How to get ready for BSAFE Vendors

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Contacts

If you need assistance with your Avetta Connect account, the Avetta team are there to help via the Live Chat feature on the website or call the **Avetta Helpdesk on 1800 502 142 (AUS) or 0800 001 353 (NZ)**

What is Avetta Connect

Avetta Connect is our Contractor Management Platform for **company-level compliance** of our vendors. Vendor companies register here to upload corporate insurances and other relevant documents as part of the BGIS prequalification process.

What is Avetta Worker Management

Worker Management enables your **individual workers** to complete inductions, and the workers or administrators on their behalf, provide documentation to ensure they are prequalified to work at client sites.

# 1 Register company and link to BGIS in Avetta Connect

Your company may already have been registered in Avetta Connect and linked to the relevant BGIS client account/s and sites as part of the previously conducted BGIS migration to Avetta.

If this is the case, complete step 1.1 then skip straight to step 1.4

1.1   Login into Avetta Connect (Company Level Compliance)

Go to: https://app.avetta.com

- If it's your first time using the Avetta platform click on the Supplier Registration tab
- Otherwise, enter your Username and Password
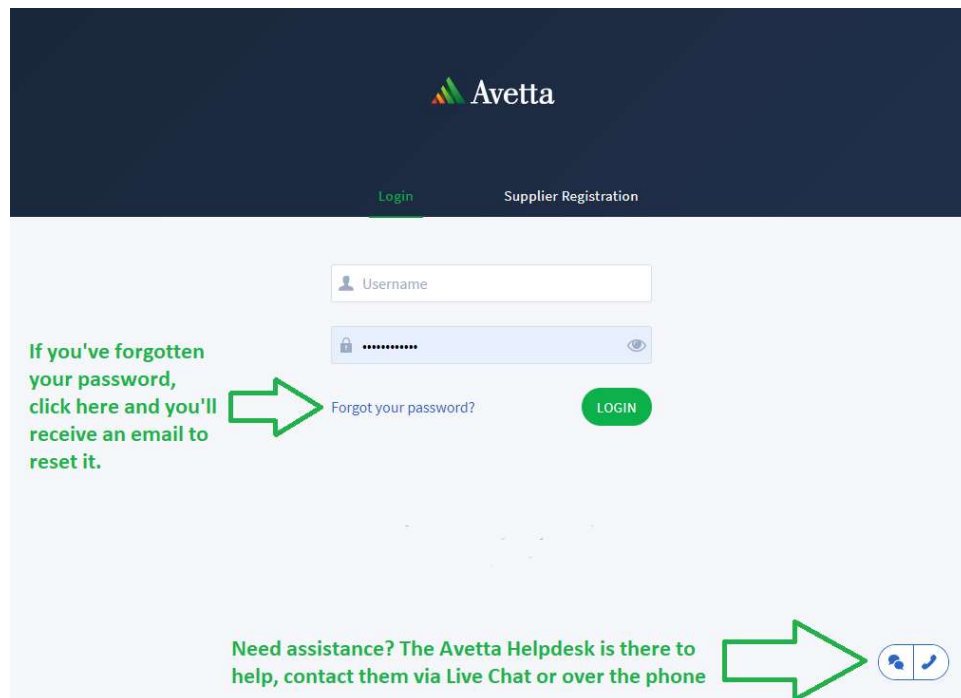
1.2   Add the relevant BGIS client account site/s as a connection

Once you have set up your company profile, the next step is to connect to BGIS and the specific client account/s that you are working at.

