

Contractor Induction Portal Guide

UNSW Staff

[Link to – Contractor Induction Portal](#)

All contractors working on site must have a site manager/contact who has control and management of the worksite/work activities. UNSW Staff engaging contractors directly are considered the Project Managers and therefore have related responsibilities.

The purpose of this guide is to help UNSW Staff to register and find currently registered business in the Portal, and review their relevant documentation, to ensure that they are current and appropriate before they are engaged for work at UNSW premises.

UNSW Staff engaging contractors through Estates Management (EM) do not need to go through this process, as EM would carry out the contractor evaluation on their behalf.

Any work involving alterations of or works on building structures or equipment maintained by Estates Management (EM), MUST go through EM, and not dealt with directly. [Refer to HS801 Contractor](#)

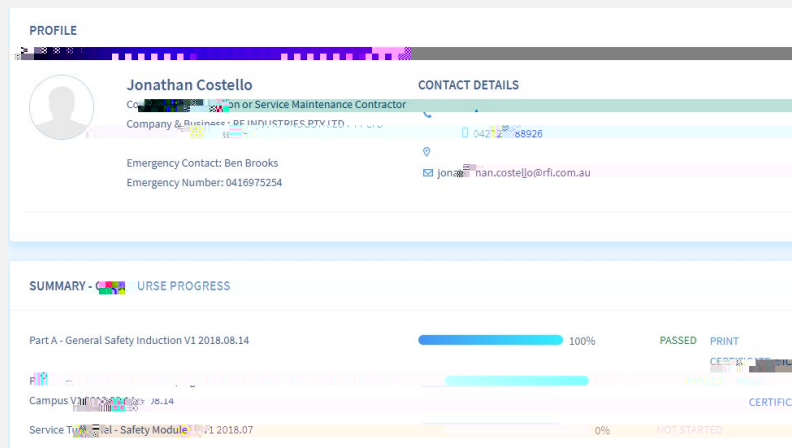
6. Under the Individuals column, click on the word “Click” next to the business that you are reviewing, to view the list of individuals listed under that business. This will allow you to view their details and status.



7. The individuals listed under the business will appear.



8. Clicking on the individual’s name will direct you to their profile, where you can view their contact details, along with their training records and any documents they have uploaded. This is where you can check if they have provided any required licenses.



All contractors must complete Part A General Safety Induction. [Refer to section 9 of the HS801 Contractor Safety Manual, for more information.](#)



1. The UNSW Documents tab in the left hand side panel, for additional information regarding specific hazards at UNSW.

Please note, in addition, the Business must complete, and provide a copy of, a task specific Risk Assessment (RA)

