BGIS

AVETTA CONNECT & WORKER MANAGEMENT VENDOR GUIDE

HSEQ

18/11/2019

BGIS➤

Contents

1 Document Control

Table 1 Base document reference (delete table if not applicable)

Document No.	Document Name	Version	Revision date	Section revised & change reference
HSEQ-G-043	AVETTA CONNECT & WORKER MANAGEMENT VENDOR GUIDE	1	18/11/2019	New document

2 Scope

The BGIS Contractor Management Platform through Avetta streamlines our prequalification processes and ensures our prequalified vendors are visible across all of our businesses. Once vendors have met the BGIS prequalification requirements they will be part of the BGIS Preferred Supplier list and be able to provide services across all our clients.

This document outlines key tasks that vendor administrators are required to complete as part of their ongoing registration with Avetta.

3 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.

## 3.1 How to 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
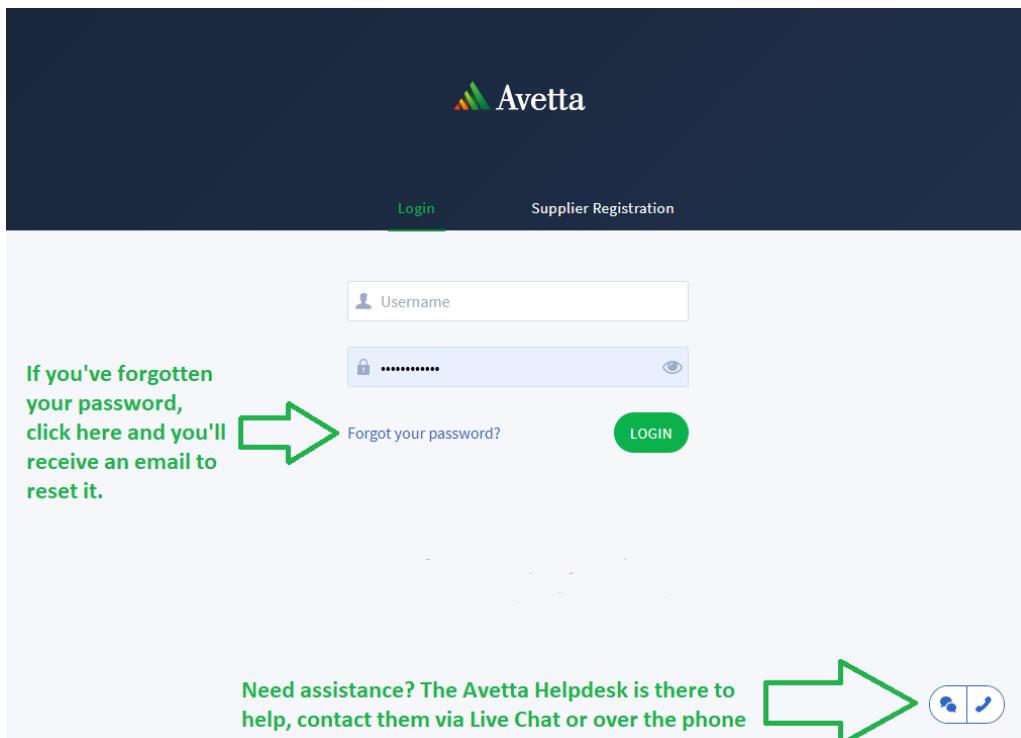
3.2   Adding BGIS as a connection

Once you have set up your company profile, the next step is to connect to the BGIS sites that you are working at.

