

SACL Contractor Safety Induction

Information Pack



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Welcome

Welcome to the Sydney Airport Corporation Limited (SACL) Contractor Safety Induction. Completing your safety induction training is required to enable you to work safely at Sydney Airport on SACL controlled land and buildings.

This pack has information for you to become familiar with how the SACL Contractor Safety Induction Program works and how you can access it.

Successfully completing this Induction will enable you to print a SACL Contractor Safety Induction Certificate. This certificate will be required to be shown prior to commencing work on any SACL controlled site.

Purpose of the SACL Contractor Safety Induction

The SACL Contractor Safety Induction is designed to:

- Ensure all contractors undertaking works at Sydney Airport know SACL's safety requirements and are able to work safely on our site.
- Ensure that you are safe whilst working on our site and visitors, general public, passengers, crew and other Airport staff are also kept safe.
- Ensure the protection of Airport assets
- Provide an induction that covers all SACL controlled workplaces
- Provide a complete and consistent safety message to all our Contractors.

Who completes the Induction?

If you are a SACL engaged contractor, employee or sub-contractor who undertakes work on behalf of SACL you must successfully complete this induction.

Accessing the program

You should access the program via a computer from:

- Your employer
- Your work
- Your home
- The home of a friend or your family
- Internet café
- Any public library

Computer requirements for running the Induction

To access the SACL Contractor Safety Induction you must have access to the Internet.

It is recommended that:

- Your Computer is Pentium 100MHz+ or Mac Power PC.
- Your browser is either Internet Explorer version 6+, Netscape 7.2+, Firefox 1.07+ or Safari 2.02+ for Mac.
- Adobe Flash Player.
- You have at least a 56K modem to achieve a reasonable download speed.
- Have pop ups enabled for this site (trouble shooting tips for this are included in this document).

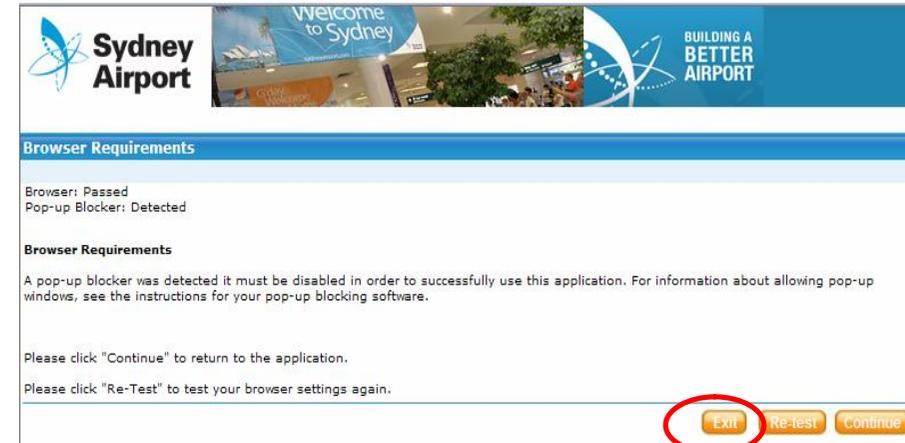
If you have any questions about these requirements contact your company's IT representative.

Enabling Pop-ups on your Computer

Q. I get the following screen when I log in and it states pop-up blocker detected, what do I do?

Your E-Learning portal requires pop-ups **not to** be blocked.

Once you have turned off the pop-up blockers (see instructions below) click re-test button



