



# Glencore Coal Australia Contractor Registrations

Workforce Safety



## Contractor Registrations

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# Ideagen Workforce Safety Overview

## Welcome to the Workforce Safety Guide for Contractors

Ideagen has been engaged to electronically record contractor compliance. The Workforce Safety platform has been designed to effectively manage our workforce by:

- Ensuring the workforce are appropriately trained and capable of carrying out their work safely and efficiently.
- Providing a one stop shop for tracking employee competencies, qualifications and compliance with site rules and requirements.
- Managing Companies, People, Access, from the one integrated platform
- Providing your company with the ability to see all of your employee and company details in the one platform. Including the ability to carry competency information, induction completion, license fee and employee profile information in one place.

All companies are required to register with Ideagen to be compliant. As an appointed contractor, you are required to register your company and your employees with Ideagen to ensure site access is provided as quickly as possible. Additionally, if you are using subcontractors to help deliver your package of works, they must also register their companies and mobilise their workforce through the Workforce Safety.

This guide will help you through the process of registering your company and adding your employees in to the Contractor Portal of the Workforce Safety.

## Benefits

Ideagen provides Contractors with Contractor Portal Access. With round-the-clock access to your workers and company's information and records. With Ideagen Workforce Safety's Company Portal you can:

- See what sites your workers are on and keep track of work status onsite
- Manage your workers qualifications, compliance, and skills online
- Manage your company details, documents, and compliances
- View upcoming information that will expire for your company and employees

**Registration process assistance:**

**1300 722 801, chat, or email [support.workforce-safety@ideagen.com](mailto:support.workforce-safety@ideagen.com) OR [service@damstratechnology.com](mailto:service@damstratechnology.com)**



Glencore Coal Australia

# Have you used Workforce Safety before?

## **If the answer is yes, then welcome back!**

Your company will already be registered in Ideagen's Workforce Safety, please go to page 10 to start adding and mobilising your workers.

If you are unsure whether your company is registered in Ideagen or if you have forgotten your details, please contact our support team by calling 1300 722 801 or sending an email [support.workforce-safety@ideagen.com](mailto:support.workforce-safety@ideagen.com) OR [service@damstratechnology.com](mailto:service@damstratechnology.com). Please have your company name and ABN on hand so we can check the company details and registered company admins quickly.

If your company is registered with Ideagen but you aren't an administrator. You will need to ask an existing admin to register you via the Company Portal by going to System Settings > User login accounts or ask them to send an email to [support.workforce-safety@ideagen.com](mailto:support.workforce-safety@ideagen.com) OR [service@damstratechnology.com](mailto:service@damstratechnology.com) with the new admin's details so we can have them added as an Admin to your existing Company account.

If you are a subsidiary or alternate branch of another company registered in Ideagen, your branch can be registered and managed under your parent company. Please contact Ideagen if you are unsure who your Company Admin for your company is.

Once you have access to your companies Workforce Safety account, please continue to page 10 of this pack for information on mobilising your employees.

## **If the answer is no, we are excited to have the opportunity to work with you.**

On page 9 of this pack, you will find information on registering your company with Ideagen.

**Whether the answer is yes, or no**, this pack will provide you with all the information you will need to understand and use Ideagen's Workforce Safety.



# Glencore Coal Australia Registration Overview

## Registering your company for the first time

Please take note of the steps below, as this provides a high-level overview of what's required to get your company registered and your workers mobilised.

1. **Register your company** - Page 9
2. **Mobilise Employees** – Page 10

**Make sure you or your workers have the following easily available or obtainable:**

- Workers personal details including email address
- Colour photo - Please ensure that the photo is a high-quality passport style image - JPEG, TIFF, GIF.

