



# Sitepass – Business Account Registration Guide

To undertake contract work for CBH your business is required to be registered and approved in Sitepass. The first step in this process is to register and be pre qualified by your CBH Representative (Contract Manager).

Note :

- Businesses that need to access site and **are not** tendering or working under a direct contract/purchase order with CBH **do not need to complete** the “Business Pre Qualification Process” step to undertake inductions and onboarding.
- Sub contractors **DO NOT** need to create a business profile unless they intend to work directly for CBH. Individual employees shall be managed under the main contractors account.
- Road Transport Sub Contractors that contract to more than one principal shall create a Sitepass profile and **do not need to complete** the “Business Pre Qualification Process” step

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## Business Information Required

- Your business contact details, including ABN
- The Risk Category information from your CBH Contract Manager - **\*\*If you do not have a designated CBH Contract Manager and do not know this information, please complete the highest risk level questions you think are relevant to your businesses speciality\*\***
- Your companies safety documentation – HSE injury history, licences and safety management plan
- Copy of logo

## Information from CBH required for Registration

- CBH Contractor Minimum Requirements Standard
- Critical Risk Control Standard (if applicable)

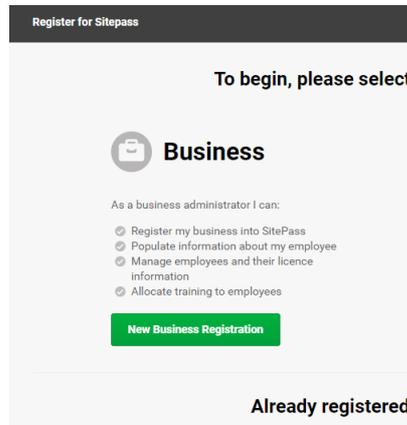
This information can be found on the CBH Contractor Website

## Business Registration Process

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1. Register your business through [cbh-sitepass.kineoport.com.au](http://cbh-sitepass.kineoport.com.au)



2. Select your business type – i.e. Rail Transport, Road Transport and Answer the “Risk Category” questions your CBH Contract Manager has given you – this will then determine the questionnaires for self assessment against our standard.

- A contractors shall be less than 3 weeks per scope, no high risk/critical risk tasks and be embedded
- B class shall be longer than 3 weeks and have no high risk/critical risk tasks
- C class shall have no sub contractors and 2 or less high risk/critical risk tasks
- D class shall have large scopes of work with 2 or more critical risks and/or any sub contracting of work

• Is your Scope of Work greater than 3 weeks?  
⚠ At least one subcategory of Is your Scope of Work greater than 3 weeks? must be selected

Yes  
 No

• Does your Scope of Work contain critical risk?  
⚠ At least one subcategory of Does your Scope of Work contain critical risk? must be selected

No critical risk  
 1 critical risk  
 2 or more critical risks

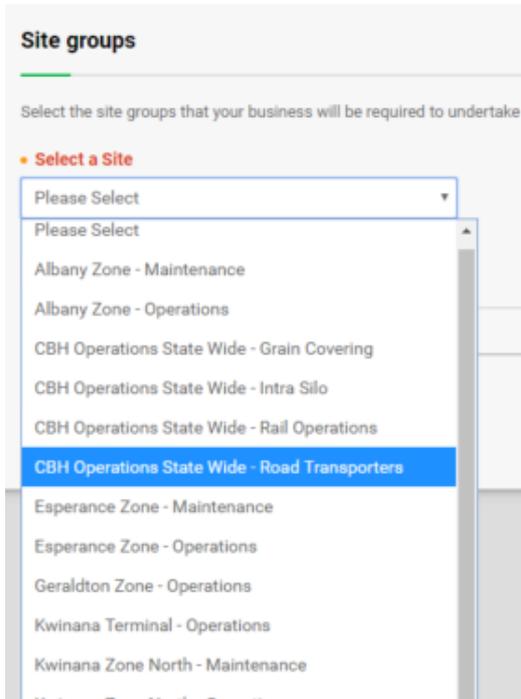
• Will you utilise Sub Contractors?  
⚠ At least one subcategory of Will you utilise Sub Contractors? must be selected

Yes  
 No

- 3.
4. Select the Site/Sites you will be working in most applicable to your work scope. (Can select more than one). **This will determine who views your information so ensure this is correct.** i.e. Projects, State Wide Road Transport etc

