Sydney Metro West – Western Tunnelling Package

Avetta Workforce Subcontractor Registration

Contents

INTRODUCTION

Subcontractors working for the Sydney Metro West - Western Tunnelling Package must register online via the Gamuda Workforce Management system.

The Gamuda Workforce Management system:

- ✓ Ensures only authorised workers have access to the Sydney Metro West - Western Tunnelling Package site

- ✓ Worker roles and competencies are validated in line with Gamuda Business Rules and the task they are performing

- ✓ Competency evidence is verified, ensuring legislative and regulatory requirements are met

- ✓ Easily identifies who is on site at any time

- ✓ Manages emergency evacuations

It is MANDATORY to register your subcontracting company and workers to work on this project. Failure to do so will restrict all access to project site/s. Only compliant workers who meet their role and competency requirements, will be authorised on site.

This guideline outlines the process to successfully onboard your workers to the Sydney Metro West – Western Tunnelling Package site via the Avetta Workforce Management System and is applicable to all employees and subcontractors mobilising to site.
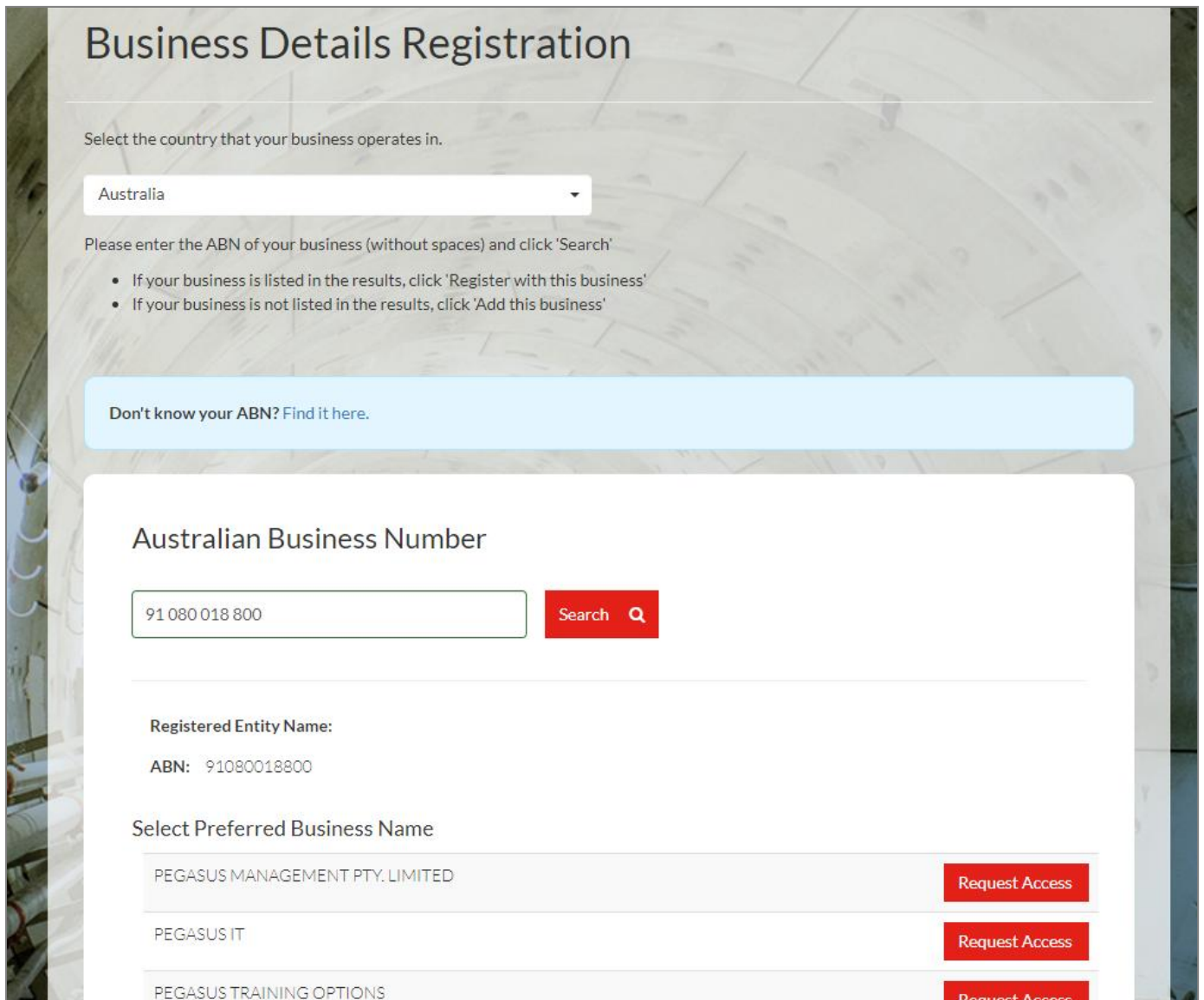
Watch the Gamuda Avetta System Walkthrough Video

