



BEAKON

End User Guide for Contractors

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As per the clause of the contract, the Contractor is obligated to ensure all Contractor employees and subcontractors who will be working at Council sites have been registered in Beakon and have uploaded all mandatory licences and completed inductions prior to starting work on Council sites. If a Contractor, Contractor employee or subcontractor fails to maintain the required data, complete overdue actions and/or complete designated training and inductions, Council reserves the right to refuse or remove the subject parties from Council sites.

1. Contracting Company

How to activate a contracting company account and create your employees, upload documents & approve employee documents

Contractor Company Responsibilities

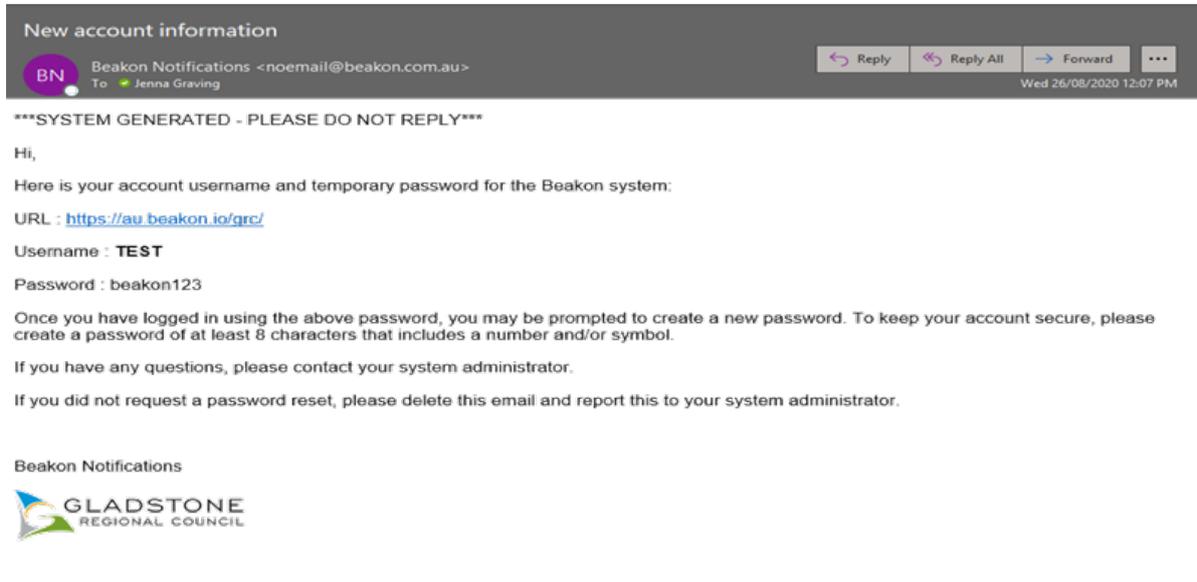
- a. It is the responsibility of the Contracting Company to Create their direct employees as users in Beakon, refer to section Create Contractor Employees for a detailed procedure on how to create you employees
- b. It is the Contracting Company's responsibility to review and approve their direct employees Licence documents, refer to section Approving Employee Licence Documents for a detailed procedure on how to approve your company employees
- c. As a contractor to the Gladstone Regional Council it is a contractual requirement that the contracting company submit all required Insurance, Licensing or Certifications prior to commencing work on a GRC site
- d. The Contracting Company assumes responsibility for ensuring their Employees, Subcontractor Company/s & Subcontractor Company Employees are compliant with no outstanding tasks in Beakon prior to entering a GRC site
- e. The Contracting Company is to advise Contracts@gladstone.qld.gov.au in writing as soon as practical of all subcontractor companies that are intending to perform work under their instruction/ supervision on a GRC site at any given time

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Activating a Contracting Company Account

- a) The Contracting Company will receive an email (example pictured below) from Beakon with an activation link, username & password

Figure 1 - Account Activation



- a. Click on the activation link in the email, this will open an internet browser and display a login screen
- b. Enter the log in details from the email (username and password) and click log in
- c. Beakon will now prompt you to create a new password
- d. Once this has been completed, click log in

Figure 2 - Login Screen

You have now successfully activated your account.

