

QBuild WHS Online Induction Guide

Online Induction

To assist in managing WHS obligations while working on QBuild sites and to comply with legal obligations, a WHS online induction has been developed. Contractors, including approved subcontractors and their workers, must complete the QBuild WHS induction before starting work on a QBuild site.

This induction must be successfully completed by all contractors and their workers including approved subcontractors before any work can be performed on QBuild sites throughout Queensland.

You can complete the induction at any time after your successful QBuild registration and/or subcontractor approval. The induction takes about 40 minutes and involves a short assessment. A certificate will be available after successfully completing a short assessment which you will be able to download. Once downloaded ensure you can access it easily via either your mobile device or hard copy when you work on-site.

A QBuild representative may ask to see the induction certificate during on-site inspections and verify against your ID (please ensure to complete in the name as per your ID). Any contractor who doesn't have a current QBuild induction certificate must stop work.

Upon completion of the online induction, you will receive a card similar to the example below.

Department of Energy and Public Works QBuild Full Name: Procurement Governance - TEST Contact No: 0755149419 Company: Energy and Public Works - QBuild Trade: Other (specify) Region: SEQ Date: 01/11/2023 (Expires 24 months after date issued)	Work Health and Safety Induction Card This verifies that the named contractor has completed the QBuild Work Health and Safety Induction. 	Your health and safety and the care of the environment are important – Please read carefully. I am the person identified and I have personally completed this induction. All details provided by me are current and correct and may be subject to audit by QBuild. I will carry the QBuild Work Health and Safety Induction Card with me at all times on site and may be prevented from entering site or be asked to leave site if I fail to do so.
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For more information, contact our WHS Team at gbuildwhs@epw.qld.gov.au

Renewing induction

You need to renew your induction every 2 years. A new certificate will be available for download once your induction is renewed.

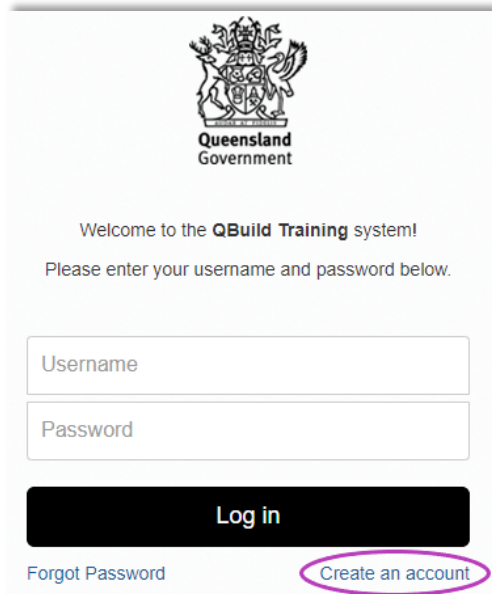
If any incidents or non-conformances are raised against you or your employer (the contractor), we may ask for inductions to again be completed.

Accessing the Online Induction

The Online Induction can be accessed at [QBuild Training \(elmogov.com.au\)](http://elmogov.com.au)

Creating an Account

1. Select "Create and Account"



Queensland Government

Welcome to the **QBuild Training** system!

Please enter your username and password below.

