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## 1. Purpose of the Guide

This guide provides instructions how to setup and login to your Donesafe Worker Profile, upload a headshot photo into your Donesafe Profile (**Only a requirement for Workers who are assigned to the Koch Fertiliser Business Profile**) and how to complete the GeelongPort Access Induction.

**Note: The headshot photo must be uploaded into your Donesafe Profile before completing the GeelongPort Access Induction.**

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

GeelongPort Donesafe Website - [GeelongPort Donesafe](#)

## 2. Setup and Login to your Donesafe Profile

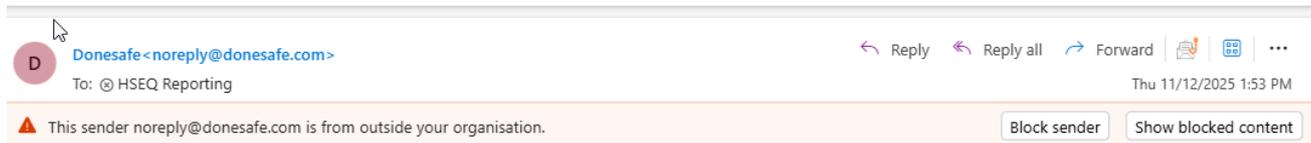
### Step 1.

Business Administration creates Worker profile in Donesafe.

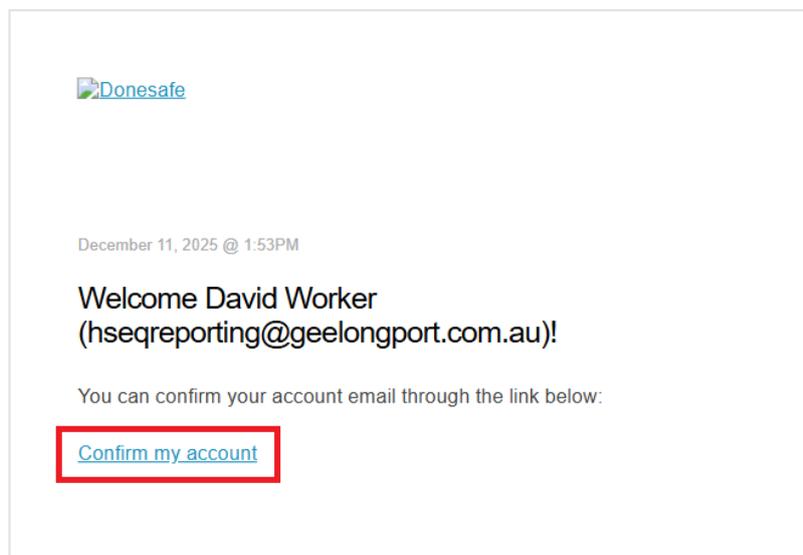
Worker receives Confirmation Instructions email from Donesafe ([noreply@donesafe.com](mailto:noreply@donesafe.com))

Open the email and click on the Confirm my account link (**highlighted in red**)

Confirmation instructions



**Caution:** This email originated outside GeelongPort. Think before you click or reply.



## Step 2.

Enter in your email address and click on the Forgot your password? button (highlighted in red)

Please use below forgotten password form to reset your password

Email  
test@example.com

**Forgot your password?**

Sign in      Need to confirm your account?

## Step 3.

Worker receives Reset password instructions email from Donesafe ([noreply@donesafe.com](mailto:noreply@donesafe.com))

Open the email and click on the Change my password link (Highlighted in Red)

Reset password instructions

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Donesafe <noreply@donesafe.com>  
To: HSEQ Reporting      Thu 11/12/2025 2:03 PM

This sender noreply@donesafe.com is from outside your organisation.      [Block sender](#)      [Show blocked content](#)

**Caution:** This email originated outside GeelongPort. Think before you click or reply.

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December 11, 2025 @ 2:03PM

Hello David Worker  
hseqreporting@geelongport.com.au!

