

Transurban HSE Induction Self-Enrolment Reference Guide

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Introduction

Transurban has two HSE induction courses which can be undertaken:

1. The Transurban HSE induction – containing two modules
2. The Transurban Office induction – containing three modules

Both courses must be complete, with a 100% score achieved on the questions, in order to pass the inductions. The Transurban HSE induction and the Transurban Office induction have the same modules to complete, regardless of your region of work. The validity period, however, varies across the region and type.

You have a five day period to complete the all the modules in the course you select. Modules may be saved as you progress, to allow completion over a number of days.

It is the responsibility of all contractors to ensure that your Transurban HSE Induction or Transurban Office Induction Certificate is uploaded into Transurban's Authority to Work (ATW) system. Quick reference guides for uploading the certificate can be found via this [link](#).

NOTE: Email addresses can only be used once for one individual. The system will not allow two people to use the same email address when creating your log on.



The screenshot shows a web form titled "Online Courses Self Sign Up". Below the title is the instruction "Register to access courses by entering the code provided to you". The form contains several input fields: "First Name:", "Last Name:", "Email:", "Confirm Email:", and "Code:". A green "Register" button is located at the bottom right of the form. A small note below the email field states "We will send account login information to this address".

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Work Instruction

Initial Log-In

Enrolment in the TU Health, Safety and Environment (HSE) Induction is via the Self sign-in page at: <https://transurban.litmos.com.au/self-signup/>. You will be required to fill in the following registration form in order to access the course.

When you first register to access the Induction, you will need to enter one of the following codes as follows:

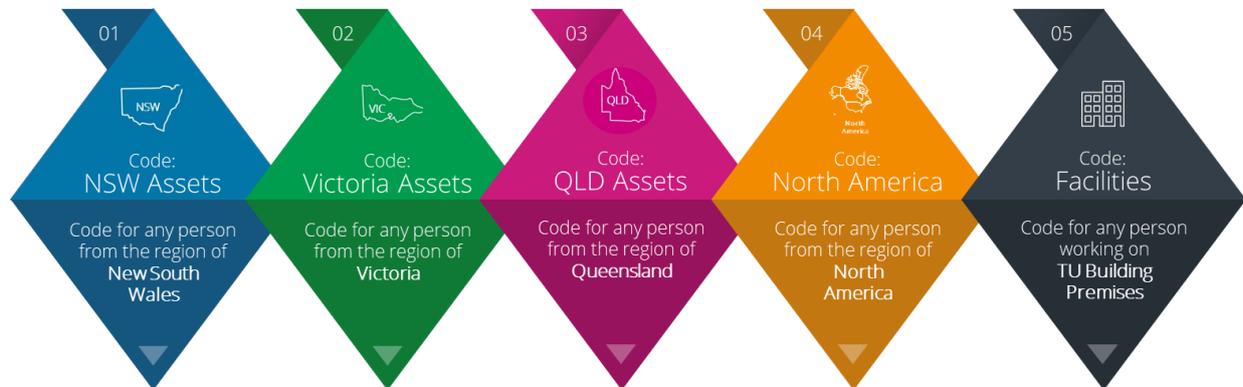


Figure 1 - Induction registration 'Code'

NOTE: Due to the certificate validity period, if you have selected either the Victoria Asset or the NSW Asset code, you will be registered as “NSW/VIC”.

Once you create your account you will receive two emails with your username details and unique login link. Click on the link provided. The below is an example text from your logon email:

Hello John,

An account has been created for you on the Transurban Limited training platform.

Login Details

Username: John.Smith@companyname.com

To login and complete your training courses please click on the following link:
<https://transurban.litmos.com.au/login.aspx?loginkey=505fd877-37e2-41c4-8240-8595fdcae88b>

This link will expire after first time use.

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Return log-in

For all subsequent access and enrolments, login via: <https://transurban.litmos.com.au>.

When you return to logon to the site, you will be required to enter your first and last name, email address and password. Any field without an * is not required to be filled out.

Hello

1. Confirm your name
* is required field

Please make sure that we have your first and last names correct.