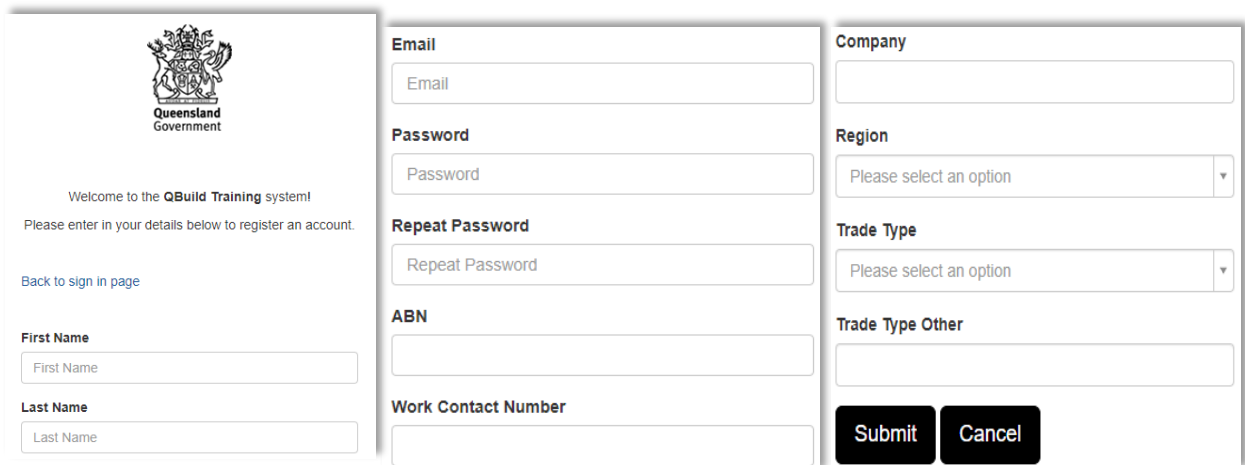
Username

Password

Log in

[Forgot Password](#) [Create an account](#)

2. Complete all fields on this screen to register an account (complete name as per ID).



Queensland Government

Welcome to the **QBuild Training** system!

Please enter in your details below to register an account.

[Back to sign in page](#)

First Name

Last Name

Email

Password

Repeat Password

ABN

Work Contact Number

Company

Region

Trade Type

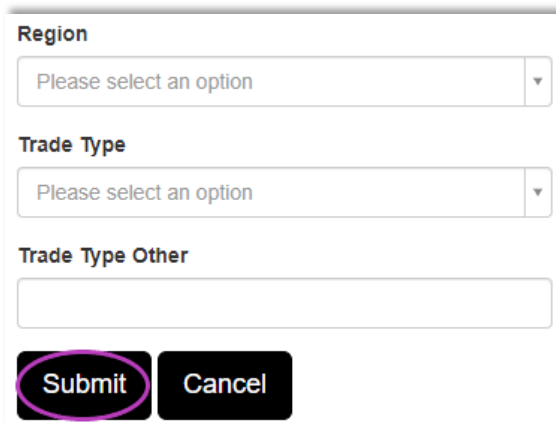
Trade Type Other

Submit Cancel

Note:

1. If you're an employee and don't have an ABN, type in the ABN for the company you work for.
2. If you work in multiple regions, you don't need to complete the induction multiple times. Select the region where your main office is located, and this will be valid for work throughout the state.