- Via the menu on the left > Click on Network > Find Clients > Use the search bar to find the BGIS client account/s you will be working at > click Connect.
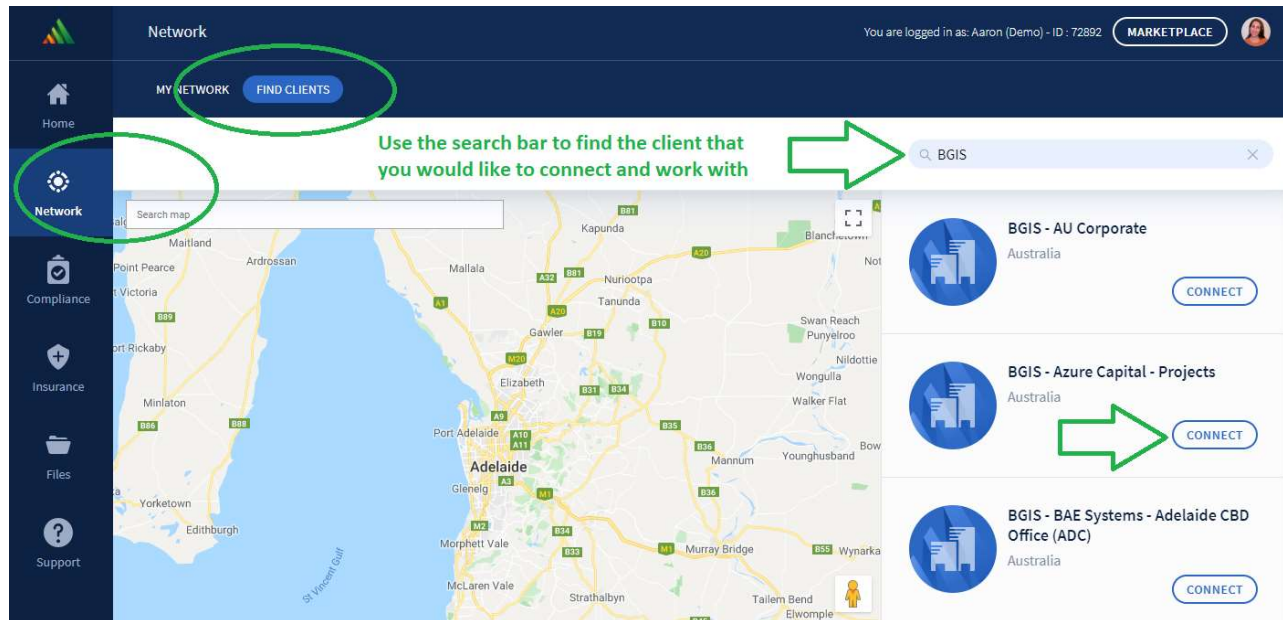
Each client account may have multiple records per state/ territory or property. You will need to connect with the relevant state/ territories or properties that your company will be performing works at. If your company performs works across multiple BGIS client accounts or states/ territories you can make as many connections as needed.

Once you click on Connect the BGIS CMS Team will receive an email alert to assess the connection.

- For enquiries regarding your BGIS site connections, please contact the CMS team via **CMS@apac.bgis.com**

1.3   Compliance Status

Once the connection has been made, Avetta Connect will display the prequalification task for each of the connections. Some will overlap with other sites, meaning you only need to complete the tasks once. Though some sites will have their own specific task.

