

The logo for ESI worker, featuring the text "ESI worker" in white on a blue rectangular background. "ESI" is in a bold, sans-serif font, and "worker" is in a lighter, lowercase sans-serif font.

**ESI** worker

# Contractor Management Portal

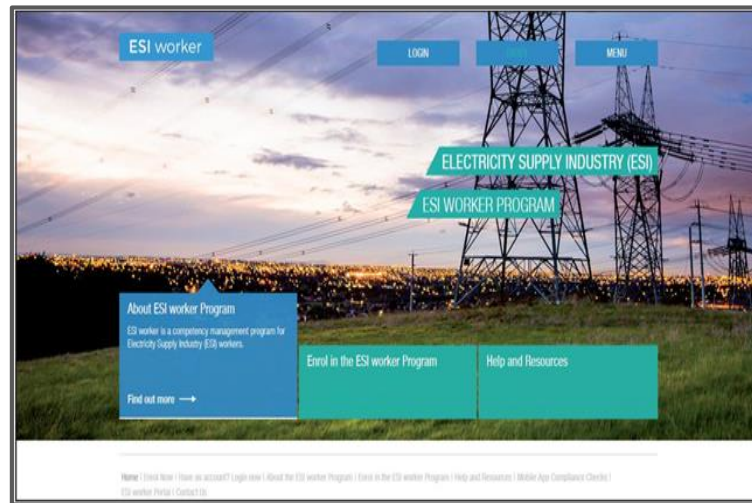
User Guide Producing Reports

The Pegasus logo, consisting of the word "Pegasus" in a bold, dark blue font with a trademark symbol, and the tagline "Powered by Onsite" in a smaller, lighter blue font below it.

**Pegasus**<sup>™</sup>  
Powered by Onsite

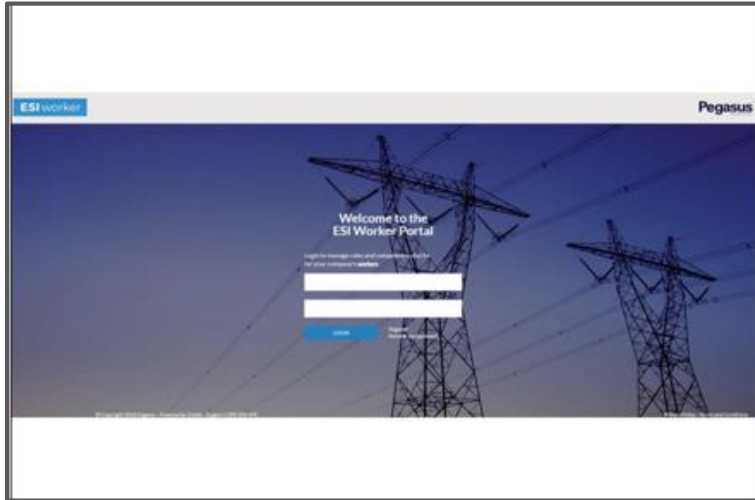
# ESI worker

Please follow this step-by-step guide to update the details of your workers.



## Step 1

Please go to <http://www.esiworker.com.au> and click on “Login” in the top menu bar.



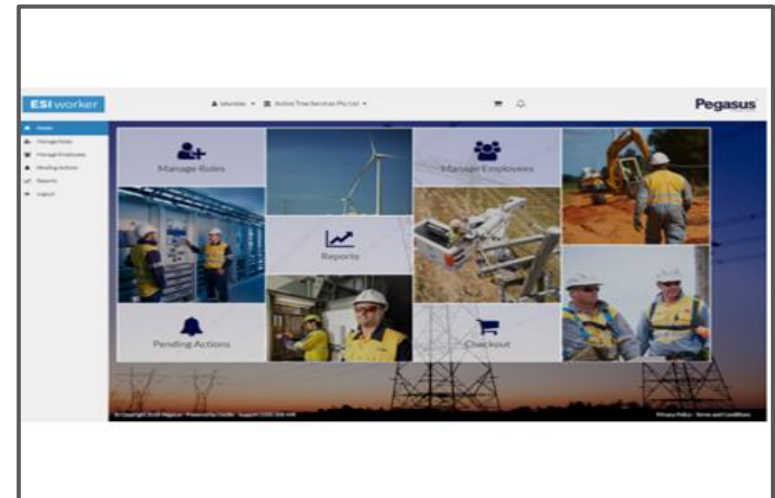
## Step 2

On the home page of the ESI worker portal, enter your login details and click on “Login”.

