Online Site Safety Inductions company registration

The Online Induction system enables company registrations. This provides an opportunity for organisations to monitor their workers induction status to determine who has, and has not completed the required City of Gold Coast inductions.

Company registration within the Online Induction system is completed through: https://www.onlineinduction.com/goldcoast/registercompany.php

1. Type or paste this link into your browser:

2. Fill in the registration fields. Click register.

3. Fill in the additional registration details. Your company details must be captured in order for your workers to link to your organisation while registering.
4. Click Submit and Continue

5. Once registration is completed, your company representative has the option to **complete inductions** required of them, and to **view the status of all the inductees** linked to your company.

**To view the inductees linked to your company**

1. From the dashboard, click **View all staff for my company**.
2. You will see a list of all the inductees linked to your company. By referring to the **Inductions** column, you will see the type, the completion date, and the expiry date of each induction completed.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Company</th>
<th>Email</th>
<th>Inductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Allen</td>
<td>1030</td>
<td>Allens Plumbing</td>
<td><a href="mailto:tom@allensplumbing.com.au">tom@allensplumbing.com.au</a></td>
<td>NOT INDUCTED</td>
</tr>
<tr>
<td>Bob Allen</td>
<td>1031</td>
<td>Allens Plumbing</td>
<td><a href="mailto:bob@allensplumbing.com.au">bob@allensplumbing.com.au</a></td>
<td>Name: General Induction to Gold Coast Water - Date: 03/12/2017 - Expiry: 03/06/2019</td>
</tr>
<tr>
<td>Jack Jameson</td>
<td>1032</td>
<td>Allens Plumbing</td>
<td><a href="mailto:jack@allensplumbing.com.au">jack@allensplumbing.com.au</a></td>
<td>Name: Induction to Itinerant and Construction Sites - Date: 03/12/2017 - Expiry: 03/06/2019</td>
</tr>
</tbody>
</table>