

POWER AND WATER CORPORATION

USER GUIDE

Adding Employees to an Existing Contracting Company

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File number: BDOC2015/93
Issue date: 1 July 2015



ADDING EMPLOYEES TO AN EXISTING CONTRACTING COMPANY
USER GUIDE

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1 Purpose

This document sets out the process for an existing Contracting Company to register their employees in Power and Water Corporation's online contractor management system SitePass.

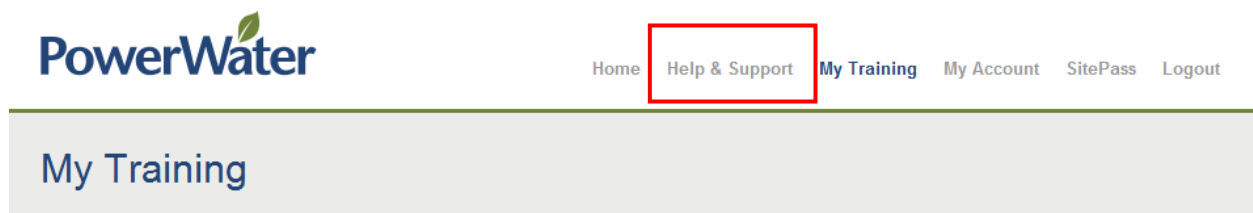
It also outlines the process for a registered employee to identify and upload any required pre-requisites and undertake the required training for their specific authorisation/s.

2 Enquiries

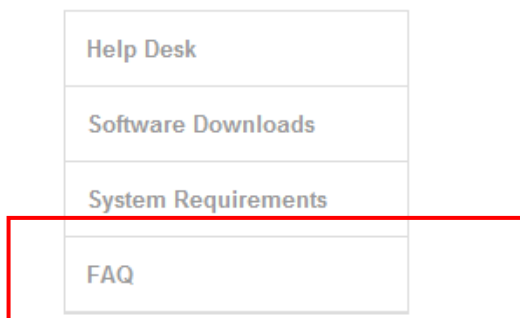
If you have any queries about the process of registering your employees, or about SitePass, please contact the SitePass Administration team on **08 892 45156** or email AuthorisationsAdministrator.PWC@powerwater.com.au.

3 Help and support

SitePass has a comprehensive and user friendly built-in Help & Support link on their site.



The FAQ's tab contains assistance with general queries about SitePass access and navigation.



4 Authorisations to work on Power and Water apparatus

All Power and Water Corporation staff and contractors accessing specific equipment or sites are required to be authorised before completing the work. This also includes contractors not from Power and Water who may be working in the vicinity of Power and Water infrastructure.

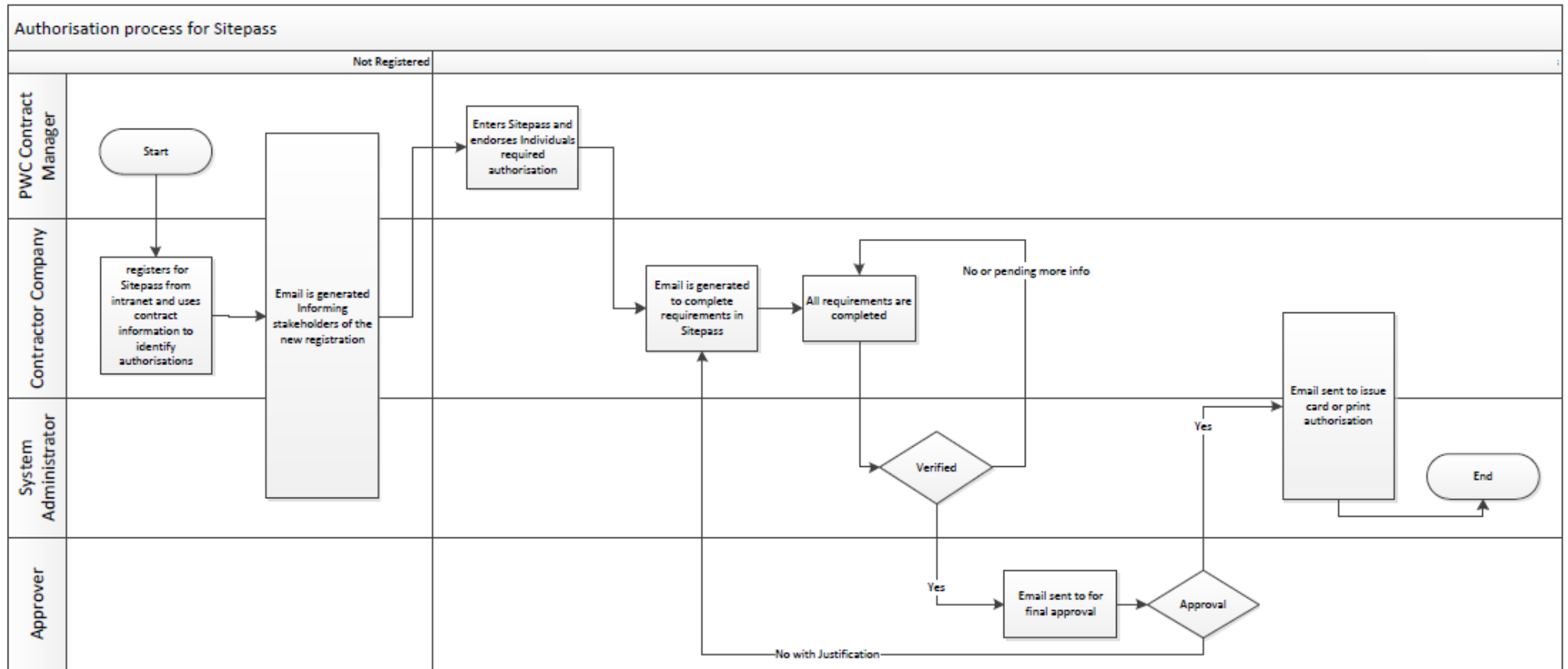
Since 2012, Power and Water has followed the Access to Apparatus Rules (AAR), which sets out principles and responsibilities for safe access to all apparatus, confined spaces and for hot work in high risk areas owned, controlled or operated by Power and Water. In addition to AAR, Power and Water business units also have specific authorisations' requirements.

