

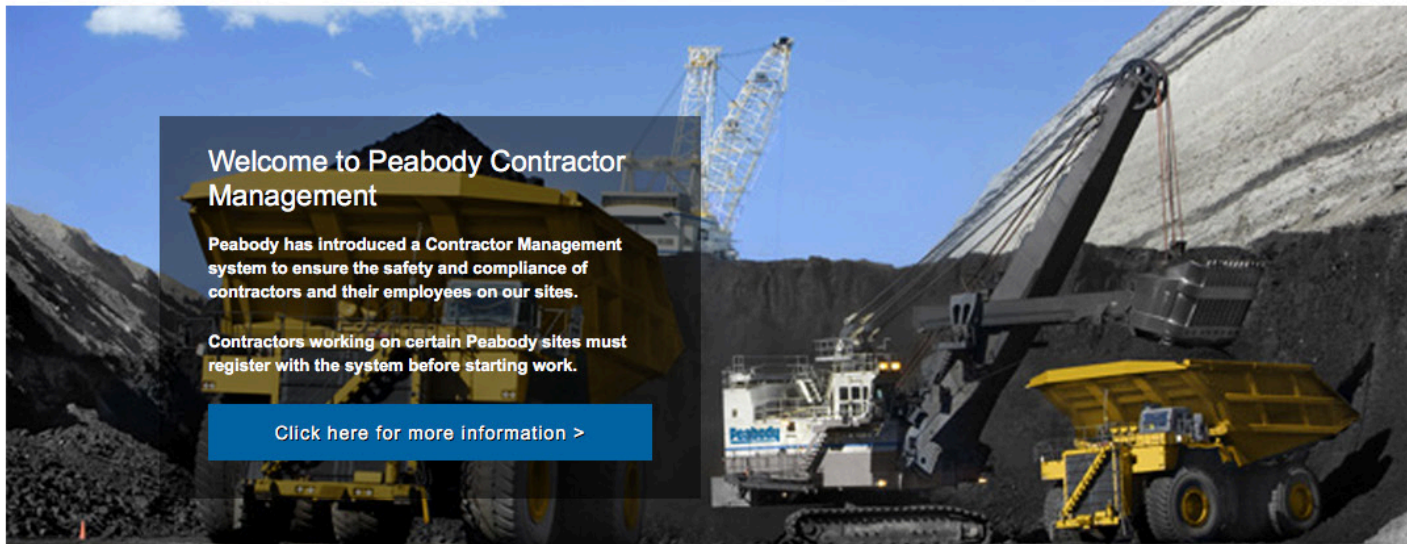
Peabody Contractor Safety Management System Portal User Guide

Updating your employee documents



Contractor Information Site

[Home](#) [Register or Login Now](#) [About Contractor Management](#) [Documents & Information](#) [FAQs](#) [Site Registration](#)



Companies / Business Entities

Companies and business entities working on certain Peabody sites need to register with the Peabody Contractor Management system.

[Find out more >](#)

Individuals

If you're an individual (contractor employee) who will work on a Peabody site, then you must successfully complete an induction before starting work.

[Find out more >](#)

Sites Requiring Registration

Click below to find the Peabody sites that currently require company registration and employee inductions.

[Find out more >](#)

Table of Contents

Overview	2
Updating your employee documents	3

For questions or assistance please call
1300 365 747

or email:
peabodycompliance@pegasus.net.au

Contractor Information Site:
www.peabodycontractors.com.au

Overview

Peabody has introduced a Contractor Management system to ensure the safety and compliance of contractors and their employees on our sites.

