

# Setting up a new contractor or visitor in Keep Safe

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## Overview



To allow a contractor or visitor to complete any inductions they will first need to have an account set up in Keep Safe. To set up contractor or visitor user account a Staff Member or existing Contractor will need to be authorised to access this functionality within Keep Safe.

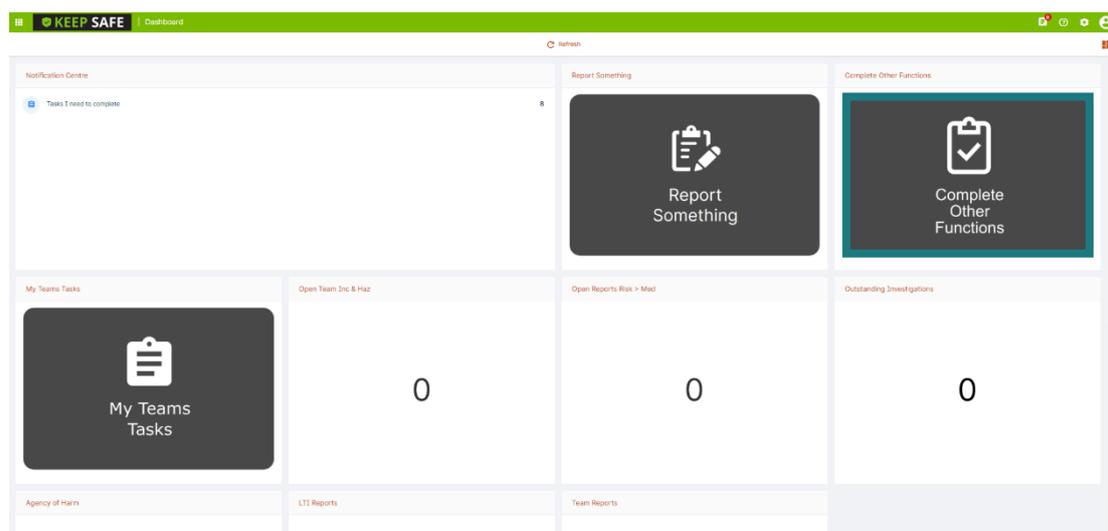
## Requesting an existing Keep Safe user to be able to engage a contractor and/or visitor

1. To allow a person to setup new contractor or visitor accounts, the person will need to have an existing Keep Safe user account, either Staff or Contractor.
2. An email to [whs@une.edu.au](mailto:whs@une.edu.au) must be sent from the person's Staff supervisor requesting the user be setup to allow Contractor & Visitor Engagement. The email must cover the following points;
  - Username:*
  - User email address:*
  - Reason Contractor & Visitor Engagement is required for this user:*
  - Business Unit Requesting Access:*
3. Once the person has had the Contractor & Visitor Engagement functionality added to their account they will receive an email from [whs@une.edu.au](mailto:whs@une.edu.au) confirming completion.

## Adding a Contractor or Visitor to Keep Safe

Note that you must have been assigned access to allow you to complete this functionality. See above section **Requesting an existing Keep Safe user to be able to engage a contractor and/or visitor**

1. Access [Keep Safe Dashboard](#)
2. If this is the first time engaging a contractor or visitor you will need to refresh your dashboard so that you obtain the correct Function and Report Tiles. If you have already completed an engagement skip ahead to point 4.
3. From your Dashboard Home page (click on the Keep Safe logo to return to this screen) select the “*Customise my dashboard*” icon (☰) from the top right-hand side of your dashboard. In the window that opens click on the “*Reset To default*” button on the bottom right-hand side adjacent to the Close button. You will then be requested to confirm you want to Reset your Dashboard.
4. From your dashboard, select the tile “*Complete Other Functions*”. Scroll down your dashboard as this tile may be located in an alternative position than shown below.



5. Select either whether you are a *Contractor or Visitor or Staff member*.
6. Select “*Other Functions ...*”
7. Select “*Contractor & Visitors Registration Form*”
8. Complete the form ensuring that all mandatory fields (marked with \*) are completed. If you don't have all the required information you can “*Save a Draft*” and re-access this via the “*Main Menu*” (☰) button in the top left-hand side and select the “*My Checklists*” option.
9. Once completed press “*Submit*”.
10. Once this account has been added the person will receive the following email from [whs@une.edu.au](mailto:whs@une.edu.au)

## Contractor or Visitor Engagement Email Template

Dear <% First Name%> <%Surname%>,

Your UNE Keep Safe account has been setup and is ready for you to log in.

You can log into your account using the following link and account details;

- Access URL: <https://riskware.riskcloud.net>
- UserID: #####
- Password:

You will be required to update this password when you first log in and the password must contain at least 8 digits, a letter and a special character.

This account is used to:

1. Complete your mandatory UNE Contractor Induction
2. Report any hazards or incidents that you observe during work at UNE

Once completed the above, or if you have any issues, please contact your supervisor <%Contractor Supervisor%>.

Any other issues or questions can be directed to the UNE Work, Health and Safety Team at [whs@une.edu.au](mailto:whs@une.edu.au).

Regards,

UNE WHS Team

# Reviewing all Contractor & Visitor Registration Forms previously submitted

All your previously added Contractors and Visitors that have been raised by yourself or anyone else can be viewed in the following Report.

1. Access [Keep Safe Dashboard](#)
2. If you haven't previously engaged a contractor or visitor you will need to refresh your dashboard so that you obtain the correct Function and Report Tiles. If you have already completed an engagement skip ahead to point 4.
3. From your Dashboard Home page (click on the Keep Safe logo to return to this screen) select the Customise my dashboard (☰) from the top right-hand side of your dashboard. In the window that opens click on the "Reset To default" button on the bottom right-hand side adjacent to the Close button. You will then be requested to confirm you want to Reset your Dashboard
4. Scroll down your dashboard so you can see the tile named "Contractor & Visitor Registrations". On the tile click on the link "Contractor & Visitor Registrations".
5. A report will be displayed showing grouping by Company name. Double click on the company that you wish to review. In the example below company XYZ has been expanded.

*In this example Peter Smithz request has been submitted to be generated but his account has not yet been created as the Account Creation Date is still blank.*

KEEP SAFE   Risk Analytics   Contractor & Visitor Registrations						
← Back + New Save Delete ▶ Preview Export Share Links						
Main Fields						Contractor Supervisor
Company	First Name	Surname	[Status]	Account Creation Date	[Checklist ID]	Name
> Pan Software (3)						
▼ XYZ (3)						
	Harold	Johnz	Open	10/12/2024 10:13 AM	58	Jason Peak
	Ronald	Jamesz	Open	10/12/2024 10:06 AM	57	Team Member Jo Rocketz
	Peter	Smithz	Open		39	Peter William Hosking
> ABC Cleaning (2)						
> The Training Comp... (2)						
> ABC Clean Company (1)						
> ABC Cleaning Com... (1)						
> Clean Company X (1)						
> Cleaning Company ... (1)						
> Grand Projectors (1)						
> Johns Electrical Co... (1)						
> Large Concrete Str... (1)						
> Menzies Group (1)						
> Sport Training Com... (1)						
> TBH (1)						
> WHS Is Us (1)						
> ggdfgdf (1)						