

[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.

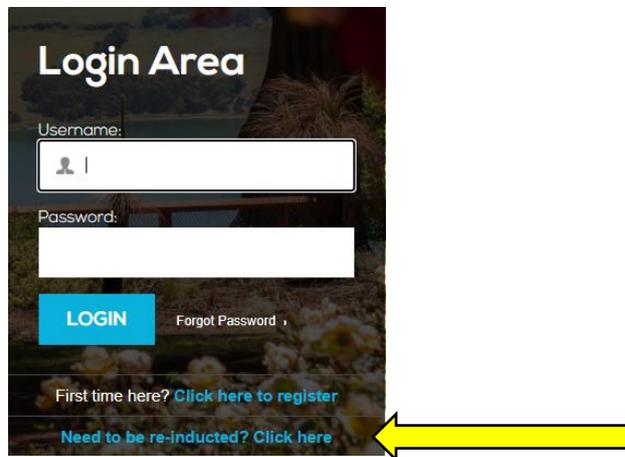
How to access Online Induction for Existing Inducted Employees of Contractors

1. To complete the Corangamite Shire Council, use the following link by either clicking on it or copying and pasting it

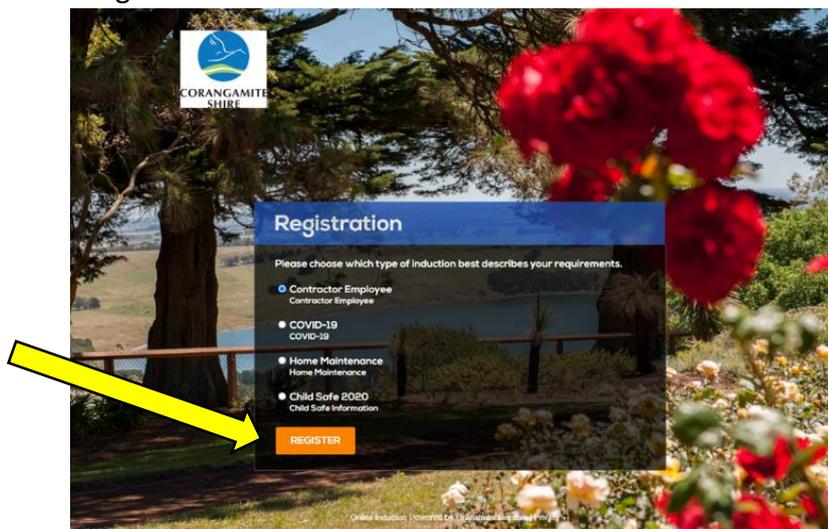
<https://www.onlineinduction.com/corangamiteoi/index.php>

Are you an **EXISTING** inductee? I.e. you have previously completed an online induction for the Corangamite Shire Council site and need to access the Online Induction System.

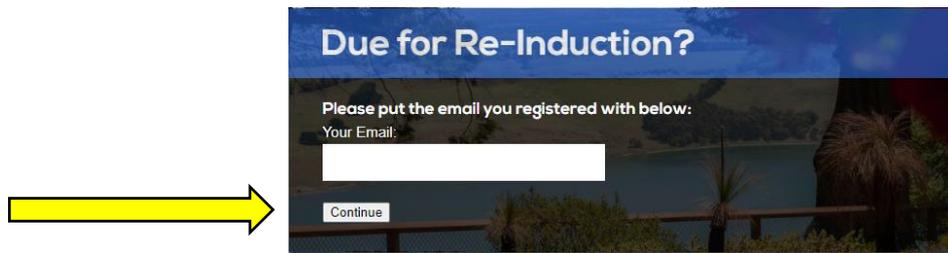
1. Click on “Need to be re-inducted? Click Here”



2. Select the induction that you need to be re-inducted in from the “Registration Screen” and press “Register”.

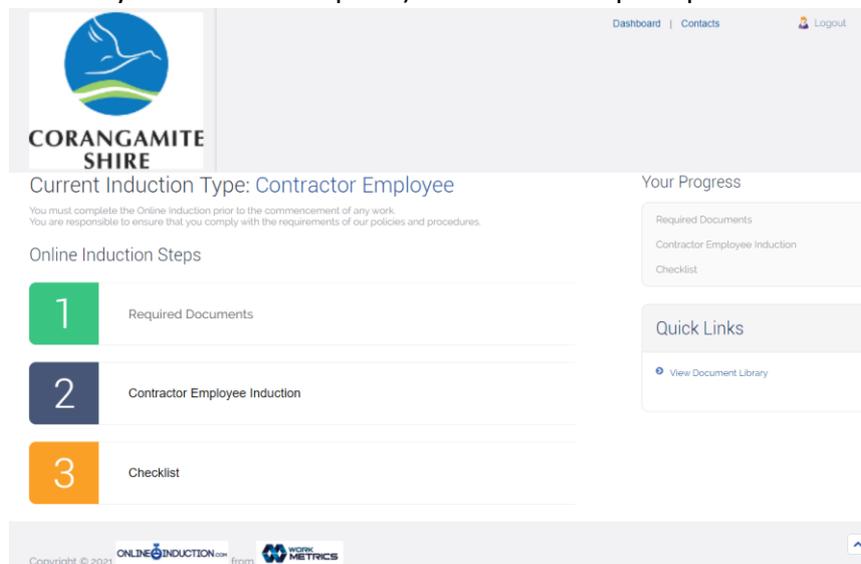


3. Enter your email address in Username and press Continue.



The screenshot shows a web form titled "Due for Re-Induction?". Below the title, it says "Please put the email you registered with below:" followed by "Your Email:". There is a white rectangular input field for the email address. Below the input field is a "Continue" button. A yellow arrow points from the left towards the input field.

4. This will take you to a screen similar to this (the screen layout depends of the induction that you need to complete) and follow the prompts



The screenshot shows the Corangamite Shire online induction dashboard. At the top left is the Corangamite Shire logo. The current induction type is "Contractor Employee". Below this, there are three steps: 1. Required Documents, 2. Contractor Employee Induction, and 3. Checklist. On the right side, there is a "Your Progress" section with a "Required Documents" box containing "Contractor Employee Induction" and "Checklist". Below that is a "Quick Links" section with a link to "View Document Library". At the bottom, there is a footer with "Copyright © 2021 ONLINE INDUCTION from WORK METRICS".

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