SitePass Workflow

SitePass works through a four stage approach:

1. **Register**- Contractors register their business to access the SitePass interface. Contractors then register their employees.
2. **Upload** - Contractors upload from the computer any relevant licences and qualifications for their employees.
3. **Train** - Contractors and their employees complete the Power and Water online and external training.
4. **Verify** - The information provided by contractors is verified prior to issuing the contractor and their employee's authorisation card.

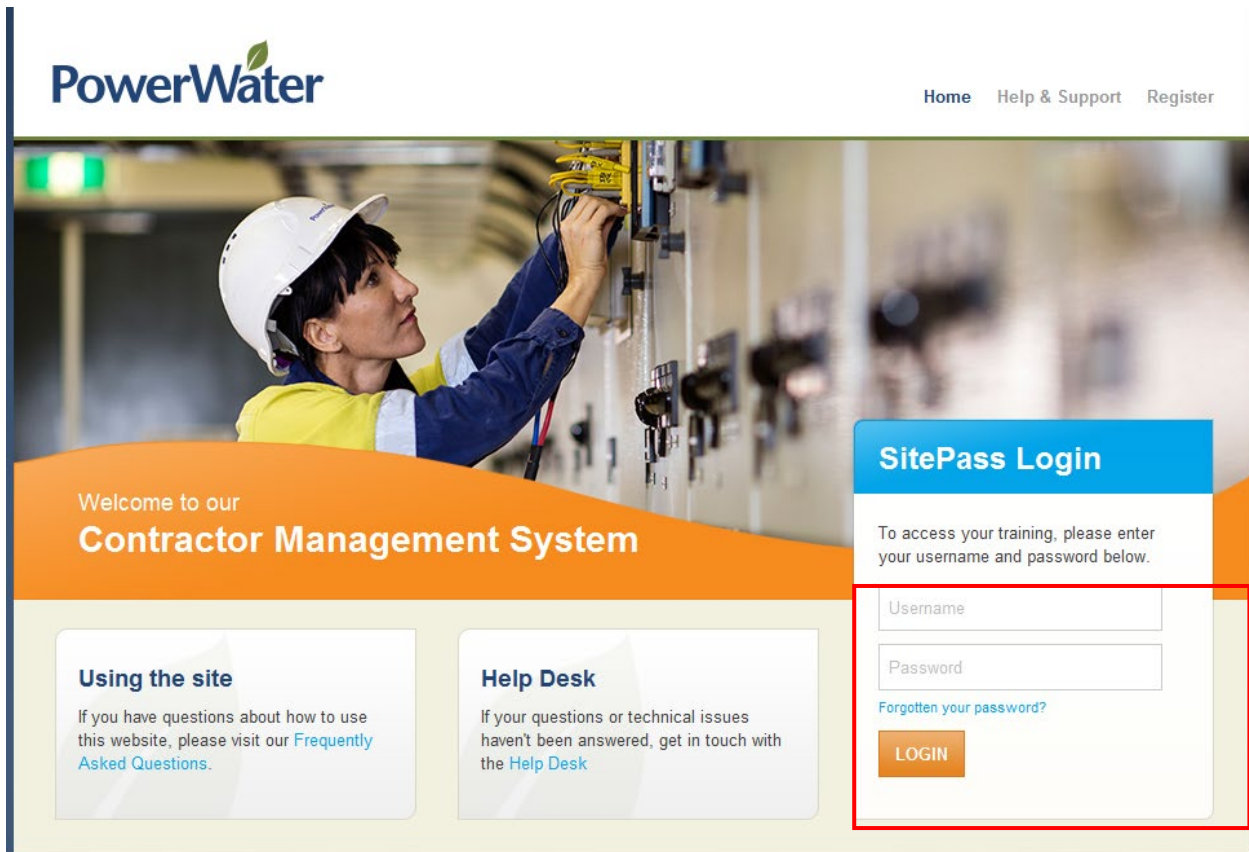
Authorisation process workflow



5 Accessing SitePass

Once Contracting Companies have been allocated a Username and Password, they will need to log in to Power and Water's SitePass system.

- Click on the following link to access SitePass <https://pwc-sitepass.e3learning.com.au/>
- Enter your Contracting Companies Username and Password, and click Login.

