

SafetyNow



Contractor Management



Contractor Worker user guide

SafetyNow Contractor Management System

RMIT Health, Safety & Wellbeing

October 2024

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1. Purpose of this guide

This guide provides instructions and information for the SafetyNow Contractor Management system to help Contractor Workers who carry out works at RMIT to complete their compliance requirements and check-in/check-out when at an RMIT site.

2. Before undertaking work at RMIT

If you need to attend an RMIT site to carry out any type of work, you must have an **Active SafetyNow account** with an **Approved Compliance Status**.

After you've been registered in SafetyNow, you'll receive these four emails inviting you to activate your account:

- Two from Noggin, the SafetyNow software platform. Refer to [3. Activate your SafetyNow \(Noggin\) account](#) for instructions.
- Two from Workday, RMIT's Learning Management System. Refer to [7.3.2. Complete an induction course in Workday](#) for instructions.

Important: All the activation steps must be completed successfully before you can undertake work at an RMIT site.

3. Activate your SafetyNow (Noggin) account

You'll receive two emails from Noggin (SafetyNow) asking you to activate your account:

1. One containing general instructions and links to the SafetyNow user guides.
2. One with a Noggin account activation button. Click on the **Activate Account** button to login to SafetyNow and set your password. Noggin is the software used by SafetyNow.

If you don't receive these emails in your inbox, please check your Spam/Junk folder.

Note: The activation email will display **Noggin** branding. This is the software used by SafetyNow.

If you have an induction course due, you'll also receive two emails from the RMIT **Workday** system. Workday is where you'll complete your induction courses. For instructions on how to login and complete your induction courses in Workday, refer to: [7.3.2. Complete an induction course in Workday](#).

4. Login to the SafetyNow Contractor Management System

1. Click on this link: [SafetyNow](#).
2. Enter your email address in the **Username** field, then click **Continue**.
3. Enter your password, then click **Log in**.
4. Enter the passcode from the SMS sent to your phone, then click **Submit passcode**.

Note: The login screen will display **Noggin** branding. This is the software used by SafetyNow.

noggin | Login **2**
a Motorola Solutions Company

Please enter your Noggin user information

-----@contractorcompany.com.au

Remember me

Continue

noggin | Login **3**
a Motorola Solutions Company

Please enter your Noggin user information

-----@contractorcompany.com.au

.....

Remember me [Forgot password?](#)

Log In

noggin | SMS **4**
a Motorola Solutions Company

Please enter the passcode received via SMS

Enter passcode

Submit passcode

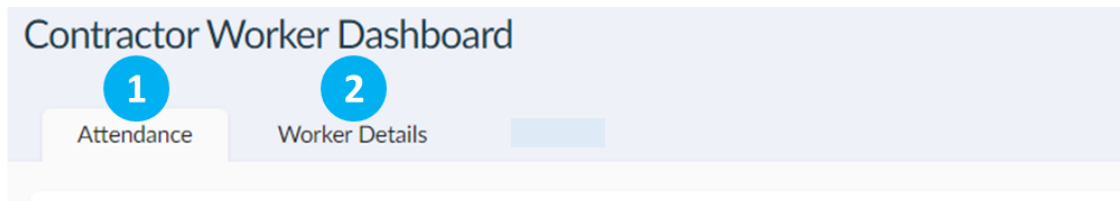
Didn't receive the passcode? [Resend passcode](#)

5. SafetyNow Contractor Worker Navigation

5.1. Contractor Worker Home Dashboard

On the **Contractor Worker Dashboard**, you can select from two tabs:

1. **Attendance:** Allows you to view the RMIT Safety Message, check-in and check-out when at an RMIT site and view your RMIT site attendance records.
2. **Worker Details:** Allows you to view and edit your contact details, upload your compliance documents and complete your induction courses.