The photo must show:

- Head & top of shoulders square on
  - No sunglasses, hat or head covering
  - The face is to be straight on (edges of face visible, no tilted head)
  - Eyes open & clearly visible, (no hair / sunglasses over eyes)
- Photo ID - Provide the front of either a current driver's license, passport, or proof of age card.  
Accepted Photo ID cards are:
    - Driver's licenses
    - Digital driver's licenses
    - Photo card ID
    - Digital Photo card ID
    - International Driver's License
    - Passport
  - Work tickets and licenses relevant to the role your employees will be carrying out on-site (HRWL, VOC etc)



# Glencore Coal Australia Registration Overview

## Registering your employees

### 3. Submitting Registration

- Complete the worker, worksite, and mobilisation specific requirements as per the navigation menu (icons will indicate status)
- Once all information is provided, the mobilisation request is sent for verification
- Alert banner shows if there are outstanding company requirements for your site
- You can view the status of all mobilisations for your company from the “Active Mobilisation Request” page

### 4. Processing of the registration

- Glencore reviews the uploaded documents and induction booking request
- If you have registered a new employee with a new profile, their profile will be reviewed and approved by Ideagen first.
- Online induction links will be sent to your employees, which will need to be completed before they can attend the site induction

### 5. Site Induction and Site Access Provided

- Once the worker has completed the onsite induction, their mobilisation will be marked as active by the site admin
- Site will print the Access Card which allows employees to log into the terminals and approved access points on site, as well as allows them to swipe onto pre-starts, SWMS and Consultations (if eligible).



Glencore Coal Australia

# Transferring workers

If your employee is already registered in our system under a different company and has confirmed that they are no longer working with their previous employer, they are eligible for transfer.

To initiate the transfer, please follow the steps outlined below:

1. Log In to your Company Portal
2. Go to Mobilise an Employee and select 'A new employee for your company' then select the worksite and mobilisation type.

Begin mobilisation request

Employee

Mobilise

One of your existing employees

A new employee for your company

3. Enter the employee details, Name, DOB and Email address.

4. The system automatically checks whether the employee details you've entered already exist in our database. If the system detects that the employee is already registered, this what will show on your screen.

◆ Employee already exists in Ideagen Workforce Safety system

You'll need to get this employee's permission in order to add them to your company. Ensure the email address above is correct, then [request permission](#) from this employee to have them added to your company.

5. Click the 'Request Permission'. The employee will then receive a task prompting them to confirm whether they will now be working under your company.

6. Once the employee has confirmed the request, you can proceed with the mobilisation by selecting from the 'Yet to Send for Verification' section and submitting it for verification.

# Registering to be a Contractor

There are three main steps in registering your workers



Register your **company** with Ideagen.

**Step 1**



Add your **workers** into your company portal.

**Step 2**



Complete the **site mobilisation** process within the company portal.

**Step 3**

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Register your Company

\* This step is only required if your company has not registered with Ideagen before.

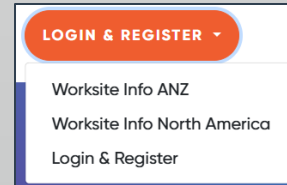
If you have previously registered with Ideagen, please go to **step 2**.

### What you need:

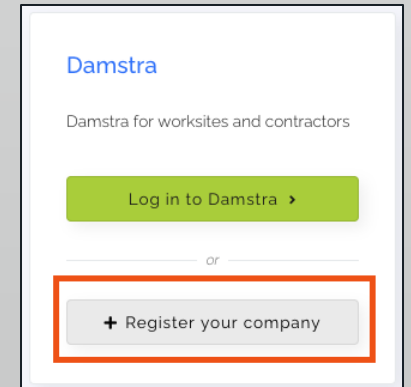
- Your company's ABN number
- Your company's registered and trading names
- Your company's contact details

