

# BHP Billiton - Mt Arthur Inductions Pegasus Safety Inductions Booking Portal User Guide Booking Inductions for Contractor Administrator



## Safety Inductions Booking Portal

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03-May-2016 12:44

### Welcome

Here you may

- Apply for registration of your company with Pegasus Safety and, once your company has been registered,
- Book your employees into the classroom or online induction courses and they will be issued with Onsite work cards on completion

### Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

### Login

If your company is already registered, login here if you want to:

- Book training for your employees
- Check your employee records
- Administer your employee's Onsite work cards

[Login](#)

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For questions or assistance:

inductions@pegasus.net.au  
1300 306 384

**BHP Billiton Asset Induction Information  
Website >>**

<http://www.nswecinuctions.com.au>

## Overview

Contractors who wish to work at BHP Mt Arthur Coal must complete an online Asset Induction before coming to site. The online **BHP Billiton Asset Induction (Contractors)** replaces the previous face-to-face **Mt Arthur Coal Surface Induction** for new contractors.

This induction costs \$110 including GST per person and is booked through the Pegasus Safety Inductions Booking Portal. Once the administrator has booked their employees into the induction through the portal, you will be emailed a log in to send to them so they can complete the course online. At the successful completion of the training, the employee will be issued the induction competency, now visible on their profile in the Onsite Track Easy database.

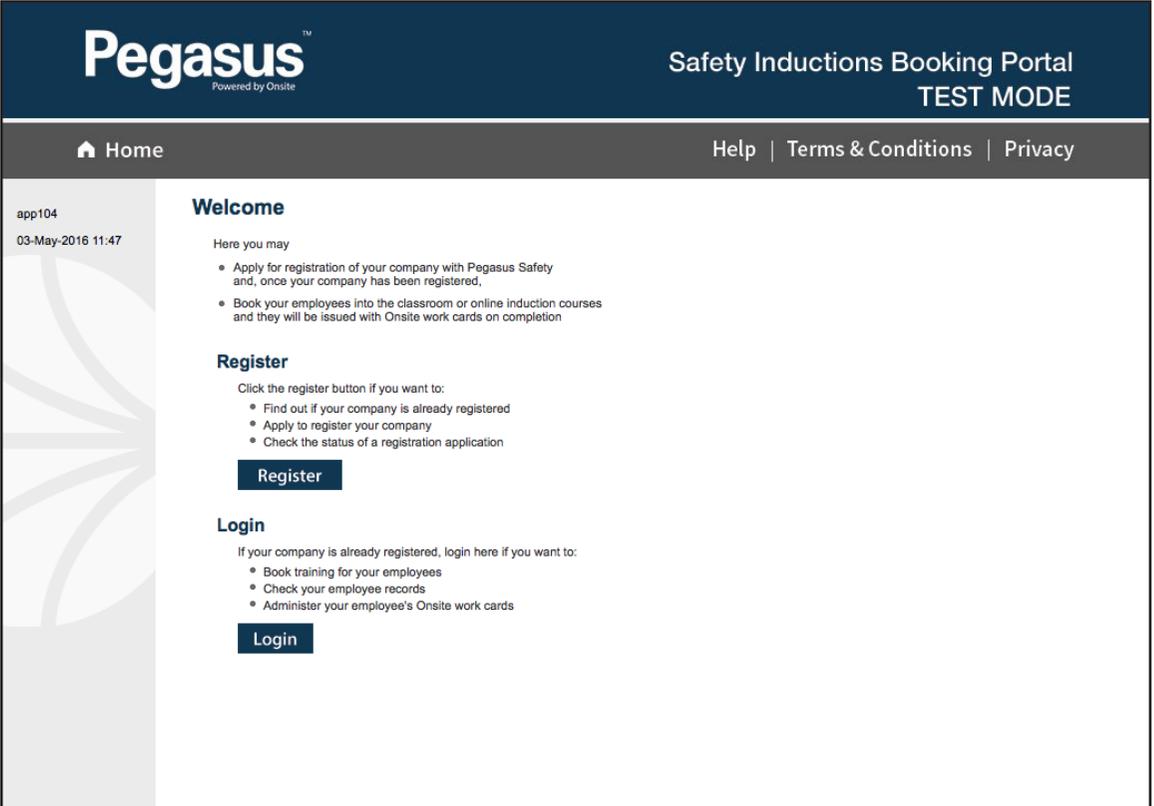
Depending on their role, contractors will also need approval to book their employee's into the **MAC CHPP Plant Induction (Contractors)** and/or **MAC Maintenance Induction (Contractors)**. These inductions cost \$35 + GST each and are booked and completed online.

