

## Table of Contents

1. Purpose of the Guide .....	2
2. How to Submit Business Details for Review and Approval .....	2
3. Updating Business Details / Insurance Documents .....	7
4. Adding Workers to Business Profile .....	8
5. Checking Workers GeelongPort Access Induction Records .....	10
6. Assigning a Worker a GeelongPort Access Induction.....	11
7. Remove Worker from Business Profile .....	13
8. Add or Change Business Administrators .....	15
9. Invite a Subcontractor to Donesafe .....	16

## 1. Purpose of the Guide

This guide provides instructions how a Business Administrator submits business details for review and approval, adds or changes the business administrator, adds and removes workers from their business profile, manages workers inductions and invites subcontractors to Donesafe.

For assistance with Donesafe issues please contact [donesafe@geelongport.com.au](mailto:donesafe@geelongport.com.au).

Donesafe website – [GeelongPort Donesafe](#)

## 2. How to Submit Business Details for Review and Approval

### Step 1

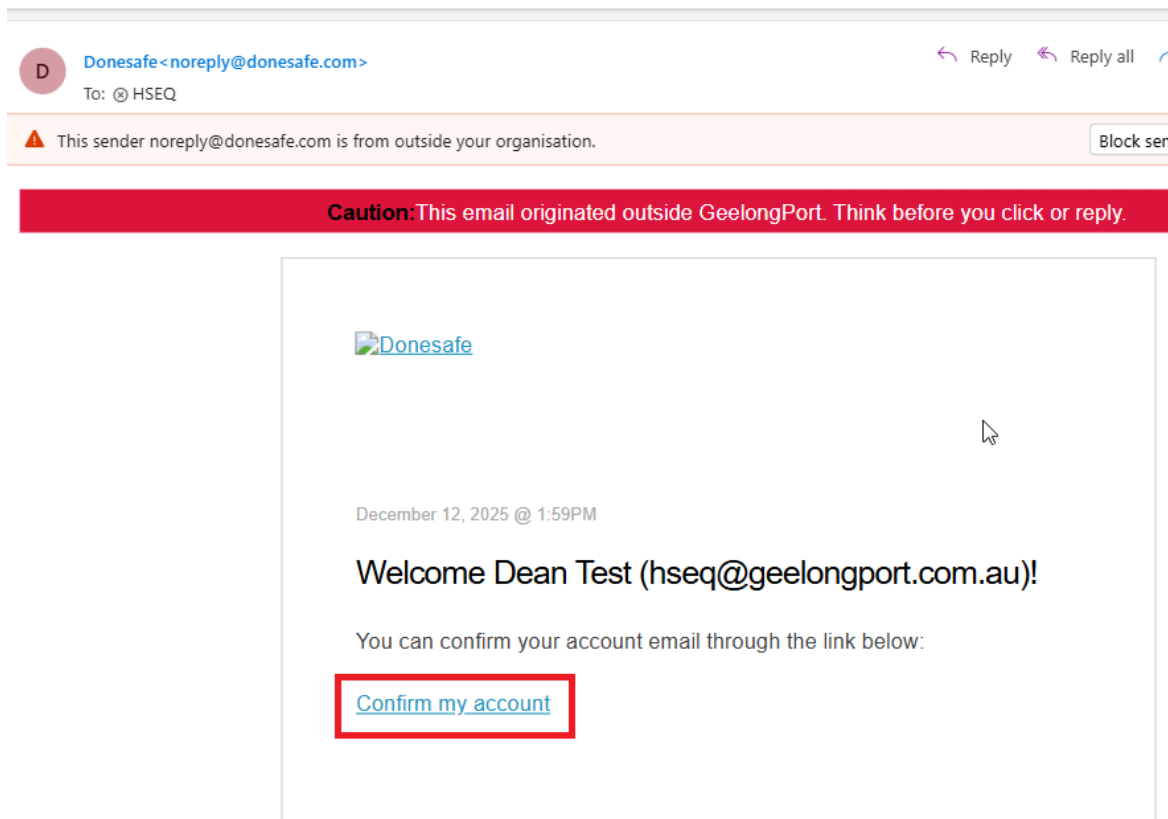
Business is invited to Donesafe.