5.2. List functions

Lists in SafetyNow provide the following functions:

1. The **Sort** arrows next to the column header can be used to order the list as required.
2. The **Search** (magnifying glass) button can be selected to search for a particular record using key words.
3. The **Filter** button can be selected to filter the list by a particular column value.
4. Click on the **list record** to go to edit or action that item.
5. If there is information beyond the list window, the **scroll tool** can be used to view information that's out of view.
6. If the list spans over multiple pages, the **page tool** can be used to move forwards and backwards through the pages.

Course ID	Course title	Course status	Course expiry date	Workday link
DIGITAL_COURSE-3-2448	Sexual harm and response to disclosures	Not started		https://wd3-impl.workday.com/wday/auwy/rmit1/login.html?redirect=n
DIGITAL_COURSE-3-2449	Child safety	Completed		https://wd3-impl.workday.com/wday/auwy/rmit1/login.html?redirect=n

The screenshot shows a table titled "My inductions" with a search icon and a filter icon in the top right. The table has five columns: "Course ID", "Course title", "Course status", "Course expiry date", and "Workday link". There are two rows of data. The first row has a status of "Not started" and a link. The second row has a status of "Completed" and a link. At the bottom of the table, there is a horizontal scroll bar and a pagination bar with left and right arrows.

6. Attendance tab

To view your Attendance Overview page, click the **Attendance** tab.

On the **Attendance Overview** page, you will find the following:

1. **Safety Message:** Displays important safety notifications from RMIT. Please read this message before checking in.
2. **Check-in button:** Allows you to check in when arriving at an RMIT site.
3. **Check-out button:** Allows you to check out when leaving an RMIT site.
4. **My Attendance Records list:** Displays your check-ins at RMIT sites.

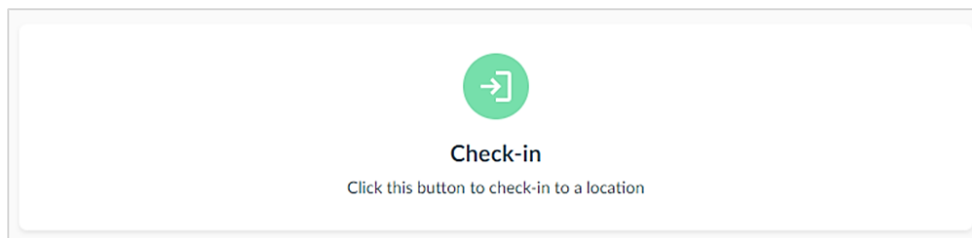
The screenshot shows the Contractor Worker Dashboard with the Attendance tab selected. It features a Safety Message section (1), Check-in and Check-out buttons (2 and 3), and a My Attendance Records table (4).

Worker	Attendance Status	Check-in Time	Check-out time	Contracting Company + Title
Marco Costanzo	Invalid	17 Sep 2024 15:21		

6.1. Check in at an RMIT site

To check in when arriving at an RMIT site, click the **Check-in** button to open the **New Contractor Attendance** window.

Note: Check-in locations at RMIT will display a QR code you can scan to take you to SafetyNow.



In the **New Contractor Attendance** window:

1. Select your RMIT location, including the **Campus** and **Building** you're working in.
2. Tick the **'I have read and agree to Safety Message'** box, to acknowledge that you have read the Safety Message on the Attendance Overview page.
3. Click **Save**.

Cancel
New Contractor Attendance

1
Save

...