Q. How do I allow pop-ups?

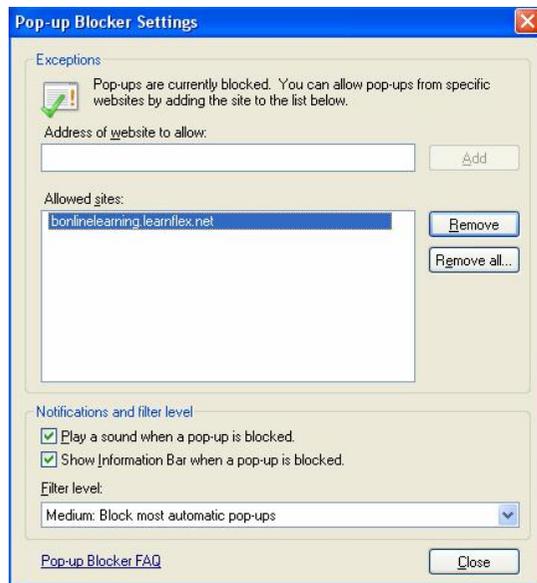
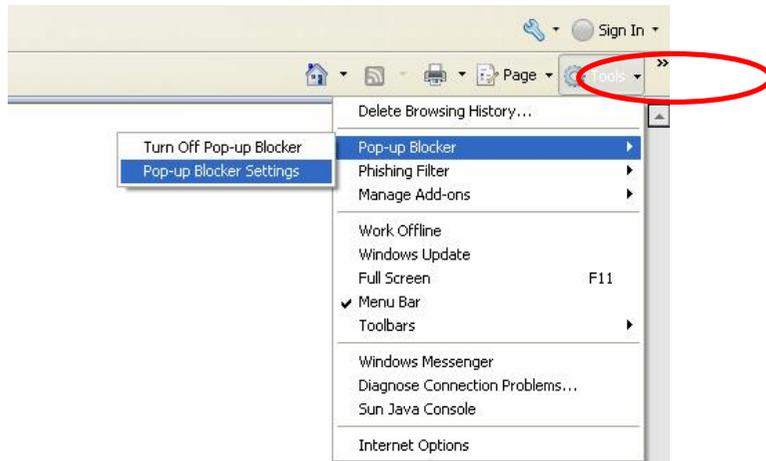
This may vary depending on the browser you are using.

Step 1 - Once you have logged into the SACL Induction, go to the Tools tab on your browser and click on the drop down box.

Step 2 – Select the pop-up blocker, either click on Turn Off pop-up blocker or alternatively if you wish to allow pop-ups only for this site, then click on the option “pop - up blocker settings” and go to Step 3.

Step 3 – Just add <http://training.sydneyairport.com.au/RegisterInduction> as allowed sites to have pop-ups.

If you are using Internet Explorer Version 7.0



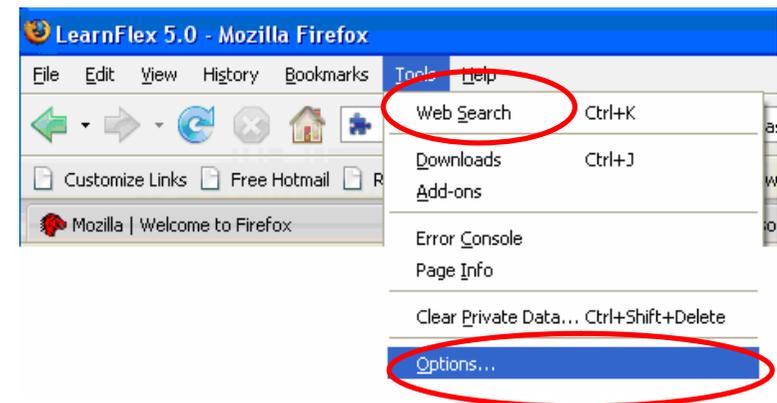
If you are using Mozilla FireFox browser

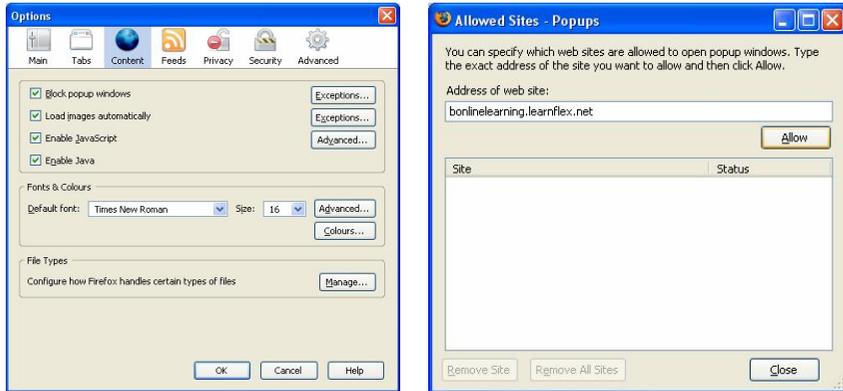
Step 1 - Once you have logged into the SACL Induction, go to the Tools tab on your browser and click on Options.

Step 2 – Either un-tick the Block pop - up windows or alternatively if you wish to allow pop-ups only for this site, then click on the Exceptions button go to Step 3.

Step 3 – Enter

<http://training.sydneyairport.com.au/RegisterInduction>
click on the “Allow” button, and then the Close button.



