

BHP

BHP BILLITON

Contractor Management System

User Guide for Booking Inductions - Contractor Administrators

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 Onsite. Once the administrator has booked their employees into the induction, the administrator will be emailed the employees' login details to be forwarded onto the employee to complete the induction online.

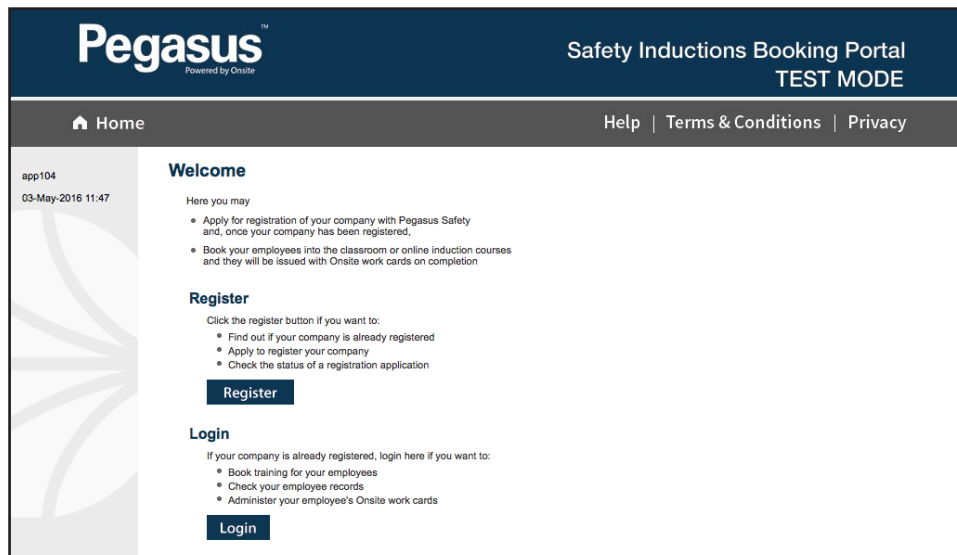
At the successful completion of the training, the employee will be issued the induction competency, now visible on their profile in the Onsite Track Easy database.

Depending on their role, contractors may also need to book their employees into the **CHPP Plant Induction (Contractors Appointment OR No Appointment)** and/or **Maintenance Induction (Contractors Appointment OR No Appointment)**. These inductions cost \$35 + GST each and are booked and completed online.

For questions or assistance please call **1300 306 384** or email inductions@pegasus.net.au.
Contractor Information Site nswecinductions.com.au

Pegasus Safety Inductions Booking Portal

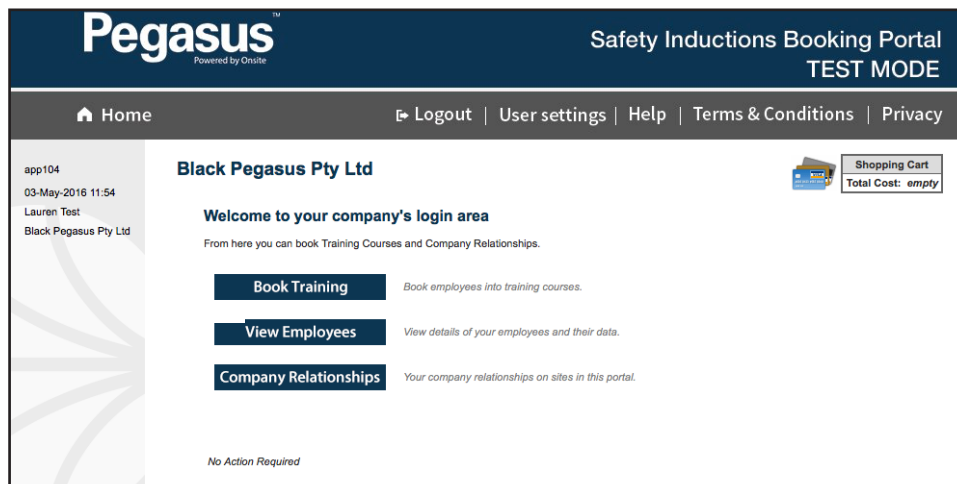
Please follow this step-by-step guide to booking inductions for your employees in the Pegasus Safety Inductions Booking Portal.



Step 1

Please go to <http://www.nswecinductions.com.au> and click on “Register or Login” in the top menu bar.

Once on the home page for the Pegasus Safety Inductions Booking Portal, click “Login.” Enter your username and password, then select “Login.”



