



Contractor Inductions - Online

Contractor Inductions can now be done online at www.qicre.com.au

Please follow the following easy steps to do your induction online.

1. Log on to www.qicre.com.au
2. Click on WPH&S



3. Log in using the Username and Password of *robina*

Username*	<input type="text" value="robina"/>
Password*	<input type="password" value="*****"/>
	<input type="button" value="Submit"/>

4. Enter all your details.
5. Watch part one of the induction video by pressing play.



When you've finished watching Part 1 please watch Part 2.



6. Once Part 1 is finished, click on Part 2 and continue the induction video.
7. Once you have finished watching both parts please complete the induction test by clicking on Take Test

WPH&S

Watch Video
 Take Test
Manual

(1) By signing a contractor acknowledgement statement you indicate you have read and understood the requirements of the QIC WPH&S/OH&S Safety Manual.
 Yes No

(2) List at least 3 types of documents you are required to provide to Centre Management.

(1)

(2)

(3)

8. Now that you have completed the test you will now need to download the *QIC WPH&S/OH&S Safety Manual* and sign the *Acknowledgement Form*
9. Now the completed Acknowledgement Form and copies of your:-
 - **Public Liability Insurance;**
 - **Workers Compensation; and**
 - **Safe Work Method Statement or a Job Safety Analysis.**

Need to be forwarded to Louise Pimblott (Administration Assistant - Operations) via:-

- **E-Mail l.pimblott@rtc.qic.com; or**
- **Fax (07) 5593 1416; or**
- **In person at Centre Management.**

Thank you for taking the time to complete your induction online, if you have any problems please don't hesitate to contact us.