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Apri 2026

SIMS User Guide

Victorian Infrastructure Delivery Authority

VHBA Contractors



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1. Introduction

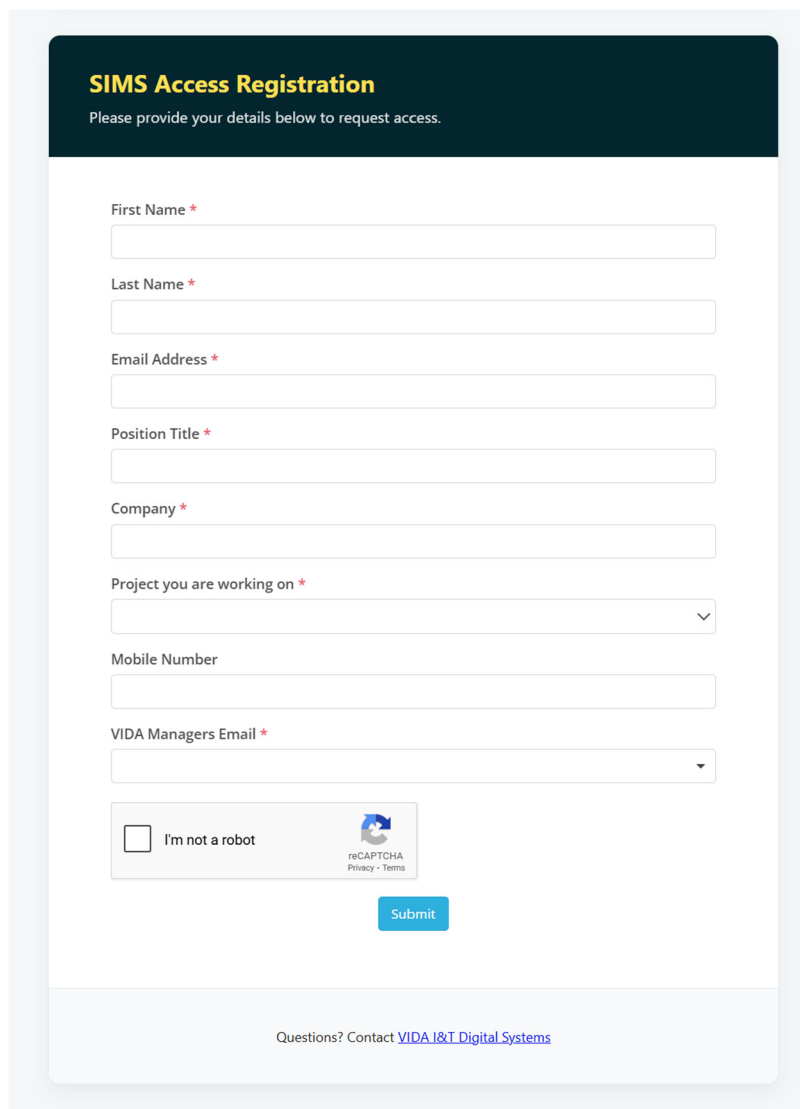
The Safety Incident Management System, commonly referred to as SIMS is an electronic data capture and reporting system used by Victorian Infrastructure Delivery Authority (VIDA) to capture health and safety related information. Each month contractors are required to upload their safety performance data into SIMS. The SIMS report must be completed no later than the fourth working day of each month, and prior to each monthly progress meeting report. This user guide is designed to assist VHBA contractors navigate SIMS and show you how to enter your monthly safety performance data.

Before you can access SIMS, you will need to register as a user. There is no limit on the number of registered SIMS users each VHBA contractor can have.

2. How to Register for Contractor SIMS Access

Step 1: Complete the SIMS Contractor Registration Form. A link to the form can be found [here](#).

Step 2: Once you have completed the form, you can submit it by clicking on the 'Submit' Button. This button can be found at the bottom of the form in the middle.



