

Please see below steps on how to complete our Workpro Health & Safety modules

These modules MUST be completed prior to being on site – if you have worked for us previously there is no need to complete it – though they do expire every 2 years.

**Any trouble around logging in or completing it please call 1300 975 776 - The token code is in the email.**

**Below are steps to help you complete it - Please ensure you read these to that the certificate is submitted and sent back to us.**

- 1- Click link in email from "no-reply@workpro.com.au"
- 2- Click "register"
- 3- Fill in log in details and set up a password
- 4- Click "sign up"
- 5- Enter your token code under "start a new session" and click continue.
- 6- Click "start now" under Welcome! You have 3 tasks to complete.
- 7- Click "View fair work statement"
- 8- Read information and then click "Yes, I've read the FWIS" at bottom of page.
- 9- Click "eLearning" on the left of the page.
- 10- Click "Start" beside Safety, Discrimination, Harassment & Bullying in on-hire work v7.
- 11- Click "Start course"
- 12- Read information and then scroll to bottom of page and click "Lesson 2 - Introduction"
- 13- Click boxes and then click "Lesson 3 - Working in on-hire"
- 14- Read information on all pages and then click the next lesson at bottom of each page when done.
- 15- Click boxes for questions when required.
- 16- After competing all pages and answering all questions, click "exit course".
- 17- Click "start course" next to General Trade Safety v3
- 18- click "start course"
- 19- Do the same as the first module and read all information and answer all questions.
- 20- once completed click "exit course" this is to ensure its sent back to us**