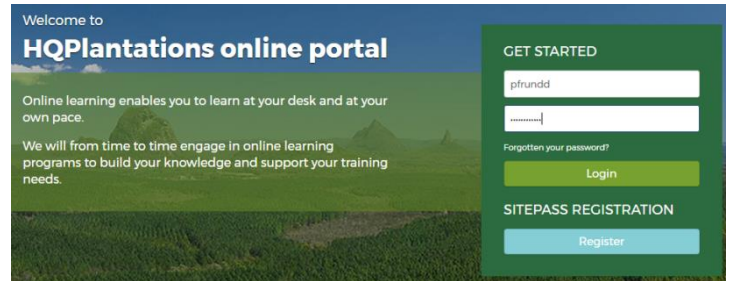


## Access

To access HQPlantations online training portal, including the *Plantation Safety Induction* users navigate to <https://hqplantations.e3learning.com.au/>.

## Login

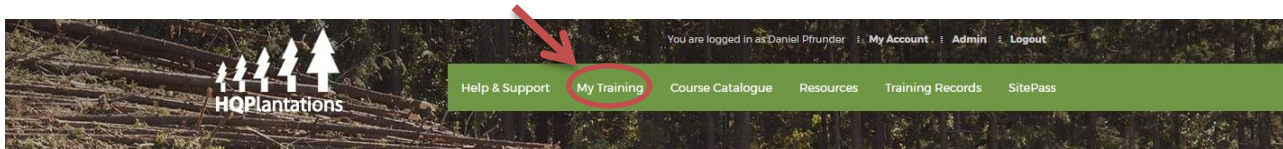
After navigating to the home page (i.e. <https://hqplantations.e3learning.com.au/>) users can create an account by clicking *Register* under *Sitepass Registration*.



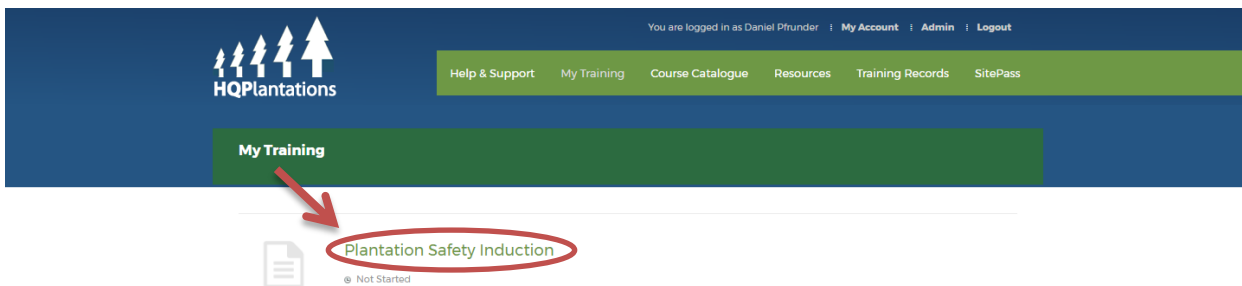
Upon completing *New Worker Registration*, users will be taken to the *Landing Page* of HQPlantations Online Training Portal.

## Completing the Plantation Safety Induction

To access the *Plantation Safety Induction* users navigate via the “*My Training*” option on the menu – as shown below.



The “*My Training*” page presents to users the Courses available for completion. Users will commence the *Plantation Safety Induction* by clicking on the green text – as shown below.



Users are to progress through the course by reading and/or listening to the content and clicking “Next” at the conclusion of each section.

Where users wish to listen to the voiceover provided with the course, it is recommended that headphones are used in an open office environment so as to not disrupt others. *Note* – voiceover is not available on Apple iOS devices.

During the course, users will be presented with assessments or activities to complete.

To obtain a certificate of completion for the *Plantation Safety Induction* these assessments must be completed successfully.

### Assessment: Health and safety overview

If you came across a hazard in the plantation such as a broken branch across the roadway, what would be the most effective risk control?

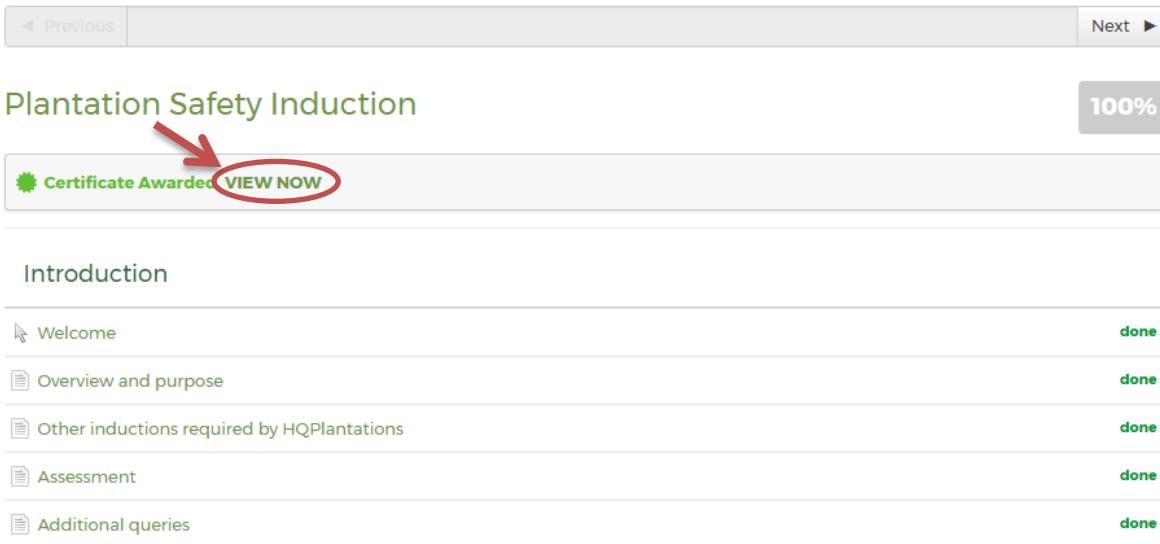
- Using PPE to walk over it
- Build a bridge over the branch
- Substitute it with another branch
- Eliminate it by removing it

Next Question

## Download Certificate of Completion

Once a user has worked through the various sections of the *Plantation Safety Induction* they will return to the *Table of Contents* page and, should the assessment have been completed successfully, the user will be awarded with a *Certificate of Completion*.

To access the *Certificate of Completion*, simply click on the “*View Now*” text – see image below.



Navigation: Previous | Next

### Plantation Safety Induction

100%

Certificate Awarded **VIEW NOW**

#### Introduction

Welcome	done
Overview and purpose	done
Other inductions required by HQPlantations	done
Assessment	done
Additional queries	done

The way in which the PDF certificate opens will be dependant on the user’s web browser.

Whilst employees may keep a copy of the *Certificate of Completion* it is preferred that a copy is kept on mobile devices - see *HQPlantations Online Training Portal: Employee Guide* pages 15-17 for further instructions.

## Further information

- See *HQPlantations Online Training Portal: Employee Guide* – this provides details regarding;
  - Online Training Portal (pages 3 – 8);
  - Completing the Plantation Safety Induction (pages 9 – 10);
  - Download Certificate of Completion including how to download to your mobile device (pages 11 – 17).