3. Select "Submit"



Region

Please select an option ▼

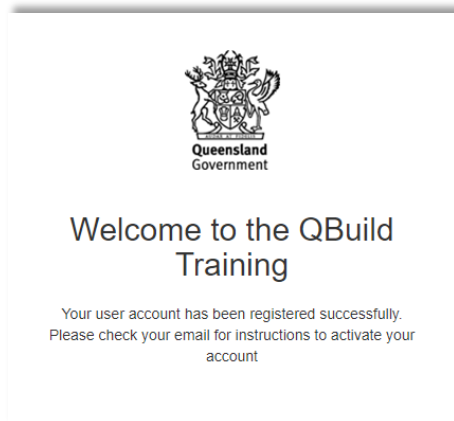
Trade Type

Please select an option ▼

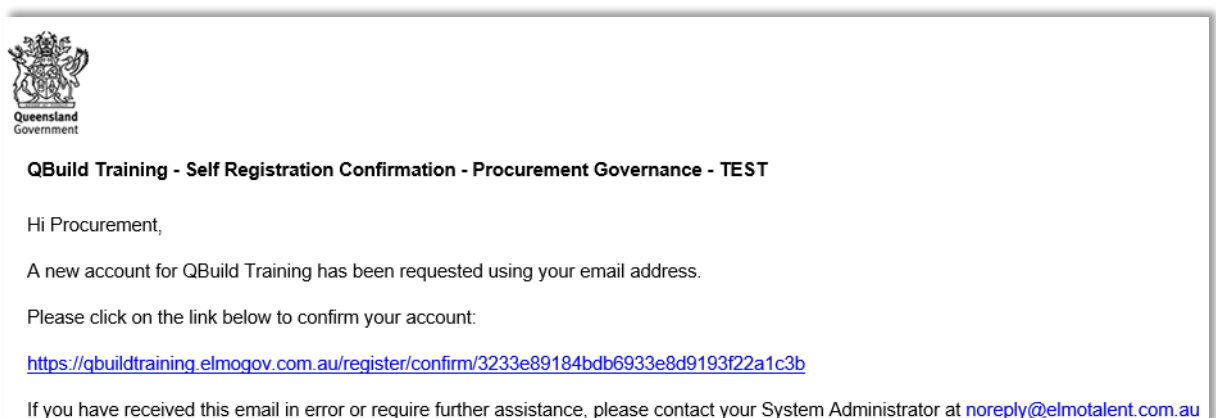
Trade Type Other

Submit **Cancel**

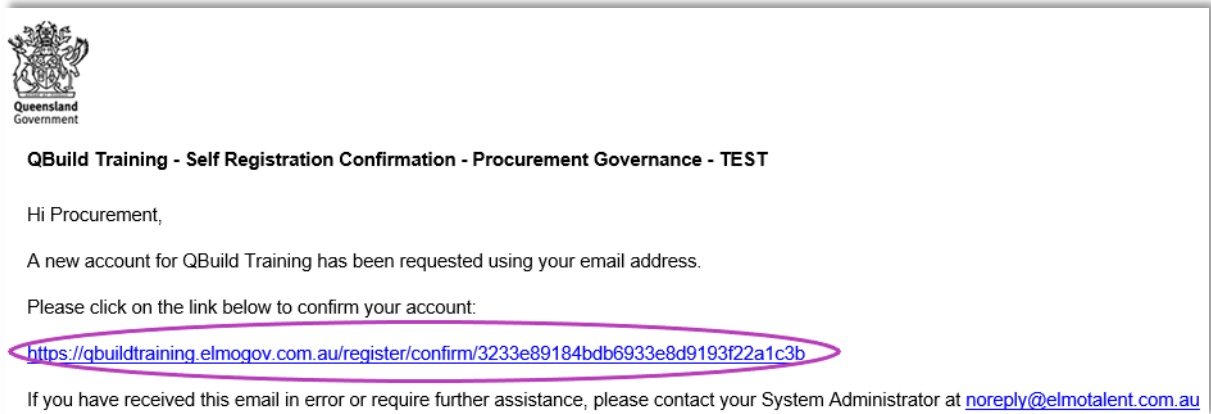
4. Once submitted you will see the screen below.



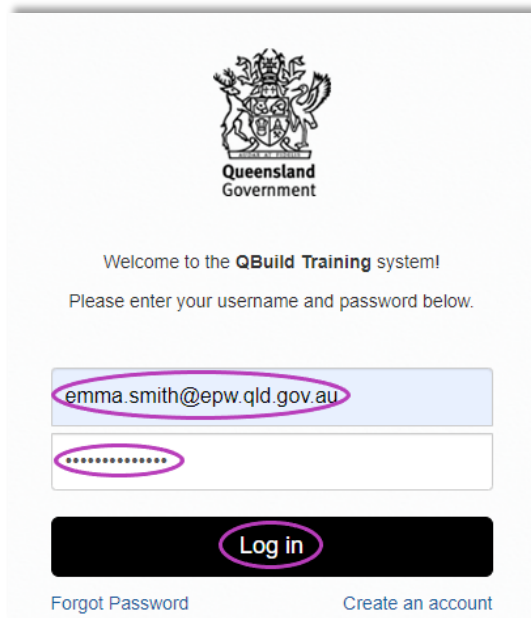
5. You will also receive a "QBuild Training – Self Registration Confirmation" email to the email address you nominated.



