

What do I do if I am a...

Contractor Administrator

If you are responsible for managing the roles, competencies and training records of your workers so that they can work at TransGrid sites and projects as a contract worker. These steps are to be followed as standard when registering your workers in the WSAT system. If your workers will be working for TransGrid at a project site where the premium version of WSAT is being used, please refer to the appropriate guides for more information.

01

Ensure that your business has been registered with Pegasus by following the steps outlined [here](#) - there are 4 steps to the business registration process



02

Once registered, you will be able to register your workers against the TransGrid External Contractors site



03

During the registration of your workers, you can also book them TransGrid mandated PSSR training if required by the role and work they will complete



04

If any workers will be working at a project which is using WSAT Premium, you will need to associate them with that project site by following instructions [here](#)



05

Ensure that your workers are issued with their Pegasus ID card prior to attending site, the card will be used to identify them



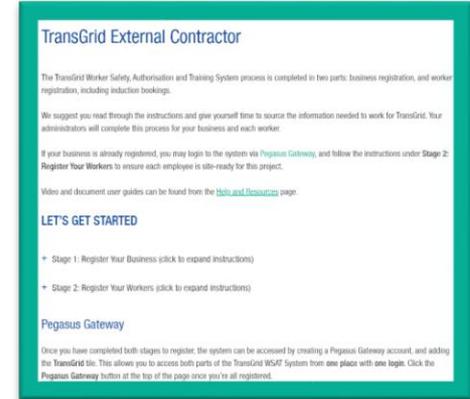
What do I do if I am a... Contract Administrator Step 01

01

Ensure that your business has been registered with Pegasus by following the steps outlined [here](#) - there are 4 steps to the business registration process



1. Register your Business by following the steps outlined on this [website](#) and select **TransGrid External Contractors** as your 'project'
2. Follow the instructions under Let's Get Started > Step 1 Register your Business
3. You'll be taken to WSAT system to create an account
4. Follow the process by answering questions about your business
5. Pay for registration and then upload documents for verification
6. You can contact Pegasus at any point for further assistance.



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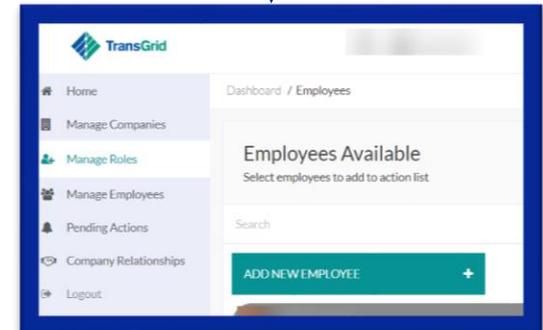
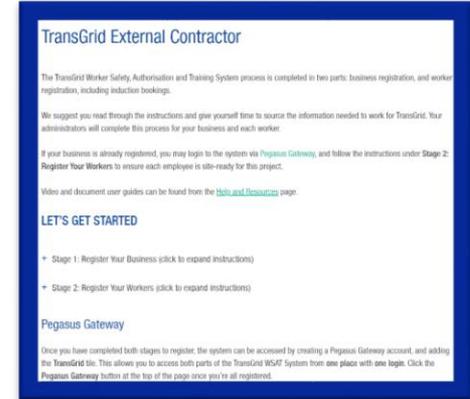
Step 02

02

Once your company is registered, you will be able to register your workers



1. Once you have registered your business, Pegasus will email you login in details to register your workers
2. In the Pegasus Gateway you will be add your workers, mange roles and add their details and ensure they have their own unique email address
3. You will then pay for their registration and their Pegasus ID card which you must be issue to your workers upon receiving it
4. During this step you will be to add a new role/s and choose roles they'll perform TransGrid
5. Refer to the TransGrid External Contractors webpage for step by step instructions



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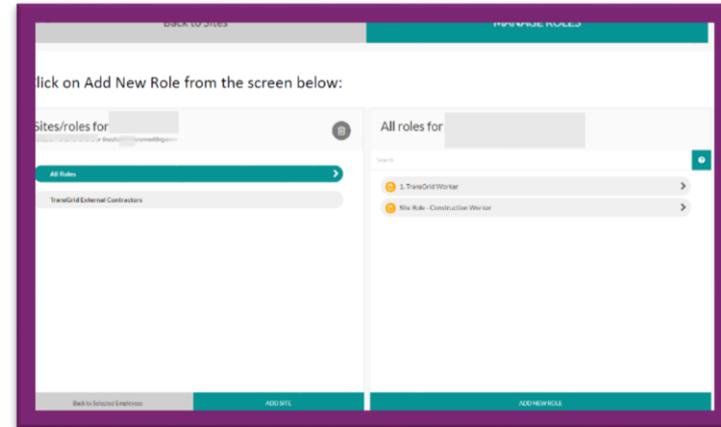
Step 03

03

During the registration of your workers, you can also book them TransGrid mandated training (PSSR) if required by the project or role they will hold



1. When registering your workers, your select will determine the competency documents (licences, cards qualifications) required, which you will need to upload into the system
2. If the worker is required to hold a Power Systems Safety Rules (PSSR) or Environmental worker role, you will be able to book your workers into training from the portal
3. Step by Step instructions on how to book into PSSR or Environmental training can be found [here](#)
4. Once the worker has completed their training, they will be issued with the worker role and able to commence work (pending additional on site sign-off)



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Step 04

04

If any workers will be working at a Project which uses WSAT Premium, you will need to associate them with that project site by following instructions [here](#)



1. In addition to the TransGrid External Contractors site, you may be asked to register your workers against a WSAT supported TransGrid Project
2. Check the Find my Project page to see if the project will be supported by WSAT during its duration.
3. Follow the instructions outlined on the Project Page to get your workers associated to the project.
4. During this process you will select the site and specific roles associated with this project
5. Once assigned, your workers will be issued with an online induction to complete prior to attending site to meet with a TransGrid Site Representative for final sign-off, any further inductions and site familiarisation activities

Find My Project

The TransGrid Worker Safety, Authorisation and Training System process is completed in two parts: business registration, and work registration, including induction bookings.

Contractors on the projects listed below will be invited to register by TransGrid and Pegasus before coming to work.

You should only follow the compliance process if you have been requested to do so by TransGrid, and you should only select the project or site you have been asked to register for.

Please click a button to find that project's registration instructions:

- SYDNEY EAST SUBSTATION REDEVELOPMENT
- 3W LINE REFURBISHMENT PROJECT
- TL 99A WOOD POLE REPLACEMENT PROJECT
- TRANSGRID EXTERNAL CONTRACTOR
- WAGGA SUBSTATION SECONDARY SYSTEM RENEWAL ARS

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Step 05

05

Ensure that your workers are issued with their Pegasus ID card prior to attending site



- Once you have completed the registration of your workers and assigned them to the TransGrid External Contractors Site (Mandatory) and any additional project (case by case basis), please ensure they receive and carry with them their Pegasus ID cards with them.
- Workers need to carry their cards at all times when working for TransGrid at a project or site.
- The Pegasus ID card will be used as a form of identification and used by TransGrid staff to check a workers authorisations, competencies and worker roles.

