



CORANGAMITE  
SHIRE

## [Welcome to Corangamite Councils Employee Online Induction Manual.](#)

This Online Induction is aimed at ensuring that you can quickly review the expectations of our company whilst you are on our site. If you have any problems using this program, then please contact us.

Thank you

Corangamite Shire Council

There will be a number of slides and questions presented during this induction. At the end of the induction, you will be able to save and print a Contractor Induction Certificate and the ID Card which must be carried at all times while working for the council.

Please ensure that you keep a copy for your records and bring a signed copy with you when attending site for the first time. If you are completing this induction as a Refresher, please bring your certificate when you next attend site.

This induction must be renewed annually. You will receive an email as a reminder to renew your induction, but it is the contractor and contractor employees responsibility to ensure their induction card are kept current prior to performing any works for council

It is also the responsibility of all contractors to advise of any change in contact details.

You may still be required to complete site specific inductions for certain areas.

# CORANGAMITE SHIRE

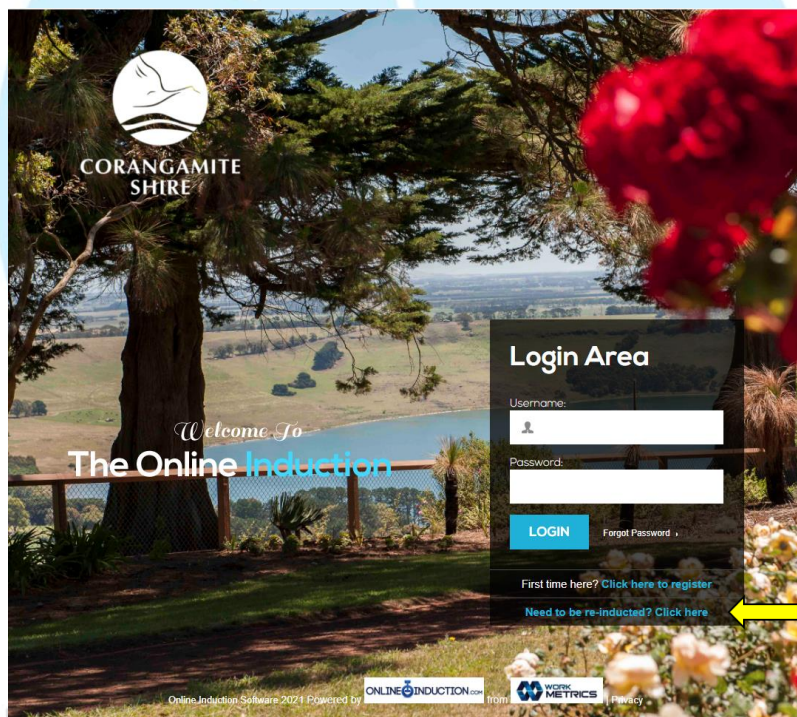
## How to access Online Induction for Employees of Contractors

### New Employee Inductee Online Induction

Type or paste this link into your browser:

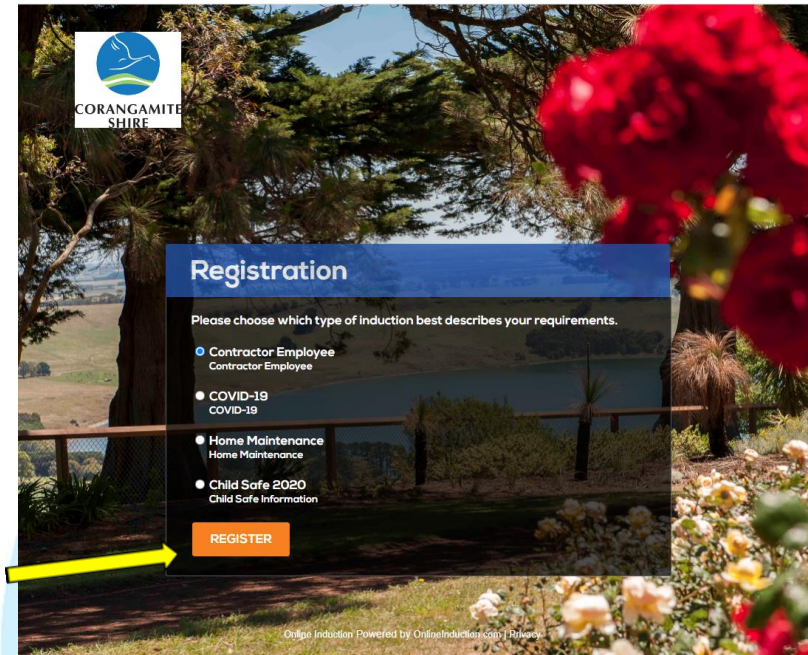
<https://www.onlineinduction.com/corangamiteoi/index.php>