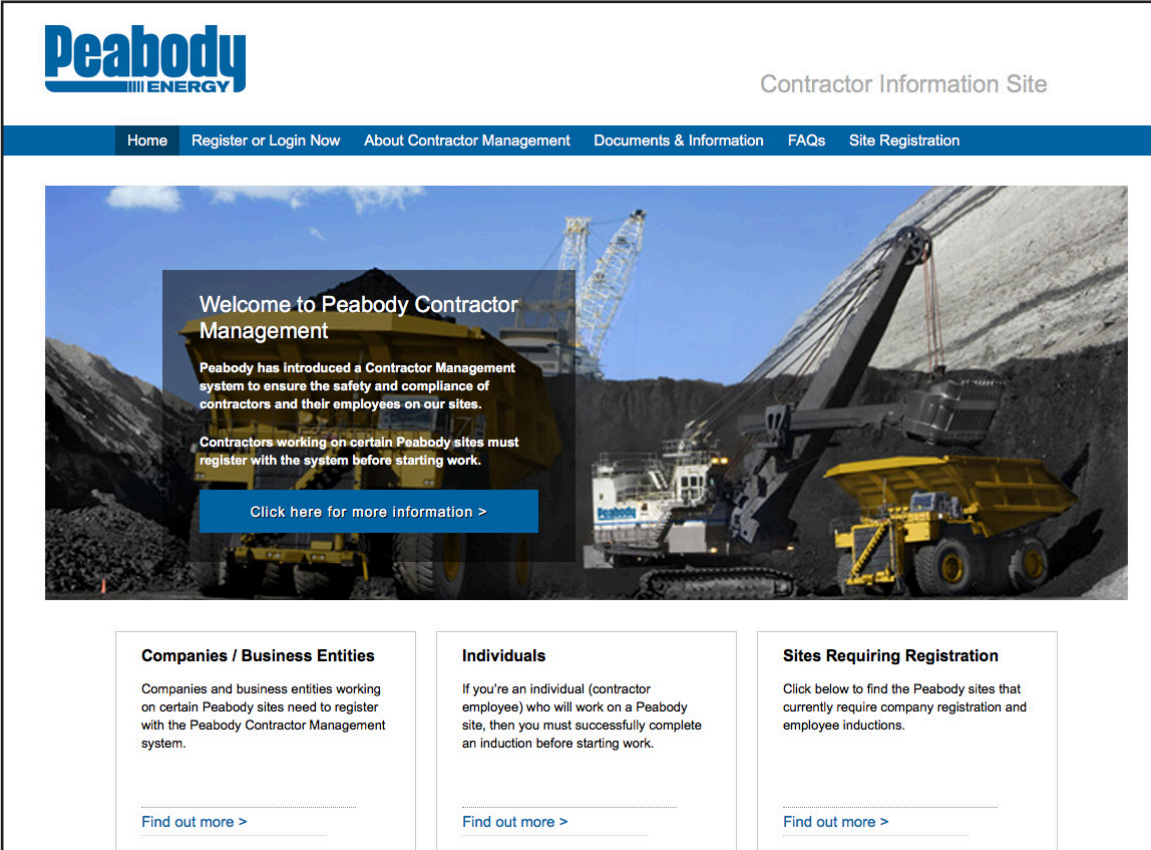
Many Contractors working on Peabody sites will now need to register in our contractor management system. The system will ensure the safety and compliance of contractors, allowing your employees to work on our sites.

Updating your employee documents

Peabody Contractor Safety Management System

Please follow this step-by-step guide to updating your employee documents in the Peabody Contractor Safety Management System.

Start in the system here >



The screenshot shows the Peabody Contractor Information Site homepage. At the top left is the Peabody ENERGY logo. To the right is the text "Contractor Information Site". Below this is a navigation bar with links: Home, Register or Login Now, About Contractor Management, Documents & Information, FAQs, and Site Registration. The main content area features a large background image of a mining site with a yellow excavator and a yellow haul truck. Overlaid on this image is a dark grey box with white text that reads: "Welcome to Peabody Contractor Management", "Peabody has introduced a Contractor Management system to ensure the safety and compliance of contractors and their employees on our sites.", "Contractors working on certain Peabody sites must register with the system before starting work.", and a blue button that says "Click here for more information >". Below the main image are three white boxes with black text. The first box is titled "Companies / Business Entities" and contains the text: "Companies and business entities working on certain Peabody sites need to register with the Peabody Contractor Management system." and a link "Find out more >". The second box is titled "Individuals" and contains the text: "If you're an individual (contractor employee) who will work on a Peabody site, then you must successfully complete an induction before starting work." and a link "Find out more >". The third box is titled "Sites Requiring Registration" and contains the text: "Click below to find the Peabody sites that currently require company registration and employee inductions." and a link "Find out more >".

Step 1>

Please go to <http://www.peabodycontractors.com.au> and click on "Register now" in the top menu bar.

Once on the home page for the Peabody Contractor Safety Management Portal, click "Login."

Peabody
ENERGY

Home

app104
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Login

Enter your username and password to login now.

Username:

Password:

Login

Request a new login for your company: [New User Account](#)
Request new password for your login: [Forgotten Password](#)

Step 2>

Enter your username and password, then select “Login.”

Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

- Manage Employee Data** *Register employees, maintain roles and order cards.*
- View Employees** *View details of your employees and their data.*
- Company Relationships** *Your company relationships on sites in this portal.*

Step 3>

To renew your employee documents, select “Manage Employee Data.”

Employee Compliance



Shopping Cart
Total Cost: *empty*

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Peabody Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none"> • Subscription (included in Initial Registration) • Role selection • Photo upload • File uploads • Information requests • Mandatory Onsite Card (if no previous issue)
Registration:	\$75.00 (plus \$7.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$75.00 (plus \$7.50 GST) per Subscription Renewal on expiry



Step 4>

Enter a fragment of your employee's name in the search field and click "Search."