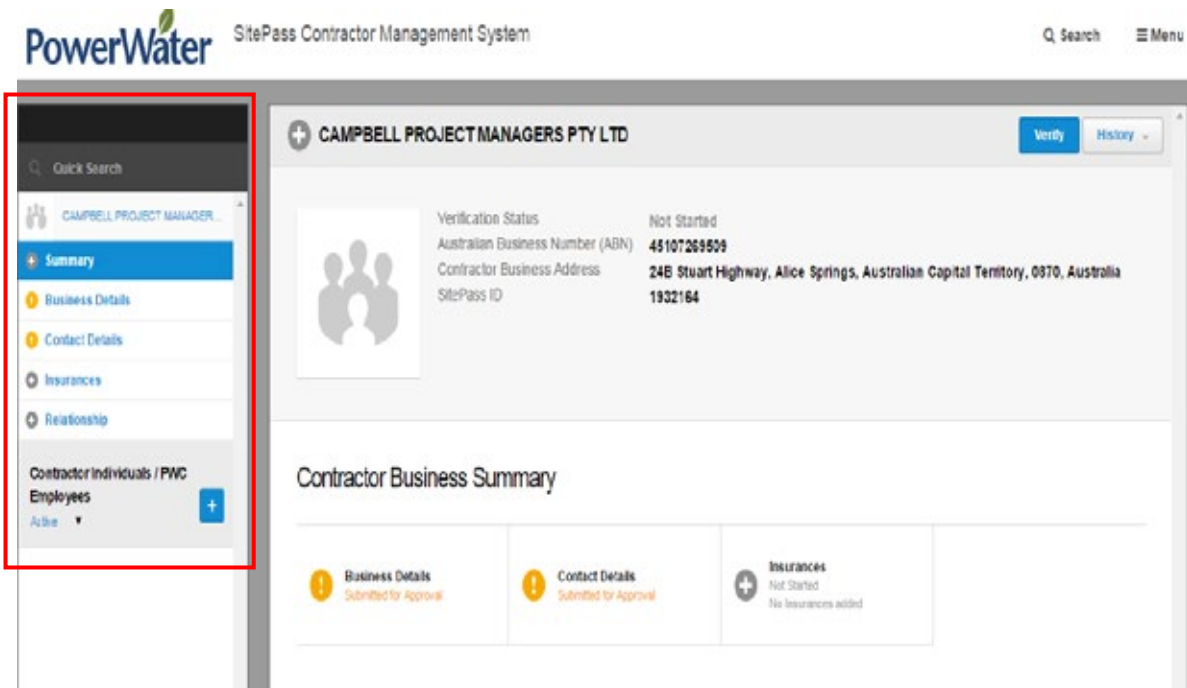


The screenshot shows the PowerWater Contractor Management System login page. At the top left is the PowerWater logo. At the top right are navigation links for Home, Help & Support, and Register. The main header features a photograph of a female worker in a white hard hat and high-visibility vest working on electrical equipment. Below the photo is a blue banner with the text "Welcome to our Contractor Management System". On the right side, there is a "SitePass Login" box with a blue header. Inside this box, it says "To access your training, please enter your username and password below." followed by two input fields for "Username" and "Password". Below these fields is a link for "Forgotten your password?" and a blue "LOGIN" button. The entire login box is highlighted with a red border. On the left side of the page, there are two white boxes: "Using the site" with a link to "Frequently Asked Questions" and "Help Desk" with a link to "Help Desk".

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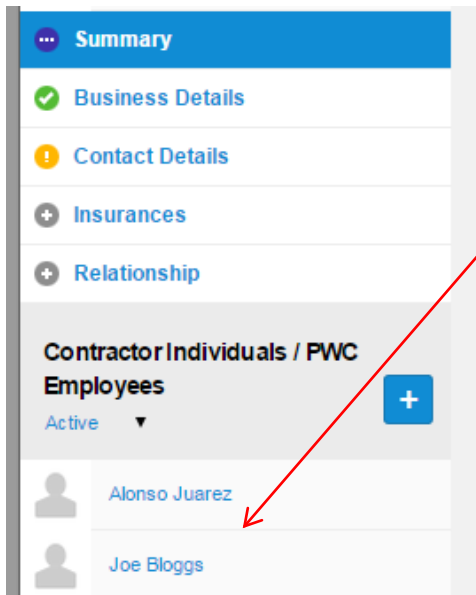


Once you have logged in, you will then need to click on Sitepass (as above).



This is the Contractor Administrators summary page with the Navigation Panel highlighted on the left.

NOTE : all employees added against a Contracting Company will show as an alphabetical list on the Summary tab of the Navigation Panel. (The list is alphabetical, by first name)

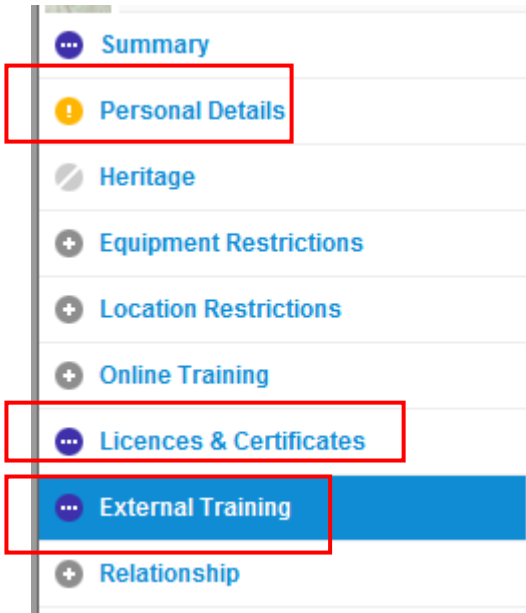


NOTE: Contracting Companies will need to review and verify the details of all existing employees from the 1 July implementation of the new online Contractor Management system.

Each employee's details in the alphabetical list on the Navigation Panel above will have been pre-populated.

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Contracting Companies should click on each employee's name separately, and click through each of their active linked screens, ensuring all their details are correct, updating as required. These are the minimum requirements.



