

Sinden Biosite Portal

Guide for Organisation Administrators

Working with Biosite

As part of working on a Sinden project, all subcontractors are required to use our online induction platform, Biosite. This is a tool which allows us as the main contractor to register and securely store your operative's information and enables your people to

remotely complete our Company health, safety, and environment induction so that they can access and work on our sites.

The use of Biosite is mandatory for all subcontractors and operatives working on any

Sinden project, unless otherwise informed by Sinden. You should provide contact details for your nominated organisation administrator as soon as possible after an order is agreed to the following email address: biositesupport@sinden.co.uk

Assigning an Organisation Administrator

You are required to nominate an Organisation Administrator for your company so that you can register your company's staff and/or operatives on the Sinden Biosite portal.

Once registration and the online induction has been completed by each person it acts as a 'Passport to Work' across all our sites for that person, which means that they only need to

receive a very short site specific briefing when they arrive on any of our sites. This reduces the amount of time spent in inductions if attending more than one of our sites and enables the induction to be done at their convenience.

The induction is valid for 12 months from the date it is completed unless there is a major update.

You are responsible for ensuring that all the information provided on behalf of your organisation via the Biosite portal is complete and correct. By uploading details of your each of your staff/operatives you are confirming to Sinden that your organisation has ensured that the appropriate Right to Work checks have been carried out for those people.

How to register your staff/operatives

Log into the portal at: <https://thomas-sinden.biositesystems.com>

Select the 'Users' menu on the left toolbar.



To set up new users click the 'Add Operative' button on the right. **Add an email address to the operative's record to send them a link so that they can complete their registration information and the online induction.**

The portal can be accessed on a mobile device, so users can complete this process on a mobile phone if necessary.

Operatives will not be granted access to site unless their online registration and induction has been completed.

The following fields against each operative record must be completed by the Organisation Administrator - they are under the 'Role/Competencies' section as follows:

- What work will you be doing?
- Job Role/Trade
- Might you be required to drive a vehicle as part of your work?

It is not possible for the operative/staff member to complete the above fields themselves and **failure to complete them will render the registration incomplete and will prevent the person working on the site until they are completed.** Once this information is entered by the administrator, click **save progress.**

Completion of the induction registration form

Most of the rest of the induction registration form for each user can be completed by either you or the user themselves. The Equality & Inclusion fields are only accessible by the user themselves for data protection reasons.

If your users do not wish to provide answers to the equality and inclusion questions there is a 'Prefer not to answer' option for them to select.

It is recommended that the Organisation Administrator completes as much of the registration form and uploads all relevant competency/qualification information/evidence in advance of the user completing the remaining sections.

Depending on the answers to some of the questions there may be mandatory evidence of relevant competency training/qualifications that must be submitted – where this is the case the form will highlight the requirement.

You must ensure that the registration details are fully complete before your staff/ operatives attend site as failure to do so may result in them being refused entry until the details are completed. If a qualification such as a GQA issued CSCS card is not automatically verified by the system, please ensure the operative bring their card to site on their first day of work where our site team will manually check and approve their induction to then proceed as normal.



If a user loses their password/login information

You can look up Usernames for your people as follows:

Log into the portal and go to Users > Operatives > Select the Operative > Select 'Account' The 'Username' is listed under this section.

Once the operative has the Username, if they have mislaid their password they can go to the portal website, enter their Username and click the 'Forgot Password' link to have a password reset link emailed to them, or, in the same screen where you look up the Username, there is a 'Reset password' button for you to be able to send them a password reset to their email address.

It is not possible for you to access user passwords for data security reasons.

User registration on each site

When attending one of our sites for the first time after registration on the Biosite portal users will be required to have their fingerprints scanned and their photo taken so that they can log into our sites in future using biometric readers.

Where to get further help and information

If you have any questions about how to use the portal, require additional Organisation Administrators to be set up for your company, or are having trouble registering your staff/operatives please contact **Dom Dixon** or **Paul Cudmore** on **020 3906 5000**, or email **biositesupport@sinden.co.uk**.