



WACHS Online Contractor Induction (OCI)

Company/Supplier Registration Guide

IMPORTANT: The company needs to be registered and approved in the OCI portal before contractors are able to register and complete their inductions.

1. Go to the company registration page - Use Google Chrome or Microsoft Edge (*Do Not use Internet Explorer*)
<https://www.onlineinduction.com/wachs/registercompany.php>

2. Enter - Your business & contact details:

Government of Western Australia
WA Country Health Service

Registration

Please fill out the registration below

Your Company: First name:

Last name: Your Email: (This will become your username)

Your Email again: Mobile:

E.g. 04XXXXXXX

Password again:

Choice of password:
must be more than eight characters
contain at least one capital letter
contain at least one number or symbol

Primary Region:

Goldfields Great Southern Kimberley Midwest

Perth Metro Pilbara South West Wheatbelt

Please choose other regions that you provide services to:

Goldfields Great Southern Kimberley Midwest

Perth Metro Pilbara South West Wheatbelt

Trade/Profession:

Architect
Asbestos Inspector and/or Remover
Boiler Operator
Boilermaker
Builder
Cable
Carpenter
Concrete
Confined Space Worker
Crane Operator

* hold Ctrl to select multiple

By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.

REGISTER

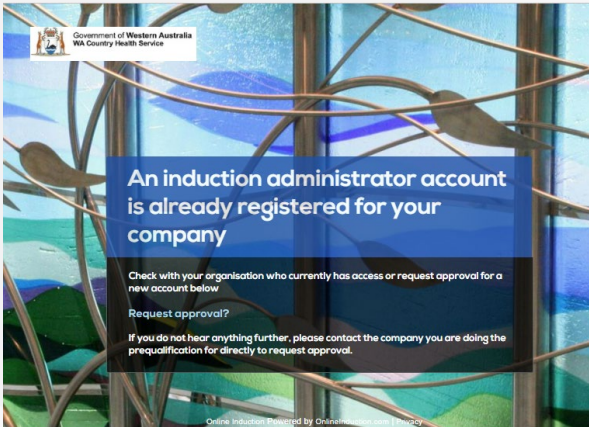
Note:

Region - You must pick your current WACHS region here. If your company services multiple regions, please let your WACHS regional contact know and they can amend your application with the additional regions.

Trade/Profession: If your company offers multiple trade services, you can select multiple trades by holding the CTRL button when clicking on the options in the drop-down menu.

3. Tick the consent box and press **REGISTER**.

Please Note: If the company is already registered in the OCI, you will get this page. If this occurs, please contact a company rep or email: wachsoci@health.wa.gov.au for further assistance



- Ignore the top section as indicated below, read the explanation and complete your company details in the form section.

Ignore this section

Please read

Complete this section

Search Your Staff:

Welcome to the WACHS Online Contractor Induction

The WA Country Health Service (WACHS) and contractors have statutory duties under the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 to ensure employees, contractors and visitors at a WACHS premises are provided with a maintained, healthy and safe environment.

Acknowledgement
WACHS acknowledges the Aboriginal people of the many traditional lands and languages of Western Australia. It pays respect to the wisdom of the Aboriginal Elders, both past and present, and to the Aboriginal people of today.

Please complete the fields in the form below

All documentation can be scanned and uploaded to the WACHS Induction Portal using the choose file and upload buttons below. Once submitted, your registration will be received by a Regional Representative for verification based on the information provided. Once approved, you will receive an email of confirmation asking you to invite your employees and sub-contractors to self-register and complete the WACHS Online Contractor Induction.

All information and documentation will be considered confidential and will only be accessed if an incident occurs or for auditing purposes.

If you have any issues or queries with this Online Induction Portal, please contact your WACHS Regional Maintenance Manager or local Nominated Officer.

ABN:

ACN:

Contact email:

Business Address:

Business Suburb:

Business Postcode:

Postal Address if different from above:

Postal Suburb:

Postal Postcode:

Phone:

Mobile:

After hours contact number:

5. Enter the expiry dates and upload the following documents:
 - a. WACHS contract number (if applicable)
 - b. Public Liability Insurance (mandatory)
 - c. Professional Indemnity Insurance (mandatory if your company provides advice to WACHS)
 - d. Workers Compensation (mandatory)

To attach documents:

Click **Choose File** button; locate your document; click on your document (it will show in the “file name”; click “open”, then click **Upload** button.

Repeat these steps and complete all requested information and attach the required supporting documents.

The screenshot shows a web form with the following sections:

- Header:** "To upload documents please use the CHOOSE FILE button and then press the UPLOAD button"
- Section 1:** "If applicable please enter your WACHS Contract Information in this section"
 - WACHS Contract Number: [Text Input]
 - WACHS Contract Upload: [Choose File] No file chosen [Upload] [Help?]
- Section 2:** "Option to provide insurance information to enable system alerts for your insurance expiration dates"
- Section 3:** "Insurance Information"
 - Public Liability Insurance:**
 - Expiry: [dd/mm/yyyy] [Calendar Icon]
 - Certificate: [Choose File] No file chosen [Upload] [Help?]
 - Public Liability Value: [Text Input]
 - Professional Indemnity Insurance:**
 - Expiry: [dd/mm/yyyy] [Calendar Icon]
 - Certificate: [Choose File] No file chosen [Upload] [Help?]
 - Professional Indemnity Value: [Text Input]
 - Workers Compensation:**
 - Expiry: [dd/mm/yyyy] [Calendar Icon]
 - Certificate: [Choose File] No file chosen [Upload] [Help?]

6. Sign the signature box with your finger (on touch screen device) or with your mouse (on a computer).
Click **Use this Signature**.

The screenshot shows a signature box with the following elements:

- Header:** "Please certify this form by signing your signature below with your mouse"
- Signature Area:** A large empty rectangular box for the signature.
- Buttons:** [Clear] [Undo] [Use This Signature]

7. To save your progress and return to the form before submitting, click **Save Progress**.

To submit your application for approval, Click **Submit and Continue**



Submit and Continue

You will receive notification via your nominated email account when the company registration has been reviewed and approved by WACHS.

When you receive the email, you can then forward the contractor registration link to your staff or subcontractors to complete their induction process. Once they have completed their induction and it has been reviewed and approved by WACHS, they will receive an email with the induction certificate attached.

If you have any issues or queries regarding the OCI the portal, please contact your WACHS Regional Maintenance Manager, local Nominated Officer or via email: wachsoci@health.wa.gov.au