



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

WHS Unit

Contractor Management System FAQ

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1 What is the Online Contractor Management System, SitePass?

The University's online contractor management system, SitePass, is a web-based interface for the registration and monitoring of contractors. The system will confidentially store all the university's contractor's relevant documentation such as licences, insurances, safe work method statements, business details etc.

The system will monitor the status of these documents to ensure that they remain current and will notify the contractor when an insurance policy or licence is due for renewal.

2 Why is the University moving to this system?

The paper based method of managing contractors at the university involved staff completing a number of different forms to ensure all the relevant legislative and self-insurance obligations are met. This process was administratively heavy and took a lot of time for staff to complete and maintain. It was also difficult to monitor and keep track of, which could have potentially resulted in a compliance breach.

As a result, the university decided to implement an online system that stores and monitors all the relevant documentation required to ensure UOW contractors are meeting all of their legislative requirements. The main drivers for the university moving to this system included the ability to:

- Register contractors and their employees via a web interface
- Verify the compliance of a contractor's WHS management system
- Induct contractors using a customised online induction with randomised, self-correcting assessment to ensure competency and eliminate sharing of answers
- Issue an ID card to contractors' employees once the UOW induction requirements have been met
- Share contractor performance information across UOW.

3 Do I have to register my business on the system?

The management of contractors carries certain legislative requirements under the [Work Health and Safety Act 2011](#) and the [Work Health and Safety Regulation 2011](#). As part of meeting its obligations under this legislation, the university requires all its contractors to register on the system to ensure compliance.

4 What does my business need to do?

To make the transition to the online system you need to do the following:

1. Read the [Contractor Registration Preparation Checklist](#) to make sure you have all the relevant information before commencing the registration
2. Once you have all the required information, go to the contractor management site at <http://uow.e3learning.com.au>
3. Register your business on the system by following the instructions in the [Contractor Registration Procedure](#) and submit for approval
4. Once your business is registered, begin to register all relevant employees onto the system to ensure they are able to complete the relevant induction courses and upload their licences etc.
5. Await approval of your business details and employees
6. Once your business and employees have been approved on the system, you are able to work as normal.

5 Are there any costs involved?

There are no costs to contractors for registering with the system. The university pays for the system and any associated administrative or maintenance costs.

6 Where can I find more information?

More information about the system can be found at the Workplace Health and Safety Unit website at <http://staff.uow.edu.au/ohs/workingsafely/contractor/index.html>

7 I need help with registering on the system

If you require assistance with registering on, or any other aspects of the SitePass system, contact the help desk on 4221 3931 or at contractor-management@uow.edu.au

8 Related Documents

- [Contractor Registration Procedure](#)
- [Contractor Registration Preparation Checklist](#)

9 Version Control Table

Version Control	Release Date	Author	Approved By	Amendment
1	20130613	Michael Negendahl – Health and Safety Advisor	Darren Smith – WHS Manager	Document created.
2	20160520	Daniel Leo - Health and Safety Advisor	Darren Smith – WHS Manager	Scheduled review – no significant changes, rebrand, update links.