Welcome to GPlus Live
JOB ROLES

Job roles are designed and customised by you to ensure that workers receive the required request items when they start working with the company or when a new or additional job role is applied to their profile. These items comprise individual documents (such as driver's licence), company documents (workers' compensation insurance), inductions, SMWS, and policies and procedures related to the specific job role.

Job Role: Weighbridge operator

Description: Operate weighing plants and issue measurement tickets which provide readings of vehicle and weights.

Note: Description is crucial as it serves as a guide for other users, including contractors, when setting up individuals in their respective job roles. Providing clear and accurate information ensures that everyone understands how to correctly assign job roles to new users.

① Required Inductions **②** Rqd. Company Documents **③** Rqd. Employee Documents **④** Rqd. SWMS Rqd. Procedures **⑤** Rqd. Policies **⑥** Assigned to (Employees) Assigned to (Contractors)

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Add Document(s)

Document	Type	Added	
Drivers Licence	Licence	10/02/2023 08:56 Quinton Leed	Remove
Individual Respiratory Health Surveillance Risk Assessment	Other	18/04/2023 10:59 Quinton Leed	Remove

Showing 1 to 2 of 2 entries

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① 1 Required Inductions: Use the green *Add Induction(s)* button to link job roles and selected Inductions together.

③ 3 Required Employee Documents: Customise the collection of worker's documentation according to their roles. Request shot firer tickets for Shot Firers and a Science Degree for Geologists. If an individual user doesn't have or need to provide the requested documents, mark them as optional in the employee or contractor's profile.

⑤ 5 Required Policies: Link your company Policies to job roles to be issued to workers. Any updates to a policy will trigger an alert to the linked workers to re-complete. Note: Once electronically signed by the worker, the policy is automatically approved by GPlus Live.

② 2 Required Company Documents: To facilitate contractor management and document collection, company documents are assigned to all workers. Once provided by any worker upon request, they remain linked with their job roles. No reminders will be sent until 30 days before expiry.

④ 4 Required SWMS and Required Procedures: Link SWMS and Procedures to job roles for automatic assignment to linked workers. Any revisions will trigger an alert for workers to re-complete SWMS or procedures. Note: Approval is required from supervisors or higher before items are finalised in GPlus Live.

⑥ 6 Assigned to Employee/Contractors: Link contractors or employees from the job role page, contractor setup, or the individual worker's profile. The job role menu tab also serves as a record of all linked employees and contractors.

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