- Via the menu on the left > Click on Network > Find Clients > Use the search bar to find the site > click Connect.
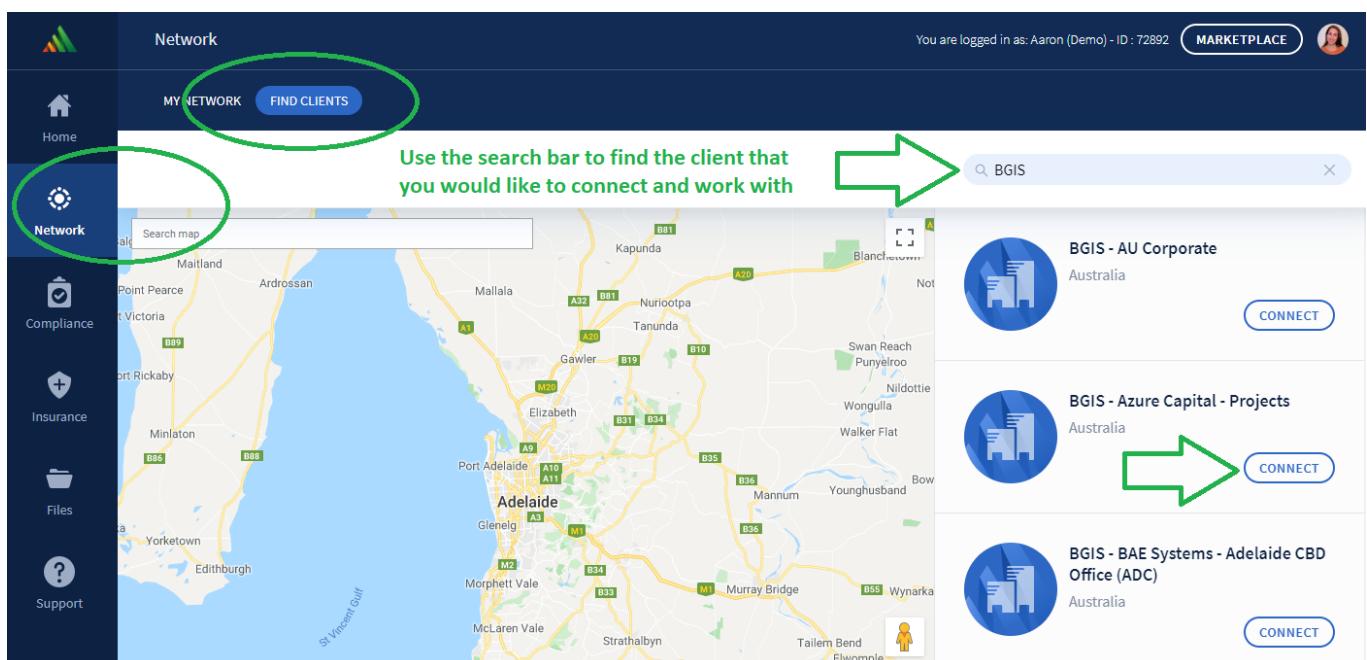
Once you click on Connect the BGIS CMS Team will receive an email alert to assess the connection.

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

3.3   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
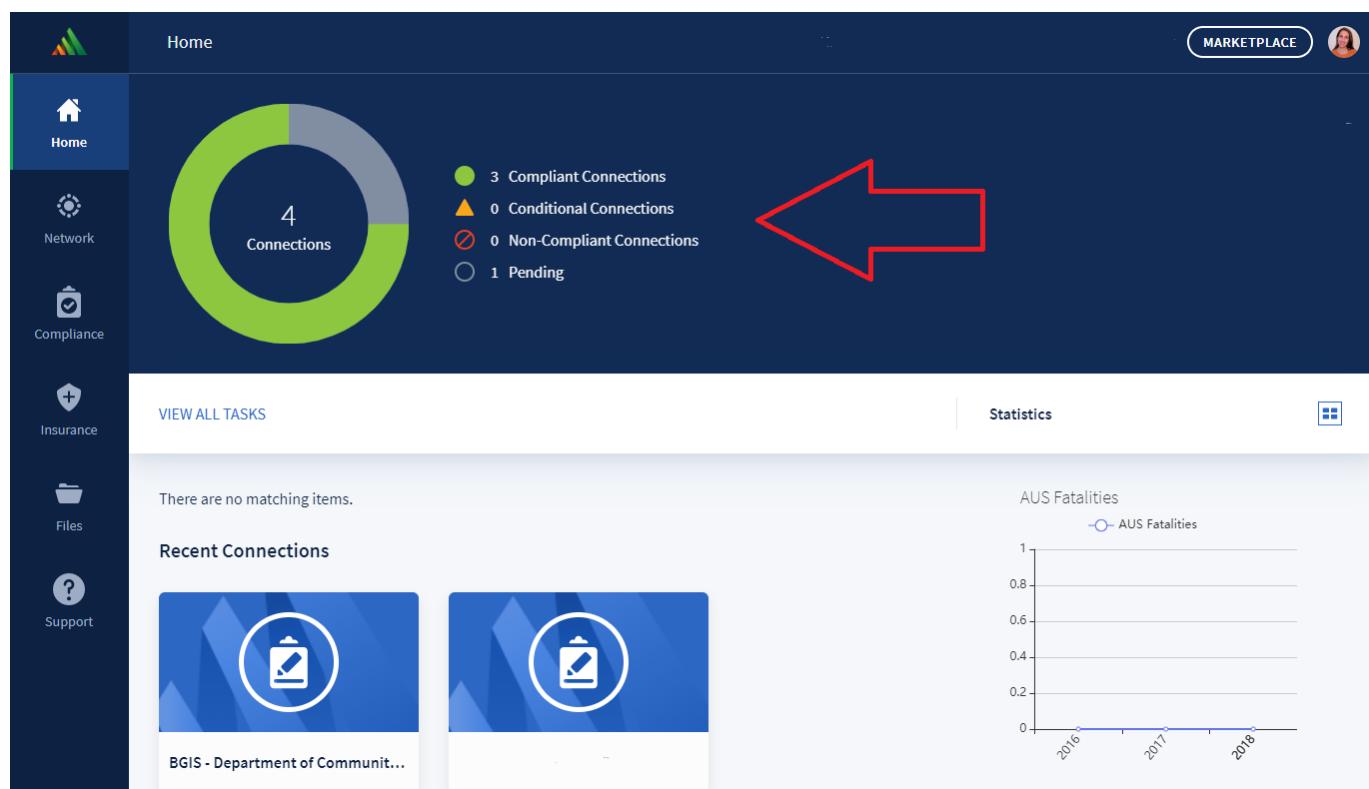
3.4   Avetta Compliance Symbols

