BMD CONTRACTORS MANAGEMENT SYSTEM (CMS) - WORKER

Guideline
Business Management Systems (BMS) Group
Document No.: BSM-GLE-01344

Document Version Control

Note: Most recent change to this document is highlighted in grey.

Rev No.	Rev. Date	Details of Revision	Approved by
18	14/04/2025	Update to Sections 9, 10, 11, 12, 13, 14 due to change of LMS platform.	Laureen Constable
17	31/08/2022	Update to BOLT links and screenshots due to change of URL.	Laureen Constable
16	17/12/2021	Removal of previous BOLT module requirements and the inclusion of BMD Global Core Induction.	Laureen Constable
15	08/09/2021	Amendment to Section 9. Removal of Coronavirus and Working with Cultural Differences BOLT modules as required modules.	Laureen Constable
14	28/06/2021	Addition of Sections 14 Module Self-enrolment and Section 15 Viewing Completed/Enrolled BOLT Module Status.	Laureen Constable
13	09/06/2021	Removal of 'Working Near Services (Fundamentals) module from the list of required modules in Section 12.	Laureen Constable
12	30/03/2021	Inclusion of Section 11 Change of Worker's Company, update to Section 12 to list required BOLT Modules and general update of images.	Laureen Constable
11	23/02/2021	Updated Quick Guide to a Guideline due to change in LMS Provider from ELMO to Adobe.	Laureen Constable

TABLE OF CONTENTS

1. PURPOSE

The purpose of this Guideline is to assist a worker in creating a profile within the BMD Contractor Management System (CMS) and BMD's Online Training (BOLT) portal.

2. SCOPE

The CMS can be accessed on any internet-capable device (e.g., tablet, laptop and smartphone) at any time.

From the CMS, relevant issued qualifications can be uploaded, and the required BOLT training undertaken prior to starting work on a BMD project site.

The system is designed to streamline our contractor approvals process and to provide access to the relevant BMD training to contractors, to help us all uphold the highest HSEQ standards.

3. CMS PORTAL REGISTRATION

Once your nominated Contractor Company Administrator has added you to the system, an email will be sent from BMD's Contractor Management System (contractor.noreply@bmd.com.au) providing an activation link for you to create your own profile. This link in this email is unique to the individual and must not be forwarded to anyone else.

If you have not received the activation email, please contact CMS.Support@bmd.com.au.

Once you have received the email, click on the green 'ACTIVATE ACCOUNT' button.
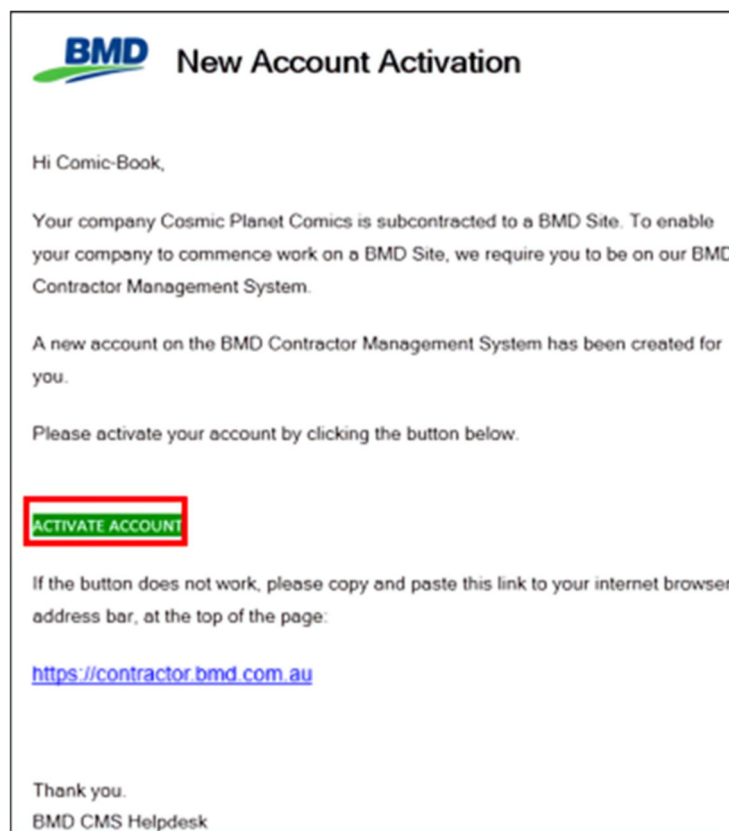

Fig. 1

Within the 'Redeem Invitation' screen, click the green 'Register' button.

Fig. 2

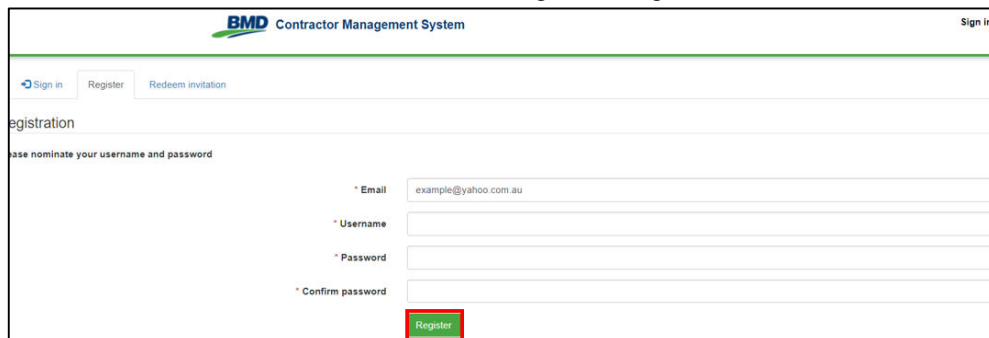A Username and Password is to be created, then click the green 'Register' button.

Fig. 3

You will be taken to the 'Profile' screen where you will be required to confirm your email address. Once this has been completed, select the 'Confirm Password' button.

A **second** email with a link to complete your registration will be sent. Users must click on this link to confirm their account before proceeding. Log in details will not work until this step has been done.
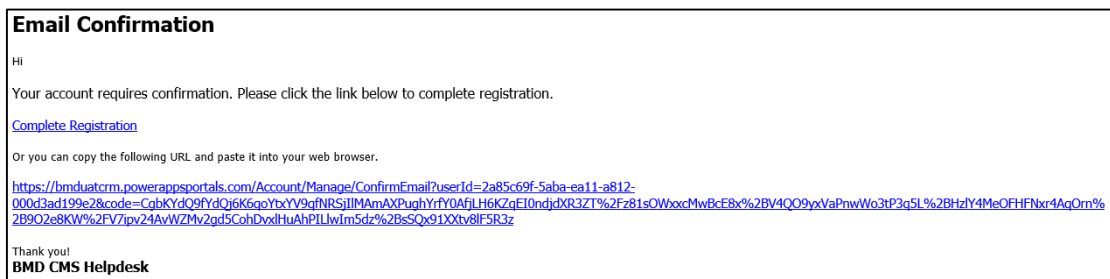

Fig. 4

3.1. CMS Portal Login screen

To access the CMS at any time, use the link CMS Login Screen (contractor.bmd.com.au/home) and sign in with your username and password. If you have forgotten your password, please see Section 3.3 Forgotten Password.

