## NEW Work Health & Safety (WHS) Online Training – Baptist Insurance Services – Login Process (November 2024)

Go to Baptist Insurance Services website <u>https://www.baptistinsurance.com.au/</u>

Click on 'Members Portal'



## Enter Login details:

- <u>Username:</u> dmfmember
- <u>Password:</u> dmf#members1193



Click on 'Work Health & Safety Training' on blue banner at top of screen.

You will then be taken to the Work Health & Safety Training page.

## WATCH THE VIDEO AS IT WILL EXPLAIN AND SHOW THE STEPS TO REGISTER AND COMMENCE TRAINING



After you've watched the video, Click **'Register for Training'** at the bottom of the page.



Fill in your personal details including your email address and your own unique Username and Password.

- Ensure you create a strong and secure password using 6+ characters including letters, numbers, and special characters.
- (Please note this Username and Password has no connection to the old WHS Training so it can be whatever you choose.)

Select your Church or Organisation from the list which has a search function. Start typing the name of your Church or Organisation and a short list will appear.

Select the State where your Church or Organisation is located.



Click 'Register' and you will be taken to the Dashboard.

Click on 'Courses' on the top right-hand corner.



There are two courses to choose from:

• Work Health & Safety - Staff

This training is aimed at all staff and volunteers – it provides a detailed overview of current WHS requirements and focuses on the foundational knowledge requirements all staff and volunteers need for all workplaces.

• Work Health & Safety - Manager

This training is aimed at all senior leadership positions – it provides a detailed overview of current WHS requirements and focuses on the foundational knowledge requirements that all leaders need to be aware of to meet their regulatory obligations.

**Note:** You are welcome to complete both the Staff and Manager course to enhance your WHS/OHS knowledge.



Select course by clicking 'Enroll Course'

## Once you chosen either the Staff or Manager Course, Click on 'Enroll now'



Click on '**Start Learning**' to Commence the online training course.



If you do not have sufficient time to fully complete the course in one sitting, you can logout and come back to where you last saved 'Mark as Complete'. The introductory video at the start of the course will explain more.

Certificate of Completion for each course can be downloaded or printed upon successful completion.