# Booking the BHP Billiton Asset Induction (Contractors)

## BHP Billiton Mt Arthur Inductions Pegasus Safety Inductions Booking Portal

Please follow this step-by-step guide to book your employees into BHP Billiton Asset induction (Contractors).

Start in the system here >



The screenshot shows the Pegasus Safety Inductions Booking Portal. The header includes the Pegasus logo (Powered by Onsite) and the text "Safety Inductions Booking Portal TEST MODE". Below the header is a navigation bar with "Home", "Help", "Terms & Conditions", and "Privacy". The main content area is titled "Welcome" and contains the following sections:

- Welcome**
  - Here you may
    - Apply for registration of your company with Pegasus Safety and, once your company has been registered,
    - Book your employees into the classroom or online induction courses and they will be issued with Onsite work cards on completion
- Register**
  - Click the register button if you want to:
    - Find out if your company is already registered
    - Apply to register your company
    - Check the status of a registration application
- Login**
  - If your company is already registered, login here if you want to:
    - Book training for your employees
    - Check your employee records
    - Administer your employee's Onsite work cards

### Step 1>

Login to the Pegasus Safety Inductions Booking Portal by selecting "Login."

On the login page, enter your username and password before selecting "Login."

# Welcome to your company's login area

From here you can book Training Courses and Company Relationships.

**Book Training**

*Book employees into training courses.*

**View Employees**

*View details of your employees and their data.*

**Company Relationships**

*Your company relationships on sites in this portal.*

### Step 2>

Click on “Book Training” to start booking your employee into the induction.

03-May-2016 11:54  
Lauren Test  
Black Pegasus Pty Ltd

#### AVAILABLE COURSES

Sort by: Site

Click **course** name to view extra details or make a new booking.  
All bookings must be paid for with a Credit Card.

#### Classroom Courses

There are no classes scheduled for  (change month to see other schedules)

#### OTHER COURSES

These courses can only be booked by approved companies. We don't have qualifying work history for your company so you will need to apply for access to these sites before you can make a booking.

#### Online Courses

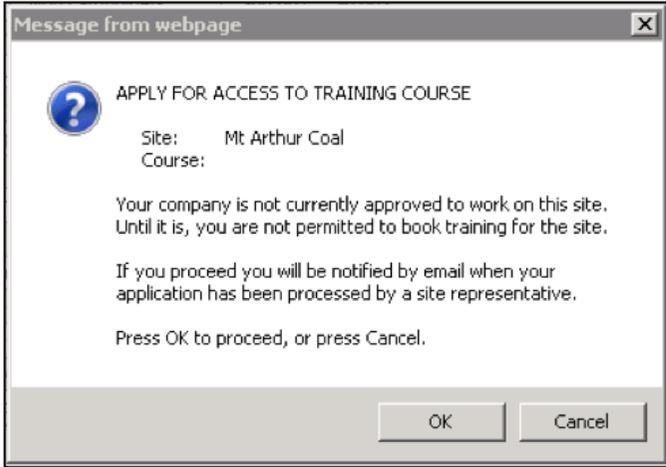
To sit these courses the student needs a computer with an internet connection.

Site	Apply for Access	Course	Cost	GST
	apply			
Mt Arthur Coal	apply	BHP Billiton Asset Induction	\$100.00	\$10.00
	apply			

### Step 3>

To book into this induction, your company must be associated to the BHP Billiton Mt Arthur site.

Click on ‘Apply’ next to the **BHP Billiton Asset Induction (Contractors)**. This application will need to be approved by Pegasus.



**Step 4>**

To finalise your application to be associated to the site, select “OK” when the pop up message displays.

Please note that no bookings can be made until the approval has been processed by Pegasus.

**AVAILABLE COURSES** Sort by: Site

Click **course** name to view extra details or make a new booking.  
All bookings must be paid for with a Credit Card.

