

# GeelongPort Donesafe End User How To Guide - Worker

## Introduction

### Purpose of guide

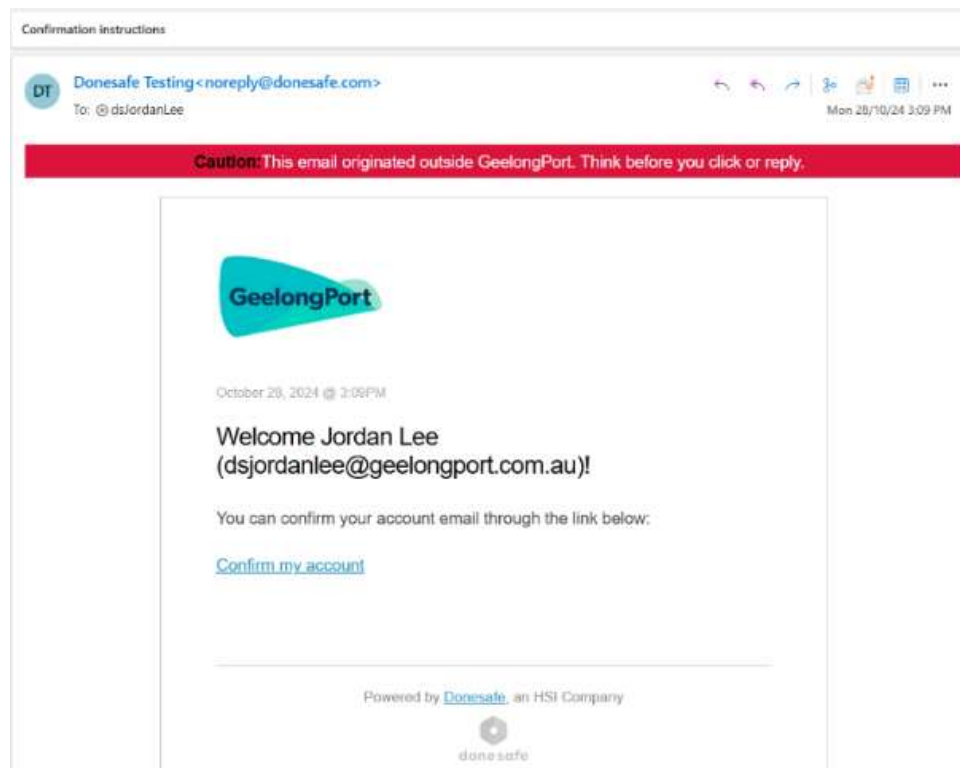
This how to guide is intended as a short form version of the more detailed [GeelongPort Donesafe – End User Documentation](#) for external GeelongPort users. The guide has been broken into key parts to explain each part of the process. Please note that areas of the guide will be relevant depending on what role you have – i.e. a Business Administrator or a Worker and are reflected in the key modules within the system – Businesses, Workers and Site Access Inductions. For further clarity on definitions used within the system, please refer to the glossary in the [GeelongPort Donesafe – End User Documentation](#).

For any questions related to the system, please contact [donesafe@geelongport.com.au](mailto:donesafe@geelongport.com.au).

Production access to Donesafe is [www.geelongport.donesafe.com](http://www.geelongport.donesafe.com)

### Account setup / forgot password

You will receive two email notification when you have been invited to the system. Click the link in the confirmation email “confirm my account” and follow the instructions.