Once on the homepage, click on **First time here? Click here to register**

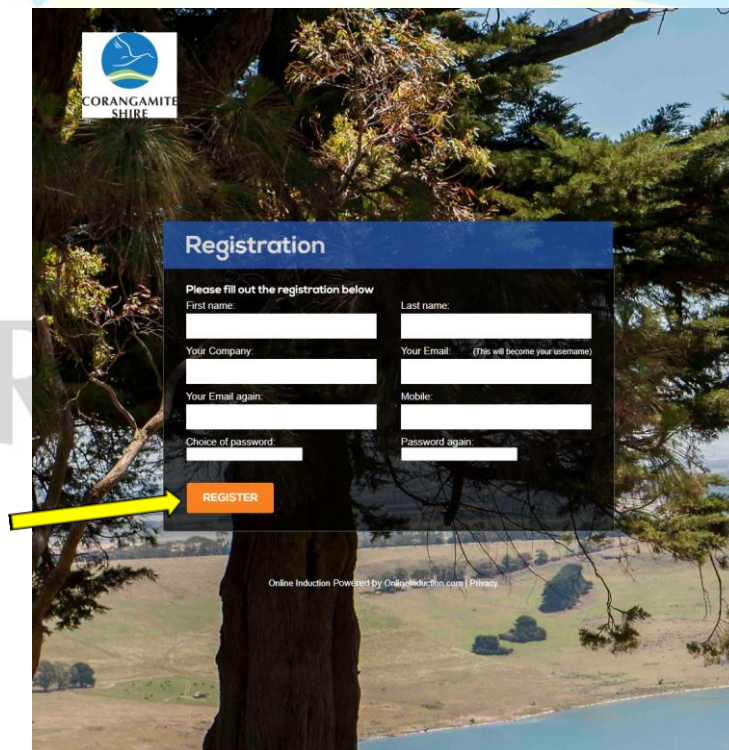


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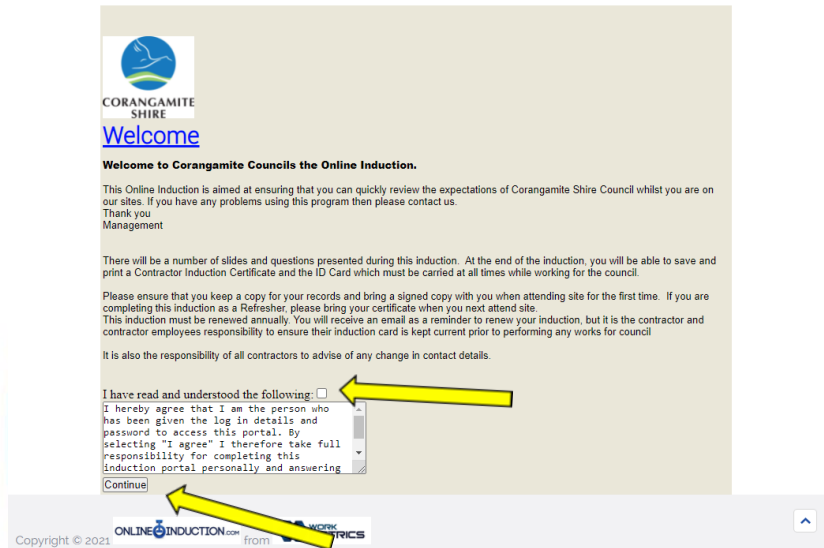
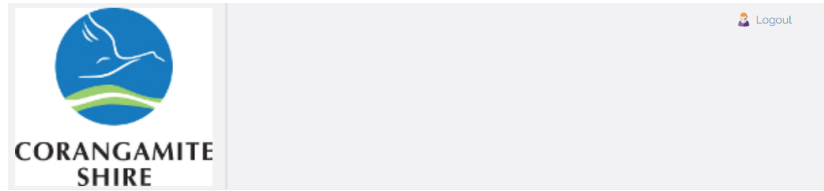
Select the induction that you are required to complete and click on **Register**