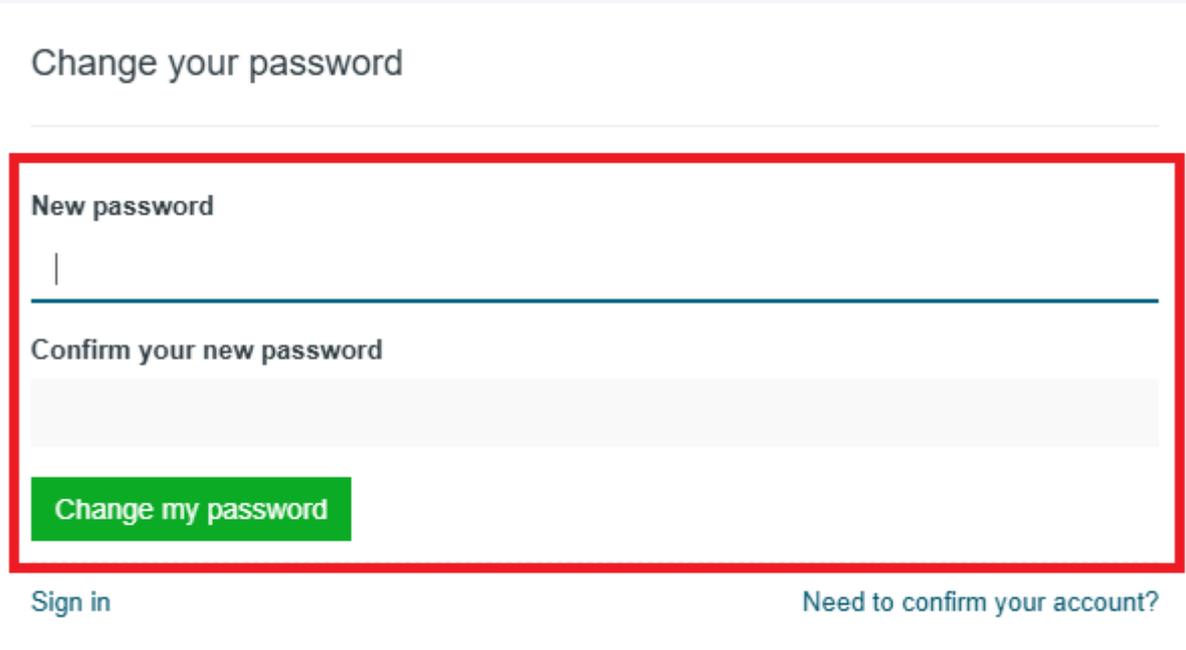
Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.  
Your password won't change until you access the link above and create a new one.

## Step 4.

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



Change your password

New password

Confirm your new password

Change my password

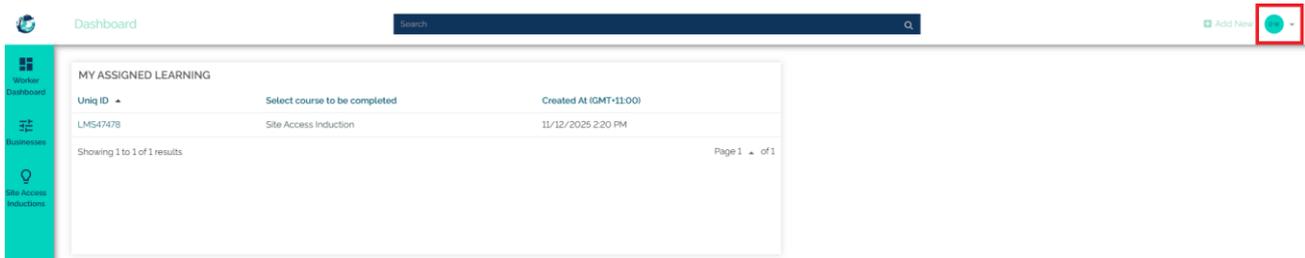
[Sign in](#) [Need to confirm your account?](#)

## 3. Upload a Headshot Photo to your Donesafe Profile

**Note:** Uploading a headshot photo to your Donesafe Profile is only a requirement for Workers who are assigned to the Koch Fertiliser Business Profile.

