



Contractor Induction Portal Guide

UNSW Staff

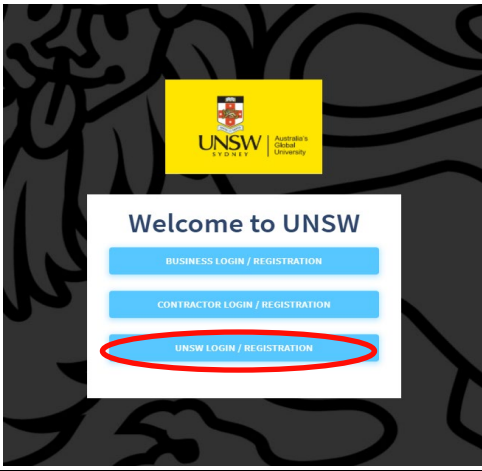
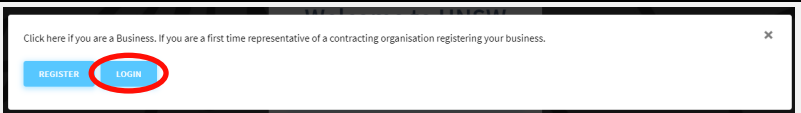
[Link to – Contractor Induction Portal](#)

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 Safety Manual for more information.](#)

Step	Picture
<p>1. Click on UNSW Login/Registration at the welcome page. Note: There is not single sign-in option using your zID and zPass, therefore should be registered as a UNSW staff before logging in.</p>	
<p>2. Click on Login</p>	

- Use the Username and Password you received by email when you created your Account on the portal. Once you login, you will be directed to the Dashboard.

- You will land on the page with a list of businesses currently registered with UNSW. Click on **the icon** in the top right corner to edit your profile or logout.

You can find a business by clicking on **the letter** that the business name begins with, or by moving through the **pages**.

You can be redirected to this page at any time while logged in to the portal by clicking on the **Company/Business Name** tab on the right-hand side panel.

COMPANY / BUSINESS NAME	INDIVIDUALS	CREATED
UNSW Contractors (Contractors)	Click	21 September 2017
RF INDUSTRIES PTY LTD (Business-ID-129)	Click	16 May 2018
13cabs (Business-ID-1909)	Click	05 February 2020
2HC's Electrical Services Pty Ltd (a Prior Electrical Services (Business-ID-2311))	Click	22 July 2021

- Click on the business name in the list above to view the business details, including contact details, ABN, Licenses, and other documents, along with their expiry dates. You can return to the list of business by using your browser's back button, or by clicking **Return**.

You can view files uploaded by the business, by clicking on **View File** next to the relevant file.

It is the responsibility of the person requiring the services of the relevant business to check that all required documentation is uploaded and current before they are engaged. Refer to section 8 of the HS801 Contractor Safety Manual, for more information.

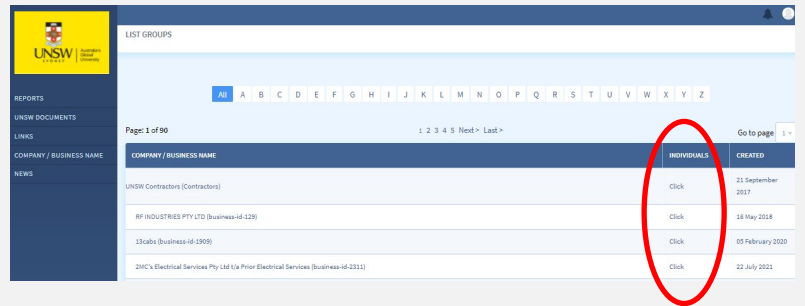
FIRST NAME	LAST NAME	ROLE	MOBILE	EMAIL
Benjamin	Brooks	Project Manager	0410975254	ben.brooks@rifi.com.au

RETURN

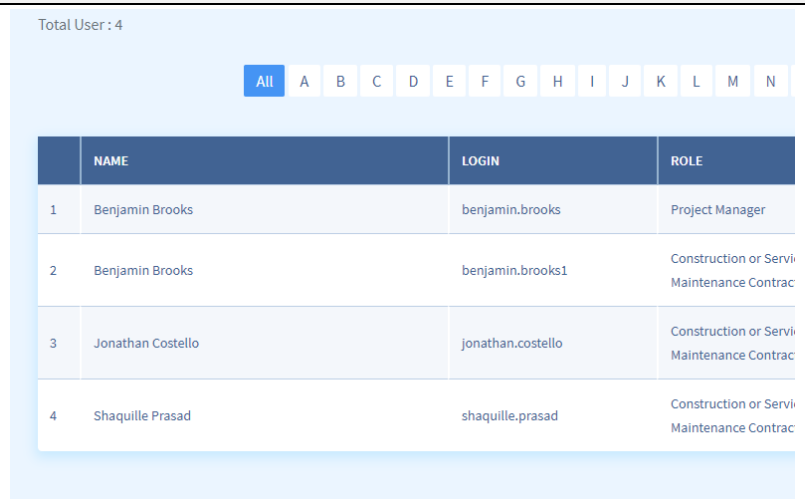
BUSINESS NAME	BUSINESS ABN	ADDRESS	SUBURB	POSTCODE	STATE
RF INDUSTRIES PTY LTD	11 001 695	99 STATION ROAD	SEVEN HILLS	2199	NSW

