



WELCOME TO THE TEAM

Congratulations on being awarded a contract to work with us on the North Western Program Alliance (NWP). This quick start guide will provide you with an overview of important activities that you must complete prior to commencing work with us at your first and subsequent sites across the alliance. Remember, if you get stuck along the way, the team at Pegasus can be contacted on 1300 217 380 or email: johnholland@pegasus.net.au

STEP 1 – BUSINESS REGISTRATION

Business registration collects core information we need to ensure you have the capability to perform your contracted works. Information required includes insurances, building code compliance, company policies, licences and safety performance.



1

If you have already registered your business through Pegasus for work on the Mernda Rail Extension Project (MREP) and have kept your information up to date, you do not need to re-register.

Proceed to Step 2 – Registering with Rail Industry Worker

2

Start your [Business Registration here](http://johnhollandcontractors.com.au/)

3

Follow the prompts to 'Login' and create your account.

Ensure you have all relevant documents ready for upload. If you are unable to upload a document, your registration will be delayed.

4

Once payment has been made, your documents will be assessed and approved by Pegasus.

This process can take up to 3 business days however you can commence Step 2 – Registering with Rail Industry Worker immediately.

GUIDES AND FURTHER INFORMATION

1

Pegasus Customer Assistance Phone: 1300 217 380 or email: johnholland@pegasus.net.au

2

Step by Step Guides, Verification of Competence Documents and Frequently Asked Questions

<http://johnhollandcontractors.com.au/faqs-and-documents/>



STEP 2 – REGISTER WITH RAIL INDUSTRY WORKER

Before your employees can commence work onsite they must hold a current Rail Industry Worker Card (RIW card). This card is carried on your person at all time whilst onsite and is used to sign in and out at the start and end of each shift. The RIW card also holds all relevant competencies and training undertaken by the individual.



1

You can order new cards and manage your existing employees [Rail Industry Worker Cards by clicking here](#)

<http://railindustryworker.com.au/>

3

For each employee, select the roles that will be relevant for work you intend to undertake onsite.

These roles include Rail and VOC's for Plant & Equipment. See below for further details.

2

If your employees already have a valid Rail Industry Worker Card, please ensure you check that all applicable roles relevant to the work you will be performing have been selected.

4

Upload all documentation, licences and competencies that support your selected roles

Selecting the right role for you

There are specific roles that must be applied to all RIW cards. Without these roles applied to your RIW card, access will not be granted to site and you will not be permitted to operate specific plant & equipment.

Operators of Plant & Equipment must undertake a Verification of Competency (VOC) prior to commencing work onsite. VOC's must be completed by a Registered Training Organisation (RTO) and the assessment tool used to determine competency must be provided to Pegasus for upload. Certificates of achievement alone will not be accepted.

Each item of Plant & Equipment requiring a VOC has a role that must be selected in RIW for each operator. On selection, you must upload your VOC and High Risk Work licence in order to be granted the Plant & Equipment Role and operate onsite. [VOC templates and RTO providers can be downloaded here](http://johnhollandcontractors.com.au/verficiation-of-competency-voc-templates/). <http://johnhollandcontractors.com.au/verficiation-of-competency-voc-templates/>

MANDATORY ROLES THAT MUST BE ALLOCATED FOR ALL PERSONNEL IN RAIL INDUSTRY WORKER WEBSITE



MTM – Operator



Around the track Personnel - National



PLANT & EQUIPMENT OPERATOR ROLES

(Multiple Roles may need to be selected). Type 'VOC' in Role search bar on RIW Website

BACKHOE
DOGGER - RIGGER
CONCRETE PLACING BOOM
DOZER
DUMP TRUCK
MOBILE ELEVATING WORK PLATFORM (MEWP) - BOOM TYPE
MOBILE ELEVATING WORK PLATFORM (MEWP) - SCISSOR LIFT
EXCAVATOR
FORKLIFT
FRONT END LOADER
GRADER
NON SLEWING CRANE
PERSONNEL AND MATERIAL HOIST
PILING RIG

PORTAL BOOM CRANE
ROLLER
SCAFFOLDING
SCRAPER OPERATION
SELF ERECTING TOWER CRANE
SKID STEER
SLEWING MOBILE CRANES
TELESCOPIC MATERIAL HANDLER
TOWER CRANE
VEHICLE LOADING CRANES
9 INCH GRINDER
DEMOLITION SAW
WATER CART
BRIDGE AND GANTRY CRANE
6 TONNE SINGLE AND DUAL DRUM STAND SKID
CLASS 'A' HIGH PRESSURE WATER JETTING SYSTEMS



STEP 3 – WORKER REGISTRATION & INDUCTIONS

Worker registration is all about linking your employees to our project so that they can undertake our alliance induction and other required eLearning prior to commencing work onsite.



1

Register your employees on the [NWPA project by clicking here](#)

<https://johnholland.poweredbyonsite.com/account?ReturnUrl=%2Froles#/login>

3

You will be prompted to purchase the induction module. After payment, the employee will be emailed directly with a link to commence the induction process.

2

Each site on the NWPA has an individual role. To add the role, select add a new role> choose the relevant North Western Program Alliance (NWPA) Worker role and click add 1 role.

4

Once you have completed your online induction, you must book in for your site specific induction. This can be booked here: <https://www.eventbrite.com.au/d/victoria--melbourne/nwpa/>

The following eLearning modules must be completed before commencing work;

- NWPA Online Induction
- Rail Mandatory Requirements Awareness (RMR's)
- Health, Safety & Environment Observations & Interactions
- Global Mandatory Requirements (GMR's) Awareness
- Health, Safety & Environmental Foundations

If you completed any of the above modules on the Mernda Rail Extension Project and your Rail Industry Worker Card was used to complete the training, the system will not require you to re-complete the module.

If you believe you have completed any of the above modules and your Rail Industry Worker Card has not been updated to reflect this, please contact Pegasus on 1300 217 380. You will need to present the certificate of completion received at the time of completion as evidence.

Each site on the North Western Program Alliance has been configured as an individual role that must be applied for each employee. This has been done to capture the face to face site specific induction that must be completed prior to commencing work onsite. Face to Face site specific inductions will be held at each site every Monday – Wednesday – Friday promptly at 7am.

The Kiosks used to sign In and out of each site will not permit access unless a site specific induction has been marked as completed.

eLearning modules are identical in each role meaning after the first NWPA role eLearning is completed, no additional eLearning will need to be completed.

NWPA Training and Induction Process