GLADSTONE REGIONAL COUNCIL

Username

Password

Keep me logged in

Log In

[Forgot Password?](#)

[GRC Employees - Single Sign-On\(SSO\)](#)

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1.3 Uploading Mandatory Insurances & Licensing

- a) Once you have successfully logged in, you will come to the Contractor Company's Beakon home page (refer to Figure 3 – Contractor Company home page)

Figure 3 - Contractor Company Home Page

Dashboard

Contractor Company - Welcome to Beakon ↻



We are committed to providing a safe working environment for all workers engaged on or off site including our Service partners, Suppliers and Contractors, and to ensure our business activities do not impact on the public and communities in which we operate.

On this page you will find links to user manuals and other tasks or actions required that will assist you to comply.

To return to this Dashboard at any time, simply click the logo at the top of your screen.

All information is stored in accordance with [Gladstone Regional Council's Privacy Policy](#)

How to use Beakon ([download user manual](#))

My Documents to submit ↻

NAME	CATEGORY	EXPIRY	ATTACHMENT	COMMENTS	STATUS	ACTION
Worker Compensation Insurance (Mandatory)	Insurance				Not Submitted	Add
Plant & Equipment Insurance (Mandatory)	Insurance				Not Submitted	Add
Public Liability Insurance (Mandatory)	Insurance				Not Submitted	Add
Aqua Card (Optional)	Licence					Add
Professional Indemnity Insurance (Optional)	Insurance					Add
Marine Carrier/ Transport Insurance (Optional)	Insurance					Add
AS/NZS 4801 or ISO45001 Safety Standard Certification (Optional)	Certificates					Add
Building Insurance (Optional)	Insurance					Add
Contract Insurance (Optional)	Insurance					Add
ISO14001 Environmental Management Certification (Optional)	Certificates					Add

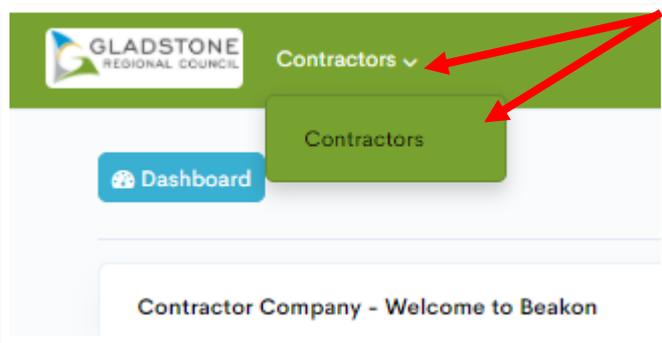
As per the clause of the contract, the Contractor is obligated to ensure all Contractor employees and subcontractors who will be working at Council sites have been registered in Beakon and have uploaded all mandatory licences and completed inductions prior to starting work on Council sites. If a Contractor, Contractor employee or subcontractor fails to maintain the required data, complete overdue actions and/or complete designated training and inductions, Council reserves the right to refuse or remove the subject parties from Council sites.

- b) You can now begin to upload your Company certificates and insurance documents by selecting the blue Add button in the 'My Documents to submit' dashlet
- c) Please note that some documents are listed as Mandatory and others as Optional, you will still need to upload all relevant documents as per your contract requirements
- d) Company compliance and entry to site is dependent on 'Mandatory' items meeting Gladstone Regional Council's requirements, being uploaded and approved in Beakon
- e) The documents also have an expiry date, which you can view on the dashlet in between the 'Document Type' and 'Status' columns
- f) When Adding/Uploading a new document you will need to manually add the expiry date. You will receive an email notification prior to the document expiry as a prompt to provide the updated/ renewed document