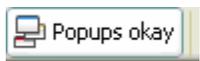


If you have a Google taskbar in your browser

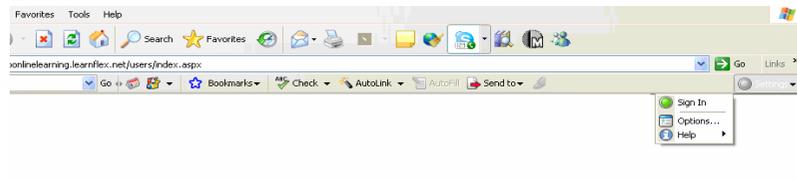


If you have installed the Google task bar in your browser, it may also be blocking pop-ups. The Google task bar is highlighted above.

Within your Google task bar, you may have a button like this which states a number and the word blocked. Simply click on this button and the button will become



Q. Pop-up blocker is not showing on my Google Task Bar?



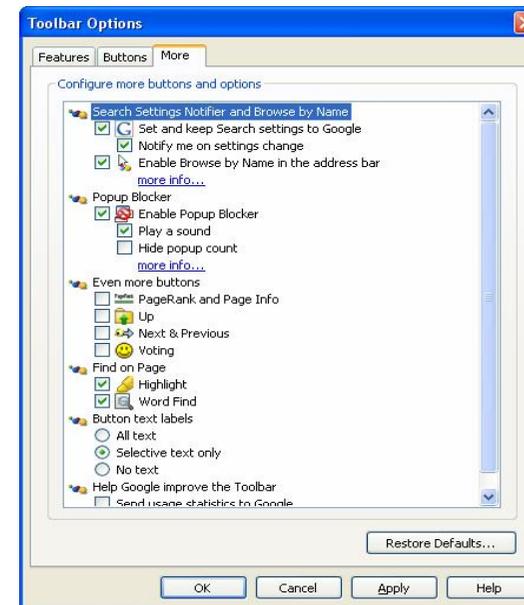
If your task bar does not show the button like this one



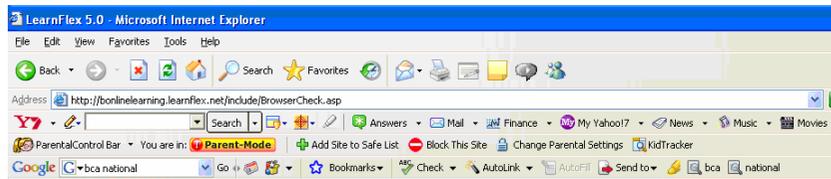
then follow the next step.

Only follow these steps, if you cannot locate the pop-up blocker on your Google task bar. Go to the Settings button on task bar, and use the drop down box, and select Options.

Click on the “more” tab and you will see the pop-up blocker option. Simply tick on the box next to the enable pop-up blocker, and then click “Apply” then OK. The pop-up blocker button should then appear, and in the previous step, you just need to click on the button.



If you have a Yahoo taskbar in your browser



If you have installed the Yahoo taskbar in your browser, it may also be blocking Pop-ups. To confirm if you have a Yahoo Task bar, this is highlighted below;

Click over this icon, to enable pop-ups.



Induction Registration

Step 1

- Close down all other applications before you register for the course.
- This will ensure all screens are visible at all times and reduce the chances of you accidentally closing the course.
- Ensure you have 40 minutes to complete the course.

Step 2

If you are not already in the website:

- Access the internet by clicking on your Internet Browser button.
- Type in the following address

SACL Safety Contractor Induction

<http://training.sydneyairport.com.au/RegisterInduction> to access the SACL Contractor Safety Induction website.

The SACL Contractor Safety Induction Registration page will now appear.

A screenshot of a web browser displaying the registration page for the SACL Contractor Safety Induction. The page has a blue header with the Sydney Airport logo and a 'Welcome to Sydney' banner. Below the header, there is a 'Catalogue' section and a 'Basic Information' form. The form includes fields for 'Community Name', 'External Identification Number', 'User Name', 'First Name', 'Last Name', 'Password', 'Verify Password', 'Challenge Phrase', 'Language', 'Email', and 'Email (Alternate)'. There is also a 'Work Information' section with fields for 'Job Position', 'Company', 'Address 1', 'Address 2', 'City', 'Postcode', 'Country', 'State/Territory', 'Region', 'Location', 'Telephone Number', 'Telephone Number Ext', 'Mobile Number', and 'Time Zone'. Fields marked with an orange asterisk are required. The browser's address bar shows the URL 'http://training.sydneyairport.com.au/users/index.aspx'.