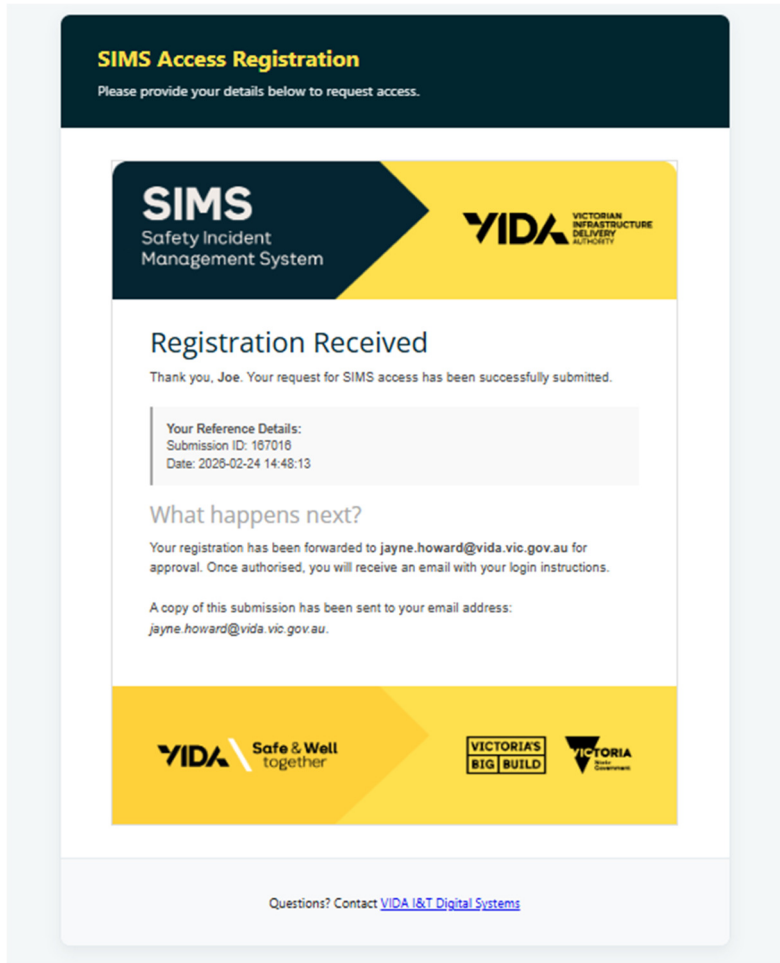
The image shows a screenshot of the 'SIMS Access Registration' form. The form is titled 'SIMS Access Registration' and includes the instruction 'Please provide your details below to request access.' The form fields are as follows:

- First Name *
- Last Name *
- Email Address *
- Position Title *
- Company *
- Project you are working on * (dropdown menu)
- Mobile Number
- VIDA Managers Email * (dropdown menu)

At the bottom of the form, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Submit' button.

Questions? Contact [VIDA I&T Digital Systems](#)

Step 3: Once your registration form has been received you will receive an email letting you know

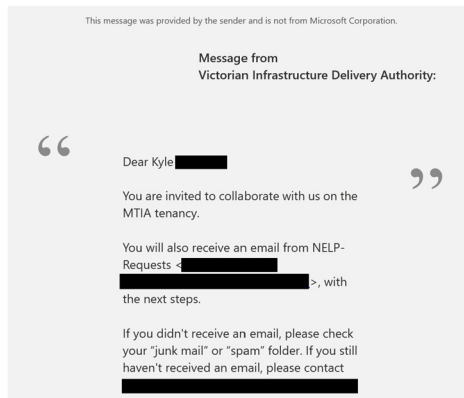


Step 4: Allow up to 3 days for your registration to be processed by VHBA. Once approved you will:

- Receive an automated email from Microsoft Invitations on behalf of Victorian Infrastructure Delivery Authority.
- Accept the invitation and follow the instructions on how to set up your authentication.
- An email will come within 2-3 business days from the SIMS Administrator with a link to SIMS.