Business Administrator receives email from Donesafe You have been given access to GeelongPort Donesafe ([noreply@donesafe.com](mailto:noreply@donesafe.com))

Business Administrator receives email from Donesafe Confirm instructions ([noreply@donesafe.com](mailto:noreply@donesafe.com))

Open the Donesafe Confirm instruction email and click on the Confirm my account link (highlighted red)

Confirmation instructions



The screenshot shows an email interface. At the top, it says 'Confirmation instructions'. The sender is 'Donesafe <noreply@donesafe.com>' with a 'D' icon. The recipient is 'To: HSEQ'. There are 'Reply' and 'Reply all' buttons. A warning banner states: 'This sender noreply@donesafe.com is from outside your organisation.' Below this is a red 'Caution' banner: 'Caution: This email originated outside GeelongPort. Think before you click or reply.' The main content of the email is a white box with a 'Donesafe' logo, the date 'December 12, 2025 @ 1:59PM', and the text 'Welcome Dean Test (hseq@geelongport.com.au)!'. It says 'You can confirm your account email through the link below:' followed by a blue link 'Confirm my account' which is highlighted with a red rectangular box.

## Step 2.

Enter in your New password and Confirm your new password and click on the Change my password button (Donesafe Authorised Business Dashboard will open)

Change your password

New password

Confirm your new password

Change my password

Sign in

Need to confirm your account?

## Step 3.

Authorised Business Dashboard – To access your business profile click on either Access Business Profile or Businesses (highlighted red)

Dashboard

Search

Authorized Business Dashboard

Businesses

ADD NEW

BUSINESS ADMIN GUIDE

Total Workers

ADD A WORKER

ASSIGN INDUCTION TO WORKER

ACCESS BUSINESS PROFILE

INVITE A NEW BUSINESS

Public Liability Expiring

Professional Indemnity Expiring

Workers Cover Expiring

## Step 4.

Click on the Uniq ID (highlighted red)

Businesses

Search

ADD NEW

My Businesses - Anytime - Search Title

Export

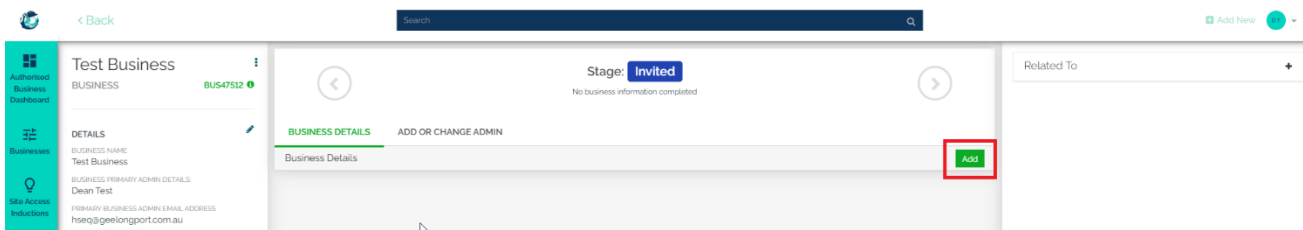
Uniq ID	State	Business Name	Business Primary Admin Details	Primary Business Admin Email Address	Secondary Business Admin Details	Secondary Business Admin Email Address
BUS47512	Invited	Test Business	Dean Test	hseq@geelongport.com.au		

Showing 1 to 1 of 1 results

Page 1 of 1

## Step 5.

In the Business Details tab click on the Add button (highlighted red)



## Step 6.

Fill in the details of your business by completing the mandatory fields and upload the required documents (safety and insurance certificates) and click complete (highlighted red).

The types of insurance documents you will need to provide will depend on what type of business you are (sole trader or company), and whether you will be providing professional advice or guidance to GeelongPort.

Note: For the “select the activities” question, simply select any of the activities your business will be conducting onsite. If you will be conducting multiple activities, select multiple activities. If you will be conducting something that isn’t on the list, choose “other” (bottom of list) and provide details in the next question.