     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 requirement

3.5   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
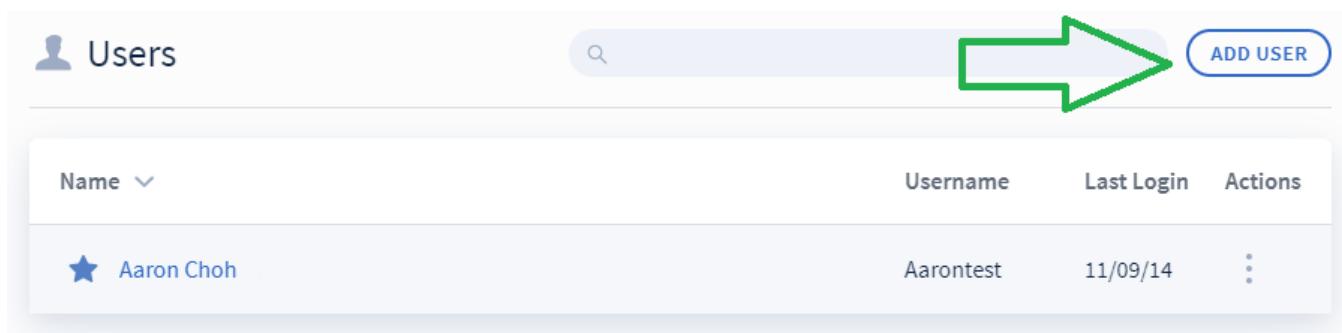
- Fill in the user information

- 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 and permissions for the user
- If your administrator requires Worker Management, then access can be assigned via the Add Permission drop down.
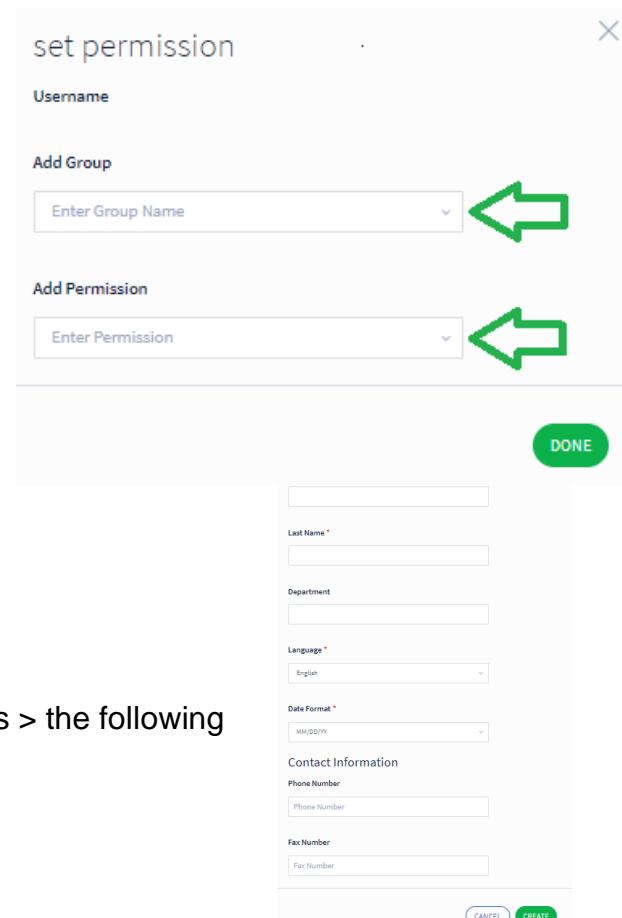
To update an existing account > click on the ellipsis > the following options will appear:

- Edit User Info
- Edit Permissions

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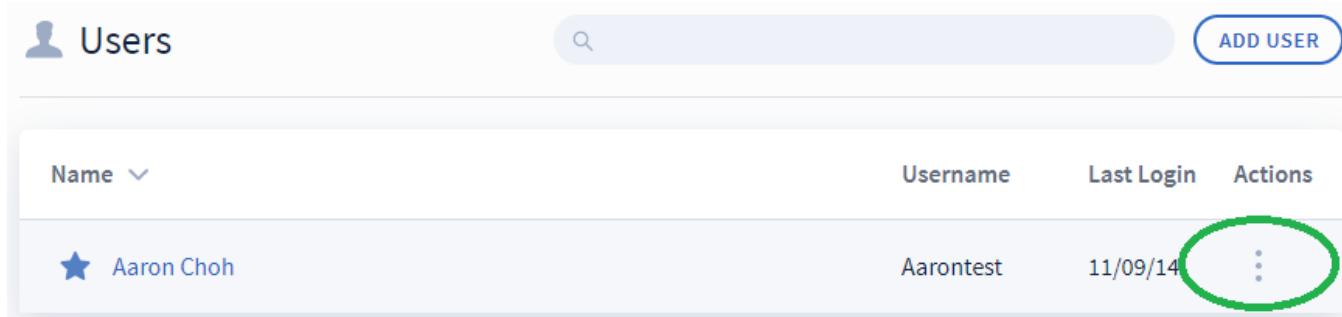
- If you need assistance with your Avetta Connect account, the Avetta team are there to help via the Live Chat feature on the website or call the **Avetta Helpdesk on 1800 502 142 (AUS) or 0800 001 353 (NZ)**

4 What is Avetta Worker Management?

Worker Management enables your **individual workers** to complete inductions and provide documentation to ensure they are prequalified to work at client sites.

4.1 How to 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.

BGIS

Once an individual worker has been added to Worker Management, they access the platform via:
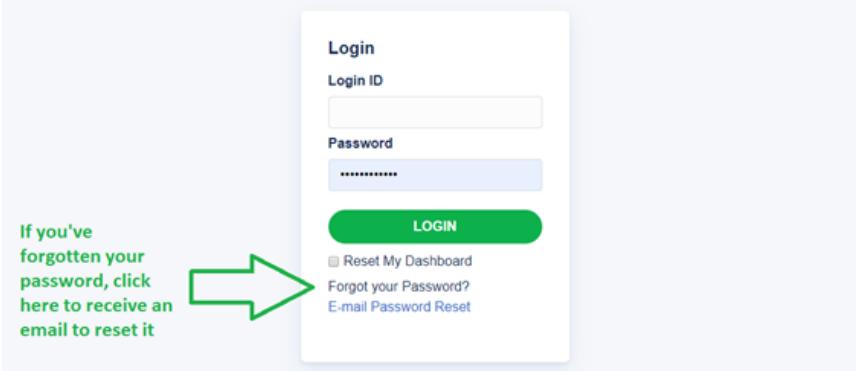
https://worker-au.avetta.com

