

LUCIDITY– CONTRACTOR REPRESENTATIVE – ADDING RECORDS TO A WORKER’S PROFILE

1. **SELECT CAPABILITY**- ensure that the capability you select matches the record/file that you wish to attach.

Add Record: Elliott, Angela

✓ Save ✗ Cancel * Mandatory field

Record Details

Capabilities [SELECT] *

Create one or more records for the user.

2. **UPLOAD A FILE** – ensure that the file you attach matches the capability you selected above.

Upload a file

+ Add Document

File name	Description
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***Please be advised that the contractor induction record DOES NOT need to be uploaded by the Contractor Representative UNLESS it is an induction record completed through Council’s previous contractor management system.

The current contractor management system creates the induction record automatically when the contractor worker completes their induction and is available to view within the worker’s records.

If you need any assistance, please contact safety.reports@isaac.qld.gov.au