- Your home page will display your company level compliance status for all your connections
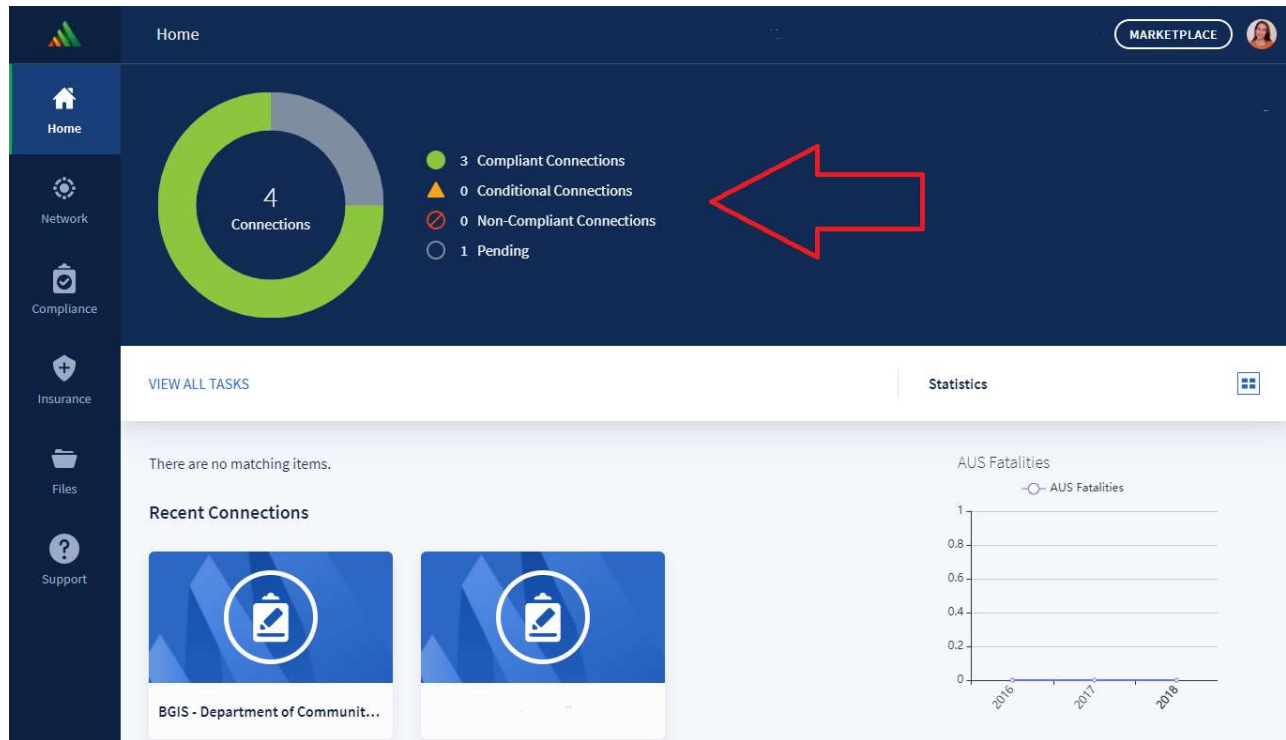
Avetta Compliance Symbols

Symbol		Description
🟢	Compliant	Has met all compliance requirements and is allowed to perform works on site.
🔺	Conditional	Additional compliance requirements need to be completed
⊘	Non-Compliant	Not allowed to perform work on site
○	Pending	Your status will appear as pending until you begin fulfilling requirements

1.4   Review BGIS client account and site connections

In preparation for transitioning to use BSAFE for a BGIS client account, review the list of BGIS connections your company has to ensure all client account site/s where works will be performed are connected.

Changes may have been made to the quantity of site profiles for the client account following your company's initial connection. It is recommended to search by name each BGIS client account your company performs works for and review the current list in case there are any sites you will additionally need to connect to.

2 Register Vendor Administrators in Avetta Connect
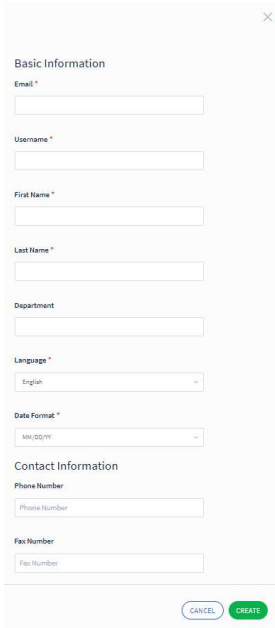
2.1 Assigning Additional Avetta Administrators

From the home page, click on the avatar on the top right > the drop down will appear > click on My Profile

