

Contractor Worker Registration in SafetyHub

Welcome Valued Contractor Worker to SafetyHub

SafetyHub allows our contractor workers to self-register in the system, upload license information and complete Coates Inductions. Prior to commencing any work for Coates Contractor Workers must be registered, inducted and marked as “Active” in the system.

Contractor Worker Safety Requirements

Contractor Workers must:

- Register themselves in SafetyHub.
- Ensure they load copies of all licenses and certifications relevant to the work they are carrying out for Coates.
- Successfully complete the Coates General Contractor Induction.

Transport & Driver Contractors must also:

- Successfully complete the Coates Contractor Induction, Transport Driver Induction, Driver JSEA and Safe Zone Training.

QR Induction Codes / Entry to Coates Sites

All inducted and approved contractor workers will receive a QR Code in SafetyHub that acts as an induction card. You can save the QR code on your smart phone in photo's or the wallet function. QR Codes must be presented to Coates Branch Managers upon arrival at site for verification of a contractor workers “Active” status in the system. Contractor worker status can also be manually looked up by searching the contractor workers name in SafetyHub. Any contractor worker who does not have an “Active” status upon arrival at site will be instructed to complete registration/induction before commencing and / or will be turned away.

Existing Coates Suppliers / Contractor Workers transiting to SafetyHub

Existing Contractors Workers who are transitioning from Coates current contractor management system to SafetyHub will have their current Induction status transferred into SafetyHub and will be given until the 31st January 2022 to complete the additional registration and contractor induction requirements.

If you need assistance with SafetyHub

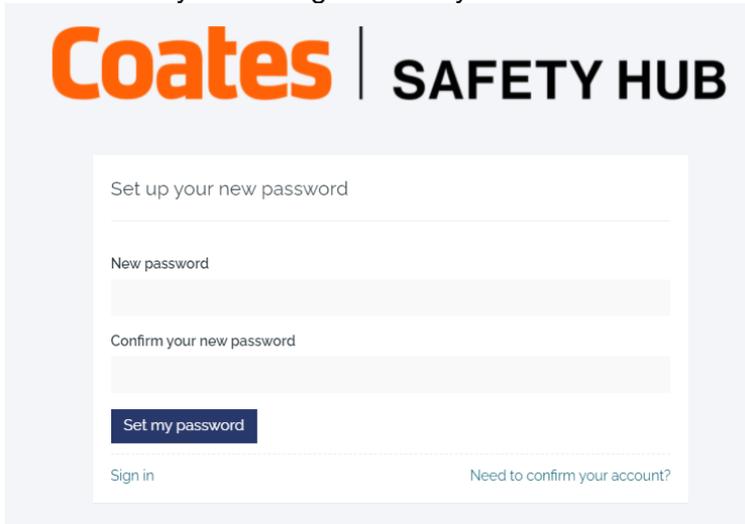
If you need assistance further assistance with SafetyHub please contact Coates on Contr.Mgmt@coates.com.au

SafetyHub URL

www.coates.donesafe.com

Registering and accessing SafetyHub

1. Click on the “Confirm my account” link received via email from the system to set up a password and then you can log into the system.

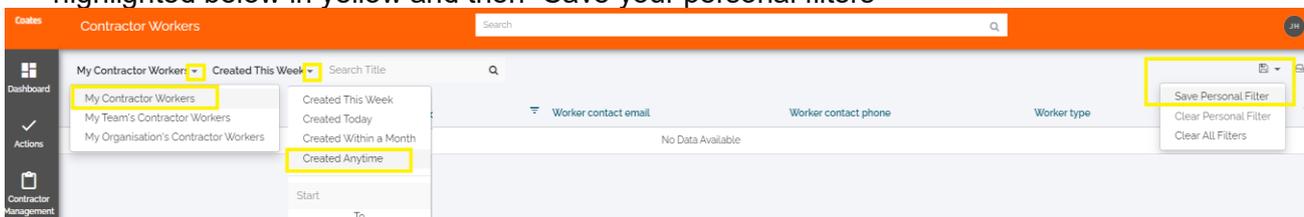


The screenshot shows the 'Coates SAFETY HUB' login page. It features a form titled 'Set up your new password' with three input fields: 'New password', 'Confirm your new password', and a 'Set my password' button. Below the form are links for 'Sign in' and 'Need to confirm your account?'.