Worker
Joe Bloggs

Status
Check-in

Check-in Time
17 Sep 2024 15:39

Campus *
CY - City 1

Building
CY|006 - Building 006

Floor
CY|006|04 - Building 006 Floor 04

Space
CY|006|04|004-000 - Room 004-000 OPEN SUPPORT SPACE

Phone number
Auto-populates

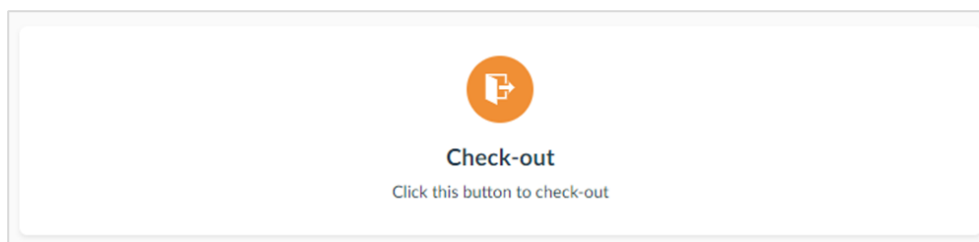
After you save this form, you will receive notifications letting you know if you have successfully Signed In. Please wait for this notification before entering the site.

I have read and agree to Safety Message. 2

You'll receive an SMS notification letting you know you've successfully checked in. Please wait for this notification before entering an RMIT site.

6.2. Check out from an RMIT site

To check out when leaving an RMIT site, click the **Check-out** button to open the **New Contractor Attendance** window.



In the **New Contractor Attendance** window:

1. Confirm that you want to check out.
2. Click **Save**.

Cancel
New Contractor Attendance 2
Save

...

Please confirm if you would like to check-out. *

1
>

Note: You will only be able to check out if you have successfully checked in that day.

6.3. View your attendance records

The **My Attendance Records** list displays your check-ins at RMIT sites. To view additional details about a check-in, click on the record.

Worker	Attendance Status	Check-in Time	Check-out time	Contracting Company > Title
Joe Bloggs	Invalid	17 Sep 2024 15:21		
Joe Bloggs	Invalid	17 Sep 2024 15:19		

7. Worker Details tab

To view your Worker Overview page, click the **Worker Details** tab.

On the **Worker Overview** page, you will find the following lists:

1. **My Details:** Displays your name and contact details. Click on your record to view further details and edit your contact details.
2. **My Worker Documents:** Displays your required compliance documents and their status. Click on a document record to view or upload that document.
3. **My Inductions:** Displays your induction courses and their completion status. Click on a course record to complete that course.

Attendance Worker Details

Welcome!
Please check your details, competencies, inductions and actions to ensure they are up to date.

My details 1

Worker name	Phone number	Email address
Joe Bloggs		

My worker documents 2

Worker	Organization unit	Worker document type	Date worker document expires	Lic
Joe Bloggs		Working with Children Check	17 Sep 2025	
Joe Bloggs		Photo Identification		

My inductions 3

Course ID	Course title	Course status	Course expiry date	Workday link
DIGITAL_COURSE-3-2448	Sexual harm and response to disclosures	Not started		https://wd3-impl.workday.com/wday/auw/rmit1/login.html?

My actions

No table content here

7.1. Update your contact details

To update your contact details, in the **My Details** list, click your name to open the **Edit Worker** window.

My details

Worker name	Phone number	Email address
Joe Bloggs	+61425656888	joe.bloggs@conco.com.au

In the **Edit Worker** window, you can:

1. View your **Worker Status**. This will be **Active** when you have access to SafetyNow.
2. View your **Compliance Status**.
3. Update your contact details.

Note: In the **Phone Number** field, enter your mobile phone number with the +61 prefix e.g. +61414659842.

4. Click **Save** to keep any updates.

The screenshot shows the 'Edit Worker' form with the following fields and callouts:

- 1**: Worker Status (Active)
- 2**: Compliant Status (Awaiting worker details)
- 3**: Middle Name (empty)
- 4**: Save button

Other fields include: Title (empty), First Name* (Joe), Last Name* (Bloggs), Email address* (joe.bloggs@conco.com.au), and Phone number (+61425656888). There are also 'Cancel' and 'Save' buttons at the top, and a printer icon and a menu icon in the top right.

7.1.1. Compliance status types

Your **Compliance Status** can be one of the following:

- **Awaiting Worker Details:** Your compliance documents haven't been submitted yet and/or you haven't completed your induction courses yet.
- **Suspended:** Your compliance documents have been rejected and will need to be resubmitted.
- **Approved:** Your compliance documents have been approved and you've completed your induction courses.

