

# Rail Industry Worker Safety Management Portal User Guide - Company Registration



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06-Apr-2016 08:46

## Welcome

Here you may

- Apply for registration of your company with an Australian Accredited Rail Operator, and once your company has been registered,
- Request the purchase of Rail Industry Worker cards for your employees.

## Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

## Login

If your company is already registered, login here if you want to:

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[Login](#)

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For questions or assistance:

riw@pegasus.net.au  
1300 777 245

**Rail Industry Worker Website >>**  
<http://railindustryworker.com.au>

# Overview

Rail Industry Worker is a national competency management system for rail workers.

By law, everyone working on the Australian rail network must be able to provide proof of competency. This is the best way to reduce the risk of untrained people working on the rail network.

The Rail Industry Worker (RIW) program provides a single online competency management system for Australian rail workers. It's endorsed by the Australasian Railway Association (ARA) on behalf of members, meets regulatory requirements and complies with national rail safety law.

Contractor engagement and workforce management specialists Pegasus manage the RIW process, including collecting and verifying individual records, skills sets, training and competencies, and producing, distributing and administering associated competency and access cards.

The Pegasus software, Onsite Track Easy, is the real-time online contractor management solution that powers the Rail Industry Worker program. Onsite:

- provides immediate access to data on rail contractors
- manages training and inductions
- administers rail contractor compliance and pre-qualification documents
- manages the qualifications and competency, including licences and medicals, of all rail workers
- awards accreditation upon successful completion of inductions and assessments
- provides tools for audit, investigation and inspection of rail contractors
- offers online and call centre support

After a 100 point identification check, Pegasus verifies the competence and identification of each applicant before their details are registered in the system and they receive their RIW card.

# Navigating to the Rail Industry Worker Contractor Management Portal



## Step 1 >

Navigate to the Rail Industry Worker website by entering the following URL into your web browser:

<http://railindustryworker.com.au>

The Rail Industry Worker home page will be presented.

Select "Register or Login" in the top right hand corner.

# Login for existing companies

The screenshot shows the Rail Industry Worker website interface. At the top left is the 'RAIL INDUSTRY WORKER' logo, and at the top right is the 'AUSTRALASIAN RAILWAY ASSOCIATION' logo. Below the logos is a navigation bar with 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. On the left side, there is a sidebar with 'app@', 'change server', and '02-Nov-2015 14:11'. The main content area is titled 'Welcome' and contains the following text:

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Powered by [Onsite Track Easy](#), the [easy way to track](#) employees, contractors and visitors on your site.

## Step 1>

If your company has an existing subscription to Onsite Track Easy, click "Login."

## Login

Enter your username and password to login now.

Username:

Password:

Login

Request a new login for your company: [New User Account](#)

Request new password for your login: [Forgotten Password](#)

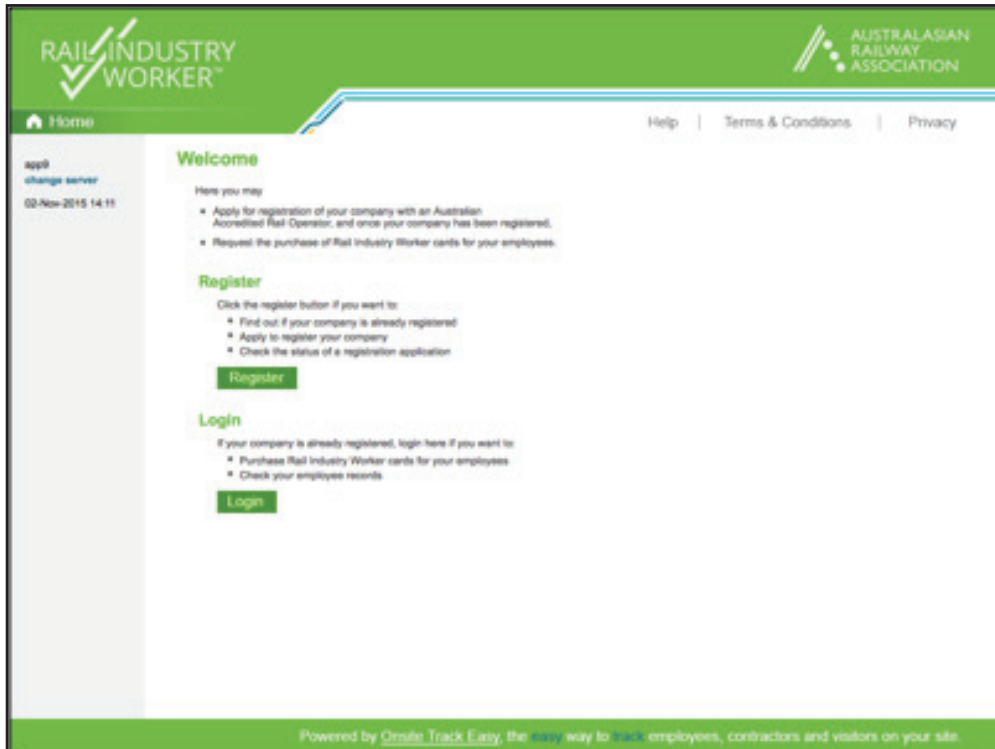
- If your company is registered with Rail Industry Worker and you already have an Onsite login, you may be able to log in here.