3.2. Change Password

To change your password, once you are logged in select the drop-down icon beside your name in the top left-hand corner, click 'Profile'.
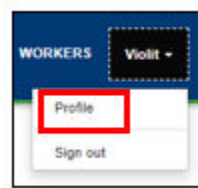
Fig. 5

Select 'Change Password' located under the 'Security' section.

Fig. 6

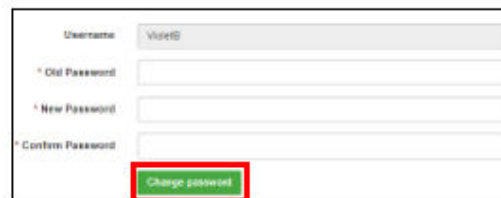Complete the details and select 'Change Password'.

Fig. 7

3.3. Forgotten Password

BMD cannot see your password and is unable to manually reset your password. If you have forgotten your password, please click the 'Forgot your password?' button on the CMS sign in screen.
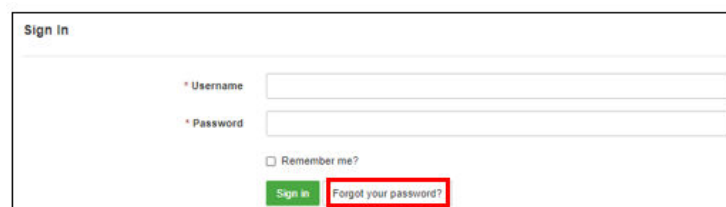

Fig. 8

4. WORKER PROFILE

4.1. Profile Creation

Once you have confirmed your email address you will be taken to the 'Welcome' screen. The ribbon across the top contains two tabs allowing you to access your profile information and documents easily. The 'HOME' screen contains three steps. At profile creation, please start at Step 1.
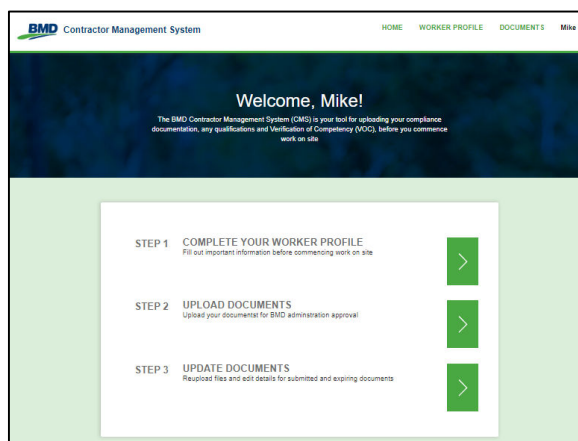
Fig. 9

4.2. Basic Information

The 'Basic Information' section allows us to capture the following:

- General information

- Emergency contact details

- Work details

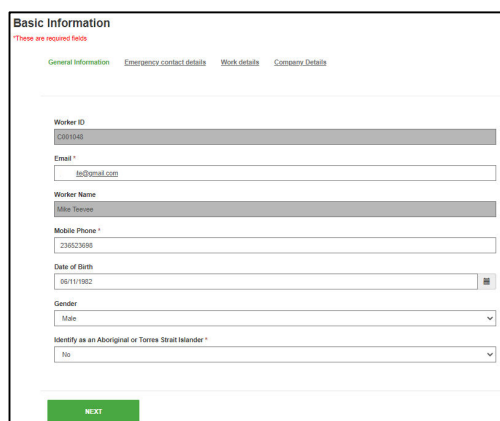- Company Details – This field is prepopulated and does not need completing.
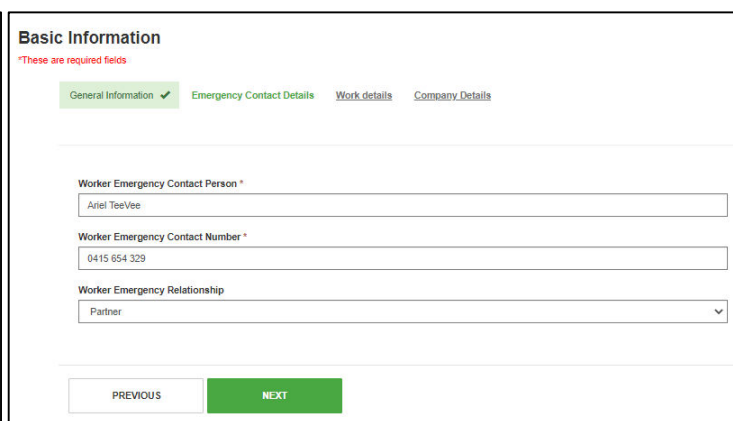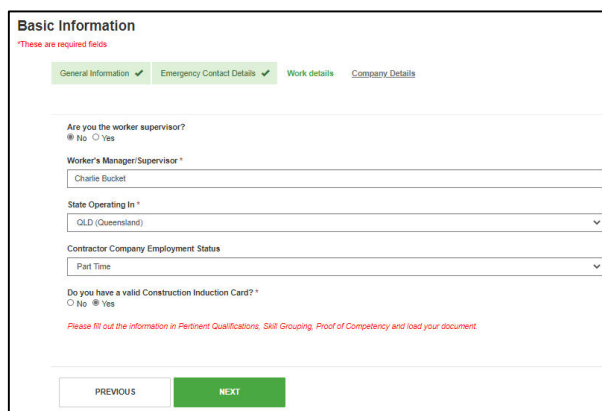

Fig. 10

Fig. 11

Fig. 12

Note: If you do not have a valid Construction Induction Card you will not be able to continue any further in the profile setup. Access to site will be denied. A 'Statement of Attainment' is only valid in our system for 30 days from attainment.

