



LAING O'ROURKE

Sydney Metro West – Western Tunnelling Package



Avetta Workforce Subcontractor Registration

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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 identify who is on site at any time
- ✓ Manages emergency evacuations

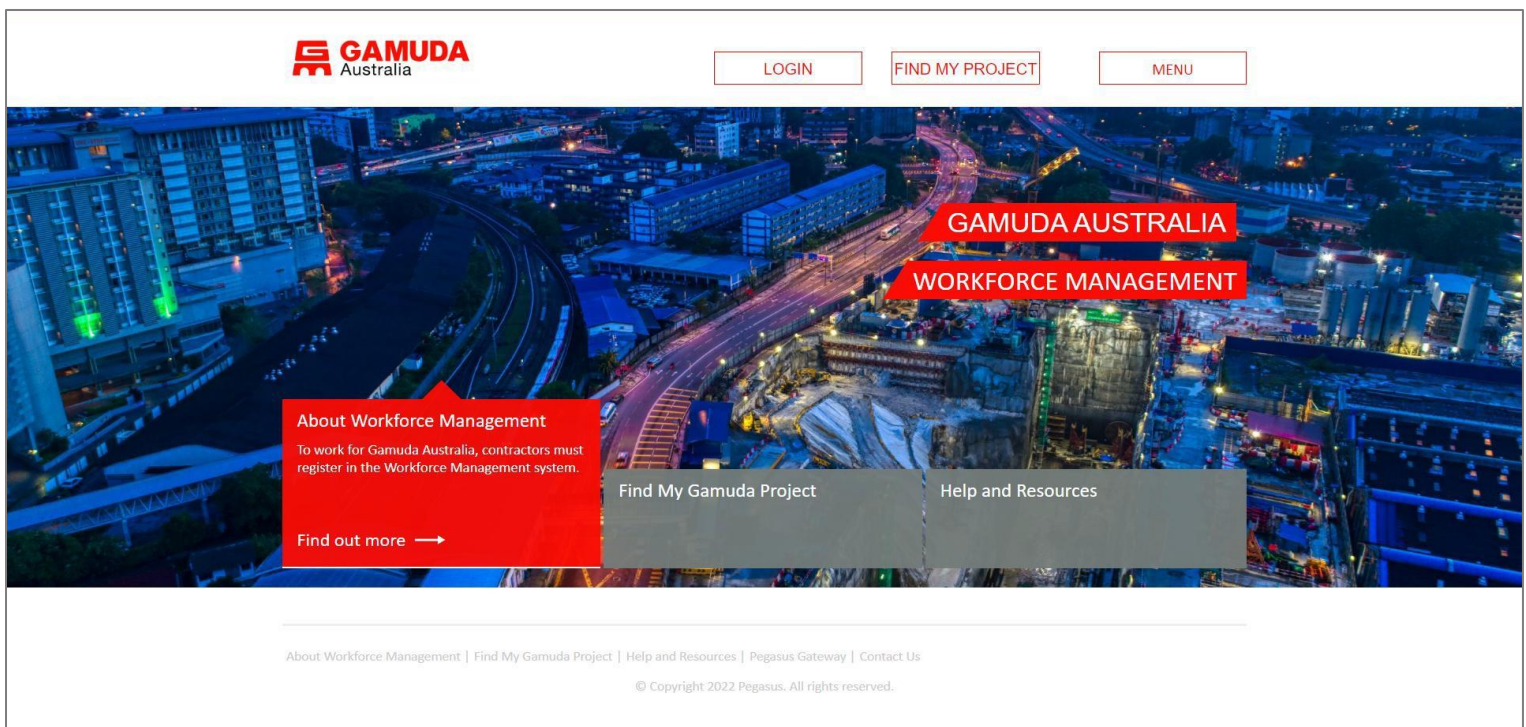
It is MANDATORY to register your subcontracting company and workers to work on this project. Failure to do so will restrict all access to project sites. Only compliant workers who meet their role and competency requirements, will be authorized on site.

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 [LOGIN](#) at the top of the page
- To register your business:
 1. Select REGISTER NOW on the Project page or click [HERE](#), 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.

Business Details Registration

Select the country that your business operates in.

