

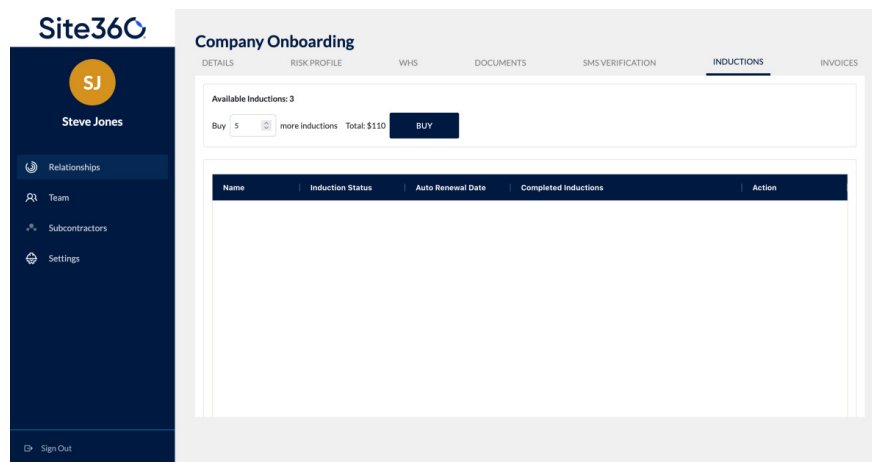
Site360 - Quick Reference Guide 7

How to manage your team and sub-contractors

To ensure your team receive the Woolworths Induction, you have 3 options to attach the required inductions for your team members.

You can Pre-Pay for your licences, then attach them when you require them. The commencement date will be when your team complete the induction.

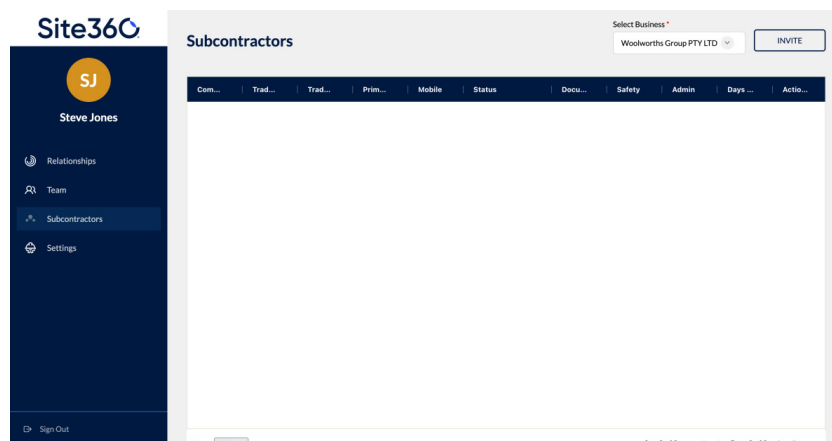
You can attach the inductions directly to your team.



When it comes time for the renewal – you will receive a notification.

You are able to view the status of your team members from the administration panel when you are logged in.

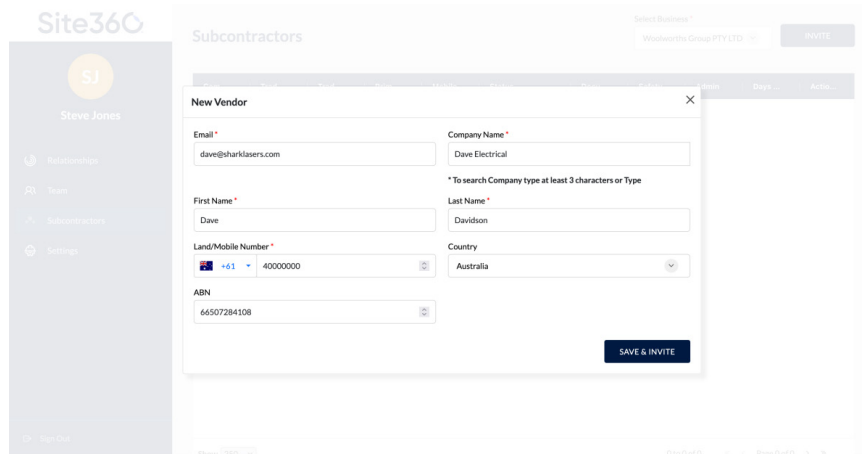
If you engage sub-contractors to undertake work for Woolworths on your behalf, you will be required to link these sub-contractors to your company in Site360. In addition, subcontracting companies will need to register in Site360 for the purpose of managing inductions for their individual workers.



Select SUB-CONTRACTORS from the navigation menu to view sub-contracting companies that are linked to your company in Site360.

To add a subcontracting company,

- Select Woolworths Group from the Select Business drop-down
- Select INVITE and complete the fields in the New Vendor form
- Select SAVE & INVITE



An email will be sent to the sub-contractor with a link to join the Site360 system and confirm their attachment to your company.

Sub-contracting companies that **do not** have a direct relationship with Woolworths will only need a basic company registration with Site360, and will not have any company membership fees.

If the status of the sub-contracting company changes at any time and they become a direct contractor to Woolworths, they will be required to undergo company pre-qualification.

Subcontracting companies will be required to buy an induction licence for their individual workers.

For support please contact Site360 on 1300 853 990 OR support@site360.io