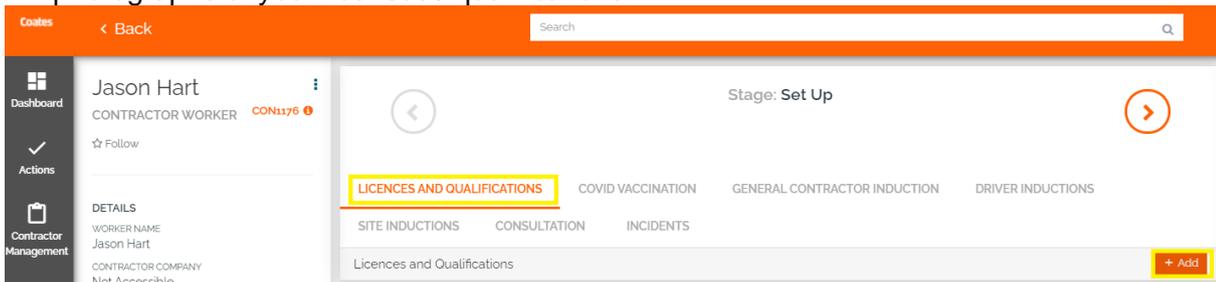
2. Log in to the system and select “Contractor workers” to access your account.



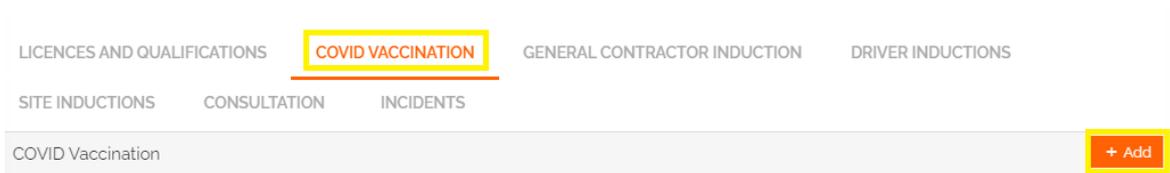
3. To set up the filters on your Contractor Worker dashboard click on the arrows and selections highlighted below in yellow and then “Save your personal filters”



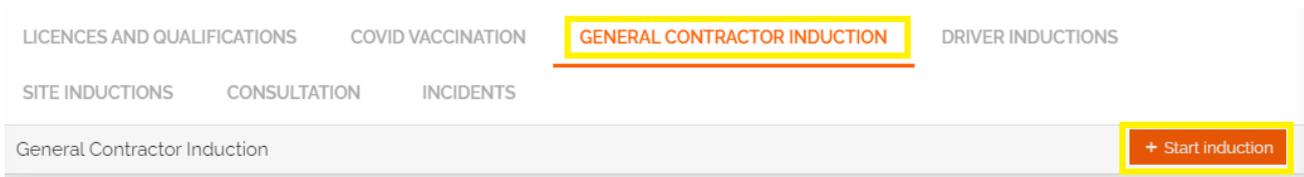
- To enter your qualifications and licenses details relevant to the work you will be carrying out for Coates click on the “Licenses and Qualifications” Tab and click ADD. Ensure you load copies / photographs of your licenses / qualifications.



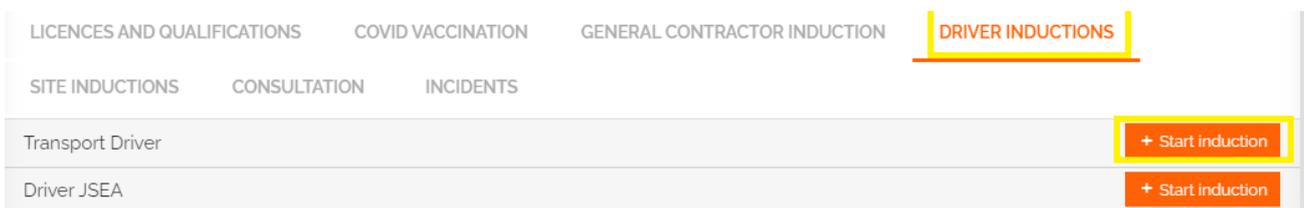
- To declare your COVID Vaccination status click on the “COVID Vaccination” and click ADD.



- To complete the mandatory General Contractors Induction, click on the tab highlighted below and click start induction. Complete the induction and assessment. It is recommended that these are completed on the computer or ipad for the best learning experience.



- If you are a Transport / Driver Contractor you must complete the Transport Driver Induction, Driver JSEA and Safe Zone Training in addition to the General Contractors Induction. To complete the additional 3 training modules click on the “Driver Induction” tab and click start Induction for each training module. Complete the inductions and assessments. It is recommended that these are completed on the computer or ipad for the best learning experience.