## 4.2   How to add workers to Worker Management

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

Adding Workers individually

Click on Accounts > Worker Management
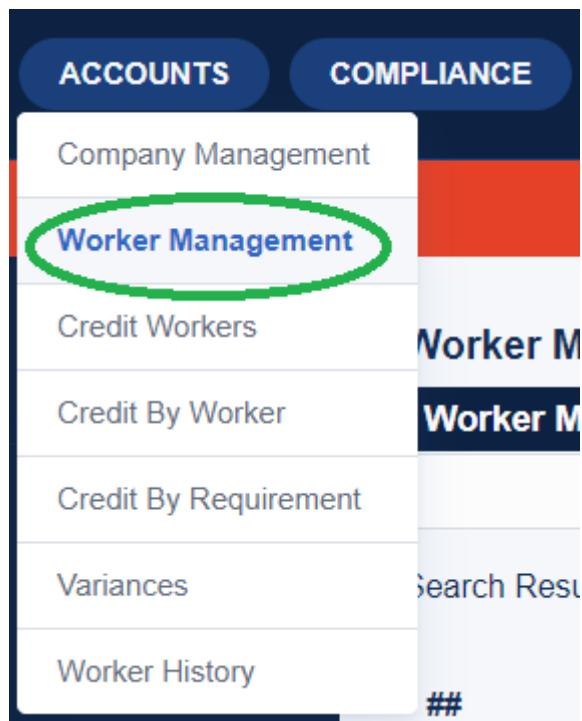
This will prompt the 'Create New' menu item to appear > click on it to create a new worker account.
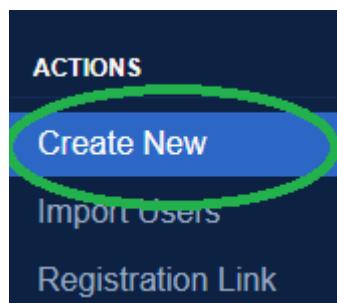
Once you select "Create New" you will be taken to the screen below where you will need to fill in the highlighted fields.

> *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

After creating the worker account, assign them to the BGIS accounts that they will be working on and to the role applicable to the work the new user 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.*

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.*

Adding Workers in bulk via file upload

Click on Accounts > Worker Management
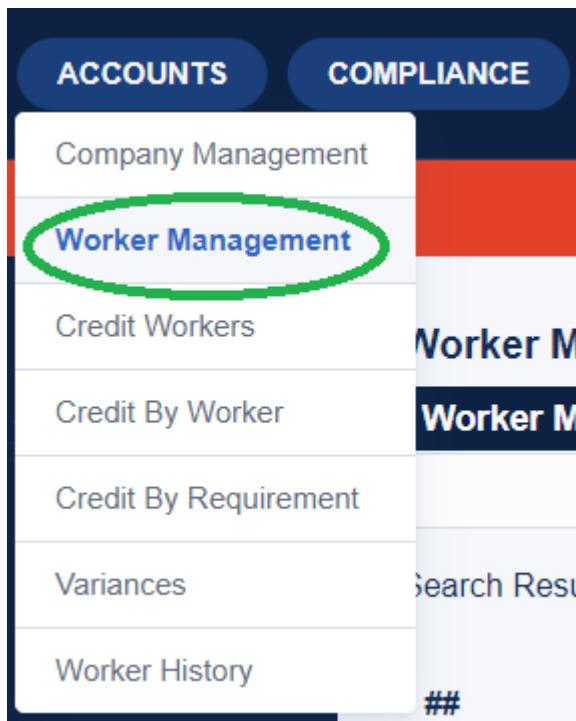
Next, click on Import Users
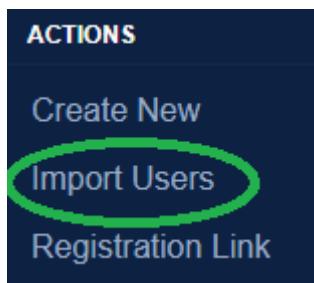
On the following screen, upload your excel file containing your worker details. The file must be populated with these columns: **Login / Password / First Name / Last Name / Title / Email**
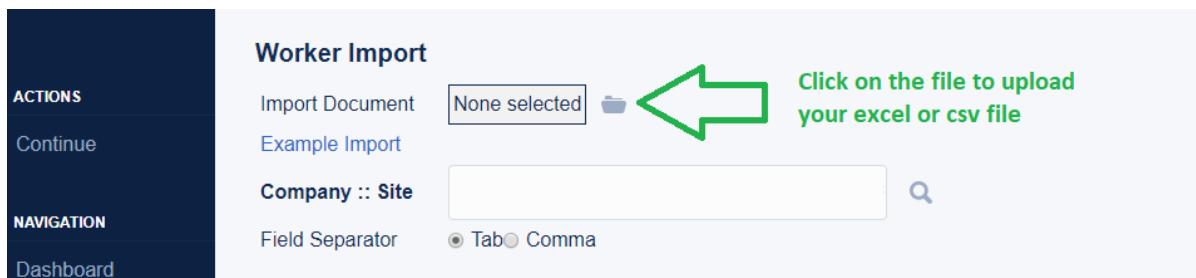
After creating the worker account, you will need to assign them to the BGIS accounts that they will be working on and to the role applicable to the work the new user performs. This can be done individually as described above or via bulk.