7.2. View and upload your compliance documents

The **My Worker Documents** list displays your compliance documents, their expiry date and status (scroll across to view). As a minimum you are required to provide evidence of a valid and current **Working with Children Check** and **photo identification**.

To view or upload a compliance document, click on the document record to open the **Edit Worker Competency** window.

My worker documents				
Worker	Organization unit	Worker document type	Date worker document expires	Lic
Marco Costanzo		Working with Children Check	17 Sep 2025	
Marco Costanzo		Photo Identification		

In the **Edit Worker Competency** window:

1. If you've already uploaded a document, it will appear under **Evidence of the worker document**.
2. To upload a document, click the **Upload** button and select the required file.
3. To input the document expiry date, click the **Date the worker document expires** field, then select the date.
4. To keep the changes, click **Save**.

Cancel
Edit Worker Competency
4
Save

🖨️
⋮

Worker Document Type
Working with Children Check

Date the worker document expires *

3
>

Status
Requested

Worker Joe Blow	Supervisor Joe Bloggs
--------------------	--------------------------

Evidence of the worker document

1

Drag files here or

📁
Upload
2

7.2.1. Compliance document status types

Your compliance documents can have one of the following statuses:

- **Requested:** The document hasn't been submitted yet.
- **Review:** The document has been submitted but hasn't been reviewed by RMIT yet.
- **Rejected:** The document has been rejected by RMIT and may need to be resubmitted.
- **Approved:** The document has been approved by RMIT.
- **Expiring:** The document is expiring in 30 days or less.

- **Expired:** The document has expired and an updated document needs to be submitted.

7.3. Complete your induction courses

The **My Inductions** list displays your induction course titles, statuses, expiry dates and Workday links.

Important: Your induction courses are completed in **Workday**, RMIT's Learning Management System. If you're a new worker, you must complete your induction courses before working at an RMIT site. You will also need to complete the courses again before they expire.

Course title	Course status	Course expiry date	Workday link
Sexual harm and response to disclosures	Not started		https://wd3-impl.workday.com/wy/rmit1/login.html?redirect=n
Child safety	Completed		https://wd3-impl.workday.com/wy/rmit1/login.html?redirect=n

7.3.1. Induction course status types

Your induction courses can be in one of the following statuses:

- **Not Started:** You haven't started the course yet.
- **In Progress:** You've started the course, but you haven't completed it yet.
- **Expiring Soon - Retrain:** Your course will expire in 30 days or less and must be completed again.
- **Expired:** Your course has expired and must be completed again.
- **Completed:** You've completed the course.

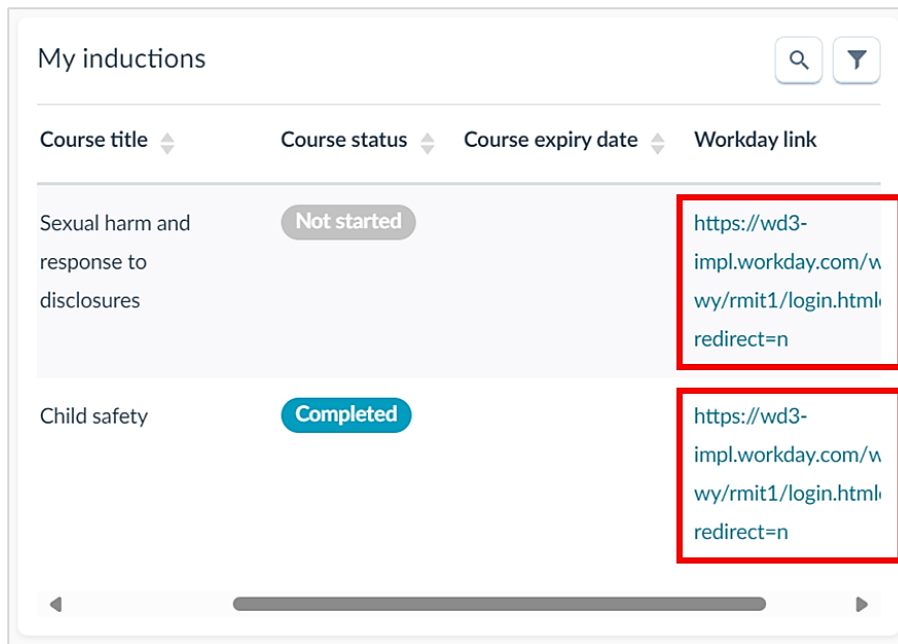
7.3.2. Complete an induction course in Workday