First Name*

John

Last Name*

Smith

2. Create a password

Next time you login you will use the following username and password

Username: John.Smith@companyname.com

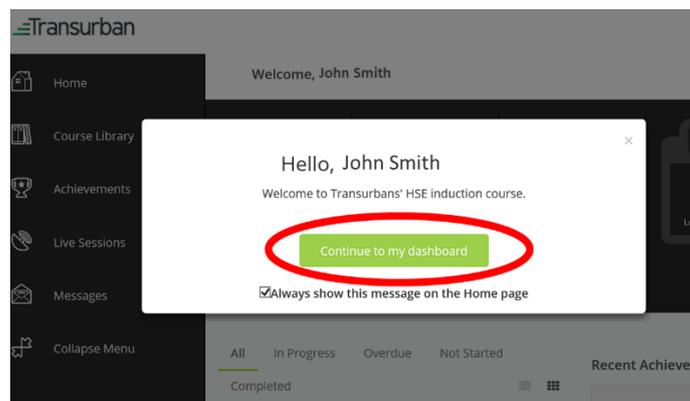
Password*

Your password must be at least 8 characters long

Confirm password*

Confirm your password by entering it again

Once complete, click “Continue to my dashboard”.



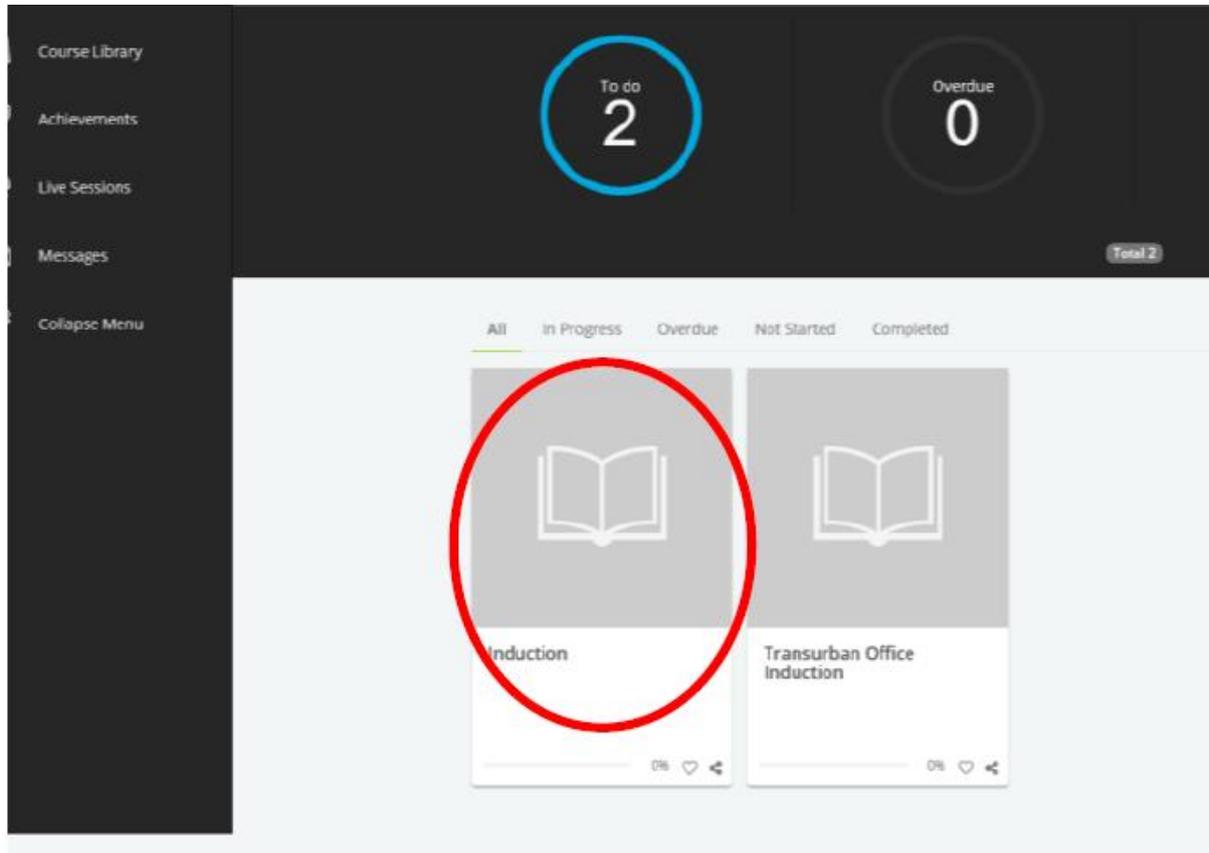
NOTE: The password you choose must be 8 characters consisting of:

- 1 uppercase letter,
- 1 lowercase letter,
- 1 number, and
- 1 special character.