Scroll to the bottom of the page > click on the Add User button

- Fill in the user information
  The username will populate as the email address
  If the email address has already been used on the Avetta platform then it cannot be used again on a new account.
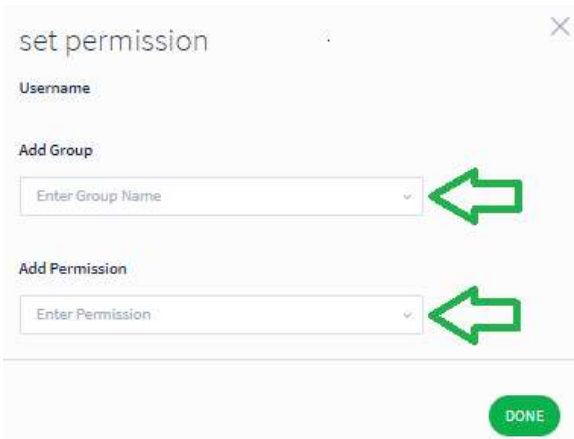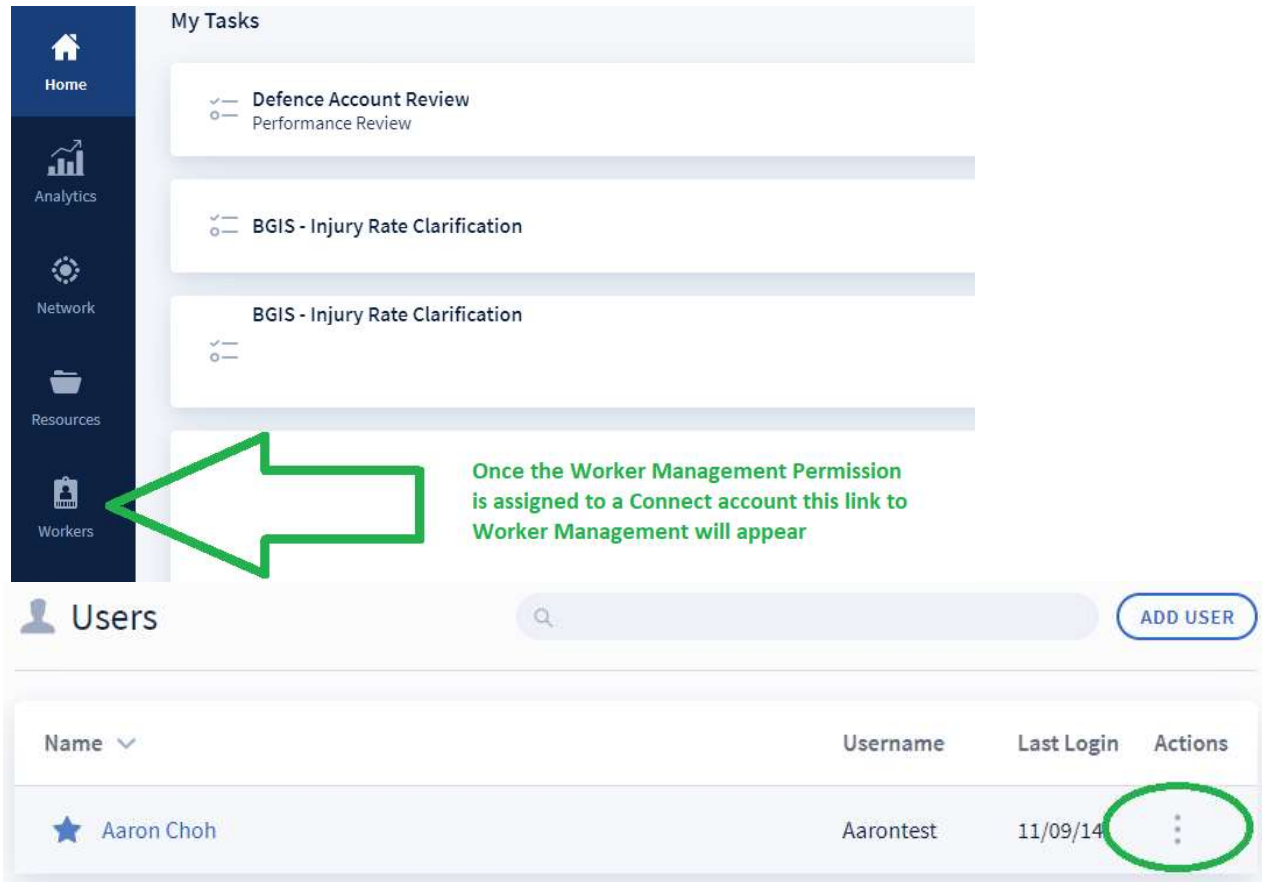
- Next, assign the group for the user

- The administrator will require access to Worker Management, add this Permission via the 'Add Permission' drop down menu.