Important Notes:

- **Each project must have at least one registered user. Multiple people from your organisation can be registered to a single project.**
- **Users can only be allocated one project. If a user requires access to more than one project, please reach out to discuss with options with your VHBA safety contact.**
- **The monthly safety performance statistics need to be entered into SIMS before the 4th day of the next month.**



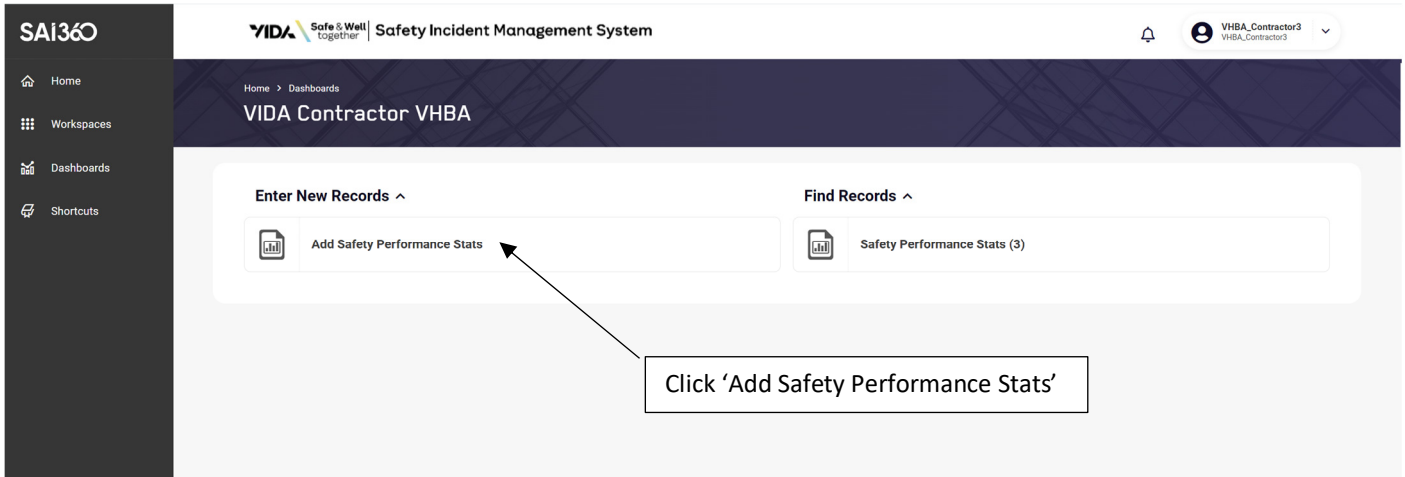
If you accept this invitation, you'll be sent to <https://dtpl.sharepoint.com/sites/MTIA-GuestUser>.

[Accept invitation](#)

3. Using SIMS and commencing a monthly report

Once you receive the link to SIMS, simply click on it. <https://sims.mtia.vic.gov.au/prod/#/main>

You will be taken to the Contractor Reporting page. Below is a screen shot of what that looks like. To create a new record, click on 'Add Safety Performance Stats'.