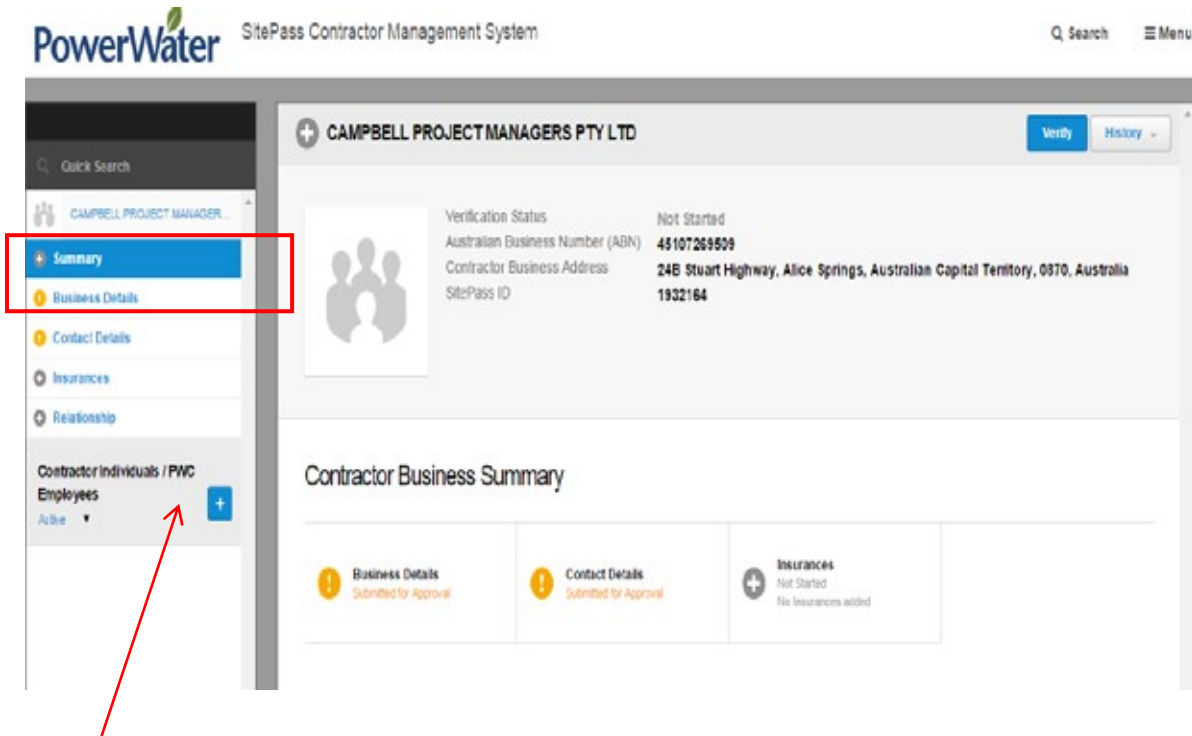
Employees should have their personal email details on file.

NOTE: There is an option to update additional license and training records in addition to minimum requirements requested. In any of the areas (even those that aren't active), you can upload additional licenses and training records that could be used by our contract managers for allocation of future work.

6 Adding new employees to your business

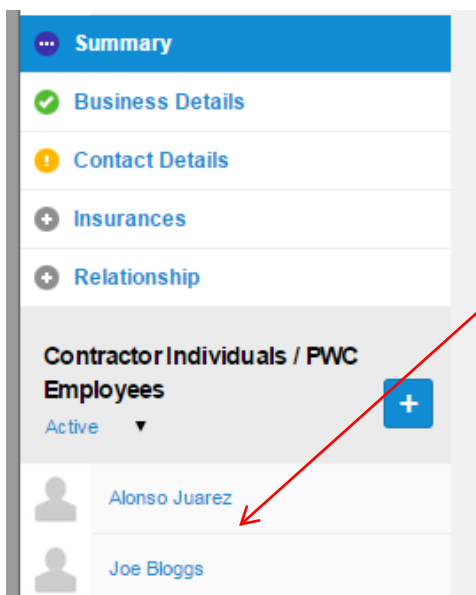
Once you have checked your Contracting Company, you will then be able to add additional employees.

- Make sure you are in **Summary**, from the Navigation Panel for your Company



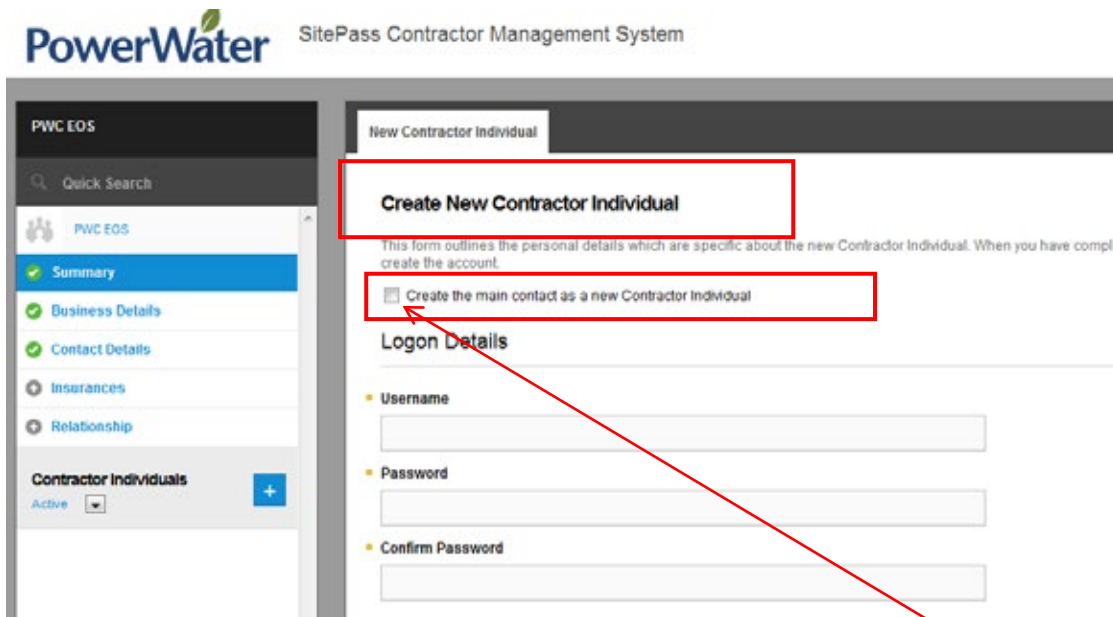
Click on the PLUS (+) icon next to 'Contractor Individuals' to add new employees.