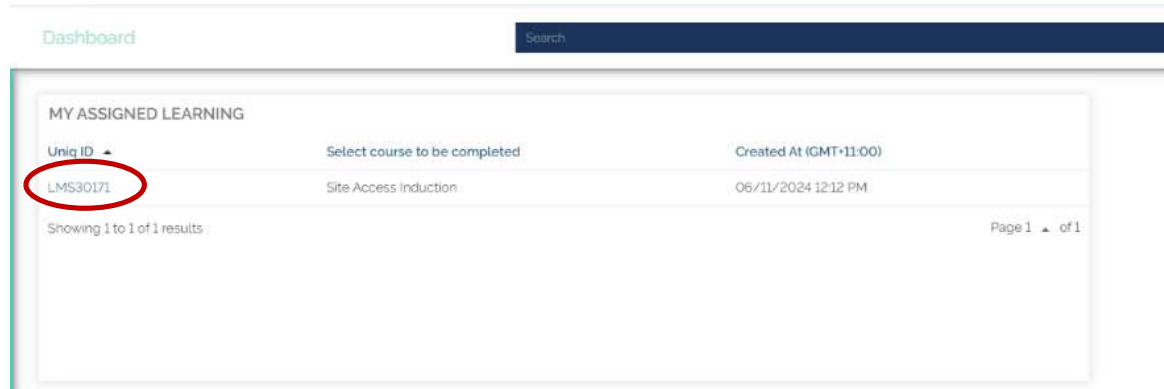
### Confirmation email

If you try to reset your password (forgot password process) and you are not receiving any emails, either your account hasn't been created yet, or your account has been deactivated. If you feel this is in error, please reach out to [donesafe@geelongport.com.au](mailto:donesafe@geelongport.com.au)

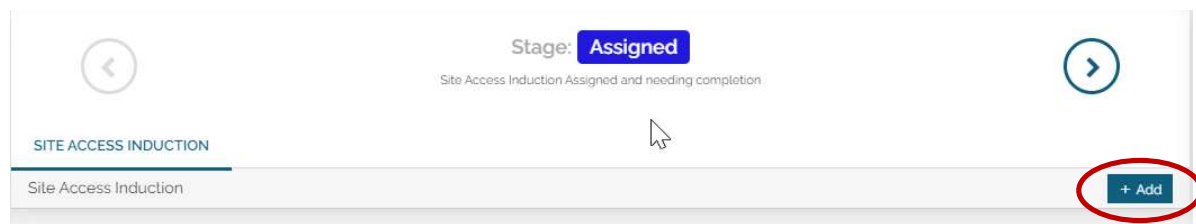
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## Site Access Induction – Invited by Administrator

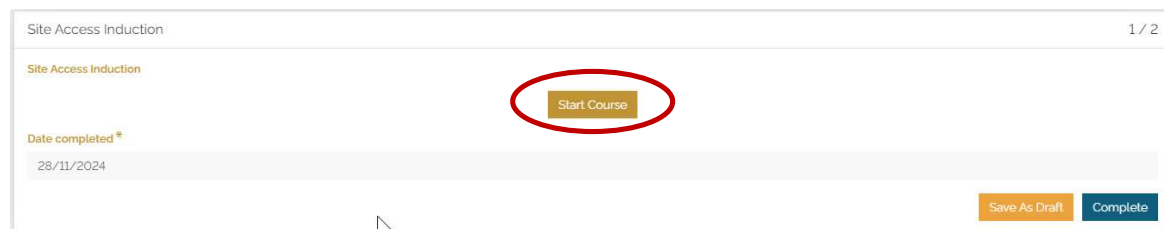
When you are assigned a Site Access Induction you will receive an email notification from Donesafe. Log onto the system and you'll be taken to the default landing page (dashboard). To access the Site Access Induction, click the learning induction ID hyperlink.



Click “add”



Then click on “start course”



