



Frequently Asked Questions (FAQ's)

WACHS Online Contractor Induction Portal

The WACHS Online Contractor Induction portal allows all contractors to register and undertake their induction online prior to attending a WACHS site. This portal enables you the ability to register and maintain all documentation in a single location. Registration is annually renewed and notification reminders are sent prior to the expiry date.

Company FAQs

What do we need to do as business?

You will need to complete the registration information pertaining to your business and upload your current insurance certificates. You then need to submit your registration for review and approval.

Where do I go to undertake my Business Registration?

Use Google Chrome or Microsoft Edge (Do Not use Internet Explorer)

<https://www.onlineinduction.com/wachs/registercompany.php>

Will I receive any training on how to register my business?

A user guide will be provided to assist you in registering in the Online Contractor Induction portal.

How long will it take to register my business?

If you have your documents ready for uploading into the portal, it should only take approximately 10 minutes to complete.

If I am a Sole Trader do I have to register my business and undertake the Contractor Induction?

Yes, you must register your business first before undertaking the induction.

What Insurance documents do I need to upload when registering my business?

You will need current certificates of currency for;

- Public Liability Insurance
- Workers Compensation (if you have workers, contractors or sub-contractors)
- Professional Indemnity Insurance (if your business provides advice to WACHS)

What other documents do I need to upload when registering my business?

Additional information if applicable; WACHS Contract number.



What happens after I register my Business?

Once the business is registered and approved by a WACHS Authorising Officer, you will receive a company approval notification and the link to forward to your employees/contractors to undertake their Contractor Induction via the WACHS Online Contractor Induction portal.

My Contractor is required to provide a National Police Clearance. Why do we need a current National Police Clearance?

You are responsible to ensure all your employees/contractors who work on WACHS sites have a current National Police Clearance (within the last 12 months).

Please refer to the Department of Health Policies and current WA State Directions regarding National Police Clearances: [DoH OD275 - Criminal Record Screening Policy and Guidelines](#)

Contractor FAQs

Where do I go to undertake my Contractor Induction?

Your employer will send you a link to register and be inducted under the business.

What documents do I need to upload when completing the Contractor Induction?

You will need to scan in an upload the following documents (if applicable):

- A photo of yourself (head and shoulders)
- Trade Licences
- Construction Card White Card
- National Police Clearance - ID number, Issue Date and copy of certificate

Why do we need a current National Police Clearance?

If working on a WACHS site, you are required to have a current National Police Clearance (within the last 12 months). Please refer to the Department of Health Policies and current WA State Directions regarding National Police Clearances; [DoH OD275 - Criminal Record Screening Policy and Guidelines](#)

Will I receive any training on how to register undertake the Contractor Induction?

A user guide will be provided to assist you in using the Online Contractor Induction portal.

How long will it take to complete my Contractor Induction?

If you have your documents ready for uploading into the portal, it should only take approximately 25 minutes to complete.

Do I have to have my photo taken?

Yes, as this ensures that you can be identified from your Induction certificate (card). If you lose your induction card, it ensures your identity is not being misused.



Will I be charged to use the WACHS Online Contractor Induction Portal?

There is no cost to complete the induction and no limit on how many employees/contractors may be inducted.

What happens after I register as a Contractor?

All Contractors working at a WACHS site are required to register themselves in the WACHS Online Contractor Induction portal, upload their trade licenses, enter vaccination dates (if applicable), enter a valid National Police Clearance issue date and undertake their Contractor Induction. Once registered in the portal, they will be able to log in as required to update their information.

WACHS will undertake a review of the Contractor's registration and will provide confirmation of the approved induction via email. This will include a WACHS Contractor Induction Card that can be printed or saved to a mobile phone. The card must be presented when entering all WACHS sites.

If I have completed an induction with my Employer, do I still need to do the WACHS Induction?

Yes, in accordance with Section 23D of the OSH Act, all subcontractors and their employees engaged by a Principal Contractor are considered employees also and must undergo the same induction.

What if I can't find my company business name in online portal?

You will need to wait until your company has registered in the online portal before you can undertake your induction. Please contact your manager for further information.

If you need assistance with the portal, please contact your Regional WACHS Contact or email WACHSOCI@health.wa.gov.au.