When you're invited to activate your SafetyNow Contractor Management account, you'll also receive two emails from Workday, RMIT's Learning Management System:

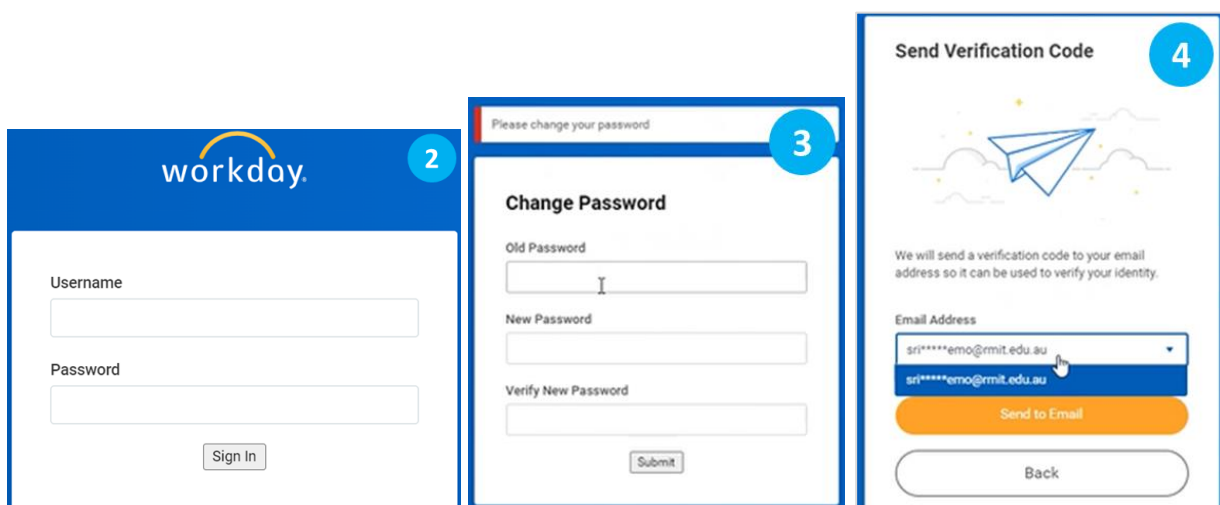
- one with your username (your email address registered in SafetyNow).
- one with your temporary password. At your first login, you will be asked to set your own password.

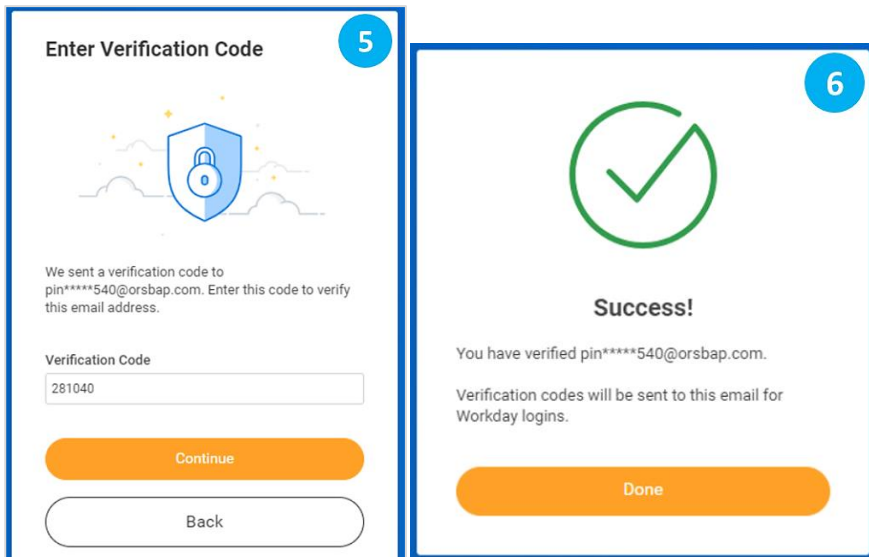
To complete an induction course in Workday:

1. In the **My Inductions** list, click on the **Workday link**.

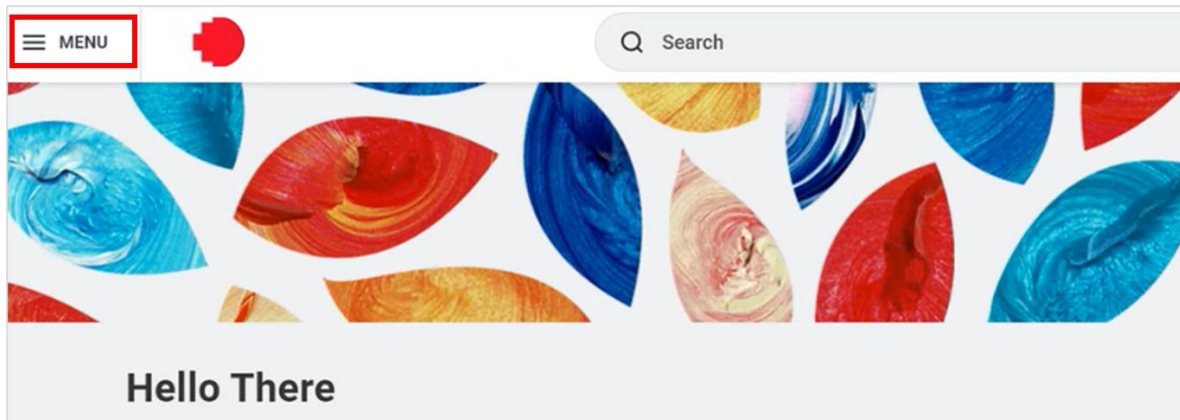


1. On the **Workday** login page, enter your username and password (or temporary password if this is your first login).
2. If this is your first login, change your temporary password to your own. Your password must contain ten characters, and must include letters in upper and lower case, a number, and a special character.
3. To send a verification code to your email address, click **Send to Email**.
4. Enter the verification code emailed to you, then click **Continue**. You will receive a verification code to your email address each time you login to Workday.
5. Click **Done** to complete your Workday login.

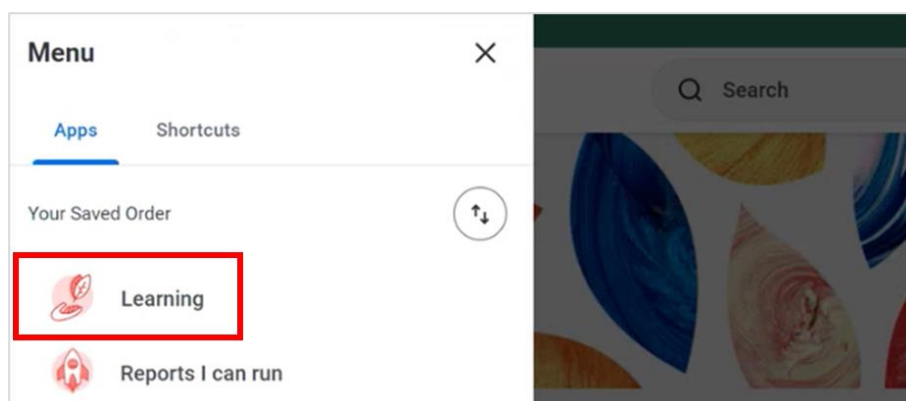




6. In Workday, click **Menu**.




8. To go to the Learning page, click **Learning**.



9. On the **Learning** page, your induction courses will be displayed. Click on a course button to open that course.

Required for You




NOT STARTED

Property Services Group's induction for third-party workers

Course • 30 minutes

[View Course](#)



