

Donesafe – Guide for Contractors

This guide is intended for managers at contractor organisations that Paraway engages with.

The Paraway Donesafe website is <https://paraway.donesafe.com>

Help on using Donesafe is available at <https://www.paraway.com.au/whs/donesafe>

Contents

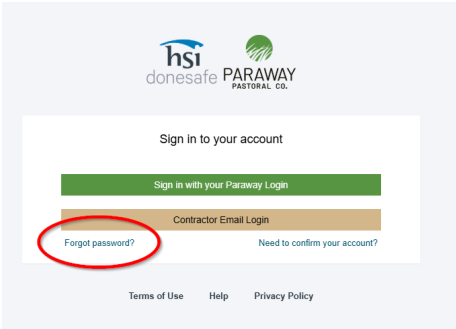
The main Contractor Manager Dashboard	1
How to add a document.....	3
How to complete an induction	4
How to review documents you have submitted	5

How to login for the first time

This is also helpful if you forget your password.

Set or reset your password by clicking the “Forgot Password” link at <https://paraway.donesafe.com>

You will receive an email with additional instructions.



The main Contractor Manager Dashboard

When you login to Donesafe, you will see the “Contractor Manager” Dashboard.

The Dashboard highlights the key actions currently needed. There are four key areas:

- “Outstanding Company Documents”
 - Typically insurances or company certifications
- “Outstanding Worker Documents”
 - For example, “white cards” or other personal certifications and documents.
- “Outstanding General Inductions” for your workers
 - These are profession-based inductions. Most station activities are covered by the “On Farm Services” induction.
- “Outstanding Site Inductions” for your workers
 - Station Inductions that provide important safety information for each of our stations.

The screenshot displays the Paraway Contractor Manager Dashboard. The interface includes a top navigation bar with a search field and a user profile icon. A left sidebar contains navigation links for Contractor Manager, Actions, Contractors, Contractor Inductions, and Knowledge Base. The main content area is divided into four panels:

- OUTSTANDING COMPANY DOCUMENTS:** A table with columns for Title, Document Type, and State. It lists one entry: "Public Liability Insurance" with a status of "Outstanding".
- OUTSTANDING GENERAL INDUCTIONS:** A table with columns for Title and Status. It lists one entry: "On Farm Services - Jim Jones" with a status of "Outstanding".
- OUTSTANDING WORKER DOCUMENTS:** A table with columns for Title, Document Type, and State. It shows "No Records Found".
- OUTSTANDING SITE INDUCTIONS:** A table with columns for Title and Stage. It shows "No Records Found".

Each table includes pagination information, such as "Showing 1 to 1 of 1 results" and "Page 1 of 1".

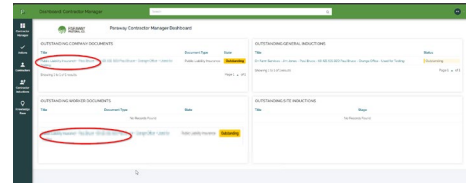
How to add a document

From the Dashboard, click the outstanding document.

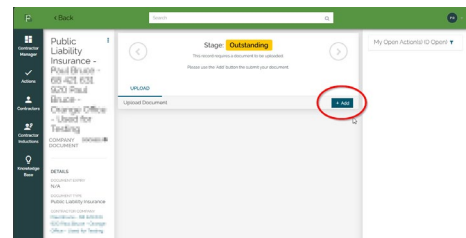
Outstanding Documents appear on the **left-hand** side of the Dashboard

They will appear in a section called:

- “Outstanding Company Documents” or
- “Outstanding Worker Documents”

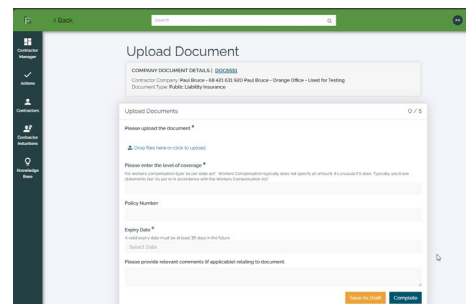


Click the “Add” button



Upload Document

- The top section of the form indicates the document expected (ie: workers compensation, public liability etc..)
- Fill in the details for the document,
- Upload the document in the section “Drop files here or click to upload”
- When finished, press the Complete button



The Station Manager will review your documents.

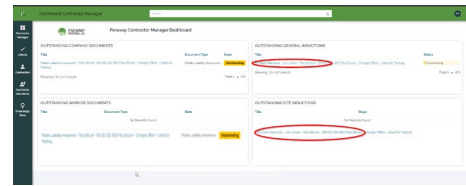
How to complete an induction

From the Dashboard, click the outstanding induction.

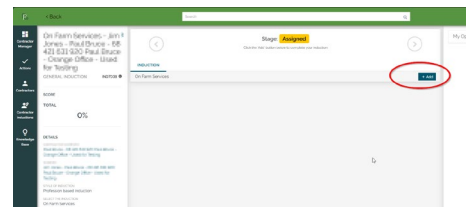
Outstanding Inductions appear on the **right-hand** side of the Dashboard

They will appear in a section called:

- “Outstanding General Inductions” or
- “Outstanding Site Inductions”

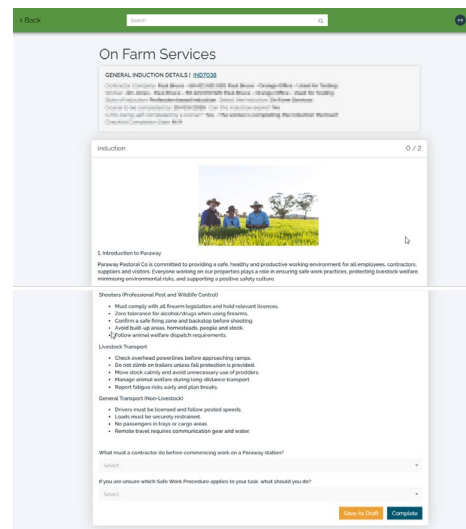


Click the “Add” button



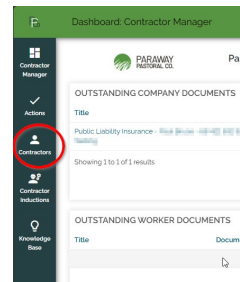
Read the Induction

- Some inductions include a questionnaire
- Complete the questionnaire
- Press complete.

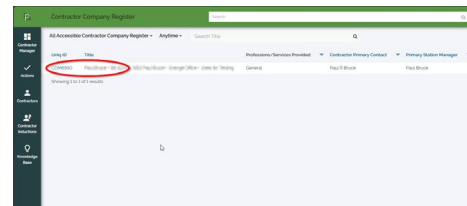


How to review documents you have submitted

On the left-hand menu, select “Contractors”



Select your company



This is your main company page

- It shows details we have for your company
- Documents you have submitted are available on the “Insurances and Documents” tab

