



Government
of South Australia

SafeWork SA

ONLINE HSR REGISTRATION (TRAINING) PORTAL

Information Guide for Approved HSR Training
Providers

PURPOSE

The purpose of the Online Registration Portal is to enable training providers to search for HSRs to determine whether a HSR:

- is registered with SafeWork SA
- has already attended HSR training within their current term of office.

Approved training providers will also be able to run and download reports for specific time periods, however, view only is currently available – downloading these reports is not available.

If you have problems accessing the portal or forget your password, please contact the Help Centre on 1300 365 255 for assistance. Alternatively, contact the Workplace Consultation Program on 8204 9351 or 8204 9266.

REMINDER:

Some personal details for the HSR will appear on the Portal – this is purely for validating a HSR's identification. HSR personal contact information is private and confidential and should not be used for mailing purposes without the HSR's permission.

ONLINE HSR REGISTRATION (TRAINING) PORTAL

INFORMATION GUIDE FOR APPROVED TRAINING PROVIDERS

C.1	How to access the HSR Online Registration (Training) Portal.....	4
C.2	Search for HSRs – to check registration with SafeWork SA.....	5
C.3	Add training information to HSR records (for HSRs identified in Step C.2)	5
C.4	Report of HSRs you have trained (VIEW ONLY AVAILABLE)	6
C.5	Troubleshooting.....	6

C.1 HOW TO ACCESS THE HSR ONLINE REGISTRATION (TRAINING) PORTAL

You should already have received your unique Username and Password for the organisation.

Note: If you need a password, or forget your password, contact the SafeWork SA Help Centre on 1300 365 255 for assistance.

1. Note your Username and Password here:

Username:

Password:

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To use the SafeWork SA Online Portal, you must first be registered with this Portal.

If you have forgotten your login details, or require assistance registering, please contact the SafeWork SA Help Centre on 1300 365 255, Monday to Friday between 9:00am and 5:00pm.

Please select one of the following options:

- I have already registered with SafeWork SA's online portal as an PCBU (Employer) and have Client Number and Password
- I am an PCBU (Employer) and want to register with SafeWork SA's online portal for the first time
- I am already registered with SafeWork SA as an Approved Training Organisation
- I am a registered HSR

Please enter the following details, and click Next to continue.

Username
Password



Next

For information relating to specific licensing queries, email licensing@safework.sa.gov.au, or phone on 8303 0400, Monday to Friday between 9:00am and 5:00pm.

2. Click on the radio button '*I am already registered with SafeWork SA as an Approved Training Organisation*'.
3. Using your access details enter the Username and Password into the relevant fields.



4. Click on **Next**.
5. A welcome screen appears.

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[Logout](#)

Welcome to the HSR Training Portal

This site is designed for Approved Training Providers to record HSR training attendance.

Please contact SafeWork SA on 1300 365 255 if you need assistance or to report problems with the portal.

[Search HSRs](#)

Please refer to the specific FAQ for managing contact details, managing HSRs and managing licenses.

[Portal User Guide for PCBU](#) [Portal User Guide for HSR](#) [Portal User Guide for Training Provider](#)

6. Click on the [Search HSRs](#) link at the right of the screen

C.2 SEARCH FOR HSRs – TO CHECK REGISTRATION WITH SAFEWORK SA

Search HSRs

HSR Search Criteria

Given Names: Surname:

Gender: Date of Birth:

Reporting Search Criteria

Employer: Training Type:

Training Date From: Training Date To:

Back Search

1. Enter the HSR's given name and surname or a combination of these plus the employer name into relevant fields.



2. Click on **Search**
3. If registered with SafeWork SA they will appear in the box below the search area.
4. If not registered with SafeWork SA, ask the employer to contact the Help Centre on 1300 365 255, and the officer will be able to assist with creation of a client record and allocation of their username and password to add the HSR to the relevant work location.

C.3 ADD TRAINING INFORMATION TO HSR RECORDS (FOR HSRs IDENTIFIED IN STEP C.2)

1. Undertake Steps 1-2 in C.2.
2. Click on the HSR ID no. (next to HSR name) to check records of existing training information for the HSR. This will appear in the box below the search area.
3. Click on Add new record.

A screenshot showing a button labeled '+ Add new record' and a table header with columns 'Course Type' and 'Date'.

4. A small dialog box will appear.

A screenshot of a dialog box titled 'Add Training Date'. It contains a 'Course Date' field with the value '04/09/2014', a 'Course Type' dropdown menu set to 'Level 1', and 'Add' and 'Cancel' buttons at the bottom.

5. Select course date (last day of course) and Course type and click Add at the bottom of the dialog box.
6. The new training information will appear in the listing for the HSR.

C.4 REPORT OF HSRS YOU HAVE TRAINED (VIEW ONLY AVAILABLE)

1. Complete the Reporting Search Criteria section for the period you want to report on.
2. A list will appear in the table underneath this section.
3. Click on _____ to download the report in _____ format.

Note: You will only see records of HSRs you have trained.

C.5 TROUBLESHOOTING

1. If you do not have a username or a password or if you have forgotten your password, contact the SafeWork SA Help Centre for assistance on 1300 365 255 during business hours.
2. If you are 'locked out' of the Portal you will need to close down your web browser and try again.
3. If the Portal does not accept your login details after 3 unsuccessful attempts, contact the Help Centre to confirm your log in details.