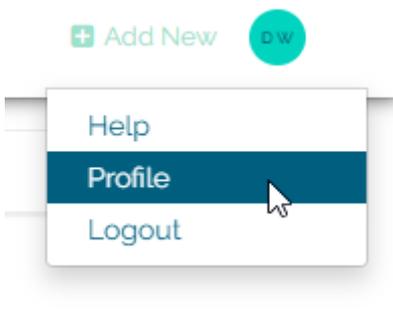
### Step 1.

Worker Dashboard - Click on the Blue Circle with your initials (highlighted in red)



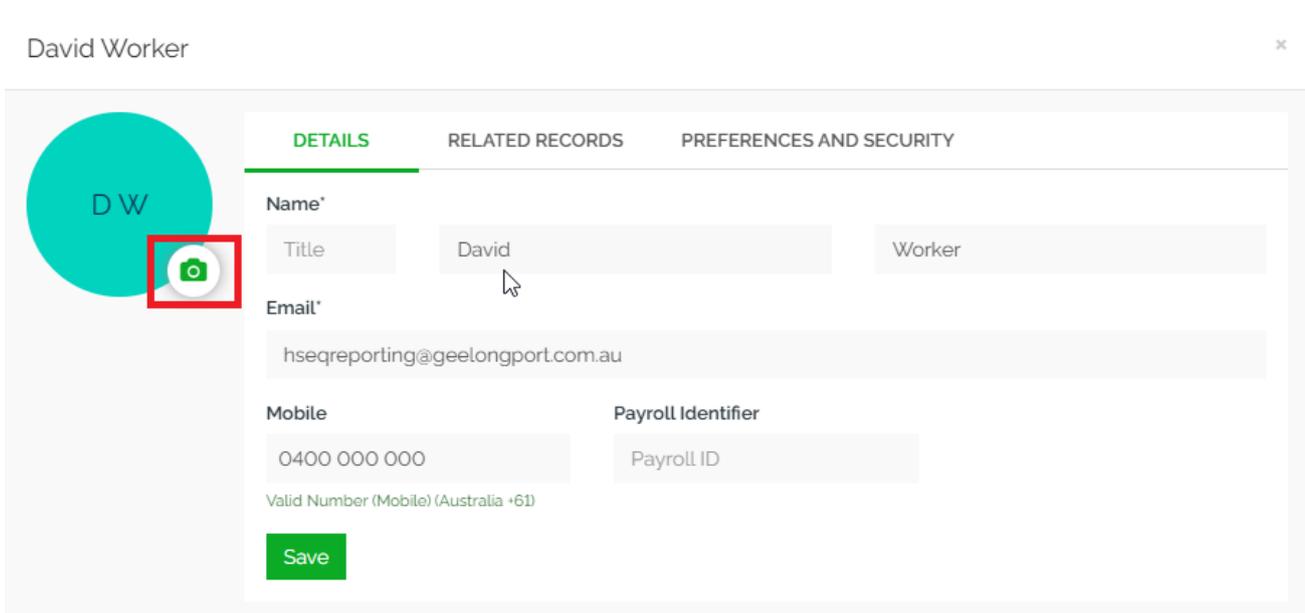
### Step 2.

Select Profile from the drop-down list (Worker Profile will open)



### Step 3.

Click on the Camera Icon adjacent to the Clue Circle with your initials (highlighted red)