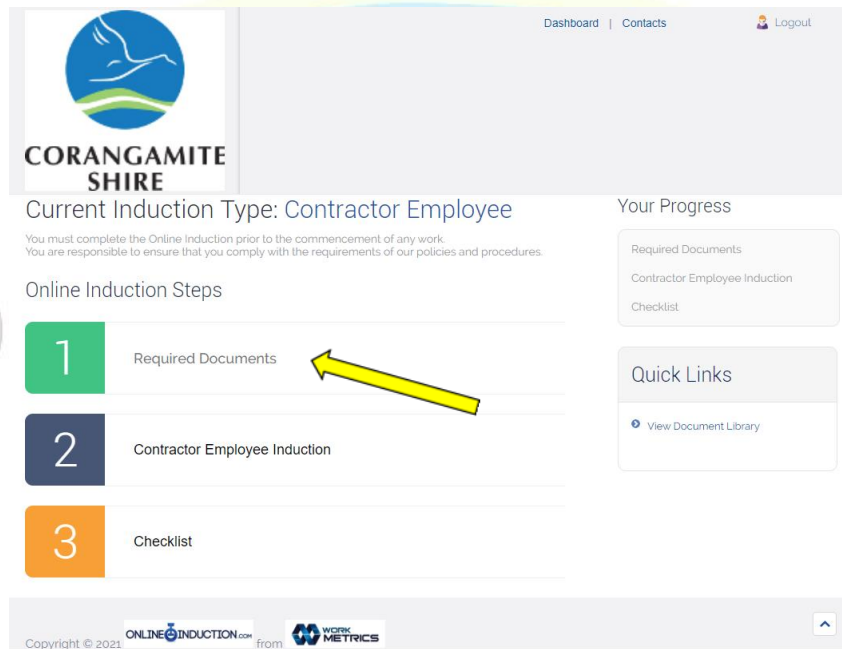
Fill in the required details and click on **Register**



Read the Welcome slide then tick the box **I have read and understood the following** then click on **Continue**



Now Click on **Required Documents**



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Fill in the details as requested, and press **Submit and Continue**

Dashboard | Contacts Logout

**CORANGAMITE SHIRE**

Please ensure that you provide all details and upload the mandatory documents that have been identified.

Questions with a **Red Asterisk \*** next to them must be answered

**Thank You**

**Personal Information**

\* First Name:

\* Last Name:

\* Contact Phone Number:

\* Your Email:

\* Company Name:

**Drivers Licence is only used for the purpose of ID**

**If you do not have a drivers licence contact your council contact for further information**

\* Drivers Licence:  Yes  No

\* Drivers Licence Number:

Copy of Drivers Licence:  No file chosen  help?

**Previous employment status**

\* Have you been a Corangamite Council employee in the past:  Yes  No

\* Have you been a contractor before for Corangamite Council:  No  Yes

**Submit and Continue**

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This will take you back to this menu and click on **Contractor Employee Induction**

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**Current Induction Type: Contractor Employee**

You must complete the Online Induction prior to the commencement of any work. You are responsible to ensure that you comply with the requirements of our policies and procedures.

**Online Induction Steps**

- 1 Required Documents
- 2 Contractor Employee Induction
- 3 Checklist

**Your Progress**

Required Documents

Contractor Employee Induction Checklist

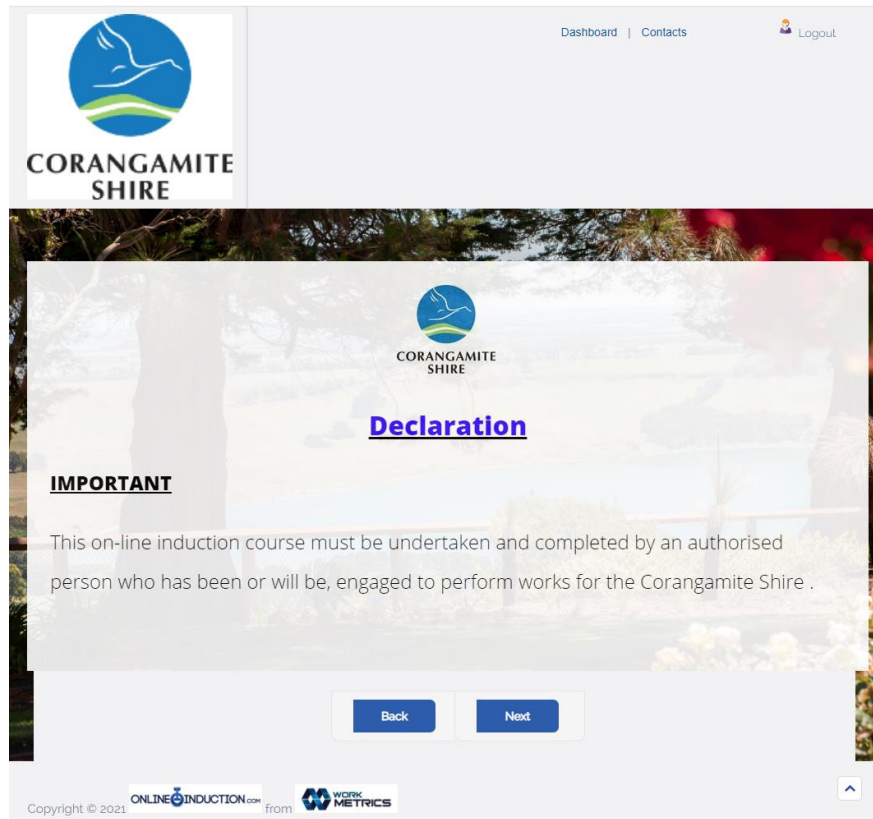
**Quick Links**

View Document Library

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You will be directed to this screen read the **Declaration** and click on **Next**.

