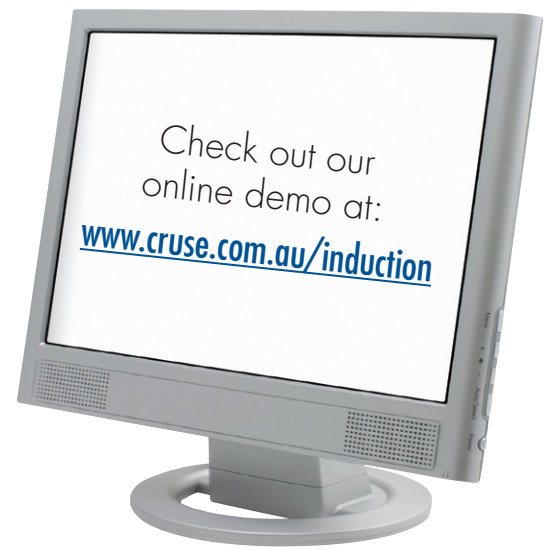


# INDUCTION PORTAL



The **INDUCTION PORTAL** provides you with a flexible, web-based induction tool that you can use with your contractors or employees.

## CONTRACTORS

- Inducted before they come to site
- Induct themselves in their own time
- You get a record – they get a receipt

## EMPLOYEES

- Induct new starters in the office or on site
- Simple to use – standard web browser
- Record keeping built in – no lost records

## HOW IT WORKS:

- 1 Login/Identification
- 2 View Presentations & Downloads
- 3 Assessment (optional)
  - True/False questions
  - You set the questions and pass mark
- 4 Declaration
  - Electronic declaration by the contractor or employee
  - Receipt emailed to the contractor and manager
  - Electronic record into the database (managers can access)



Induction Presentation  
View online (audio/visual)



Induction Handbook  
Download



Site Specific Instructions  
Customer or Company

## BASE SYSTEM

- Induction portal set up on a web address unique for your Company
- Your Company logo and graphics incorporated into the Portal
- Administration Interface: upload your own presentations, set your own assessment questions, check records
- 12 months web hosting on our dedicated server
- 2 hour training session and administration manual

## OPTION 1: AUDIO/VISUAL PRESENTATIONS

- 3/4 minute audio/visual induction(s)
- Based on photos/PowerPoint slides
- Professionally recorded voice-over
- 'Flash' electronic format for web delivery

## OPTION 2: COMPANY INDUCTION HANDBOOK

- Company Induction
- OH&S and Environmental Basics
- Other administration information as required
- Microsoft Word or PDF format