

## Supplier Registration in SafetyHub – Help Guide

### Welcome Valued Supplier to SafetyHub

SafetyHub allows our valued suppliers to self-register in the system, upload insurance and safety compliance documentation and enrol their staff in Coates Inductions. Once you register your workers in the system they will receive a registration email and can also self-register, upload license information and complete Coates Inductions. Prior to commencing any work for Coates all Suppliers and Contractors must complete all contractor management registration requirements in the system.

### Coates Supplier Safety Requirements

#### All Suppliers to Coates must:

- Register their company and workers in SafetyHub.
- Provide current Workers Compensation and relevant Insurance certificates and ensure they remain up to date at all times.
- Initially complete a safety questionnaire & provide copies of safety documents.
- Ensure that they register all workers and sub contractors who will be carrying out work for Coates.
- Ensure all their workers and Sub Contractors load relevant licenses & complete Coates General Contractor Induction prior to commencing work for Coates.
- Participate and complete Coates Annual Self Evaluation Safety Audit every 2 years when requested.

#### High Risk & Transport Suppliers must also:

- Initially complete a comprehensive safety questionnaire & provide copies of safety, risk management & compliance documents, permits, and safe work method statements.
- Ensure all workers load relevant licenses & complete Coates General Contractor Induction & Transport Inductions.

### 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. They can save the QR code on their 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 Suppliers / Contractors 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 31<sup>st</sup> January 2022 to complete the additional registration and contractor induction requirements.

## If you need assistance with SafetyHub

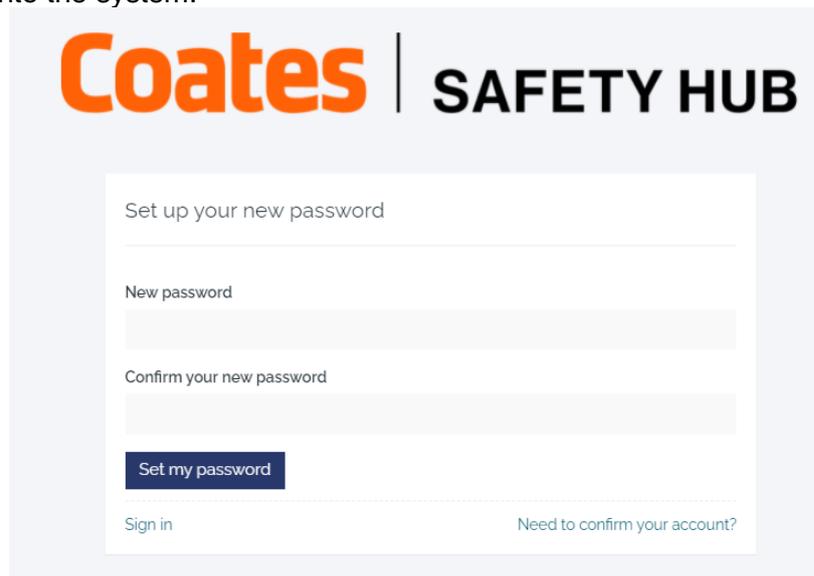
If you need assistance further assistance with SafetyHub please contact Coates on [Contr.Mgmt@coates.com.au](mailto:Contr.Mgmt@coates.com.au)

## SafetyHub URL

[https://coates.donesafe.com/users/sign\\_in](https://coates.donesafe.com/users/sign_in)

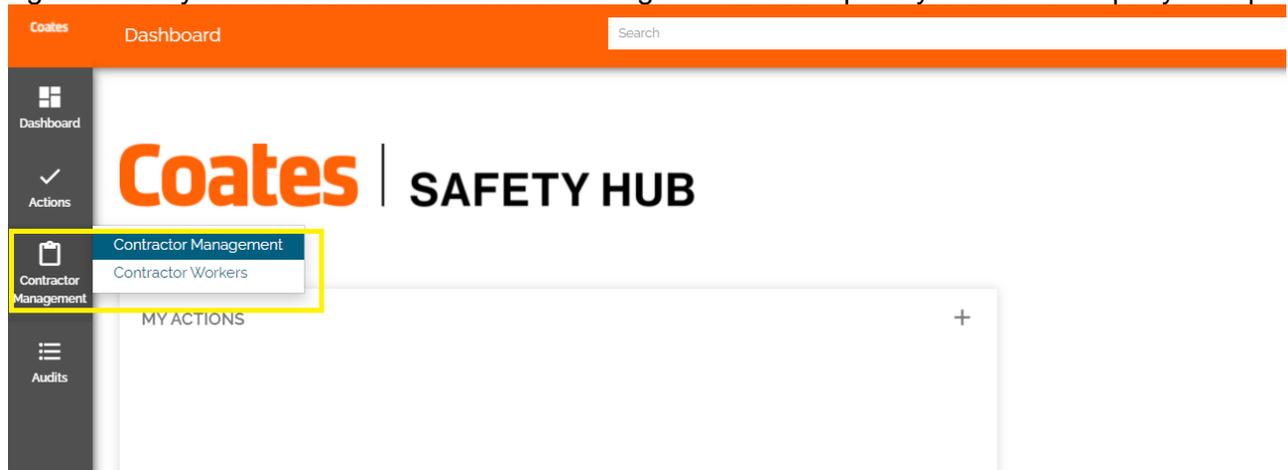
## Registering your company in SafetyHub