NOTE : Once you have added employees they will show as an alphabetical list on the Navigation Panel.



Points to note when creating new employees:

- complete all the fields in the Create new contractor individual screens.
- ensure you have access to a valid passport size photo of the employee
- enter the individuals own email address. SitePass sends a copy of all emails to the Company email.
- when you have entered all the data, click save to create the new employee account
- fields marked with a ● are mandatory.



- The Contracting Company creates an appropriate Username and Password for their employees, and enter their Personal Details. **NOTE :** Don't tick the 'Create the main contact ' box because this is only used for the business administrator.

Personal Details

Form fields for Personal Details:

- First Name
- Surname
- Date Of Birth (DOB)
Format is dd/mm/yyyy
- Company
e3test
- Contractor Individual / PWC Employee ID
- Email Address

- A valid passport size photo MUST be uploaded as this will be printed onto the Sitepass Contractor Card

• **Photo ID**



C:\Users\Public\Pictures

Upload a photo of your Contractor Individual / PWC Employee which will be utilised as photo ID on the Induction card. Image must not exceed 15 MB in size. PDFs are not allowed. Minimum resolution: 300(width) X 370(height)

7 Selecting authorisations or AAR's

It is essential that you choose the correct category and authorisation group, as this determines the training and licenses that you will be asked to complete and upload. If you are unsure, this information should be provided by your contractor manager or Power and Water contact. This person is listed under Sitepass Relationship

- Select an Authorisation Group, and click the **+** to save your selection

PowerWater SitePass Contractor Management System

PWC EOS

Quick Search

PWC EOS

- Summary
- Business Details
- Contact Details
- Insurances
- Relationship

Contractor Individuals

Active

New Contractor Individual

- **Authorisation Group**
Access to Apparatus Rules
- **Authorisation Categories** **1 selected**

Authorisation Group	Authorisation Categories
Access to Apparatus Rules	AAR20 Personal entry to HV switchyards & buildings

SitePass Relationship

Select a Relationship

REMOTE_Benalm_Stephen


Group Name

NETWORKS_Bridges_David


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Multiple Authorisation Groups can be selected, eg. Water Services, Power Networks, etc.


Contractor Individual Categories



Authorisation Group 
Please enter authorisation group required

Authorisation Group	Authorisation Categories
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Once this is done, another drop down box will appear. Please tick the relevant Authorisation/s you require, and select + to save your selection

Authorisation Group 
Please enter authorisation group required

Authorisation Categories  


Check all Uncheck all

- AAR00 - Introduction to Access to Apparatus Rules (mandatory)
- AAR10 - Receive AA for work on HV apparatus
- AAR11 - Receive AA for electrical testing on HV apparatus
- AAR12 - Receive AA for work or test on LV/mechanical Apparatus
- AAR12a - Receive AA for work or test on LV



SitePass Relationship


Select a Relationship

Categories



When you have finalised the selection of the relevant Authorisations and clicked the + button, your choices will be listed, as per example below.

Authorisation Categories  
Enter the authorisation categories required

Authorisation Group	Authorisation Categories	
AAR - Receive and Sign on to Access Authority (AA)	AAR00 - Introduction to Access to Apparatus Rules (mandatory)	
AAR - Receive and Sign on to Access Authority (AA)	AAR20 - Personal entry to HV switchyards & buildings	

NOTE : Remember your Power and Water Contract Manager will have advised you about the Authorisations each employee requires, based on the work they are doing. These are listed under Sitepass Relationships.

- Click Create Contractor Individual, to finalise the process and send to the Contract Manager for endorsement.

[Create Contractor Individual / PWC Employee](#)

NOTE : Once the above steps have been completed, the system will display a Contractor Individual Summary page for the employee

The screenshot shows the user interface for a Contractor Individual / PWC Employee Summary. On the left is a navigation menu with options: Summary (selected), Personal Details, Heritage, Equipment Restrictions, Location Restrictions, Online Training, Licences & Certificates, External Training, and Relationship. The main content area is for Matthew Potter, with a 'Verify' button in the top right. It displays 'Verification Status' as 'In Progress' with a SitePass ID of '1920286' and 'Contractor Business Name' as 'e3test In Progress'. Below this is a 'Contractor Individual / PWC Employee Summary' grid with six tiles: Heritage (null), Equipment Restrictions (Not Started), Location Restrictions (Not Started), Personal Details (Submitted for Approval), Online Training (Not Started), Licences & Certificates (In Progress), and External Training (In Progress). Each tile has a plus icon and a 'Show all' link.

The employee and the Contracting Company will also receive an auto system –generated email, containing the Employees Authorisation Code.