Update an Existing Administrator's Profile

To update an existing administrator's profile > click on the ellipsis > the following options will appear:

- Edit User Info
- Edit Permissions
- Deactivate User

3 Register Technicians (Workers) in Avetta Worker Management

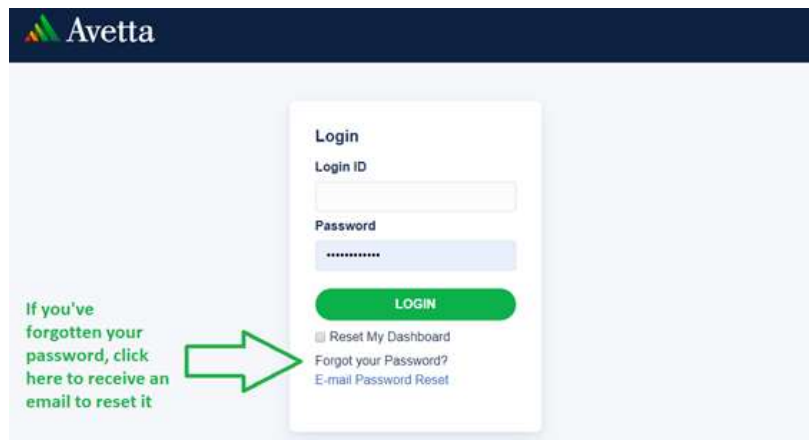## 3.1   Log into Avetta Worker Management

Worker Management is accessible for Connect users, who have been assigned Worker Management Permissions, via the Workers tab in Connect.

Once an individual worker has been added to Worker Management or an Administrator has been provided with Worker Management permissions, they access the platform via:

https://worker-au.avetta.com
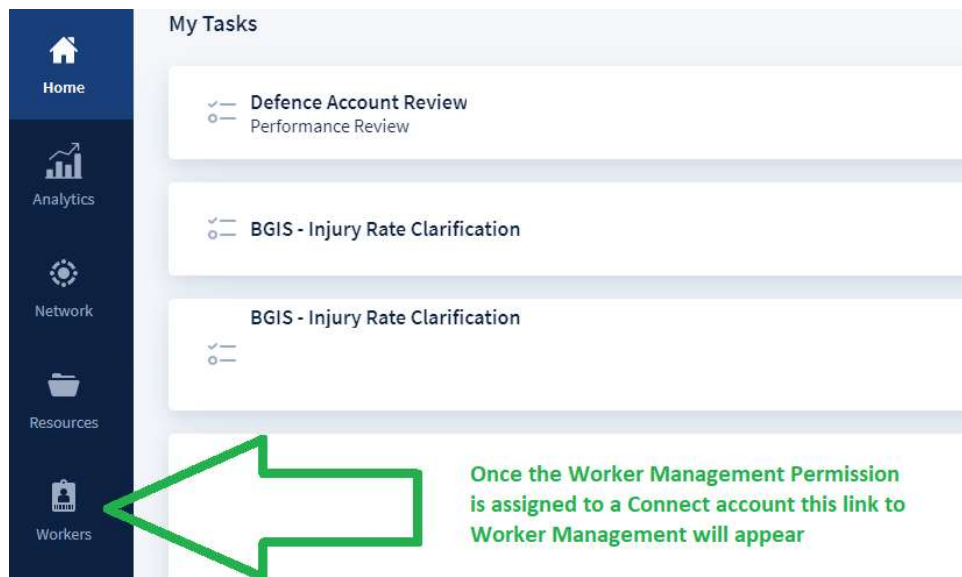
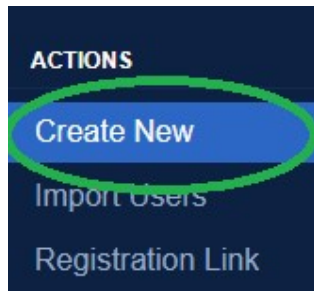## 3.2   Add workers in Avetta Worker Management

Administrators can add workers to Worker Management, either by bulk or individually.

