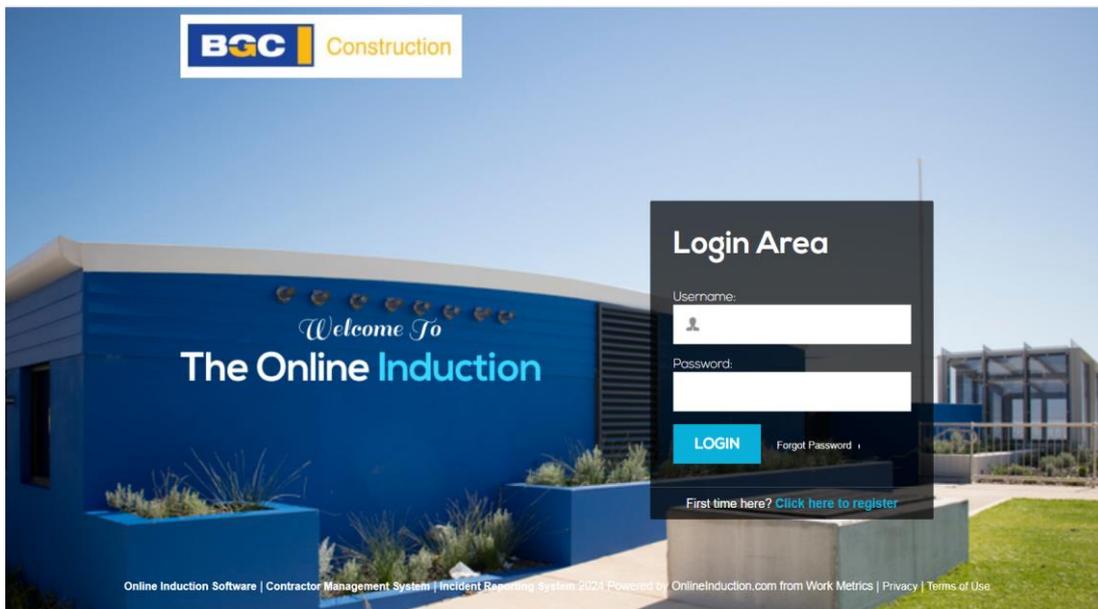


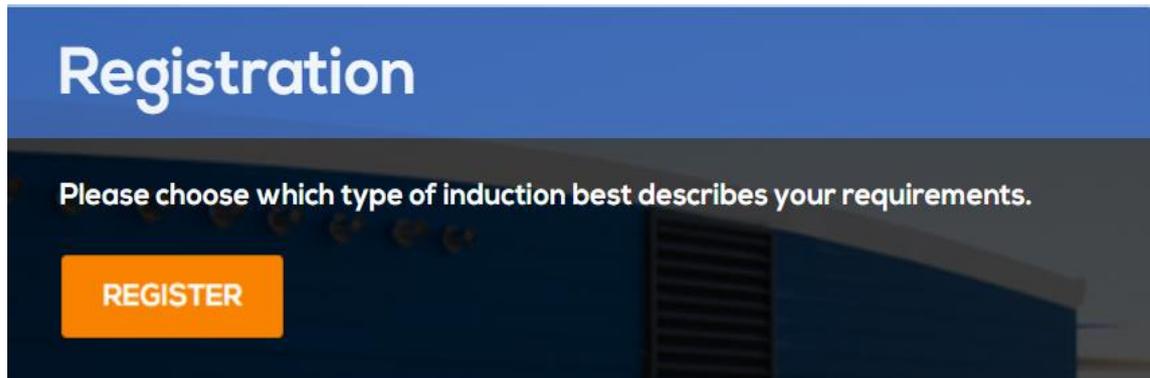
1. To log in, please go to the BGC Construction Homepage:  
<https://bgcconstruction.com/> and select **LOGIN**



