

# User Guide: Inductions



This document provides step-by-step instructions for Contractors/Exhibitors/Volunteers and all workers who intend on coming to the Melbourne Showgrounds.

## Induction Process



## Step 1: Access the HIS Donesafe Platform

### COMPLETE INDUCTIONS HERE

\*\*Induction cannot be saved and takes roughly 10 minutes to complete

## Step 2: Select what you are attending Melbourne Showgrounds as:

- Contractor
- Exhibitor
- Food and Beverage Staff
- Melbourne Royal Volunteer

\*\*NOTE: A *Contractor* is classified as someone who is undertaking works whilst at Melbourne Showgrounds, e.g. plumber, electrician. An *Exhibitor* is classified as someone who is exhibiting/selling goods and services during an event at the Melbourne Showgrounds, e.g. food vendor, selling jewellery, has a stand at a trade show.

## Step 3: Enter personal details

- Name
- Email
- Mobile
- Address
- Company name (Contractor & Exhibitor only)
- Emergency contact

This induction can not be saved and needs to be completed in one sitting.

It should take less than 10 minutes.

You will be required to upload copies of any licenses and qualifications required for the work you carry out. Please have these ready before starting.

Please allow yourself time to complete it and ensure you have a reliable internet connection before starting.

Are You \*

Contractor  Exhibitor  Food & Beverage Staff  Melbourne Royal Volunteer

Name \*

First Name\*

First Name

Last Name\*

Last Name

Email\*

Email

Mobile\*

Mobile

Please enter a valid mobile/landline phone number

Address Line 1

Address Line 1

Address Line 2

Suburb

Suburb

Postcode

Postcode

Company \*

Emergency Contact \*

Name, Phone Number and Relationship to you

Complete

## Exhibitor Induction

Induction

0 / 0



# Melbourne Showgrounds Exhibitor Induction

Continue

Emergency Procedures

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Medical Emergency

0 / 0

Incident Reporting

0 / 0

Safe Work Practices

0 / 0

Site Safety Rules

0 / 0

Questions

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## Step 4: Read through the content

Topics include:

- Emergency procedures
- Medical Emergency
- Incident Reporting
- Safe Work Practices
- Site Safety rules

## Step 5: Answer the questions

10 questions to be answered with an 80% pass mark.

\*\*NOTE: If you get a question wrong, you are still able to change it prior to submitting.

## Step 6: Await email confirming proof of induction

### Contact

If you have any issues or concerns through the induction process, please email the Melbourne Royal Risk and Safety Team at [RiskandSafety@melbourneroyal.com.au](mailto:RiskandSafety@melbourneroyal.com.au)