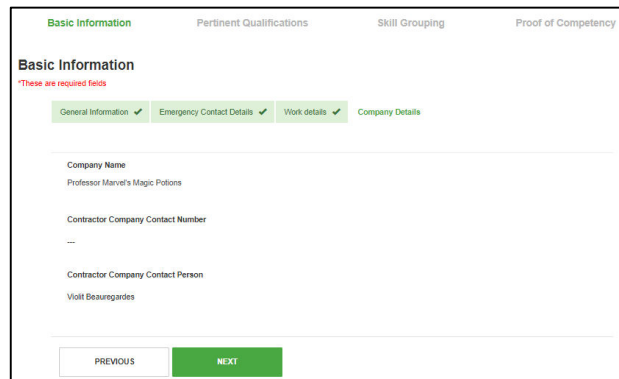The 'Company Details' screen is prepopulated and does not require you to complete any fields.

Fig. 13

5. PERTINENT QUALIFICATION AND SKILL GROUPING

When you are creating your profile, you must nominate a Qualification Group. Depending on the group selected further 'Skill" groupings will appear for you to choose. This triggers what documentation the system will ask to be provided.

Qualification Grouping	Skill Grouping
Spotters	RICCM202, Spotters Vic
Asbestos	Asbestos Awareness (ACT), Remove friable asbestos (Class A), Remove non-friable asbestos (Class B), Supervise asbestos removal (Class A), Course in Crystalline Silica Exposure Prevention, Asbestos General
Confined Space	Confined Space Rescue, Enter and work in Confined Space Entry, Work in accordance with issued permit, Gas Test Atmospheres
Handheld Tools	Quick Cut Saw
General Trades	Carpenter, Concreter, Fencing, Landscaper, Painter, Pipe Fitter, Plasterer, Roofer, Tiler
First Aid	Automated External Defibrillator, Emergency Lift Support, First Aid Advanced, First Aid Basic, CPR
EPC Operator (Earthmoving and Plant)	Backhoe, Compactor, Dozer, Dump Truck/Articulated, Dump Truck/Belly, EWP<11, Excavator, F/End Loader Track, F/End Loader Wheel, Grader, Haul Truck/Rigid, Roller, Scraper, Skid Steer, Telehandler, Tip Truck, Tractor, Water Cart
High-risk Works	C0, C1, C2, C6, CB, CD, CN, CP, CS, CT, CV, DG, HP, LF, LO, PB, RA, RB, RI, SA, SB, SI, WP
Registered Vehicle	Car, HC Truck, HR Truck, LR Truck, Marine, MC Truck, MR truck, Road Registered Tipper, Street Sweeper, Vacuum Excavation Truck
Traffic Management	Traffic Controller, Traffic Design, Traffic Management
Licenced Trades	Boilermaker, Electrician, Gas Fitter, Mechanic, Plumber, Welder

Qualification Grouping	Skill Grouping
Rail	ARTC Rail Induction, Aurizon Rail Induction, Awareness of Railway Fundamentals, QR SARC-QLD Rail, Rail Industry Workers Card, Safely Access the Rail Corridor
Construction Induction Card	General Construction Card
Work at Heights	Work Safely at Heights

5.1. Adding a Qualification

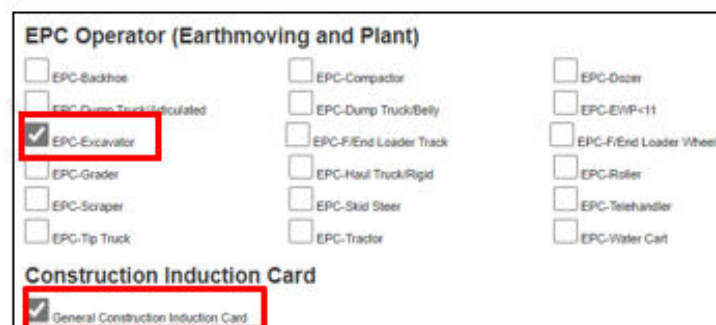Please only select the Qualification for the role you will be doing on-site.

Fig. 14

Note: Construction Induction Card must always be ticked.
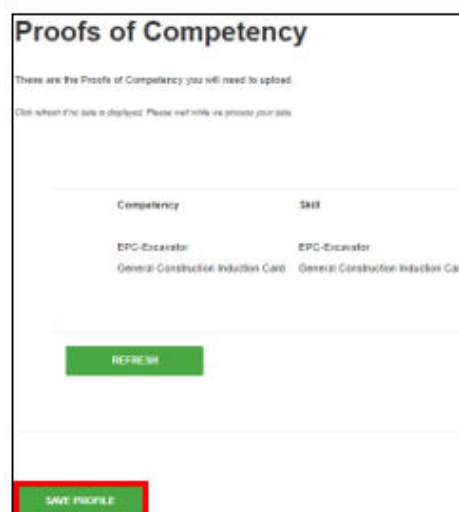
Select the relevant option from the list provided.

Fig. 15

A summary of your qualifications selected, and the proof of competencies required will be displayed. Select 'SAVE PROFILE'.

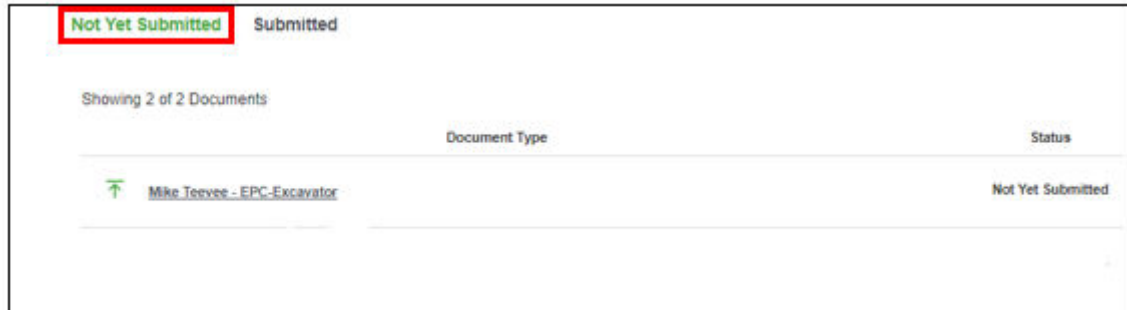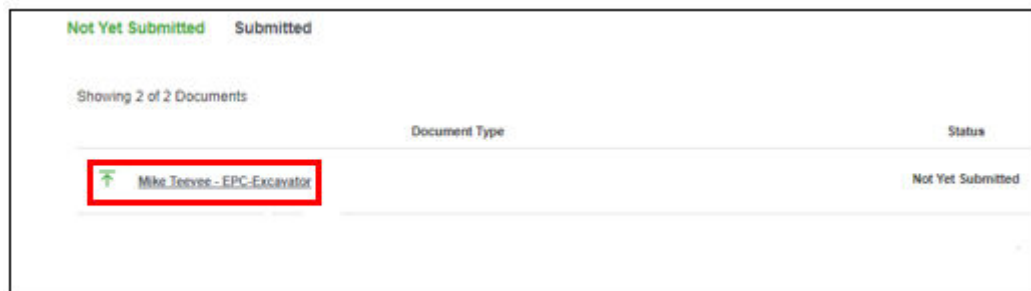**Fig. 16**

6. UPLOADING DOCUMENTS

The 'Documents' screen is divided into 'Not Yet Submitted' and 'Submitted'. Documents will be in the 'Not Yet Submitted' section until a file is uploaded.