1.4 Create Contractor Employees

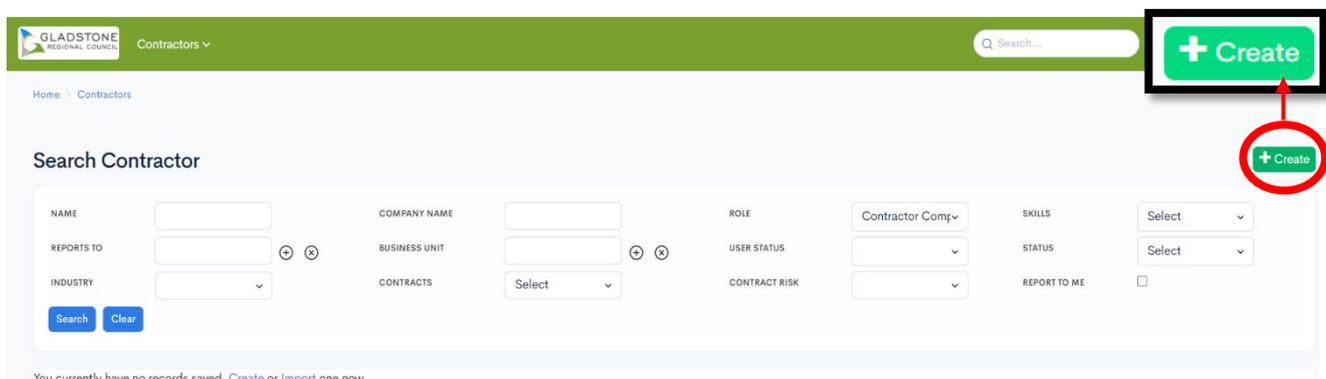
- a) To add a new employee, you will need to select the 'Contractors' drop down and select 'Contractors'. (refer to Figure 4 – Contractors Selection tab below)

Figure 4 - Contractors Selection Tab



- b) This will bring you to a new page (refer to Figure 5), on the right side of the window select the 'create' button

Figure 5 – Create Button



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- c) Fill in the required information and select 'save' (refer to figure 6)

Figure 6 – Fill in the Employee Information fields

The screenshot shows a web form for creating a contractor. At the top left, there are two 'Save' buttons: one small one circled in red with an arrow pointing to a larger 'Save' and 'Cancel' button highlighted with a black box. The form is divided into three main sections: 'Your Information', 'Contact Details', and 'Email Settings'. 'Your Information' includes fields for Type (dropdown), User Name, First Name, Last Name, Status (Active dropdown), Role, Skills, Reports To, and Profile Picture. 'Contact Details' includes Street, Suburb, Postal Code, Work Phone, and Phone Mobile. 'Email Settings' includes an Email Address field with a plus icon and radio buttons for Primary Reply-to.

- d) Once you have added the employee details and selected save, the employee will receive an email requesting them to login and reset their password. (If the email cannot be found in their email inbox please remind them to also check their 'Junk' email folder)
- e) Beakon will take you back to the 'Search Contractor' page (refer to Figure 7)

Figure 7 - Returning to 'Search Contractor' page

The screenshot shows the 'Search Contractor' page. At the top, there are three circular progress indicators for 'USERS BY TYPE', 'LEARNING', and 'LICENCE'. Below these is a search bar with a '+ Create' button. The search bar contains several filters: NAME, CONTRACT OWNER, INDUSTRY, COMPANY NAME, BUSINESS UNIT, CONTRACTS, ROLE, SKILL, USER STATUS, STATUS, CONTRACT RISK, and REPORT TO ME. There are 'Search' and 'Clear' buttons. Below the search bar is a table of contractor records. The table has columns for Name, Company Name, Role, Status, Learning, Insurance, and Licence. The first row shows 'Bob Smith' with a 'TEST' status, 'Contractor Employee' role, 'General Contractor Employee' skill, 'Active' status, 'N/A' insurance, and '6/1' licence. There are 'Bulk Actions' dropdowns and pagination controls at the bottom of the table.