A screenshot of the business profile submission form. The form contains several mandatory fields marked with an asterisk: 'Backoffice email', 'Backoffice phone number', 'Select the activities', 'ISO Certified', 'Safety Management Plan', 'Sole Trader or Company', 'Upload a copy of your Public Liability Insurance', 'Public Liability Insurance Expiry Date', and 'Is the business providing professional advice or guidance to Geelong Port'. The 'Sole Trader or Company' section has radio buttons for 'Sole Trader' and 'Company'. The 'Upload a copy of your Public Liability Insurance' section has a file upload area. The 'Complete' button is highlighted with a red box.

When the business profile is submitted the Business Administrator will receive an email from Donesafe You have submitted your business profile for GeelongPort Donesafe ([noreply@donesafe.com](mailto:noreply@donesafe.com))

You have submitted your business profile for GeelongPort Donesafe

 Donesafe

December 12, 2025 @ 3:05PM

You have submitted your business profile for GeelongPort Donesafe

Hi Dean Test

Your business profile has been submitted to GeelongPort Donesafe, our contractor management system.

The GeelongPort HSEQ team has been notified for review.

**Message:**

You will receive an email notification once the review is complete.

If your submission is not approved, you will be informed of the reasons and asked to resubmit.

Regards,  
GeelongPort

**Recipient:** Dean Test

## Step 7.

### Business Profile Approved

Receive email from Donesafe stating Your business profile has been approved by GeelongPort ([noreply@donesafe.com](mailto:noreply@donesafe.com))

Your business profile has been approved by GeelongPort

December 15, 2025 @ 10:26AM

Your business profile has been approved by GeelongPort

This message is related to the [Test Business](#) Business

Hi Test Business

Your business profile has been approved by GeelongPort. Please add the details of any of your employees requiring access to GeelongPort. By submitting their details, a link to the GeelongPort site access induction will be sent to them automatically.

**Message:**

Once an employee has successfully passed their site access induction they will be able to attend site, with or without a Contract Work Supervisor depending on the type of work they are performing.

Regards,  
GeelongPort

**Recipient:** Dean Test

## Business Profile Rejected

Receive email from Donesafe stating Your business profile has not been approved by GeelongPort ([noreply@donesafe.com](mailto:noreply@donesafe.com)).

In the email (highlighted red) it will explain why the business profile was rejected and that the business details will need to be resubmitted.

**Note:** To resubmit the business details for approval follow Steps 5 and 6 of How to Submit Business Details for Review and Approval. Do not edit the Rejected record as this record cannot be updated to approved.

Your business profile has not been approved by GeelongPort

December 15, 2025 @ 10:36AM

Your business profile has not been approved by GeelongPort

This message is related to the [Test Business](#) Business

Hi Test Business

Unfortunately your business profile was not approved by GeelongPort due to missing or incorrect information. Full details and comments can be found below:

The public insurance document submitted was not current expiry date 30/11/2025. Please recomplete the business details and ensure the current insurance document is uploaded.

**Message:**

Please complete a new business profile as needed and resubmit for approval.

\*\* Please note that you will need to complete a new business profile by selecting "add" as you did when you first submitted your details. If you try to edit the existing form HSEQ will not be notified and your profile status will remain at "not approved\*\*

Regards,  
GeelongPort

**Recipient:** Dean Test

## 3. Updating Business Details / Insurance Documents

Business details will need to be updated when details change and/or uploaded insurance documents are nearing expiry date.

**Note:** Business profiles are approved for the duration of the submitted insurance documents. Automated emails are sent to the Business Administrator when the insurance documents are nearing expiry at 28, 21, 14, 7 and 1 day before the expiry date. After an insurance document lapses the Business Profile will update to Stage Expired and access to the site for the businesses workers will be suspended until the business details have been updated and approved in the Donesafe system.

