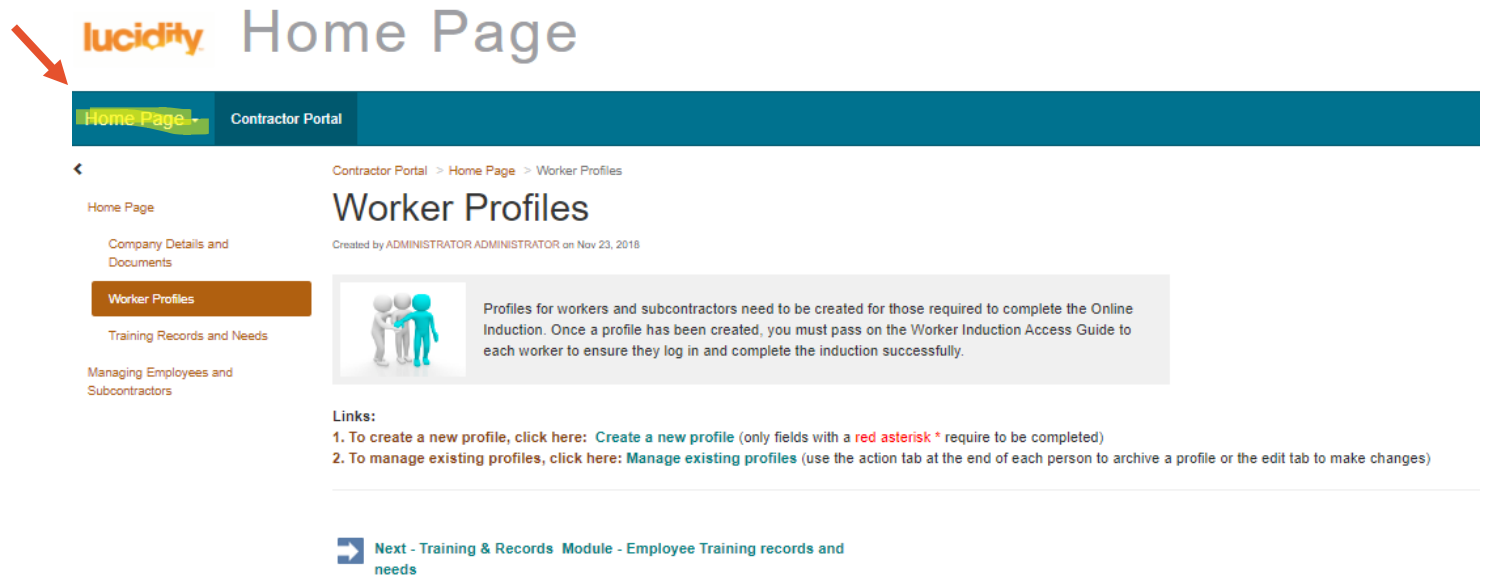


CONTRACTOR REPRESENTATIVE – UPLOADING DOCUMENTS

THIS GUIDE DEMONSTRATES HOW THE CONTRACTOR REPRESENTATIVE UPLOADS DOCUMENTS TO THE ISAAC REGIONAL COUNCIL CONTRACTOR MANAGEMENT SYSTEM.

1. From the home page, select “Contractor Compliance”



The screenshot shows the Lucidity Home Page with the Contractor Portal navigation menu. A red arrow points to the 'Contractor Compliance' option in the menu. The main content area displays 'Worker Profiles' with a description and links for creating and managing profiles.