HOW TO REGISTER

- ➤ Visit the Sydney Metro West - Western Tunnelling Package Portal

- ➤ This site contains **ALL** the relevant steps, links and information for each worker to reach compliance. The steps are also outlined below:

1. Register your business with Gamuda Workforce Management

➢ If you have an existing Pegasus Gateway account, select <u>LOGIN</u> at the top of the page

➢ To register your business:

1. Select REGISTER NOW on the Project page or click <u>HERE</u>, then select REGISTER

2. Select the country your business operates in, and then search for your ABN

3. Enter contact details, including email, business address and phone number

4. Select REQUEST ACCESS to have the business registration verified, which will initiate your login details to be emailed to you.

PRE-MOBILISATION MILESTONES

A worker must meet ALL of the below-mentioned premobilisation requirements BEFORE accessing site. Workers MUST contact their GLC Representative on Day 1, log in to the kiosk as a 'visitor' for Day 1 (only) and proceed to the Site-Specific induction area.

Kiosks and turnstiles have been installed across all of the project sites / locations. Workers cannot access without scanning onto the kiosks, confirming he/she is fit for work, and passing through the turnstiles.

WORKER REGISTRATION
- Registration of personal details
- Pay for subscription
- Upload headhsot photo

ADD SITE
- Associate the worker to the Western Tunnelling Package Site

ADD ROLES
- The Sydney Metro West - Western Tunnelling Package Project Role will be automatically assigned on site association
- Minimum of one [1] GEA task role
- Minimum of one [1] SMIC role

UPLOAD COMPETENCIES
- Comeptencies are pre-determined, depending on role selection
- Upload comeptency evidence (i.e. White Card, Dirver's Licence, tertiary qualification etc)
- Enrol the worker to complete the Language & Literacy Declaration and the seven [7] manadtory e-Learning requirements

SUBMIT
- Once a minimum of three [3] roles have been applied and ALL comeptency evidence has been uplaoded, you will be prompted to submit the workers profile for verification

E-LEARNING
- Upon profile submission e-Learning will be automatically sent via email to the worker. Workers must successfully complete the Lanugauge & Literacy Declaration, prior to completing the mandatory e-Learning requirements.

WORKFORCE APP
- Every worker is required to install the 'Workforce by Avetta' Mobile Applicaton (e-Card) prior to Day 1
- Invitations are sent directly to the worker via SMS, upon site association

FINAL CHECK
- Ensure profile is complete and hasn't been returned/rejected
- Verify that the worker has compelted all of their e-Learning PRIOR to Day 1

1. Registering your Worker's

1. Upon receiving your System Administrator log in details, access the system via the login page and begin adding your workers

2. Select MANAGE ROLES and then ADD NEW EMPLOYEE

3. Enter and save each worker's personal contact details, address, phone and email address. Ensure you use their own personal email address and mobile number (must be unique).

Personal Details
Create a new employee

Person

Photo Upload

Upload ⬆   Crop ⊐

First Name *	John
Middle Name	Middle Name
Last Name *	Smith
Gender	⌄
DOB *	12 September 1980 📅

Back to List Employees   SAVE & CLOSE

2. Paying for Worker Registration and Inductions

Worker registration costs $70 + GST per person which includes the management of roles, verification of documents, mobile App e-Card and first year's subscription. On selection, your worker will be added to the shopping cart to pay. You can continue working through multiple workers sites/roles before making a bulk payment for items in your shopping cart.