The screenshot shows an email header and body. The header includes: From: E3 Support <support@e3learning.com.au>, To: Wilson, Deborah, Cc: (empty), Subject: Sitepass Business Management Authorisation Code. The body of the email reads: 'Dear Debbie Mouse, Thank you for your enquiry. Your account authorisation code is : 1920989 If you need assistance, or have any questions please contact us via email :

- Enter the Employee's Authorisation Code in the space below, and click Activate.



Register

Employee Registration Authorisation

To complete the registration of your employment you will be required to enter an authorisation code. If you have already registered, an email would have been sent to the email address you provided at the time of registration. This email will contain the authorisation code.

If you have not registered yet, [sign-up here](#)

Enter your authorisation code

Auth No

Didn't receive an email with the authorisation code ?

Enter your username into the text field below.

Username

NOTE :

If you do not receive an email with the Authorisation Code within 10 minutes, enter the employee's Username, and click SEND.

If you still do not receive the Code via email, please contact the Authorisation Administrator on **08 892 45156** or email AuthorisationsAdministrator.PWC@powerwater.com.au.

NOTE : Repeat Step 6 to create each new employee.

The employee will receive the following email, allocating them their Username and Password.

NOTE : the registration will need to be Verified and Approved, before the employee can log on.

Please allow up to 24 hours for the verification and approval process.

**** SITEPASS CONTRACTOR MANAGEMENT NOTIFICATION ****

Dear Heather Windebank,

You have been created as an employee account for PWC EOS, in the Power and Water Corporation SitePass Contractor Management System. In order to conduct work for Power and Water Corporation, you are now required to complete mandatory online induction training.

To access the assigned training, please go to <https://pwc-sitepass.e3learning.com.au> and login with your username and password:

- Username: Heather.Windebanksp
- Password: your defined password

All training assigned can be accessed from the My Training section of the portal. To complete a course you must:

1. view all pages
2. complete all activities, and
3. pass all multiple choice assessments.

When a course has been completed the course will display a progress of 100%, and a branded certificate will be available to download.

In addition to completing online training, you may also be required to provide documentation and information about yourself, which will be verified by a Power and Water Corporation authorised reviewer. The documentation you may be required to upload into SitePass is:

1. evidence of valid licences
2. a photograph of yourself (which will be used for the induction card), and
3. evidence of training completed external to SitePass.

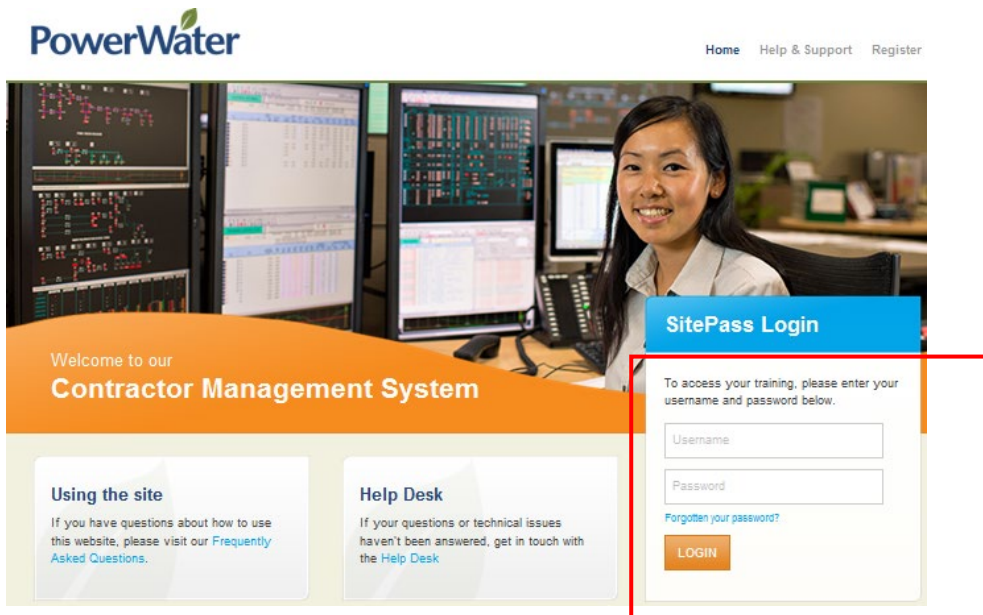
When your training, information and supporting documentation has been verified, a branded induction card will be issued and available to download. This induction card must be carried and presented when attending work on any Power and Water Corporation site.

If you need assistance please contact the Power and Water Corporation help desk. Help desk contact details can be sourced from the Help and Support section of the Power and Water Corporation portal.

