

# USC CONTACT PERSON CHECKLIST



This checklist is designed to prompt you as to the requirements for engaging a contractor, to ensure you fulfil your duty of care to contractors and others who may be impacted by the work of contractors being undertaken at or for USC.

For further information please refer to the USC Contractor Management Guideline and the Contractor Induction Guide.

## 1.0 WHAT TO SEND THE CONTRACTOR

You have sent the contractor the following information and documents:

	Yes	N/A
The Contractor Induction Guide	<input type="checkbox"/>	<input type="checkbox"/>
Name and contact details of the USC contact person (and alternative contact if required)	<input type="checkbox"/>	<input type="checkbox"/>
Details of how to access USC's Online Safety Training	<input type="checkbox"/>	<input type="checkbox"/>
Instructions on how and where to sign into the USC Contractor Management System (Sine) when working at or for USC	<input type="checkbox"/>	<input type="checkbox"/>
Instructions for additional training if required (eg if entering USC restricted spaces)	<input type="checkbox"/>	<input type="checkbox"/>
The requirement for submitting the following safety documents: <ul style="list-style-type: none"><li>• Risk assessment/s</li><li>• Safe Work Method Statement (for high risk work)</li><li>• Safety Data Sheets (for any hazardous chemicals they will be using)</li><li>• USC permits (hot works or confined spaces)</li><li>• Any specific licences required for the work being undertaken</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
Time and location of site induction	<input type="checkbox"/>	<input type="checkbox"/>
Information on parking at USC	<input type="checkbox"/>	<input type="checkbox"/>
Any other information required by the contractor	<input type="checkbox"/>	<input type="checkbox"/>

## 2.0 PRIOR TO THE CONTRACTOR STARTING, YOU HAVE RECEIVED:

	Yes	N/A
Proof of successful completion of USC's Online Safety Training (and any additional required training) by all contracted workers	<input type="checkbox"/>	<input type="checkbox"/>
All requested safety documents	<input type="checkbox"/>	<input type="checkbox"/>
Any other material requested of the contractor	<input type="checkbox"/>	<input type="checkbox"/>