



WHS UNIT

CONTRACTOR REGISTRATION PREPARATION CHECKLIST

The checklists below outlines the type of information a contractor must have available before they start to register on the University's contractor management system, SitePass.

Information Required for Registering your Business:

Number	Item Required	Completed
1	Have you received the link to the SitePass system?	<input type="checkbox"/>
2	Do you have a valid e-mail address that you are able to access?	<input type="checkbox"/>
3	Do you have your business address, mailing address and ABN number with you?	<input type="checkbox"/>
4	Do you have scanned copies of any current insurance policies for your business?	<input type="checkbox"/>
5	Do you have electronic copies of any WHS management system documents for your business?	<input type="checkbox"/>

Information Required for Registering your Workers:

Number	Item Required	Completed
1	Do you have the relevant details for the registration of your workers, such as: <ul style="list-style-type: none">• Residential address• E-mail address• Date of birth	<input type="checkbox"/>
2	Do you have digital photos of your workers to upload for their ID card? <i>NOTE: Photos must:</i> <ul style="list-style-type: none">• Be a maximum of 15MB in size• Have a minimum resolution of 300(W) x 370(H)• Be in a graphic format (ie not PDF)	<input type="checkbox"/>
3	Do you have the scanned or electronic copies of relevant licences or certificates of competency of your workers?	<input type="checkbox"/>