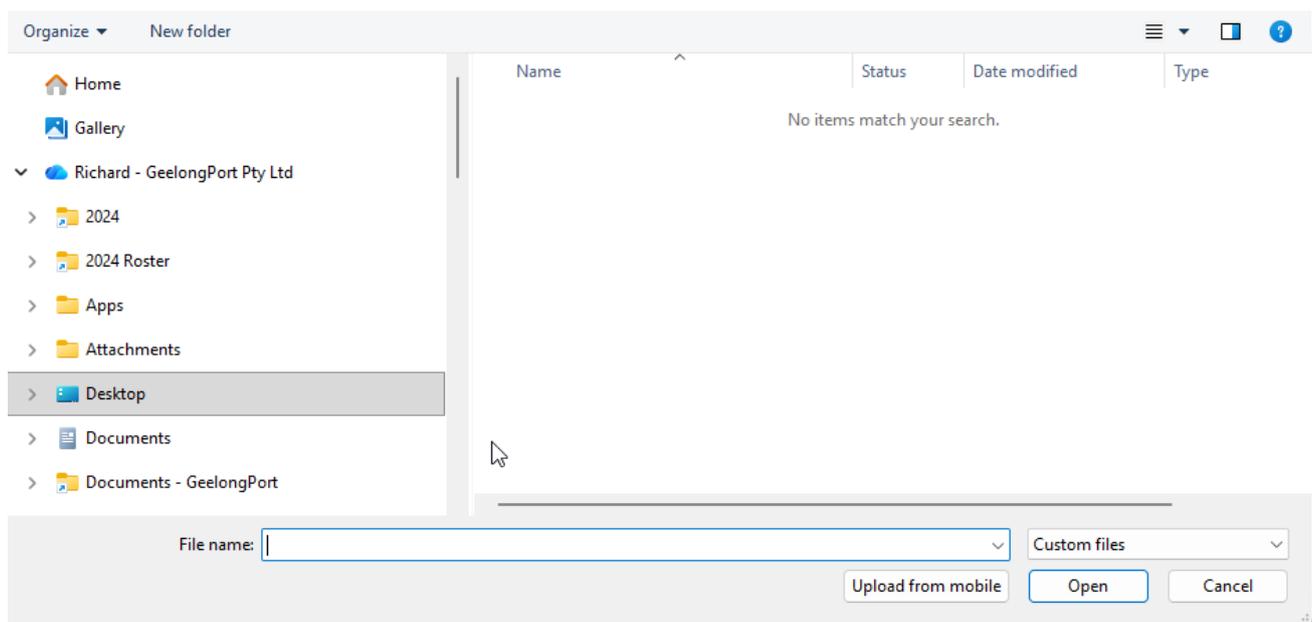
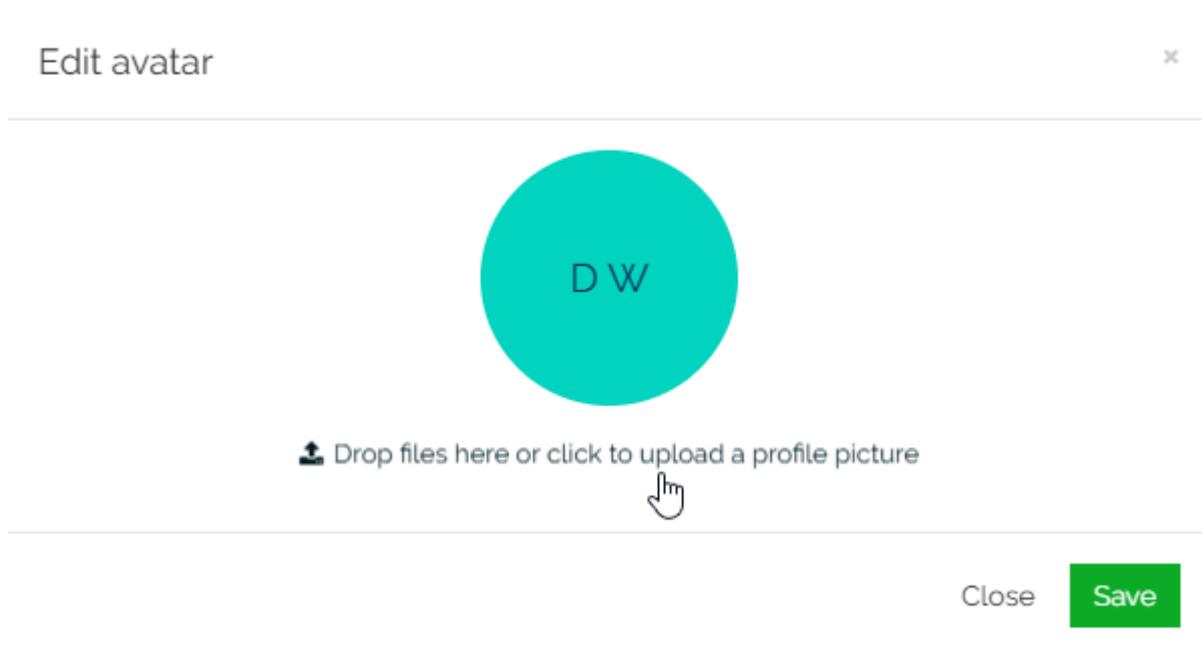
## Step 4.