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1.5 Approving Employee Licence Documents

- a) Licence Status explained GREEN=Approved, ORANGE=Completed Awaiting Approval, RED=Incomplete (See figure 8 – Completion Status Example)

Figure 8 - Completion Status example



- b) To approve your company employee licence document/s select the orange box (refer to Figure 8 – Completion Status Example)
- c) View Licence screen will appear (refer to Figure 9 – Viewing and Approving Employee Documents)
- d) Review the Licence document ensuring they have been uploaded correctly, expiry dates are correct & select the Approval tick under Action (refer to Figure 9 – Viewing and Approving Employee Documents)

Figure 9 - Viewing and Approving Employee Documents

View Licence ✕

ACTION	NAME	EXPIRY DATE	VIEW DOCUMENT	STATUS	APPROVE / REJECT BY	APPROVE / REJECT DATE	COMMENTS	ACTION	HISTORY
^ Mandatory Licence									
Add Edit	Drivers Licence (change to exact class)	27/12/2021	View	Approved	Jolene Plater	08/03/2021 12:46		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	History
			Select view to open file					Approve	
^ Other Licence									
Add Edit	Work safely in the construction industry (White Card)		View	Pending Approval				<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	History
								Reject	

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- e) If rejecting a Licence document, a screen will appear prompting for Comments/ Reason (refer to Figure 10), enter reason for rejection in the Message box & either save or save & send, save & send will notify the employee via email of the rejection with comments included. Licence option will turn red if rejected

Figure 10 - Rejection Message/ Reason Screen

1.6 Contractor Employee Compliance Report

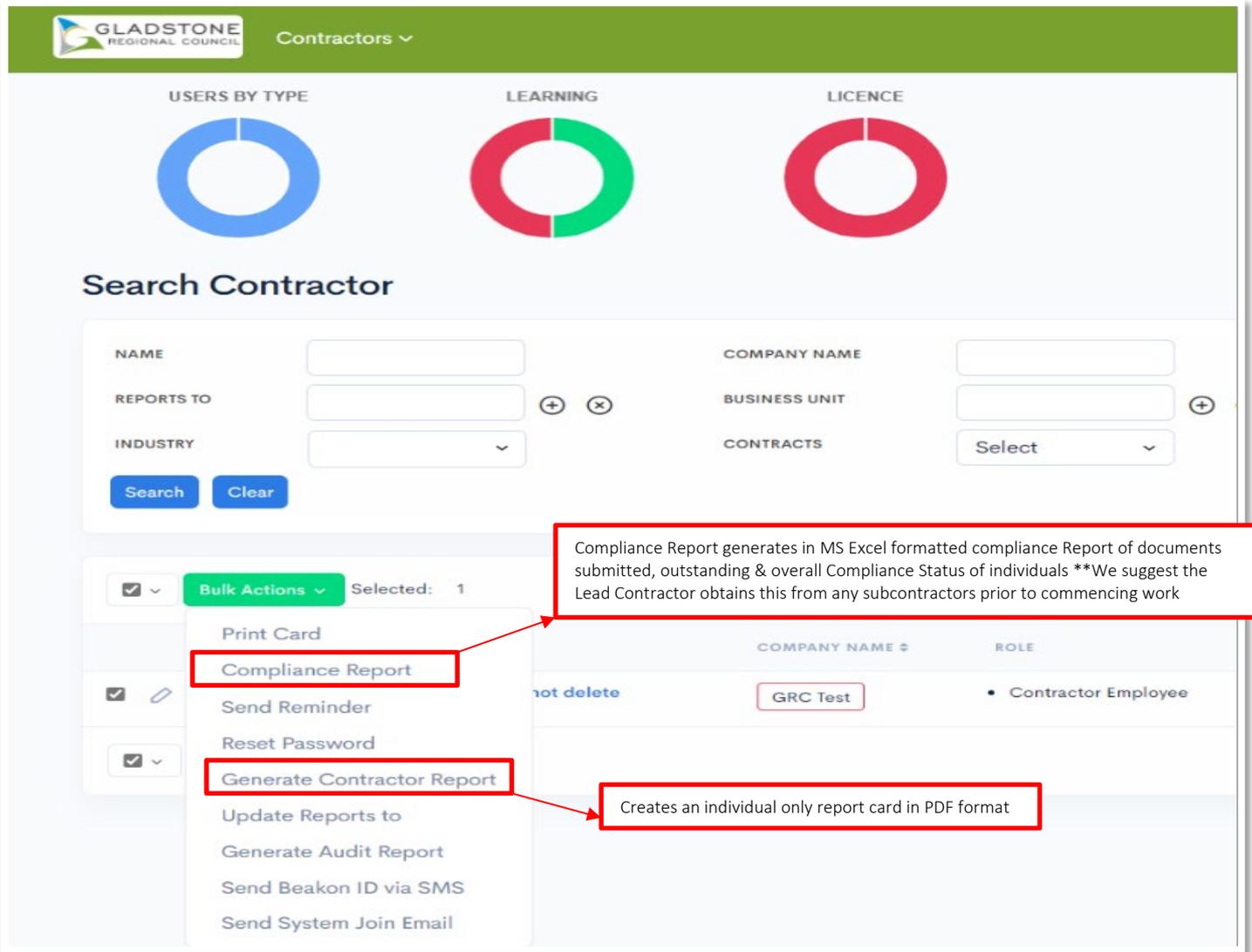
- a) Select the Contractors tab at the top of the Home screen (refer to Figure 4) , select Contractors, this will bring you to the Contractors screen which will list all your Company Employees (as seen in Figure 7)
- b) Select the check box next to the Bulk Actions button to select all, or select the check box next to an employee (Refer to Figure 11)

