Donesafe Worker Guide

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Donesafe Worker Guide

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.

GeelongPort Donesafe Website - GeelongPort Donesafe
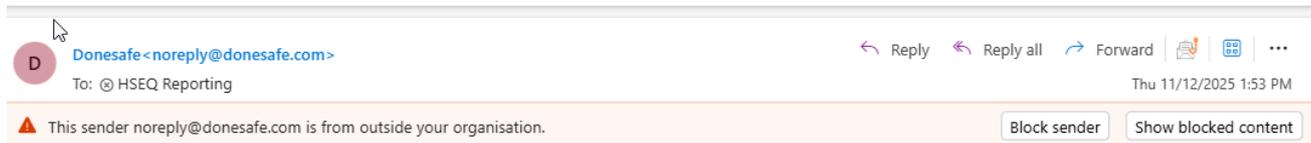
2. Setup and Login to your Donesafe Profile

Step 1.

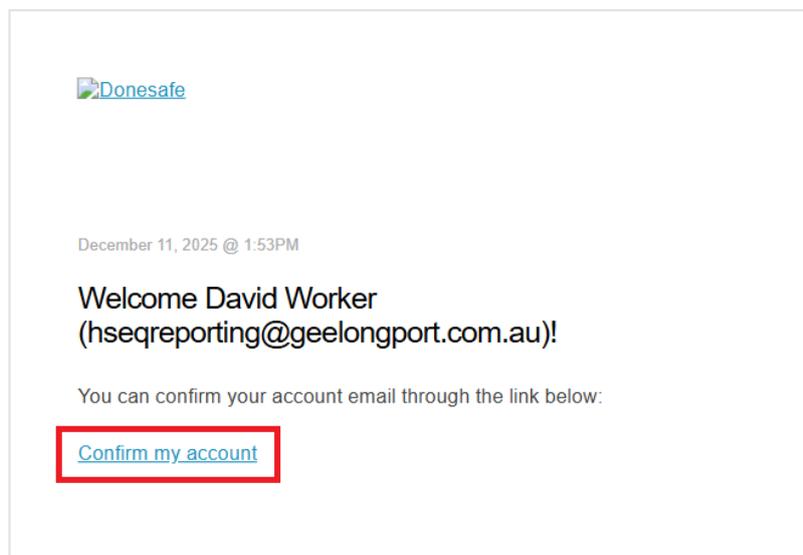Business Administration creates Worker profile in Donesafe.

Worker receives Confirmation Instructions email from Donesafe (noreply@donesafe.com)

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

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Step 2.

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

Step 3.

Worker receives Reset password instructions email from Donesafe (noreply@donesafe.com)

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

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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)
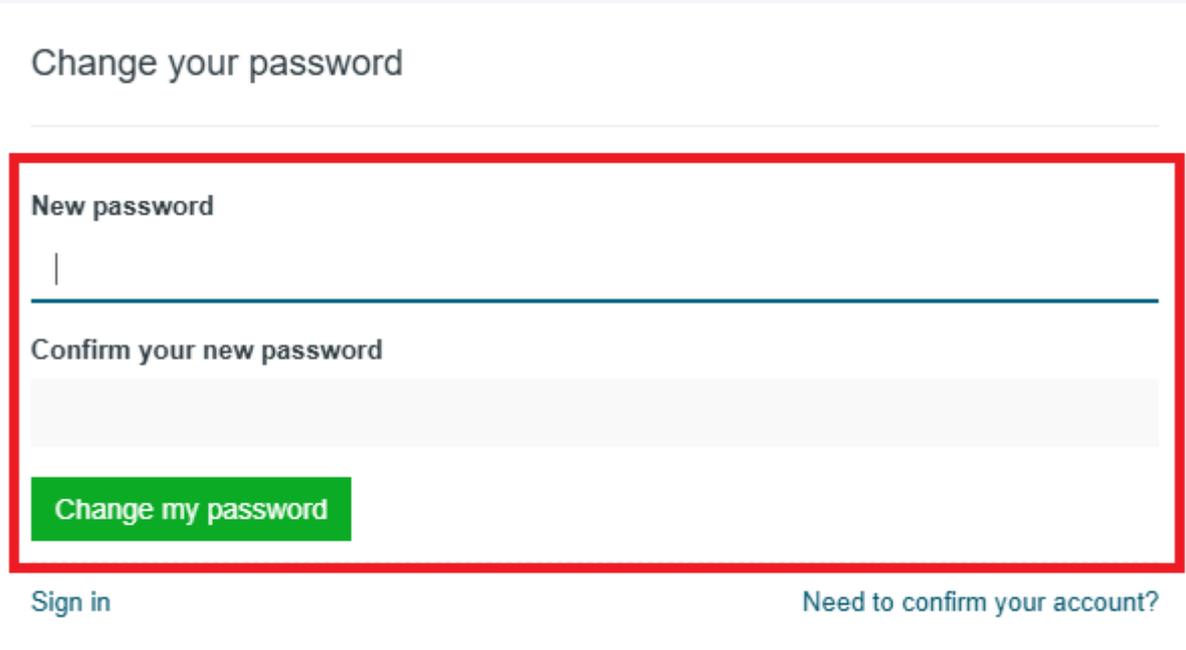
Change your password