Australia

Please enter the ABN of your business (without spaces) and click 'Search'

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

Don't know your ABN? [Find it here.](#)

Australian Business Number

Search

Registered Entity Name:

ABN: 91080018800

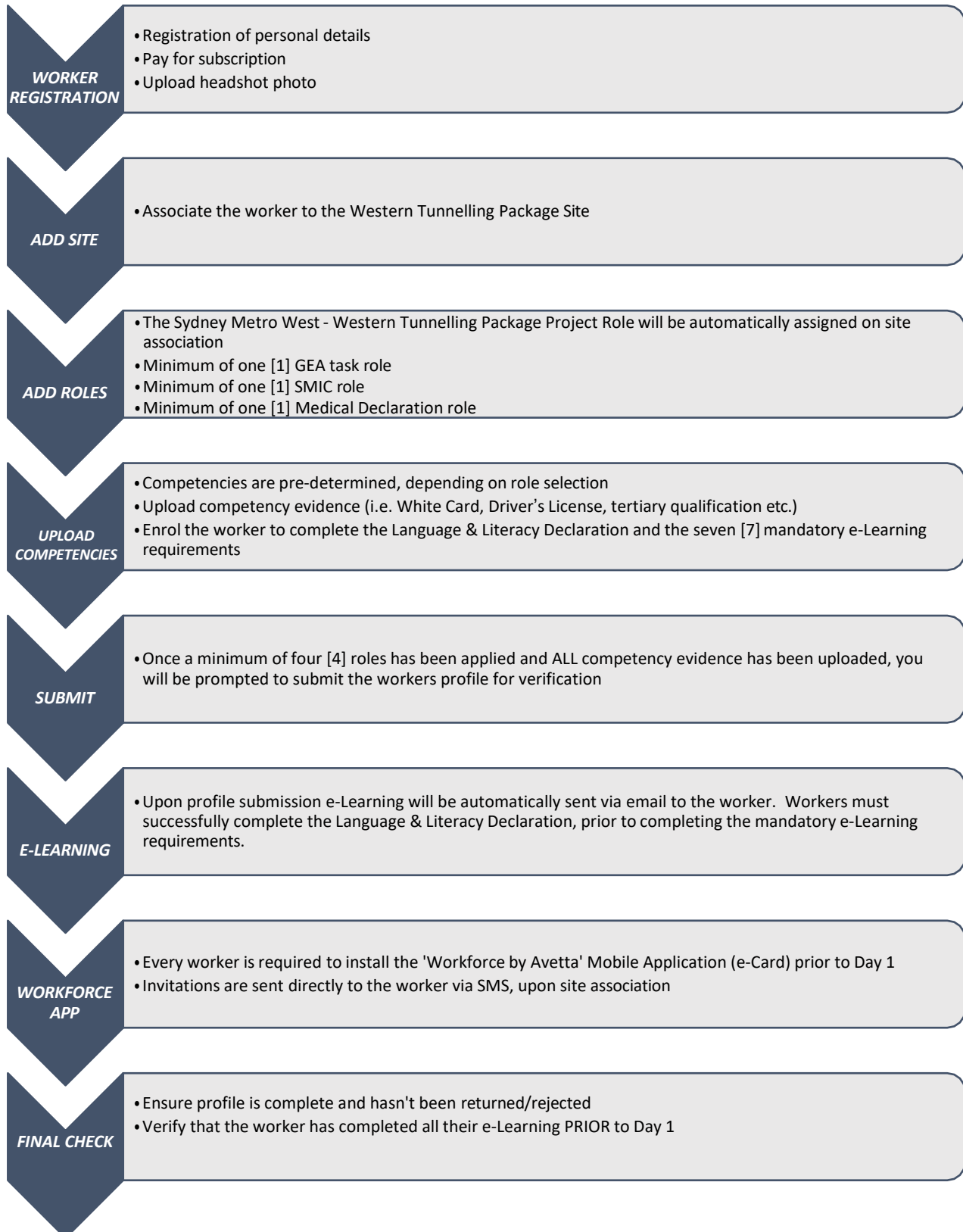
Select Preferred Business Name

PEGASUS MANAGEMENT PTY. LIMITED	Request Access
PEGASUS IT	Request Access
PEGASUS TRAINING OPTIONS	Request Access

PRE-MOBILISATION MILESTONES

A worker must meet ALL the below-mentioned pre-mobilisation requirements BEFORE accessing the 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 the project sites / locations. Workers cannot access without scanning onto the kiosks, confirming he/she is fit for work, and passing through the turnstiles.