Approval Status in SafetyHub

To check your contractor status, go to the “Contractor Workers” tab. If you have successfully completed all of your registration and induction requirements your status in the system will be **Active** and you can commence carrying out work for Coates.

Completing 2 yearly Induction and Training

Every 2 years SafetyHub will send you an automatic email reminder to refresh your inductions and training courses. This is mandatory. If your Induction and Training expires your contractor status will become inactive and you will not be able to carry out work for Coates until you meet your induction and training requirements.

Consultation / Incidents

From time to time Coates may request that you participate in consultation meetings or incident investigations. If this occurs you will be able to see the records of these interactions under the consultation / incidents tabs in your account.

Saving SafetyHub as an Application on your iPhone Home Screen

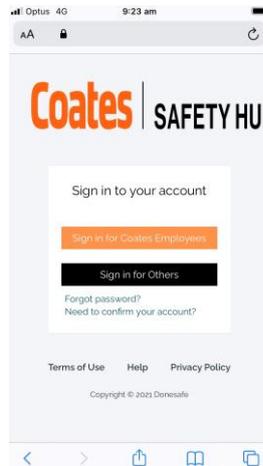
1. Open safari on your iphone.



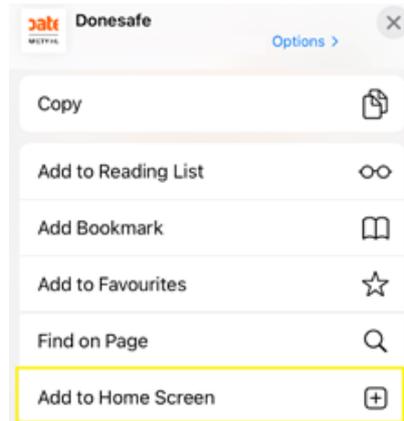
2. Type in the SafetyHub URL



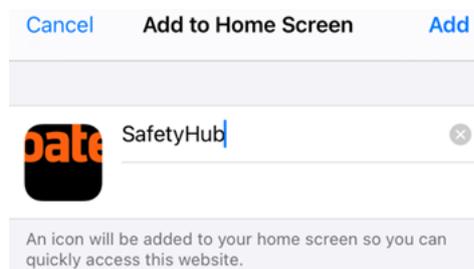
3. When you come to the home page click on the  icon at the bottom of the page.



4. Click on Add to Home Screen



5. Name the Home Screen link

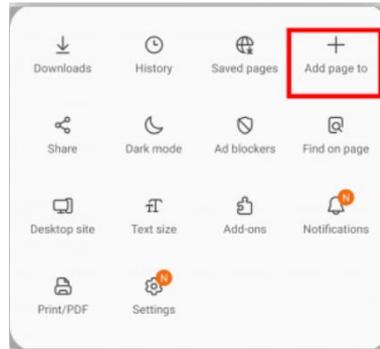


6. SafetyHub is now displayed as an APP on your home screen

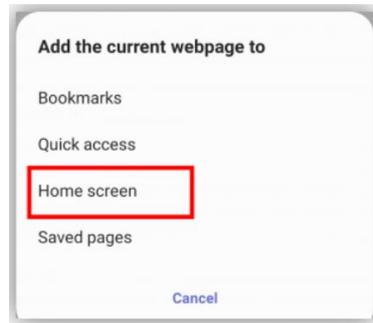


Saving SafetyHub as an Application on your Android Home Screen

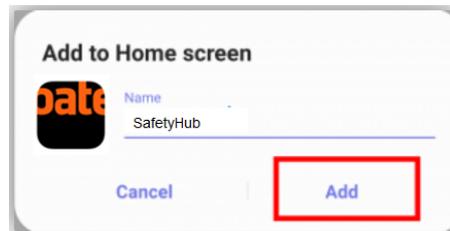
1. Launch the internet browser on your phone and type in the URL coates.donesafe.com. Tap on the  for menu option list and then click on the ADD to page button



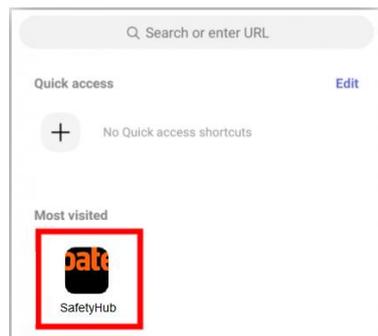
2. Select the home screen option



3. Name the APP SafetyHub and click the ADD button



4. The APP is now ready on your Android.



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