

LENDLEASE GMR PASSPORT

Toolkit for External Online Learners

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lendlease

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Overview

What are the GMRs?

- The GMRs set out the Lendlease minimum requirements designed to effectively manage the critical risks associated with our operations.

What is the GMR Passport?

- The Lendlease GMR Passport is one of Environment, Health & Safety (EH&S) online learning tools in support of our Global Minimum Requirements Framework (GMRs). It will help you understand our new GMRs and the role they play in keeping us safe and healthy.
- The learning modules that make up the GMR Passport are available via an online system for wages and subcontract personnel. This covers parts of the GMR passport relevant to these workers.
- An alternative online solution is in place for salaried personnel working predominately in head offices, covering all the GMR's and is not covered in this document.

Why is the Passport important?

- Ensuring we all have an understanding of our GMRs is an important part of our commitment to sending people home safe and well.
- By increasing our knowledge of how to operate safely, you will also be helping to protect yourself, your colleagues, the workplace and the general public.
- Safety is everyone's responsibility and only by observing, sharing and learning from each other can we create the best places that are the safest places.

Why has a new GMR Passport been created?

- We have created a new GMR Passport in support of our new GMRs released in 2015, and how they relate to you and your role.

I recently completed my old GMR Passport, do I still have to do the new one?

- Yes. Our old GMR Passport focused more on compliance and standards has now been superseded by the new GMR Framework. It is important that all people undertaking work on behalf of Lendlease are trained in how to apply the latest GMRs.

Is the Passport compulsory?

- Yes it is mandatory for all Lendlease employees and third party contractors who have been assigned modules by a Lendlease business. Safety is a priority for all of us and we all play a part in creating the best places. That's why we each need to take the time to learn how to best apply our new GMRs.

What's different about the new GMR Passport training?

- For the first time at Lendlease we have personalised our EH&S learning, so you are only required to complete the modules most relevant to your role.
- Our GMR Passport is also more focused on empowering our people, rather than 'tick the box' compliance. Activities have been designed to challenge you and increase your understanding of our GMRs.

I have queries regarding the content of the EH&S Passport and the GMRs. Who should I ask?

- Please direct all content queries to your business representative, who will direct your enquiry to the relevant team.

Modules

Do we still have different modules for construction and asset?

- No. We now have one GMR Passport, broken down by each GMR from 0 to 4.

What modules are contained in the GMR Passport?

- There are six modules in our GMR Passport including an introduction, and a module for each of our GMRs; GMR 0 – Governance, GMR 1 – Investment, GMR 2 - Design and Planning, GMR 3 – Establishment, and GMR 4 – Delivery.

How long will it take?

- Each module will take 20-30 minutes to complete. You don't need to complete all modules in one sitting - our GMR Passport has been designed so you can complete the online modules at a time that suits you.

How long will I have to complete the GMR Passport?

- New employees will have 90 days from their commencement date to complete the training. The timeframe for completion for Contractors and staff will be determined by individual businesses but is intended to be completed before work commences.

Is there an assessment component I need to complete?

- You are not required to complete any assessment. The modules challenge you to review activities to increase your understanding of each of our GMRs, and how they will practically apply to you. You will interact with instructionally designed scenarios that represent the real life look and feel of our operations.

Which modules will I need to complete, and how will I know which ones are relevant?

- When you log onto the Learning system, you see list of relevant modules that have been assigned for you to complete. The modules may include:
 - Introduction
 - GMR 3
 - GMR 4

Do I need to complete the GMR Passport modules in any particular order?

- Yes. You need to complete the GMR introductory module first, followed next by the assigned GMR modules from 0 to 4 where relevant.

Is there a translated version available?

- The GMR Passport has been designed in English. A translated version will be made available in Simplified Chinese, Japanese and Spanish.

Access

What is Online Learning?

- Online Learning is Lendlease's external online learning platform for you to access all your Lendlease required learni

How will Lendlease know if I have completed the GMR Passport?

- Lendlease will receive regular reports around completion of the GMR Passport. This data will be recorded by user name, company name, country and/or by region.
- In addition to these reports, users will be able to print a certificate after having completed the final module in the learning stream.

What is a Learning Stream?

- A learning stream is a series of modules grouped together. Lendlease have 5 different learning streams for the GMRs, each containing different combinations of the modules. The stream assigned to you will be determined by the type of work activities that you undertake.

How do I access Online Learning?

