



## **Worker how-to Guide for Donesafe**

This guide supports workers in the use of Donesafe to:

- undertake an induction
- upload requested documents


This guide does not cover every system function.


## Worker notification

Your organisation's Donesafe administrator has added you as a worker for SkyCity, and you have obligations to complete prior to your next attendance. You will receive a notification to your email address entered into Donesafe by the administrator.


Example notification below.







You have been assigned an induction for SkyCity



Donesafe <noreply@donesafe.com>  
To  Chris Sharkey


Retention Policy Retain All Data 15 years (15 years) Expires 1/08/2040

 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Reply Reply All Forward

Tue 5/08/2025 12:04 pm

– CAUTION: This email originated from outside SkyCity. Do not click links or open attachments unless you recognise the sender and know the content is safe. –



August 5, 2025 @ 2:33PM

You have been assigned an induction for SkyCity

This message is related to the [Chris Sharkey - Adelaide Contracting - 00000000](#) Worker

**Message:**


You have been nominated by Adelaide Contracting - 00000000 as being required to carry out works at a SkyCity site. Before being permitted to sign in you must participate in a short induction course.

Click the link provided above to go to 'Donesafe', our online safety system in order to complete your induction.

Once logged in to Donesafe click on 'Inductions & Courses' and click on the unique ID to access your induction session.

**Recipient:** Chris Sharkey

Powered by [Donesafe](#), an HSI Company



## Worker induction

Once login has been achieved, navigate to INDUCTIONS & COURSES tab.

Select the unique ID associated with your induction.

◀

Stage: **Worker Completion**

▶

Please complete all sections marked with an asterisk within the visible tabs .

Once you have completed your submission will automatically be sent to the Contractor Manager to review.

DOCUMENTS

**INDUCTIONS & COURSES**

PVP

Inductions & Courses + Add

Uniq ID	Worker	Company	Course to complete	Stage
IND299924		Adelaide Contracting - 00000000	Standard Adelaide Contractor Induction	<b>Assigned</b>

Showing 1 to 1 of 1 results Page 1 of 1

Select '+Commence new induction'.

◀

Stage: **Assigned**

▶


Click the 'Add' button below to complete your induction

**INDUCTION**

Standard Adelaide Contractor Induction + Commence new induction

Introduction from SkyCity's Managing Director will appear, then select 'Continue'.

Introduction 0 / 0



**A word from our Managing Director**

As Managing Director, I am deeply committed to preventing harm to our team, customers, contractors and others our business impacts. To achieve this mission of harm prevention we have established a comprehensive health and safety program, including this induction you are about to complete. We require all persons who engage with our business to uphold high standards of themselves and others when it comes to safety. Everyone who visits our site should be familiar with Our Health and Safety Policy if you haven't seen it yet, take some time to familiarise yourself.

Avril Baynes, Managing Director - SkyCity Adelaide

**Continue**

Conditions of entry

0 / 1

Health & safety requirements

0 / 1

Emergency procedures

0 / 2

Work tasks

0 / 1

Contact information

0 / 0

General information

0 / 1

Final acceptance


1 / 3

You will receive notification to your nominated email address of induction completion.

## Upload documents

To upload the required documents for your role type, navigate to DOCUMENTS tab.


Select each document link in succession to upload the required documents.



Stage: **Worker Completion**

Please complete all sections marked with an asterisk within the visible tabs .

Once you have completed your submission will automatically be sent to the Contractor Manager to review.



DOCUMENTS

INDUCTIONS & COURSES

PVP

Documents


+ Add

Link	Document Type	Document Expiry	State
<a href="#">Click here to go to the White Card document</a>	White Card		Outstanding
<a href="#">Click here to go to the Building work contractors licence document</a>	Building work contractors licence		Outstanding

Showing 1 to 2 of 2 results

Page 1 of 1


Select '+ Add' to upload the required document.



Stage: **Outstanding**

This record requires a document to be uploaded.

Please use the 'Add' button the submit your document.



UPLOAD

Upload Document

+ Add

Populate all mandatory fields (\*) and select 'Complete' to finish.

Upload Documents0 / 2

Please upload a copy of the required document \*

Please ensure to upload pictures of both the front and back

 Drop files here or click to upload

Document identification number \*

This may be a drivers licence number, passport number, electrical licence number, etc

Save As Draft

Complete