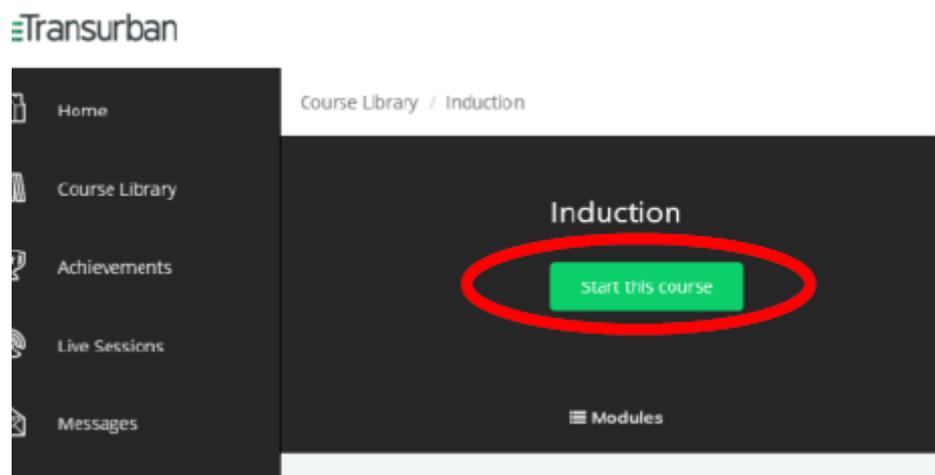
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Completing your inductions

Once in the dashboard, you will notice all the modules that you are enrolled into complete on your 'To Do' list. The number of modules will vary depending on your access requirements (Transurban Asset or Transurban Building Premises). Click on each module you see to commence the course.