New password

|

Confirm your new password

[Change my password]

Sign in   Need to confirm your account?

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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.
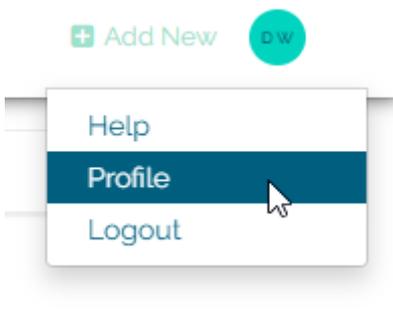
Step 1.

Worker Dashboard - Click on the Blue Circle with your initials (highlighted in red)
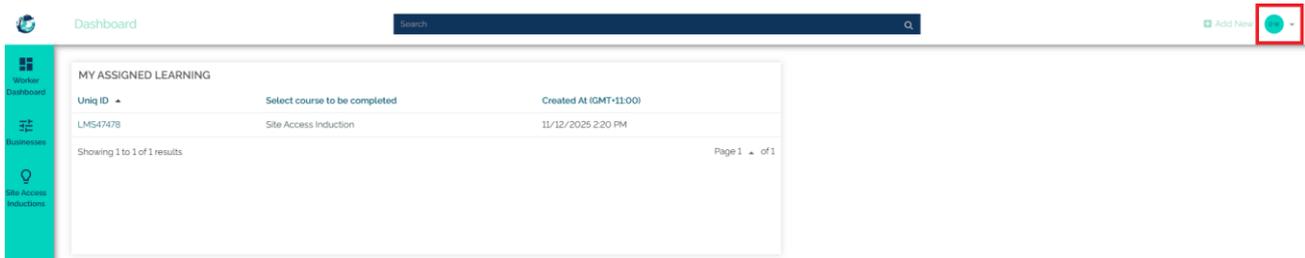
Step 2.

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)