- 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.

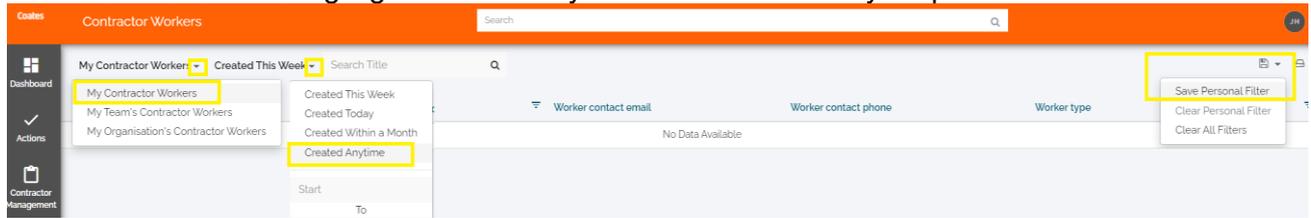


The screenshot shows the 'Coates | SAFETY HUB' logo at the top. Below it is a form titled 'Set up your new password'. The form contains three input fields: 'New password', 'Confirm your new password', and a 'Set my password' button. At the bottom of the form, there are links for 'Sign in' and 'Need to confirm your account?'.

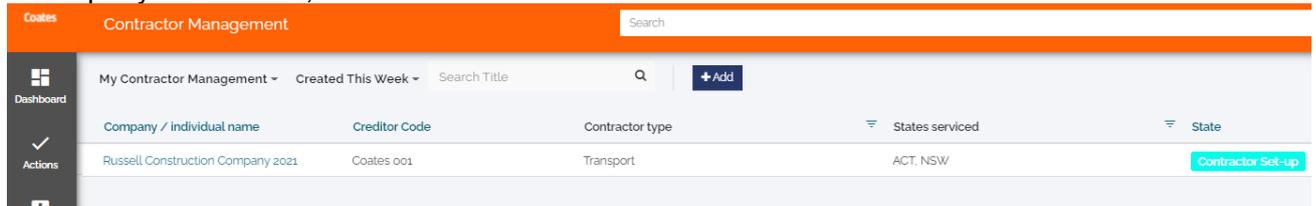
- 2 Log in to the system and select “Contractor Management” to complete your initial company set up.



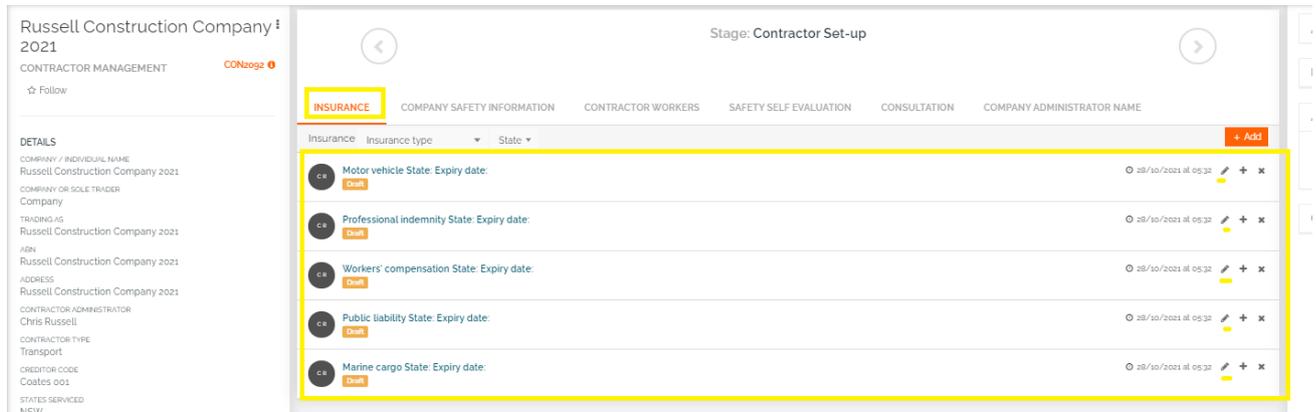
To set up the filters on your Contractor Worker & Contractor Management dashboard click on the arrows and selections highlighted below in yellow and then “Save your personal filters”