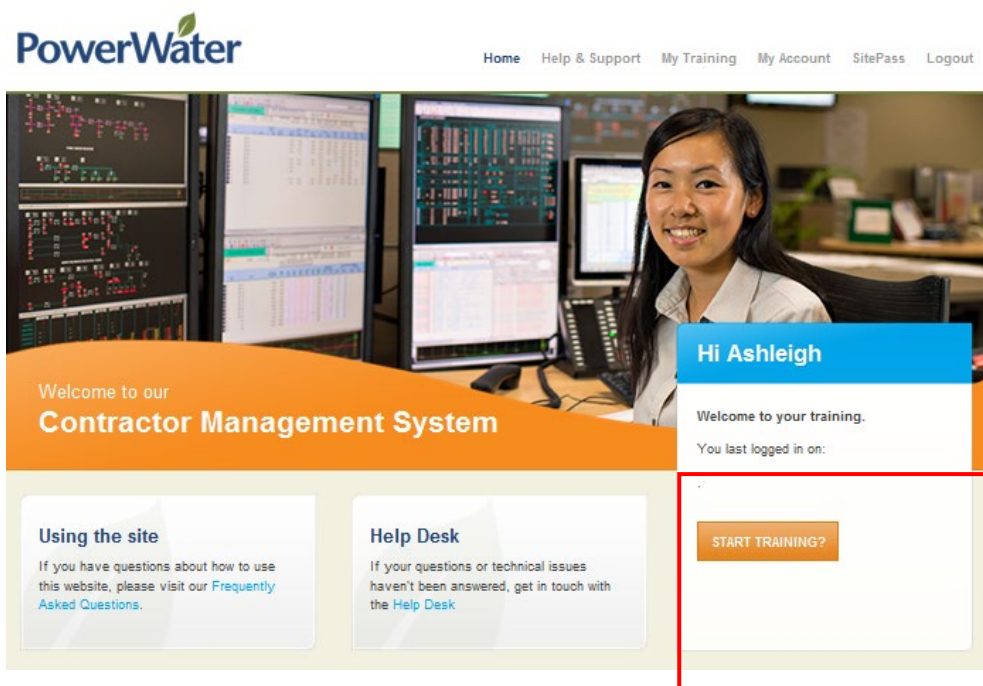
If you have any queries about the process, or about SitePass, please contact the SitePass Administration team on **08 892 45156** or email AuthorisationsAdministrator.PWC@powerwater.com.au.

8 Employees undertaking their pre-determined training

- Individual employees should log on to SitePass using the Username and Password emailed to them.
<https://pwc-sitepass.e3learning.com.au/>

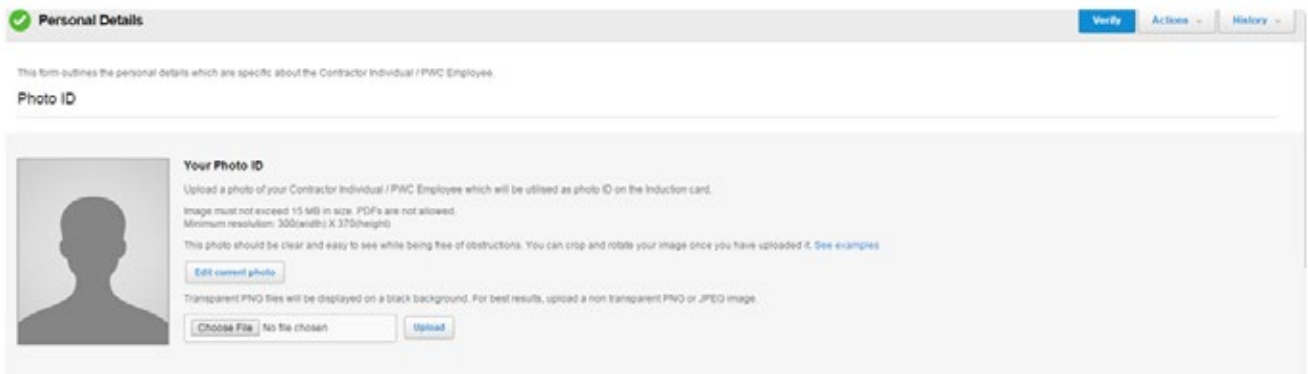


- Then select Start Training.