### Steps:

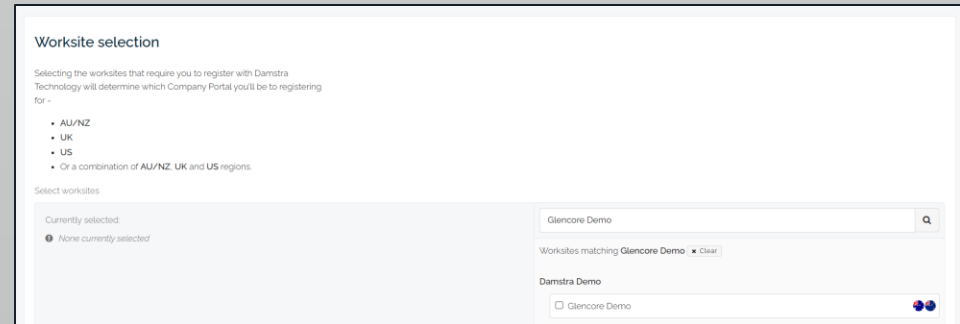
1. Go to [www.damstratechnology.com](http://www.damstratechnology.com)
2. Click Login & Register



3. Ideagen Workforce Safety > Register your company



4. Complete the online form to register your company – Select the worksite.



**Ideagen will now process your Company registration**, and you will receive an email containing your username and password for your Company Portal account.

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Adding & Mobilising a Worker

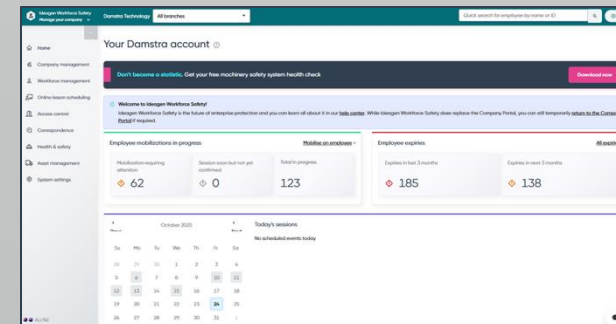
What you and/or your workers need:

- Each workers contact details, including email address
- Each workers emergency contact person's details
- Passport style photo per worker
- Photo identification per worker
- Construction Induction card per worker
- Work tickets and licenses for the workers job titles

Steps:

1. Go to the Contractor Portal <https://au.damstraglobal.com/>
2. Enter your Username and Password  
(provided in the company registration confirmation email)

\*If you have forgotten your username or password, click the 'Forgotten username/password' hyperlink, and enter the email address associated to the account.



# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

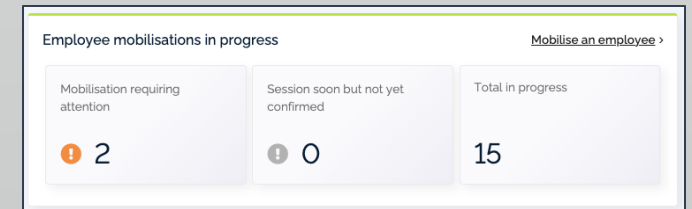
Step 3

## Adding & Mobilising a Worker

### What do you need?

- Workers name
- Worksite they will be working on
- Mobilisation they will be completing (site induction)

3. Click on **Workforce Management** -> **Mobilise an employee** or **Home** -> **Mobilise an Employee** to begin the mobilisation process. You can mobilise an existing worker or add a new worker and mobilise at the same time here.



4. Select **Employee Type**. If you select An existing employee, you will then need to select a name from the employee drop down list that will appear when option is selected.

- 5.
- Worksite – Glencore Coal Australia
  - Mobilisation – select induction type from the dropdown list

Click **Next**.

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Adding & Mobilising a Worker

### What do you need?

- Your employee's contact details, including email address
- Your employee's emergency contact person's details
- Passport style photo for the employee
- Photo identification for the employee
- Construction Induction card for the employee
- Work tickets and licenses for the employee

6. You will now see what requirements are needed for the employee before the mobilisation request can be sent for verification. You are able to complete these sections in any order.