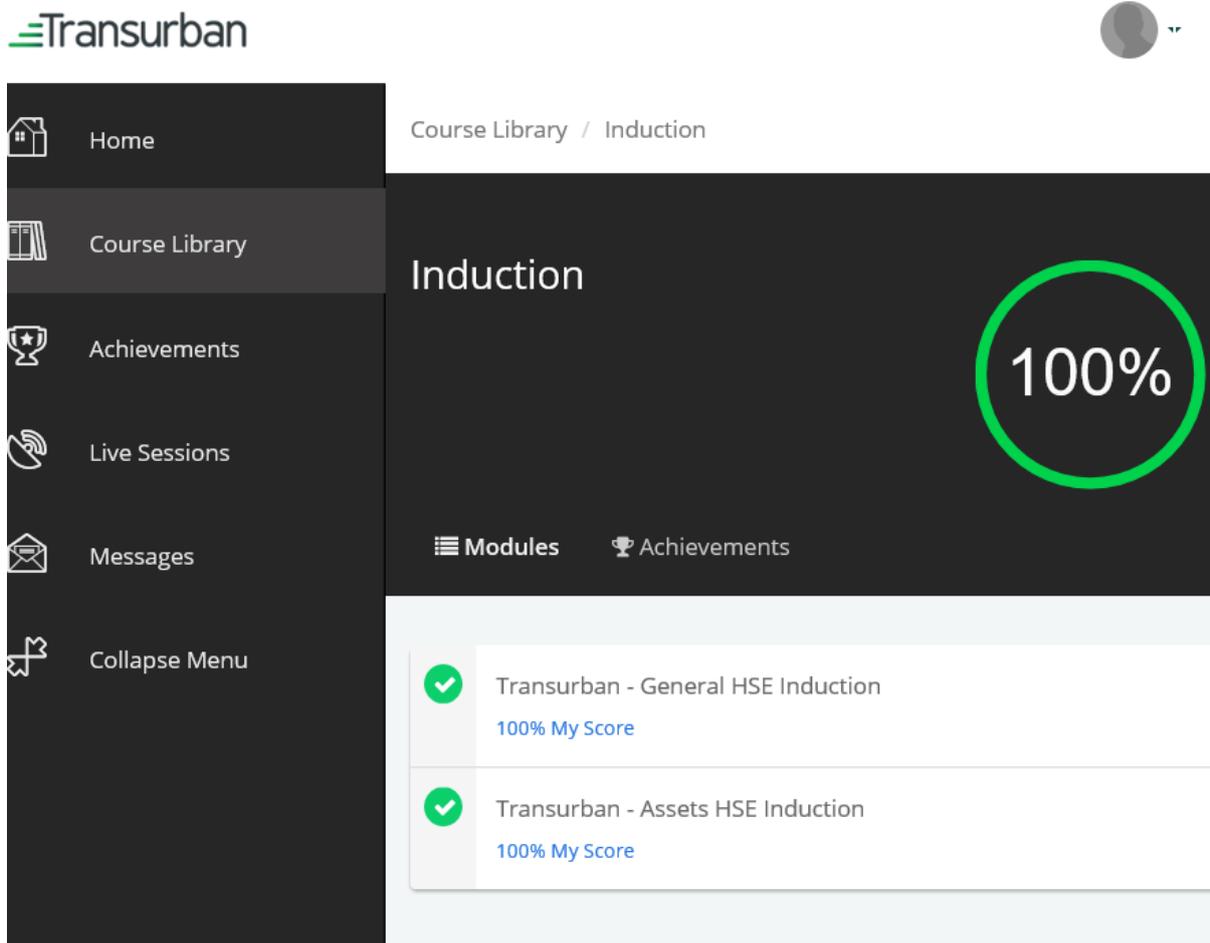


Then click on “Start this course” to complete.



Once you have completed the course status will show as 100% complete.

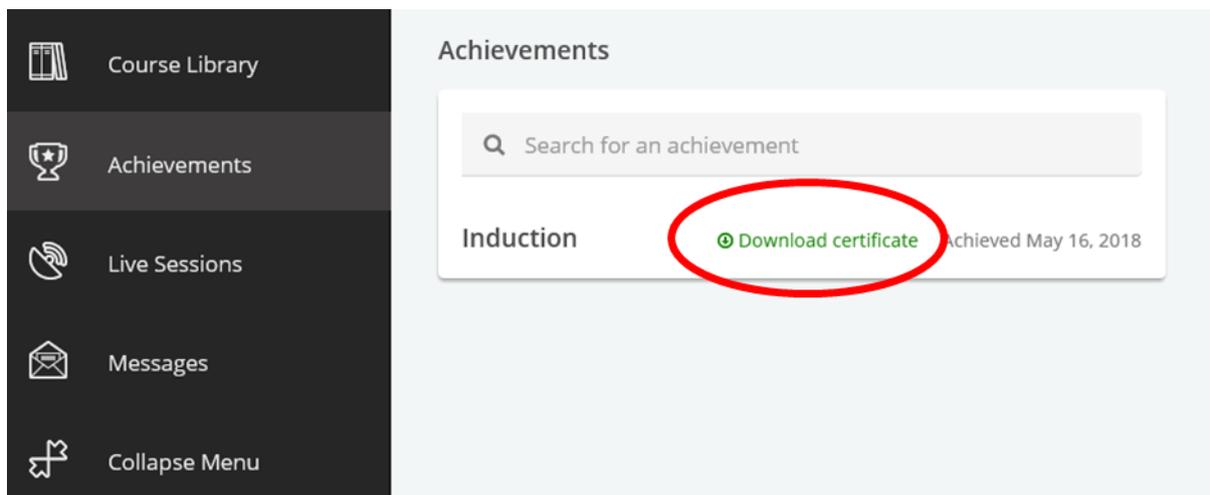
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The screenshot shows the Transurban HSE Induction course completion page. The left sidebar contains navigation options: Home, Course Library, Achievements, Live Sessions, Messages, and Collapse Menu. The main content area displays 'Course Library / Induction' and 'Induction' with a large green circular progress indicator showing '100%'. Below this, there are two modules listed: 'Transurban - General HSE Induction' and 'Transurban - Assets HSE Induction', both with a green checkmark and '100% My Score'.

