

Site360

PRE-QUALIFICATION

&

INDUCTION

A guide to Site360's contractor
screening and onboarding features.



PRE-QUALIFICATION

What Is It?

WHAT

Before a contractor sets foot on your site, you need to know they're safe, compliant, and legally approved to work. That's exactly what Pre-Qualification delivers.

By vetting contractors before they ever arrive on-site, Pre-Qualification creates a safer environment for everyone – contractors, employees, customers, and visitors alike – while shielding your business from liability should an incident occur. It also produces a clear, documented audit trail that demonstrates due diligence at every step.

But the benefits go further than compliance alone. Pre-Qualification gives your organisation greater visibility across all contractor-related risk, so nothing slips through the cracks. With that visibility comes greater control.

In short, Pre-Qualification doesn't just **protect your people** – it makes your **entire organisation more efficient, more resilient, and better prepared**.

The Benefits We See

- **Organisation-Wide Visibility:** Risk Work-related injury and illness costs the industry \$28.6 billion every year. Site360's real-time dashboard gives teams complete visibility of contractor compliance across every site – before risk has a chance to hide.
- **Greater Control Over Site Access:** WHS breaches carry fines of up to \$3 million, with industrial manslaughter penalties reaching \$20.4 million. Site360 automates credential checks and document collection before anyone sets foot on site.
- **Faster Response to Emerging Risks:** 188 workers lost their lives to workplace injuries in 2024, mostly in contractor-heavy industries. Site360 flags expired licences and lapsed insurance instantly – action before a risk becomes a statistic.
- **More Efficient Operations:** Contractors complete compliance online before arriving – no chasing, no manual verification. Digitising contractor compliance has reduced yearly outlay costs by up to 72%.
- **Hours Saved, Costs Reduced:** Automated compliance cuts credential management costs by 10–30% and reduces compliance administration headcount by 10–20%. Site360 customers see up to 30% reduction in operating costs and a proven 32% ROI.
- **A Documented Audit Trail:** Indirect costs of a workplace injury run up to 10x greater than direct costs. Site360's time-stamped compliance records provide instant proof of due diligence when it matters most.

SITE360 PRE-QUALIFICATION SYSTEM

How It Works?

Step 1

Contractor Engagement

When a contractor is engaged for work, they receive an invitation to the Site360 onboarding platform. This is where the Pre-Qualification process begins – on day zero, not day 1. Well before anyone arrives on site.

Step 2

Document Submission

The contractor submits all required documentation through the platform, including licences, certifications, insurances, and any safety credentials required by law or regulation. Everything is captured digitally in one place.

Step 3

Compliance Review and Risk Profile

Submitted documents are reviewed against legal, safety, and regulatory standards. Each contractor is then assigned a risk profile – low, medium, or high – which determines the rigour of their induction and how frequently they must re-qualify. Higher-risk contractors are required to retrain and re-qualify more often. All enforced with Site360.

Step 4

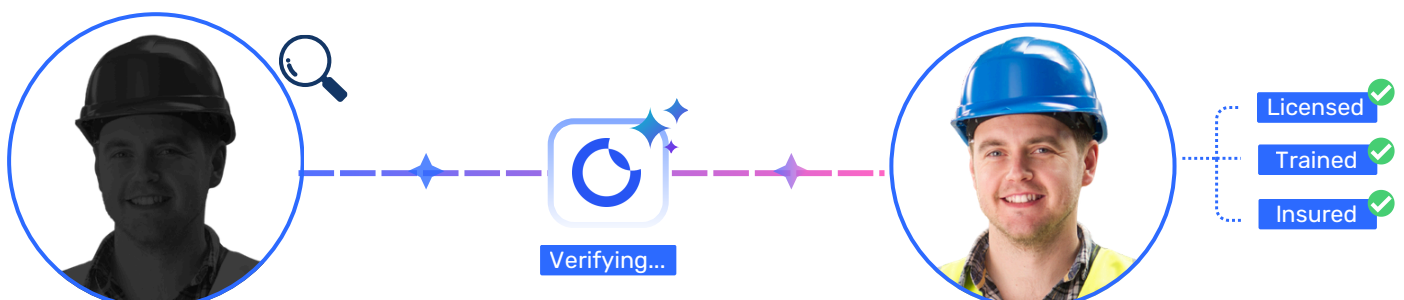
Site Access Approval and Check-In

Once approved, the contractor is authorised to attend site and checks in through Site360. This ensures that only verified, compliant contractors are permitted on site at any given time. If not approved, Site360 can block access (if required) and flags the attempted check-in to management.