Step 2

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

[Home](#) |
 [Logout](#) |
 [User settings](#) |
 [Help](#) |
 [Terms & Conditions](#) |
 [Privacy](#)

app104
03-May-2016 11:54
Lauren Test
Black Pegasus Pty Ltd

Book Training for Black Pegasus Pty Ltd

AVAILABLE COURSES

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 May 2016 (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
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
Mt Arthur Coal	apply	BHP Billiton Asset Other Contractor	\$100.00	\$10.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00
[blurred]	apply	[blurred]	\$0.00	\$0.00

* Indicates course cost is paid for by the site.

Shopping Cart
Total Cost: empty

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.

APPLY FOR ACCESS TO TRAINING COURSE

Site: Mt Arthur Coal
Course: BHP Billiton Asset Other Contractor

Your company is not currently approved to work on this site.
Until it is, you are not permitted to book training for the site.

If you proceed you will be notified by email when your
application has been processed by a site representative.

Press OK to proceed, or press Cancel.

Cancel OK

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.

BOOKING INDUCTIONS

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


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

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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

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 their names does appear in the list of employees returned, click on 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: *

19

"dd mmm yy" or icon

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

19

"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...

Browse to select file for upload

Name: *

Friendly name for this file after upload

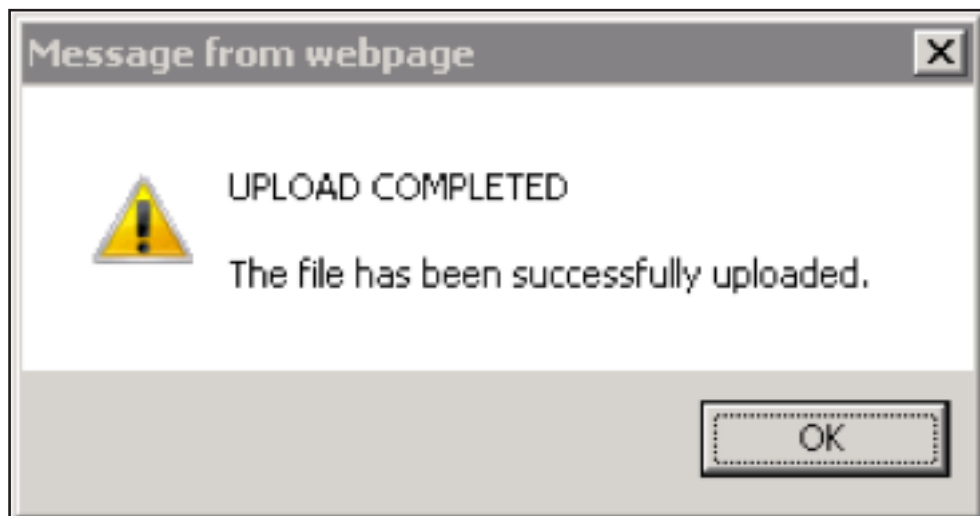
Comment:

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.



Crop

Edit

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

Cancel

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			✗	✗	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

✗

Test

Upload

Step 16

Select "Upload" to upload the required file.

DATA FOR BROOKE CRONIN

Add To Cart

Venue: Online
Date & Time: 01-Jul-16 00:00
Duration: (unspecified)

FILES

File1: * Proof of Identity *Please upload a single file*

✗ [Click here for a list of Mt Arthur Coal Business Rules](#)

Upload

DATA REQUIREMENTS

Data requirements can change at any time.
Files and information no longer required will be deleted.

File1: *	Proof of Identity
Expiring:	Optional
Multiple Uploads:	No
Mandatory:	Yes
Requirements:	Click here for a list of Mt Arthur Coal Business Rules
Info1:	Are you aware the log in details will go to the email address that has been put in the employee's email? This could be your email as the Contractor Administrator or it could be an old employee email that will not deliver to the employee. Have you checked this email address and are happy to proceed?
Mandatory:	No