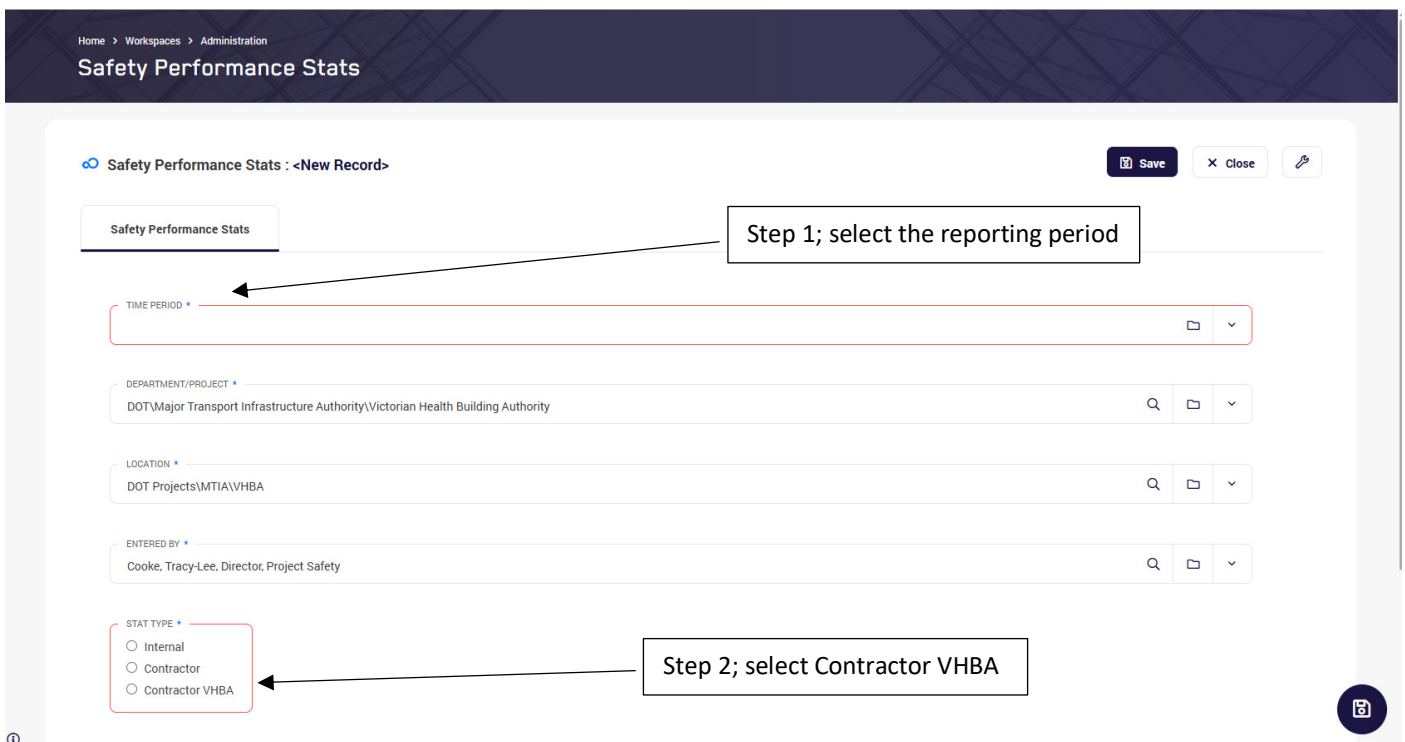
Step 1: Enter the Time Period you are reporting on. Type in the year (i.e.2026) in the 'Time Period' text box. A list of the months will appear. Simply scroll down the list until you get to the reporting month you are after, then select.

OR



Select the folder icon and a range of options listing year/month/dates will appear. Scroll down until you find the year and month applicable to your reporting period, then select.

Note: the most current dates are at the bottom of the list, so you will need to scroll all the way down if you use the arrow down button.

Step 2: In the 'Stat Type' field, select 'Contractor VHBA'. Once you have selected this option additional fields will appear. You will not be required to select a project name. This will be done automatically as your name is linked to the project you nominated when you registered for SIMS access.



STAT TYPE *
 Contractor VHBA

CONTRACTOR NAME  

Step 3: Scroll down and you will see a new prompt will appear asking for the 'Contractor name'.

Type your organisation's name in the text box. A list of contractors will appear that match your entry. For example, if you type in Lend, you will be presented with all names that include those letters, such as LendLease, Lendnest, Lend Full etc. Select the correct contractor.

Note: If your company name does not appear, email your safety contact at VHBA and request the company name be added to the list.

4. VHBA Contractor Monthly Safety Performance Data

VHBA requires you to complete a Contractor Monthly Safety Report no later than the fourth working day of each month, and prior to each monthly progress meeting report.

As you scroll down you will see that a number of new fields have now appeared. A screenshot is provided as an example of what you will see.

Step 1: All questions must be completed. Most of the questions will require a numerical response. Where you need to provide a written response, the description must be short and succinct. These field have a character limitation of 100.

Step 2: To save a report click on the save button. You will find the save button in the top right corner of the report. You may need to scroll up the page to find the save button. You can also click on the save icon. This can be found at the bottom right of the page.

SAVE button at the top. You may need to scroll up to find it

SAVE icon at the bottom of the screen.

VHBA Contractor - Inspections

NO. OF SITE SAFETY INSPECTIONS COMPLETED BY THE OHS TEAM <input type="text"/> Value is required.	NO. OF SITE SAFETY INSPECTIONS COMPLETED BY THE FOREMAN/SUPERVISOR <input type="text"/> Value is required.	NO. OF SITE SAFETY INSPECTIONS COMPLETED BY THE SITE MANAGER <input type="text"/> Value is required.	NO. OF SITE SAFETY INSPECTIONS COMPLETED BY THE SENIOR MANAGER <input type="text"/> Value is required.
NO. OF SWMS OBSERVATIONS COMPLETED BY THE OHS TEAM <input type="text"/> Value is required.	NO. OF SWMS OBSERVATIONS COMPLETED BY THE FOREMAN/SUPERVISOR <input type="text"/> Value is required.	NO. OF SWMS OBSERVATIONS COMPLETED BY THE SITE MANAGER <input type="text"/> Value is required.	NO. OF SWMS OBSERVATIONS COMPLETED BY THE SENIOR MANAGER <input type="text"/> Value is required.

