OnLocation – Information sheet for Contractors

Ports North is committed to the health, safety and wellbeing of staff, visitors, contractor, sub-contractors and their workers.

As part of this commitment Ports North utilises the person presence management software program *OnLocation* to improve the management of contractors and workers carrying out works for Ports North on their workplace and facilities.

The primary purpose of this software is to assist in keeping contractors and their workers safe and secure using touchless sign in.

The software has benefits and advantages for both Ports North and contractors including -

- Quick and easy touchless sign in/out
- COVID-19 contact tracing
- Worker inductions and e-learning capabilities
- Management of workers competencies and required licences/qualifications
- Insurance management
- Expiry and renewal alerts
- Management of interacting works onsite
- Emergency management

For contractors or their workers to carry out works for Ports North on Cairns Port workplaces and facilities, workers are required to sign in and out using the *OnLocation*. **This requirement, at this time, only applies to the Cairns Port and facilities.**

Registration of Contractor for Ports North in *OnLocation*

Before workers can sign in/out of *OnLocation* the contractor organisation has to be activated in the system.

Action Required

To activate your organisation please contact your PN representative who will request certain information and documents and arrange for registration.

The contractors that have been given access to Ports North will receive an email inviting them to create their password and log in.

The first time a contractor signs in to their Contractor Portal, they will be presented with Terms of Use. They must agree to these terms before they can use your portal.

Once agreed, they will be able to see and edit any information made available. Any changes they make will be instantly reflected in Ports North *OnLocation* system.

Please ensure that you activate your Contractor Portal as otherwise you will not be able to set up your workers in the system, thereby providing them with the ability to sign in/out.
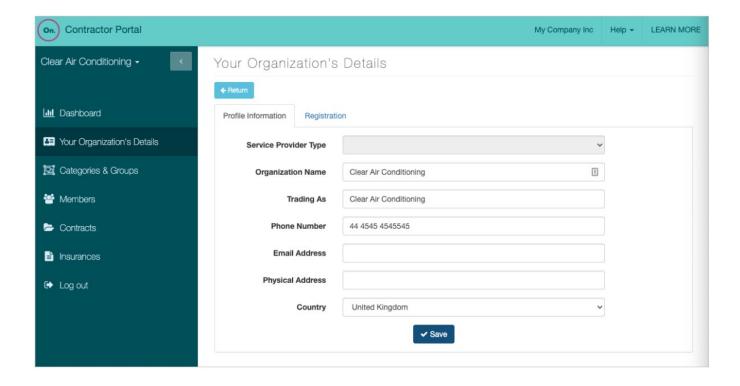
Management of Contractor Portal

As an active contractor for Ports North you will have been provided with the ability to update, amend, or remove certain information.

Ports North does this by granting one or more of your people access to their Contractor Portal. Such people are referred to as portal users. During the initial registration you will have been asked for nomination of portal users and they will have been invited to the Contractor Portal. Please note that only Ports North can nominate Portal Users in your account.

Action Required

As a contractor of Ports North you are asked to keep the information in the Contractor Portal current.
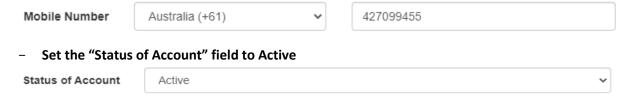
The types of records that you might have access to in the portal include:

- Contact information - please ensure that information is current and correct.

- Insurance information - please ensure that your insurances are current and correct. When updating, attach copies of current insurance policies.

- Lists of your employees (members) - that will be accessing Ports North workplaces and facilities. Unless included access will not be permitted.

    - Profile Information – Minimum information required is full name, mobile number and primary email address.

        Please note the following

        - ***When entering a worker's mobile telephone number do not include the first "0". Enter as follows***

        – **Set the "Status of Account" field to Active**

    – The qualifications that your employees hold - relevant to their work for Ports North (in some instances the qualifications will be mandatory and access to work onsite will not be permitted unless this information is included).

    – Induction records – details of inductions undertaken. Workers who have not completed Ports North Induction will not permitted to work onsite.

- Contracts Information – where applicable this information and documents will be uploaded by Ports North allowing viewing by contractor.

For more detailed information on how to use the Contractor Portal including entering information, have a look at the Contractor Portal Users help page.

Workers will only be permitted onsite where specific conditions are met including:

- COVID-19 Declaration – completed and acceptable
- Insurances – all insurances are current
- Induction – all workers have undergone a Ports North Induction
- Qualifications
  - Works carrying out construction work have details of their General Construction Induction Training (blue/white card) recorded including a copy of the card.

Other conditions may be implemented and Portal User will be advised of changes if and when they occur.

Once the current and required information is recorded in the Contractor Portal, workers will be able to sign in and out of Ports North using the methods described below.

Worker Sign In/Out of *OnLocation*

Workers are able to sign in and out in the following ways:

- WolMobile App
- Scan QR code poster
- Visit www.visitor.app and enter code
- Signed in/out by Ports North personnel – Only to be used in exceptional circumstances

WolMobile App

A worker can sign in and out using the WolMobile App. WolMobile is a smartphone app for iOS and Android.

For information on how to set up and use please refer to:

  - Set up WolMobile on your phone
  - Contractor sign in or out using WOL Mobile

QR Code Poster

A worker can sign in by scanning the QR Code Poster using a smartphone's camera.

The QR Code can be scanned at:

  - various locations throughout port – refer to *OnLocation* Zone Map
  - download QR code poster from Ports North web site and scan

Visit website and enter code

A worker may sign in by visiting http://www.visitor.app and entering the current code.

The current code is included on the QR code poster which can be downloaded from Ports North website.

Signed In/Out by Ports North personnel

In some instances, workers can be signed in and out by certain Ports North personnel.

This method is only to be used in exceptional circumstances where a worker is unable to sign in/out using the above methods and immediate access to site is required.

This method will not be available for use on a regular basis.

Help - Management and Use of *OnLocation*

Office Hours - Ports North

- **Stephanie Grinsell;**
  - **Phone: 07 4052 3849;**
  - **Email: Stephanie.Grinsell@portsnorth.com.au**

Out of Hours and if Ports North contact not available

- Phone: Total Management and Training - 07 4051 6357
- Email: **wolsupport@portsnorth.com.au**

If urgent access to site is required and the above are not available contact your Ports North Representative.