BGIS

Assigning roles and sites in bulk

Click on Assignments > choose either Bulk Role Assignments or Bulk Site Assignments and follow the onsite prompts:
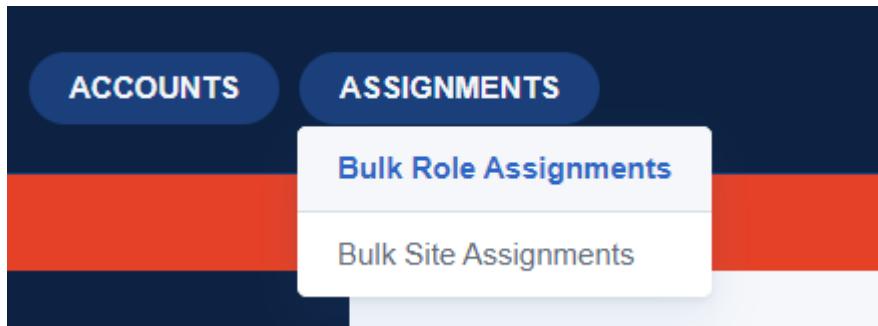
4.3 How to update workers accounts, including resetting passwords

Navigate to Accounts in the top menu bar > Worker Management > search for the workers name:
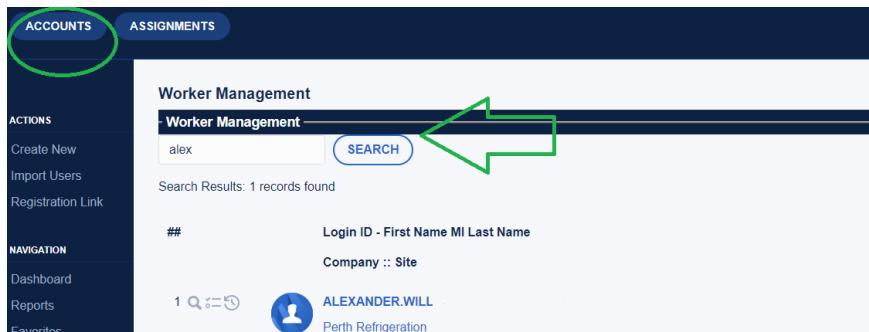
Click on the workers name to view and edit their account:

If you would like to assign worker administration permissions, click on the permissions tab

Followed by the Add Permissions tab on the left menu:

Select the required permissions and click save:

4.4   How to upload documentation/credit workers accounts

As an administrator with the credit workers permission assigned, you can upload documentation such as licenses and certificates on behalf of workers. Please note, individual workers are required to complete the induction courses themselves on Worker Management.

How to upload documentation individually by worker

Click on the accounts menu on the top left > credit by worker:
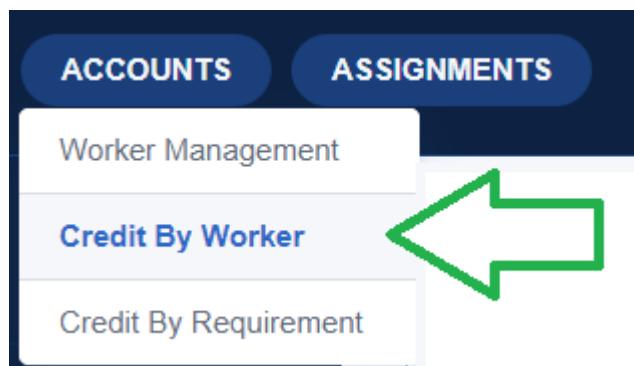
Search for the worker > click on their name which will bring up the list of their requirements > tick the requirements that you wish to upload the documents for and click use selected:

A description of the required documentation will appear > upload the documentation for each requirement.

Ensure the details entered exactly match those in the documents > once you have completed all fields the send to review button will appear for you to select. If you cannot complete a requirement click skip to move to the next requirement > Click finish when done.