New employee	
Glencore Demo - Glencore Demo	
◆	Employee's details
◆	Photo & ID
◆	Preferred session
◆	Job titles, roles & tasks
◆	Employee requirements
◆	Employee online training

- The icons indicate the overall status of each section.

❗	Incomplete required section
ⓘ	Incomplete but not required yet
✓	Complete, verification required
✔	Complete, no verification required

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Adding & Mobilising a Worker

### Forwarding to employee

**Tasks forwarded to you to complete**

Your company, Damstra Technology Test' has forwarded the below requirements to you to complete for your Design team test mobilisation - with session mobilisation at TEST DEMO.

**Tasks to complete**

- Review your personal and contact information
- Supply your employee photo (*similar to a passport photo*)
- Supply your photo ID

Note, **your company can change the tasks they have forwarded to you at any time**, use 'Complete now' button below to view your current task list.

**The link to complete these items will expire in 7 days.**

[Complete Now >](#)

As a Company Admin, you have the option of forwarding certain tasks, alongside online inductions, to your new or existing employees for them to complete.

For both new and existing employees, you can forward some or all of the tasks under the **Employee's details**, **Photo & ID** and **Employee Requirements** sections for the employee to complete themselves (highlighted in the image on the right).

Employee's details
Photo & ID
Preferred session
Job titles, roles & tasks
Employee requirements
Employee online training

### To forward tasks to an employee:

1. Select the section with the tasks you'd like to forward. If there are multiple tasks, you can choose to "Forward all incomplete items". If there is only a single task to forward, you can select the "Forward" option next to the task name:

Employee requirements	<a href="#">Forward all incomplete</a>
These are the documents and information required by Glencore Demo to prove employees are competent in their job/role	
Drivers Licence Required by Glencore Demo	<a href="#">Forward</a>

2. Enter the email address you want the tasks forwarded to and submit. This will send an email to the employee with instructions on what is required to complete the tasks, as well as information on when the tasks must be completed by:

**Email required** x

Email to send notification to

By forwarding to the employee, you are consenting to us emailing this employee a link to complete this requirement.

3. Once the tasks are completed by the employee, you can submit the mobilisation for verification.

**Please note:** You can reverse the forwarded tasks and complete them yourself by selecting the "undo forward" option next to the forwarded task. You can also choose to send a reminder to complete the task at any time by selecting the "send reminder" option next to the forwarded task.

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Adding & Mobilising a Worker

### Adding Employee details

#### What do you need?

- The employee’s contact details, including email address
- The employee’s emergency contact person’s details

#### 7. Employee’s details

- **New Employee:** Add details here.
- **Existing Employee:** Fields are pre-populated. You can update any details if required and if it's been more than three months since this employee was last mobilised, you will be asked to confirm their details to ensure they are current.

The screenshot shows a web form titled "Employee's details" with a warning message: "Ensure you enter a first and last name so that you will be able to locate this mobilisation request on the active mobilisation requests page".

**Employee's details form sections:**

- Personal details:**
  - First name, Middle initials (optional), Date of birth (mm/dd/yyyy), Gender (Prefer not to say).
  - Last name.
- Contact details:**
  - Email (j.smith@example.com).
  - Mobile number (optional) with a country code dropdown (UK).
  - Home phone (optional) and Work phone (optional).
- Residential address:**
  - Country (Start typing a country...).
  - Street address (Street number and street name).
  - Suburb/city.
  - Post Code and State/region.

**Next of kin form:**

- Name, Relationship (Select an option).
- Next of kin residential address:
  - Same as employee (radio button).
  - Different address (radio button, selected).
- Country (Start typing a country...).
- Street address (Street number and street name).
- Suburb/city.
- Post Code and State/region.

**Employment details:**

- Department (No department).
- Unique Student Identifier (optional).

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Adding & Mobilising a Worker

Photo & ID and Choosing an induction session

What do you need?

