



WELCOME TO THE TEAM

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 group. Remember, if you get stuck along the way, the team at Pegasus can be contacted on 1300 217 382 or email: visy@pegasus.net.au. For detailed information on requirements, costs and additional guides please view the Further Information links.

STEP 1 – BUSINESS REGISTRATION

Business registration collects core information we need to ensure your company has the capability to perform your contracted works. Information required includes company details, insurances, policies and licences.



- 1 If you have previously registered your business through Pegasus for work on other Visy sites and have kept your information up to date, you do not need to re-register. To understand the process please click on this link <http://visycontractors.com.au/the-registration-process/>
- 2 For a step by step guide use the Business Registration user guide, the link is in further information section or [click here](#) Follow the prompts to 'Login' and create your account.
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Documents may include but are not limited to: \$20M Public Liability Insurance, Workers Compensation Insurance & Licences. You will be prompted for documents based on your answers.
- 4 If you work under the Visy Safety Management System (SMS) you will not be prompted to complete an SMS review. If you sign onto the Visy JSEA, your business works under the VISY SMS.

STEP 2 – REGISTERING YOUR WORKERS

Before your employees can commence work on site they must hold a current Pegasus card. The Pegasus card also holds all relevant competencies and training undertaken by the individual.



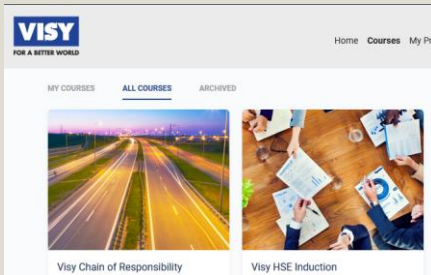
- 1 Order new cards and manage your existing employees through the Visy Worker Portal. For a step by step guide use the Employee Registration user guide, the link is in further information section or [click here](#)
- 2 If your employees already have a valid Pegasus Card, please ensure you check that all applicable roles relevant to the work you will be performing have been selected for Visy.
- 3 For each employee, select the roles that site role that begins with a number e.g. 1. VP2.

If you have been previously inducted at that site, select "Previously Inducted" otherwise selected "New Worker"
- 4 Once you have paid for the employee subscription, a green tick will be assigned to their profile but ensure your workers meet the role requirements.



STEP 3 – WORKER INDUCTIONS

Upload all documentation that support your selected roles and then you will be required to complete the necessary online inductions. If the inductions were completed previously, ensure you select the “Previous Worker” site role.



1

As you work through your registration in the previous step, you may be required to book into a number of online inductions as a “New Worker”.

3

On completion of their online inductions, your employees will be automatically assigned the relevant induction certification to be allowed onto a Visy site.

2

After inductions have been selected there will be a payment process, once complete your workers will be emailed links to complete the inductions.

4

Monitor your workers roles, clicking on the “?” will provide you with a legend explaining the status/ symbols you see in the portal.

The role you choose for your employee will determine the eLearning requirements, but as a minimum all contractors must have completed:

- ✓ Visy HSE Induction – Visy Corporate General Induction – mandatory for all contractors
- ✓ Visy Site Inductions – Site Specific Inductions – mandatory for all contractors for each site
- ✓ All your workers must have a site role for each site they will be working on
- ✓ Your Business and Workers will need to maintain compliance and will receive reminders from Pegasus
- ✓ Your workers must hold a Site Role e.g. *1. VP2 Reservoir New Worker* for each site they will be working on
- ✓ Your workers must hold a Trade Role e.g. *Rigger* for each of the work activities they will be performing

PROCESSING TIMES

All documentation will be processed within 24-48 hours of submission, please ensure you take this into account when planning work on a Visy site.

GUIDES AND FURTHER INFORMATION

- ✓ Pegasus Customer Assistance Phone: 1300 217 382 or email visy@pegasus.net.au
- ✓ Step by Step Guides, Business Rules and Frequently Asked Questions can be found on the Visy Contractors Website <http://visycontractors.com.au/faqs-and-documents/>
- ✓ Please ensure you maintain ongoing compliance for your business and workers to avoid disruption