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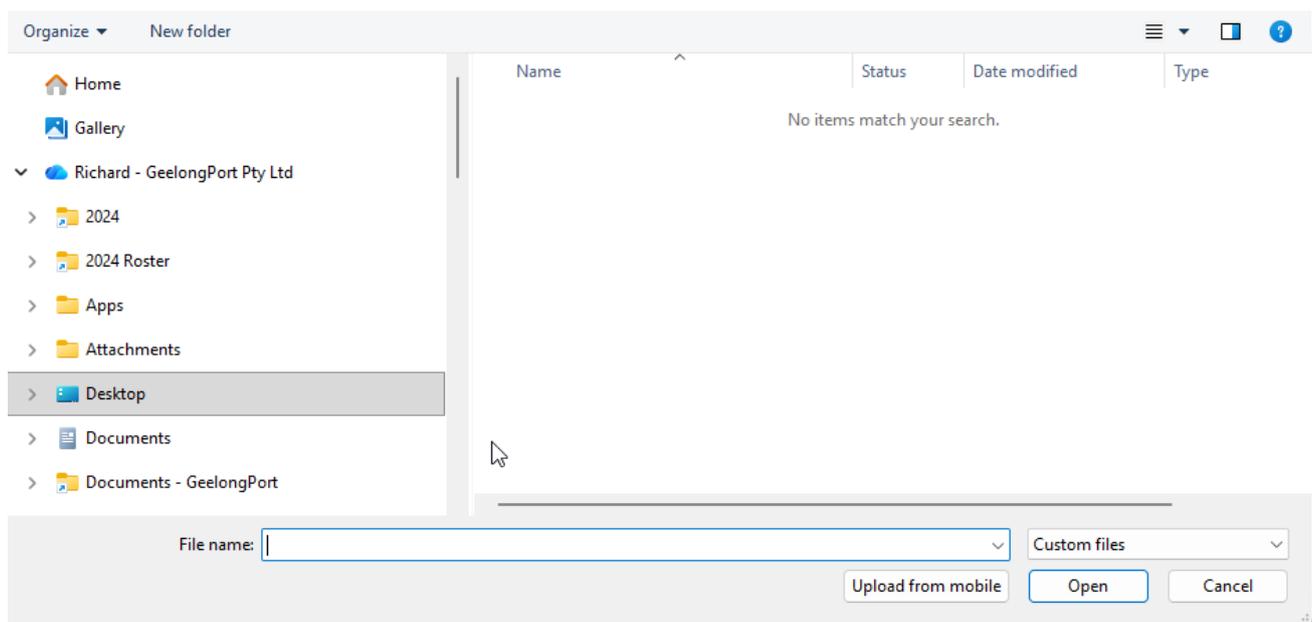
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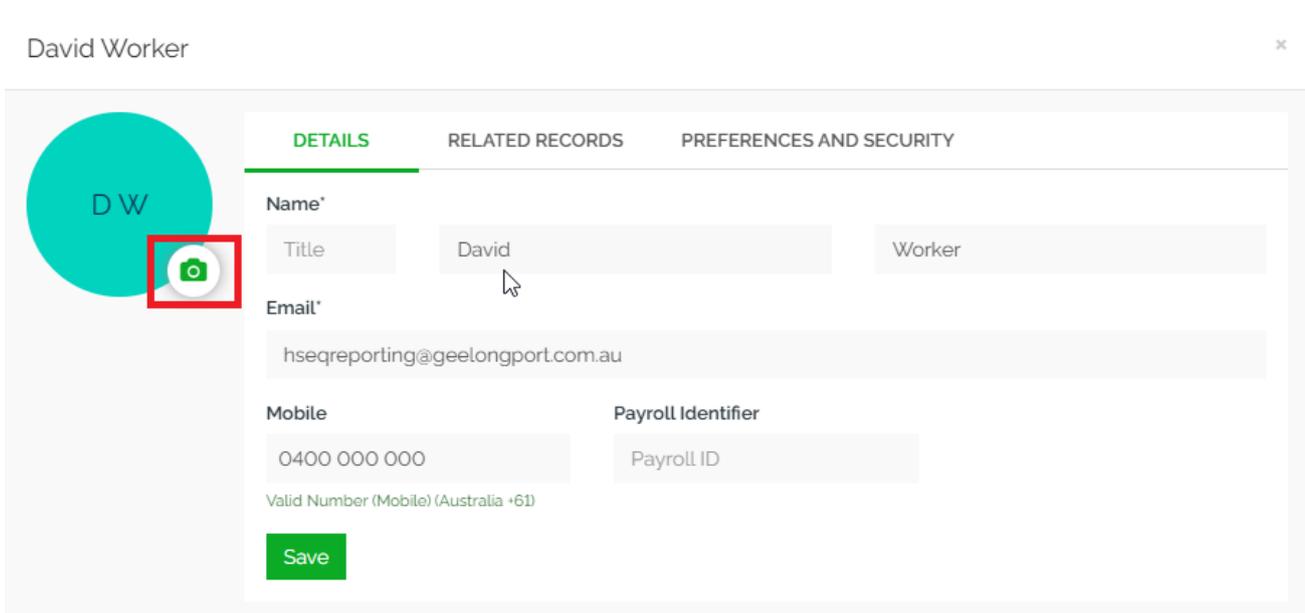
Step 4.