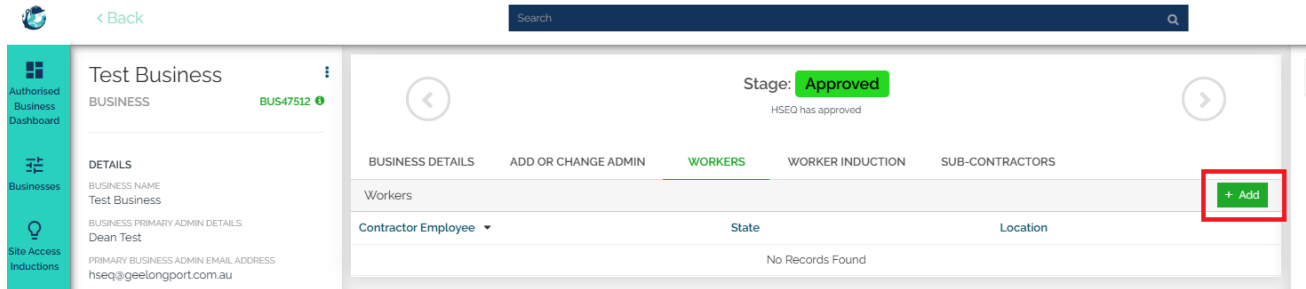
### Step 1.

To update the business details and submit for approval follow Steps 5. and 6. of How to Submit Business Details for Review and Approval

## 4. Adding Workers to Business Profile

### Step 1.

In the Workers tab click on the Add button (highlighted red)



### Step 2.

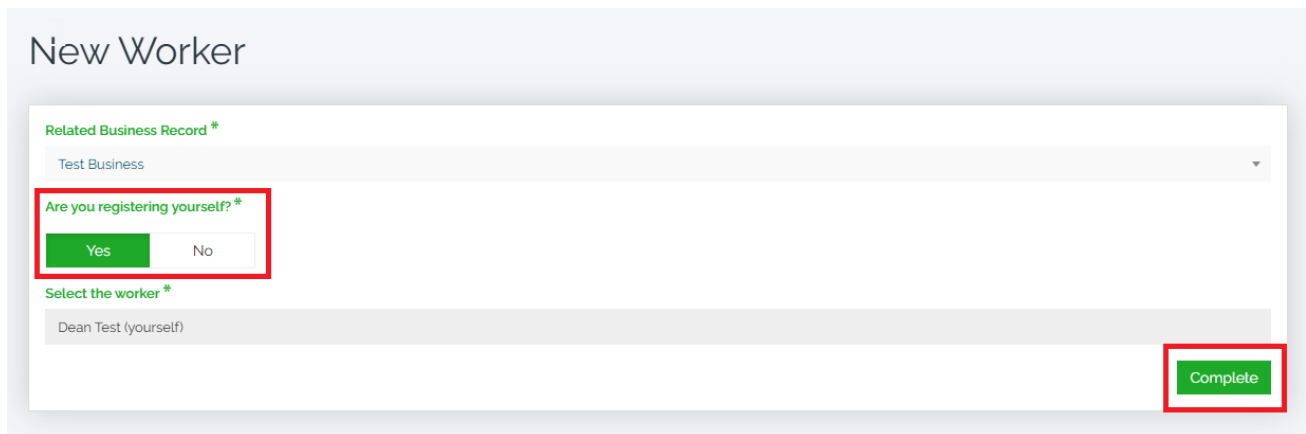
Business Administrator adding themselves as a worker

**Note:** The Business Administrator must add themselves as a worker

Click on Yes to the question Are you registering yourself? then click on the Complete button (highlighted red)

**Note:** When adding yourself as a worker the system will automatically assign you the GeelongPort Access Induction.

**Note:** All GeelongPort Site Access Inductions are valid for 1 year.



## Business Administrator adding a new worker

Click on No to the question Are you registering yourself? fill out the details of the Worker and then click on the Complete button (highlighted red)

**Note:** When adding a new worker, the system will automatically assign the worker the GeelongPort Access Induction

**Note:** All GeelongPort Site Access Inductions are valid for 1 year.

**New Worker**

Related Business Record \*  
Test Business

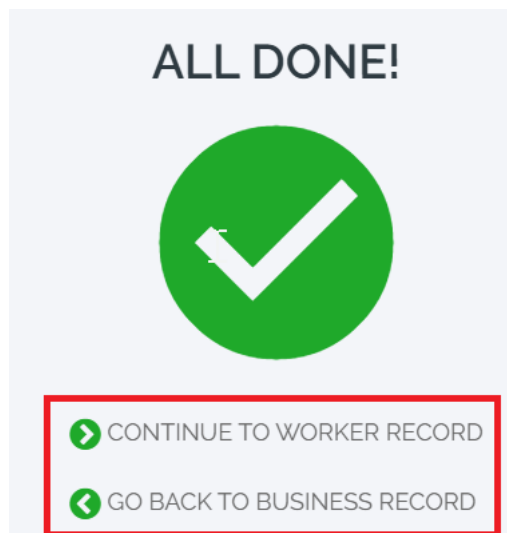
Are you registering yourself? \*  
Yes **No**