Fig.17
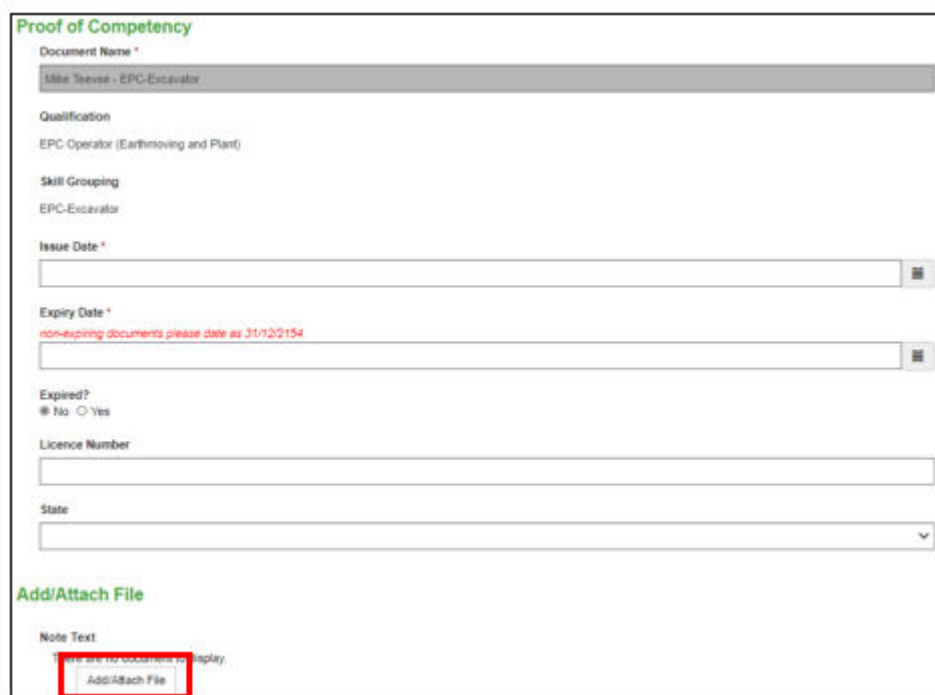
To upload a document, select the name of the document required for upload.

Fig.18

Complete the document details and select 'Add/Attach File' to upload the document.

Fig. 19

When uploading a file, you must populate the 'Note' section. Click on 'Choose Files' and select your file for uploading. Once you have chosen your file, select 'Add Attachment'.

Fig. 20

Scroll to the bottom of the screen and select 'SUBMIT'.

Fig. 21

The document will now appear in the 'Submitted' tab with a status of 'Pending Approval'.

Fig. 22

Please advise your Company Administrator upon completion of your document upload, the administrator will then need to forward this information via email to their project BMD Administrator for approval. Once approved the status will change from '**Pending Approval**' to '**Approved**'.

Note: A worker whose document is 'Rejected' will receive an email detailing the reason for rejection.
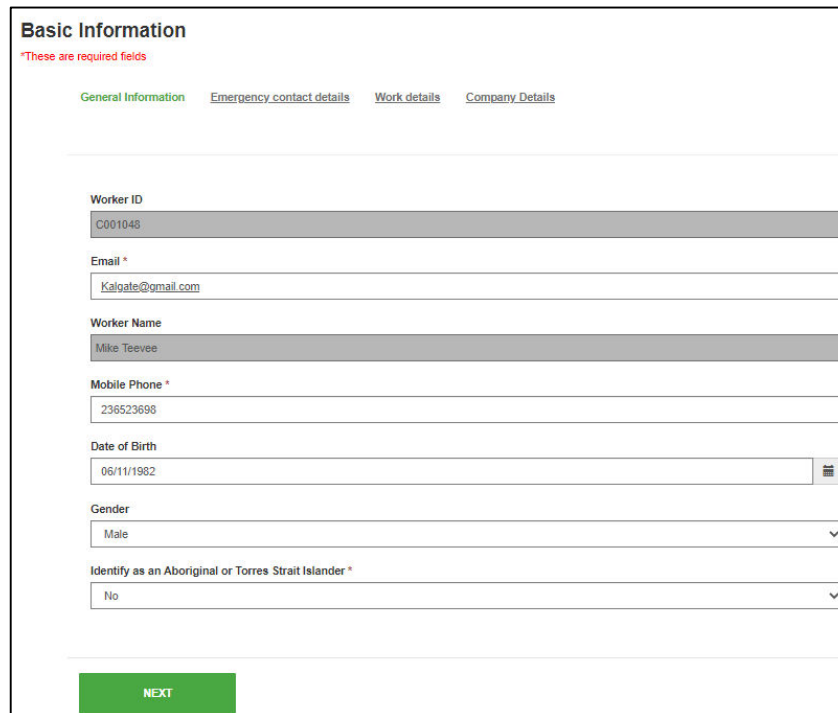
7. EDITING YOUR CMS PROFILE

If you require your email address to be updated, please email CMS.Support@bmd.com.au.

To edit other details in your profile, click on the 'WORKER PROFILE' option in the menu.

Fig. 23
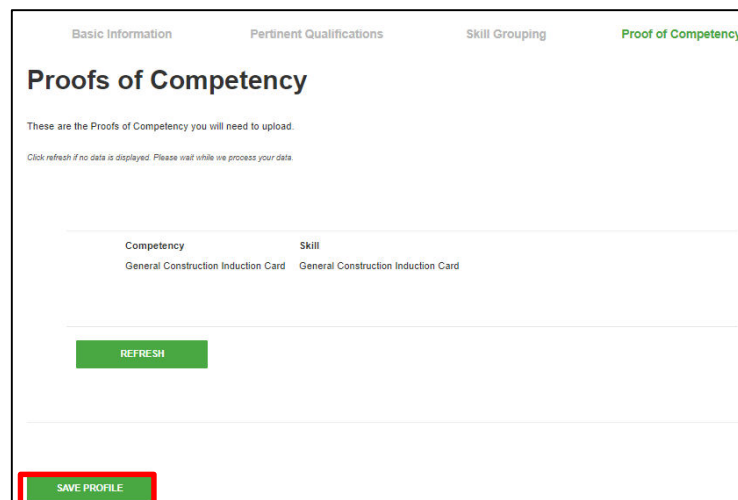
Fig. 24

Update the details as required and continue selecting 'NEXT' until you have reached the 'SAVE PROFILE' screen.