LICENSE	FILE	EXPIRY
Workers Compensation Policy	View File	10-07-2018
Public Liability	View File	30-06-2018
Accident and Illness Policy (Sole Traders)	-	-
Professional Indemnity	View File	30-06-2018
Product liability	-	-

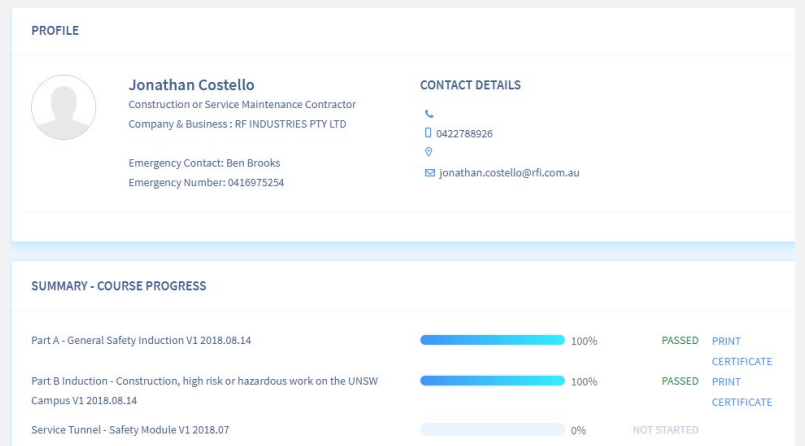
6. Under the Individuals column, click on the word "Click" next to the business that you are reviewing, to view the list of individuals listed under that business. This will allow you to view their details and status.



7. The individuals listed under the business will appear.

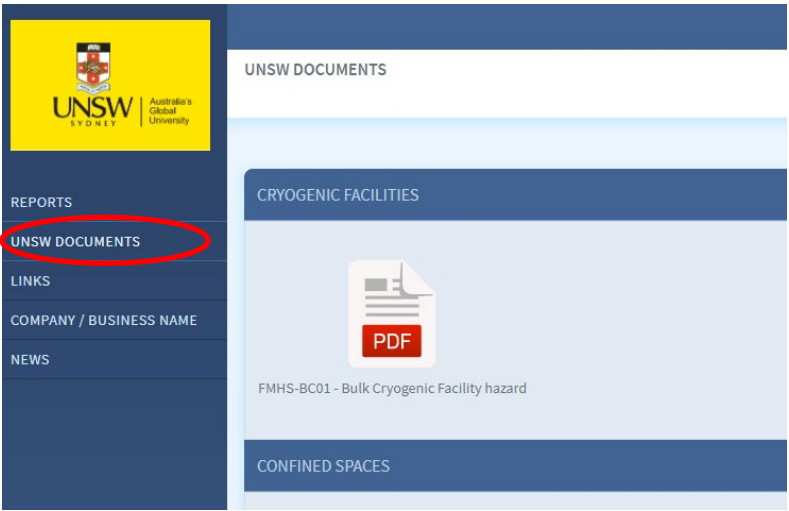
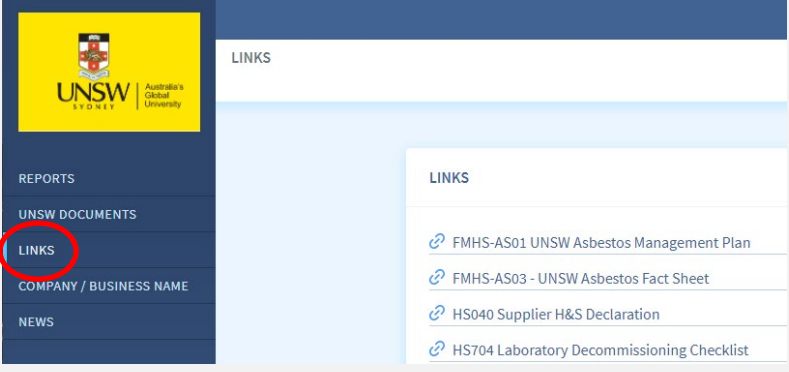


8. Clicking on the individual's name will direct you to their profile, where you can view their contact details, along with their training records and any documents they have uploaded. This is where you can check if they have provided any required licenses.



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



<p>1. The UNSW Documents tab in the left-hand side panel, for additional information regarding specific hazards at UNSW.</p> <p>Please note, in addition, the Business must complete, and provide a copy of, a task specific Risk Assessment (RA) when they are engaged for work before work commences. These may be known by other names e.g. JSAs.</p> <p>If the work was Risk Assessed before and the assessment is still valid, without any changes to the works to be carried out, then a new RA is not needed.</p>	
<p>2. The Links tab on the left-hand side panel will take you to a list of useful links to a range of Safety Documents.</p>	
<p>UNSW Safety contacts Contacts Safety (unsw.edu.au)</p> <p>System issues can be emailed to contractorsafety@unsw.edu.au</p> <p>User and other issues should be referred to local business contacts</p>	
<p>End of Guide</p>	<p>4/11/2021 Version 1 Changes to this document can be emailed to safety@unsw.edu.au</p>