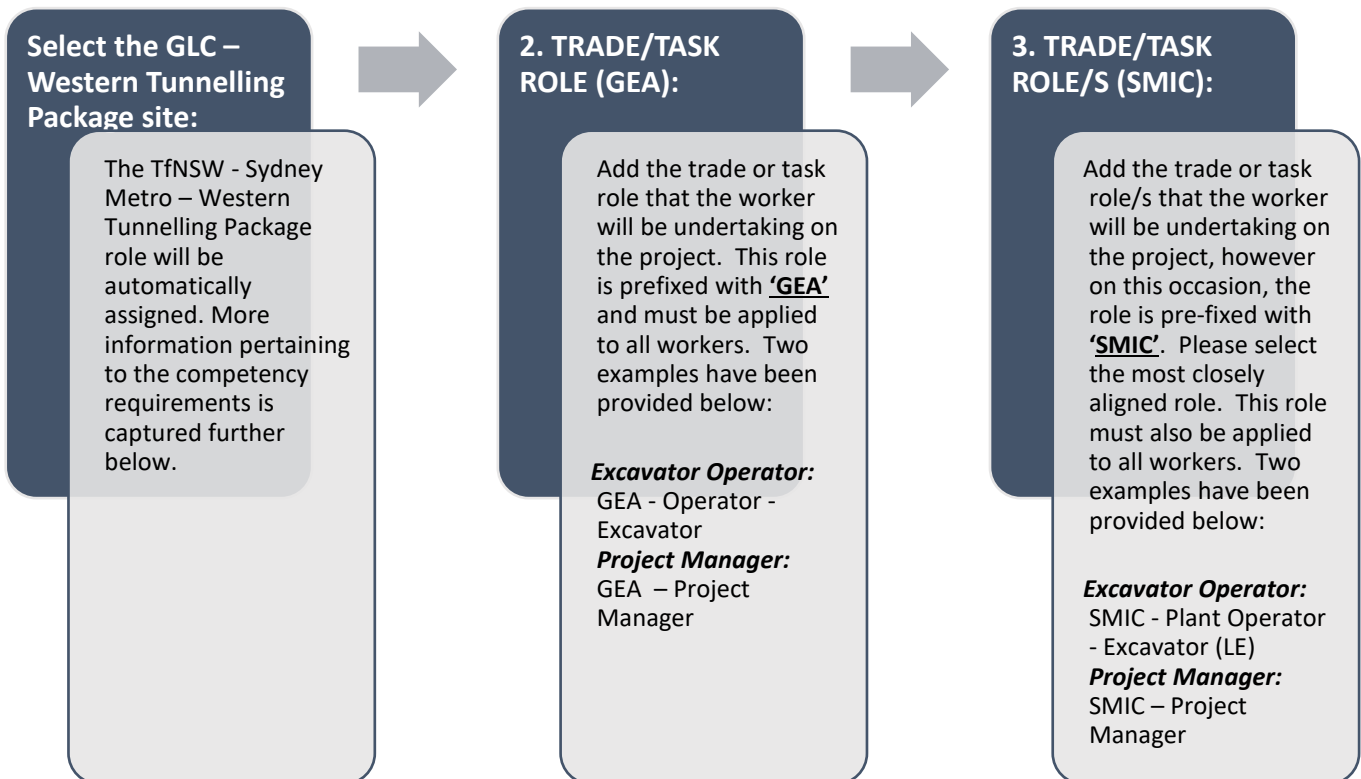Dashboard / Checkout

Shopping Cart

Item No.	Item	Quantity	Price/unit	Total
CAR007	Card Purchase	1	$70.00 AUD	$70.00 AUD ▲
CAR007	Registration, Subscription, Roles for Karlee Brown.	1	$70.00 AUD	✖Remove
			Subtotal:	$70.00 AUD
			GST (10%):	$7.00 AUD
			Total:	**$77.00 AUD**

Credit Card	PayPal	Purchase Order	Checkout $

Back

3. Selecting Site and Applying Roles

Access the workers profile by selecting each worker's name, click ADD SITE, then select add NEW ROLE. You must choose a <u>MINIMUM OF THREE [3] ROLES</u>. A worker's profile will only be finalised until all three roles have been submitted for verification.

Select the GLC – Western Tunnelling Package site:

The TfNSW - Sydney Metro – Western Tunnelling Package role will be automatically assigned. More information pertaining to the competency requirements is captured further below.