Worker details \*  
First Name \*  
Last Name \*  
Email \*  
Mobile \*  
Please enter a valid mobile/landline phone number

**Complete**

### Step 3.

Click on either the Continue to Worker Record link or the Go Back to Business Record link



## 5. Checking Workers GeelongPort Access Induction Records

### Step 1.

In the Workers tab click on the record of the Worker (highlighted red) to check the GeelongPort Access Induction record.

**Note:** In this view you can see if the Worker is Inducted or Not Inducted

The screenshot shows the 'Test Business' page with the 'WORKERS' tab selected. The stage is 'Approved'. A table lists workers with their induction status. 'Dean Test' is highlighted with a red box, and 'David Worker' is marked as 'Not Inducted'.

Contractor Employee	State	Location
Dean Test	Inducted	Default Location
David Worker	Not Inducted	Default Location

### Step 2.

The expiry date of the induction record is located in the two areas (highlighted red)

The screenshot shows the 'Dean Test - Test Business' page with the 'SITE INDUCTION ACCESS' tab selected. The stage is 'Inducted'. A table shows the site induction access record with the expiry date highlighted in red.

Uniq ID	State	Select course to be completed	Expiry Date
LMS47550	Pass	Site Access Induction	15/12/2026

## 6. Assigning a Worker a GeelongPort Access Induction

### Step 1.

In the Workers Tab click on the worker you will be assigning the GeelongPort Access Induction (highlighted red)

The screenshot shows the 'Test Business' page with the 'WORKERS' tab selected. The stage is 'Approved'. A table lists workers with columns for Contractor Employee, State, and Location. 'David Worker' is highlighted in red. A '+ Add' button is highlighted in red.

Contractor Employee	State	Location
Dean Test	Inducted	Default Location
David Worker	Not Inducted	Default Location

### Step 2.

Click on the Add button (highlighted red)

The screenshot shows the 'David Worker - Test Business' page with the 'SITE INDUCTION ACCESS' tab selected. The stage is 'Not Inducted'. A table lists site induction access records with columns for Uniq ID, State, Select course to be completed, and Expiry Date. The '+ Add' button is highlighted in red.

Uniq ID	State	Select course to be completed	Expiry Date
LMS47557	Assigned	Site Access Induction	
LMS47555	Fail	Site Access Induction	

### Step 3.

Select the Site Access Induction (highlighted red) for Select course to be completed and then click on the Complete button (highlighted red)

**Note:** All GeelongPort Site Access Inductions are valid for 1 year.

The screenshot shows the 'New Site Access Induction' form. The 'Select the Worker' dropdown is set to 'David Worker - Test Business'. The 'Select course to be completed' dropdown is set to 'Site Access Induction'. The 'Complete' button is highlighted in red.

Select the Worker\*  
David Worker - Test Business

Select course to be completed\*  
Site Access Induction

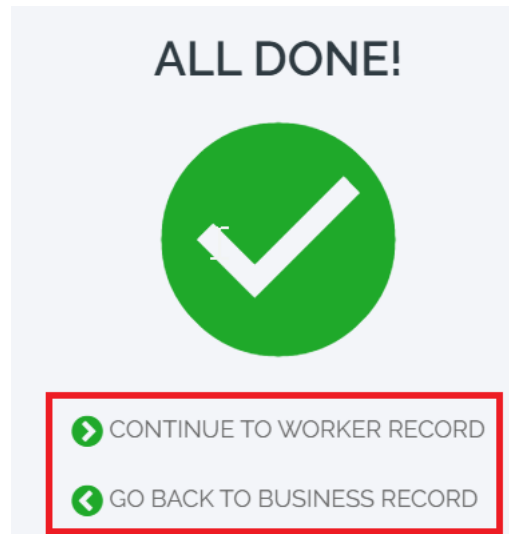
If you are assigning this induction to one of your employees, they will have 2 weeks to complete it before their account deactivates.

