



## Online Contractor Induction

All clients and contractors requiring back of house and loading dock access at PCEC, are required to be inducted prior to commencing work onsite.

As a client, contractor or supplier engaging in activities on PCEC premises, you have a responsibility to fulfil the obligations set out under the OHS Act (1984), as such, you will be required to complete an **online induction** (running time: 10-15 minutes).

The image shows a screenshot of the 'Learning Spot Contractor' portal. On the left, a grey circle contains the text 'Learning Spot Contractor' and a smaller blue circle below it says 'Your one stop for all your contractor induction and training needs.' In the center is a login/register form with fields for 'I' (username) and 'Password', a 'Remember me' checkbox, and links for 'Forgot your password?', 'Register your new account here!', and 'Contact us'. A green 'Login' button is at the bottom. To the right are three circular images: a worker in a green high-visibility vest, a worker in an orange shirt on a roof, and a worker in a grey shirt at a desk. A red arrow points from the text 'Step 1. Register your new account' to the 'Register your new account here!' link.

**Step 1. Register your new account**

The online induction can be completed via the [LearningSpot Contractors Induction](#) portal

- Step 1: Register a new account! You will receive an email, to activate your account
- Step 2: When prompted, please use the following cost centre number: **9039**
- Step 3: Once you have activated your account, click on **PCEC Contractor Induction**, under My Learning Transcript

### IMPORTANT

Once this module is completed you must email the certificate to [denise.dunn@spotless.com.au](mailto:denise.dunn@spotless.com.au)  
An induction card will be produced and available for collection from the PCEC information desk.

Inductions are valid for one (1) year from the completion date

Dependent on the nature of work activity taking place, PCEC reserve the right to request additional supporting documentation to ensure safe work practices are adhered to.

The online training is compatible to PC's only. Note that if you are having trouble viewing the pages of the induction, you may need to update your flash driver or try a different browser.

**HI-VIS VEST AND CLOSED IN SHOES MUST BE WORN AT ALL TIMES ON THE  
LOADING DOCKS AND BACK OF HOUSE**