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

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

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

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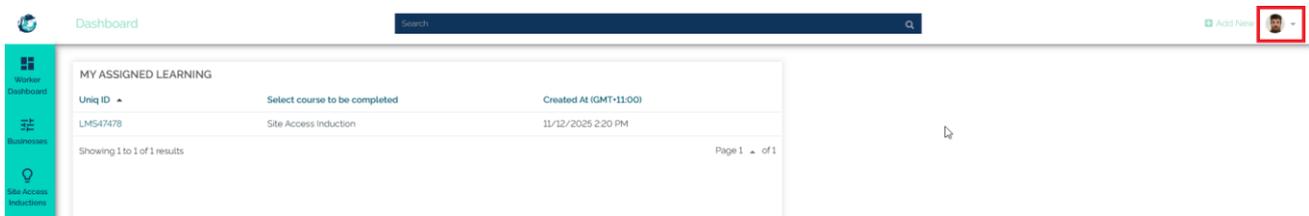Review Date: 12/12/2027   Authorised by Head of HSEQ
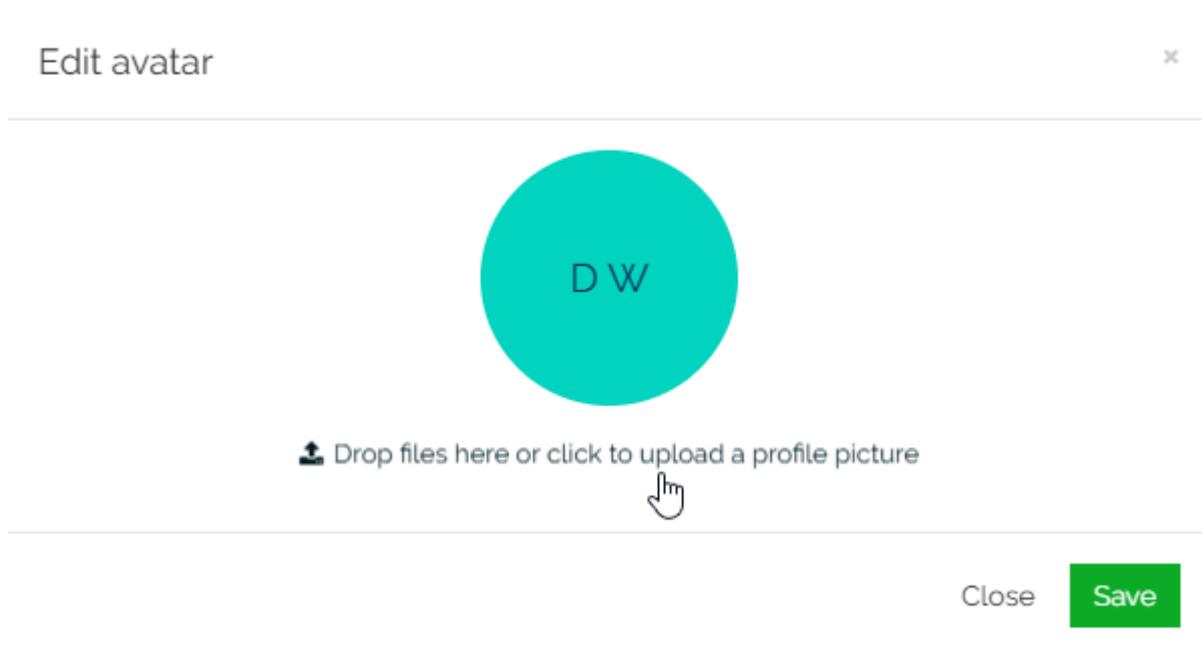
Step 5.