* = mandatory

INFORMATION

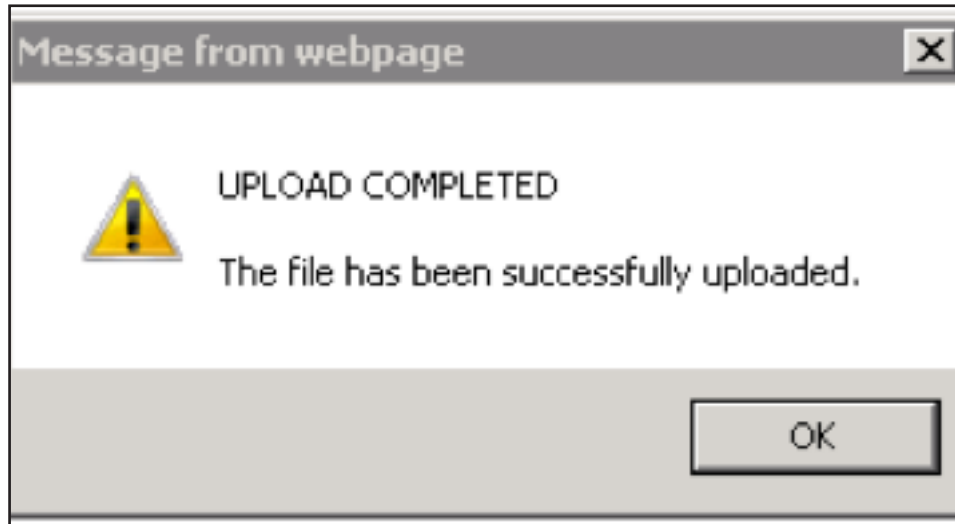
Info1: ☒ Are you aware the log in details will go to the email address that has been put in the employee's email? This could be your email as the Contractor Administrator or it could be an old employee email that will not deliver to the employee. Have you checked this email address and are happy to proceed?

Optional information

Edit

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

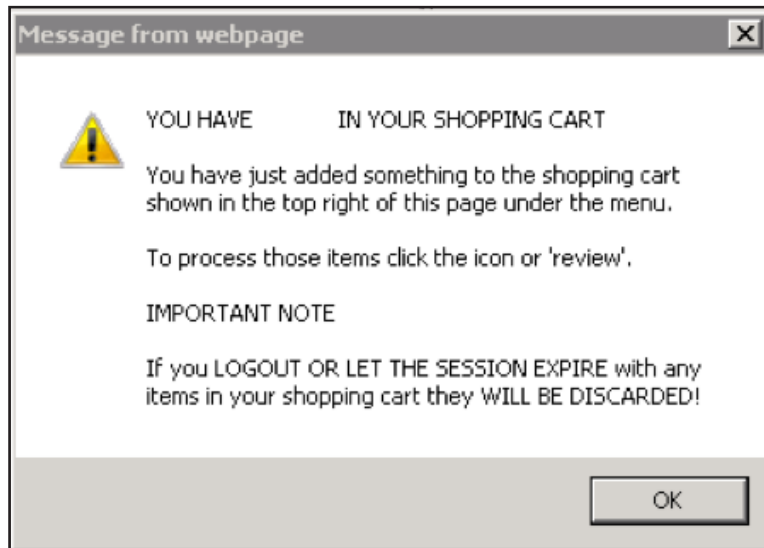
Action	Last Name	First Name	File1 *	File2 *	Status
Processing ▶			✓	✓	READY FOR CART

DATA FOR BROOKE TEST 1

Add To Cart

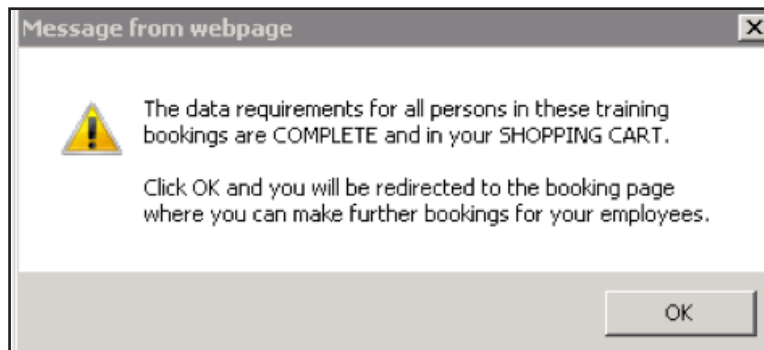
Step 19

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	\$27.50
Review		Total Cost: \$27.50

COMPANY DETAILS

Name:	Mt Arthur Coal
Notes:	


Site Files

COURSE DETAILS

Name:	Test
Description:	
Cost:	per person
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 22