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	<div></div>
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

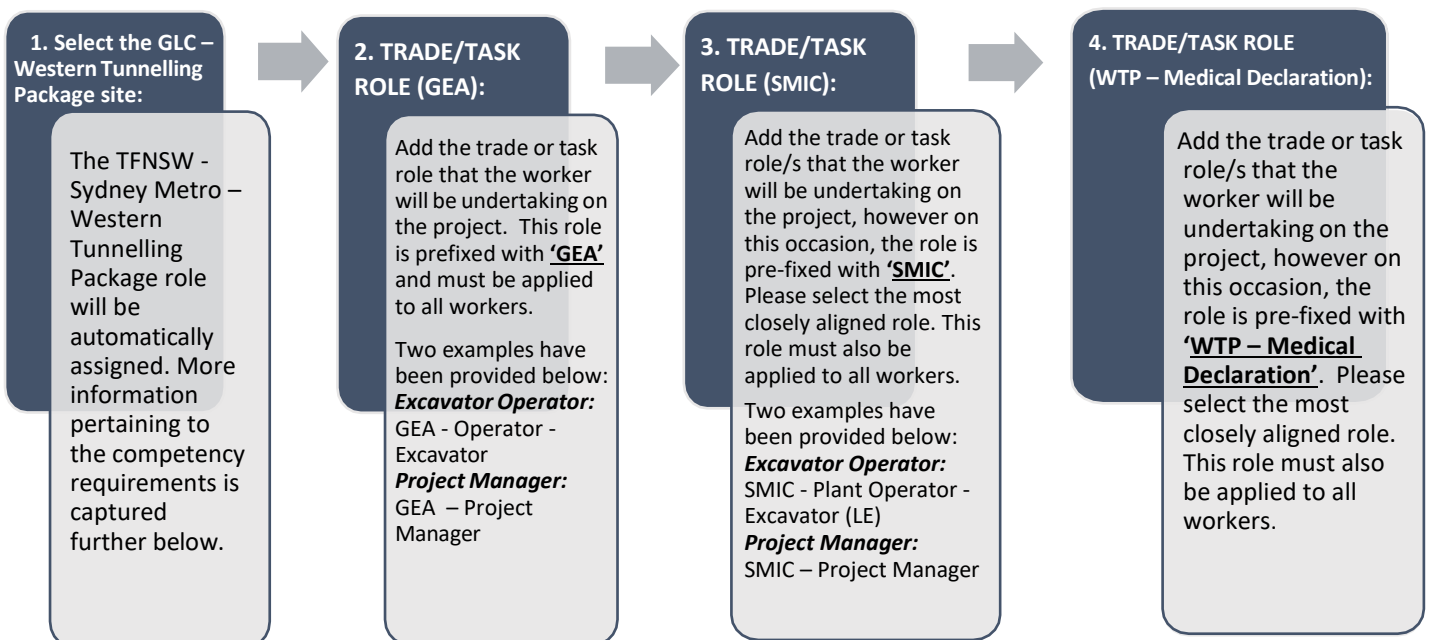
Item No.	Item	Quantity	Price/Unit	Total
CAR007	Card Purchase	1	\$70.00 AUD	\$70.00 AUD
CAR007	Registration, Subscription, Roles for Karlee Brown.	1	\$70.00 AUD	✕Remove
Subtotal:			\$70.00 AUD	
GST (10%):			\$7.00 AUD	
Total:			\$77.00 AUD	

Credit Card
PayPal
Purchase Order
Checkout \$

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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 MINIMUM OF FOUR [4] ROLES. A worker's profile will only be finalized until all four roles have been submitted for verification.