A summary page will appear:

How to upload documentation by requirement

Click on the accounts menu on the top left > credit by requirement:
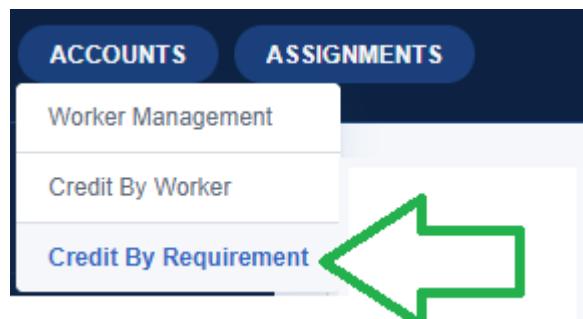
Search for the requirement > the names of your workers who have been assigned the role which triggers the requirement will appear > tick the names that you wish to upload the documents for and click use selected:
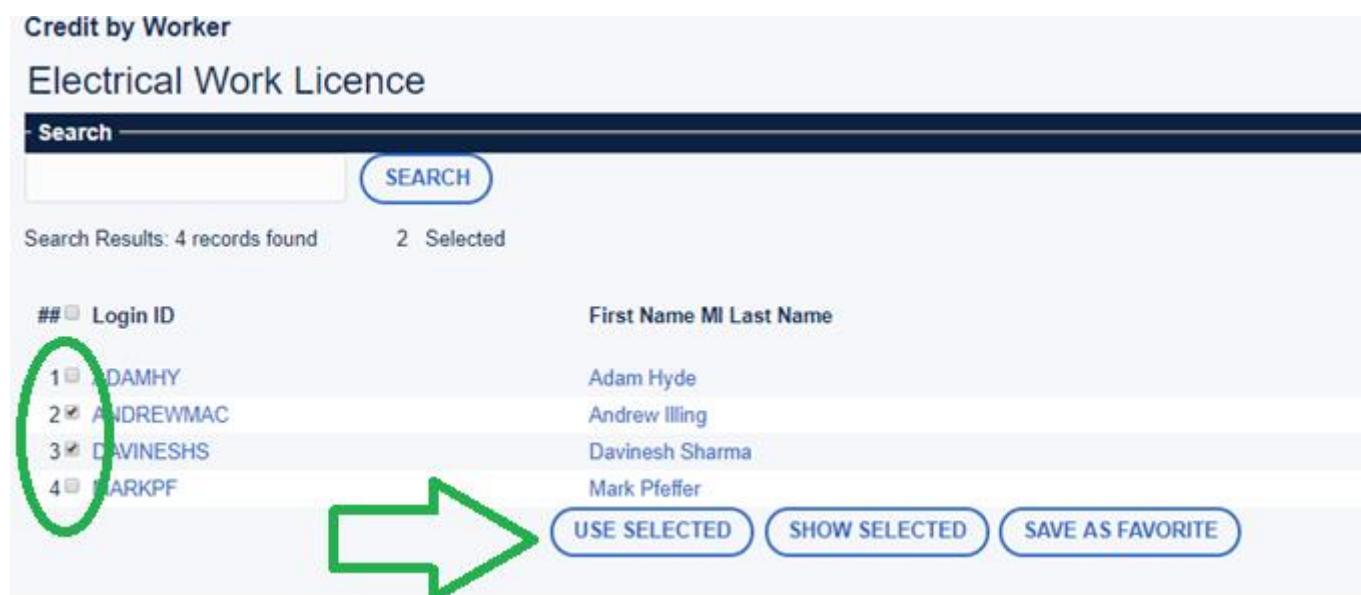
A description of the required documentation will appear > upload the documentation for each requirement.

Ensure the details entered exactly match those in the documents > once you have completed all fields the send to review button will appear for you to select. If you cannot complete a requirement click skip to move to the next requirement > Click finish after which a summary page will appear.

Requirement Credit

Davinesh Sharma
Electrical Work Licence

Record 1 out of 2

Description

Electrical Work Licence

All but limited electrical work must be carried out by licensed electricians in Queensland. Exceptions include:

- Authorised testing of electrical equipment
- Installation or repair of telecommunication cables
- Electrical work carried out by licensed electrical engineers
- Apprentice or trainee electrical work under supervision

Refer:
Electrical Safety Regulation 2013
Electrical Safety Act 2002

Instructions

Licence type: Electrical Work Licence issued by Queensland Government.

Documentation uploaded should be current and in the form of a valid Queensland Electrical licence. The front and back of the licence must be uploaded.