Note: The password is case sensitive.

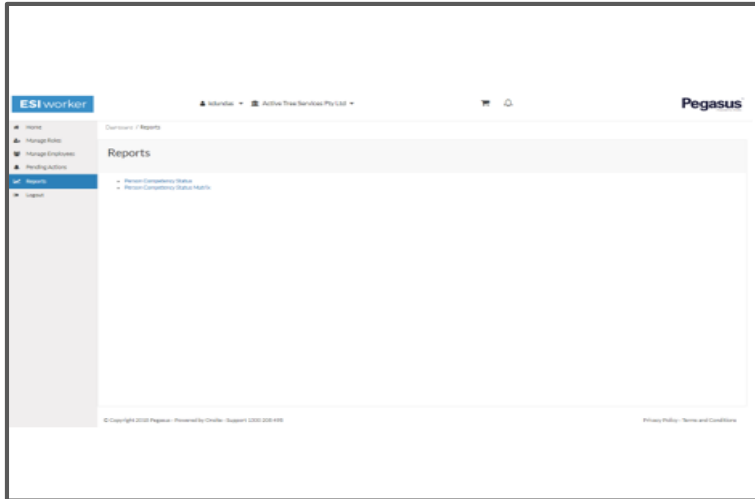
## Step 3

On the home page of your portal, use the dashboard tile or the side menu to select “Reports”.



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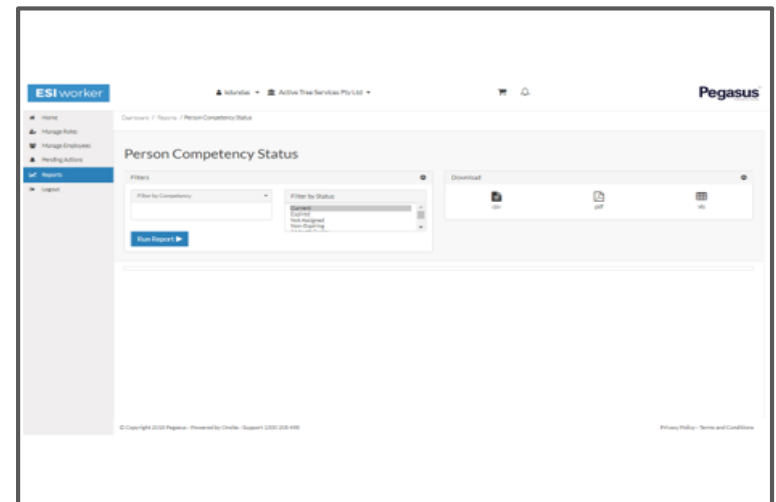


## Step 1

Select the “Person Competency” report.

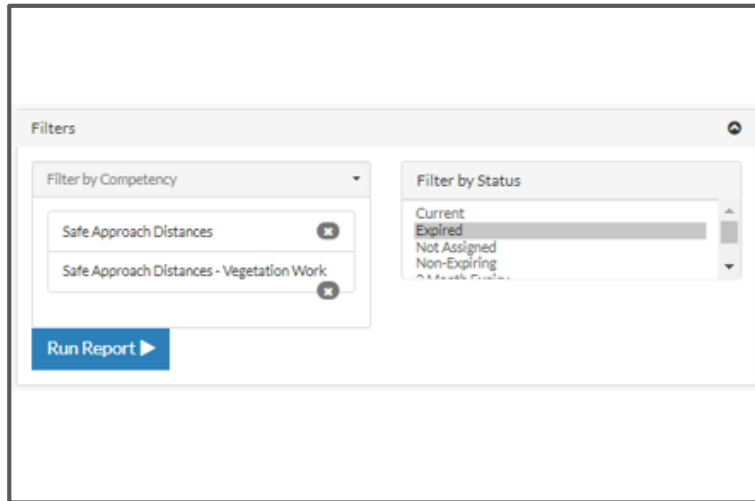
## Step 2

Leaving the default setting as they are, select “Run Report”.