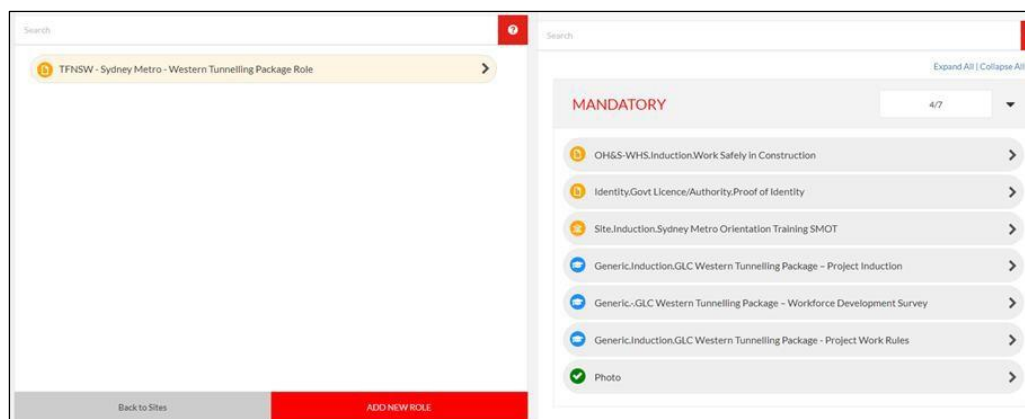
Your selections determine the competency documents (e.g. licences or tickets) you'll need to upload to demonstrate the worker's competence to perform the chosen roles. You will also be required to enrol the worker into the relevant online inductions or upload a copy of their certificate if they have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

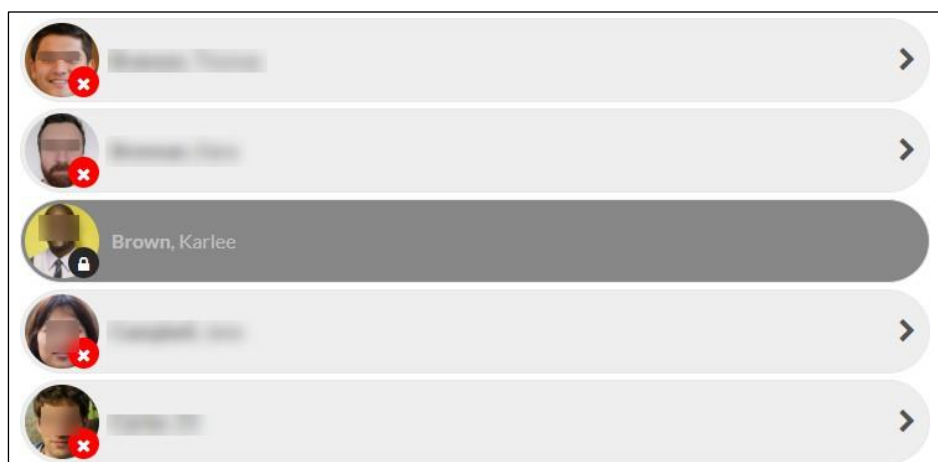
Once the worker has been associated to the Sydney Metro West – Western Tunnelling Package Project, the worker will be invited to join the Workforce Mobile Application (this may take up to 24 hours after verification). The Workforce Mobile Application will contain their **e-Card** which they must use 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 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 table below 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 RTOs 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 on 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.	<ul style="list-style-type: none"> RIIWS201 Work safely and follow WHS policies and procedures RIIRIS201E Conduct local risk control
Tunnel	<p>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.</p> <p>All workers who are involved in Shotcrete application are required to hold or obtain the Tunnelling Experienced workers units of competency.</p> <p>If a worker holds the EFNARC accreditation, meets the EFNARC requirements or are on a pathway to EFNARC accreditation they are exempt from SMIC.</p>	<ul style="list-style-type: none"> RIIUND310 - Apply Shotcrete Underground RIIWS201 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.	<ul style="list-style-type: none"> RIISAM203 - Use hand and power tools RIIRIS201E Conduct local risk control RIIWS201 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.	<ul style="list-style-type: none"> 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 may be invited to attend this training. Please contact the GLC training Team (training@glcwtp.com.au) for more information.

3. 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, to attend the site-specific induction.

On Day 1 of attendance at the 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.

4. 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@glcwtm.com.au). Every worker must meet the pre-mobilisation requirements mentioned in the above onboarding steps, to be eligible to undertake any task specific inductions.