- A colour, passport style, photo of the employee
- One of the acceptable forms of Photo ID
- The date the employee is going to be attending site

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Adding & Mobilising a Worker

### Job titles/roles and Employee Requirements

#### What do you need?

- The correct Job title(s)/role(s) the employee will be carrying out while on site
- Work tickets and licenses for the selected Job title(s)/role(s)

Selecting the correct roles at this step is crucial in ensuring there is no delay in the employee starting work on the site.

#### 10. Job titles, roles, and tasks

Select the appropriate role/s from the drop-down menu. The job titles/roles you select will determine the requirements that are required to be uploaded in the "Employee Requirements" section

#### 11. Employee requirements

Upload the documentation needed to send for verification of employee meeting site requirements

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Adding & Mobilising a Worker

### Employee online training

#### What does your employee need?

- Confirm the employee's email address to ensure they receive their induction links
- Access to a device that will allow them to complete the inductions (mobile phone, tablet or computer)

### 12. Employee online training

The list of training needed to be completed by the employee before they can become eligible to work on-site

Note: If the employee has already completed the lesson nothing further is needed. If they have not completed them previously, links will be emailed out to them directly for them to complete it. These do not have to be completed before Sending for verification.

**Employee online training**

These are the lessons Demo worksite requires the employee to complete for this mobilisation.

If the employee has already completed the lesson, there will be nothing further to do. If they have not completed the lesson, they'll be emailed a link to do so **after this request has been sent for verification**

● These **don't** need to be completed to send this mobilisation for verification

**Mobilisation lesson**  
Required by Demo worksite

● Lesson link will be sent to the employee when this request is sent for verification if not already completed

13. Once all required sections are marked as complete, click on the 'Pay & Send for verification' button to submit the mobilisation:

- ✓ Complete, verification required
- ✓ Complete, no verification required

Pay & send for verification

# Registering to be a Contractor

There are three main steps in registering your workers

Step 1

Step 2

Step 3

## Processing an Online Registration

Glencore will review your employee's registration or booking based off the applicable sites requirements, will accept or deny the online registration/booking.

**Note:** Ideagen will only review the workers profile if new, to verify the profile is for the correct worker. Once the workers profile is created the applicable Glencore site will verify the mobilisation request.

### Declined Documentation/Registration

If the submitted documentation is declined, you will receive an automated email outlining the reason.

To submit amended item(s):

- Click on the link in the automated email or log back into your company portal and re-upload the corrected documentation via **Active Mobilisation Requests > Attention Required**

### Ideagen Learning - Online Training Links

- Online Training Links will be sent directly to your employee's email address for completion.
  - For existing employees, these will be sent as soon as the mobilisation is sent for review
  - For new employees, these links will be sent as soon as the employee's profile is reviewed (within 2-3 hours of the mobilisation being sent for review)
- **Online training should be completed immediately, links will expire 14 days from when it is assigned, and follow-up emails will be sent to the employee for training that is past due.**
- Your employee will be sent a Welcome to Ideagen Learning Email, prompting them to login and reset their password before completing these courses. Employees must complete all courses to be considered eligible to attend the onsite induction.

### Registration Approved

- Once the Online Training Modules have been completed, an email will be sent to your company and your employee confirming or rejecting the registration. **Your employee may be asked to provide this booking confirmation to attend the induction session. They may be asked to leave if they do not have this available.**
- If the registration is rejected/cancelled (room is full or induction date passed), you will be able to book them into another session using the **Active Mobilisation Requests > Attention Required** section in the Company Portal.