Fig. 25

8. CHANGE OF WORKER'S COMPANY

If you change the company you work for, you do not need to create another profile in the CMS Portal. Advise the new company that you already have a profile in the CMS and that they do not need to add you under their company. Email the CMS Helpdesk on CMS.Support@bmd.com.au with your new company details and support will make the required change to your profile.

9. WHAT IS THE BOLT PORTAL?

The BMD BOLT portal is a learning management system (LMS) that allows accessible training for external subcontractors.

All subcontractors (workers) will have access to the following courses only:

- BMD Global Core Induction (this is a mandatory course, and workers will be auto enrolled)
- Working Near Services-Fundamentals (self-enrol, when applicable)
- Working Near Services-Controller (self-enrol, when applicable).

9.1. Logging into the BOLT portal

Once you have completed your CMS profile, by selecting the green 'Save Profile' button in the CMS portal, a 'Welcome' email will be sent with a link to create your password.

The 'Welcome' email will come from 'noreply@myabsorb.com.au' and will look as per Fig. 26 below. It may go to Junk/Spam/Clutter folders, and we advise you to check these email folders before contacting support.

You must receive your 'Welcome' email from the BOLT portal prior to attempting to log in. This email is confirmation that you are registered in the BOLT portal.

Note: This link will expire after seven days. If the seven days has passed you can click on the 'Forgot Password' link (see Section 11).
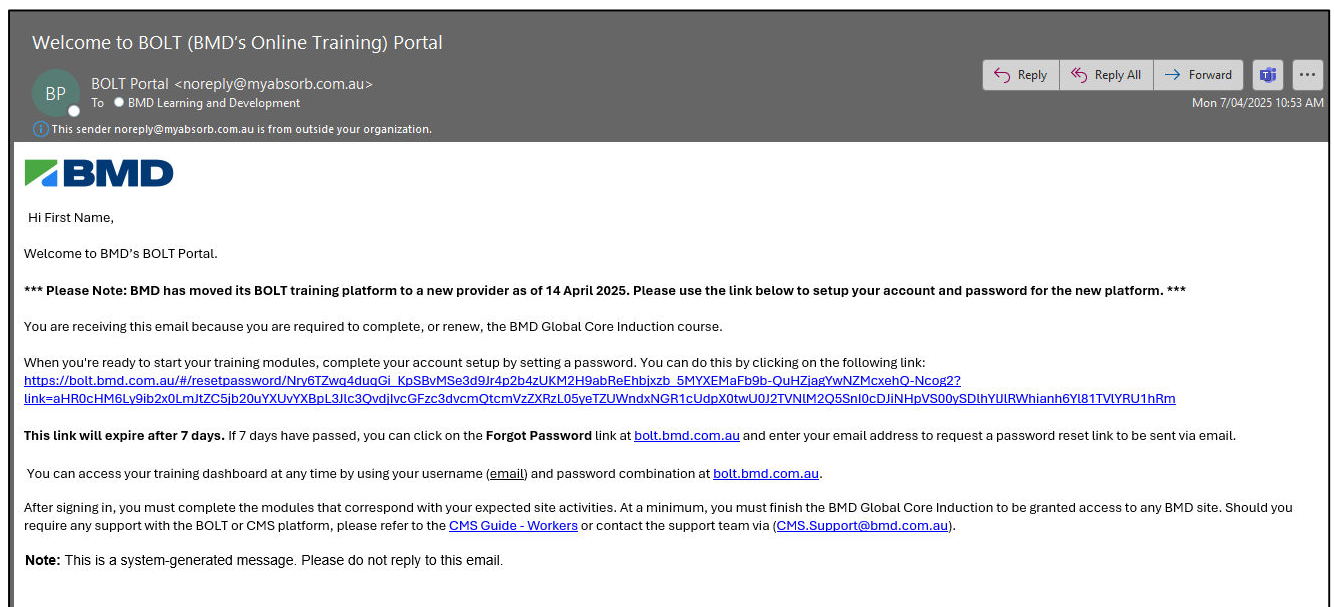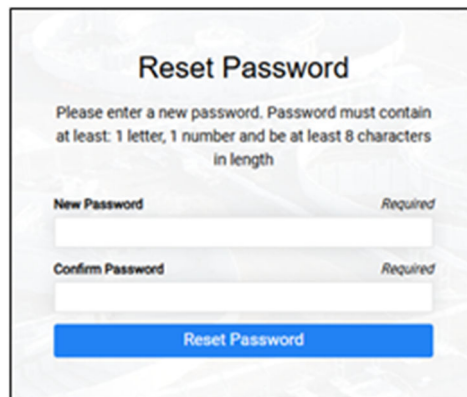
Welcome to BOLT (BMD's Online Training) Portal

BP BOLT Portal <noreply@myabsorb.com.au>
To ● BMD Learning and Development

Reply | Reply All | Forward
Mon 7/04/2025 10:53 AM

ⓘ This sender noreply@myabsorb.com.au is from outside your organization.

BMD

Hi First Name,

Welcome to BMD's BOLT Portal.

*** Please Note: BMD has moved its BOLT training platform to a new provider as of 14 April 2025. Please use the link below to setup your account and password for the new platform. ***

You are receiving this email because you are required to complete, or renew, the BMD Global Core Induction course.

When you're ready to start your training modules, complete your account setup by setting a password. You can do this by clicking on the following link:
https://bolt.bmd.com.au/#/resetpassword/Nry6TZwq4duqGi_KpSBvMSe3d9Jr4p2b4zUKM2H9abReEhbjxzb_5MYXEMaFb9b-QuHZjagYwNZMcxehQ-Ncog2?link=aHR0cHM6Ly9ib2x0LmJtZC5jb20uYXUvYXBpL3Jlc3QvdjIvcGFzc3dvcmRzZzL05yeTZUWndxNGR1cUdpX0twU0J2TVNlM2Q5SnI0cDJiNHpVRWhianh6b6Yl81TVlYRU1hRm

This link will expire after 7 days. If 7 days have passed, you can click on the **Forgot Password** link at bolt.bmd.com.au and enter your email address to request a password reset link to be sent via email.

You can access your training dashboard at any time by using your username (email) and password combination at bolt.bmd.com.au.

After signing in, you must complete the modules that correspond with your expected site activities. At a minimum, you must finish the BMD Global Core Induction to be granted access to any BMD site. Should you require any support with the BOLT or CMS platform, please refer to the CMS Guide - Workers or contact the support team via (CMS.Support@bmd.com.au).

Note: This is a system-generated message. Please do not reply to this email.