Once the headshot photo is uploaded then click on the save button (highlighted red)
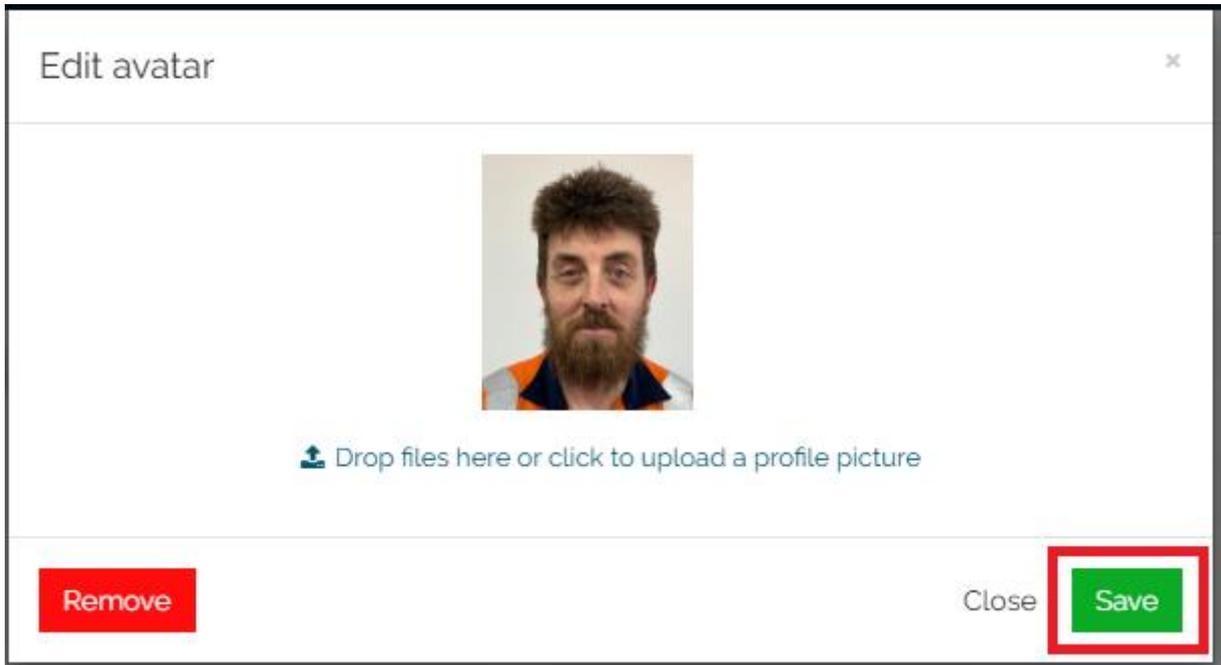
Step 6.

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

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4. Completing the GeelongPort Access Induction

Step 1.

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

Step 2.

Click on the Add button (highlighted red)

Step 3.

Click on the Start Course button (highlighted red)

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Step 4.

