

Getting Started with CSMS – Contractor Employee with Admin User role

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 your company in CSMS. After the company profile has been set up, the Contractor Company (Admin) can create Contractor Employees with Admin User. They first create an employee profile for you in the CSMS, and then design you as an "Admin Users".

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 you 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.

1 - New account information

BN Beakon Notifications <noemail@beakon.com.au>
To Carl Carlson

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of so

Dear Carl Carlson,

Here is your account username and temporary password for the Contractor Safety Management System (CSMS) for the University

2 - Username: carl.carlson

3 - Temporary password: x4Y66y

4 - To access CSMS, visit <https://au.beakon.io/uss>

If you have any questions, please contact Beakon's customer support team by emailing support@beakon.com.au or contacting (02 6pm, Monday to Friday).

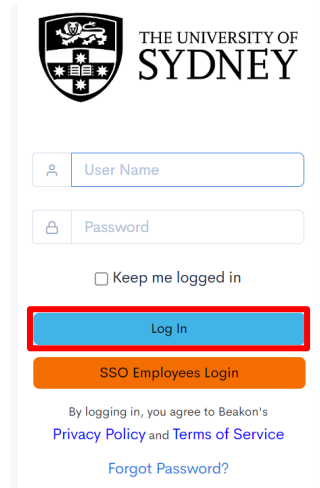
If you did not request a password reset, please delete this email and report this to support@beakon.com.au

Regards,
Contractor Safety Management System (CSMS) notifications

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.



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

What can I do in CSMS?

Similar to a Contractor Employee, you will be assigned Skills which will determine the learning activities and documents required in order to complete your CSMS profile, and the actions you can take in CSMS. Some of the key activities that you will be responsible for include:

- Completing your induction via CSMS, including your Contractor Online Induction training and any other induction requirements
- Maintaining your compliance on CSMS, you will receive email notifications when you need to provide additional information or documents (mainly for those who are assigned to permit to work requests) and for when your information or training is due to expire
- If you plan to come on site, you must have an ID card. Please ensure you appear as compliant on CSMS, before coming to the G12 Front Desk to pick up your ID card.

Further to the standard Contractor Employee level access, you will also be able to perform additional activities on behalf of the company profile, enabling you to:

- Initiate Permit to Work requests
- Oversee your company's workforce (Contractor Employees) and assign additional skills
- Manage Corrective Actions assigned to your company
- Upload documents on behalf of other Contractor Employees.

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.

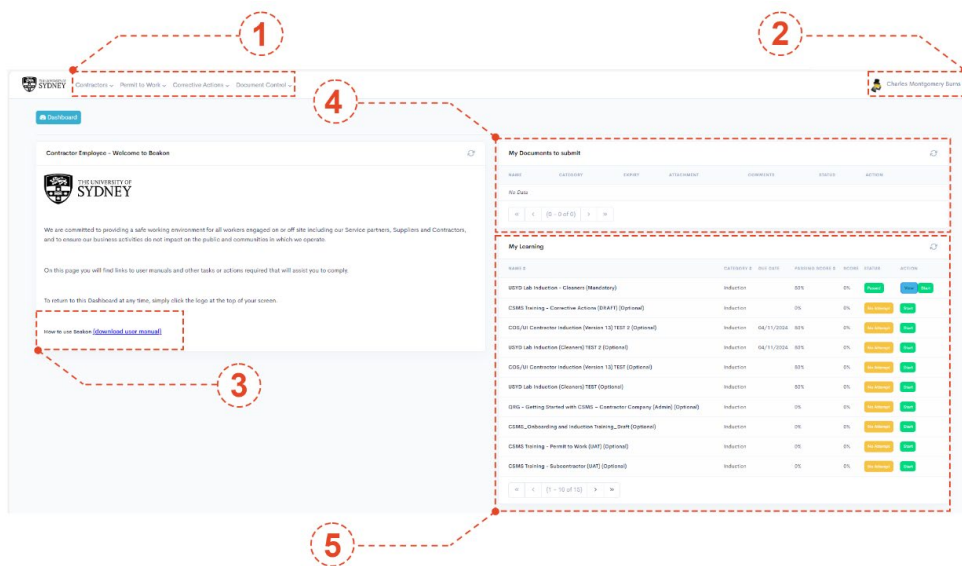
Support

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>1</p>	<p>1. Task menu</p>	<p>Can navigate to specific modules within CSMS. The Contractor Employee with Admin User role has access to these modules:</p> <ul style="list-style-type: none"> • Contractors: Access this tab to create other Contractor Employees in CSMS and 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 Experts 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>2</p>	<p>2. User Profile</p>	<p>Log out of the CSMS from here, view or modify your profile.</p>						
<p>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 the CSMS and how to access further support.</p>						
<p>4</p>	<p>4. My Documents</p>	<p>Here you can see a list of all the compliance documents that you are required to submit.</p> <p>Activities which you have completed will display with a status of green (submitted and approved).</p> <p>There is a list of action buttons:</p> <table border="1" data-bbox="579 1720 1380 1917"> <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>Add</td> <td>You can select the Add button to attach required documents to this activity.</td> </tr> </tbody> </table> <p>The below table indicates the color codes along with their respective document statuses:</p>	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.
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.							

		<table border="1"> <thead> <tr> <th>Color</th> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Red</td> <td>Overdue/Not Submitted/Failed/Expired</td> <td>Non-Complaint</td> </tr> <tr> <td>Amber</td> <td>Pending Approval</td> <td>Waiting for review/approval and still not compliant</td> </tr> <tr> <td>Green</td> <td>Approved/Passed</td> <td>Complaint and approved</td> </tr> </tbody> </table> <p>Note: Some of documents are marked as Mandatory which indicates that you must submit these documents to be compliant whereas, documents marked as Optional indicates that it is optional to submit these documents.</p>	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						
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																		
<p style="text-align: center;">5</p>	<p>5. My Learning</p>	<p>Here you can see a list of all the learning activities which have been assigned to you. Activities which you have completed will display with a status of green (Passed).</p> <p>There is a list of action buttons:</p> <table border="1"> <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 begin a learning activity. Usually, this will launch a training package in a new browser window.</td> </tr> </tbody> </table> <p>The below table indicates the color codes along with their respective learning statuses:</p> <table border="1"> <thead> <tr> <th>Color</th> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Red</td> <td>Overdue/Not Submitted/Failed/Expired</td> <td>Non-Complaint</td> </tr> <tr> <td>Amber</td> <td>Pending Approval/No Attempt</td> <td>Awaiting for review/approval and still not compliant</td> </tr> <tr> <td>Green</td> <td>Approved/Passed</td> <td>Complaint and approved</td> </tr> </tbody> </table> <p>Note: Some of the learning items are marked as Mandatory that indicates you must complete those learning activities to be compliant whereas other items are marked as Optional.</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 begin a learning activity. Usually, this will launch a training package in a new browser window.	Color	Status	Description	Red	Overdue/Not Submitted/Failed/Expired	Non-Complaint	Amber	Pending Approval/No Attempt	Awaiting for review/approval and still not compliant	Green	Approved/Passed	Complaint and approved
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 begin a learning activity. Usually, this will launch a training package in a new browser window.																			
Color	Status	Description																		
Red	Overdue/Not Submitted/Failed/Expired	Non-Complaint																		
Amber	Pending Approval/No Attempt	Awaiting for review/approval and still not compliant																		
Green	Approved/Passed	Complaint and approved																		