

GUIDE



# CONTRACTOR PORTAL

New Contractors  
Document upload

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# NEW CONTRACTORS - UPLOADING DOCUMENTS

- Click the 'Show' button to view more information on the evidence required. Click the 'upload document' button to upload a related document

\*\*\*If your health & safety manual relates to multiple questions, please just upload it once and refer to it in additional questions. Use section and pages numbers when possible.

The screenshot shows a web interface for a contractor assessment. At the top, there is a progress bar at 10% and buttons for 'SAVE' and 'SUBMIT'. The main section is titled 'GENERAL REQUIREMENT QUESTIONS'. It contains two questions:

**Question Q-513705**  
Please provide a copy of your company emergency procedures (or emergency preparedness and response plan).  
\*\*Click the "SHOW" button for instructions of Evidence Required.

Evidence Required

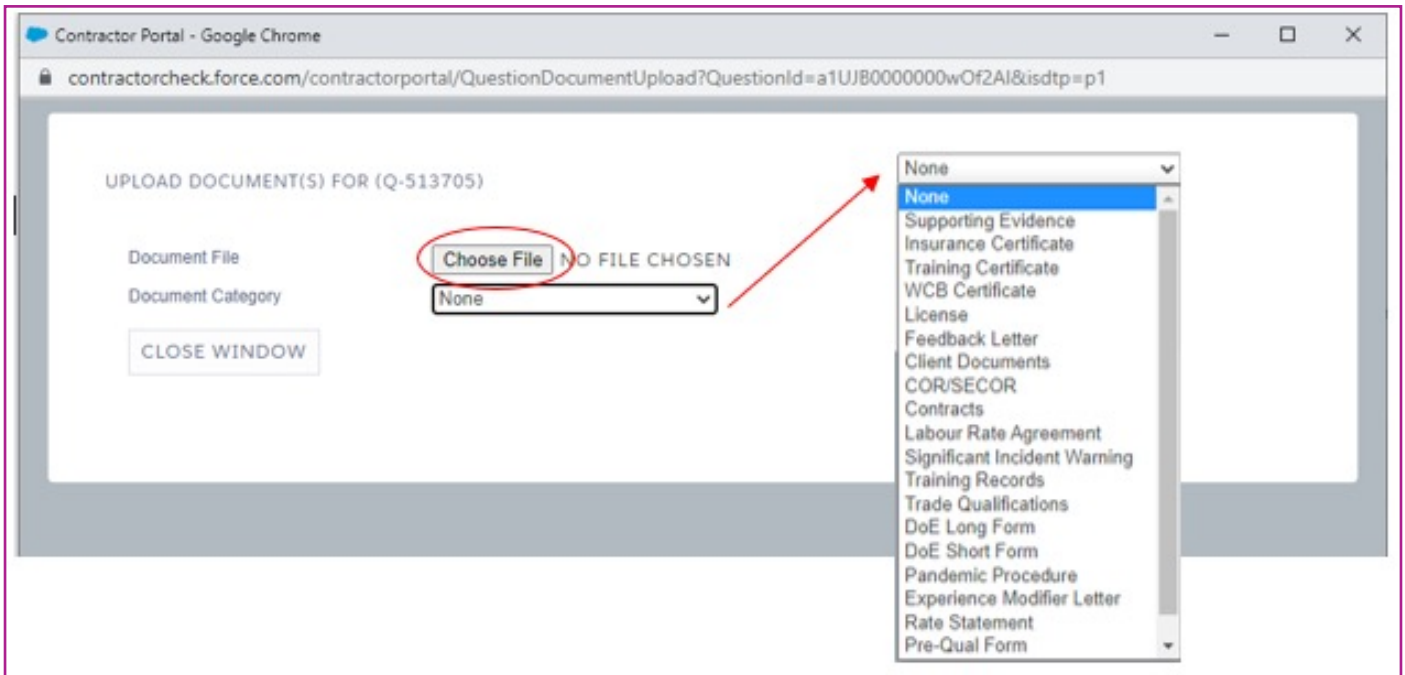
Response

**Question Q-513706**  
Please provide your hazard identification policy/procedure. Please include samples, completed in the last 12 months, or how your company identifies and controls hazards in the work sites.  
\*\*Click the "SHOW" button for instructions of Evidence Required.

Evidence Required

Response

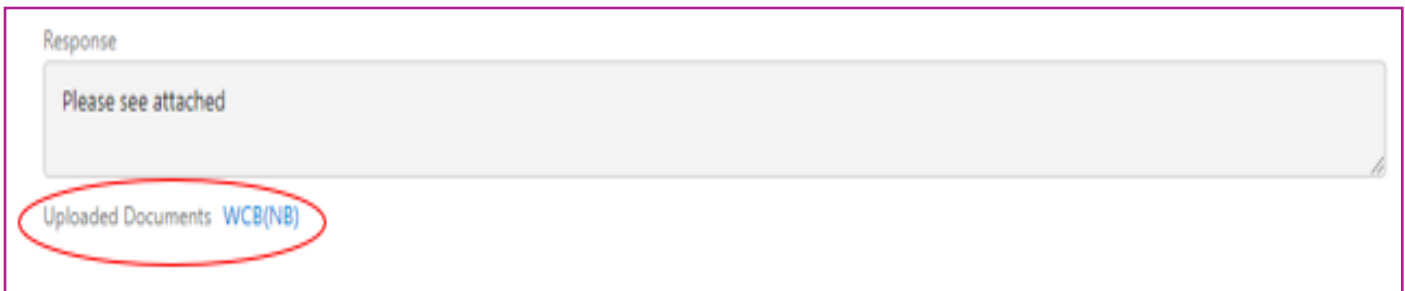
- Click 'Upload Document(s)' button on the question that needs supporting documents
- A pop-up window will appear



- Choose a file to upload from your computer and select the document category from the drop-down list

If possible, please try to PDF or group one type of evidence together. For example, grouping all meeting minutes in one PDF. This is much more efficient for our team to review, which will make getting through the assessment more quickly

- Once the document and category are selected, a 'SUBMIT' button will appear to complete the upload. The document will show below the answer box of the question



\*\*\* when uploading a document, please ensure that a response is added into the box as well. The questions will not be marked as answered without a written response as well

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