



Office of Property and Commercial

Western Sydney University is committed to a safe and healthy environment for staff, students, contractors and all other individuals. To help ensure this, **all Office of Property and Commercial contractors must have completed the Office of Property and Commercial Contractor Induction Program and update their induction every two years as a precondition to work on a Western University site.**

Once off visits

The exception to this is for once off visits of less than 5 days duration. In such instances, short-term inductions will be provided by Office of Property and Commercial staff. Any questions regarding once off access should be directed to the appropriate Project Manager/key Western contact/Campus Manager in the first instance.

All Office of Property and Commercial contractors present on Western sites will need to have with them, and be able to show:

- A current Office of Property and Commercial Contractor Induction Card or certificate; and
- A copy of relevant Safe Work Methods Statement, along with resources for additional site-specific risk assessment, and correct personal protective equipment,

otherwise, they will be refused access to the site by Campus Safety & Security staff.

Campus Operations will consult with all contracting companies on a periodic basis to update the list of active contract staff requiring campus access and to notify companies of staff approaching two-year expiry dates who require updated induction.



Completing the Contractor Induction Program

The Contractor Induction Program is available online at:
<https://contractorinduction.westernsydney.edu.au/course/>

To complete the Contractor Induction Program online:

1. Complete the Contractor Induction registration. You will need to have contact details for yourself, your company including ABN, and your Project Manager/key Western contact/Campus Manager contact.
2. Work through the modules and quizzes and complete the final assessment. When you achieve 80% or higher, you will be provided with a printable Certificate of Completion.
3. Print your Certificate of Completion and have your company supervisor sign the certificate.
4. Scan and email your signed Certificate of Completion to your Project Manager/key Western contact/Campus Manager contact.

A Contractor Induction Card/certificate will then be prepared for you and forwarded to your Project Manager/key Western contact/Campus Manager contact who will notify you when your card is available for collection. You will then be able to use your card to log-in and log-out at the Campus Safety & Security Office of the campus you are engaged to work at. You will need to have your Contractor Induction Card or certificate at all times whilst working on a Western campus or site.

The Office of Property and Commercial Contractor Induction Program is consistent with the requirements of the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011.

System Requirements

The Contractor Induction Program has been tested on Edge and Chrome. Where possible, users should access the Program with the latest versions of those browsers. At this point in time, mobile platforms such as smart phones and tablets are not supported.

Further Information

For further information on the Office of Property and Commercial Contractor Induction Program, contact Campus Operations via email: oecheduler@westernsydney.edu.au

For other important information for contractors, see
https://www.westernsydney.edu.au/infrastructure_and_commercial/oec/information_for_contractors