

# Quick Reference Guide

# CSMS

## Getting Started with CSMS – Contractor Employee

### 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 lifecycle. 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.

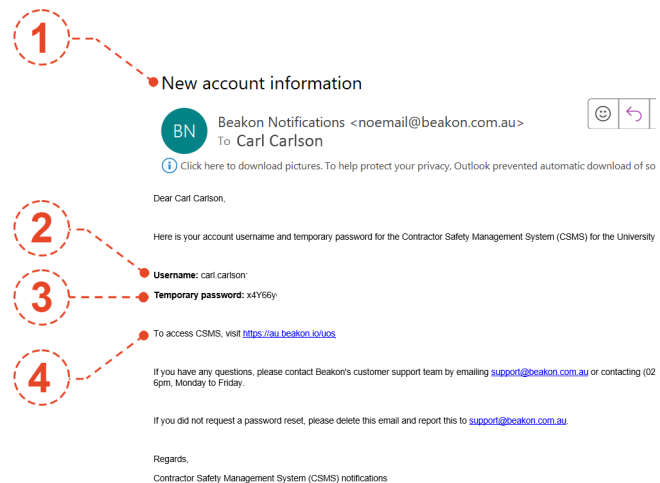
### How do I obtain access to CSMS?

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 is set up, the Contractor Company (Admin) creates an employee profile for you in the CSMS.

After your profile is 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.

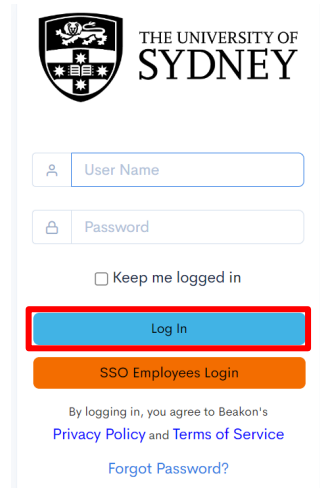
1. Email subject - New Account Information, notification that profile has been created for you in CSMS
2. Username - This is your username for CSMS
3. Temporary Password – this is your temporary password, use this password to gain access to CSMS for the first time.
4. URL for CSMS - Click on this link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



# 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?

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
- You need to appear as compliant on CSMS, before picking up your ID card from the G12 Front Desk – you must have an ID card before attending site.

The compliance requirements that you are required to meet are based on the skills which have been assigned to you in CSMS when your profile was created by your company's onboarding or admin team. Further skills can be added to you if you are required to undertake additional high-risk work activities. This may necessitate additional training and the uploading of further licences, or certificates.

On your CSMS homepage, you will only see information which pertains to you.

## 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.

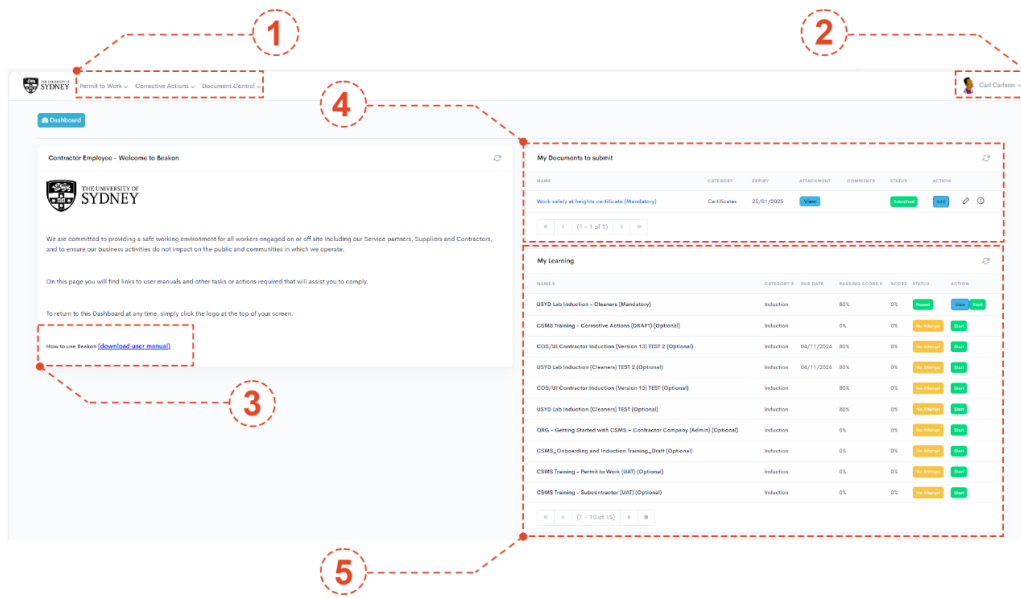
## Support

For additional support or issues, please contact the Beakon (vendor) support team via phone (02 9113 5946) or email ([support@beakon.com.au](mailto: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 the CSMS. Contractor Employees only have access to these modules:</p> <ul style="list-style-type: none"> <li>• <b>Permit to Work module</b> – Access this tab to view permit requests created by the Contractor Company, where you have been added to as a worker.</li> <li>• <b>Corrective Actions:</b> For the management of corrective actions, including non-conformance and opportunities for improvement, which have been assigned to your company.</li> <li>• <b>Document Control:</b> A repository of useful documents that are available to users.</li> </ul>						
<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 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="616 1659 1388 1861"> <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><b>Note:</b> 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><b>5. My Learning</b></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><b>View</b></td> <td>You can select the View button to review your history in relation to this specific activity</td> </tr> <tr> <td><b>Start</b></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>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><b>Note:</b> 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	<b>View</b>	You can select the View button to review your history in relation to this specific activity	<b>Start</b>	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	Waiting for review/approval and still not compliant	Green	Approved/Passed	Complaint and approved
Action	Description																			
<b>View</b>	You can select the View button to review your history in relation to this specific activity																			
<b>Start</b>	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	Waiting for review/approval and still not compliant																		
Green	Approved/Passed	Complaint and approved																		