- There are 2 streams available on the Online Learning Platform:
 - [Stream 4](#) – containing Intro Module, GMR 3 and GMR 4
 - [Stream 5](#) – containing Intro Module and GMR 4
- The Lendlease Business that you undertake work for will determine which stream you are required to complete. Most people will be assigned to Stream 5 and those associated with setting up a new site will be asked to completed Stream 4

How do I register for access to Online Learning?

- Go to the site above and Register for an account. You will be required to provide the required details in order to establish an account.

Can I use an email address for my Username?

- No, Lendlease recommends that your username is your actual name. Using alternate names will make it difficult to determine that you have completed the learning requirements.
- You will need to enter your email address in the email field so that you receive any email notifications or reminders generated by the system.
- It is possible to link multiple people to a single company email address.

What about passwords?

- Lendlease does not recommend specific password formats for use. The password you enter should be easy for you to remember and minimum of 8 characters long.

What if I forget my password?

- If you can't remember your password, you can click the password reset link on the login page, then enter your username and click the Send Password button. A link will be emailed to the email address you entered when you created your profile. After you click on the link you will be asked to choose a new password. You can use this password to login.

Do I need to fill in all the fields?

- Yes. To help Lendlease businesses identify and report on learning completions, please select the Country you are working in, the Business Unit and the Project.

How do I create a new account?

- The link forwarded to you by Lendlease, or within this document above will take you directly to the login page – you will be required to complete all registration details on the displayed page.

Can I access the EH&S Passport on my iOS (iPad) or Android device?

- Stream 5 (Intro + GMR 4) can be completed on an iPad or Android tablet, and of course PC or a laptop with the latest version of Internet Explorer, Chrome or Microsoft Edge.
- Stream 4 (Intro + GMR 3 + GMR 4) will need to be completed using a PC or Laptop with the latest version of Internet Explorer, Chrome or Microsoft Edge.

What happens once I complete all the modules?

- Upon completion of all assigned modules, a certificate of completion will be emailed through to the email address that you nominated in the registration process.

What do I do with my certificate?

- Your certificate is your verification that you have completed the Lendlease GMR Passport. You may be required to present this to your Lendlease business representative.

What are the minimum software requirements for running the Courses?

- Your computer must have a Browser Type listed below and **Adobe Flash 13**. The minimum bandwidth for the modules to perform relatively well is 360 kilobits per sec (kbs). The software requirements for running the GMR Passport are listed below.

Hardware / Software	Minimum requirement
Windows Settings	Windows XP or later
Mac OS X	Lion 10.7 or later

Browser Type and Version	Internet Explorer 9.0 Chrome Version 22.0.1229.94 m Firefox 16.0.2 Safari 6.0.2
Screen size	1024 x 768 pixels or larger
Sound	Computer speakers, ear phones or headset

Registration Process

Step 1

Click on 'Register Here'

Step 2

Complete all fields:

Note –Lendlease Employees are required to check the “Lendlease Employee” box – the requested information will vary.

You will receive an email confirming your username and password.

The screenshot shows the registration page for the Stream 5 Passport. At the top left is the Lendlease logo. Below it, the text 'Stream 5 Passport' is centered. A teal header bar contains the text 'REGISTER STREAM 5'. The main form area is dark grey and contains several input fields, each with a checkmark icon to its right: 'Enter first name', 'Enter last name', 'Enter phone number', 'Enter email', 'Lendlease employee' (with an unchecked checkbox), 'Select a country', 'Enter company name', 'Select an occupation', 'Enter username', and 'Enter password'. At the bottom of the form is a grey 'REGISTER' button. Below the form, the word 'Login' is written in a small, light blue font.

Step 3

Click on 'Login' at the bottom of the screen.

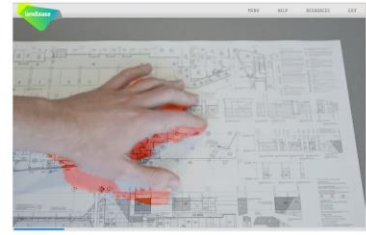
Note – if you do not wish to access Online Learning immediately, you can access it using the link provided in the confirmation email.

Step 4

Click on 'Login' at the bottom of the screen.

Note – if you do not wish to access Online Learning immediately, you can access it using the link provided in the confirmation email.