3 Select your company name to commence loading your insurance information, Safety Questionnaire and input your workers,



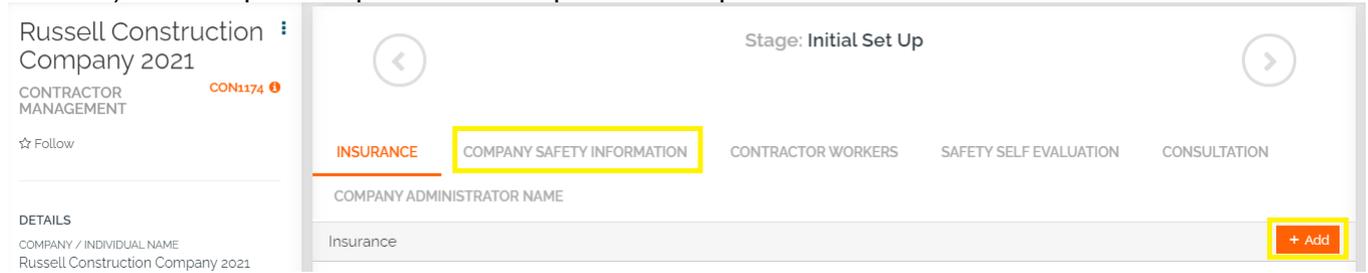
4 Click on the “Insurance” tab to input your organisation insurance requirements. Click on the edit pencil to commence inputting your insurances. Ensure that you add and upload insurance certificates for all insurances relevant to your company type and risk level (see table 4.1). You must include all required insurances, for your organisation and workers to move to “Active” status.



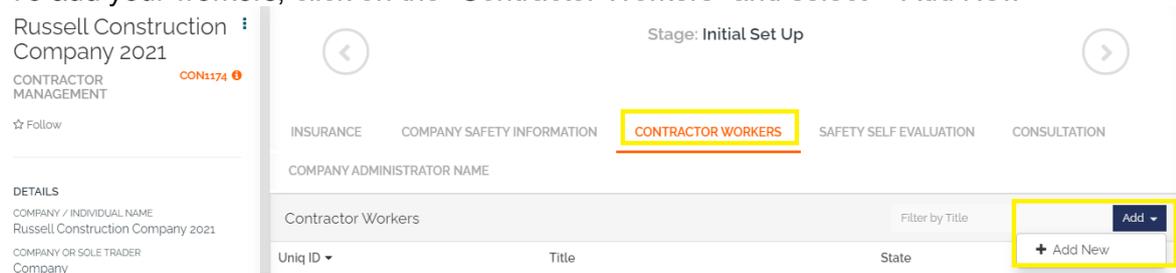
**4.1 Minimum Insurance Requirements for Coates**

Supplier / Contractor Type	Risk Level	Minimum Insurance Requirements
Sole Trader	Low, Medium, High	Public Liability Professional Indemnity
Sole Trader	Transport	Public Liability Professional Indemnity Motor Vehicle Marine Cargo
Company	Low, Medium, High	Public Liability Professional Indemnity Workers Compensation for each State / Territory
Company	Transport	Public Liability Professional Indemnity Workers Compensation for each State / Territory Motor Vehicle Marine Cargo

- 5 Select “Company Safety Information” and then click ADD. Answer all of the safety, transport (if relevant) and compliance questions and upload the requested evidence and documents.



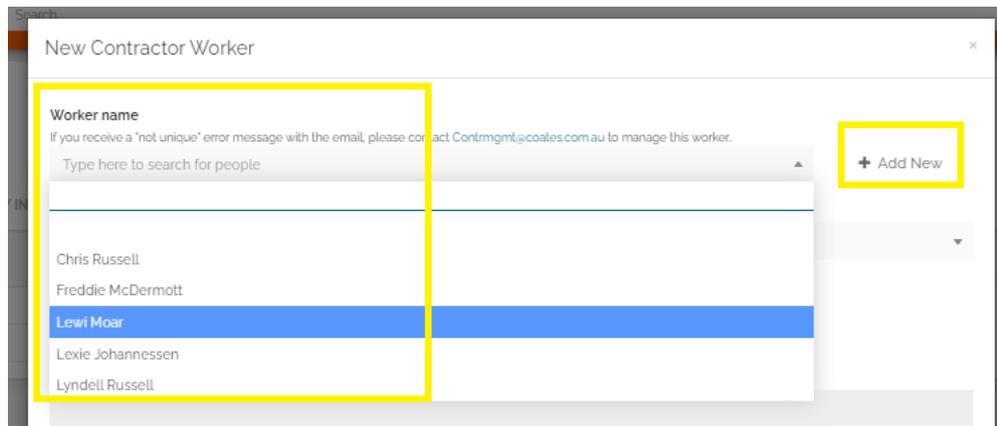
- 6 To add your workers, click on the “Contractor Workers” and select “+Add New”



**NOTE:** If your organisation uses Sub Contractors you must ensure you add individual sub-contractor names and details into the worker section for the purposes of Coates induction requirements.