Adding Workers individually

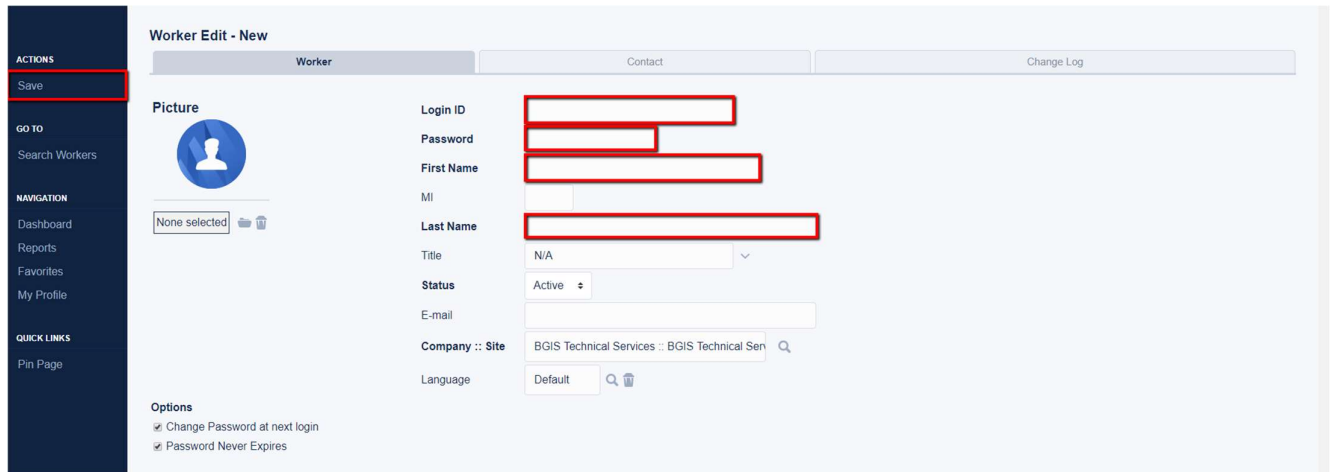Click on Accounts > Worker Management

This will prompt the 'Create New' menu item to appear > click on it to create a new worker account.

Once you select 'Create New' you will be taken to the screen below where you will need to fill in the highlighted fields.

> *Note: The email address field will also need to be filled in if you want automatic reminders to be sent to your new user, such as upcoming induction requirements and expiring documents & trainings*

Adding Workers in bulk via file upload

Click on Accounts > Worker Management

Next, click on Import Users

On the following screen, upload your excel file containing your worker details. The file must be populated with these columns: **Login / Password / First Name / Last Name / Title / Email**

3.3   Assign worker to the relevant site/s

After creating the worker account, assign them to the BGIS account/s that they will be working on and to the role applicable to the work the worker preforms.
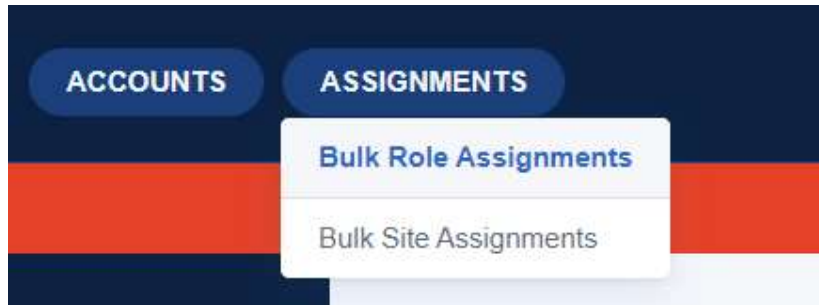
Go to the Site Assignment tab > select "Add Site" and select the BGIS account that the employee will be working on > Once all applicable BGIS accounts are selected, you will need to click on the "Save" button

