



Sitepass – Business COVID Registration Guide

To undertake contract work for CBH your business is required to supply COVID Vaccination status of your employees within the Sitepass system. The step in this process is to register the additional entry field within your Business Summary details of the company profile.

Note:

- This briefing instruction advice is an addition to the Contractor Business Registration Guide

Business COVID Vaccination Register Process

1. Access/logon to your Business Summary details on the CBH Sitepass portal <https://cbh-sitepass.kineoportal.com.au/>

Account Login





USERNAME

PASSWORD

 [Forgot?](#)

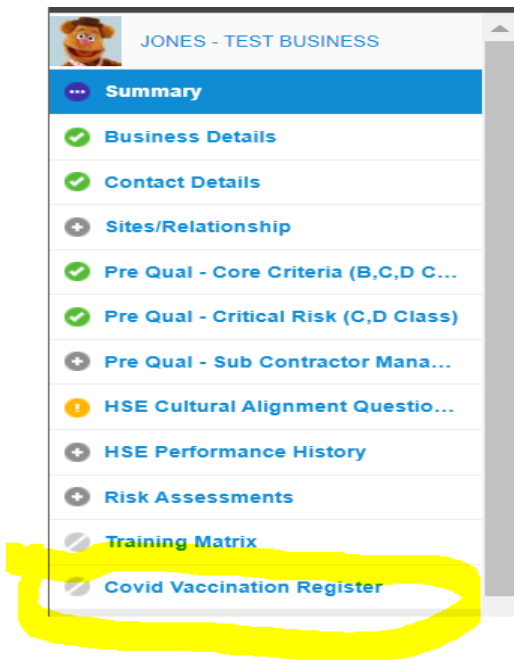
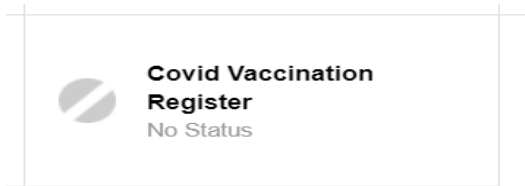
2. The COVID Vaccination Register is shown within the Business Summary fields.

Business Summary

 Business Details Approved	 Contact Details Approved	
 Covid Vaccination Register No Status		

Sitepass - Business COVID Registration Guide

3. The COVID Vaccination Register can be accessed by selecting either the Business Summary icon or selecting the COVID Vaccination Register icon on the left-hand side of the webpage.



4. Complete the question details as contained within the COVID Vaccination Register. Upload the register details then click on save and submit for approval at the bottom of the page. Once submitted, the status will change colour.

Covid Vaccination Status Register

- Can your company verify that all contractor employees performing work or otherwise entering a CBH site are vaccinated against COVID in accordance with the relevant State/Territory vaccination requirements?

Yes

- An updated Covid vaccination status register for all employees is attached.

Yes No

Add Attachment

If Covid vaccination status register is not attached, how will you verify that all contractor employees performing work or otherwise entering a CBH site are vaccinated against COVID in accordance with the relevant State/Territory vaccination requirements?

Sitepass - Business COVID Registration Guide

Business Employee COVID Vaccination Status Process

Individuals working as employees to the contracting business are required to supply a vaccination status within their employee summary details on Sitepass.

1. Employees are able to access/logon to their employee summary details on the CBH Sitepass portal <https://cbh-sitepass.kineoportal.com.au/>

Account Login

USERNAME





PASSWORD

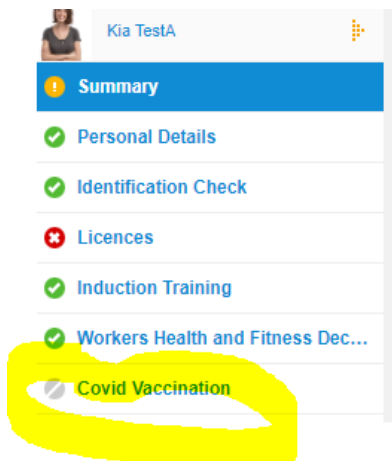
 [Forgot?](#)

Login

2. Access the COVID Vaccination Status icon either in the employee summary details or via the icon on the left-hand side of the webpage.

Employee Summary

 Personal Details Approved	 Identification Check Approved
 Workers Health and Fitness Declaration Approved	 Covid Vaccination No Status



Sitepass - Business COVID Registration Guide

COVID Vaccination Status

- **Covid-19 First Vaccination – Have you had your first dose?**

Must be provided by Dec 31st 2021

Yes

- **Covid-19 Second Vaccination – Have you had your second dose?**

Must be provided by Jan 31st 2022

Yes No

- **Covid-19 Third vaccination – Have you had your booster dose?**

Yes No

[Save and submit for approval](#)

3. Once you have provided all MANDATORY information, click save and submit for approval at the bottom of the page. Once submitted, the status will change colour.