

City of Perth

On-Line Principal Contractor OSH Induction

An on-line Principal Contractor OSH Induction is to be completed by all new and existing Contractors/Consultants to the City of Perth. An online Induction is required to be completed by the Contractor every 12 months from the date of the signing of the contract with the City of Perth. If the Contractors/Consultants are engaged to carry out more than one contract in a 12 month period, they are only required to complete an online Induction once and subsequently every year thereafter.

All Contractors/Consultants involved in the proposed works are to complete an on-line Induction at an expense of \$33 (Inc. GST) payable on-line to service provider by the Contractor/Consultant.

The on-line access is via the Aveling website <http://aveling.com.au/city-of-perth/>

Ensure the pop up blocker tool has been switched off to access the induction. For Windows PC, click Tools/Pop-up Blocker/Turn Off Pop-up Blocker.

1. Access the Induction by opening the following link in your browser:
<http://aveling.com.au/city-of-perth/>
2. Read through the Overview and click on the Induction that best represents your area of work (Local Government Safety Induction or Office Induction).
3. Click on “Enrol Now” and you will be directed to the Training Portal.
4. Read through the course outline and click “Enrol”.
5. Enter the verification letter/number you see on the screen and click “Continue” (not case sensitive).
6. Select either “New User” or “Existing User”.
7. By selecting “New User” you must enter your personal details and click “Create My Account”.
8. By selecting “Existing User” you must enter your username and password that you previously registered with. The group booking code will be pre-filled.
9. Once you have created your account or logged in to the system the Contractor/Consultant will be asked to complete payment details before proceeding any further.
10. Once the registration details and payment are completed the Contractor/Consultant will be able to commence with the on-line course.
11. Upon completion of the program the Contractor/Consultant will receive a certificate of completion by mail and email.