



# Welcome to GPlus Live

## Contractor & Employee Management

### Welcome to GPlus Live

### Module: Contractor and Employee Management

The following relates to the workflow around GPlus Live Contractor and Employee Management (CEM) storage of 'Policies'.

Website: desktop application: [www.gpluslive.com.au](http://www.gpluslive.com.au) and MyDashboard: [www.gpluslive.com.au/my](http://www.gpluslive.com.au/my).

Please note our system also uses two-factor authorisation to access the mobile dashboard.

## Policies

The CEM module within the GPlus Live gives you the ability to store company Policies and have them issued to either Employees or Contractors linked to your company. These can be site specific. Policies will be signed electronically by assigned users and supervisors. Policies can always be found and retrieved via the contractor or employee MyDashboard when required.

## Policies Set Up

To create a Policies workflow within GPlus Live go to the Management menu item where you will find the Policy tab. Here you will have a register of all policies stored within the module and the ability to add more, as well as download your uploaded company policies.

Name	Revision	Job Roles	Created	
Environmental Sustainability Policy	1	Operator	15/11/2022 10:39 Terri Smith	Details Download Archive

Showing 1 to 1 of 1 entries

Previous 1 Next

To set up a Policy within this module, select the 'Add Policy' button. Within the new pop up window, provide the policy name, revision number, description then upload your file.

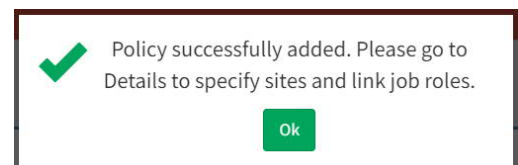
Name:  Revision:

Description:

File Upload:

Please provide a name, revision number and a brief description of the new Policy, then attach your Policy.  
The Policy can be assigned to employees or contractors, either individually or via a job role. Assigned users will receive a notification with a link to this Policy to complete in their personal dashboard. After downloading and reviewing the Policy, they need to provide a signature. Alternatively, users can upload a copy of the signed Policy. The system will issue you a notification to review and approve the information submitted by the employee or contractor.  
A completed Policy will never expire, but if you create a new revision, users will have to complete it again. All linked contractors and employees will be notified by email.

Once saved a note window will appear to prompt you to link this Policy to site(s) and job roles. To do this, select the 'Details' button for the policy that require this information.



Have any questions, changes, additions or feedback?

Chat with us online, email us on [gpluslive@groundwork.com.au](mailto:gpluslive@groundwork.com.au) or call 1800 497 587 and ask for the GPlus Live Support team.



# Welcome to GPlus Live

## Contractor & Employee Management

### Details Page

Policy: Work Place Drug and Alcohol Policy

**Revision:** 1

**Description:** We are committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. The use of drugs and alcohol may impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.

**Document:** TTP\_Drug and Alcohol Policy.doc

[Back to List](#) [New Revision](#) [Edit](#)

**Sites** Assigned to (Employees) Assigned to (Contractors) Job Roles Previous Revisions

[Add Site\(s\)](#)

Site	Added
No data available in table	

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

### Site

Your Policies can be company wide or site specific. Select the sites folder and add site(s) that are required to link this Policy, this can be one or multiple sites. If no site is selected and you only have one site, it will be automatically linked.

**Sites** Assigned to (Employees) Assigned to (Contractors) Job Roles Previous Revisions

[Add Site\(s\)](#)

Site	Added	
Clean Slate Quarry	15/11/2022 11:07 Terri Smith	<a href="#">Unlink</a>
My Quarry	15/11/2022 11:07 Terri Smith	<a href="#">Unlink</a>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

### Assigning to Employees or Contractors

From the details page of the Policy, you can assign the Policy directly to an employee, a contractor or to a job role. When assigning to a contractor or employee they will be issued an email notification to complete the Policy workflow assigned. The contractors and employees will need to access their MyDashboard to complete this. The Policy cannot be completed via the desktop application. You are also able to assign the Policy via the employee / contractor employee profile page.

**Assigned to (Employees)** Assigned to (Contractors) Job Roles Previous Revisions

[Add Employees](#)

Name	Email	Mobile Number	Phone Number	Added
No data available in table				

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Have any questions, changes, additions or feedback?

Chat with us online, email us on [gpluslive@groundwork.com.au](mailto:gpluslive@groundwork.com.au) or call 1800 497 587 and ask for the GPlus Live Support team.



# Welcome to GPlus Live

## Contractor & Employee Management

### Job Roles

Linking your Policy directly with a Job Role allows the system to automatically issue the policy to all contractors / employees linked with that job role. When you assign the job role the system will automatically issue an email to complete the Policy.

### Home Page

Your home page will display employees and contractors that have policies that require signatures.

Once the assignee has signed the Policies their names will drop off this and will be accessible from the completed policies page.

### Completed Policies Page

Have any questions, changes, additions or feedback?

Chat with us online, email us on [gpluslive@groundwork.com.au](mailto:gpluslive@groundwork.com.au) or call 1800 497 587 and ask for the GPlus Live Support team.



# Welcome to GPlus Live

## Contractor & Employee Management

### Individual Contractor or Employee Policy Page

Policy: Environmental Sustainability Policy (Rev. 1)

**Employee:** David Jones

**Company:** Quarry Company

**Status:** Pending Approval

**Description:** We are committed to the promotion of environmental best practices in all aspects of our work. We are committed to continual improvement toward the prevention of pollution with the aim to be the most efficient and environmentally responsible company in our industry.

**Signed by Employee:** David Jones on 15/11/2022 11:27

**Last Email sent:** 15/11/2022 10:48

[Back to Employee](#)

[Sign and Approve](#)

#### Revision History

Name	Revision	Approved	Created
------	----------	----------	---------

--	--	--	--

No data available in table

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Select the 'Sign and Approve' button, provide any additional comments if required, and electronically sign.