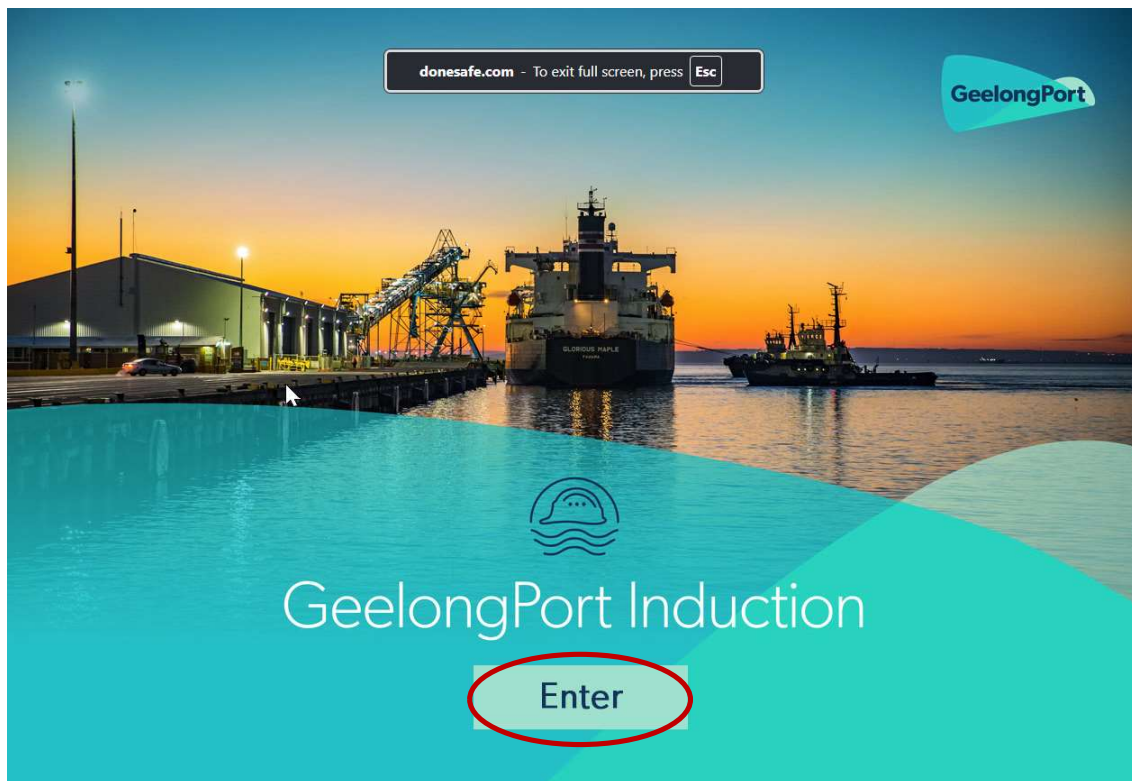
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**\*\*IMPORTANT:** The learning package will take a few seconds to load after clicking “start course”. Please be patient.

Once loaded, click the full screen view by clicking “Full Screen”



Then click on the enter button to start the induction



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Complete all the topics of the induction and complete the Assessment (10 questions). When you have passed the assessment you will receive the Test Score 100% Passed

The screenshot shows the 'GeelongPort Induction' interface. On the left, a sidebar lists topics: Topic 1 (About this Induction), Topic 2 (General Requirements), Topic 3 (Critical risk controls), Topic 4 (Emergency response), Topic 5 (Permits), Conclusion, Assessment, and Save and exit. The main content area shows the assessment results: 'Test SCORE: 100% PASSED'. Below this, three questions are listed, all marked as 'Correct'. A 'Results' button is visible next to the third question. At the bottom left, the 'Save and exit' button is circled in red, with a callout bubble that says 'Click the tick to go to the final page.' The footer shows '11 of 11' and the 'your safety partners' logo.

**\*\*IMPORTANT:** Take a screenshot of this screen as a record that you have completed the induction then click the tick to go to the final page