Step 5

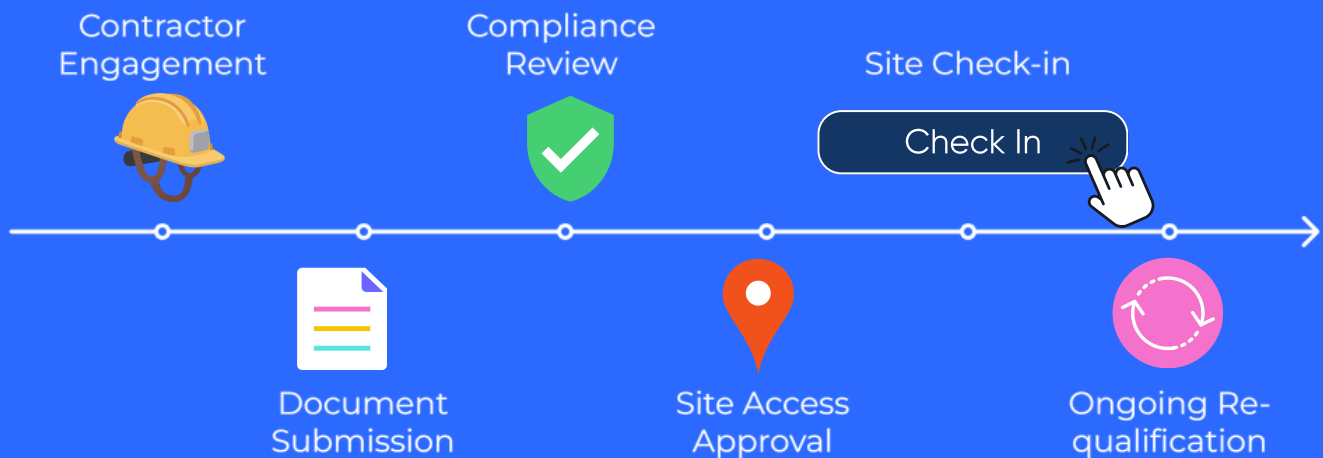
Ongoing Pre-Qualification Cycle

Compliance doesn't end at approval – it's an ongoing commitment. Contractors are required to re-qualify every 12–24 months, depending on their risk profile and applicable business or legal requirements. This ensures your standards are continuously upheld, credentials stay current, and nothing is simply ticked off and forgotten.



PRE-QUALIFICATION

Process Map



WHO HANDLES PRE-QUALIFICATION?

Option 1: Self-Managed by Client

Clients can manage pre-qualification themselves using Site360 at no cost. However, this requires ongoing effort to:

- Monitor every contractor
- Track document expiry dates
- Send follow-ups and reminders

Option 2: Fully Managed by Site360

Site360 also offers a fully managed pre-qualification service. This is handled by an expert compliance team led by a former SafeWork professional, who:

- Interprets relevant laws and regulations
- Defines the correct compliance requirements
- Follows up contractors on missing or incorrect documents

The Site360 platform automatically manages expiry tracking and reminders, removing the administrative burden entirely.

PRE-QUALIFICATION OPTIONS



INDUCTIONS

What Is It?

Sending someone on site without a proper induction isn't just a compliance risk – it's a safety one. **Inductions** ensure every worker understands the organisation, its culture, and what's expected of them before they begin. More importantly, they address site-specific hazards and procedures, so individuals arrive prepared – not just present.

How They Work in Site360

Existing inductions can be digitised and managed directly within Site360 – bringing improved visibility, version control, audit readiness, and a single centralised system for workforce onboarding. For organisations starting from scratch, Site360 can **build custom inductions** or provide **ready-to-use templates** for an immediate, streamlined solution.

Inductions are delivered in-app and can be completed anywhere or locked to specific sites – ensuring every worker receives induction content that's relevant to where they're actually working

Risk-Based Inductions

Inductions can be directly linked to Pre-Qualification, adding another layer of control. When a contractor is assessed as high risk, their workers are automatically assigned more detailed and stringent inductions – **no manual intervention required**.

Expiry periods follow the same logic; high-risk contractors renew every 12 months, while lower-risk contractors may only need to do so every 24 months. **The higher the risk, the higher the standard.**

