

Getting Started with CSMS – Contractor Company (Admin)

What is CSMS?

The Contractor Safety Management System (CSMS) is a platform designed to centralise and streamline various contractor safety processes. It brings together several key activities and tasks into a single location to ensure compliance, safety and risk management throughout the contractor engagement lifestyle. These activities include:

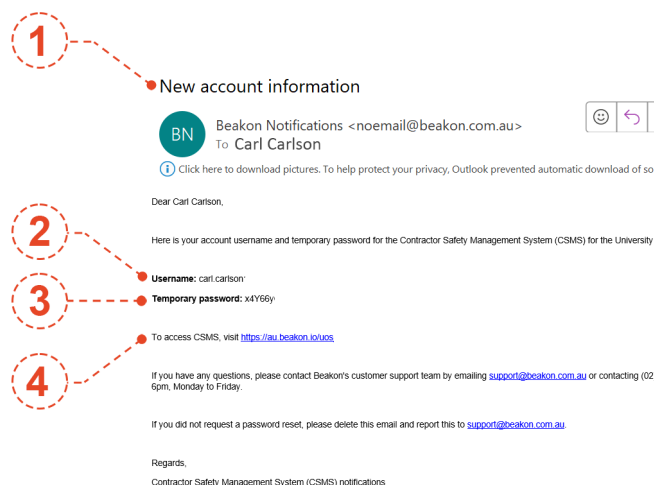
- day-to-day management of safety compliance
- onboarding and induction for contractor companies, their employees and subcontractors
- permit to work requests
- corrective action register
- safety pre-qualification during sourcing.

How do I obtain access to CSMS?

Once your company has been engaged by the University of Sydney, we will create a company profile for you in the CSMS. After your profile has been set up, you will receive an email with your login details and instructions on how to access the system.

An example of the new account email notification can be seen here.

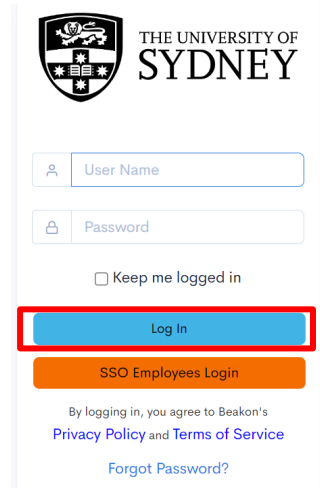
1. Email subject - New Account Information, notification that profile has been created for your company in CSMS
2. Username - This is your username for CSMS
3. Temporary Password – this is your temporary password, use this password to gain access to CSMS for the first time.
4. URL for CSMS - Click on this link to access CSMS.



How do I access CSMS

To access CSMS:

1. Go to the following link <https://contractor-safety.sydney.edu.au>
2. Log in using your username and password.



THE UNIVERSITY OF SYDNEY

User Name

Password

Keep me logged in

Log In

SSO Employees Login

By logging in, you agree to Beakon's [Privacy Policy](#) and [Terms of Service](#)

[Forgot Password?](#)

Note: You can also access CSMS via the [Contractors](#) page on the University of Sydney's website.

What can I do in CSMS?

You will have activities that must be completed based on the type of contractor engagement (e.g. Principal Contractor Company, Consultant Contractor Company, Visitor Contractor Company, Subcontractor Company). Your contractor company type may also have some bearing on what functionality is available from within CSMS, however you will be generally able to:

- Complete the required audit questionnaire activities
- Upload required documents
- Create profiles for your Employees
- Create profiles for your nominated Contractor Employees with Admin User roles
- Create linkages to your Subcontractor Companies
- Monitor and manage your company and employee's compliance status.

Training materials and resources

A range of self-help support materials are available for CSMS, including e-learning training modules, starter guides, quick reference guides and FAQs.

You can access the e-learning training modules via the CSMS homepage, under your **My Learnings** dashlet. All other resources can be found on the [Contractors](#) page.