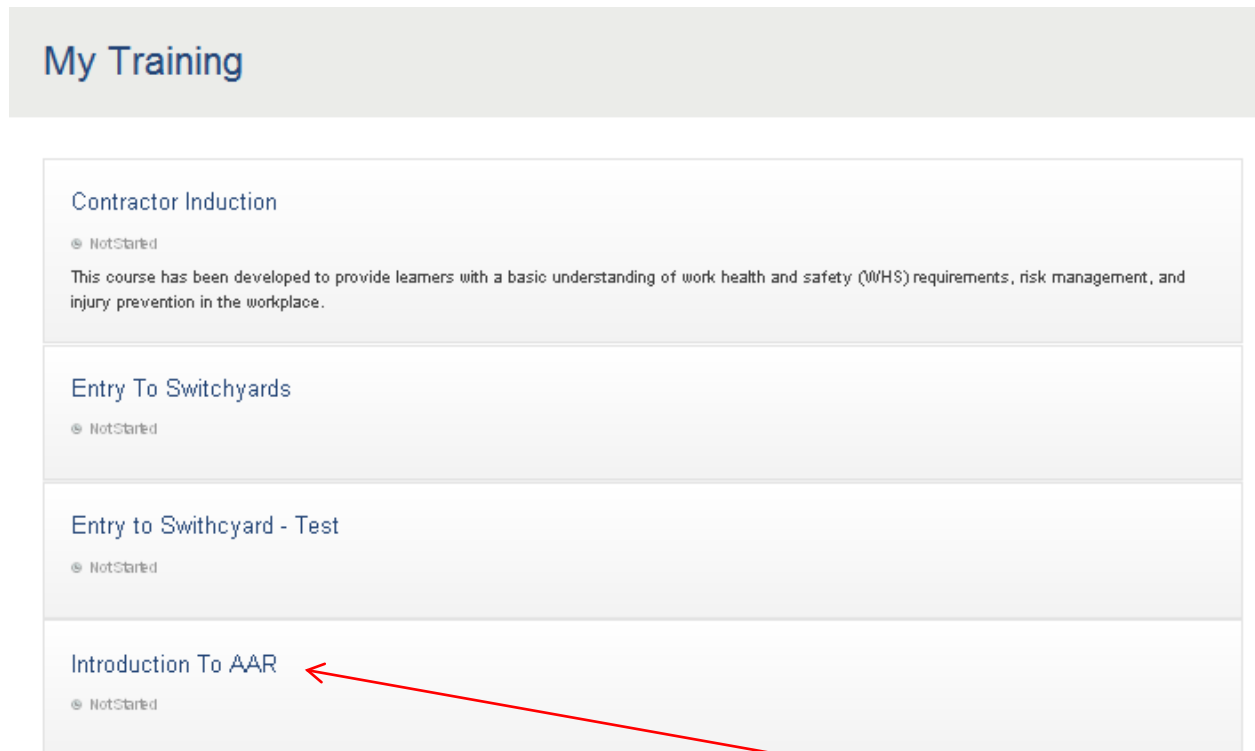


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When you first log in, SitePass will identify what (if any) pre-requisites you are required to upload, e.g. Passport sized photo, current licences, etc.



Once uploaded, SitePass will list all the online training courses an employee is required to complete, based on the Authorisations their Power and Water Contract Manager has assigned to them.



Click on the title of the course (appears in blue text) to go to each individual training topic.

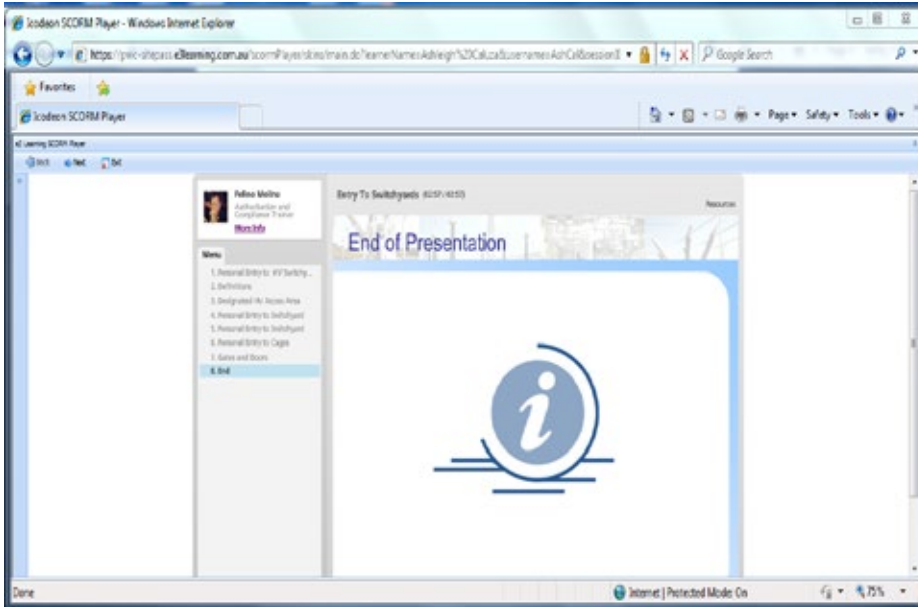
NOTE : Don't click the back arrow next to the URL address line to navigate whilst in SitePass. Use the PREVIOUS, or NEXT buttons located on each screen to navigate.



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There is a presentation video prior to each assessment. Please ensure that you close the video before proceeding to your assessment. This will take you back to the Training Page.

Click X to close



Once you have completed each training course, SitePass will mark the course 'completed' and you can print your Certificate.



Home Help & Support **My Training** My Account SitePass Logout

My Training

Contractor Induction

Completed on 27 February 2015. Score: 90%

This course has been developed to provide learners with a basic understanding of work health and safety (WHS) requirements, risk management, and injury prevention in the workplace.

Certificate Awarded. [VIEW NOW](#)



Entry To Switchyards

Completed on 27 February 2015.



Entry to Switchyard - Test

Not Started

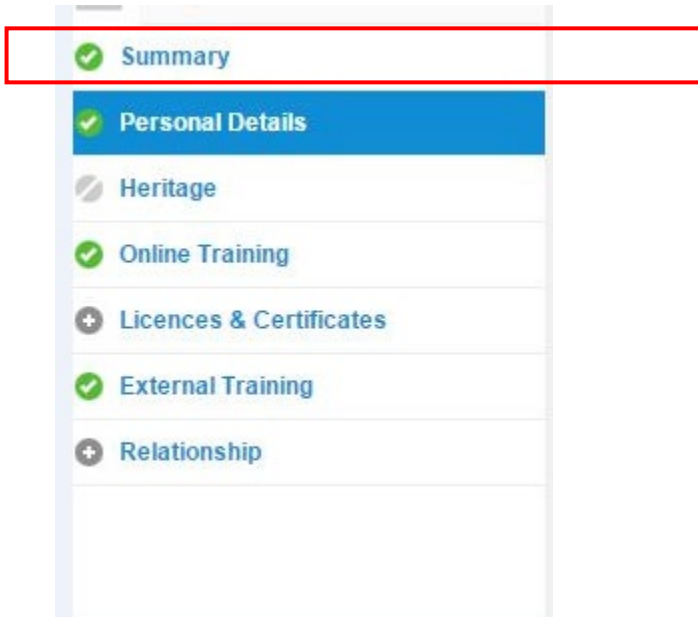
Introduction To AAR

Not Started

Introduction To AAR - Test

Not Started

Once the pre-requisite information has been uploaded and all online training has been completed, the employee can return to their Summary page, and print a soft-copy of their Authorisation card.



NOTE: A hard copy will be posted to the employees business address within seven working days.