# Glencore Coal Australia Keeping your employees details current

## Checking Employees' Profiles

1. Access the **All employees** page via the navigation on the left-hand side by clicking  
Workforce > All employees

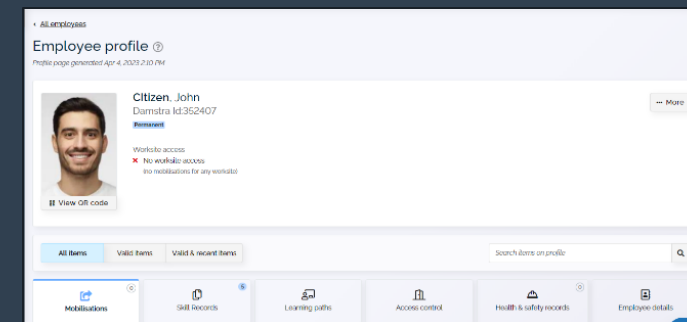


The screenshot shows the 'All employees' page. It features a search bar at the top right with the text 'Search by name or ID'. Below the search bar, there is a table of employees. The table has columns for 'Name' and 'ID'. The employees listed are:

Name	ID
Abcede Jr, Helcher D 531198	531198
Account Employee 697362	697362
Add History, SotLaodnol 611956	611956
Aquino, Andrew 398101	398101
Aquino, Chris 364179	364179
Albertson, Bob 435214	435214
Albertson, Bob 435213	435213
Alban, Susan 274065	274065
Allen, Elizabeth, Von 538517	538517
Antonio, Rose Anne 15640	15640

2. From the **All employees** page you can:

- Search for an employee
- View all employees registered for your company
- View an employee profile.
- Mobilise an employee.
- View and manage qualifications for an employee





# Glencore Coal Australia Keeping your employees details current

## Checking Employees' upcoming expiries and expired requirements

➤ Access the Expiries menu section via the navigation menu on the left-hand side by clicking

Workforce management > Employee expiries

Employee	Document	Worksite	Expiry date	
Masa Glenn 232277	Test	DMS Test	Dec 12, 2025	Upload
Ramirez, Justin Elijah 447346	ORG med rec skill	Damstria Technology	Jan 1, 2026	Upload

You can also access the expiries from the "Home" screen by clicking on "All expiries" or the expired/expiring tiles. From the expired/expiring overview page you can filter by site/client and look at items expiring or expired up to five years in the past or future:

Employee expiries [All expiries >](#)

Expiries in last 3 months: 0

Expiries in next 3 months: 0

In addition to the information available through the portal, you will also receive monthly expiry emails showing items coming up for expiry.

**Important Note:** If information is not updated prior to the expiry, this may result in your employee not being able to access site.



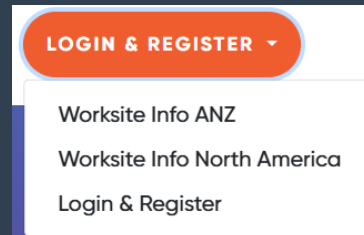
# Glencore Coal Australia Using a Microsite

An Ideagen microsite is where you can find information about contracting to or visiting an Ideagen Managed Worksite.

You can find information about company and Contractor registrations, booking inductions, the worksite itself as well answers to frequently asked questions.

The Documents & Information tab will provide you with useful information and forms to help you get mobilised and using the Workforce Safety as soon as possible.

1. Go to <https://www.damstratechnology.com>
2. Under **LOGIN & REGISTER**, click Worksite Info.



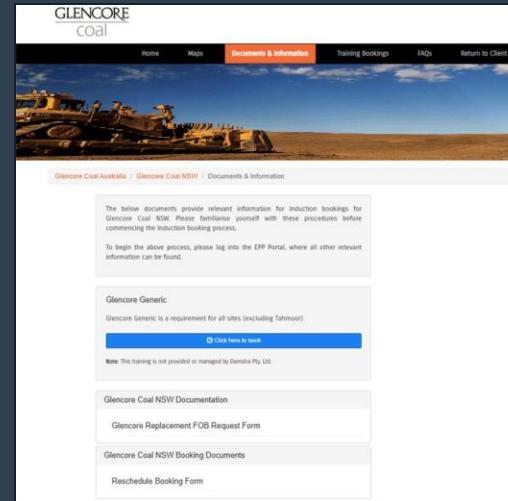
3. Select your contracted company's name/logo.
4. Click your worksite from the list found below the company name/logo.
5. You will now be directed to the microsite for the worksite you selected