WAS THE RISK REGISTER REVIEWED THIS MONTH?
 Yes No
Value is required.

RISK REGISTER REVIEWED COMMENT
Value is required.

VHBA Contractor - Audits

NO OF AUDITS COMPLETED - 3RD PARTY <input type="text"/> Value is required.	NO OF NON-CONFORMANCES - 3RD PARTY <input type="text"/> Value is required.	NO OF AUDIT ACTIONS OUTSTANDING WITHIN THIS MONTH - INTERNAL <input type="text"/> Value is required.	NO OF AUDIT ACTIONS OUTSTANDING WITHIN THIS MONTH - 3RD PARTY <input type="text"/> Value is required.
NO OF AUDIT ACTIONS OUTSTANDING FROM PREVIOUS MONTHS - INTERNAL <input type="text"/> Value is required.	NO OF AUDIT ACTIONS OUTSTANDING FROM PREVIOUS MONTHS - 3RD PARTY <input type="text"/> Value is required.	NO OF SITE VISITS BY UNIONS <input type="text"/> Value is required.	

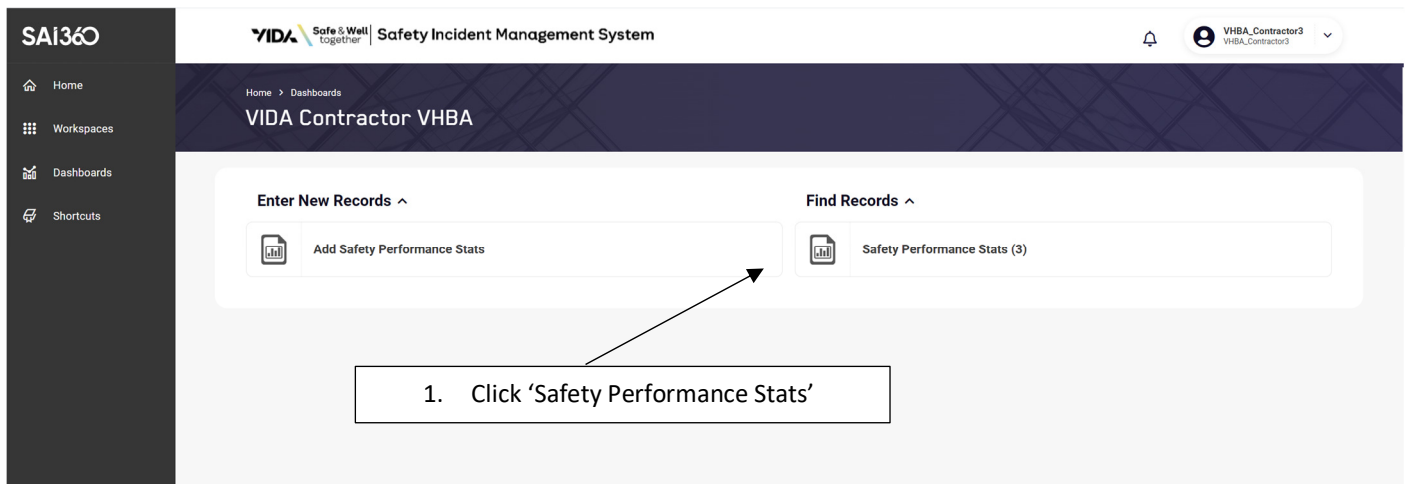
Step 3: When you save your monthly report record, a pop up will appear on the screen confirming that your record has successfully been saved.