2. Select “[Click here to Register](#)”



3. Click **Register**

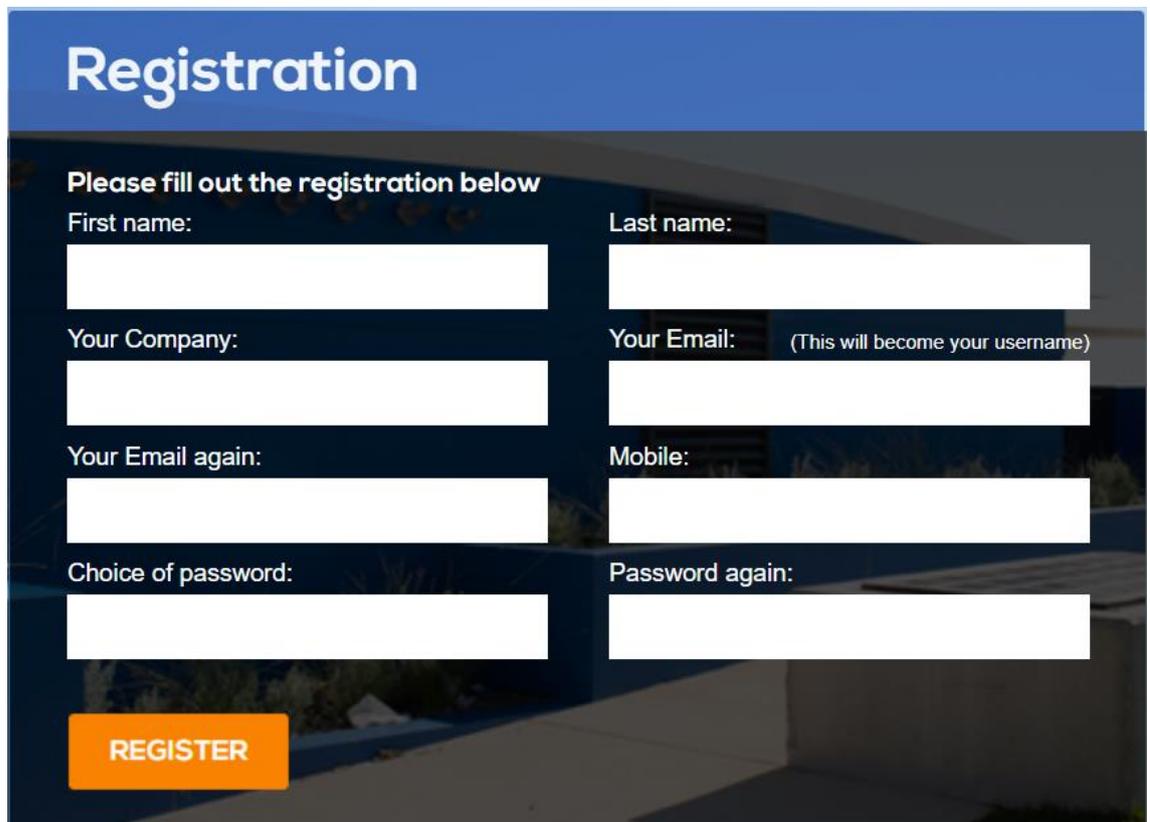


**Registration**

Please choose which type of induction best describes your requirements.

**REGISTER**

4. Complete all **Registration** fields. Please note, the email address entered will become your Username when logging into the portal.



**Registration**

Please fill out the registration below

First name:	<input type="text"/>	Last name:	<input type="text"/>
Your Company:	<input type="text"/>	Your Email: (This will become your username)	<input type="text"/>
Your Email again:	<input type="text"/>	Mobile:	<input type="text"/>
Choice of password:	<input type="text"/>	Password again:	<input type="text"/>

**REGISTER**

5. Please read and review the terms and conditions listed. Ensure the box is ticked before selecting to **Continue**

Welcome to the Online Induction  
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  
Management

I have read and understood the following:

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

6. Please **upload** your face photo, or select the option to **Take Photo**

Please take your picture using the Device Camera OR you can Upload an image from file.



Or upload from file

No file chosen

7. The Induction Steps will appear for you to complete. Please note, each step will need to be completed sequentially before the next step is unlocked.

Online Induction Steps

1	Required Documents
2	WHSE INDUCTION PART A
3	Hazards Harassment and Policies
4	Plant and Equipment
5	Fall Prevention and Electrical works
6	WHSE Communication requirements



Your Progress

Required Documents
WHSE INDUCTION PART A
Hazards Harassment and Policies
Plant and Equipment
Fall Prevention and Electrical works
WHSE Communication requirements

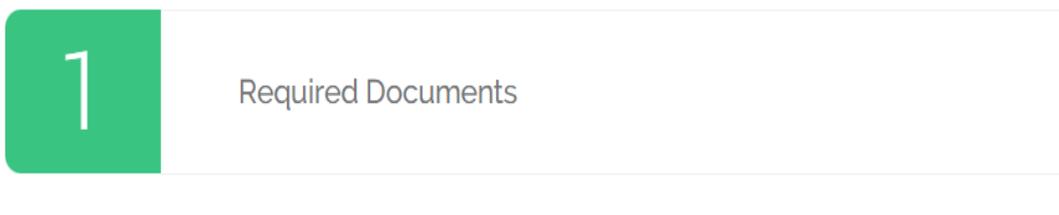
8. Firstly, complete Step 1: Required Documents.

If this step 1 isn't complete- you will not be able to move onto step 2.

All fields marked with a red Asterix (\*) are mandatory fields and must be completed prior to progressing.

Choose a file to upload your ticket, or alternately take a photo of your qualification to upload.

Ensure you click **UPLOAD** after selecting your file. If you do not do this, you will not be able to proceed with the next step.



## BGC Construction Part A

First Name \*

Surname \*

Date of Birth \*

Address \*

Suburb \*

State \*

Post Code \*

Gender \*

Mobile number \*

Next of kin \*

Next of kin relationship \*

Next of kin phone \*

The name of the company that you will be working for \*

Trade Description \*

Duration with employer \*

Supervisors Name

Construction Induction Training - WhiteBlue Card \* Don't Have This?  
 No file chosen  Help?

Any medication or allergies or illness \*

### Qualifications - Licenses

Crane operator - Don't Have This?  
 No file chosen  Help?

Dogman - DG Don't Have This?  
 No file chosen  Help?

9. Select to agree to the acknowledgement, add a signature to the below field and select **Use this Signature**.

You will then be able to **Submit** your required documentation.

I acknowledge that I understand and agree to comply completely with the requirements detailed within this induction including BGC and Site policy procedures as well as applicable statutory requirements \*

- Yes
- No

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

10. Complete each step Sequentially. An assessment will appear at the conclusion of each step. You must complete the assessment in order to progress to the next step.

2	WHSE INDUCTION PART A
3	Hazards Harassment and Policies
4	Plant and Equipment
5	Fall Prevention and Electrical works
6	WHSE Communication requirements

11. Once you complete the 6 stages, you will receive a certificate.

12. Induction Part B will be completed on the site