

Contractors, Visitors and CRTs Accessing our PlanSafe Portal

What is PlanSafe?

PlanSafe is an online Safety Induction and Emergency Management Program that provides safety information and training to targeted groups within our school community.

Who needs to complete our Site Induction?

EACH individual contractor, CRT or Volunteer that is engaged to work or volunteer at our school **MUST** complete our Site Induction program **PRIOR** to commencing works. This course complies with the Department's policy requirements.

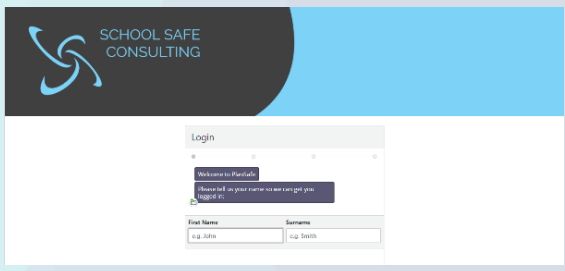
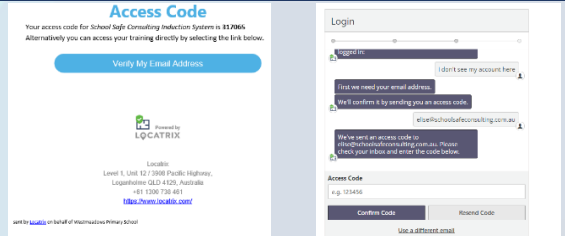
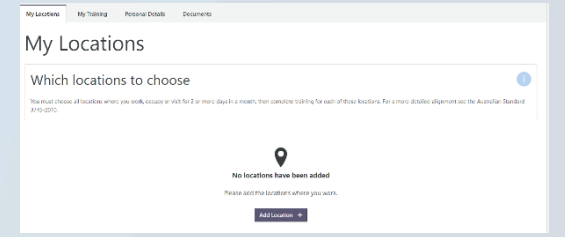
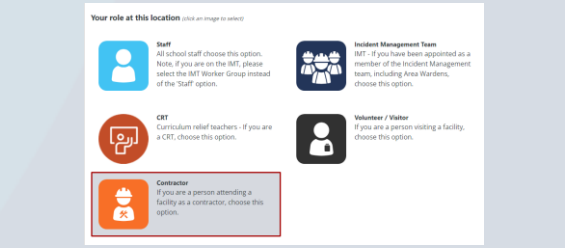

Can I recertify?

Yes, you can repeat our site induction again at any stage. Please note that training **MUST** be completed every 12 months.

How do we access our PlanSafe Portal?

Type the following URL into your Internet browser:

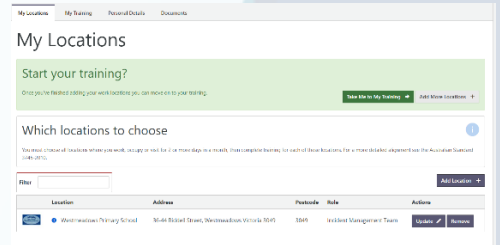
<https://cranbournesouth.locatrix.com/>

STEP 1	<h3 style="text-align: center;">CREATING A NEW LOGIN</h3> <p>As a first-time user, complete the following steps to start a user account:</p> <ul style="list-style-type: none"> • Type your first name and surname into the allocated fields. • Click 'It's my first time here'. • Enter your email address and click 'Confirm Email' 	
STEP 2	<h3 style="text-align: center;">CONFIRMING YOUR EMAIL</h3> <p>Open your email to find your 6-digit access code. Type the code into your 'Access Code' box on your PlanSafe login page. Click 'Submit'.</p>	
STEP 3	<h3 style="text-align: center;">MY LOCATIONS</h3> <p>You now need to add your work location by clicking the 'Add Location +' button. All contractors, CRTs and volunteers select '<u>Administration</u>' as their location.</p>	
STEP 4	<h3 style="text-align: center;">SELECTING YOUR ROLE</h3> <p>Please ONLY select the worker group you have been engaged to conduct tasks in:</p> <ul style="list-style-type: none"> • Contractor, • Volunteer, OR • CRT file 	
STEP 5	<h3 style="text-align: center;">SELECTING YOUR WORK AREA</h3> <p>Select the area of our school that you have been engaged to work in. Please note that multiple locations can be selected.</p>	

S
T
E
P
6

START TRAINING

Select the 'Take Me to My Training' tab'.



S
T
E
P
7

MY TRAINING

EACH individual contractor/Volunteer/CRT that is engaged to work/volunteer at our school MUST complete our Site Induction course prior to commencing works. This course complies with the Department's policy requirements.

To start our site induction training, simply click the 'Start' button.