Home Page - Contractor Portal

Contractor Portal > Home Page > Worker Profiles

Home Page

Company Details and Documents

Worker Profiles

Training Records and Needs

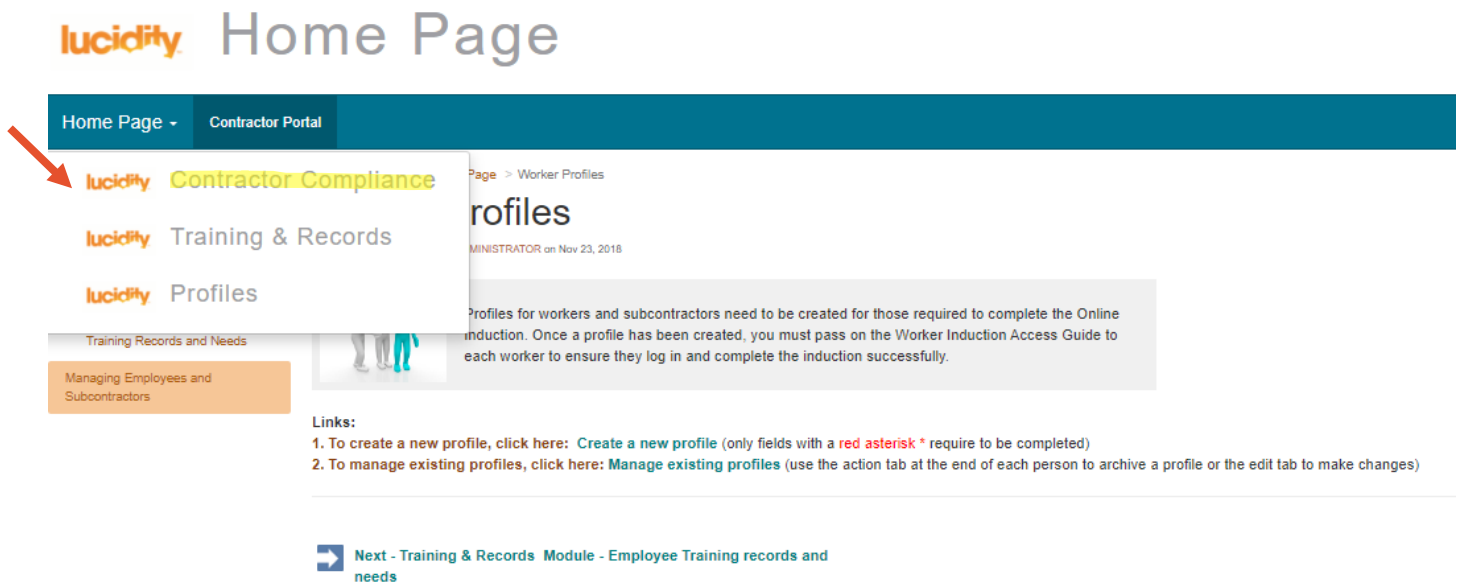
Managing Employees and Subcontractors

Profiles for workers and subcontractors need to be created for those required to complete the Online Induction. Once a profile has been created, you must pass on the Worker Induction Access Guide to each worker to ensure they log in and complete the induction successfully.

Links:

1. To create a new profile, click here: [Create a new profile](#) (only fields with a red asterisk * require to be completed)
2. To manage existing profiles, click here: [Manage existing profiles](#) (use the action tab at the end of each person to archive a profile or the edit tab to make changes)

Next - Training & Records Module - Employee Training records and needs



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Home Page - Contractor Portal

Contractor Compliance

Training & Records

Profiles

Training Records and Needs

Managing Employees and Subcontractors

Worker Profiles

Created by ADMINISTRATOR ADMINISTRATOR on Nov 23, 2018

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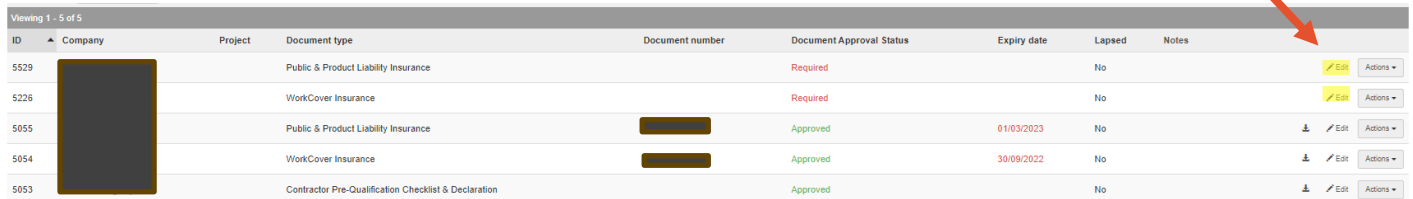
Next - Training & Records Module - Employee Training records and needs

2. Select "Documents"



| ID | Company | Company category | Address line 1 | Suburb | Company classification | Required Document | Contractor Representative Name | Contractor Representative Email | Contractor Representative Contact Number | ABN / ACN | Website | Project | Actions |
|-----|------------|------------------|----------------|----------|------------------------|-------------------|--------------------------------|---------------------------------|--|------------|------------|------------|------------------------------------|
| 282 | [REDACTED] | [REDACTED] | [REDACTED] | Moranbah | Holds: WC, PL, PI | 4 / 4 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | ✓ Edit Documents Employees Actions |

3. Where the document approval status is "Required", select "Edit", enter insurance/accreditation details and upload the document.



| ID | Company | Project | Document type | Document number | Document Approval Status | Expiry date | Lapsed | Notes | Actions |
|------|------------|---------|--|-----------------|--------------------------|-------------|--------|-------|----------------|
| 5529 | [REDACTED] | | Public & Product Liability Insurance | | Required | | No | | ✓ Edit Actions |
| 5228 | [REDACTED] | | WorkCover Insurance | | Required | | No | | ✓ Edit Actions |
| 5055 | [REDACTED] | | Public & Product Liability Insurance | [REDACTED] | Approved | 01/03/2023 | No | | ⬇ Edit Actions |
| 5054 | [REDACTED] | | WorkCover Insurance | [REDACTED] | Approved | 30/09/2022 | No | | ⬇ Edit Actions |
| 5053 | [REDACTED] | | Contractor Pre-Qualification Checklist & Declaration | | Approved | | No | | ⬇ Edit Actions |

Tip

The contractor management system will generate a new line for an insurance/accreditation due to expire in 30 days. A notification will be sent to the Contractor Representative's email address when records require renewal, 30 days prior and the day of expiration.

Related Information Sheets:

- Contractor Representative – Checking and Maintaining Workers' Profiles
- Contractor Representative – Setting Up Access for Contractor Workers

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