Fig. 26

10. ACCESSING BOLT PORTAL

10.1. Activating your account

Click on the link in the 'Welcome' email (see Fig. 26) to be directed to the set password screen.

Fig. 27

Once you have successfully reset your password, select 'Login'.

Fig. 28

The 'Login' screen will now display. Enter your username and newly created password.
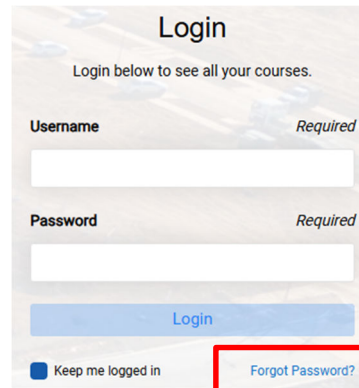

Fig. 29

11. FORGOT PASSWORD

The 'Forgot Password' option can be used for the following:

- You have already created a password in the new portal but unable to remember it.

- You have deleted or unable to locate the 'Welcome' email.
- The link in the 'Welcome' email has expired (i.e. seven days has elapsed since the 'Welcome' email was sent).
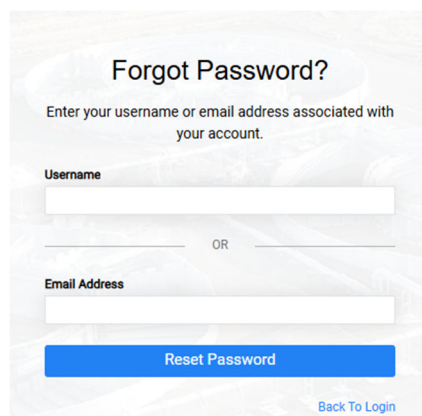
Navigate to the 'Login' screen - https://bolt.bmd.com.au/#/login and select the 'Forgot Password' option in the bottom right-hand corner.

Fig. 30
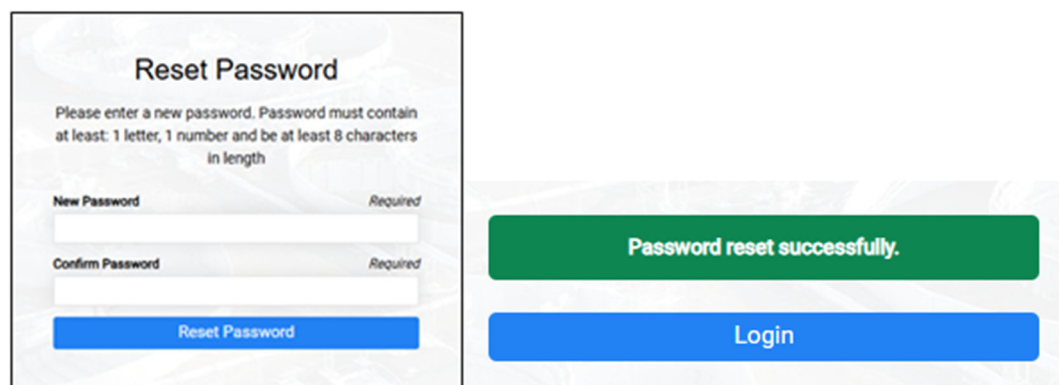
Enter the email address and select 'Reset Password' (Fig.31).

Fig 31

An email will be sent with a link to reset your password. Enter a new password and confirm password (Fig. 32).

Fig 32

12. SYSTEM OVERVIEW

The main homepage is referred to as the Dashboard. The dashboard provides quick access to various parts of the system through a series of tiles and widgets.

To easily navigate back to this Dashboard from within the portal, click the 'BMD logo' in the top left corner.
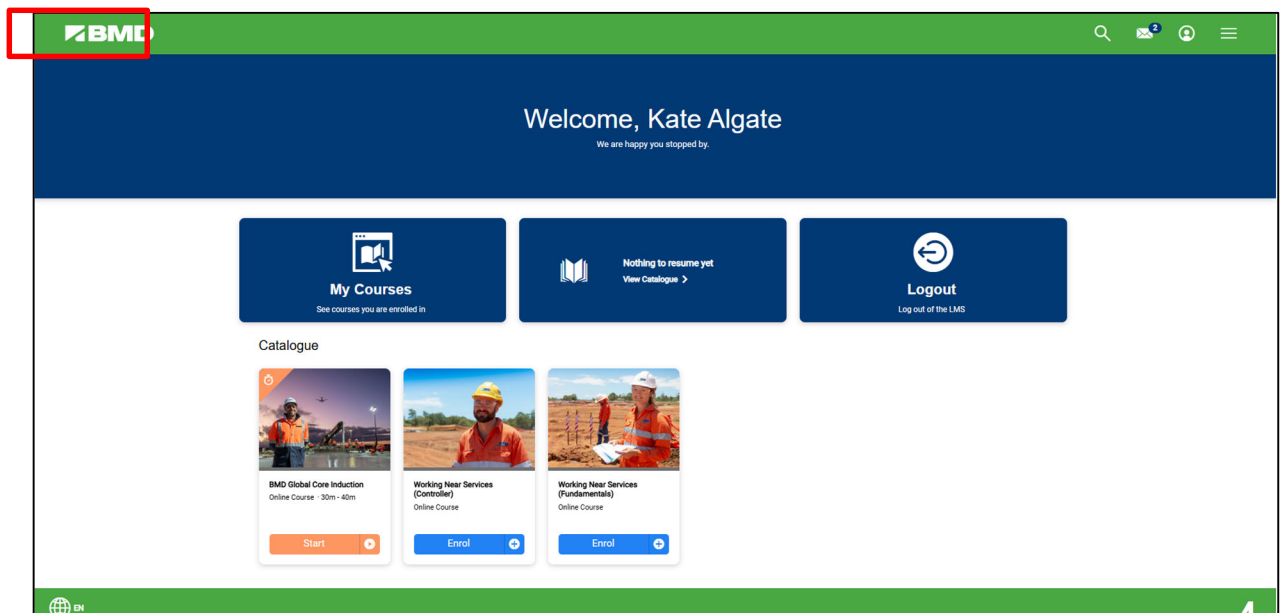

Fig. 33

12.1. My Courses

You can view the courses that you are currently enrolled in through the 'My Courses' page. The 'My Courses' page can be accessed using the hamburger menu, or via the 'My Courses' tile on the dashboard.

The 'My Courses' page shows all assigned courses you have been assigned or completed. Use the Refine Search pane to view only incomplete / outstanding courses, by clicking the "Show Completed" toggle.

Icons are used in the system to visually represent course progress and actions available. The icon is in the top left-hand corner of the module display.

Fig. 34

Refer to the table below for common icons and their meanings.