5. Medical Declaration

Medical declarations are required to confirm health monitoring requirements have been met for workers on site. This includes workers who work around Crystalline Silica Substances (CSS), Asbestos and dangerous chemicals/goods that are a part of Schedule 14 of the Work Health and Safety (WHS) Regulations 2017.

Training is also crucial for workers on the project as they may be exposed to Silica and Asbestos. Training requirements are a part of the role to ensure workers understand the risks associated with silica exposure and are aware of control measures to minimize the risk of exposure.

The below has been referenced from Gamuda's Occupational Health and Hygiene Management Plan (MWSTWTP-GLO-1NL-NL000-HS-PLN-000003).

5.1 Medical Declaration role requirements

Medical Declarations are now required to confirm health monitoring requirements have been met for workers on site. This includes workers who work around Crystalline Silica Substances (CSS), Asbestos and dangerous chemicals/goods that are a part of Schedule 14 of the Work Health and Safety (WHS) Regulations 2017.

Role	Role definition	Competency requirements
WTP – Medical Declaration – Silica	Workers who work at or around the following will require this role on their profile. 1. All tunnel workers/engineers/supervisors 2. Site surface workers/engineers/supervisors involved in processing of CSS • Cutting/drilling • Process that exposes the person to CSS	<ul style="list-style-type: none"> • Silica Medical • Hearing Medical • Silica Awareness Training • Fit Test Record / PAPR Declaration
WTP – Medical Declaration – Asbestos	Workers who work with asbestos will require this role on their profile. This includes the following: <ul style="list-style-type: none"> • Asbestos labourer • Asbestos removalist • Asbestos supervisor 	<ul style="list-style-type: none"> • Asbestos Medical • Asbestos Awareness Training • Fit Test Record / PAPR Declaration
WTP – Medical Declaration – General Duties	Site Workers that will work in or around an environment that requires hearing protection as a control measure for noise that exceeds the exposure standard.	<ul style="list-style-type: none"> • Hearing Medical
WTP – Medical Declaration – Dangerous Chemicals	Workers who are exposed to any of the chemicals listed on Schedule 14 of the Work Health and Safety (WHS) Regulations 2017.	<ul style="list-style-type: none"> • Medical Declaration form
WTP – Medical Declaration – Low risk	Workers who are on site and whose role will not put them at significant risk to human health can be exempt from the medical requirements.	<ul style="list-style-type: none"> • White Card

More information can be found in the Medical Declaration guide.
Please email training@glcwtm.com.au for a copy of the guide.

5.2 Silica Awareness training

Please see the table below for the accepted Silica Awareness training:

Training Course
SafeWork Silica Awareness training Training Provider: TAFE NSW Course Delivery: Online Cost: \$105 Link: Silica awareness and safety – store.training.tafensw.edu.au More info: Training in crystalline silica SafeWork NSW
Silica Awareness accredited training Units of Competency (both must be completed): <ol style="list-style-type: none"> 1. CPCSIL2001 – Use and maintain respiratory protective equipment 2. CPCCWHS2001 – Apply WHS Requirements, policies and procedures in the construction industry (<i>This is a pre-requisite to CPCSIL2001.</i>)

5.3 Asbestos Awareness training

Please see the table below for the accepted Asbestos Awareness training:

Training Course
SafeWork Asbestos Awareness online training Training Provider: TAFE NSW Course Delivery: Online Cost: \$175 Link: Asbestos awareness and safety – store.training.tafensw.edu.au
Asbestos Awareness accredited training Units of Competency (either one of the below): <ol style="list-style-type: none"> 1. CPCCDE3015 - Remove friable asbestos (Class A) 2. CPCCDE3014 - Remove non-friable asbestos (Class B)

6. 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 competency expiry. The worker will also be alerted via the Workforce Application 90 days before expiry. 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 registering your business or workers, or the Workforce Mobile Application, please use the following contacts:

Avetta Support Team	GLC Training & Development Team
<ul style="list-style-type: none">▪ E: gamuda@pegasus.net.au▪ Ph: 1300 183 990	<ul style="list-style-type: none">▪ E: training@glcwtp.com.au