Note - if their account has been deactivated, the Forgot Password link will not work.

Complete

## Step 4.

Click on either the Continue to Worker Record link or the Go Back to Business Record link



## 7. Remove Worker from Business Profile

### Step 1.

In the Workers tab click on the worker (highlighted red) you want to remove from your Business Profile

The screenshot shows the 'Test Business' profile with the 'WORKERS' tab selected. The 'Stage' is 'Approved'. A table lists workers with columns for 'Contractor Employee', 'State', and 'Location'. The 'David Worker' row is highlighted with a red box. The 'State' for 'David Worker' is 'Not Inducted'.

Contractor Employee	State	Location
Dean Test	Inducted	Default Location
David Worker	Not Inducted	Default Location

### Step 2.

In the Employment Status tab click on the Add button (highlighted red)

The screenshot shows the 'David Worker - Test Business' profile with the 'EMPLOYMENT STATUS' tab selected. The 'Stage' is 'Not Inducted'. An 'Add' button is highlighted with a red box.

### Step 3.

Click on No to the Question Is this person still working for your business and then click on the Complete button (highlighted red)

The screenshot shows the 'Employment Status' form. The question 'Is this person still working for your business?' has 'Yes' and 'No' buttons. The 'No' button is highlighted with a red box. The 'Complete' button is also highlighted with a red box.

## Step 4.

In the Workers tab the worker who has been removed from your business profile will be State Archived (highlighted red)

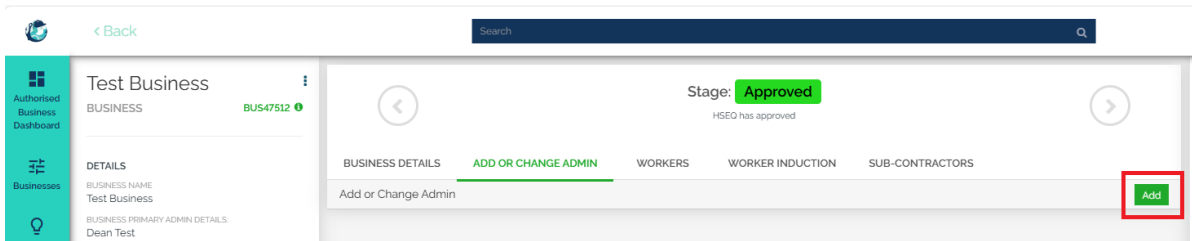
The screenshot displays the 'Test Business' profile in the Donesafe Business Administrator. The 'Workers' tab is active, showing a list of workers. The 'State' column for 'David Worker' is highlighted with a red box and labeled 'Archived'. The 'Stage' is 'Approved' and 'HSEO has approved'. The interface includes a search bar, navigation tabs, and a sidebar with menu items like Dashboard, Businesses, Learn, and Reports.

Contractor Employee	State	Location
Dean Test	Inducted	Default Location
David Worker	Archived	Default Location

## 8. Add or Change Business Administrators

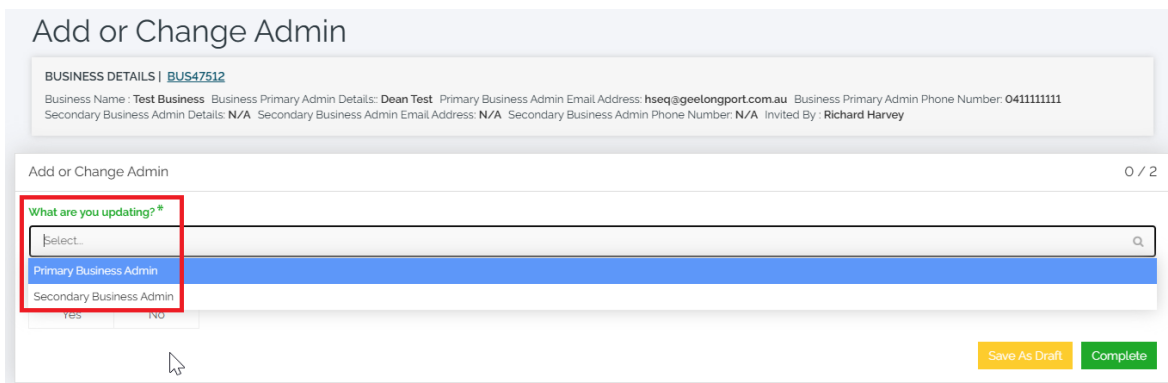
### Step 1.

