

USC MODERATE and/or HIGH-RISK CONTRACTOR: Package introduction

Name of Contractor: _____

Name of USC Contact Person: _____

Telephone: _____ Mobile: _____ Email: _____

Name of alternative contact (if required): _____

Telephone: _____ Mobile: _____ Email: _____

If you have received this package you have been engaged as a Contractor by USC. The person contracting your services has deemed that you are classified as a "USC Moderate and/or High-Risk Contractor". The information contained in this package details what is required for you to provide and maintain a safe and healthy working environment for you and your workers and any other person at USC that your work may potentially affect. For the purpose of your USC contract the term "worker" refers to: the employees of the Contractor, any sub-contractors and/or labour hire personnel engaged for the purpose of the contract, and their employees.

This package also details:

- how you and your workers are to complete mandatory USC Health and Safety Induction
- any documents you have to complete and submit to the USC Contact Person prior to commencing your work at USC

Package contents:

- USC Moderate and/or High-Risk Contractor Induction Guide
- Relevant maps
- A checklist to ensure that you have submitted all required safety documents and have all necessary information prior to commencing work at USC.
- Any other information deemed relevant by your USC Contact Person.

Additional information that you may require:

- Please check the USC website to familiarise yourself with any USC policies, procedures and guidelines that may be specific to your work at USC: www.usc.edu.au
- For USC Health Safety and Wellbeing information and access to relevant training: www.usc.edu.au/hsw

If you do not have access to the internet please inform your USC Contact Person, so alternate arrangements can be made.

Please take note of the following:

	Yes	No
You and all of your workers are required to successfully complete USC online High-Risk Contractor induction	<input type="checkbox"/>	–
You are required to submit a Safety Management Plan (Principle Contractors only)	<input type="checkbox"/>	<input type="checkbox"/>
You are required to submit a Safe Work Method Statement (SWMS) of any high-risk work	<input type="checkbox"/>	<input type="checkbox"/>
You are required to submit copies of workers' licences (for high-risk activities)	<input type="checkbox"/>	<input type="checkbox"/>
You are required to submit a risk assessment for the work you are to undertake at USC that is not covered in the SWMS	<input type="checkbox"/>	<input type="checkbox"/>
Date required by:		
You are required to submit copies of MSDSs for any hazardous chemicals you will be using	<input type="checkbox"/>	<input type="checkbox"/>
You will be required to undergo additional training prior to commencement at USC (information included)	<input type="checkbox"/>	<input type="checkbox"/>
A site induction will be conducted by:	<input type="checkbox"/>	<input type="checkbox"/>
Location: _____ Time: _____		
You will be required to alert the following personnel when you commence work:	<input type="checkbox"/>	<input type="checkbox"/>
Name: _____ Telephone: _____		
You are required to complete and have authorised specific USC permits (eg hot work or confined space entry permit)	<input type="checkbox"/>	–
You (and all workers) are required to check in and out at Facilities Management on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>
You are required to complete and sign the accompanying Moderate and/or High-Risk Contractor Health and Safety Checklist and return it to your USC Contact Person	<input type="checkbox"/>	<input type="checkbox"/>
Suggested parking is indicated on the attached USC map: _____ Cost: _____		

The details of these requirements are contained in the Moderate and/or High-Risk Contractor Induction Guide, included in this package.

If you have any questions or concerns at any stage, you are to direct these to your USC Contact Person.