**NOTE:** Once you add individual workers they will receive an email asking them to register in SafetyHub, load their license details and complete the Coates Induction requirements.

- 7 If your Company Administrator is also a worker and is required to complete the worker induction requirements rather than having to re-enter your details you can simply select your account from the drop-down list. However, if you have a new worker you must select ADD and input their details into the system.



## Viewing New Workers in the System

For suppliers who register new workers in the system to load licenses and complete inductions you can view your new workers from this dashboard.

Stage: Contractor Set-up

INSURANCE COMPANY SAFETY INFORMATION **CONTRACTOR WORKERS** SAFETY SELF EVALUATION

CONSULTATION COMPANY ADMINISTRATOR NAME

Add new contractor workers here Filter by Title Add

Worker name	Worker contact phone	Worker email	Uniq ID
Lyndell Russell	438798115	lyndellrussell@hotmail.com.au	CON2143

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Related to

- Contractor test
- Lyndell Russell

## Viewing Existing Workers in the System

For existing suppliers who have had workers transferred over into the system by Coates you can access their record here.

Stage: Contractor Set-up

INSURANCE COMPANY SAFETY INFORMATION **CONTRACTOR WORKERS** SAFETY SELF EVALUATION

CONSULTATION COMPANY ADMINISTRATOR NAME

Add new contractor workers here Filter by Title Add

Worker name	Worker contact phone	Worker email	Uniq ID
No Data Available			

Related to

- Alexandra Watson
- Test Worker
- Test Worker
- Walt Disney
- Tripped

## Registering Sub Contractors

If your organisation uses Sub Contractors to carry out work for Coates, you must ensure that you select “Yes” to the Sub Contractor question in the “Company Safety Evaluation” and provide a copy of your Contractor Management Procedure.

Do you use subcontractors from time to time?

Yes  No

Ensure that all subcontractors are set-up in the system as a worker of your company for the purpose of compliance checking and completion of Coates Induction and Training requirements.

Do you have a Contractor Management Procedure?

Yes  No

Please provide a copy

[Drop files here or click to upload](#)

In addition, all “Sub Contractors” must be registered in the Safetyhub system, must complete Induction requirements and achieve an **“ACTIVE”** status before they can carry out work for Coates.

See the steps set out below:

1. Adding a Sub Contractor Worker. Click on Contractor workers tab, click add new.

Stage: **Contractor Set-up**

INSURANCE    COMPANY SAFETY INFORMATION    **CONTRACTOR WORKERS**    SAFETY SELF EVALUATION    CONSULTATION

COMPANY ADMINISTRATOR NAME

Add new contractor workers here Add

Worker name	Worker contact phone	Worker email
		<span>+ Add New</span>

2. Add the Sub Contractors details and click on “Sub Contractor” for employee type.

Add new worker Choose Old

First name\* Lyndell    Last name\* Sub Contractor

Email\* lyndellsubcontractor@gmail.com

Contractor company TEST: Geoff Johannessen

Worker contact phone 0000 000 000

Worker email lyndellsubcontractor@gmail.com

Employee type\* Employee **Sub contractor**

QR Code [Drop files here or click to upload](#)

Worker type\* Select...

Sub contractor company/sole trader name\* Lyndell's Test Sub Contractor Company

3. Next the Sub Contractor will receive a welcome email and be asked to register themselves in the SafetyHub system.

## Changing your Company Administrators Details

If you need to update the details of your company administrator you can do this by clicking on the “Company Administrator Name” tab and clicking ADD.



## Supplier Approval in SafetyHub

Once Suppliers are successfully set up and approved for use by Coates in SafetyHub their state will be marked as “ACTIVE”



## Completing 2 yearly Safety Self Evaluation

Every 2 years Coates request's that our valued suppliers participate in a safety self-evaluation to demonstrate their ongoing commitment to safety while working for Coates. The evaluation will be automatically sent to your company administrator to complete 2 years after your initial registration.

## Consultation / Incidents

From time to time Coates may request that your company or workers 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.

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