	Site	Onsite ID	Person Name	Company	Role	Suburb	Competency	Issue Date	Expiry Date	Status
0	CitiPower Powercor	1841234	Employee 1	Company 1	Vegetation - Cutter working from	Ringwood	* Manual Handling	06-Apr-2018	06-Apr-2021	Current
1	CitiPower Powercor	1841234	Employee 1	Company 1	Vegetation - Cutter working from	Ringwood	* VESI Environmental Framework	27-Nov-2017	27-Nov-2020	Current
2	CitiPower Powercor	1841234	Employee 1	Company 1	Vegetation - Cutter working from	Ringwood	* VESI Safety Framework	27-Oct-2017	27-Oct-2020	Current

The displayed report will list all of your employees and show their current, expiring and expired competencies.



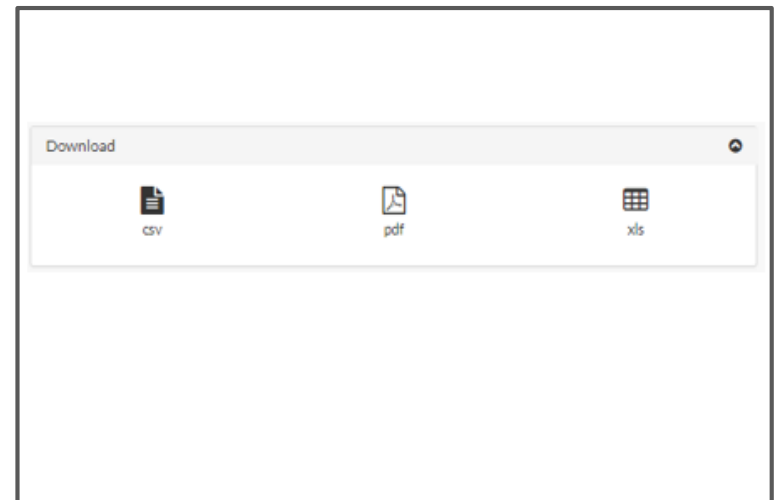
### Step 3

To customise the report, you can select one or more competencies by using the Competence.

Filter and can select statuses that best suit your requirements (i.e. only expired competencies).

### Step 4

To download the report, click on the “csv”, the “pdf” or the “xls” icons.



PERSON COMPETENCY STATUS

	A	B	C	D	E	F	G	H	I	J
1	Site	Onsite ID	Person Na	Company	Role	Suburb	Competer	Issue Date	Expiry Dat	Status
2	CitiPower	1841234	Employee	Company	Vegetatio	Ringwood	* Certifica	#####		Non-Expir
3	CitiPower	1841234	Employee	Company	Vegetatio	Ringwood	* Manual	6-Apr-18	6-Apr-21	Current
4	CitiPower	1841234	Employee	Company	Vegetatio	Ringwood	Safe to Approach	SWER		Not Assign
5	CitiPower	1841234	Employee	Company	Vegetatio	Ringwood	* VESI Env	#####	#####	1 Month Ex
6	CitiPower	1841234	Employee	Company	Vegetatio	Ringwood	* Safe App	#####	#####	Expired
7	CitiPower	1841234	Employee	Company	Vegetatio	Ringwood	* Control	#####	#####	Current

CardholderCompetencyReport (9).pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools CardholderCompet... x