Icon	Meaning
✔	Course is complete.
!	Mandatory course is not yet complete.
⏱	Course is overdue for completion.
▶	Start course - this course has not yet been commenced.
🗩	Resume course - this course has been commenced but is not yet complete.

Fig. 35

Note: Start and Resume course icons may appear orange instead of blue for mandatory courses.

12.1.1. Course Due Dates.

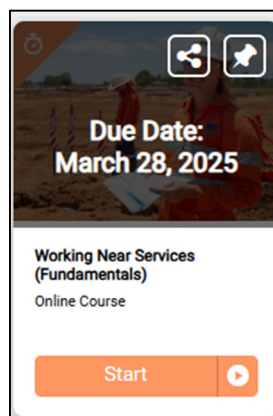You can find the course due dates by hovering over the tile.

Fig. 36

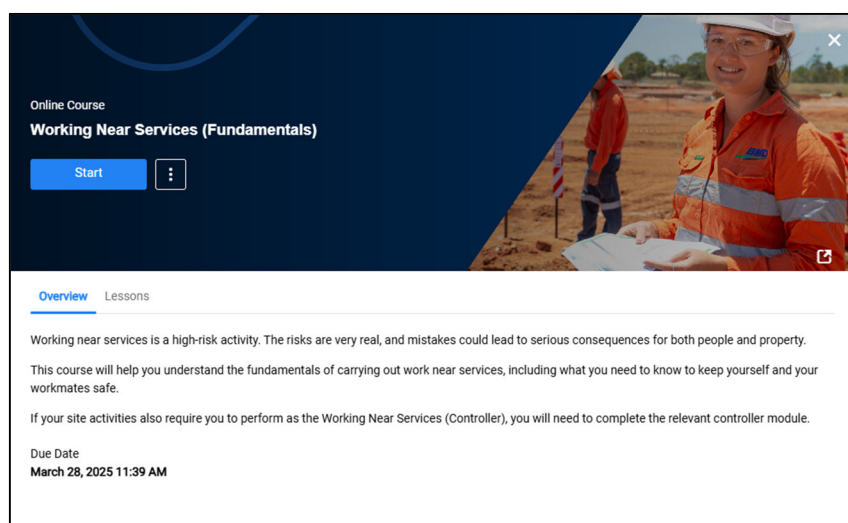The due date is also displayed at the bottom of the course information screen.

Fig. 37

12.2. Catalogue

The **Catalogue** is the central location for all online courses available. It can be accessed using the hamburger menu, or via the Catalogue section on the dashboard.

You can browse and enrol in various modules directly from the Catalogue.
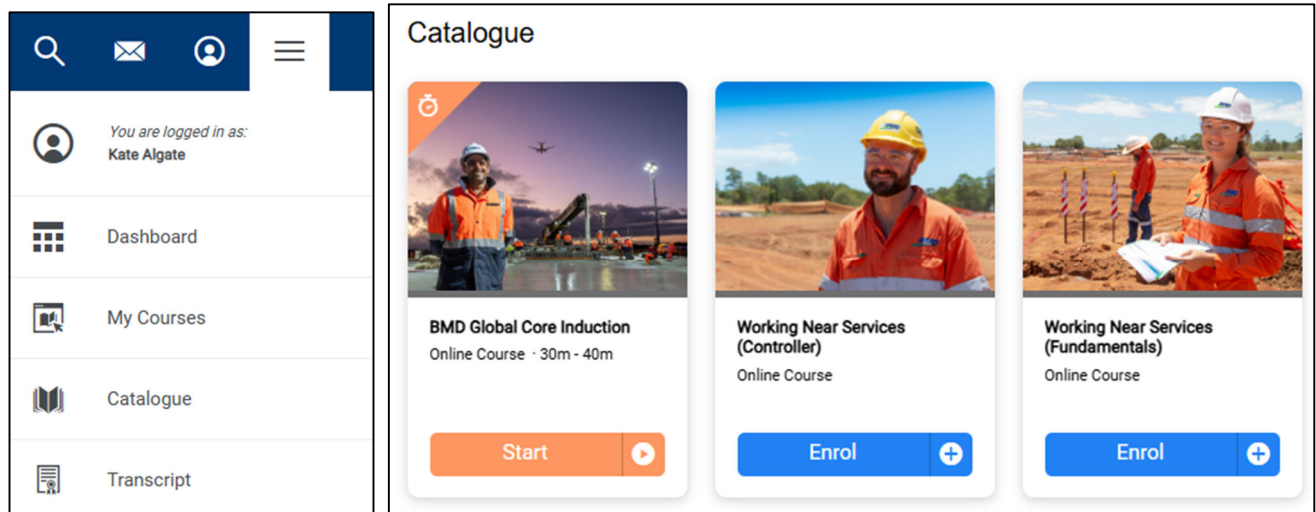

Fig. 38

12.3. Transcript

You can view a log of your course enrolments, incomplete and completed courses by accessing your **User Transcript**. This can be found by selecting "**Transcript**" in the hamburger menu.

Your User Transcript details your training history including attendance status, enrolment dates and assessment scores. Click the **Print Transcript** button at the top of your transcript page, to access a print friendly version of the transcript.

You can also open or view a course from the User Transcript by clicking the "**View**" button where available.
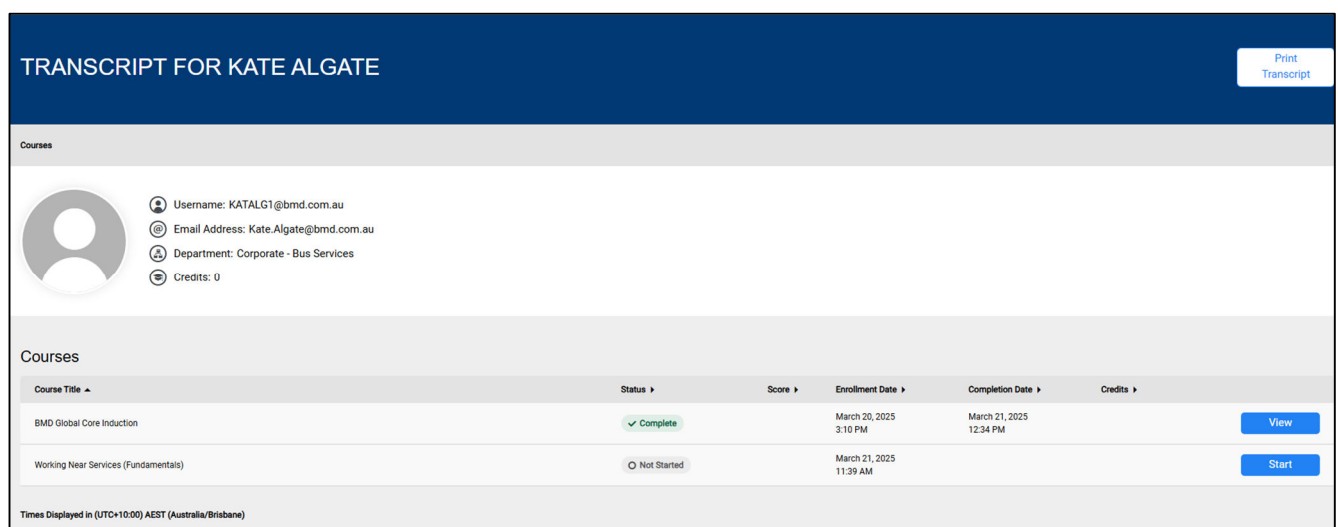