Downloading your certificate

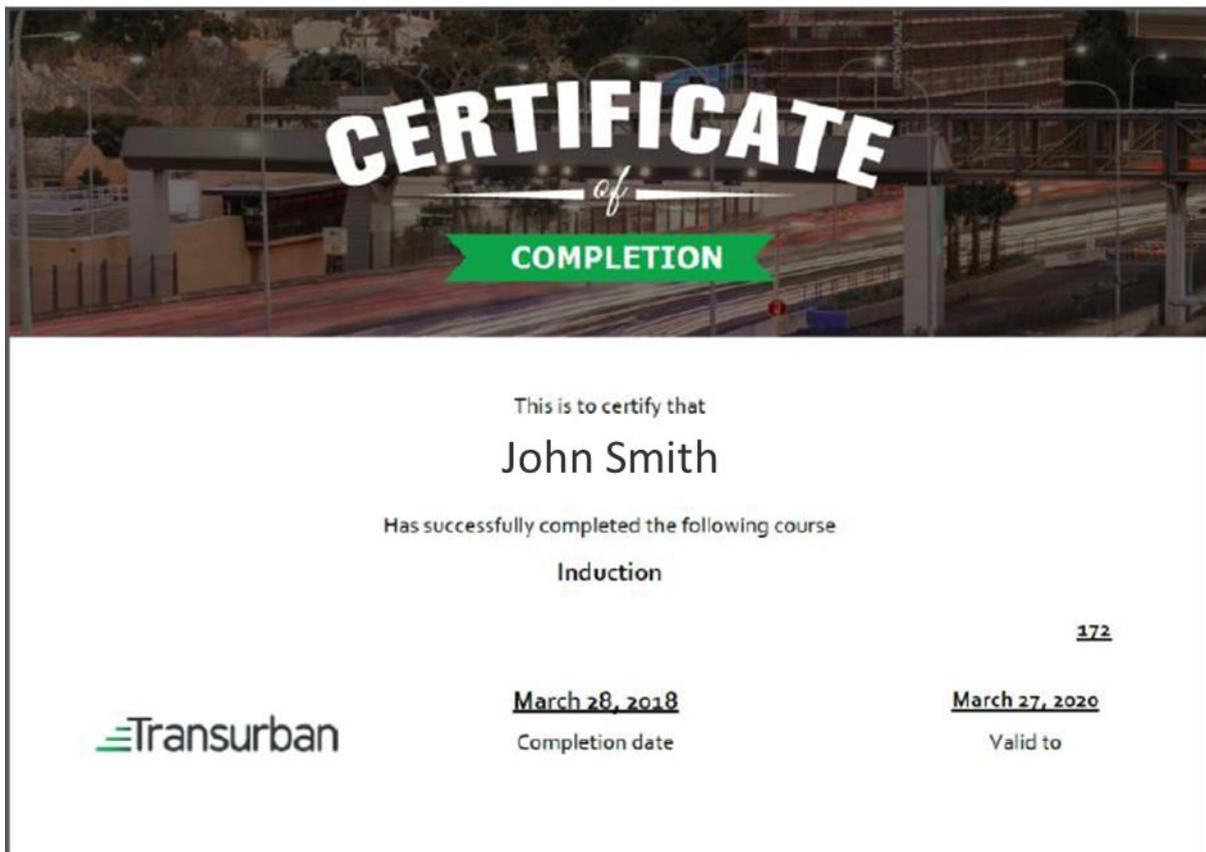
Once you fully complete the two modules you will then be provided with a certificate of completion which you are responsible for downloading. Click on Achievements, then 'Download Certificate'.



The screenshot shows the Transurban HSE Induction Achievements page. The left sidebar contains navigation options: Course Library, Achievements, Live Sessions, Messages, and Collapse Menu. The main content area displays 'Achievements' with a search bar and a list of achievements. The 'Induction' achievement is highlighted, and the 'Download certificate' link is circled in red.

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Your certificate will look like this:



It is the responsibility of all contractors to ensure that you:

1. Save a copy of your Transurban Induction Certificate for your records.
2. Login to Transurban's ATW and Work Management System: Maximo <https://ams.transurban.com/maximo> either by:
 - a. Logging into your Maximo account, or
 - b. Registering as a New User (if you do not have an existing account).
3. Update your Personal Details, Crafts and Qualifications in Maximo.
4. Load your certificates (including this Induction Certificate) for verification and approval to perform work.

For further support please refer to the Update Personal Details in Maximo [guide](#).

NOTE: If you do not follow and complete the 4 key steps detailed above, you **WILL NOT** be able to perform work on a Transurban Asset.