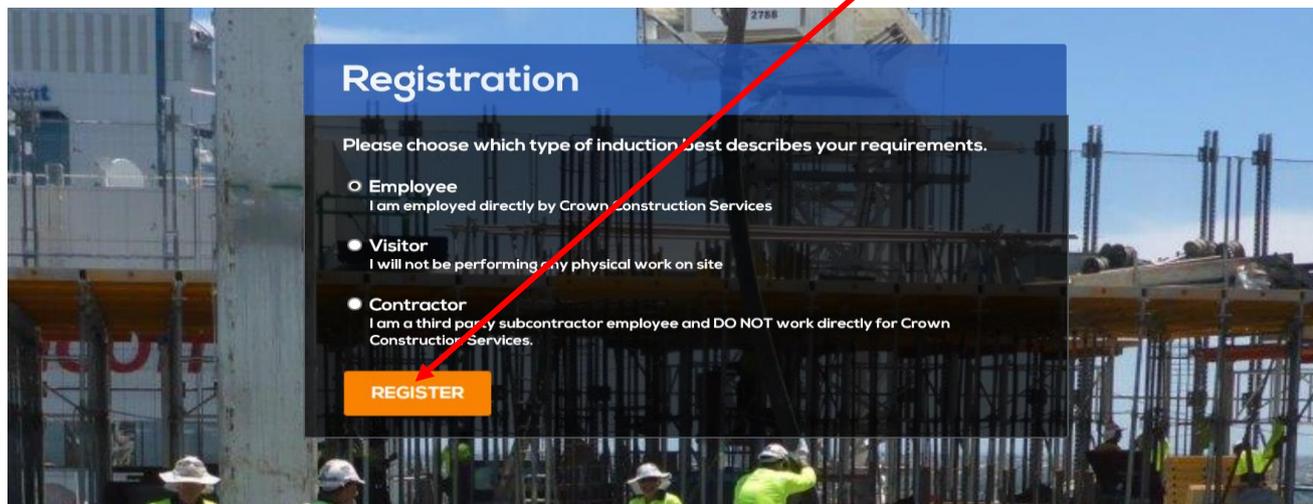




New Inductees

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

- New inductees register here
- If you are a direct employee and are/or will be working for Crown Construction Services – select EMPLOYEE
- If you are a third tier employee working for a different subcontractor or labour hire company, you will need to select CONTRACTOR
- After you select either EMPLOYEE or SUBCONTRACTOR – select REGISTER and it will take you to the REGISTRATION PAGE



Registration

- You will be prompted to fill in the online registration form
- As you will note, your email address will become your username when you need to log in again
- The induction must be completed annually, so we suggest you keep your username and subsequent passwords in a safe place
- When you have entered all the fields, including your password, select REGISTER and you will be transferred to the ONLINE INDUCTION page

- You will then be transferred to the Crown Construction Services WELCOME PAGE
- After you have read and understand the agreement, check the box and click CONTINUE



Online Safety Induction

Welcome to the Crown Construction Services Online Induction. When you are employed by us, either directly or indirectly to perform work on any of our sites, you must comply with our Health, Safety and Environmental (HSE) Management System. The Safety Induction has been developed directly from our HSE Management Plan and is designed to provide comprehensive instructions on the minimum requirements expected of all workers on site. It many aspects, our safety requirements meet or exceed the builders requirements. Please listen carefully to the information provided, as each section is followed by an assessment. If you experience any issues using this program, please contact us via our website or at: admin@crownconstrutionservices.com.au

Thank you
Crown Construction Services 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

Continue

- You will be transferred to the ONLINE INDUCTION where you will be prompted to complete all steps

Induction

- Click on the numbered boxes to start
- As you complete each induction step, and questionnaire, your progress will be displayed here

- If you lose the internet connection or need to log out for some reason, you can log back in using your username (email address) and password, developed earlier
- You will need to log in here - <https://www.onlineinduction.com/crownconstrutionservices/index.php>

Frequently Asked Questions – FAQs

Q. How is the induction presented?

A. It is divided up into smaller sections (steps) presented as a voice over self-advancing slide presentation that requires you to listen carefully as selected sections of our safety management system are explained.

Q. How long will the induction take to complete?

A. It will take approx. 75-90mins depending on how carefully you listen and whether you are a direct employee or a contractor. (Contractor means - you work for another subcontractor or labour hire company).

Q. Is there a test after the induction and do I need to score 100% correct?

A. After each section there are a set of multiple choice question which need to be answered correctly. You will however be given an opportunity to correct any mistakes, ensuring you get them all correct.

Q. Will I need to upload all my licenses and tickets – if so how do I do this?

A. Yes you will be required to upload all your licenses, tickets and blue/white card. You can scan this into a file on your computer and upload them from there. Or you can take a photo with your phone and email them to yourself or a friend and open them on a computer. If this is done on another computer, they could be stored on a USB drive and plugged into the computer that is used for the induction.

Q. Where do I go to complete the induction?

A. This can be completed at your own home or your company office on any computer.

Q. What if I don't have access to a computer?

A. Your local library is generally a great option or you could ask a friend or your boss. Another option is to attend our Head Office and use our Induction Computer. This can be arranged by emailing admin@crowconstructionservices.com.au

Q. Will I get paid to complete the induction?

A. If you are a current employee or are being on-boarded as a new employee, you will be paid for the time required to complete the induction – but only if you come into the Head Office to complete it.

Q. Can I just get someone else to do the induction for me?

A. No! This is unacceptable and will potentially put you at risk of serious injury at the workplace. You may also face complications in obtaining workers compensation, and even criminal charges if you injure someone else. This is a very serious matter and not worth the risk!

Q. Will I get a certificate when I complete the induction?

A. Yes! On successful completion of the induction, you will be prompted to print your certificate. You must bring your Induction certificate with you and show the Crown Construction Services supervisor – before you start work.

Q. Do I still need to do the builders (main contractor's) induction?

A. Yes! This is very important. You may be able to complete this online before you attend, where you will be prompted to upload your licences and tickets just like our induction. There will still generally be an on-site induction where you will need to show your licences and tickets, so bring these with you.

Q. Where do I get assistance if have difficulties or require special help to complete the induction?

A. Please email your contact details to admin@crowconstructionservices.com.au and one of our friendly staff will be happy to help you.