2. TRADE/TASK ROLE (GEA):

Add the trade or task role that the worker will be undertaking on the project. This role is prefixed with **'GEA'** and must be applied to all workers. Two examples have been provided below:

Excavator Operator:
GEA - Operator - Excavator
Project Manager:
GEA – Project Manager

3. TRADE/TASK ROLE/S (SMIC):

Add the trade or task role/s that the worker will be undertaking on the project, however on this occasion, the role is pre-fixed with **'SMIC'**. Please select the most closely aligned role. This role must also be applied to all workers. Two examples have been provided below:

Excavator Operator:
SMIC - Plant Operator - Excavator (LE)
***Project Manager:***
SMIC – Project Manager

Your selections determine the competency documents (e.g. licences or tickets) you'll need to upload to demonstrate the worker's competency to perform the chosen roles. You will also be required to enrol the worker into the relevant online inductions or upload a copy of their certificate if they have already completed the course (e.g SMOT).

3.1 Sydney Metro Project Role

The "TfNSW - Sydney Metro - Western Tunnelling Package" role will be auto-assigned to a worker's profile, and the associated competencies have been listed below for your convenience. These competencies will be assigned to the cardholder for either uploading of evidence or online completion.

If you are unsure of what documentation must be uploaded or supplied, please refer to the **Gamuda Business Rules** link for further information, pertaining to the acceptance criteria.

GLC Competency Requirement	Additional Information
1. **Language & Literacy Declaration**	All workers must complete a short Language & Literacy questionnaire, prior to undertaking each of the mandatory e-Learning modules. Should your worker require additional support with completing the online requirements, the GLC Training & Development Team will be in contact with your dedicated System Administrator and/or Primary Contact.
2. **Workforce Development Survey**	An online questionnaire will be deployed from the system during the registration process. Some of the information requested may seem quite sensitive in nature. The sole purpose for this questionnaire is to collect geographical and social statistics for our client. The responses to these questions will be held safely and securely within the system.
3. **Project Online Induction**	Please enrol your worker into the online project induction via the course selector hosted within the system.
4. **Project Work Rules**	The worker must read and acknowledge the project work rules. A link will be directly deployed to the worker.
5. **Critical Risk Standards – Work, Health, and Safety**	This training module is designed to provide an overview of the Critical Risk Standards for Work, Health and Safety and outline the critical controls for each standard in detail. Please enrol your worker via the course selector hosted within the system.
6. **Sydney Metro Orientation Training (SMOT)**	Upload the worker's certificate of completion; or enrol the worker into the online SMOT induction.
7. **Enabling Work – Gamuda Pit Stops**	This online training is designed to better connect our people, contractors and those working with us to critical risks, and to analyse how well the controls work.
8. **Enabling Work – Gamuda Worker Insights**	Worker Insight is a frontline interaction exercise founded on engagement and trust, focussing on understanding success. Please enrol your worker via the course selector hosted within the system.
9. **OH&S WHS Induction Work Safely in Construction:**	Upload the worker's Construction Induction (White Card)
10. **Identity Govt Licence / Authority Proof of Identity**	Upload driver's licence or alternative photo ID (e.g. passport)
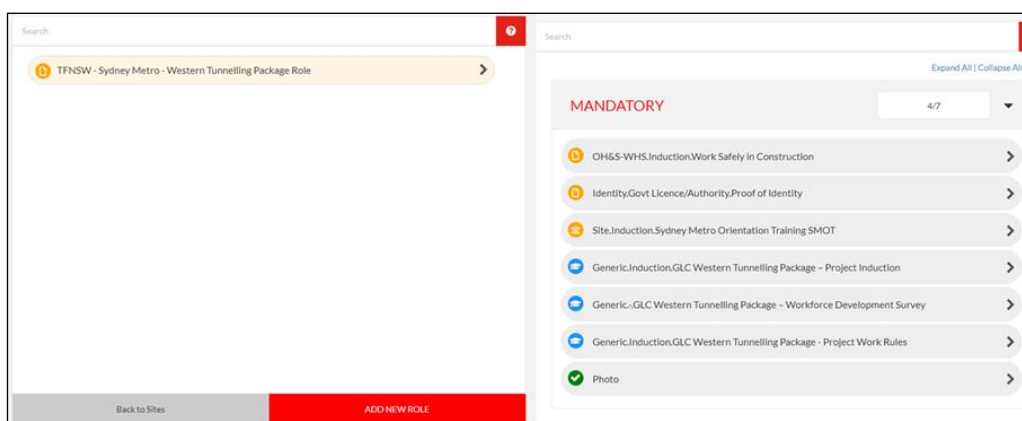
## 4. Issuance of Worker's Avetta Workforce Mobile App

