  - If you enter your ABN, it will populate your trading and business name automatically.
  - Category – select “Type”
  - Type – you must choose correctly, as this will impact what information you are asked for:
    - Construction, Maintenance and Engineering – engineering, construction or trades work
    - Operational Support Services – low risk activities at operational sites such as testing and tagging, inspecting/testing equipment such as fire extinguishers, calibrating equipment
    - Professional Carrier – Road – Direct Contract – road transport under a direct contract with Glencore Agriculture/Viterra
    - Professional Carrier – Road – Other – for all other carriers
    - Professional Carrier – Rail – rail drivers
    - Professional Services – administrative such as auditors, trainers, office equipment technicians
  - Select a Relationship – select Contractor or Road if you are a carrier, and click the ADD button
- Once you've completed all mandatory fields, click on the NEXT button. You will be sent an activation code via email.
- After you enter the activation code, you will be able to use your username and password to log into SitePass and complete your business registration.





Completing your business registration includes:

- Business Details – information you have already entered – if you need to change anything, you can go back into this form.
- Business Contact form – enter all mandatory details.
- Business Insurances form – enter information and upload copies of identified insurances, then click on the SAVE AND SUBMIT FOR APPROVAL button.
- Safety Management – answer the questions, upload the policies and complete the insurance confirmation, then click on the “Save and Submit for Approval” button.

When your Business Registration is complete, the Summary Form will be showing all green ticks like below. If anything is not ticked green, something is missing (information or document upload) and you need to go back into the form and review it.

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## Business Summary

 Business Details Approved	 Business Contact Approved	 Business Insurance Approved Show all Business Insurance	 Safety Management Approved
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## Registering an employee

**IMPORTANT:** Please ensure you only register people who are employees of your business – ie they are paid through your payroll system. If you sub-contract work, those people must register under their own business name.

We understand that some businesses may wish to complete information and upload documentation on behalf of their employees, and SitePass will allow this, however employees must complete their own induction.

If you wish to commence employee registrations, you can do this by clicking on the + button and adding employees from within your registration. You will need to advise those employees of their log-in details, so they can complete the online induction.

## Employee registration

- Access SitePass: <http://safety.glencoreagriculture.com.au/>.
- Click on the REGISTER button.
- Click on the NEW EMPLOYEE REGISTRATION button.
- Read and move through the “Welcome to SitePass” and “Terms and Conditions” pages.
- Complete all mandatory information on the “Register your Employee” page (a dot next to a title indicates mandatory field).
  - Work Type –select the most applicable type of worker. If you are a carrier, select Road Carrier/Driver.
  - Risk Type – identify whether you perform heights or confined space work, then click the ADD button
  - If more than one work type is applicable, you can then go back into Work Type and add more.
- Once you’ve completed all mandatory fields, click on the NEXT button. You will be sent an activation code via email.
- 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.

Complete the Employee Registration, which includes:

- Employee Contact form – that is the information you have already entered. If you need to change anything, you can go back into this form.
- Employee Induction courses – complete the assigned induction course(s) which are assigned based on the work type you selected.
- Employee Licence/Qualification form – enter licence and qualification information and upload copies, then click on the SAVE AND SUBMIT FOR APPROVAL button.
- Working at Heights and Confined Space forms – these will appear if you selected this in Risk Type – you will need to upload evidence of training.

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When the Employee Registration is complete, the Summary Form will show all green ticks like below. If anything is not ticked green, something is missing (information or document upload) and you need to go back into the form and review it. The only exception to this is Heights and Confined Spaces – these qualifications need to be manually verified by Glencore Agriculture/Viterra – they will show an orange icon and state “Submitted for Approval” until we have verified them.

## Employee Summary

 <b>Employee Contact</b> Approved	 <b>Employee Induction</b> Approved <a href="#">Show all Employee Induction</a>	 <b>Employee Licence/Qualification</b> Approved
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**Contractors – You DO NOT need to print a SitePass Induction Card.** Our employees will check your status in SitePass when you are going to undertake work at our sites.

**Carriers – please print a temporary SitePass Induction Card.** An induction card will be posted out to you within a few weeks of completing your induction.

If you require further assistance with your registration, please refer to the Frequently Asked Questions section under Help & Support on the SitePass site. If that does not answer your query, please contact the Service Centre on 1800 018 205.