> **Note:** *The site assignment will assign all site specific requirements to your new user, e.g site inductions.*
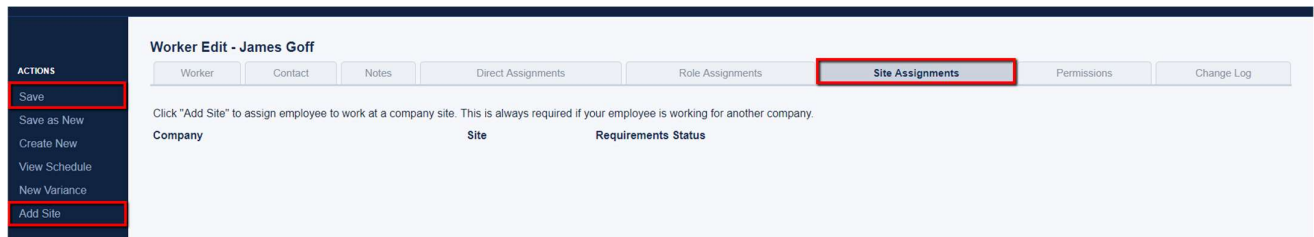
Assigning site/s in bulk

Click on Assignments > choose Bulk Site Assignments and follow the onsite prompts:


3.4 Assign the worker a role

Once the Site Assignment has been made, you will need to go to the Role Assignment tab > Select Add Roles > Select applicable roles > Save

> **Note**: *The role assignments will drive role specific requirements to your new user, e.g electrical certification, first aid certifications etc.*

Assigning roles in bulk

Click on Assignments > choose Bulk Role Assignments and follow the onsite prompts:
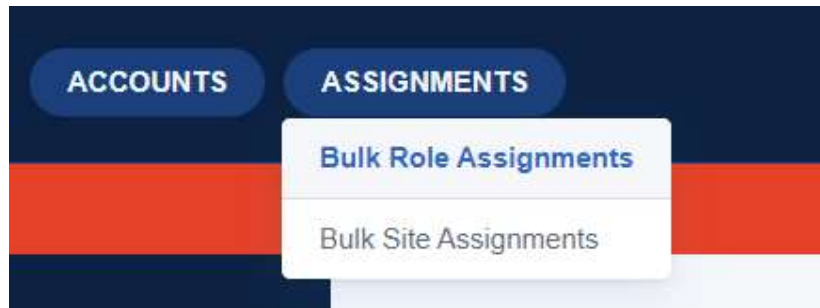
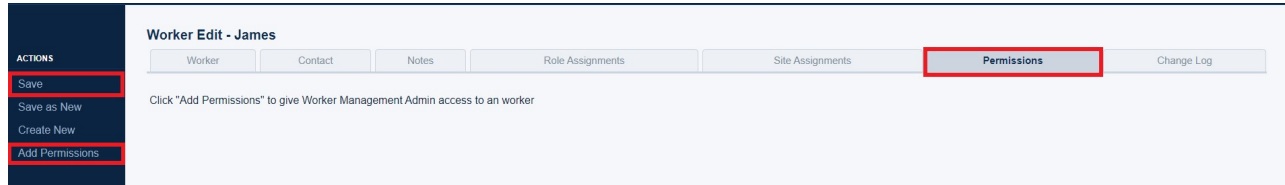## 3.5   How to create a dual Worker/Vendor Admin user

Workers can also be setup as Administrators to be able to view, edit and add profiles in Worker Management. This will also give them access to the BSAFE portal as Vendor Administrators.

Once the worker profile is setup their **Permissions** will then need to be set.