6. Click on the link provided in the email to confirm your account.

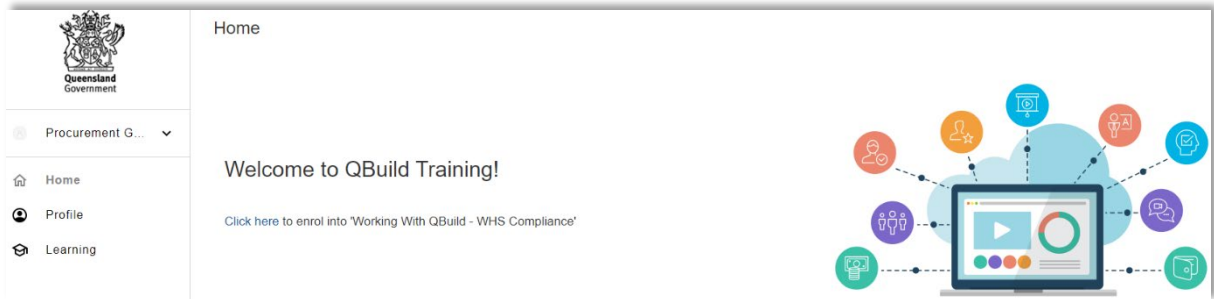


7. This will re-open the Log-in screen where you need to log-in using the details you entered previously and select Log-in.

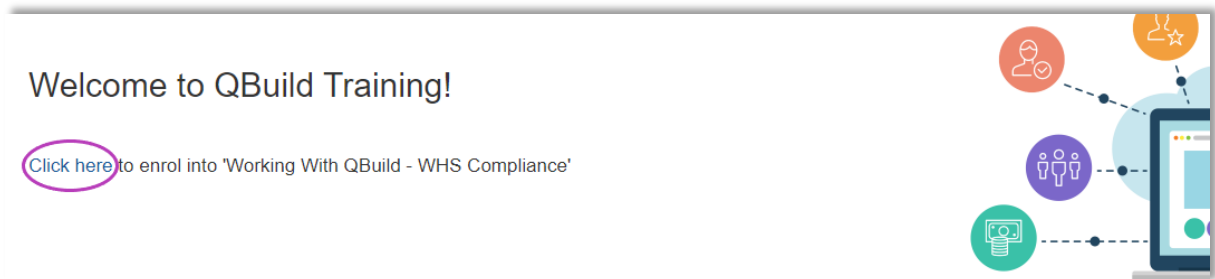


Enrolling into the Online Induction

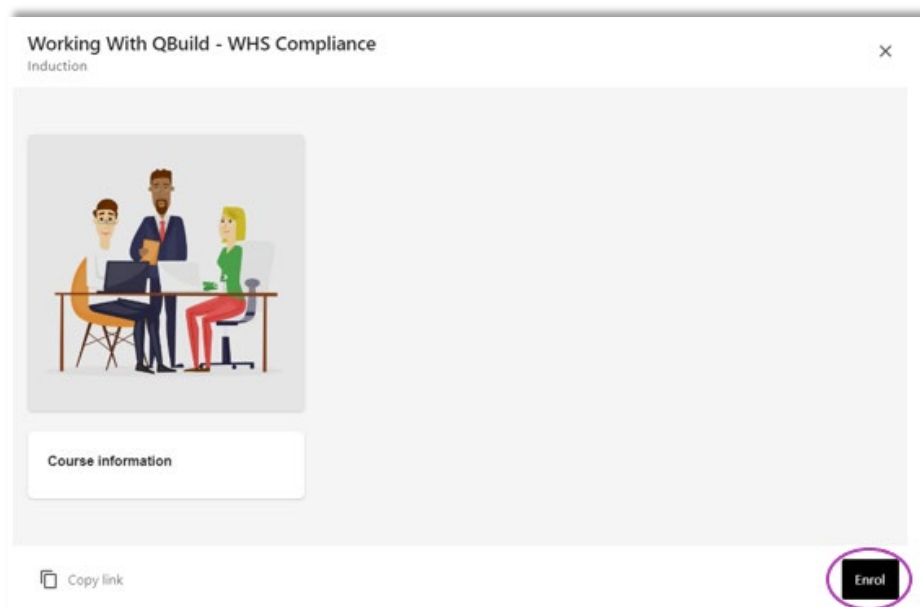
1. After following the above log-in step. This will take you to a screen as shown below.



