# USC Contact Person for Low-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 • N/A
- The need for Contractor and all of their workers to complete the online ‘Student, Visitors, Volunteers and Low-Risk Contractors’ induction • YES • N/A
- If they are required to do a risk assessment (signed by all workers) and date it is to be submitted by • YES • N/A
- The requirement for additional training (if applicable) • YES • N/A
- If a site induction is required and time and location of site induction • YES • N/A
- The name and contact details of any USC personnel they must contact prior to commencing work • YES • N/A
- The requirement for any USC hot work permit (if applicable) • YES • N/A
- Parking instructions

### You Have Sent the Contractor:
- The completed introduction letter • YES • N/A
- The Low-Risk Contractor Induction Guide • YES • N/A
- The Low-Risk Contractor checklist • YES • N/A
- USC emergency map • YES • N/A
- If no site induction, include necessary information:
  - Specific emergency escape routes and assembly points (add to USC emergency map) • YES • N/A
  - Details of any building and site access requirements • YES • N/A
  - Any area specific hazard information • YES • N/A
  - Location of amenities (can be added to USC emergency map) • YES • N/A
  - Details of how to complete any additional training • YES • N/A
  - Any other information required by the Contractor • YES • N/A

## 2.0 Prior to the Contractor Starting, You Have Received:
- Proof of successful completion of USC Student, Visitors, Volunteers and Low-Risk Contractors online induction by all contracted workers • YES • N/A
- Copy of completed and signed Low-Risk Contractor checklist • YES • N/A
- Satisfactory risk assessment/s for work the Contractor is to complete (signed by all workers) • YES • N/A
- Confirmation of time and location for site induction (If applicable) • YES • N/A