### USC CONTACT PERSON FOR HIGH-RISK CONTRACTORS:
**CHECKLIST PRIOR TO CONTRACTOR STARTING AT USC**

#### 1.0 WHAT TO SEND THE CONTRACTOR:

**YOU HAVE COMPLETED THE FOLLOWING INFORMATION IN THE CONTRACTOR INTRODUCTION LETTER:**

- Name and contact details of the USC Contact Person (and alternate contact if required) **YES**
- The need for Contractor and all of their workers to complete the online ‘Moderate and High-Risk Contractor’ induction
- Need for Safety Management Plan (Principle Contractor only) **YES**
- Need for Safe Work Method Statement for High-Risk Work **YES**
- The requirement for a risk assessment (signed by all workers), for all other work and date it is to be submitted by **YES**
- The requirement for SDSs (if applicable) **YES**
- The requirement for additional training (if applicable) **YES**
- Time and location of site induction **YES**
- The name and contact details of any USC personnel they must contact prior to commencing work **YES**
- The requirement for any USC permits (hot work or confined spaces) **YES**
- Parking instructions **YES**

**YOU HAVE SENT THE CONTRACTOR:**

- The completed introduction letter **YES**
- The Moderate and/or High-Risk Contractor Induction Guide **YES**
- The Moderate and/or High-Risk Contractor checklist **YES**
- USC emergency map **YES**
- Details of how to complete any additional training **YES**
- Any information required regarding building/site access at USC **YES**
- Any other information required by the Contractor **YES**

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

**YES**

- Proof of successful completion of the online USC Moderate and High-Risk Contractor induction by all contracted workers
- Proof of completion of any addition training that is required
- Copy of completed and signed Moderate and/or High-Risk Contractor checklist
- Safety Management Plan (Principle contractor only)
- Safe Work Method Statement for high-risk work
- Satisfactory risk assessment/s for all other work the Contractor is to complete (signed by all workers)
- Copies of relevant SDSs
- Copies of relevant licences
- Copies of white cards (construction workers only)
- Confirmation of time and location for site induction