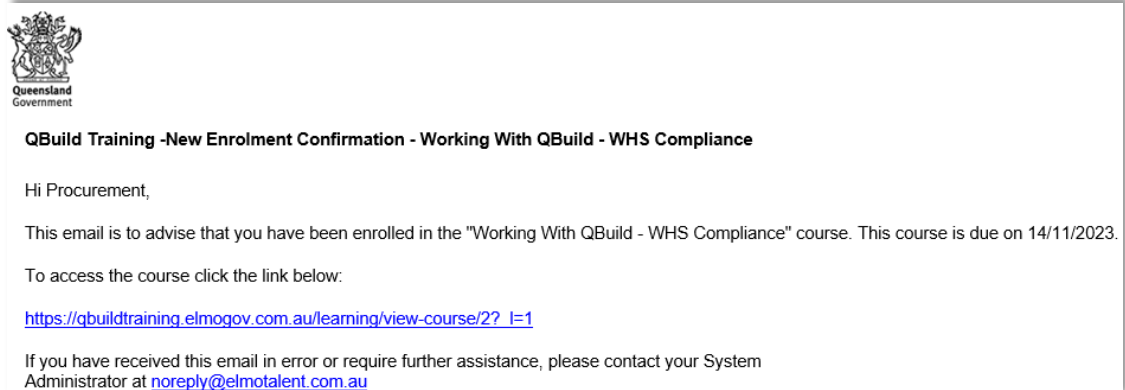
2. To enrol select "click here" to enrol into "Working with QBuild – WHS Compliance".



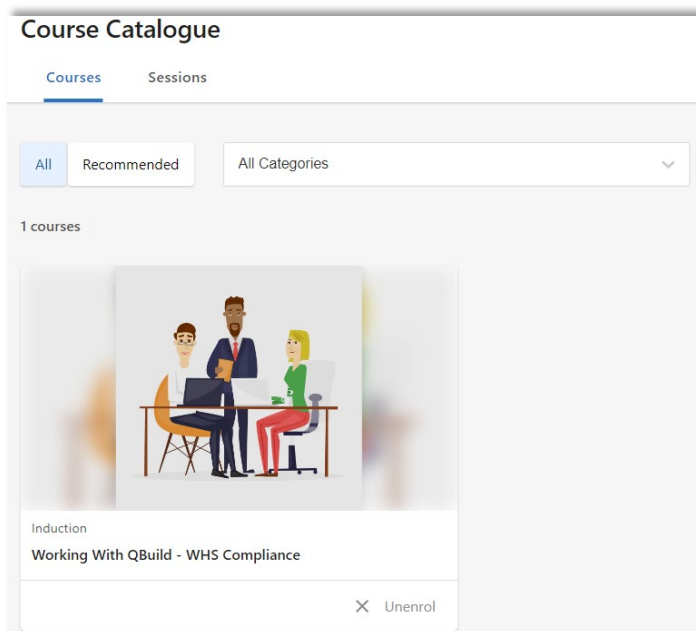
3. The Working with QBuild – WHS Compliance Induction screen will appear. Select Enrol.