You will need to go to Permissions tab > Select Add Permissions > Select the Company > Save

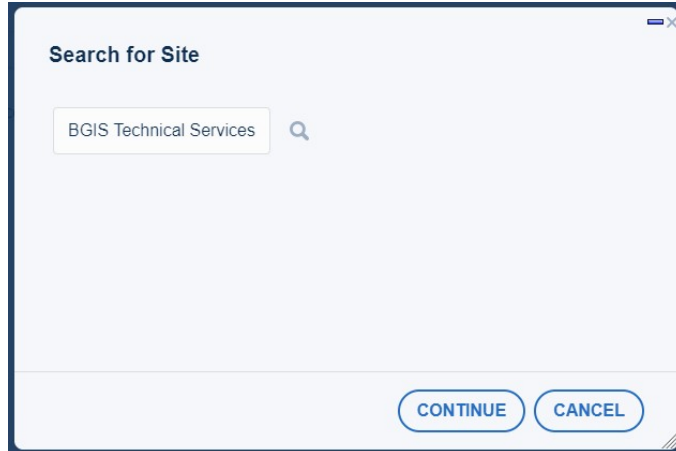Once you click on the company then press **Continue**
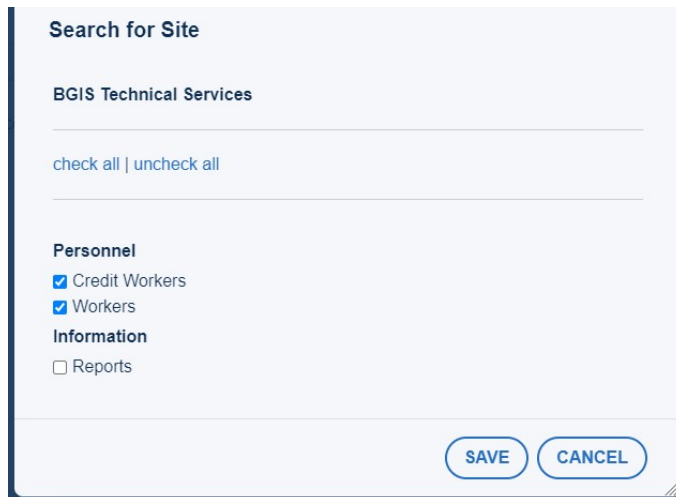
Check the boxes **Credit Workers** and **Workers** and press **SAVE**;

4 BSAFE Training attended by Vendor Administrators and Technician representatives

When your company is scheduled to commence using BSAFE soon you will receive calendar invites for training sessions delivered by Webex.

If you have not received calendar invitations for training sessions ahead of an upcoming launch of BSAFE to your company, please email cms@apac.bgis.com

5 Technicians to download the BSAFE App to their devices

The App can be downloaded for Apple on the App Store or for Android devices on Google Play.

Android
Search for 'BGIS BSAFE' or click on the hyperlink below:

https://play.google.com/store/apps/details?id=au.com.tiks.bgis.bsafe

Please enable push notifications and location services when installing the App.

Apple iOS
Search for 'BGIS BSAFE' or click on the hyperlink below:

https://apps.apple.com/au/app/bgis-bsafe/id1473720752
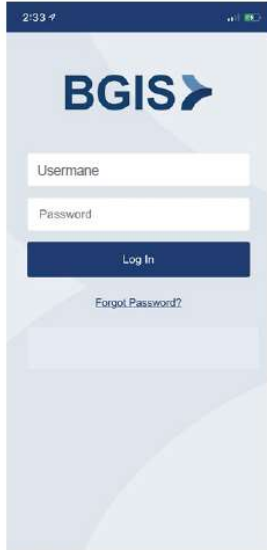
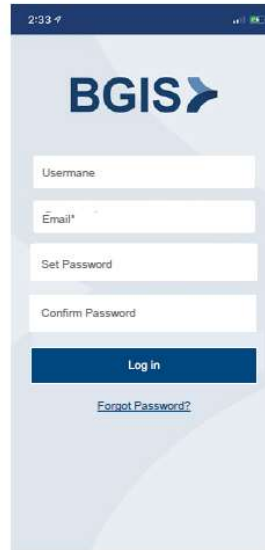Please enable push notifications and location services when installing the App.

6 Technicians to download the BSAFE App to their devices

BSAFE relies on the existing information that has been setup in Avetta. So the username and password match the technician's existing login details.