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



Review Shopping Cart

Company:	Paymasters Cafe
User:	
Total:	inc GST

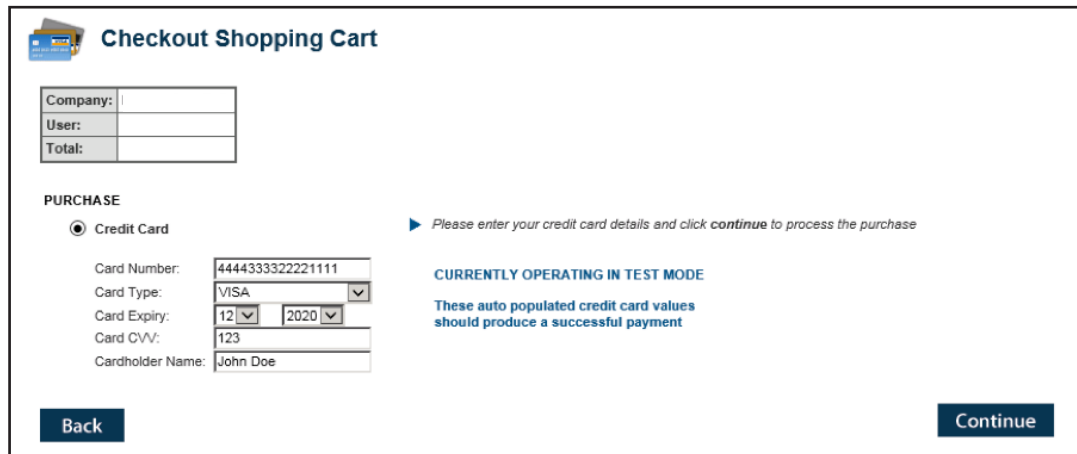
Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking						Booking for into Test.	remove
Total:								including GST of	

Back

Proceed To Checkout

Step 23

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



Checkout Shopping Cart

Company:
 User:
 Total:

PURCHASE

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

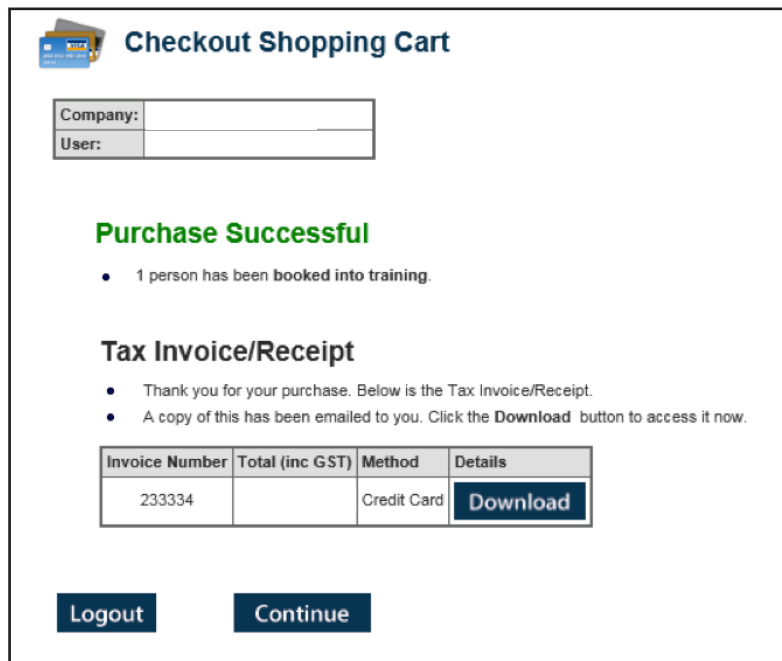
Card Number:
 Card Type:
 Card Expiry:
 Card CVV:
 Cardholder Name:

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

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

Step 24

Enter your payment details, then select “Continue.”



Checkout Shopping Cart

Company:
 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	Download

[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 a link to the online induction.

**BOOKING THE CHPP PLANT
INDUCTION AND/OR
MAINTENANCE INDUCTION**

Step 26

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

Once your employee has been approved, you will be emailed login details to forward to the employee so they can login and 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 all the required inductions.

Please note

After your employee has successfully completed the BHP Billiton Asset Induction (Contractors), **the next induction you will need to book depends on your employee's role.**

- If they work in an electrical, mechanical or supervisory role, then they'll first need an Appointment Letter from site.
- If they work in another role in the Maintenance Facilities and/or CHPP Plant, then they won't need an Appointment Letter from site.

Do need an Appointment Letter:

Collect and email the required documents to nswec.document.control@bhpbilliton.com to receive an Appointment Letter. Once you have the Letter, book your employee into the online **Maintenance Induction (Contractors Appointment)** and/or **CHPP Plant Induction (Contractors Appointment)**.

Do not need an Appointment Letter:

Book them into the online **Maintenance Induction (Contractors No Appointment)** and/or **CHPP Plant Induction (Contractors No Appointment)**.

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 **Maintenance Induction (Contractors Appointment OR No Appointment)** and/or **CHPP Plant Induction (Contractors Appointment OR No Appointment)**.

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 please call 1300 306 384
or email inductions@pegasus.net.au