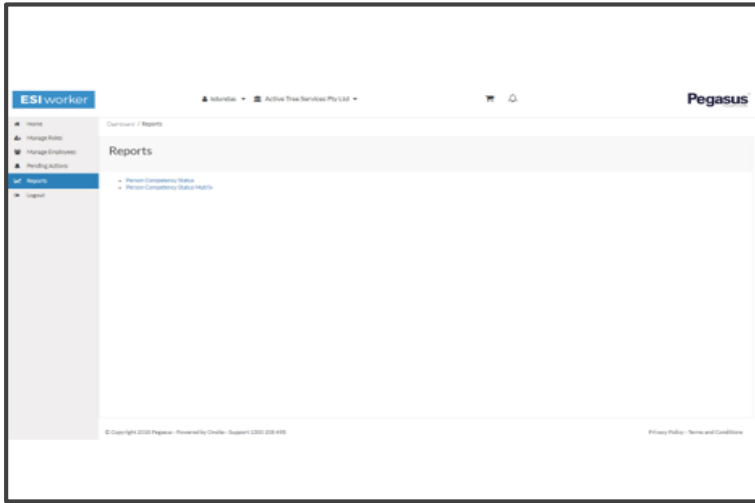
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Site	Onsite ID	Person Name	Company	Role	Suburb	Competency	Issue Date	Expiry Date	Status
CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Certificate II in ESI - Powerline Vegetation Control UET20312	10-Apr-2015		Non-Expiring
CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Manual Handling	06-Apr-2018	06-Apr-2021	Current
CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	Safe to Approach SWER			Not Assigned
CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* VESI Environmental Framework	27-Nov-2017	27-Nov-2018	1 Month Expiry
CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Safe Approach Distances - Vegetation Work	20-Sep-2017	20-Sep-2018	Expired
CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Control traffic with stop-slow bat	20-Sep-2017	20-Sep-2020	Current

	A	B	C	D	E	F	G	H	I	J
1	Site	Onsite ID	Person Name	Company	Role	Suburb	Competency	Issue Date	Expiry Date	Status
2	CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Certificate II in ESI - Powerline Vegetation Control UET20312	10-Apr-2015		Non-Expiring
3	CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Manual Handling	06-Apr-2018	06-Apr-2021	Current
4	CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	Safe to Approach SWER			Not Assigned
5	CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* VESI Environmental Framework	27-Nov-2017	27-Nov-2018	1 Month Expiry
6	CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Safe Approach Distances - Vegetation Work	20-Sep-2017	20-Sep-2018	Expired
7	CitiPower Powercor	1841234	Employee 1	Company Name	Vegetation - Cutter working from	Ringwood	* Control traffic with stop-slow bat	20-Sep-2017	20-Sep-2020	Current

The displayed report will list all of your employees and show their current, expiring and expired competencies.



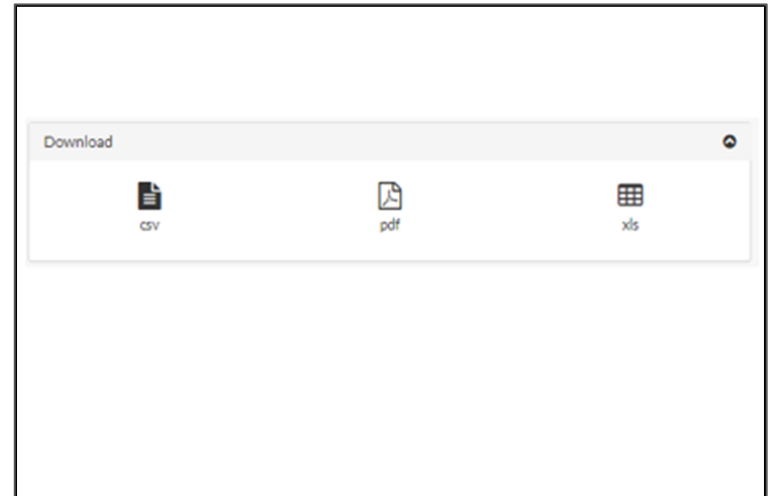


### Step 5

Select the “Person Competency Status Matrix” report.

### Step 6

To download the report, click on the “csv”, the “pdf” or the “xls” icons.



PERSON COMPETENCY STATUS MATRIX

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1						Apply ESI	Apply acc	Apply acc	Apply che	Apply pru	Ausnet Se	Boom-typ	Certificat	Citifi
2	CitiPower	Vegetatio	1051952	Rugg Euan	Kensington	C	N	N	N	C	N	C	C	C
3			1060380	Bossley Br	Upwey	C	N	N	N	C	N	C	C	C
4			1841184	Ayres Pet	Ringwood	C	N	N	N	C	N	C	C	C
5			1841185	Blanden T	Ringwood	C	N	N	N	C	N	C	C	C
6			1841187	Burland Ja	Ringwood	C	N	N	N	C	N	C	C	C
7			1841196	Fisher Luk	Ringwood	C	N	N	N	C	N	C	C	C
8			1841197	Gillinghan	Ringwood	C	N	N	N	C	N	C	C	C