Figure 11 - Select 'All Employees' or 'Individual'

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- c) Select 'Bulk Actions' & select the required Compliance Report (refer to Figure 12 - Bulk Actions - Contractor Compliance Report)

Figure 12 - Bulk Actions - Contractor Compliance Report



- d) A prompt screen will appear to Generate the Report (refer to Figure 13 - Generate Report button), Select Generate Report

Figure 13 - Generate Report button



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- e) At the bottom of the screen a download prompt appears (refer to Figure 14 - Open Compliance Report), Select Open to Open the Report, or alternatively select Save and the document will automatically save to your downloads

Figure 14 - Open Compliance Report



- f) The Compliance Report will now be open in Microsoft Excel. (refer to Figure 15 - Example of Contractor Compliance Report)

Figure 15 - Example of Contractor Compliance Report

Full Name	Skills	Reports To	Company Name	Date Created	Compliant
Bob Smith	General Contractor Employee	Contracts Admin	TEST2	26/08/2020	No

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2. Contractor Employee

What are your responsibilities in Beakon, how to activate your account and End User instructions for using the GRC Beakon system

2.1 Contractor Employee Responsibilities

- a) As a Contractor Employee it is your responsibility to complete the Gladstone Regional Council Induction in Beakon prior to entering a GRC site. Induction checks will be performed at the discretion of GRC representatives, failure to comply with this condition of entry can result in corrective actions such as a written warning to you as an individual and the contracting company, site exclusion until induction is completed or a non-conformance record.

2.2 Account Activation for Contractor Employees

- a) Once your employer has created your user account in Beakon an auto generated email will send you a link with your username and password, you must use the username that is sent to your email (refer to Figure 16 - Account Activation Email)

Figure 16 - Account Activation Email

*****SYSTEM GENERATED - PLEASE DO NOT REPLY*****

Hi,

Here is your account username and temporary password for the Beakon system:

URL : <https://au.beakon.io/grc/>

Username : **test1**

Password : **beakon123**

Once you have logged in using the above password, you may be prompted to create a new password. To keep yo

If you have any questions, please contact your system administrator.

If you did not request a password reset, please delete this email and report this to your system administrator.