**Online Courses**  
These online courses are available for booking until the **To Date** listed.  
To sit these courses the student needs a computer with an internet connection.

Site	Course	To Date	Cost	GST
Mt Arthur Coal				
Mt Arthur Coal				
Mt Arthur Coal				

**Step 5>**

Once approval has been given, click on the course name “**BHP Billiton Asset induction (Contractors)**” to book your employee into the induction.

### Add Booking for



Shopping Cart
Total

**COMPANY DETAILS**

Name: Mt Arthur Coal  
 Notes:

 Site Files

**COURSE DETAILS**

Name:	
Description:	
Cost:	
Requirements:	
Extra Terms:	
Files:	2
Infos:	none

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**EMPLOYEES LIST**

[Search](#) *Enter a name fragment (blank for all) and click search to list your employees for booking into this course*

#### Step 6>

In the Employees List search field, enter the surname of the person that you wish to book into the induction and then select “Search.”

### Add Booking for



Shopping Cart
Total Cost: empty

**COMPANY DETAILS**

Name: Mt Arthur Coal  
 Notes:

 Site Files

**COURSE DETAILS**

Name:	
Description:	
Cost:	
Requirements:	
Extra Terms:	
Files:	2
Infos:	none

[Back](#)

**EMPLOYEES LIST**

[Search](#) *Enter a name fragment (blank for all) and click search to list your employees for booking into this course*

Found 0 matches

[Add Employee](#) *Book this course for an employee not yet in your employees list*

#### Step 7>

If your employee does not show in the list of employees returned, select “Add Employee.”

If they do appear in the list of employees returned, select their name.

Please enter **fields**, upload **files** and then **submit** the data ( \* = mandatory )  
On submit this person will be booked into **Test**.

## 1. Fields

### Current Data

Added By:

First Name: \*

Middle Name:

Last Name: \*

Date of Birth: \*

   "dd mmm yy" or icon

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

   "dd mmm yy" or icon

Gender:

Address:

Town:

State/Province:

Post Code:

Phone: \*

Email: \*

Next of Kin First Name:

Next of Kin Last Name:

Next of Kin Phone:

Next of Kin Email:

Next of Kin Relationship:

 Please select 

### Historical Data

*Previous contact details*

Phone:

Email:

Address:

Town:

State/Province:

Post Code:

Declaration: \*

I agree with Terms & Conditions and Privacy menus

Cancel

Save

The minimum Next of Kin fields are First Name, Last Name, Phone and Relationship

## 2. Identification

Please enter the required fields.  
Then you can proceed if required.

## 3. Files

Please enter the required fields  
and complete identification steps.  
Then you can upload the files.

## 4. Submit

**Please enter all the required data.**  
Then you will be able to submit it.

On submit this person will be booked  
into **Test**.

## Step 8>

Enter all mandatory employee details, then tick the declaration  
and select "Save."

### 3. Files

File1: \* Photo for Onsite Card

Head and shoulders well lit photo taken from the front. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.



Please upload this file

Upload

#### Step 9>

Upload a photo of the employee by selecting “Upload.”

### Upload File for

Description: Photo for Onsite Card

Requirement: Head and shoulders well lit photo taken from the front. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

