Peabody Contractor Safety Management System Portal User Guide
Updating your employee documents

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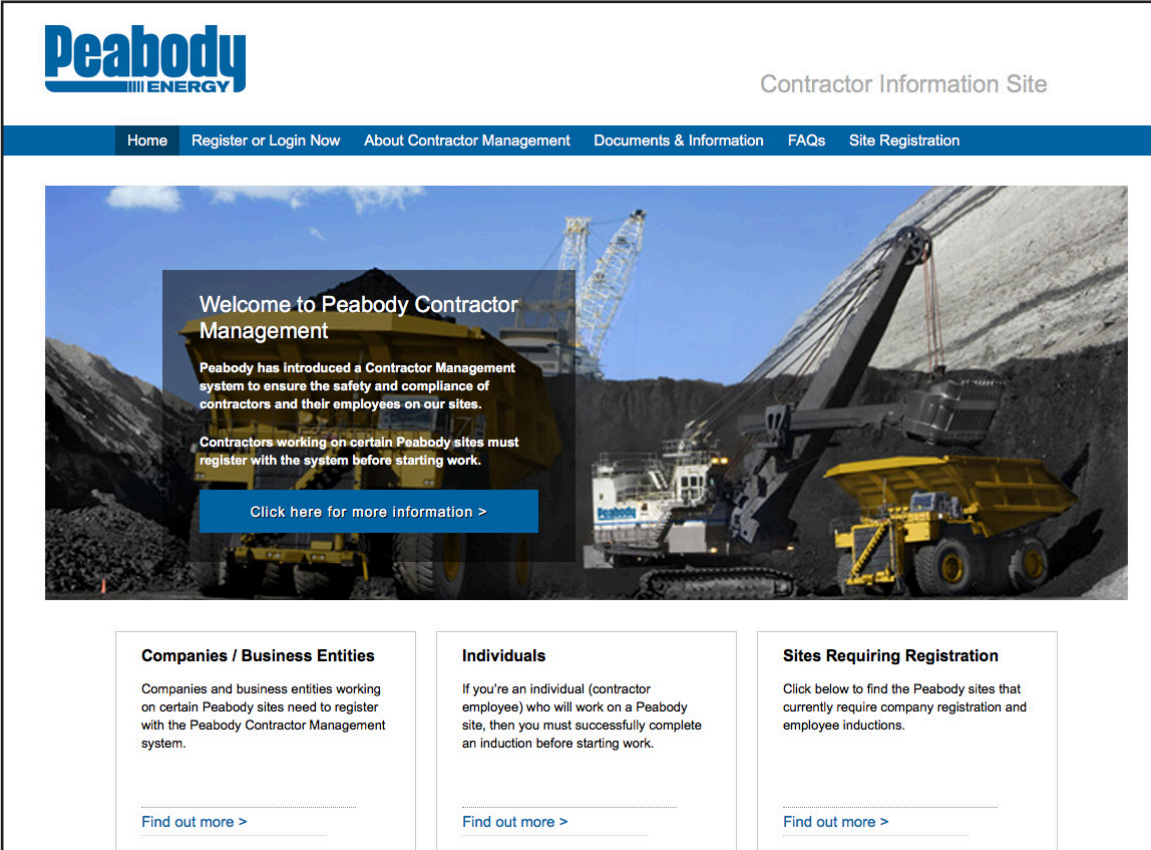
Many Contractors working on Peabody sites will now need to register in our contractor management system. The system will ensure the safety and compliance of contractors, allowing your employees to work on our sites.

Updating your employee documents

Peabody Contractor SafetyManagement 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 >

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."

Step 2>
Enter your username and password, then select "Login."

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:	• 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

onsite track easy
the easy way to track employee,
contractors & visitors on your site

CARDHOLDER NAME

no photo

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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
☐	☐			(none)		26 Jul 2016 24 Jun 2016	
☑	☐ 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."

Pegasus
Powered by Onsite

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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: All

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."

Step 8>
Tick the Declaration box "I agree with the Terms & Conditions and Privacy menus."

Next select "Save."

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: [Electrical.Licence.QLD ▼] *   Nominate which document you are uploading

File to Upload: [Choose File] test pic.JPG   Browse to select file for upload

Name: * [test pic]   Friendly name for this file after upload

Issue Date: [____] [19]   blank if none (must match upload file)   Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: [____] [19]   blank if none (must match upload file)   Enter expiry date as "dd mmm yy" or click calendar icon

Comment: [_____]

Status: [Upload]

Step 10>
To upload the document from your computer, select "Browse.
Once the file has uploaded, select "Upload."

Step 11>
Select "Submit."

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

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Peabody ENERGY

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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