### Step 2>

Enter your company's Onsite Track Easy username and password and select "Login."

If you have forgotten your password select "Forgotten Password." This will take you through the process of obtaining a new password.

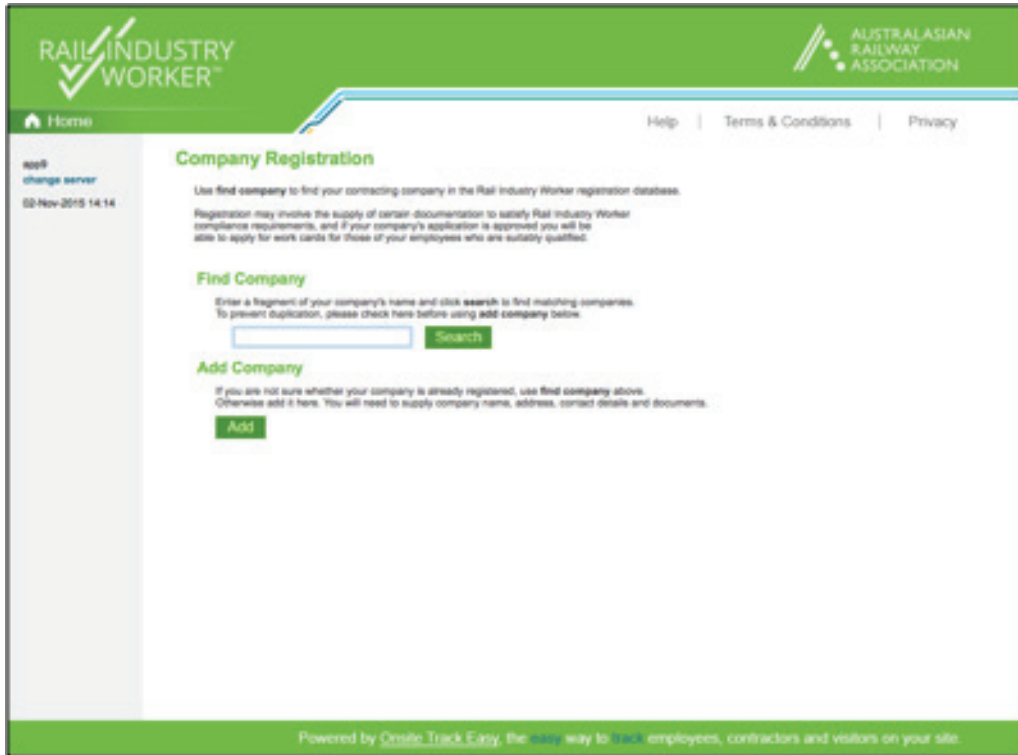
# Registration for new Onsite Track Easy users



## Step 1>

If your company does not have an existing subscription to Onsite Track Easy or you are unsure, click “Register.”

Individuals cannot register alone – it must be done through a company. You could also register with your own ABN number if you have this. Please read our FAQs for more information - <http://railindustryworker.com.au/faqs>



### Step 2>

Search for your company in the Onsite Track Easy database by typing your company's name in the search box and clicking "Search."