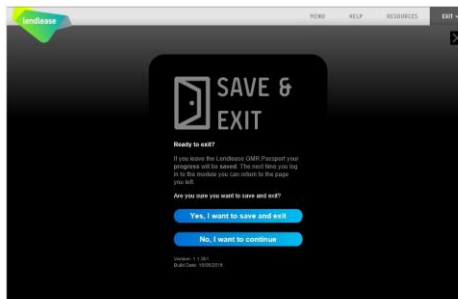
The screenshot shows the user's dashboard after logging in. At the top left is the Lendlease logo. At the top right, it says 'Logged in as: Billy Bloggs' with a dropdown arrow. Below the logo, the text 'Stream 5 Passport Dashboard' is displayed. A progress indicator shows '0/2 COMPLETED'. To the right of this is a large image of a modern building with a green facade. Below the image, there are two items in a list: 'GMR Introduction' and 'GMR 4', each with a checkmark icon to its right. The word 'es.' is partially visible to the right of the dashboard.



Step 6

After completing each of the assigned modules, click on 'Yes, I want to save and exit'. This will ensure that your completion status is registered.

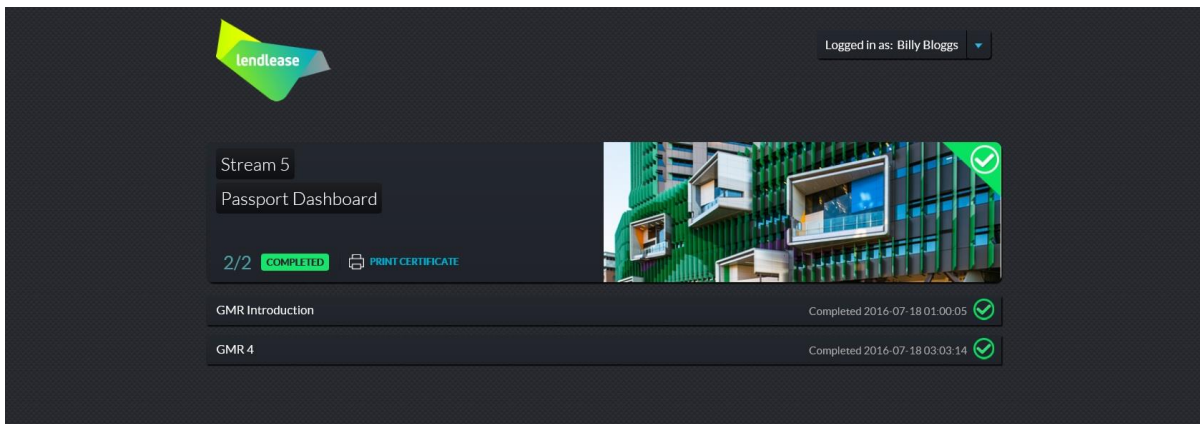
Note – Prior to completion, you can opt to leave and return to the module at any point in time



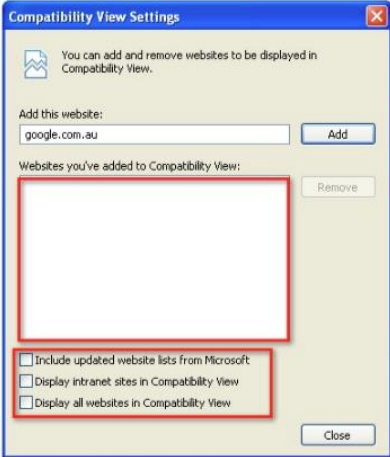
Completion and Lendlease GMR Passport Certification

After completing the final module, a certificate will be sent through to the nominated email address.

You also have the option to print the certificate – click on 'Print Certificate'.



Troubleshooting

Issue	Solution
<p>Internet explorer closes</p>	<p>Users logging on from a Lendlease PC or Laptop receiving this error should ensure that the compatibility settings have been set correctly - IE Explorer – Tools – Compatibility View Settings</p> <p>Ensure that there are no entries at all in the 'Websites you've added to Compatibility View' field and that none of the checkboxes at the bottom are selected.</p> 
<p>Internet Explorer Compatibility</p>	<p>Users experiencing Internet Explorer compatibility issues should attempt to log in using Chrome Version 22.0.1229.94 m.</p> <p>Google Chrome is a free product available from Google:</p> <p>https://www.google.com/intl/en/chrome/browser/desktop/index.html</p>
<p>Browser Type not compatible</p>	<p>Users experiencing compatibility issues relating to their browser type should note the following browser options:</p> <p>Internet Explorer 11.0 (Upgrade to v11 is free) Chrome Version 22.0.1229.94 m Firefox 16.0.2 Safari 6.0.2 Microsoft Edge</p>
<p>Sound not working</p>	<p>Ensure that volume controls on your device are not on mute and that the volume control is turned up.</p>