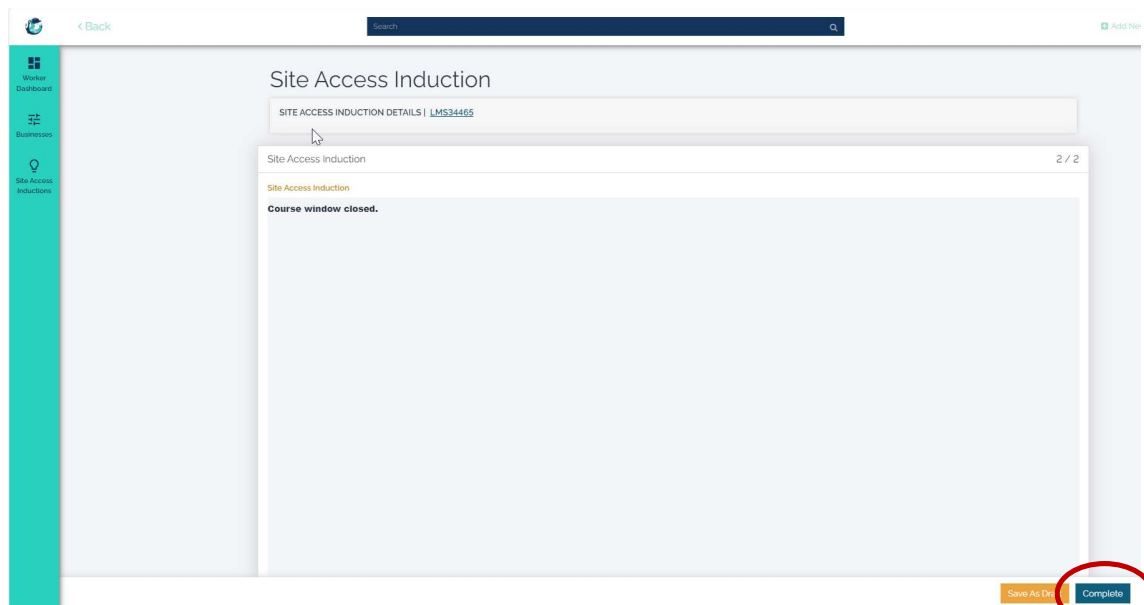
Click on the Save and Exit button

The screenshot shows the 'Save and exit' screen of the 'GeelongPort Induction'. The sidebar on the left has the 'Save and exit' button circled in red. The main content area displays the message: 'Well done, you have completed your assessment. Click the Save and exit button to ensure that your results are saved and to exit the course.' The footer shows '2 of 2' and the 'your safety partners' logo.

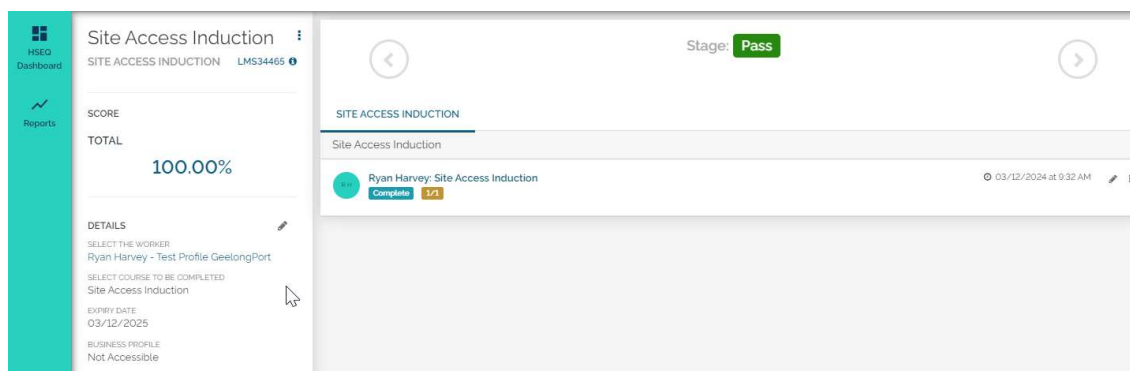
**Our values:** Anchored in safety | Because we live here too | It takes all of us | Embrace new possibilities

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**\*\*IMPORTANT:** You must click “complete” to complete the induction and have successfully passed or you will not be permitted to attend site.



Site Access Induction Information is then displayed on your profile with the expiry date with the information from your complete induction



Once you have successfully completed the induction you will receive an email notification. If you do not receive this email, please recomplete the induction or reach out to your business administrator.

## Expiry Dates

All site access inductions are valid for a one year term so need to be renewed annually. Email reminders will be sent to you and your business administrators 28, 21, 14, 7 and 1 day before expiry. After the expiration has lapsed, you will receive one further notification and your site access will be revoked.

Similarly, if any of the business insurance documents are nearing expiry, the business administrators will receive reminders. After an insurance document lapses and is not updated, any workers under this business profile will no longer be able to access the site(s).