The individual Contractor or employee Policy page will now change to show that the Policy has been approved (by whom and date). There will also be a sign off certificate stored for records.

At any time you can recall this Policy and make the individual contractor or employee recomplete the Policy if you are not happy.

Policy: Environmental Sustainability Policy (Rev. 1)

**Employee:** David Jones

**Company:** Quarry Company

**Status:** Completed

**Description:** We are committed to the promotion of environmental best practices in all aspects of our work. We are committed to continual improvement toward the prevention of pollution with the aim to be the most efficient and environmentally responsible company in our industry.

**Signed by Employee:** David Jones on 15/11/2022 11:27

**Signed by Supervisor:** Terri Smith on 15/11/2022 11:43

**Completed:** 15/11/2022

**Approved by:** Terri Smith on 15/11/2022 11:43

**Last Email sent:** 15/11/2022 10:48

**Policy with signature page:** [employee-policy.pdf](#)

[Back to Employee](#)

[Recall](#)

#### Revision History

Name	Revision	Approved	Created
------	----------	----------	---------

--	--	--	--

No data available in table

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

The revision history will display all this information.

At any stage employees will have access to the most update to date Policy in their MyDashboard.

*Have any questions, changes, additions or feedback?*

Chat with us online, email us on [gpluslive@groundwork.com.au](mailto:gpluslive@groundwork.com.au) or call 1800 497 587 and ask for the GPlus Live Support team.



# Welcome to GPlus Live

## Contractor & Employee Management

### Archiving Policies

When a policy is no longer required, archive the policy. Data will be stored in the back end for a select period of time and the GPlus Live team can recall for you on request.

Policies [Using Policies](#) [Add Policy](#)

Name	Revision	Job Roles	Created	
Environmental Sustainability Policy	1	Operator	15/11/2022 10:39 Terri Smith	<a href="#">Details</a> <a href="#">Download</a> <a href="#">Archive</a>
Safety Policy	5	Operator	15/11/2022 11:18 Terri Smith	<a href="#">Details</a> <a href="#">Download</a> <a href="#">Archive</a>
Work Place Drug and Alcohol Policy	1	Operator	15/11/2022 11:00 Terri Smith	<a href="#">Details</a> <a href="#">Download</a> <a href="#">Archive</a>

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

### Revision Process

If a Policy requires an update, navigate to the 'Policies' menu item under Management. Select 'Details' on the Policy that requires a new revision. Select the 'New Revision' button

Policy: Environmental Sustainability Policy

**Revision: 1**  
**Description:** We are committed to the promotion of environmental best practices in all aspects of our work. We are committed to continual improvement toward the prevention of pollution with the aim to be the most efficient and environmentally responsible company in our industry.  
**Document:** [Environmental\\_Sustainability\\_Policy.pdf](#)

[Back to List](#) [New Revision](#) [Edit](#)

Enter in the new revision number, review the description is still correct and relevant. Upload the new Policy and select upload.

The system will automatically issue a notification requests for the Policy to be re-reviewed by the linked assigned Employees / Contractors and linked Job roles.

**Name:**  **Revision:**

**Description:**  
 We are committed to the promotion of environmental best practices in all aspects of our work. We are committed to continual improvement toward the prevention of pollution with the aim to be the most efficient and environmentally responsible company in our industry.

**File Upload:**

[Upload](#) [Cancel](#)

### Previous Revisions

Previous revisions can be download under 'Previous Revisions'.

Sites [Assigned to \(Employees\)](#) [Assigned to \(Contractors\)](#) [Job Roles](#) **Previous Revisions**

Name	Revision	Created	
Safety Policy	3	15/11/2022 11:02 Terri Smith	<a href="#">Download</a>

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Have any questions, changes, additions or feedback?

Chat with us online, email us on [gpluslive@groundwork.com.au](mailto:gpluslive@groundwork.com.au) or call 1800 497 587 and ask for the GPlus Live Support team.



# Welcome to GPlus Live

## Contractor & Employee Management

### Revision History

Under the Employee or Contractor pages you will have access to the revision history that is linked to that employee or contractor. You will be able to download the previous revision of the policy and the attached electronically signed page.

#### Policy: Environmental Sustainability Policy (Rev. 2)

**Employee:** David Jones

**Company:** Quarry Company

**Status:** Completed

**Description:** We are committed to the promotion of environmental best practices in all aspects of our work. We are committed to continual improvement toward the prevention of pollution with the aim to be the most efficient and environmentally responsible company in our industry.

**Signed by Employee:** David Jones on 15/11/2022 12:05

**Signed by Supervisor:** Terri Smith on 15/11/2022 12:12

**Completed:** 15/11/2022

**Approved by:** Terri Smith on 15/11/2022 12:12

**Last Email sent:** 15/11/2022 11:58

**Policy with signature page:** [employee-policy.pdf](#)

← Current version of the Policy

[Back to Employee](#)

[Recall](#)

#### Revision History

Name	Revision	Approved
------	----------	----------

<input type="text"/>	<input type="text"/>	
----------------------	----------------------	--

Environmental Sustainability Policy	1	15/11/2022 11:43 Terri Smith	15/11/2022 10:48 Terri Smith	<a href="#">Download</a>
-------------------------------------	---	---------------------------------	---------------------------------	--------------------------

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Previous revision of the policy and electronically signed page

*Have any questions, changes, additions or feedback?*

Chat with us online, email us on [gpluslive@groundwork.com.au](mailto:gpluslive@groundwork.com.au) or call 1800 497 587 and ask for the GPlus Live Support team.