About the register

The Online Construction Induction Training register allows Registered Training Organisations to record the card details of persons working in the construction industry who have successfully completed the ‘Work safely in the construction industry’ course (CPCCOHS1001A).

It is the responsibility of the Registered Training Organisations to record all cards issued to them by WorkSafe on the Online Register including cards which have been damaged and returned to WorkSafe.

This is a quick reference guide to assist administrators with the procedures of recording information on the system.

Getting started

Logging in:

You can access the register here: www.worksafe/construction-induction

If you have not received a login id and password please contact WorkSafe.
Adding a New Card and Construction Worker

*Note:* before adding a new card into the system the construction worker must first be added.

**Step 1.**

- **SEARCH to see if the Construction Worker is in the system:**
  *Training Register > Construction Worker > Construction Worker Search*
  
Enter First Name, Last Name, leave Status blank and click the ‘Search’ button.

- **If the construction worker is not in the system, go to step 2.**

- **If the construction worker is in the system, go to step 3.**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Joe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Bloggs</td>
</tr>
<tr>
<td>Status:</td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td></td>
</tr>
<tr>
<td>Reset</td>
<td></td>
</tr>
</tbody>
</table>

No rows were found
Step 2.

**Add a new Construction Worker:**

*Training Register > Construction Worker > Add Construction Worker*

Enter First Name, Middle Name, Last Name, Date of Birth, Gender, Worker Status as ‘Active’ and click the ‘Submit’ button.

**Note:** Date format must be DD/MM/YYYY.
Step 3.

**Add a new Card:**

*Training Register > Card > Add Card*

Enter Card Number, Search for Card Holder, Date Completed, Date Issued, Card Status as ‘Active’ and click the ‘Submit’ button.

**Notes**

a. Date format must be DD/MM/YYYY.

b. In future, if this card is lost or damaged the ‘Card Status’ must be changed to ‘Replaced’.
**Edit a Card**

To edit a previously entered cards information follow the below procedure:

*Training Register > Card > Card Search*

a. Search for the card entry you wish to edit.

b. Click on your search result and change information as required (any of the fields can be changed including Card Holder, Card Number, dates and status).

**Returned Cards**

Cards which have been damaged etc. are to be entered into the database as a ‘Returned Card’ and sent to WorkSafe for destruction.

**Add a ‘Returned Card’:**

*Training Register > Card > Add Card*

Enter Card Number, Search for Card Holder ‘Returned Card’, Enter current date, Card Status as ‘Expired’ and click the ‘Submit’ button.
Troubleshooting

Searching

- To search for a card follow the below procedure:
  Training Register > Card > Card Search

- To search for a Construction Worker follow the below procedure:
  Training Register > Construction Worker > Construction Worker Search

Error Messages

‘Card number already exists’
- Is the card number correct?
- If so, contact WorkSafe.

‘This card number has not been allocated to your training organisation’
- Is the card number correct?
- If so, contact WorkSafe.

Reconciliation

To help you with reconciling your cards you can request a database extract from WorkSafe which will list all cards input into the register.

Contacting WorkSafe

P 1300 307 877
E cit@commerce.wa.gov.au