File to Upload: \* \\CASDC\TSRedirected\bcrinin\Desktop\cookie.jpg

Browse to select file for upload

Name: \*

Friendly name for this file after upload

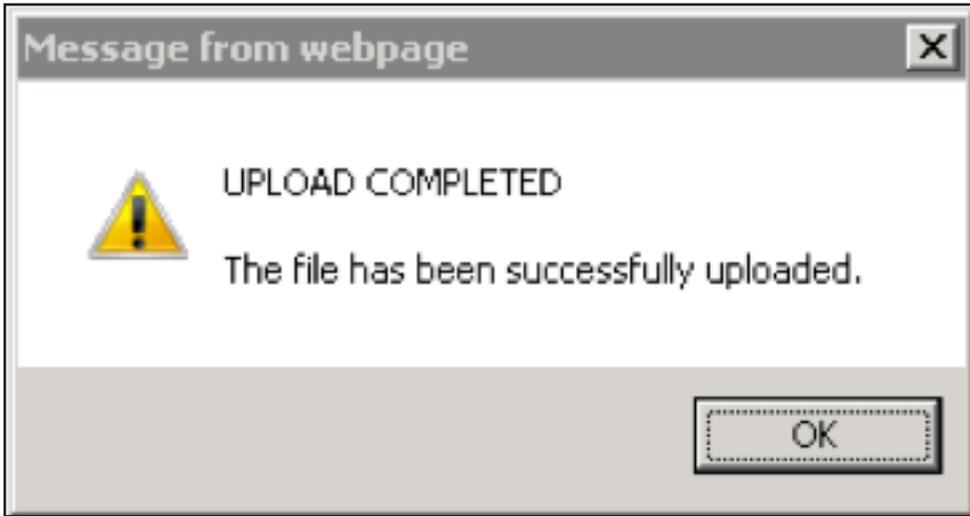
Comment:

Status:

Upload

#### Step 10>

Browse for the saved photo and click “Upload.”



**Step 11>**

Click "OK" when the pop up message shows.

### 3. Files

File1: \* Photo for Onsite Card

Head and shoulders well lit photo taken from the front. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.



*Please crop photo*

Comment:

**Step 12>**

To crop the photo, select "Crop."

## Crop Photo For Card

### Source Photo



### Instructions

- ▶ **Make final photo like a passport photo.**
- ▶ The **final photo** initially shows the top left corner of the **source photo**.
- ▶ **Rotate** by clicking arrows if required.
- ▶ Drag out a **selection frame** on the source photo to define the area you want to use.
- ▶ **Resize** the frame with its handles.
- ▶ **Reposition** the frame by dragging it.

### Final Photo



Apply

### Step 13>

Drag the mouse over the image to crop the photo. Follow the instructions displayed on the screen to ensure the photo you are uploading is correct. Once you have the crop box in the correct position, select "Apply."

## 4. Submit

Click submit to send the data for processing.

Submit

On submit this person will be booked into

### Step 14>

To submit the data for processing, select "Submit."

## Booking Data for Test

### BOOKING EMPLOYEES

Action	Last Name	First Name	File1 *	File2 *	Status
Process			X	X	INCOMPLETE

This booking requires **upload files** for each employee.

► Click 'Process' to review them, and when complete, add the booking to your cart.

Back

### Step 15>

Select "Process" to begin the document uploads section.

## FILES

File1: \* Test 1

Please upload a single file

X

Test

Upload

### Step 16>

Select "Upload" to upload the required file.

## Upload File for

Description: Test 1

Maximum Size: 2 Mb

Requirement: Test

File to Upload: \* \WCASDC\TSRedirected\bcrnonin\Desktop\test pic.JPG

Browse...

Browse to select file for upload

Name: \* test pic

Friendly name for this file after upload

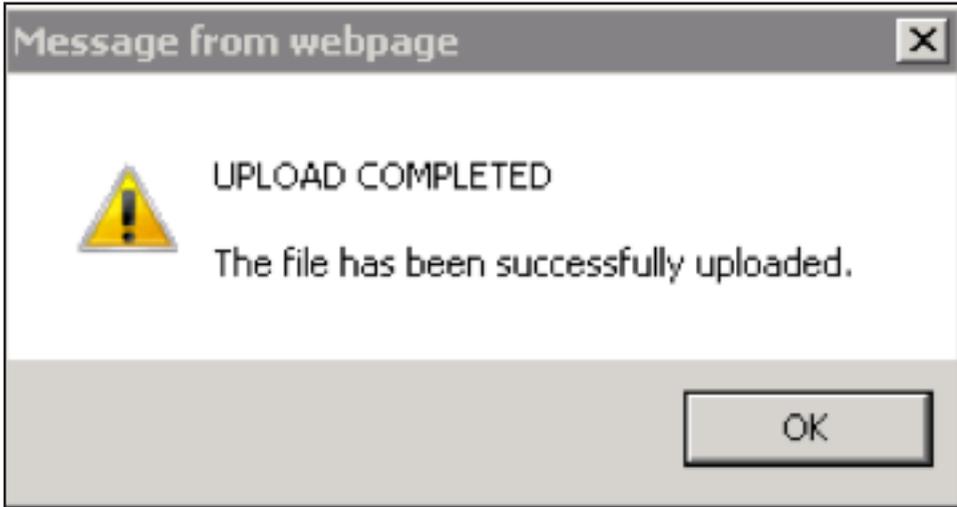
Comment:

Status:

Upload

### Step 17>

Attach the file by selecting "Browse." Then select "Upload."