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

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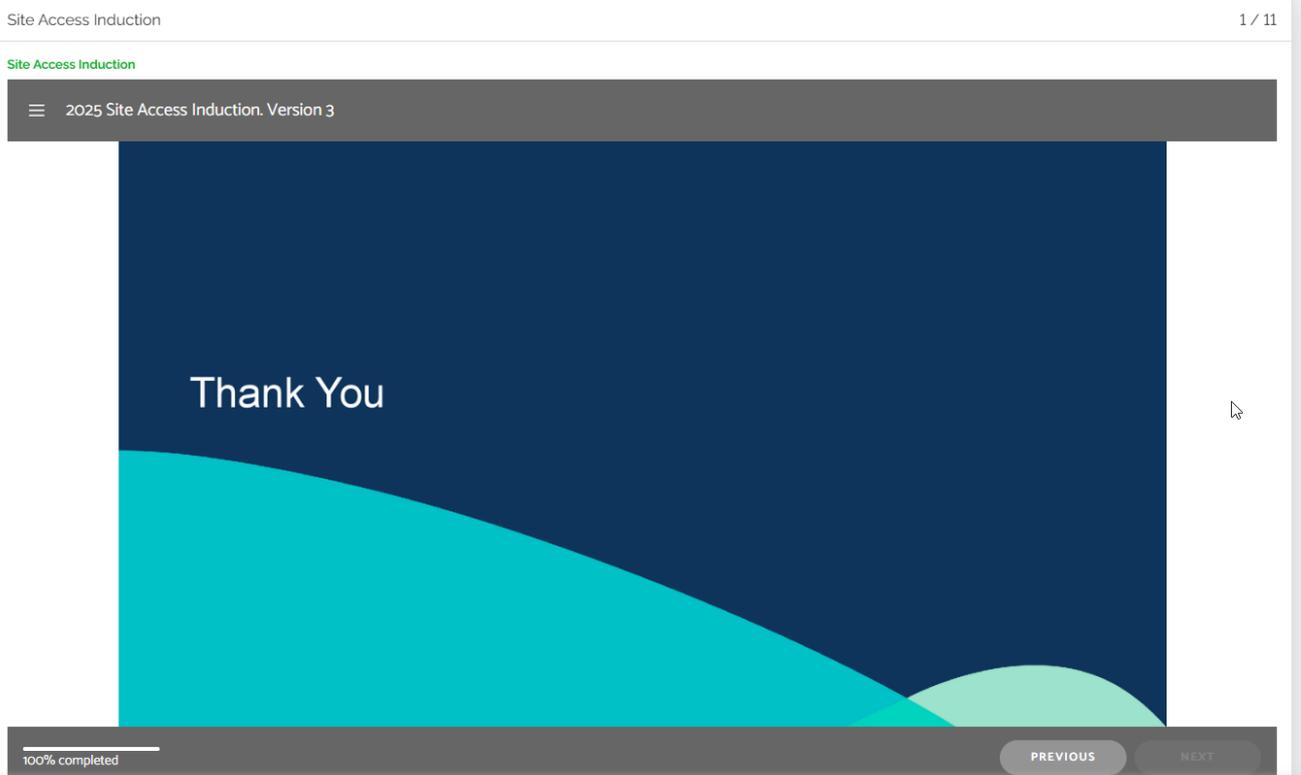
Step 5.

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... ▾   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.

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Site Access Induction ⋮
SITE ACCESS INDUCTION   LMS47478 ❶

SCORE
TOTAL
100.00%

Stage: **Assigned**
Site Access Induction Assigned and needing completion

SITE ACCESS INDUCTION

Site Access Induction

David Worker: Site Access Induction
Complete   10/10   ⏱ 12/12/2025 at 9:26 AM ⋮

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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.
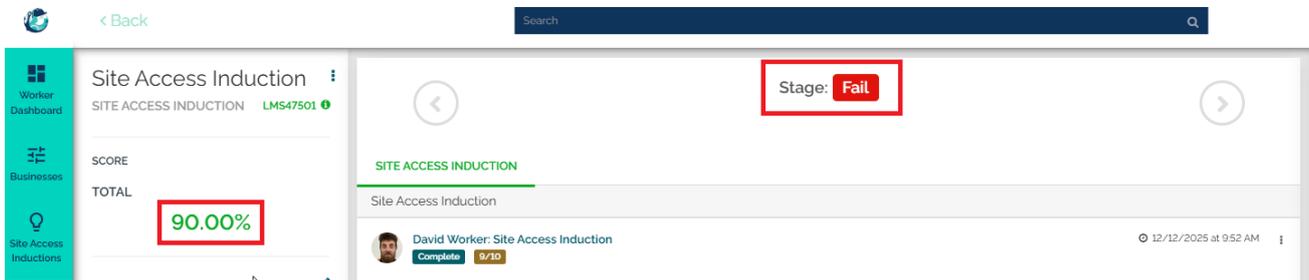
Step 7.

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

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