

Mackay Regional Council – Online Induction Information

You have been provided with these directions as you will be working or volunteering with Mackay Regional Council at one of the worksites or facilities.

If you are a contractor you will need to Complete the latest version of the Contractor Induction, information, and assessment to obtain a current Certificate/Induction Card. For access to Mackay Regional Council's online WHS inductions you will need:

- An email address.
- Basic computer skills.
- Access to a computer with internet access.

If you do not have an email address, you will need to setup an email address to receive your certificate once the induction and assessment is complete.

Online Induction Instructions

1. Login or register via <https://mrcmoodle.mackay.qld.gov.au>.



The screenshot shows the Moodle login page for Mackay Regional Council. At the top is the council's logo. Below it, the page is divided into two main sections. On the left, under the heading 'Mackay Regional Council', is a login form with fields for 'Username' and 'Password', a 'Remember username' checkbox, a 'Log in' button, and a link for 'Forgotten your username or password?'. Below this is a note: 'Cookies must be enabled in your browser'. On the right, under the heading 'Is this your first time here?', is a message explaining that users need to create a new account. It lists seven steps: 1. Fill out the New Account form with your details. 2. An email will be immediately sent to your email address. 3. Read your email, and click on the web link it contains. 4. Your account will be confirmed and you will be logged in. 5. Now, select the course you want to participate in. 6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course. 7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in. At the bottom of this section is a green button labeled 'Create new account'.

If you need to register a 'New' account, once you complete the details and submit your request you will receive an email to confirm your new account. Please check you Junk Mail if you are unable to locate the email.

A new account has been requested at 'Mackay Regional Council' using your email address.

To confirm your new account, please go to this web address:

<https://mrcmoodle.mackay.qld.gov.au/login/confirm.php?data=M3NBZz7AqdlI>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Mackay Regional Council LMS Support
lmssupport@mackay.qld.gov.au

An email should have been sent to your address at carley.radel@icloud.com

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

2.0 Select the induction you wish to complete based on your involvement with MRC – Contractor, Volunteer, Work Experience or Local Government Worker Induction.



Hover over the induction pictured and select the 'Go to Induction' depending on which induction you have been asked to complete.

Home > My courses > Contractor WHS V5

Announcements

Contractor Work Health Safety Induction

Contractor Induction Information

Quiz

How to complete your assessment

Induction Terms and Conditions

Contractor Work Health and Safety Assessment

Restricted Not available unless: You achieve a required score in Induction Terms and Conditions

Certificate of Completion

Restricted Not available unless: You achieve a required score in Contractor Work Health and Safety Assessment

3. Select 'Contractor Induction Information' – read through the information as it is relevant to your assessment.

4. Select and read 'How to complete your assessment', the terms and conditions must be read, understood, and agreed to before you can proceed.

How to complete your assessment

How to complete your assessment

After reading the Contractor WHS Information Presentation

- Student should be ready to do the quiz
- Click on "Induction Terms and Conditions"
- Press "Attempt quiz now"
- Read and understand the terms and conditions before selecting "Yes I agree to these Terms and Conditions"
- Press Finish Attempt
- Press "Submit and Finish" (the system reads the T&Cs as a mini quiz, so you are submitted your answer for the T&C's)
- Press "Submit all and finish" again
- Click on the link in the feedback: "Click here to commence your induction assessment"
- Press Attempt quiz now
- Quiz Starts
- Attempt all the 12 questions
- After completing the quiz press "Submit all and finish"
- Press Submit all and finish
- You can review the quiz
- Go through all the questions and press finish review once completed
- Another page opens with the results of the quiz
- Access your completion certificate

End of Lesson

5. The Terms and Conditions act like a quiz, once you have read the details and you agree. Select 'Yes I agree to these

Finish attempt ...

Submit all and finish

Terms and Conditions'. Then select , and

Contractor Work Health and Safety Assessment ►

Attempt quiz now

6. Select and then . The questions for the assessment will load. Complete each question.

Certificate of Completion ►

7. Complete the 12 questions, you need to obtain 100% to receive the link

Get your certificate

access. Then select and your certificate will generate on screen.

Certificate of completion

This is to certify that

Your Name

has completed the course

Contractor Work Health and Safety Induction (Version 5)

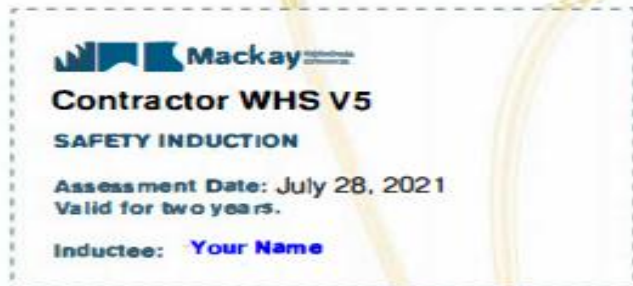
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Please note that you must be able to provide evidence of completion whilst on site.

This can be achieved by -

- Printing this certificate
- Taking a photo/screen shot of this certificate or the cut-out induction card and storing it on your mobile device
- Removing the cut-out induction card

If you have any queries regarding the process
please call council's Health and Safety Office on 1300 622 529.



Inductions are valid for 2 years.

If you need further assistance, please contact WHS at Council on 1300 622 529.

You need a photo or a copy of your Completion Certificate to be able to commence any work with Mackay Regional Council.