Here, you will need to complete all the fields marked with an Orange asterix:

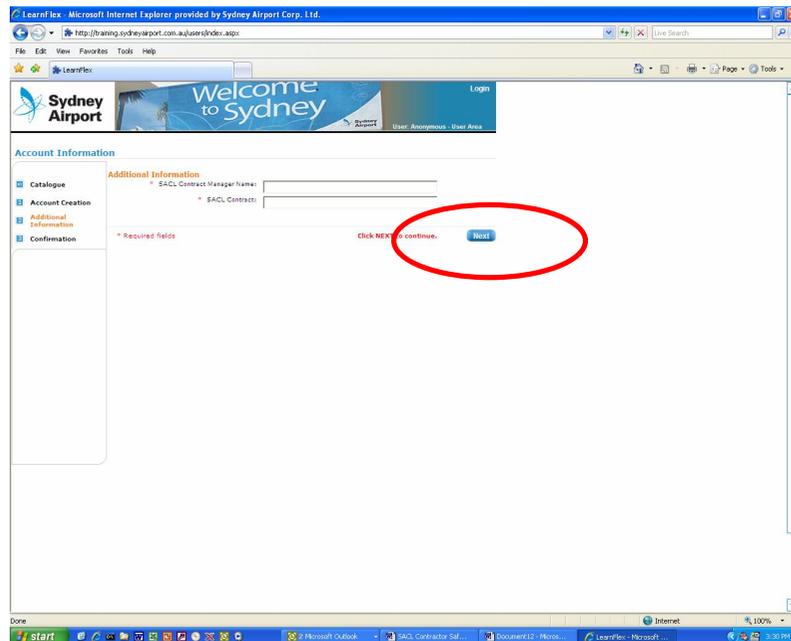
- User Name.
- First Name (given name).
- Last Name (family surname).
- Password (choose something you will remember).
- Verify password (re-enter the password you entered in the previous box).

SACL Safety Contractor Induction

- Email (enter a valid email address).
- Company (the company that employs you – may be your own company). You must enter a company name as it has to appear on your certificate.
- Address (the street address for the company that employs you).
- City (the city for the above address).
- Country (defaults to Australia).
- State / Territory (the State / Territory where you are employed).
- Telephone Number (enter your company's telephone number).

Click on the 'next' button

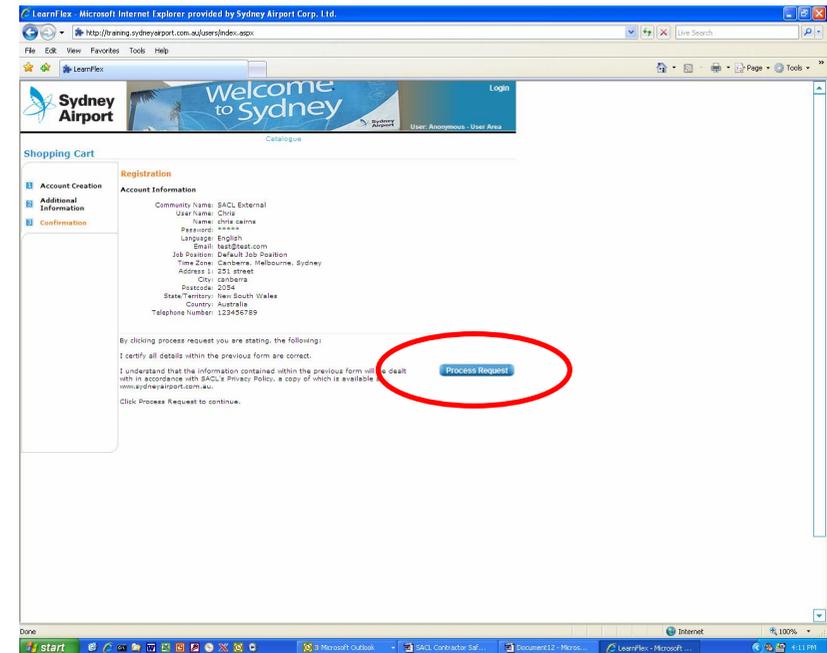
Step 3



Once you click on the 'next' button you will then be asked to enter:

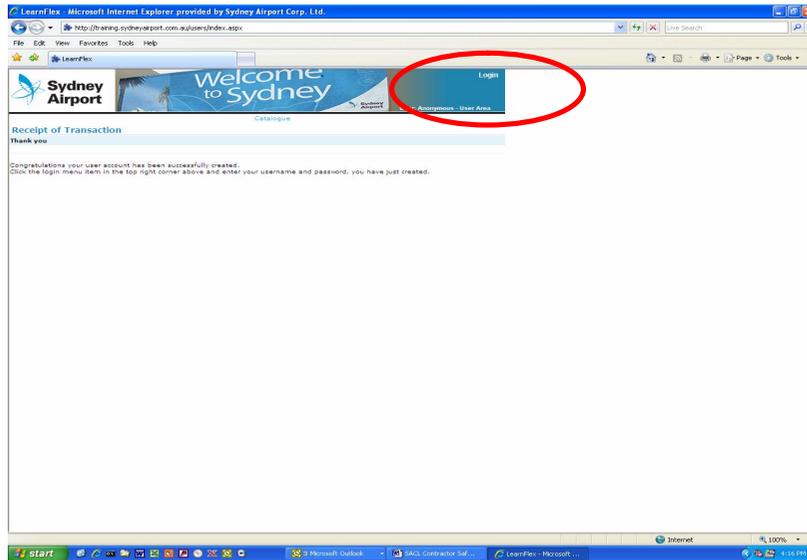
- SACL Contract Manager Name (enter the person's name who you or your company is dealing with at SACL).
- SACL Project (Use the plain English name of the project you will working on e.g. ABC Shop Fit-out. Do not enter the contract number).
- Click on 'next' button.

Step 4

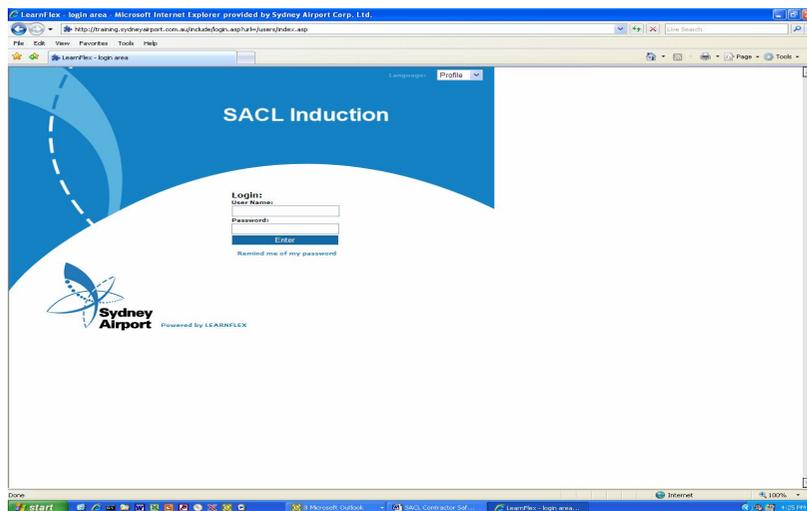


Once you click on the 'next' button the Registration screen with you details on it will appear. Confirm your details by clicking on the "Process Request" button.

Your registration is now complete. Click on the “login” button in the top right hand corner to access the Induction.



Step 5



Enter your Username and password to enter the SACL Contractor Safety Induction. Follow the instructions on the screen to navigate around the induction.

Assessment

The assessment is a simple and brief review of the course content:

- You will be asked to answer a selection of questions.
- At the end of each question you will be asked to select the correct answer and submit it.
- Once you have submitted your answers you will receive feedback on how well you have done.
- You need to obtain 90% to pass the quiz. If you don't pass go back to the home page and click on the “quiz” button.
- Once you have completed the quiz follow the instructions on the screen to print out your certificate.

Printing or Re-printing the Induction Card

On successful completion of the assessment you will be able to print your own SACL Safety Contractor Induction Card.

- Your Induction Card is valid for 2 years from the date of issue.

- When printing the card consider the durability of the card and if possible use thicker paper / card in your printer.
- You may also want to consider laminating the card or placing it in a plastic sleeve to increase the longevity of your card.
- The card once folded is credit card size so it will be able to fit in your purse or wallet.
- Be careful with your card and carry it on you at all times. You must have the SACL Safety Contractor Induction Card to work on any SACL Controlled site at Sydney Airport.
- To print your card click on the “view” button. Your certificate will be displayed on the screen. Click on File in the top left hand corner of your screen and then click on print.