4. You will receive an email confirming that you have enrolled in the course (**Note:** This could take 15 minutes).



5. The course will now show in your "Course Catalogue".

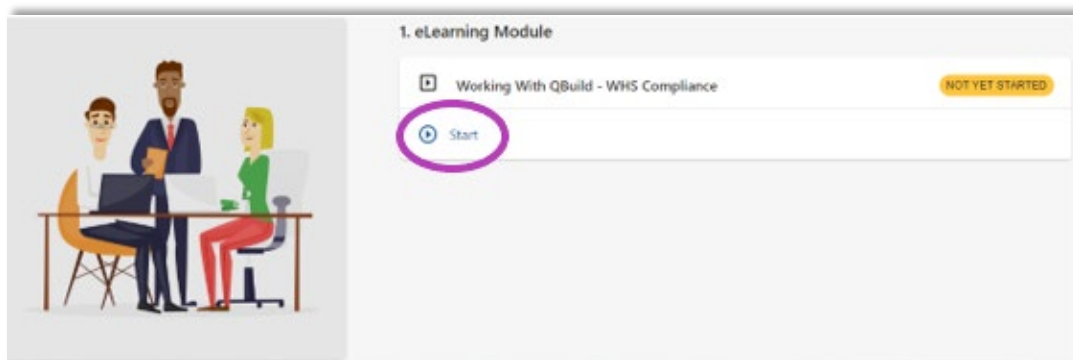


Completing the Online Induction

1. To begin, click on the course.



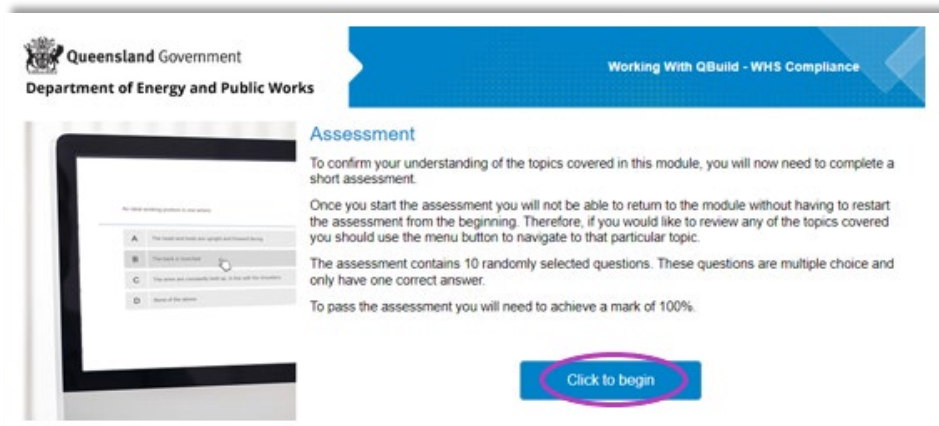
2. Then select "Start"



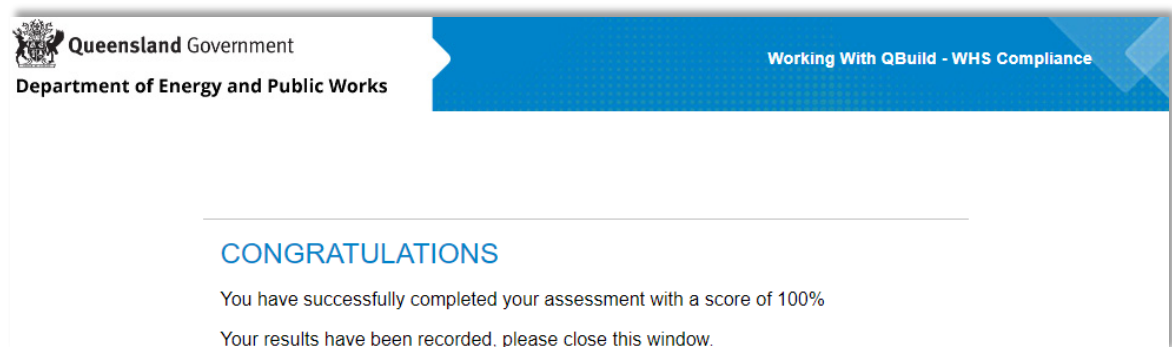
3. The video will pop-up and you will need to follow the prompts throughout the video to complete.
Note: This will take approximately 35 minutes to complete.