Upload headshot photo of yourself by either of the two methods:

Dragging and dropping the headshot photo file onto the Drop files here link

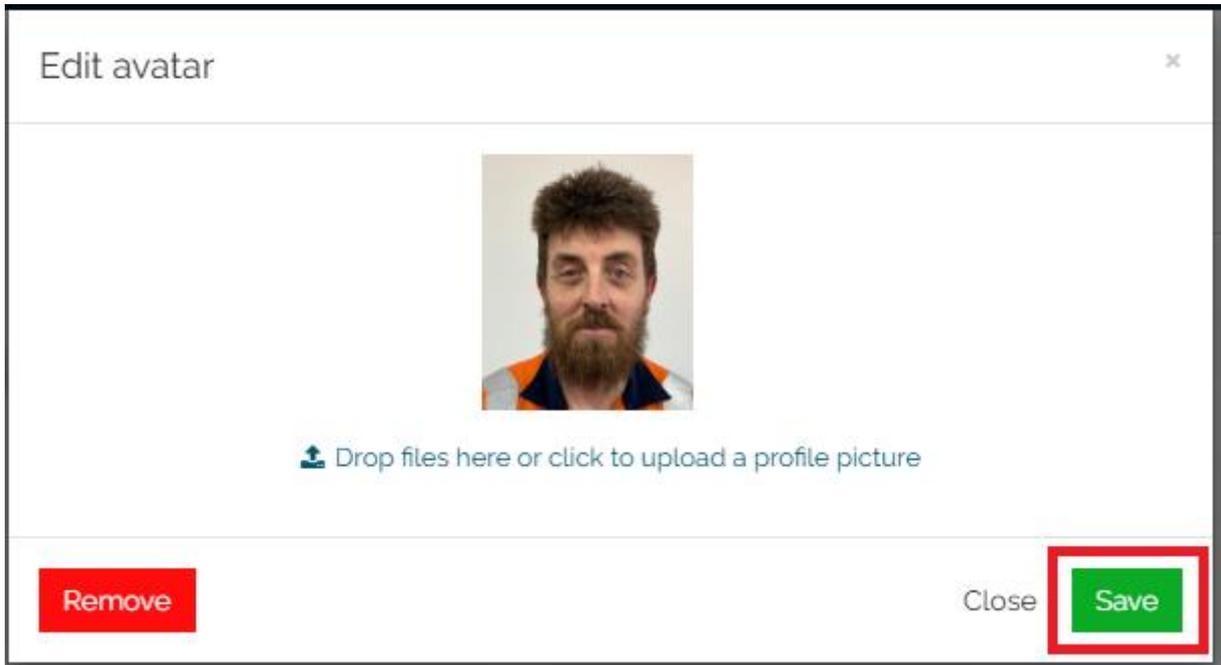


Clicking on the click to upload a profile picture link and selecting the headshot photo



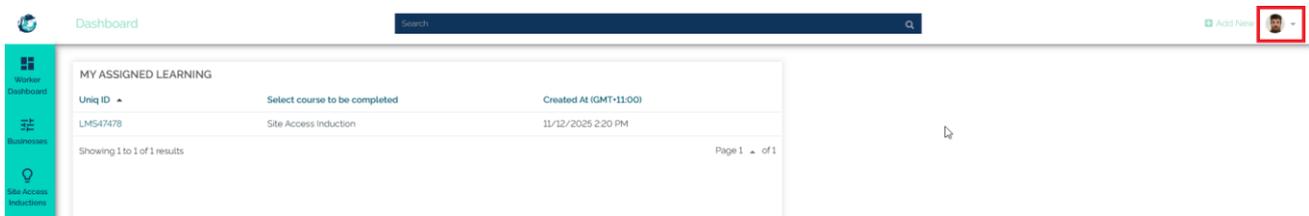
## Step 5.