**Step 18>**

Click "OK" when the pop up message shows.

### Booking Data for Test

BOOKING EMPLOYEES

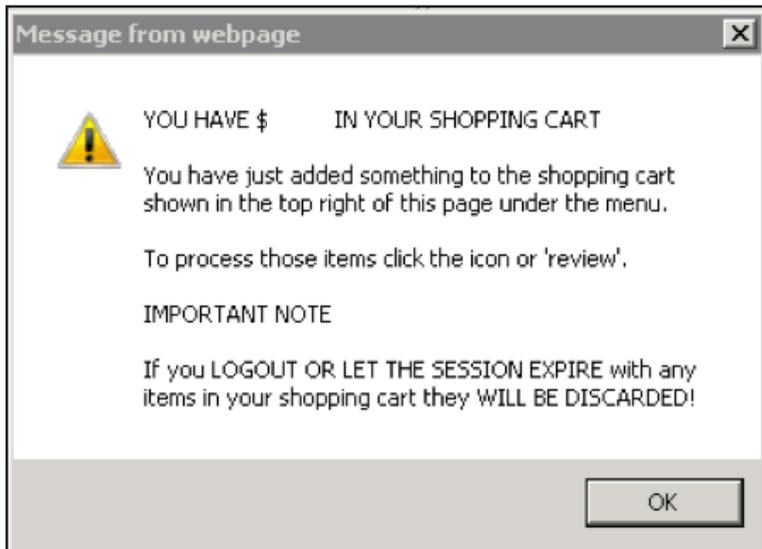
Action	Last Name	First Name	File1 *	File2 *	Status
Processing ▶			✓	✓	READY FOR CART

DATA FOR BROOKE TEST 1

**Add To Cart**

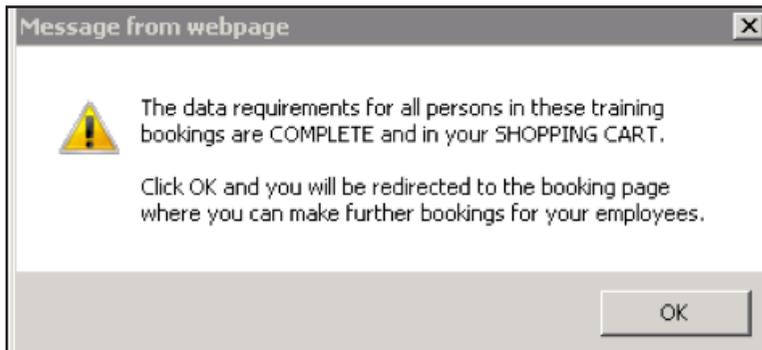
**Step 19>**

Once all of the required documents have been uploaded, select "Add to Cart."



**Step 20>**

Click "OK" when the pop up message displays telling you that you have added something to your cart.



**Step 21>**

Click "OK" when the pop up message displays to be redirected to the booking page.

### Add Booking for Test



Shopping Cart		
Name	Quantity	Cost
Test	1	
<b>ReviewTotal Cost:</b>		

**COMPANY DETAILS**

Name: Mt Arthur Coal  
 Notes:  Site Files

**COURSE DETAILS**

Name:	
Description:	
Cost:	per person
Requirements:	
Extra Terms:	
Files:	2
Infos:	none

[Back](#)

**EMPLOYEES LIST**

[Search](#) Enter a name fragment (blank for all) and click **search** to list your employees for booking into this course

### Step 22>

You can add another employee by entering their surname into the Employees List search field, then click “Search.”

If you have finished adding employee induction bookings, you can continue to the payment process by selecting “Review” in the Shopping Cart box.

### Review Shopping Cart

Company:   
 User:   
 Total: inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking							remove
<b>Total:</b>								including GST of	

[Back](#) [Proceed To Checkout](#)

### Step 23>

Check all of the booking details and then select “Proceed to Checkout.”