In the Add or Change Admin tab click on the Add button (highlighted red)



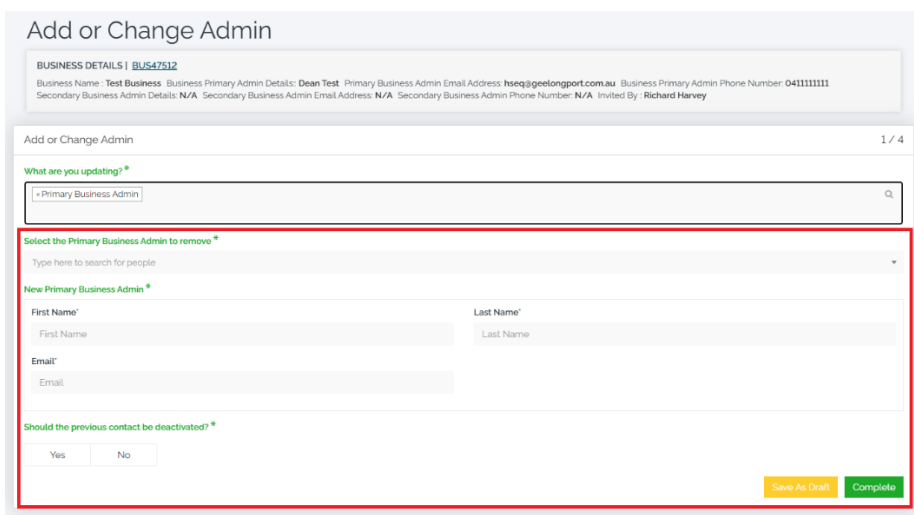
### Step 2.

Select the Admin to update either Primary Business Admin or Secondary Business Admin (highlighted red)



### Step 3.

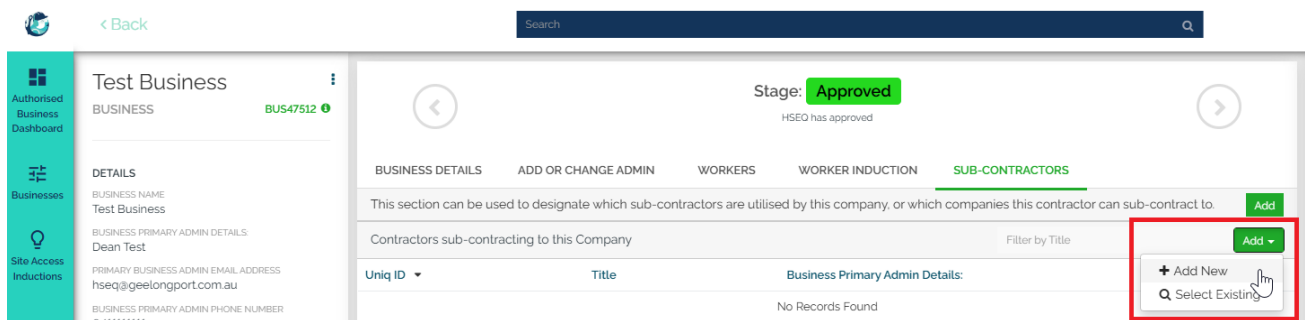
Select the Primary or Secondary Business Admin to remove, add in the details or the new Primary or Secondary Business Admin, answer Yes or No to the question Should the previous contact be deactivated? and then click on the Complete Button (highlighted red)



## 9. Invite a Subcontractor to Donesafe

### Step 1.

In the Sub-Contractors tab click on the Add button and then click on the Add New Button (highlighted red)



### Step 2.

Fill out the business details or the business you would like to invite to Donesafe as a Sub-Contractor and then click on the Complete button (highlighted red)

