



THINK SAFE, STAY SAFE.



You have been provided with these directions by the Council workgroup requesting you undertake a volunteer Work Health Safety (WHS) induction for Mackay Regional Council.

Volunteers provide a vital contribution to Councils activities and your time to undertake the induction is appreciated. The WHS Act 2011 includes volunteers as workers, the WHS induction is an important component in Councils management of your safety.

For access to Mackay Regional Council's online WHS Volunteer induction you will need

1. An email address
2. Basic computer skills
3. Access to a computer with broadband internet access

If you do not have an email address

Setting up a hotmail email address for anyone who does not have an email address.

- Go to Hotmail website: www.hotmail.com
- Go to Sign Up
- Enter in Personal Details – Windows Live ID is where you put your personalized email address. e.g. asmith
- Select any special features you want
- Click Accept
- Congratulations you just set up your email address

Write down your email address e.g. asmith@hotmail.com and password you will need it for future reference.

To undertake the induction you will need to access Council's Online Learning management System via the internet at

<http://mrc.moodle.com.au>

Then create a new account for yourself.

You will then be sent an email which will contain a link for you to access the induction.

Complete the induction.

Complete the Quiz relating to Terms & Condition

Undertake the induction quiz 100% is required and two attempts are permitted.

You will be emailed the outcome of each attempt at the quiz.

If successful you will be informed of that by email. Once your induction card has been prepared you will be sent another email letting you know when and where it may be picked up from.

If unsuccessful after the second attempt you will receive an email asking you to contact WHS at Council on 1300 622 529 to arrange for a face to face induction at a suitable time and location.

As you will need to have completed the induction process before commencing your volunteering work for Council and **the process may take a few days, please ensure you allow enough time for the process to meet your timeframes.**