Information to be clearly displayed includes:

- Your Full Name
- Licence Number
- Expiry date
- Licence to perform the work of (Electrical Fitter or Electrical Mechanic or both)

Required Information	
Completion Date/Time	16.11.19 16:00
Score	100.0
Result	Pass
Expiration Date	16.11.19

You may upload files for credit below
You need to upload 1 file(s)

Add File

Add Notes Here

SEND TO REVIEW   SKIP   FINISH

4.5   Completing inductions / requirements to do list

On the dashboard, workers outstanding items, such as site inductions and role documentation appear in the 'Requirements To Do List'. Workers can click each requirement to complete the task. Each workers goal is to have an empty 'Requirements to do list'.

4.6   Reviewing compliance

Use the widgets available on the left menu to give you a snapshot of worker compliance

Gain an overview of compliance by viewing the Connections, Roles and Sites widgets

- **Roles Widget**   Displays the compliance status of workers with role assignments
- **Sites Widget**   Displays the compliance status of workers assigned to client sites
- **Connections Widget** Displays the companies connected to and their compliance status within Connect

4.7   Reporting

Drill into detailed account details and worker, site and role compliance using the reports available via the report link on the left menu bar:
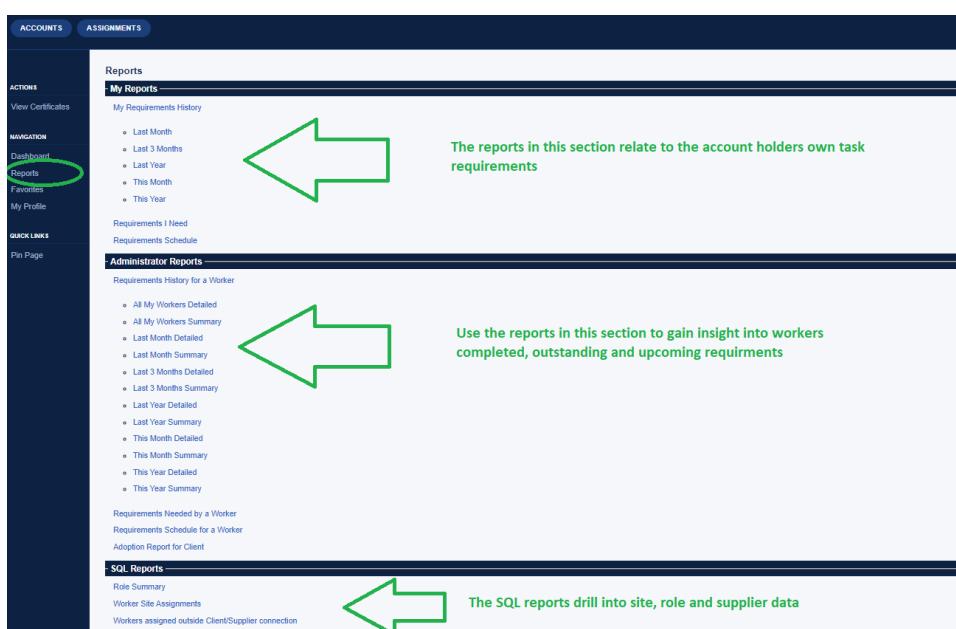
Select your parameters and view the report on your screen, export to pdf, export to excel or have the report emailed to yourself or nominated person via email.

Use the email option to schedule reports. This function is also recommended for large reports that may take longer to populate on the screen.

4.8 Helpdesk

View quick start guides and contact the Avetta Helpdesk via the Help link on the Worker Management site:
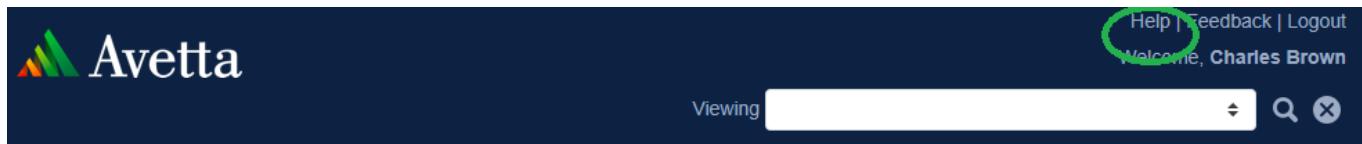
The Avetta Helpdesk team is also available over the phone Mon – Fri 9am -5pm AEDT on **1800 502 142 (AUS) or 0800 001 353 (NZ)**. Alternatively you can email the team via wmsupport@avetta.com

If you need assistance with any of your roles or permissions please contact the BGIS CMS Team via CMS@apac.bgis.com