Fig. 39

13. COURSE MANAGEMENT

13.1. Enrolling in a Course

You will be automatically enrolled in the **BMD Global Induction** course. Depending on the Project requirements, you may be asked to self-enrol in the Working Near Services (Fundamentals) and/or Working Near Services (Controller).

Note: Users cannot enrol in the Working Near Services-Controller module until they have first completed the Working Near Services-Fundamentals.

To self-enrol in a course:

1.   Locate the course using the Search function or via the Catalogue.

2.   Click the "Enrol" button that corresponds with the desired course (Fig. 40). This will immediately enrol you in the course and add it to your "My Courses" list. You will also receive an email notifying you of the enrolment.
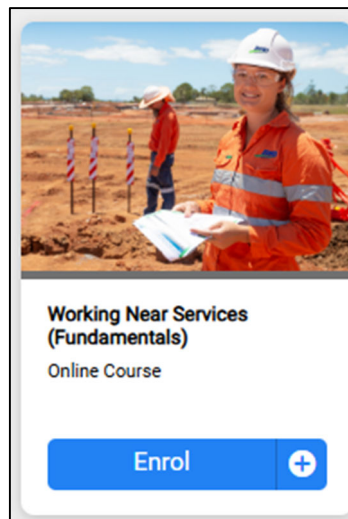

Fig. 40

3.   From the same screen, click "Start" to begin the course (Fig. 41). Alternatively, you can continue browsing the BOLT portal and navigate to the enrolled courses by visiting your "My Courses" list.
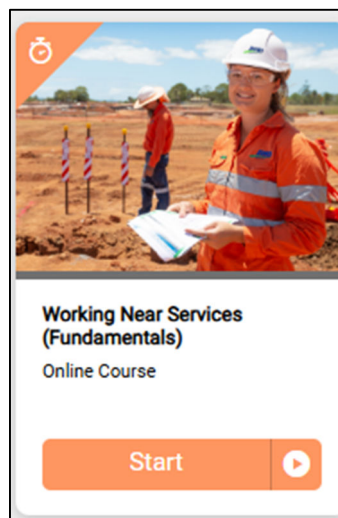

Fig.41

13.2. Unenrolling from a Course

Workers cannot unenroll themselves from any courses. Please raise a support request via
CMS.Support@bmd.com.au.

13.3. Exiting a Course

Once you have completed a course and any required assessment quiz, you can click the "Exit Course X" button in the top right-hand corner of the screen to exit the course. (Fig. 42).

If you are on a mobile device, you will need to click the two upwards arrows at the bottom of the screen, then click the "Exit X" button in the top right-hand corner instead (Fig. 42). The webpage will then refresh and take the user back to the dashboard.
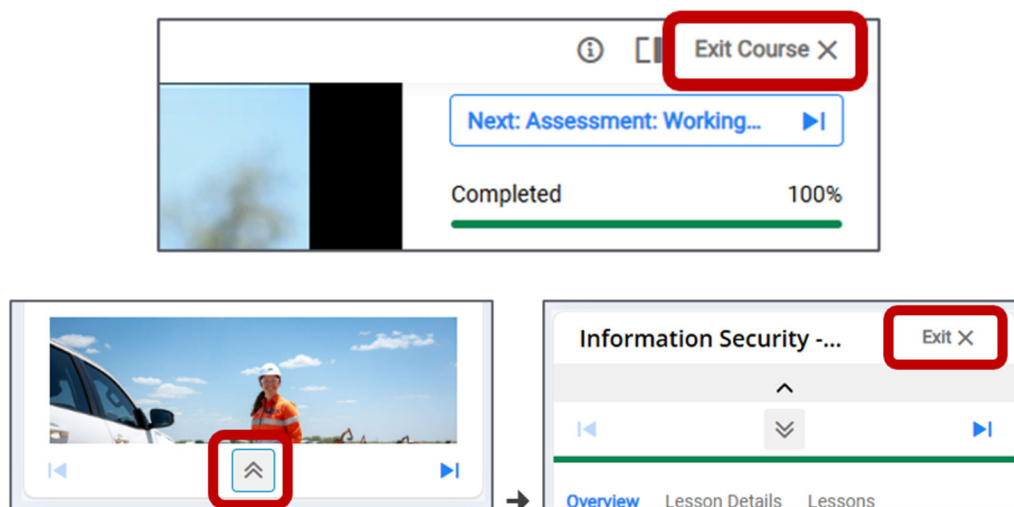

Fig. 42

13.4. Course Completion

Once you successfully complete a course within the portal, the course will be marked as 'Completed'. You will also receive an email notification advising the course is complete.
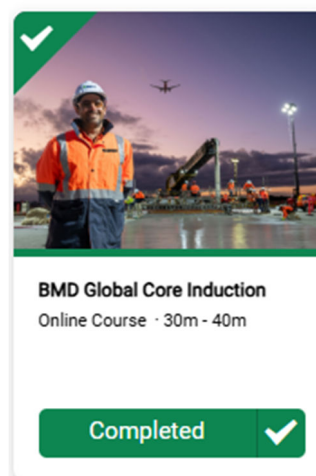

Fig. 43

14. MOBILE ACCESS

At present, a mobile app is not available. Users wanting to access the portal via a mobile will need to do so using the web browser on their mobile.

Due to issues that can occur with the display of the courses on the mobile, it is recommended that you access the portal on a computer or tablet instead.

15. SUPPORT

Please email CMS.Support@bmd.com.au.

Step by Step User Guide

Please refer to the following guides for assistance in navigating and interacting with the website:

Guide for Workers [PDF]
Guide for Contractor Company Admin [PDF]

Help

For technical issues or any difficulties: Please refer to **FAQs** or email BMD CMS Helpdesk at **CMS.Support@bmd.com.au**

Privacy Policy

BOLT Contractor Training

Fig. 44

THAT'S THE POWER OF

BMD