

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 contactor 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 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

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.

Co	ates	SAFETY HU	В
Set up	your new password		
New pas	sword		
Confirm	your new password		
Set m	y password		
Sign in		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"

Coates	Contractor Workers		Search		Q		D
Dashboard	My Contractor Worker: Created This V My Contractor Workers	Veek Search Title	Q		Wednesday	Save Personal Filter	9
Actions	My Team's Contractor Workers My Organisation's Contractor Workers	Created Today Created Within a Month Created Anytime	Worker contact email No Data Ava	ilable	worker type	Clear Personal Filter Clear All Filters	
Contractor Management		Start To					

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

Coates	Contractor Management		Search		
Dashboard	My Contractor Management - Create	d This Week - Search Title	Q. +Add		
	Company / individual name	Creditor Code	Contractor type		
Actions	Russell Construction Company 2021	Coates 001	Transport	ACT, NSW	Contractor Set-up

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.

Russell Construction Com 2021 CONTRACTOR MANAGEMENT	1pany :	$\langle \cdot \rangle$	Stage: Co	ntractor Set-up	\bigcirc
☆ Follow		INSURANCE COMPANY SAFETY INFORMATION	CONTRACTOR WORKERS SAFETY S	SELF EVALUATION CONSULTATION	COMPANY ADMINISTRATOR NAME
DETAILS		Insurance Insurance type			+ Add
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COMPANY OR SOLE TRADER Company		Draft			
TRADING AS Russell Construction Company 2021		Professional indemnity State: Expiry date:			⊙ 28/10/2021 al 05:32 💉 🕇 🗙
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ADDRESS Russell Construction Company 2021		Draft			0 20/ 10/ 2021 BL 05.32 • • • •
CONTRACTOR ADMINISTRATOR Chris Russell		Public liability State: Expiry date:			O 28/10/2021 at 05/32 🖋 🕇 🗙
CONTRACTOR TYPE Transport	-	Draft			
CREDITOR CODE Coates 001		CR Marine cargo State: Expiry date:			O 28/10/2021 al 05:32 🖌 🕇 🗙
STATES SERVICED					

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.

Russell Construction : Company 2021 CONTRACTOR MANAGEMENT	<		Stage: Initial Set Up		>
ជ Follow	INSURANCE	COMPANY SAFETY INFORMATION	CONTRACTOR WORKERS	SAFETY SELF EVALUATION	CONSULTATION
0.5744.0	COMPANY ADMIN	IISTRATOR NAME			
COMPANY / INDIVIDUAL NAME Russell Construction Company 2021	Insurance				+ Add

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

Russell Construction : Company 2021 CONTRACTOR MANAGEMENT	<		Stage: Initial Set Up	1	>
ជ៌ Follow	INSURANCE	COMPANY SAFETY INFORMATION	CONTRACTOR WORKERS	SAFETY SELF EVALUATION	CONSULTATION
DETAILS	COMPANY ADM	INISTRATOR NAME			
COMPANY / INDIVIDUAL NAME Russell Construction Company 2021	Contractor Wo	orkers		Filter by Title	Add 🛩
COMPANY OR SOLE TRADER	Uniq ID 🗸	Title		State	+ 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.

Worker name		_
If you receive a "not unique" error message with the email, please cor act Contrmgmt@coates.com.au to manage this worker		1
Type here to search for people	+ Add New	J
		Ŧ
Chris Russell		
Freddie McDermott		
Lewi Moar		
Lexie Johannessen		
Lyndell Russell		



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.

Coates	< Back		Search		Q		Add New 🕞 -
Dashboard	Russell I Construction	<	Stage:	Contractor Set-up	\bigcirc	Actions	τ +
Actions	CONTRACTOR MANAGEMENT CON2110	INSURANCE	COMPANY SAFETY INFORMATION	CONTRACTOR WORKERS 5/	FETY SELF EVALUATION	Related to Contractor test Contractor test	+
Incidents and Hazards		Add new contr	COMPANY ADMINISTRATOR NA actor workers here	AME Filter by	Title Add +	& Contractor test	
Contractor Management	COMPANY OR SOLE TRADER COMPANY OR SOLE TRADER COMPANY	Worker name 👻 Lyndell Russell	Worker contact phone 438798115	Worker email lyndellrussell@hotmail.com.au	Uniq ID CON2143 X	% Lyndell Russell	
Q Take 5	TRADING AS Russell Construction Company 2021				Page 1 🔺 of 1	Attachments	

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.

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Incidents and Hazards	DETAILS			🗞 Test Worker
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Contractor	COMPANY OR SOLE TRADER Company	Worker name Worker contact phone Worker e	mail Uniq ID	Se Tripped
Management	TRADING AS	No Data Available		
۹	ABN 122			Attachments
Take 5	ADDRESS			
Consultation/	12'3 CONTRACTOR ADMINISTRATOR Alexandra Watson			Drop nies nere or click to upload

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.





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.

$\langle \langle \rangle$		Stage: Contractor Set-	ир	>
INSURANCE COMPANY ADMINI	COMPANY SAFETY INFORMATION	CONTRACTOR WORKERS	SAFETY SELF EVALUATION	CONSULTATION
Add new contra	ctor workers here			Add 🔫
Worker name 👻	Worker contact phon	e Worker er	nail	+ Add New

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

First name' Last name' Lyndell Sub Contractor Email' Sub Contractor Lyndellsubcontractor@gmail.com Image: Sub contractor Contractor company Image: Sub contractor Worker contact phone Image: Sub contractor 0000 000 000 Image: Sub contractor Worker email Image: Sub contractor Imployee Sub contractor Imployee Sub contractor Imployee Sub contractor Imployee Sub contractor Steetc. Image: Sub contractor company/sole trader name* Lyndell's Test Sub Contractor Company	Add new worker		- Choose Old
Lyndell Sub Contractor Email: Lyndellsubcontractor@gmail.com Contractor company TEST: Geoff Johannessen TEST: Geoff Johannessen • Worker contact phone • 0000 000 000 • Worker email • Lyndellsubcontractor@gmail.com • Worker email • Lyndellsubcontractor@gmail.com • Worker email • Lyndellsubcontractor@gmail.com • Employee type * • Employee type * • Employee type * • Ste contractor • Stelect. • Stelect. • Stelect. • Stelect. • Sub contractor Company/sole trader name * • Lyndell's Test Sub Contractor Company •	First name*	Last name*	
Email: yndellsubcontractor@gmail.com TEST: Geoff Johannessen Contract phone Cool 000 Cool 00	Lyndell	Sub Contractor	
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0000 000 000 Worker email Lyndellsubcontractor@gmail.com Employee type * Employee Sub contractor OR Code * Drop files here or click to upload Worker type * Select Sub contractor company/sole trader name * Lyndelt's Test Sub Contractor Company	Worker contact phone		
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	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.						
INSURANCE	COMPANY SAFETY INFORMATION	CONTRACTOR WORKERS	SAFETY SELF EVALUATION	CONSULTATION		
COMPANY ADMIN	NISTRATOR NAME					
Company Admini	istrator			+ 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"

$\langle \langle \rangle$		Stage: Active					
INSURANCE	COMPANY SAFETY INFORMATION	CONTRACTOR WORKERS	SAFETY SELF EVALUATION	CONSULTATION			
COMPANY ADMINISTRATOR NAME							

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.

Issue Date:	21/12/2021		Classification:	In confidence
Document Code:	SEQ – SHUB – 001	V21.1	Feedback:	HSEQ.Notifications@coates.com.au