IMPORTANT NOTES:

- **You have 30 minutes to complete the report in full, so please ensure that you have all the information you need before you start entering data. All fields must be completed.**
- **You will not be able to save your data if there is any missing information or you have exceeded the character limitation. Fields with missing data will be highlighted in red, signifying information is still required. Once all the fields are completed you will be able to save your data.**
- **Saving a report that is partially completed is not possible.**
- **If you leave the page before all the fields are completed you will lose your data and will need to start from the beginning.**

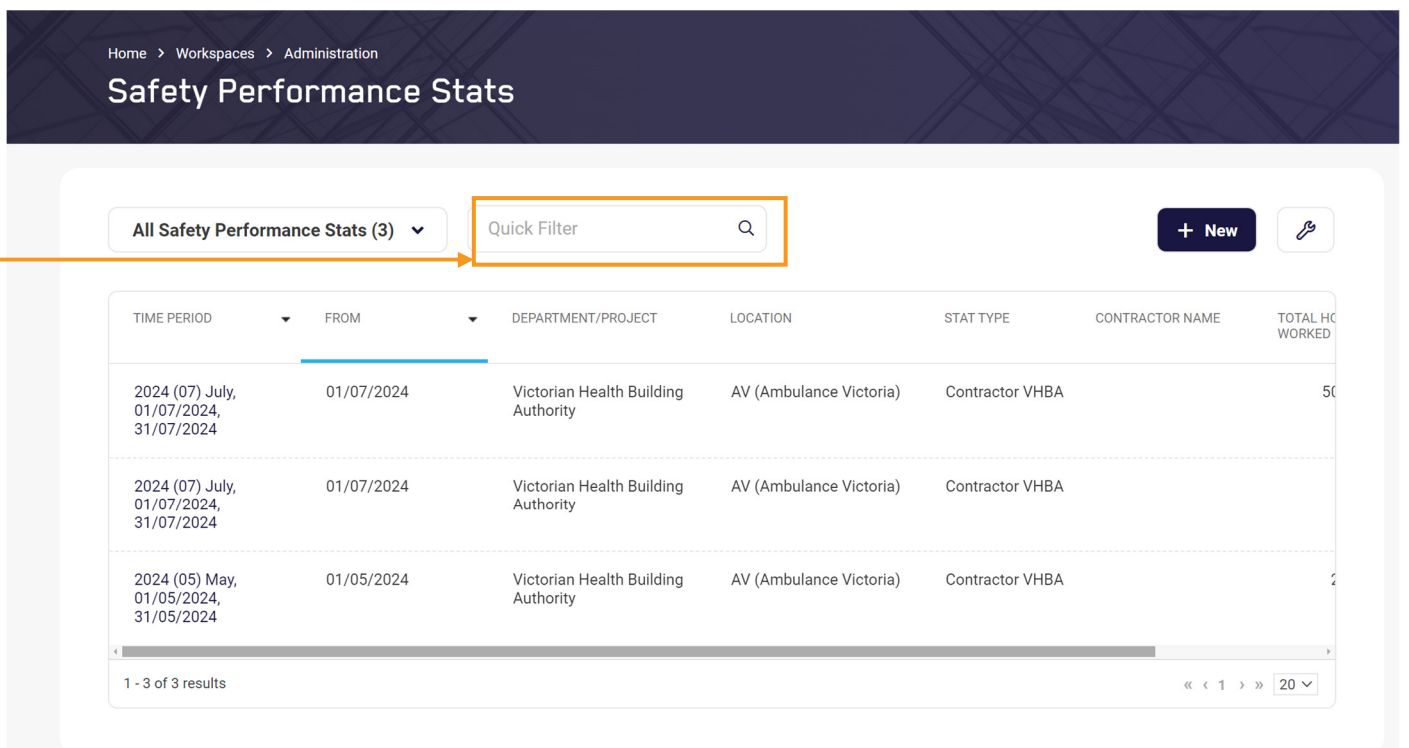
5. Find existing records

From the home page, click on the 'safety performance stats'



This will open up the record search screen.

Use the 'Quick Filter' and type the month you need to find and press the magnifying glass.





Alternatively, at the right of each of the column headings is a filter icon. As you move the cursor over the column, the filter icon will appear. Click on the filter icon and a filter option will appear (the filter option is unique to each column).