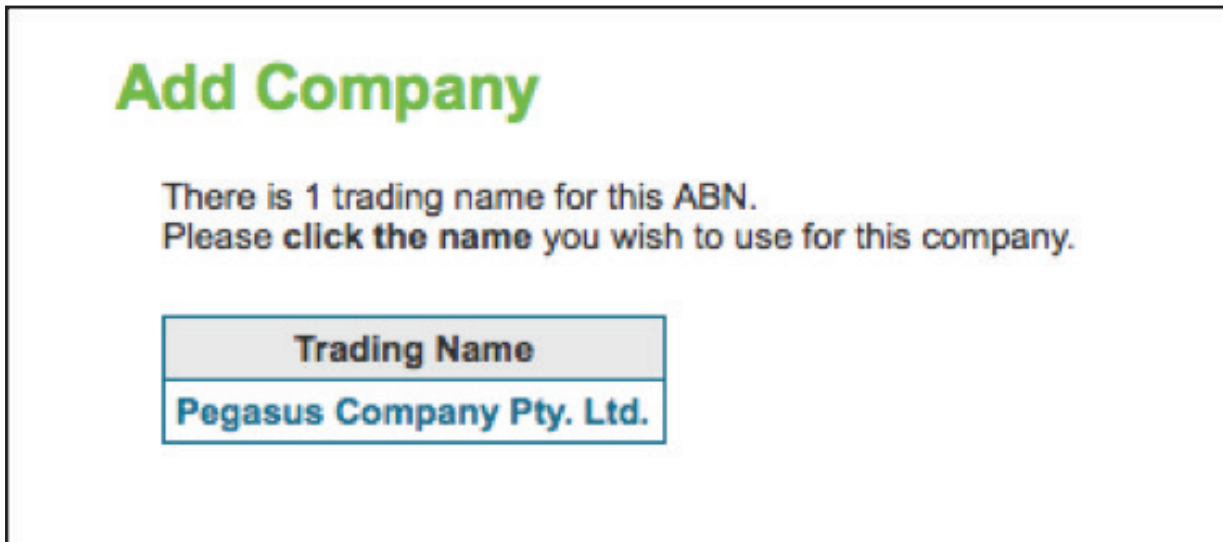
The portal will return the results of your search in a table. If your company name is in the list you can click on your company's name and request a new log-in.

### Step 3>

Register your company by clicking on "Add."

In the screen to the right, you can enter your company's ABN (if known) or you can click "Look Up ABR" to be redirected to the Australian Business Register where you can search for an ABN by business name.

Enter your company's ABN in the field provided and click "Search."



### Step 4>

Select your company name from the trading names associated with the supplied ABN.



**RAIL INDUSTRY WORKER™** TEST MODE AUSTRALASIAN RAILWAY ASSOCIATION

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### Add Company

To register your company please provide the following (\* = mandatory).

**1. Company**

Name: Pegasus Company Pty. Ltd.  
Country: Australia  
ABN: 19 088 728 536  
Phone: 49491234  
Mobile:  
Fax:  
Website:  
Postal Address  
Address: 426 King Street  
Town: Newcastle  
State/Province: NSW  
Postcode: 2300  
Delivery Address  same as postal  
Address:  
Town:  
State/Province:  
Postcode:

**2. User**

First Name: Pegasus  
Last Name: Test  
Email:

**3. Declaration**

My name is:  
 I am an authorised representative of this company.

**Submit**

- ▶ When you click **submit** this information will be supplied to Rail Industry Worker registrations who process these company registrations.
- ▶ When it has been processed a notification email will be sent to the user nominated above.
- ▶ After approval your user will be able to add new users and log into this portal to get Onsite cards for your employees.

Powered by [Onsite Track Easy](#), the easy way to track employees, contractors and visitors on your site.

### Step 5>

Complete the mandatory company details to create a portal user account.

Tick the declaration and click "Submit."

## Add Company

**Thank you for this application.**

It has been submitted for review and an email will be sent to when it has been processed.

**Return**

### Step 6>

An email will be sent to the email address specified earlier in the process with a username and a password.

These details can be changed after your first login to the portal.

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