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5. Authorise your account and continue the registration process

## Business Pre-Qualification Process

Depending on the pre identified Risk Category questions you answered will determine your Pre-qualification questionnaires. These requirements are as follows :

### Risk Category Matrix

Class	Cultural Alignment Questionnaire	HSE Performance History	Core Criteria Self Assessment	Critical Risk Assessment	Sub Contractor Management Assessment
A	✓	✓			
B	✓	✓	✓		
C	✓	✓	✓	✓	
D	✓	✓	✓	✓ (if applicable)	✓

1. Click on the relevant sections you need to perform the assessment/provide information. These sections are in grey i.e.



2. Read the instructions on the top of each page on how to fill in the assessments and questionnaires i.e.
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## ! Pre Qual - Core Criteria (B,C,D Class)

### INSTRUCTIONS

Contractors are to read the CBH Minimum Requirements Standard and answer either Yes or No to each question (with the assistance of the guidance provided) safety plan is to be entered i.e. heading number or page

### 1. Planning

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- **Health and Safety Management Plans**

The Contractor shall have a structure in place with sufficient HSE support and resources (systems and personnel) appropriate to works under contract. Is there a documented approved and embedded HSE Management Plan? Does the plan address the scope of work in regard to HSE hazards and risk for ?

Yes  No

- **Upload**

 Upload a file



ChatLog Kineo\_s Meeting 2019\_04\_24 08\_47.rtf  
RTF (0.41 KB) Uploaded on: 24 Apr 2019, 11:58 am

- **Supervision/Span of Control**

Process / system for supervision of Scope of Work, identification of provision of HSE coverage for project.

The Contractor shall specify the minimum amount of time that line management shall spend in the field, monitoring, supervising and influencing work activities account the crew size and the remoteness of work locations.

Check budgeted amount indicated for HSE role over project duration – will indicate level of site coverage by HSE people.

Yes  No

- **Heading number or page reference in management plan for Supervision/Span of Control :**

page 5, heading 2b



**TIP : Be specific and honest with your self assessment answers. If sections are missing or incorrect, it may delay the Contract Manager review process.**

3. Once you have provided all MANDATORY information, click save and submit for approval the bottom of each relevant page. Once submitted, the status shall change to yellow – submitted for approval until reviewed and approved.

## ! Pre Qual - Core Criteria (B,C,D Cl...

4. Complete all relevant sections in Sitepass as outlined based on your Risk Category above
5. Once complete, inform your CBH Contact that you have completed this in Sitepass and they will review and approve accordingly.

**Note : your Contract Manager may require further information if your assessment or business documentation is not to the standard required for the scope of work. You may receive messages via the Sitepass Portal requesting more information. Do not ignore these alerts.**

6. Once your Contract Manager has reviewed and is satisfied your business meets CBH requirements, you will be “pre qualified” in the system. All requisite sections as noted in the Risk Category Matrix must be in an approved status : as shown.
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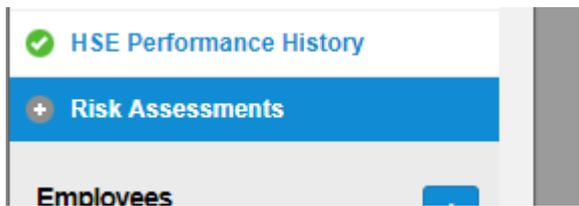
- ✓ Pre Qual - Core Criteria (B,C,D Cl...
- ✓ Pre Qual - Critical Risk (C,D Class)
- ✓ Pre Qual - Sub Contractor Manag...
- ✓ HSE Cultural Alignment Question...
- ✓ HSE Performance History

## Providing Risk Assessments before Mobilisation

Before being issued purchasing documentation and mobilising to site, you will need to provide a scope of work specific risk assessment at the request of the Contract Manager.

This shall be uploaded into Sitepass in the “Risk Assessment” section of your business profile.

Once approved by the Contract Manager you will be issued with purchasing documentation to commence mobilisation.



## Sub contractor Setup

Main contractors are responsible for ensuring any sub contractors are created and employees are active in the system, not CBH. All queries shall be directed to the Main Contractor first and foremost.

As a sub contractor, to ensure your main contractor can see your business profile select “Relationship”, select “Sub Contractor”, and then select the main contractor from the drop down list.