Once the headshot photo is uploaded then click on the save button (highlighted red)



## Step 6.

Confirm headshot photo is uploaded by confirming the photo is visible on the Worker Dashboard (highlighted red)



## 4. Completing the GeelongPort Access Induction

### Step 1.

Worker Dashboard – Click on the Uniq ID under My Assigned Learning (highlighted red)

The screenshot shows the 'Worker Dashboard' with a search bar at the top. On the left sidebar, there are icons for 'Worker Dashboard', 'Businesses', and 'Site Access Inductions'. The main content area is titled 'MY ASSIGNED LEARNING' and contains a table with the following data:

Uniq ID	Select course to be completed	Created At (GMT+11:00)
LMS47478	Site Access Induction	11/12/2025 2:20 PM

Below the table, it says 'Showing 1 to 1 of 1 results' and 'Page 1 of 1'.

### Step 2.

Click on the Add button (highlighted red)

The screenshot shows the 'Site Access Induction' page for 'LMS47478'. On the left, there is a 'SCORE' section showing 'TOTAL' as '0%'. On the right, there is a progress bar for 'SITE ACCESS INDUCTION' and a '+ Add' button highlighted with a red box. The stage is 'Assigned' and the description is 'Site Access Induction Assigned and needing completion'.

### Step 3.

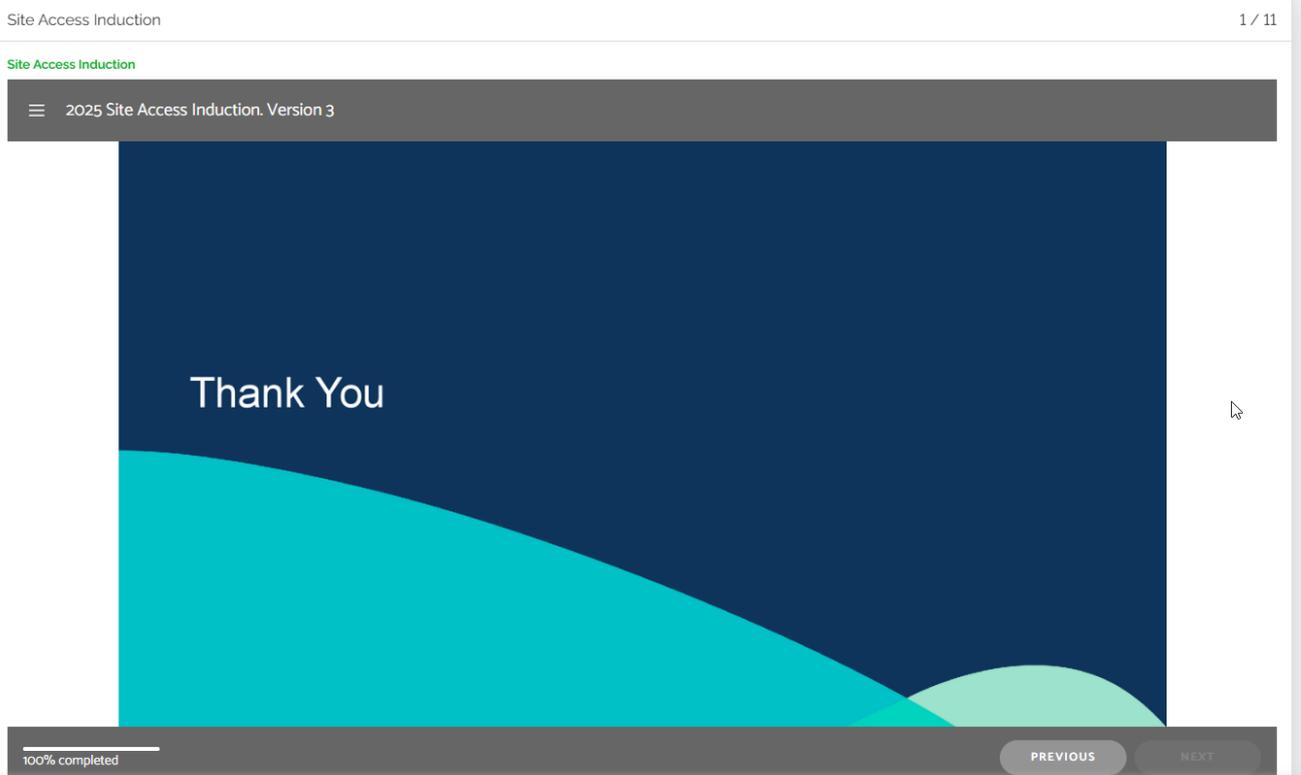
Click on the Start Course button (highlighted red)