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- b) Enter the username and password, you will be prompted to create a new password and then returned to a new login in screen to login using your username and new password (refer to Figure 17)

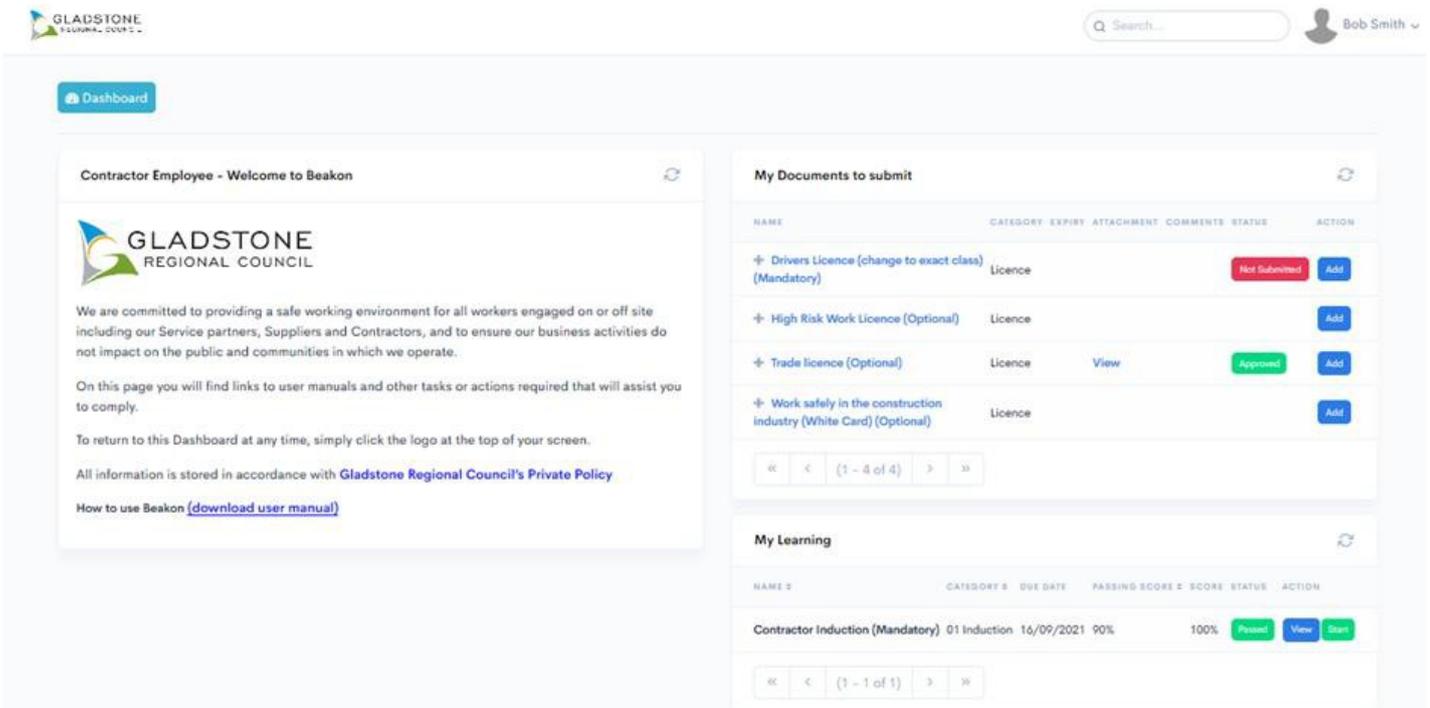
Figure 17 - Login Screen



The login screen features the Gladstone Regional Council logo at the top. Below the logo are two input fields: one for the username and one for the password. A checkbox labeled "Keep me logged in" is positioned below the password field. A blue "Log In" button is centered below the inputs. At the bottom, there are two links: "Forgot Password?" and "GRC Employees - Single Sign-On(SSO)".

- c) Once the login in has been successful you will be brought straight to the home page (refer to Figure 18 - Contractor Employee home page)

Figure 18 - Contractor Employee home page



The home page displays the Gladstone Regional Council logo and a search bar. A "Dashboard" button is visible. The main content area is divided into two sections:

Contractor Employee - Welcome to Beakon

We are committed to providing a safe working environment for all workers engaged on or off site including our Service partners, Suppliers and Contractors, and to ensure our business activities do not impact on the public and communities in which we operate.

On this page you will find links to user manuals and other tasks or actions required that will assist you to comply.

To return to this Dashboard at any time, simply click the logo at the top of your screen.