[Back](#)

EMPLOYEES LIST

[Search](#)

*Enter a name fragment (blank for all) and click **search** to list your employees*

[Submit](#)

*Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection*

[Add Employee](#)

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input type="checkbox"/>	<input type="checkbox"/>			(none)		26 Jul 2016 24 Jun 2016	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Tick for card			Moorvale - Maintenance Electrical Tradesperson		04 May 2015 29 Mar 2012	

Step 5>

Click the tickbox in the select column, then select "Submit."

Employee Compliance



Shopping Cart
Total Cost: *empty*

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	no			✘				\$0.00	INCOMPLETE	N/A

✓ = Entered ✘ = Mandatory Not Entered ✘ = Optional Not Entered

[Click link to view role data requirements](#)

Action: Click 'Process' to continue an entry, and when complete, submit it or add it to the shopping cart.
Each person requires **General entries**, then **File uploads** and **Information selections**.

[Role Data Lookup](#)

Step 6>
Select "Process."

epe.onsitetrackeasy.com.au

Peabody Portal Work Roles

Class:

Tick all required roles and click Apply button at the bottom

- Coppabella - Blast Crew Worker
- Coppabella - CHPP Worker
- Coppabella - Coal Mine Worker - Other
- Coppabella - Maintenance Worker
- Coppabella - Production Worker
- Coppabella - Statutory Role - Electrician
- Coppabella - Statutory Role - Magazine Keeper
- Coppabella - Statutory Role - Open Cut Examiner
- Coppabella - Statutory Role - Shotfirer
- Coppabella - Surveyor
- Exploration - Driller
- Exploration - Drillers Offsider
- Exploration - Field Assistant
- Exploration - Logger
- Exploration - Plant Operator
- Exploration - Production Manager
- Exploration - Rig Geologist
- Exploration - Senior Driller
- Exploration - Senior Field Assistant
- Exploration - Senior Rig Geologist

Selected Roles

[Apply](#)

Step 7>
Select the relevant work roles, then scroll to the bottom of the pop up window and select "Apply."

Roles

Select Roles

Mandatory; Requires valid selection

Roles: Moorvale - Maintenance Electrical Tradesperson

Previous Roles: Moorvale - Maintenance Electrical Tradesperson

Communicate To: *Name of person*

Communicate By:

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy menus

Save

You must save these entries before you can proceed with the next step

Step 8>

Tick the Declaration box “I agree with the Terms & Conditions and Privacy menus.”

Next select “Save.”

File3: * Electrical Qualified

(GRP) Electrical.Qualified.



Mandatory for Roles: Moorvale - Maintenance Electrical Tradesperson

Please upload your Electrical Worker/Fitter/Mechanical Licence or Trade Cert

Uploaded File:

Name (Type)	Issue	Expiry	Comment	Open	Renew
Competency - Electrical Work Licence (Electrical Fitter-Electrical Mechanic)_Michael Woods (Electrical.Licence.QLD)		10 Feb 2020	Pre-existing current verified doc.		Renew

Step 9>

To renew a document, scroll to find the file. Next select “Renew” next to the document you would like to renew.

Verified doc

The file you upload here is classified as a *Verified doc*, which means:



- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and cardholder compliance will be rejected!

Various documents satisfy this upload requirement. [Select your Document Type](#) below.

If you have any questions contact the portal administrator listed on the help menu.

Description: **Electrical Qualified**

Maximum Size: 2 Mb

Requirement: Please upload your Electrical Worker/Fitter/Mechanical Licence or Trade Cert

Document Type: *

Nominate which document you are uploading

File to Upload: test pic.JPG

Browse to select file for upload

Name: *

Friendly name for this file after upload

Issue Date: *blank if none (must match upload file)*

Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: *blank if none (must match upload file)*

Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

Step 10>

To upload the document from your computer, select "Browse." Once the file has uploaded, select "Upload."

Back

Submit

Terminate

Step 11>

Select "Submit."

The document/s will now be submitted to the Pegasus Data Administration team for processing.

For questions or assistance:

1300 365 747
peabodycompliance@pegasus.net.au

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www.peabodycontractors.com.au



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app9
change server
21-Sep-2016 14:47

Welcome

Here you may

- Apply for registration of your company with Peabody, and once your company has been registered,
- Request the purchase of Peabody Worker Cards.

Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

Login

If your company is already registered, login here if you want to:

- Purchase Peabody Worker Cards for your employees
- Check your employee records

[Login](#)