The screenshot shows the 'Site Access Induction' details page for 'LMS47478'. It includes a 'Start Course' button highlighted with a red box. Below the button, there are two questions with 'True' and 'False' radio buttons:

- All personnel must complete a separate, Safety Induction with their employer before commencing any work activities at GeelongPort.\*
- Smoking and vaping is allowed anywhere within GeelongPort.\*

## Step 4.

Read through the GeelongPort Site Access Induction slides, use the next button (highlighted red) to until you come to the last slide



## Step 5.

Complete the Induction Questionnaire, tick the Declaration and click on the Complete button (highlighted red)

All personnel must complete a separate, Safety Induction with their employer before commencing any work activities at GeelongPort. \*

True  False

Smoking and vaping is allowed anywhere within GeelongPort. \*

True  False

Visitors are allowed to perform work on-site at GeelongPort if they are escorted by a fully-inducted Host. \*

True  False

Pedestrians must give way to all vehicles and mobile equipment at GeelongPort. \*

True  False

Which of the following is NOT a prohibited item at GeelongPort? \*

Select...

What should you do if you encounter a spill at GeelongPort? \*

Select...

What is the speed limit for vehicles and mobile equipment at GeelongPort? \*

Select...

What is the minimum standard for Personal Protective Equipment (PPE) required in all Operational areas within GeelongPort? \*

Select...

What should you do during an evacuation at GeelongPort? \*

Select...

**Declaration**

By ticking this box, I am declaring that I that I have understood and will follow the instruction and directions provided in this Site Access Induction. \*

Yes

Save As Draft **Complete**

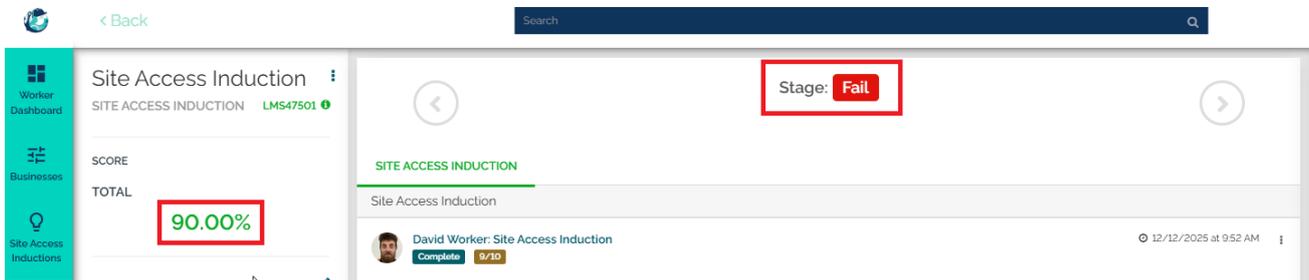
## Step 6

**Note: To pass the GeelongPort Access Induction a score of 100% is required.**

Worker receives 100% score, GeelongPort Access Induction is completed and worker can log out of Donesafe.

The screenshot shows the 'Site Access Induction' completion screen. On the left, a sidebar contains 'Worker Dashboard', 'Businesses', and 'Site Access Inductions'. The main content area shows the induction details: 'SITE ACCESS INDUCTION LMS47478', a score of '100.00%', and a 'TOTAL' score of '100.00%'. The stage is 'Assigned' and the status is 'Site Access Induction Assigned and needing completion'. A worker profile for 'David Worker' is shown with a 'Complete' button and '10/10' progress. The date and time are '12/12/2025 at 9:26 AM'.

**Note: If a score under 100% is achieved the worker will be automatically reassigned GeelongPort Access Induction and they will be required to recomplete the GeelongPort Access Induction and Questionnaire.**



## Step 7.

Click on the Worker Dashboard link (highlighted red) and follow Step 1 to recomplete the GeelongPort Access Induction