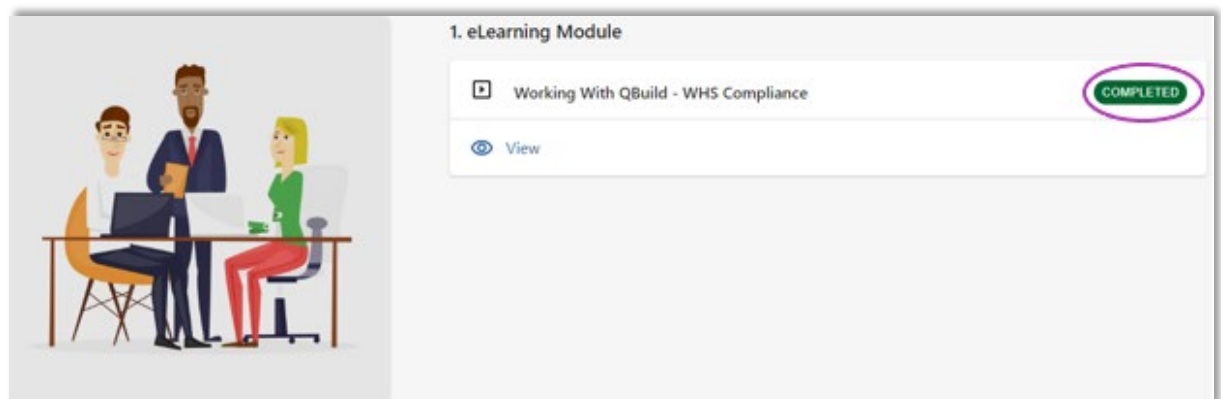
4. At the end of the video, you will be required to complete an assessment. To start the assessment, select “click to begin”.



5. When you have successfully completed the assessment, this screen will appear. **Note:** You are required to score 100% to pass the assessment and you will not receive or be able to print your certificate of completion until you pass.

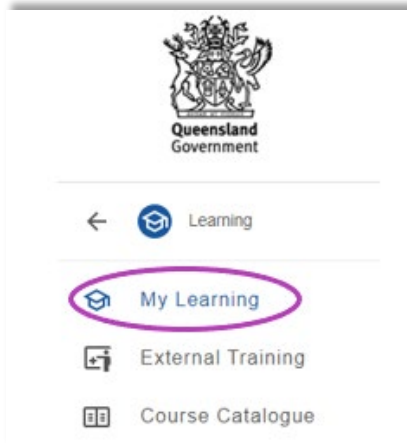


6. Close the assessment window and your course will now show as completed.



Viewing your Certificate

1. To view your certificate, select "My Learning".



2. Select View Certificate

Course	Category	Status ↑	Due	Required	Completion
 Working With QBuild - WHS Compliance	Induction	COMPLETED	-	-	10 Oct 2023 Recompletion required by 10 Oct 2025

3. You will now be able to print your certificate, see example below:

Department of Energy and Public Works
QBuild

**Work Health and Safety
Induction Certificate**

Full Name: Procurement Governance - TEST

Contact Number: 0755149419

Company: Energy and Public Works - QBuild

Trade: Other (specify)

Region: SEQ

Date: 01/11/2023 (Expires 24 months after date issued)

This verifies that the named contractor has completed the QBuild Work Health and Safety Induction.



**Queensland
Government**

Department of Energy and Public Works
QBuild

Full Name: Procurement Governance - TEST
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**Work Health and Safety
Induction Card**

This verifies that the named contractor has completed the QBuild Work Health and Safety Induction.



**Queensland
Government**

Your health and safety and the care of the environment are important – Please read carefully.

I am the person identified and I have personally completed this induction. All details provided by me are current and correct and may be subject to audit by QBuild.

I will carry the QBuild Work Health and Safety Induction Card with me at all times on site and may be prevented from entering site or be asked to leave site if I fail to do so.