



We help manage your contractors with 3 easy steps.

Step 1: Contractor Info

Please provide a list of your contractors using the excel sheet template below.

Also please advise the relevant price band each contractor.

[Click here for a sample excel sheet](#)

Note: Contractors only pay one subscription

but can share their details with as many clients as they wish.

If they are already on the Portal then no addition charge applies.

1

Step 2: EHS Requirements

Company Info

Insurances
Safety documents
Safety data sheets
Licenses, certificates/permits etc
General info
Accidents
Claims

Employee Info:

Training
Induction
Licences
Health information
Fitness to work certificates

2

Notes:

A questionnaire can be created to cover all the requirements and contractors must then upload relevant evidences as required
A daily email report will help you to identify contractors whose information is not current

Contractors receive a weekly report to advise them about the status of their information and other reminders, to try help them stay compliant.

Traffic lights colour coding is used to indicate if information is current, about to expire (yellow) or has already expired (red).
Note: the information uploaded is not validated.

We also provide an [online induction training system](#) for contractors and this can be used to ensure that each employee received training before they come on site.

The induction training certs can then be uploaded by contractors onto the Portal.

We also have the option of making employees sign a Non-Disclosure Agreement as well.

Step 3: Contractor Notification

Now all that you have to do is let your contractors know.

Below, we have a standard letter/email that can be customised as required when sending out to the contractors.

[Click here for the sample letter](#)

It is important to mention there is a nominal annual subscription cost but if their company is already on the portal there is no additional charge

Contractors will contact EHA Soft using the information provided in the reports
We will keep you updated on progress with regular reports about your contractors.

You can run various reports as required from within the system

3