NOT STARTED

Hazardous Materials Induction

Course • 30 minutes

[View Course](#)

10. On the course description page, click the **Start Course** button.

Child safety

This course is required for you

This course will demonstrate why it is important that everyone in the RMIT University community makes child safety their responsibility. It outlines the laws, standards and values that uphold child safety at RMIT, and it explain what to do if you are concerned about child safety.


Skills in This Course

- ✓ Child Safe Standards
- ✓ working with children
- ✓ Responding to disclosures

Lessons in This Course Additional Course Details

Lessons in This Course Completed 0/1

1 [Child safety](#) → Media



Start Course

NOT STARTED

★★★★☆ (1294)

Duration: 20 minutes Lessons: 1

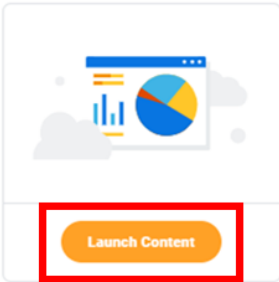
Delivery Mode: Self-Directed

[Save](#)

11. To start the course, click the **Launch Content** button.

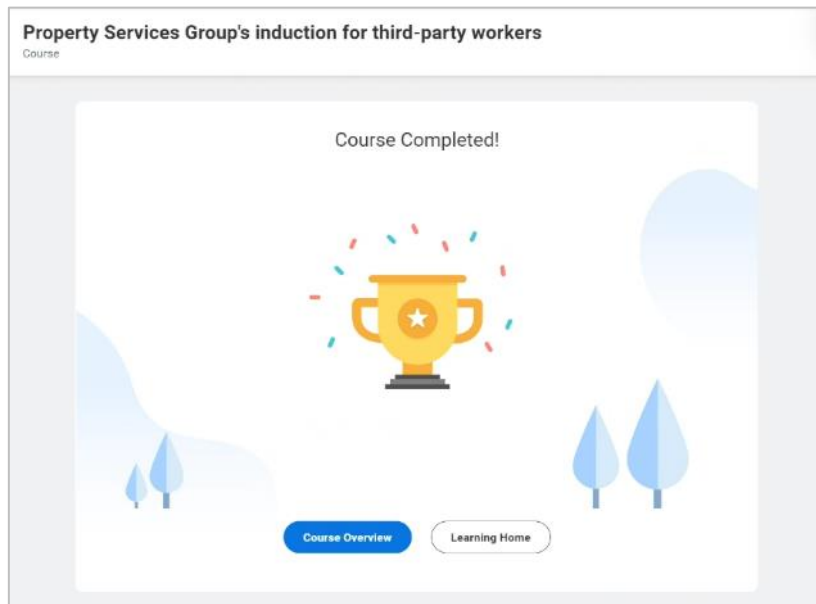
Child safety

This is a content package. It will open in a new window, and may include multiple pages, types of content, and its own navigation. When you finish viewing the entire content package, close the window and return here.



Launch Content

12. After you successfully complete the quizzes in the course, you will receive confirmation in Workday that the course has been completed.



13. The course status in SafetyNow will be updated to Completed. **Note:** this can take up to 15 minutes.
14. Complete any other induction courses assigned to you in Workday.

7.3.3. View a course completion date in SafetyNow

Back in **SafetyNow**, to view a course completion date, click the completed course record to open the course information window. The course completion date is displayed towards the bottom of the window.