	A	B	C	D	E	F	G	H	I	J	K	L	M											
						Apply ESI safety rules, codes and procedures for work on or near electrical apparatus	Apply access procedures to work on or near electrical network infrastructure	Apply access procedures to work on or near electrical network infrastructure	Apply chemicals in the supervision - AHCHM201A	Apply pruning techniques to vegetation control near live electrical apparatus - Ausnet Services Induction	Boom-type Elevated Work Platform Operation (boom length > 11 meters) (WP)	Certificate II in ESI - Powerline Vegetation Control UET20312	CitiPower / Powercor Induction	Control traffic with stop-slow bat										
						Control traffic with stop-slow bat - RIWHS205D	Fell small trees - AHCARB302A	Implement traffic management plan	Implement traffic management plan - RIWHS302D	Jemena Induction	Maintain safety at an incident scene - PUACHS002B	Make Application for	Manual Handling	Operate a mobile chippermulcher - FPIHAR200B	Operate machinery and equipment - AHCOM304A	Perform EWP controlled descent escape	Perform EWP controlled descent escape UETDRR08B	Perform EWP rescue	Perform EWP rescue UETLRR10B	Prepare to work safely in the construction industry CPCCWHS101	Provide cardiopulmonary resuscitation	Provide cardiopulmonary resuscitation - HLTA0001	Provide first aid in an ESI environment	Provide first aid in an ESI environment UETLRR10B
CitiPower Powercor	Vegetation - Cutter	1051952	Rugg Euan	Kensington	C	N	N	N	C	N	C	C	C	C	N	C	C	C	C	C	C	C	C	C
		1060380	Bossley Benjamin	Upwey	C	N	N	N	C	N	C	C	C	C	N	C	C	C	C	C	C	C	C	C
		1841184	Ayres Peter	Ringwood	C	N	N	N	C	N	C	C	C	C	N	C	N	N	C	C	C	C	C	C
		1841185	Blanden Trevor	Ringwood	C	N	N	N	C	N	C	C	C	C	N	C	N	N	C	C	C	X	C	X
		1841187	Burland Jason	Ringwood	C	N	N	N	C	N	C	C	C	C	N	C	N	N	C	C	C	C	C	C

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
						Apply ESI safety rules, codes and procedures for work on or near electrical apparatus	Apply access procedures to work on or near electrical network infrastructure	Apply access procedures to work on or near electrical network infrastructure	Apply chemicals in the supervision - AHCHM201A	Apply pruning techniques to vegetation control near live electrical apparatus - Ausnet Services Induction	Boom-type Elevated Work Platform Operation (boom length > 11 meters) (WP)	Certificate II in ESI - Powerline Vegetation Control UET20312	CitiPower / Powercor Induction	Control traffic with stop-slow bat	Control traffic with stop-slow bat - RIWHS205D	Fell small trees - AHCARB302A	Implement traffic management plan	Implement traffic management plan - RIWHS302D	Jemena Induction	Maintain safety at an incident scene - PUACHS002B	Make Application for	Manual Handling	Operate a mobile chippermulcher - FPIHAR200B	Operate machinery and equipment - AHCOM304A	Perform EWP controlled descent escape	Perform EWP controlled descent escape UETDRR08B	
1																											
2	CitiPower Powercor	Vegetation - Cutter	1051952	Rugg Euan	Kensington	C	N	N	N	C	N	C	C	C	C	N	C	C	C	N	N	N	C	C	N	C	C
3			1060380	Bossley Benjamin	Upwey	C	N	N	N	C	N	C	C	C	C	N	C	C	C	N	N	N	C	C	N	C	C
4			1841184	Ayres Peter	Ringwood	C	N	N	N	C	N	C	C	C	C	N	C	C	C	N	N	N	C	N	N	C	C
5			1841185	Blanden Trevor	Ringwood	C	N	N	N	C	N	C	C	C	C	N	C	C	C	N	N	N	C	C	N	X	C
6			1841187	Burland Jason	Ringwood	C	N	N	N	C	N	C	C	C	C	N	C	C	C	N	N	N	C	C	N	C	C

The displayed report will list all of your employees and show their current, expiring and expired competencies.



For questions or assistance please call 1300 208 498

or email [esiworker@pegasus.net.au](mailto:esiworker@pegasus.net.au)