Once the worker has been associated to the Sydney Metro West – Western Tunnelling Package Project, the worker will be invited to join the Workforce Mobile Application (this may take up to 24 hours after verification). The Workforce Mobile Application will contain their **e-Card** which they must use to gain access to the project site/s. The invitation will be sent __via email__ from Avetta to the email address recorded against the worker's profile.

The worker will only have access to the App upon receiving the invitation. Please ensure the worker's email address is correct, and the region selected is Asia Pacific, as this is essential in order to receive the verification code (sent via email).

5. AVETTA Verifies Documents and Validates Roles

Once all three [3] roles have been applied and competency evidence has been uploaded, you will be required to submit the workers profile for verification. During this time, the workers profile will be 'locked' whilst Avetta verifies the documents. You will be notified via email if anything needs updating or more information is required. You can also view any rejected applications via your home screen > Pending Actions > Returned Applications.
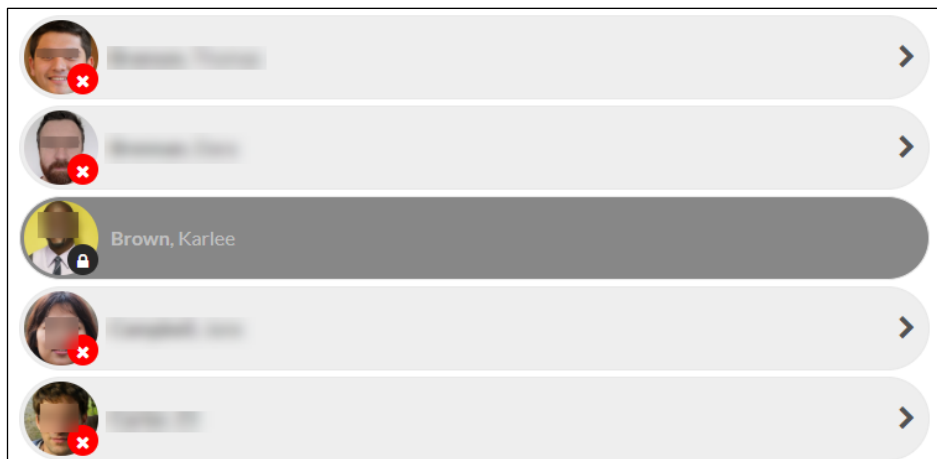
ONBOARDING & INDUCTIONS

1. Sydney Metro Industry Curriculum (SMIC)

SMIC training is dependent on the role/task that the worker is performing, and you will be guided by role selection via the Avetta Workforce System. The Training & Development Team at GLC will provide you with dates and information pertaining to your request, however please complete the below and return to training@glcwtp.com.au as soon as you commence the worker onboarding process.

Where a worker already holds the relevant Unit/s of Competency, they will not be required to undertake the nominated SMIC course, however evidence of certification will be required to be uploaded to the worker's Avetta competency profile.

If you are unsure of what documentation must be uploaded or supplied, please refer to the **Gamuda Business Rules link** for further information, pertaining to SMIC acceptable evidence types.

1. **PARTICIPANT DETAILS:** Complete the below table for the worker who wishes to attend training:

FULL NAME	
DOB	
HOME ADDRESS	
USI NUMBER	
PHONE NUMBER	
EMAIL ADDRESS	

2. **USI TRANSCRIPT:** Please attach a recent copy of the worker's USI transcript from the USI portal.

3. **SMIC TRAINING:** Please specify what SMIC training is required, and the preferred dates. Our preferred RTO's are Health and Safety Advisory Service (Emu Plains) and TAFE NSW (Annandale.) Training may also be held at the project's training facility – Tunnelling & Infrastructure Academy (Rosehill.)