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How to use Beakon ([download user manual](#))

My Documents to submit

NAME	CATEGORY	EXPIRY	ATTACHMENT	COMMENTS	STATUS	ACTION
+ Drivers Licence (change to exact class) (Mandatory)	Licence				Not Submitted	Add
+ High Risk Work Licence (Optional)	Licence					Add
+ Trade licence (Optional)	Licence		View		Approved	Add
+ Work safely in the construction industry (White Card) (Optional)	Licence					Add

My Learning

NAME	CATEGORY	DUE DATE	PASSING SCORE	SCORE	STATUS	ACTION
Contractor Induction (Mandatory)	01 Induction	16/09/2021	90%	100%	Passed	View Start

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2.3 Uploading Documents & Completing the GRC Online Induction

- a) Begin uploading your documents by selecting the Add button in the My Documents to Submit section (refer to Figure 19 - 'My Documents to Submit' & 'My Learning' Dashlets)
- b) Complete your GRC induction by selecting Start in My Learning (refer to Figure 19 - 'My Documents to Submit' & 'My Learning' Dashlets), this will automatically open the induction window and commence presenting the induction upon opening.

Figure 19 - 'My Documents to Submit' & 'My Learning' Dashlets

My Documents to submit

NAME	CATEGORY	EXPIRY	ATTACHMENT	COMMENTS	STATUS	ACTION
Drivers Licence (change to exact class) (Mandatory)	Licence				Not Submitted	Add
High Risk Work Licence (Optional)	Licence					Add
Trade licence (Optional)	Licence					Add
Work safely in the construction industry (White Card) (Optional)	Licence					Add

« < (1 - 4 of 4) > »

My Learning

NAME	CATEGORY	DUE DATE	PASSING SCORE	SCORE	STATUS	ACTION
GECC Induction (Mandatory)	01 Induction	27/11/2020	N/A	N/A	No Attempt	Start
Contractor Induction (Mandatory)	01 Induction	16/11/2021	90%	100%	Passed	View Start

« < (1 - 2 of 2) > »

- c) Once the induction has been completed, you will have a completion certificate available to view in 'My Learning'
- d) There is no requirement to print or provide a copy to GRC unless it has been specifically requested. GRC representatives can perform compliance checks on Contractors remotely using their mobile devices.

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3. Subcontractors

What are your responsibilities in Beakon & how to provide a Compliance Report to the Lead Contractor?

- a) It is the responsibility of a Sub-Contracting Company to Create their direct employees as users in Beakon, (refer to section 1.4 Create Contractor Employees) for a detailed procedure on how to create your employees.
- b) It is the responsibility of the Sub-Contracting Company to review and approve their direct employees Licence documents, (refer to section 1.5 Approving Employee Licence Documents) for a detailed procedure on how to approve your company employees.
- c) For any Sub-Contractors performing work on a Gladstone Regional Council site it is a requirement that the Sub-Contracting company submits all required Insurance, Licensing or Certifications prior to mobilising to or commencing work on a GRC site.
- d) The Sub-Contracting Company assumes responsibility for ensuring their Employees are compliant, with no outstanding tasks in Beakon prior to entering a GRC site, and a compliance report has been provided to the Primary Contractor, (refer to section 1.6 Contractor Employee Compliance Report) for instructions on How to Run a Contractor Employee Compliance Report.

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5. Frequently Asked Questions

Q: When I try to login, I receive a user account does not exist?

A: Check that you have entered the username exactly how it appeared in the account activation email, usually this is caused by a clerical error and can be resolved by carefully entering the correct details.

Q: What is my activation password

A: beakon123 is the standard password issued to users for the first login, it is mandatory to reset this password upon the first login.

Q: What if I forget my password

A: Select forgot password, enter your email & a reset password link will be emailed out.

Q: What if I forget my username?

A: Please email Contracts@gladstone.qld.gov.au with your first and last name and company

Q: When I upload my Construction White Card Beakon asks for an expiry?

A: Please just enter day & month of completion followed by 2099 (e.g. 01/05/2099)

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