# Glencore Coal Australia Using a Microsite: Downloading Documents

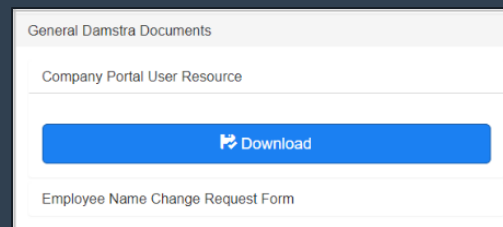
1. Click the Documents & Information tab in your respective microsite  
You will be directed to the Document Library page where you can see three categories of documents:

- Site documents
- Site booking documents
- General Ideagen forms



2. To see a description of the document you are downloading, click the dropdown arrow under that specific document.
3. Then, select the underlined document to download.

**Note:** Download the Company Portal Resource to guide you through using the Company Portal



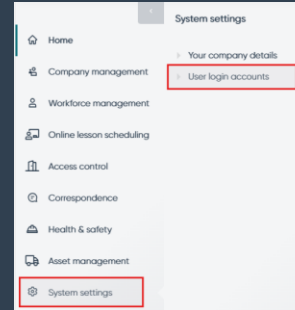


# Glencore Coal Australia Resend Welcome Email

When an employee is added, their employee account where they can manage their profile and tasks is automatically created, and a welcome email is sent with login details. If an employee hasn't received their welcome email or has never logged in, company admins can use the **Resend Welcome Email** option.

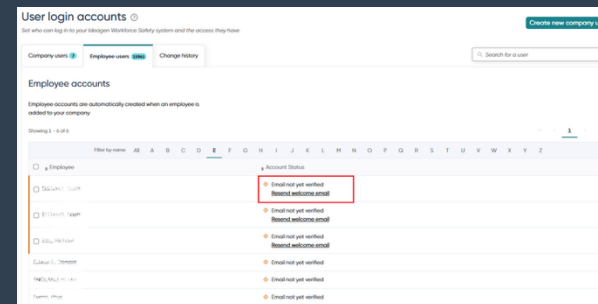
Resend the welcome email to your employees by following the steps below:

1. Go to System settings then select User login accounts.

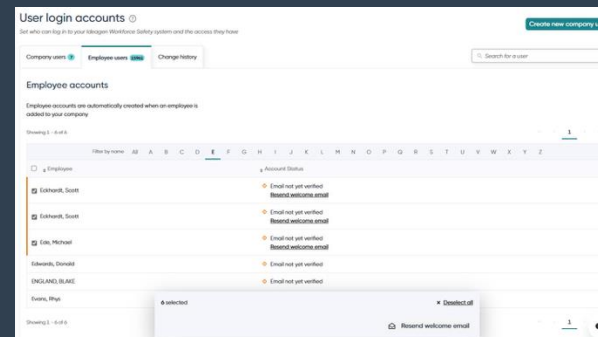


2. On the User login accounts page, select the Employee users tab then find the employee.
3. To resend the Welcome Email:

A. Click 'Resend welcome email' along the employee's name to resend the welcome email or



B. Tick multiple employees then select 'Resend welcome email'.



# Support

Global Support Centre (GST)

If you have any questions or require assistance with performing any tasks in Ideagen's Workforce Safety, you can get support or contact Ideagen using the methods below:



1300 722 801



[service@damstratechnology.com](mailto:service@damstratechnology.com) OR  
[support.workforce-safety@ideagen.com](mailto:support.workforce-safety@ideagen.com)



Knowledge Articles -  
<https://damstra.zendesk.com/hc/en-us>



Live Chat - look for this image in the bottom right of every page of the Workforce Safety

**Ideagen**  
Solutions for regulated industries

