



WACHS Online Contractor Induction (OCI) Company/Supplier Registration Guide

IMPORTANT: The company needs to be registered and approved in the OCI portal before contractors are able to register and complete their inductions.

1. Go to the company registration page - Use Google Chrome or Microsoft Edge (*Do Not use Internet Explorer*)
<https://www.onlineinduction.com/wachs/registercompany.php>

2. Enter - Your business & contact details:

Registration

Please fill out the registration below

Your Company: First name:

Last name: Your Email: (This will become your username)

Your Email again: Mobile:

E.g. 04XXXXXXX

Password again:

Choice of password: must be more than eight characters contain at least one capital letter contain at least one number or symbol

Primary Region:

Goldfields Great Southern Kimberley Midwest

Perth Metro Pilbara South West Wheatbelt

Please choose other regions that you provide services to:

Goldfields Great Southern Kimberley Midwest

Perth Metro Pilbara South West Wheatbelt

Trade/Profession:

Architect
Asbestos Inspector and/or Remover
Boiler Operator
Boilermaker
Builder
Cableier
Carpenter
Concreter
Confined Space Worker
Crane Operator

* hold Ctrl to select multiple

By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.

REGISTER

Note:

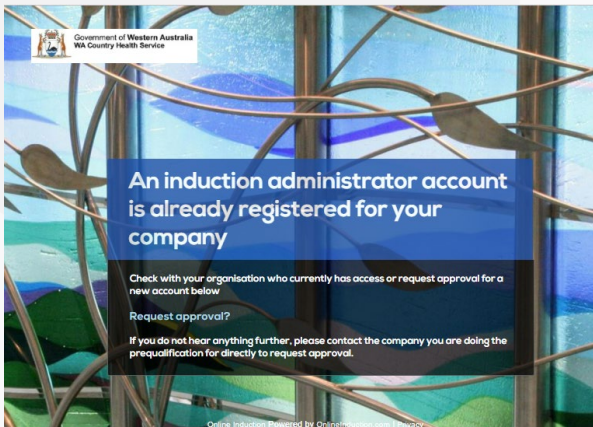
Your Email – The email address you use will be the username to log in company account. If you are a sole trade or a company representative who is also a contractor to attend WACHS sites, you will need to use a different email address to register for your contractor account.

Region - You must select your current WACHS region here. If your company services multiple regions, please select additional regions under “Please choose other regions that you provide services to”. You can also advise your WACHS regional contact after completing registration and they can amend your application with the additional regions.

Trade/Profession - If your company offers multiple trade services, you can select multiple trades by holding the CTRL button when clicking on the options in the drop-down menu.

3. Tick the consent box and press **REGISTER**.

Note: If the company is already registered in the OCI, a warning message will load (see picture below). If this occurs, please contact a company representative or email: wachsoci@health.wa.gov.au for further assistance



4. Ignore the top section as indicted below, read the explanation and complete your company details in the form section.

Ignore this section

Please read

Complete this section

Search Your Staff:

Welcome to the WACHS Online Contractor Induction

The WA Country Health Service (WACHS) and contractors have statutory duties under the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1990 to ensure employees, contractors and visitors at a WACHS premises are provided with a maintained, healthy and safe environment.

Acknowledgement
WACHS acknowledges the Aboriginal people of the many traditional lands and languages of Western Australia. It pays respect to the wisdom of the Aboriginal Elders, both past and present, and to the Aboriginal people of today.

Please complete the fields in the form below

All documentation can be scanned and uploaded to the WACHS Induction Portal using the choose file and upload buttons below.
Once submitted, your registration will be received by a Regional Representative for verification based on the information provided. Once approved, you will receive an email of confirmation asking you to invite your employees and sub-contractors to self-register and complete the WACHS Online Contractor Induction.

All information and documentation will be considered confidential and will only be accessed if an incident occurs or for auditing purposes.

If you have any issues or queries with this Online Induction Portal, please contact your WACHS Regional Maintenance Manager or local Nominated Officer.

ABN:

ACN:

Contact email:

Business Address:

Business Suburb:

Business Postcode:

Postal Address if different from above:

Postal Suburb:

Postal Postcode:

Phone:

Mobile:

After hours contact number:

5. Enter the expiry dates and upload the following documents:
 - a. WACHS contract number (if applicable)
 - b. Public Liability Insurance (mandatory)
 - c. Professional Indemnity Insurance (mandatory if your company provides advice to WACHS)
 - d. Workers Compensation (mandatory)

Note: Document file names must not contain more than one period “.” as the system will not upload for security reasons. Please remove all additional periods before uploading.

WRONG FORMAT	CORRECT FORMAT
<p>20.05.2023 Public Liability Insurance.pdf</p> <p style="color: red;">Invalid file name. Remove the additional periods/full stops “.”</p>	<p>20052023 Public Liability Insurance.pdf</p> <p style="color: green;">Periods/full stops “.” removed</p> <p style="color: green;">This period/full stop is ok as its for the file type</p>

To attach documents:

Click **Choose File** button; locate your document; click on your document (it will show in the “file name”; click “open”, then click **Upload** button.

Repeat these steps and complete all requested information and attach the required supporting documents.

To upload documents please use the CHOOSE FILE button and then press the UPLOAD button

If applicable please enter your WACHS Contract Information in this section

WACHS Contract Number:

WACHS Contract Upload: Choose File No file chosen Help?

Option to provide insurance information to enable system alerts for your insurance expiration dates

Insurance Information

Public Liability Insurance:

Expiry	<input style="width: 80%;" type="text" value="dd/mm/yyyy"/>	Certificate	<input style="width: 50%;" type="button" value="Choose File"/> No file chosen	<input style="width: 30%;" type="button" value="Upload"/> Help?
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Public Liability Value:

Professional Indemnity Insurance:

Expiry	<input style="width: 80%;" type="text" value="dd/mm/yyyy"/>	Certificate	<input style="width: 50%;" type="button" value="Choose File"/> No file chosen	<input style="width: 30%;" type="button" value="Upload"/> Help?
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Professional Indemnity Value:

Workers Compensation:

Expiry	<input style="width: 80%;" type="text" value="dd/mm/yyyy"/>	Certificate	<input style="width: 50%;" type="button" value="Choose File"/> No file chosen	<input style="width: 30%;" type="button" value="Upload"/> Help?
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6. Sign the signature box with your finger (on touch screen device) or with your mouse (on a computer).
Click **Use this Signature**.

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



Clear Undo Use This Signature

7. To save your progress and return to the form before submitting, click **Save Progress**.
To submit your application for approval, Click **Submit and Continue**

Submit and Continue

You will receive notification via your nominated email account when the company registration has been reviewed and approved by WACHS.

When you receive the email, you can then forward the contractor registration link to your staff or subcontractors to complete their induction process. Once they have completed their induction and it has been reviewed and approved by WACHS, they will receive an email with the induction certificate attached.

If you have any issues or queries regarding the OCI the portal, please contact your WACHS Regional Maintenance Manager, local Nominated Officer or via email: wachsoci@health.wa.gov.au