1.1 SMIC Defined Occupations

Once the stream for the worker has been identified (via role selection in Avetta), you will be required to enrol the worker into the applicable course, based on the guidance provided below:

Defined Occupation	Definition	Competency Requirement
Civil Construction	***All Civil Construction workers*** with less than 2 years' experience in the industry are required to complete the Civil Construction Introduction Skills course. This course will be required to be completed prior to commencement to Site.	▪ RIIWHS201 Work safely and follow WHS policies and procedures ▪ RIIRIS201E Conduct local risk control
Tunnel	All Tunnelling workers with less than 2 years' experience in the industry are required to complete the Civil Construction Introduction Skills course. This course will be required to be completed prior to commencement to Site. All workers who are involved in ***Shotcrete application*** are required to hold or obtain the Tunnelling Experienced workers units of competency. If a worker holds the EFNARC accreditation, meets the EFNARC requirements or are on a pathway to EFNARC accreditation they are exempt from SMIC.	▪ RIIUND310 - Apply Shotcrete Underground ▪ RIIWHS201 Work safely and follow WHS policies and procedures ▪ RIIRIS201E Conduct local risk control
Pre-Cast	***All Pre-cast Fabrication workers*** are required to complete the Civil Construction Introduction Skills course. This course will be required to be completed prior to commencement to Site.	▪ RIISAM203 - Use hand and power tools ▪ RIIRIS201E Conduct local risk control ▪ RIIWHS201 Work safely and follow WHS policies and procedures ▪ RIICOM201 - Communicate in the workplace
Road Transport (Heavy Haulage)	All workers identified as ***Heavy Vehicle Drivers*** will be required to participate in the Safe Heavy Vehicle Driver Introduction Skills course. This course will be required to be completed prior to commencement.	▪ TLIF0005 - Apply a fatigue risk management system ▪ TLIB0002 Carry out vehicle inspection

2. Leadership Training For Supervisors

All supervisors (including subcontractors who are performing supervisory duties on the project) are required to undertake the Leadership Program. This includes 3-days of Nationally accredited training, which can be offered within the Training Academy on the Western Tunnelling project. Those who can demonstrate that they have undertaken a similar program, may be exempt from this requirement. Regular reporting from Avetta Workforce Management, will determine who is required to undertake this training, therefore your staff maybe invited to attend this training. Please contact the GLC training Team (training@glcwtp.com.au) for more information.

1. Site Specific Inductions

All sites on the Western Tunnelling Package project mandate a site-specific induction which is facilitated by the site team/s. Inductions are delivered immediately following pre-start (7:00am) each morning. Every worker must have met the pre-mobilisation requirements, in order to attend the site-specific induction.

On Day 1 of attendance to site, workers must log in to the kiosk as a 'visitor' for Day 1 (only), at this site entrance and contact their GLC site representative to escort them to the site-specific induction area. Upon successful completion of the site-specific induction, the worker will be able to independently access the site via the turnstiles and kiosks.

2. Task Specific Inductions

Task specific inductions, such as Mined Tunnel and TBM inductions are facilitated at the Training & Infrastructure Academy on the Western Tunnelling Project. Bookings for this training are managed by the GLC Training & Development Team (training@glcwtp.com.au). Every worker must meet the pre-mobilisation requirements mentioned in the above onboarding steps, in order to be eligible to undertake any task specific inductions.

3. Post Mobilisation Expectations

Work must not be undertaken without a valid licence, certification or verification of competency (VOC), where one is required, for the work activity the worker is undertaking. It is the responsibility of the subcontractor to ensure that all VOC's, licenses and qualifications are up to date and reflected in the worker's Avetta competency profile. If any of these documents are required to be renewed whilst working on the project, please ensure these updated documents are uploaded into Avetta, prior to expiration.

Both the company and worker will be notified via email within 30 days of a competency expiry. The worker will also be alerted via the Workforce Application at 90 days. GLC representatives are routinely spot-checking competencies, and works will cease, should non-compliance be identified.

FOR HELP & GUIDANCE WITH AVETTA

Visit the Help and Resources tile for help and more information about registering to work on the Sydney Metro West - Western Tunnelling Package.

Click HERE to watch the Gamuda Avetta System Walkthrough Video.

If you require any assistance with the registering of your business or workers, or the Workforce Mobile Application please use the following contacts:

Avetta Support Team	GLC Training & Development Team
▪ E: gamuda@pegasus.net.au ▪ Ph: 1300 183 990	▪ E: training@glcwtp.com.au ▪ Ph: +61 473 316 976