Sitepass – Employee Registration and Management Guide

Once your business has been registered and pre qualified to work for CBH, it is the responsibility of the main contractor to ensure employees are registered and fully approved before mobilisation to site. This is inclusive of sub contractor employees.

Note :

CBH treats Main and Sub Contractor Employees as the same. Sub contractor employees are to be set up on the principal contractors account and not under their own business unless the sub contractor wishes to work as a principal for other CBH works.

Sub Contractor Road Transporters shall be created under their own business account

Contents

Information required for Registration

- ☐ Employee contact details, role type and picture
- ☐ Employee identification
- ☐ Evidence of licences and training specific to the scope of work

Registration Process

Register your employees

There are two options to register your employees :

1. Self registration via the main portal cbh-sitepass.kineoportal.com.au

2. Be registered by the Business Administrator and issued log in details
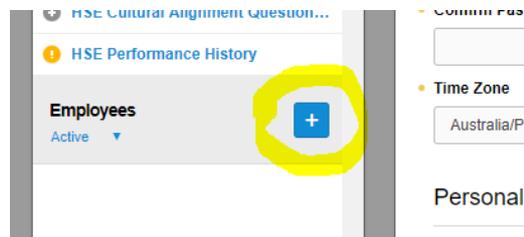
Provide Employee Information

    A. **Personal details** – contact details etc
    B. **Identification** – Drivers Licence, Passport etc
    C. Select mandatory **Employee Categories** as per below :

Select "yes" if you are working as an A class contractor. This includes training on CBH risk management practices embedded in the induction.

As B,C,D contractors do not need this induction content, they shall answer NO.

Note : Road Transport Drivers MUST select the "Grain Truck Driver MC" Category to ensure the link between Sitepass and Loadnet/Rover is created.

    D. **Role specific licences** – Provide licences and/or training required specific to the scope of works
    E. **Worker Health and Fitness Declaration** – ALL Contractor employees are to complete this declaration and be countersigned by their business supervisor/manager before mobilisation

Once the employee has completed all requirements (Inclusive of Induction) Sitepass will approve and automatically issue a Sitepass card

Sitepass Cards

Sitepass cards are not issued physically. Evidence shall be kept digitally or printed out by individuals.

To access the digital card, go to the summary section of the employee profile then click as shown

Site Induction Requirements

Once all above requirements have been met, Contractor Employee/s can be enrolled in Site Specific Inductions by the **Business Administrator or a CBH representative**. The Site Inductions are mandatory.
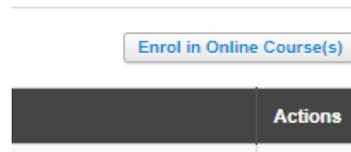
Click induction on the users profile, Then select "Enrol in Online Course"

Then enrol the individual in the specific sites they need to visit :

Sitepass Contractor Business Registration Guide

Note : Whilst there are individual Site Induction courses remaining to be completed by the individual, the overall status will appear "Pending". This will not affect your overall status with CBH if your card has been issued.

Exemptions :

Project Delivery Group Contractors with Site Ownership can upload Site Specific Inductions via the Induction Register in the Business Profile.
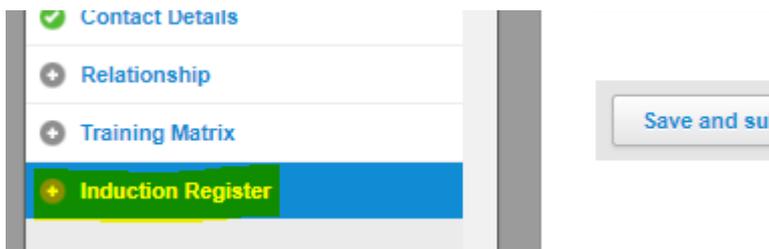
Road Transporter Contractor Employees and Sub Contractors DO NOT need to enrol in Site Inductions as they are completed in the Rover Application.

Managing your employees in Sitepass

1. **Archiving / Reactivating Employees**

   CBH is not responsible for reactivating your staff, to do this your business administrator can toggle between active and archived employees. From "Personal Details", click "Enable/Disable" then save and submit.

2. **Changing businesses**

   Should you require an employee to change businesses, please email contractor.safety@cbh.com.au to administer the action

3. **Managing licences**

Only upload and manage licences that are specific to CBHs scope of work. ALL licences must be approved and current for Sitepass to approve this section.

System generated email alerts will be sent to the employees email address in advance of the due date as reminders.

If these licences lapse, the employees account will automatically pend until renewal.

To renew, DO NOT ADD A NEW LICENCE, ensure you click "RENEW"

4. **CBH Archiving processes**

To maintain system integrity, CBH will archive inactive employees every year. You are to maintain your workforce group by archiving employees as they leave the business or there is no intention of them working on CBH sites again.

5. **Sub Contractor Management**

To view and manage sub contractors that are linked to your business account select "relationship" then view the "Principal Contractor for" section – this highlights all sub contractors that have linked their account.
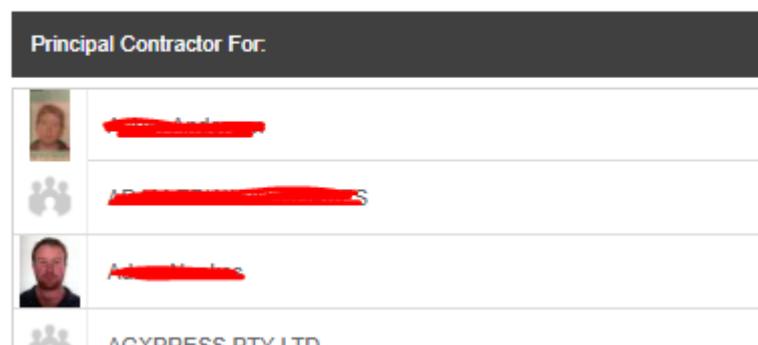
To view their overall status click the "view summary" section to the right