Home > Workspaces > Administration

Safety Performance Stats

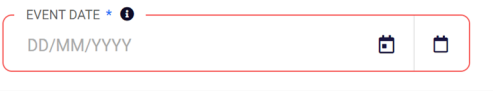
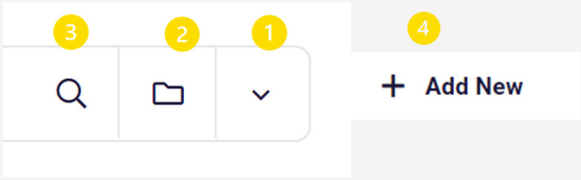
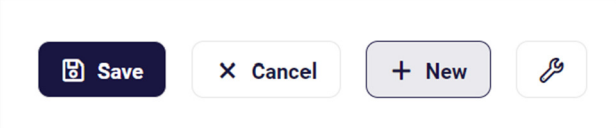
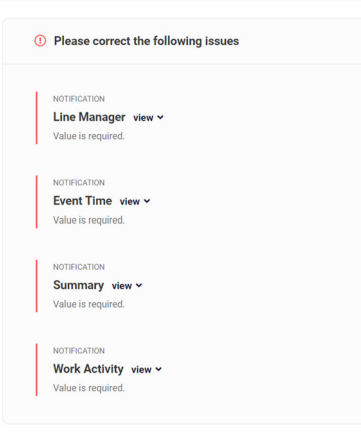
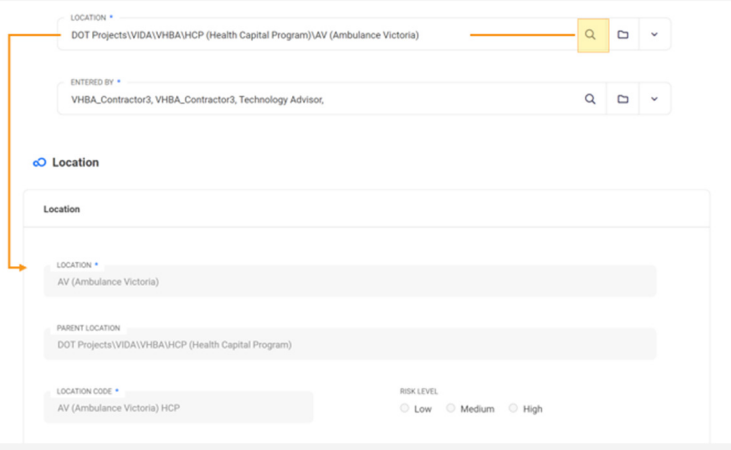
All Safety Performance Stats (3) Quick Filter + New

TIME PERIOD	FROM	DEPARTMENT/PROJECT	LOCATION	STAT TYPE	CONTRACTOR NAME	TOTAL HC WORKED
2024 (07) July, 01/07/2024, 31/07/2024	01/07/2024	Victorian Health Building Authority	AV (Ambulance Victoria)	Contractor VHBA		50
2024 (07) July, 01/07/2024, 31/07/2024	01/07/2024	Victorian Health Building Authority	AV (Ambulance Victoria)	Contractor VHBA		
2024 (05) May, 01/05/2024, 31/05/2024	01/05/2024	Victorian Health Building Authority	AV (Ambulance Victoria)	Contractor VHBA		2

When you find the record you need to update, click on the time period.

6. Common icons and features

The table below provides an overview of the basic functionality within SIMS.

Feature	Functionality
	<p>Red Outlines and asterisk* next to a field name denotes that it is a mandatory field.</p>
	<ol style="list-style-type: none"> 1. Drop-down- select on the arrow a drop-down list is displayed 2. Folder – a pop-up box is presented where you can search for the required value 3. Magnifying glass–a read-only view will display the detailed description of the field selected in the field. 4. '+ Add New' will open up a new page to allow you to add detail to the record.
	<p>When inside a record these icons are static in the top right corner of the page.</p> <p>To keep any data within a record you must Save the Record, if there are any missing fields then an error will be displayed.</p> <p>If you want to print the record, you need to select the spanner, then select 'Save to PDF'.</p>
	<p>Upon saving a record the system will display a message if there are any errors.</p> <p>The message will appear at the top of the page.</p> <p>By selecting 'view' the system will take you to the field that requires a value/amending.</p>
	<p>The magnifying glass icon is not a search button. It opens a 'Quick View' page which shows the details of the person or location in the field. This is read only content to check that the correct value has been selected.</p>