## Checkout Shopping Cart

Company:	Paymasters Cafe
User:	
Total:	

**PURCHASE**

Credit Card ▶ Please enter your credit card details and click *continue* to process the purchase

Card Number: 4444333322221111  
 Card Type: VISA  
 Card Expiry: 12 2020  
 Card CVV: 123  
 Cardholder Name: John Doe

**CURRENTLY OPERATING IN TEST MODE**  
 These auto populated credit card values should produce a successful payment

[Back](#) [Continue](#)

### Step 24>

Enter your credit card details, then select “Continue.”



## Checkout Shopping Cart

Company:	Paymasters Cafe
User:	

Purchase Successful

- 1 person has been booked into training.

### Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
233334		Credit Card	<a href="#">Download</a>

[Logout](#) [Continue](#)

### Step 25>

Once your payment has processed, you will be able to download your Tax Invoice/Receipt by selecting “Download.”

A copy will also be emailed to the person making the booking.

To finalise your booking select “Continue.”

The booking information will now need to be approved by Pegasus. Once your booking has been approved, your employee will receive an email with login details to complete the online induction.

### Step 26>

You have successfully booked your employee into the **BHP Billiton Asset Induction (Contractors)**.

Once you have booked your employee into the BHP Billiton Asset Induction (Contractors) and their ID has been approved, you'll be emailed a login details to send to them so they can complete the online induction.

The induction consists of 10 questions that should take approximately 30 minutes to answer. The induction requires a 100% pass mark. On successful completion, the employee will have the competency added to their profile in the Onsite Track Easy database and their contractor card posted via Australia Post to the company's postal address.

Until their card arrives, they may access site by manually entering their Onsite ID number, which displays on the certificate at the successful completion of the all required inductions.

# Booking the MAC CHPP Plant Induction and/or MAC Maintenance Induction in Onsite

## Please note>

After your employee has successfully completed the BHP Billiton Asset Induction (Contractors), you must have approval from BHP Mt Arthur Coal for your employees to complete the **MAC CHPP Plant Induction (Contractors) and/or MAC Maintenance Induction (Contractors)** depending on their role. Please speak to your site contact if you are unsure which induction to book.

## You must collect the following documents for each employee:

1. A Contractor Induction form. Please visit <http://nswecinclusions.com.au/documents-information/> to download and complete a BHP Mt Arthur Coal Contractor Induction Form
2. Copies of competencies required by role at BHP Mt Arthur. Please visit <http://nswecinclusions.com.au/documents-information/> to view the competencies required to work at BHP Mt Arthur Coal
3. A recent (less than three months old) Statement of Competency. This statement must:
  1. be on company letterhead with details (ABN, address, contact information)
  2. include employee's name
  3. detail the work the employee is authorised to perform at Mt Arthur Coal
  4. be signed by a senior manager at your company

These documents must then be emailed to:

**MAC CHPP Plant Induction (Contractors):** email documents for approval to [Sue.DeBoos@bhpbilliton.com](mailto:Sue.DeBoos@bhpbilliton.com)

**MAC Maintenance Induction (Contractors):** email documents for approval to [Todd.Carr@bhpbilliton.com](mailto:Todd.Carr@bhpbilliton.com)

On BHP Mt Arthur Coal approval, you'll be emailed the approved Contractor Induction Form and an Appointment Form (if needed), which you'll be prompted to upload as part of the booking process. Please allow up to 10 working days for approval.

Once your employees are approved to complete their induction/s, you should log in to the Safety Inductions Booking Portal and select Book Training. Please use this user guide to assist you in booking your employee into the induction. However instead of selecting **BHP Billiton Asset Induction (Contractors)** throughout the process, select **MAC CHPP Plant Induction (Contractors)** and/or **MAC Maintenance Induction (Contractors)**.

Pegasus will now verify that your employee may complete the induction/s. On approval, you will be emailed the induction login details to send to your employee. On successful completion, the employee will have the competency added to their profile and card in the Onsite Track Easy database.

For questions or assistance:

inductions@pegasus.net.au

1300 306 384

**BHP Billiton Asset Induction Information Website >>**  
<http://www.nswecinductions.com.au>



## Safety Inductions Booking Portal

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