From here there will a number of slides for you to read and some will have multiple choice questions to answer



Once you have completed viewing the slides and answering the questions you will be directed back to this screen and select **Checklist**

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**CORANGAMITE SHIRE**

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Online Induction Steps

- 1 Required Documents
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Your Progress

Required Documents

Contractor Employee Induction

Checklist

Quick Links

[View Document Library](#)

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You will now be able to view and read Corangamite Shire's Polices as you progress through them, tick them off the checklist.

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I have read the polices below

- OHS Policy [View Document](#)
- Drug and Alcohol Policy [View Document](#)
- Employee Code of Conduct [View Document](#)
- Social Media Policy [View Document](#)
- Misconduct and Discipline Policy [View Document](#)
- Police Record Check Policy [View Document](#)
- Working with Children Check Policy [View Document](#)
- Smoking Policy [View Document](#)
- Equal Employment Opportunity Policy [View Document](#)
- Child Safe Environment Policy [View Document](#)
- Information Privacy Policy [View Document](#)
- Workplace Bullying [View Document](#)
- Provided my drivers licence details
- I have provided all the required documents

**CONTINUE »**

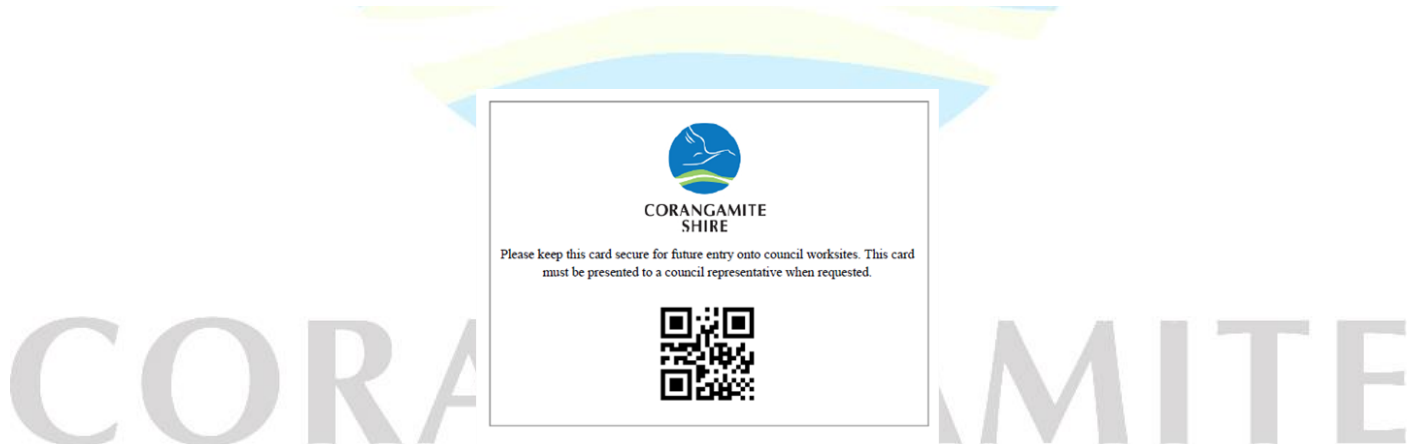
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Once you have completed working through the checklist click on **Continue**.

You now come to this screen and click on **By clicking you agree to the above**, and then click on **Download Induction Certificate**.

You can leave feedback if you wish if not scroll back to the top of the page and click on **Logout**

The screenshot shows the top navigation bar with the Corangamite Shire logo on the left and 'Dashboard | Contacts' and a 'Logout' button on the right. Below the navigation bar, there are two lines of text: 'I acknowledge that I have been inducted' and 'I have read and understood this induction and will comply with the requirements expected of me'. A radio button labeled '\*By clicking you agree to the above' is selected, with a yellow arrow pointing to it. Below this, a message reads: 'Thank you **Blaze Siberian** - You have successfully completed the Online Induction. You will automatically receive a reminder notification to be refreshed on the in time.' A link for 'Download Induction Certificate' is visible. A blue speech bubble with the text 'Feedback on this Induction?' has a yellow arrow pointing to it. At the bottom of the page, there is a footer with 'Copyright © 2021 ONLINEINDUCTION.com from WORK METRICS' and a small upward-pointing arrow icon.





Can you please answer the questions below so we can improve our online induction.

Thank You

How did you find this induction:  Good  Average  Below Average

What can we do to improve this induction:

**Submit and Continue**



**Thank you for completing the Corangamite Council’s online contractor induction**

**Also do not forget to scroll back to the top of the page and logout**

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