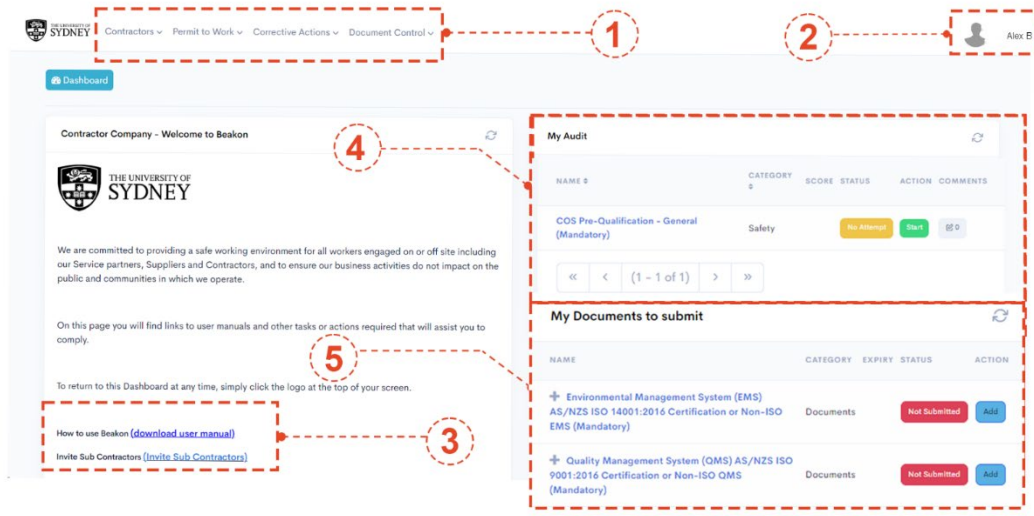
Support

For additional support or issues, please contact the Beakon (vendor) support team via phone (02 9113 5946) or email (support@beakon.com.au), support is available from Monday to Friday, 8am – 6pm.

Your CSMS Homepage

The following provides you with a general overview of CSMS, including an introduction to the CSMS homepage and dashboard, key functionalities and activities.


Dashboard/Homepage Summary



<p style="text-align: center;">1</p>	<p>1. Task menu</p>	<p>Navigate to specific modules within CSMS. The Contractor Company (Admin) has access to these modules:</p> <ul style="list-style-type: none"> • Contractors: Access this tab to create Contractor Employees in CSMS, and also to view or edit their details. • Permit to Work: Access this tab to create permit requests, which will then send notifications to designated Responsible University Supervisor and Subject Matter Expert for their review, approval and authorisation. • Corrective Actions: For management of corrective actions, including non-conformance and opportunities for improvement assigned to your company. • Document Control: A repository of useful documents that are available to users. 						
<p style="text-align: center;">2</p>	<p>2. User Profile</p>	<p>Click on your user profile icon and select an option from the dropdown list:</p> <ol style="list-style-type: none"> 1. Profile – Select this option to view or modify your information, including contact details, email settings and also to assign and create additional Contractor Employees with Admin User roles. 2. Support – Select this option if you need any help with CSMS. 3. Logout – Select this option to log out of the CSMS. 						
<p style="text-align: center;">3</p>	<p>3. User Manuals and Support</p>	<p>This section provides links to some of the resources that will assist you in using CSMS and how to access further support.</p> <p>You can also initiate a linkage to a Subcontractor Company from this panel by clicking on the Invite Subcontractors link.</p>						
<p style="text-align: center;">4</p>	<p>4. My Audits</p>	<p>Here you can see a list of all the audit questionnaire that you are required to complete.</p> <p>There is a list of action buttons:</p> <table border="1" data-bbox="564 1751 1366 1951"> <thead> <tr> <th>Action</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>You can select the View button to review your history in relation to this specific activity</td> </tr> <tr> <td>Start</td> <td>You can select the Start button to start the audit questionnaire.</td> </tr> </tbody> </table> <p>The below table indicates the color codes along with their respective statuses:</p>	Action	Description	View	You can select the View button to review your history in relation to this specific activity	Start	You can select the Start button to start the audit questionnaire.
Action	Description							
View	You can select the View button to review your history in relation to this specific activity							
Start	You can select the Start button to start the audit questionnaire.							

Color	Status	Description
Red	Overdue/Not Submitted/Failed/Expired	Non-Complaint
Amber	Pending Approval	Waiting for review/approval and still not compliant
Green	Approved/Passed	Complaint and approved

Note: Some of the audit questionnaires are marked as Mandatory which indicates that you must complete these audits to be compliant, whereas audits marked as Optional indicates that it is optional to complete these audits.



5. My Documents to Submit

Here you can see a list of all the compliance documents that you are required to submit.

Activities which you have completed will display with a status of green (submitted and approved).

There is a list of action buttons:

Action	Description
View	You can select the View button to review your history in relation to this specific activity.
Add	You can select the Add button to attach required documents to this activity.

The below table indicates the color codes along with their respective document statuses:

Color	Status	Description
Red	Overdue/Not Submitted/Failed/Expired	Non-Complaint
Amber	Pending Approval	Waiting for review/approval and still not compliant
Green	Approved/Passed	Complaint and approved

Note: Some of the documents are marked as Mandatory which indicate you must submit these documents to be compliant, whereas documents marked as Optional indicates it is optional to submit these documents.