

Southern Cross University Contractor Induction

Step-by-Step Instructions

Southern Cross University (SCU) requires all contractors to complete a mandatory contractor induction to ensure we meet our legal responsibilities as a PBCU which requires us to ensure everyone onsite is aware of the potential hazards on our campuses and understands SCU's safe working and emergency procedures.

When should a worker complete the induction?

The workers must register for an account and complete the induction or the refresher **BEFORE** attending an SCU site. The worker is provided 7 days to complete the online contractor induction and will receive reminder 5 days and 2 days before the induction due date. If it is not completed by the set due date, they will receive an overdue notice.

We can see who has / has not completed the induction, overdue inductions will be escalated and access removed as necessary.

It is extremely important that the worker completes the induction within the same month that their induction expires. The above reminders should help the worker stay on track and ensure they do not forget.

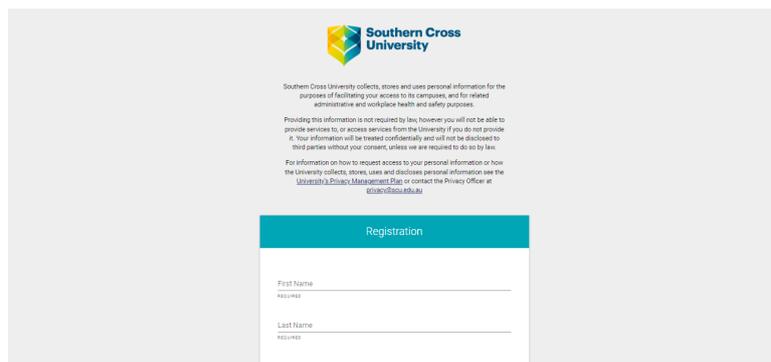
If you have any issues accessing the site or concerns with the induction, contact the Contractor Compliance Officer.

How to register and complete the Contractor Induction:

1. Request an induction via email to pscontractor@scu.edu.au and include details regarding the work being performed, all the worker/s names and email addresses.
2. [Property Services](#) will then send a registration link & instructions to the email addresses provided.



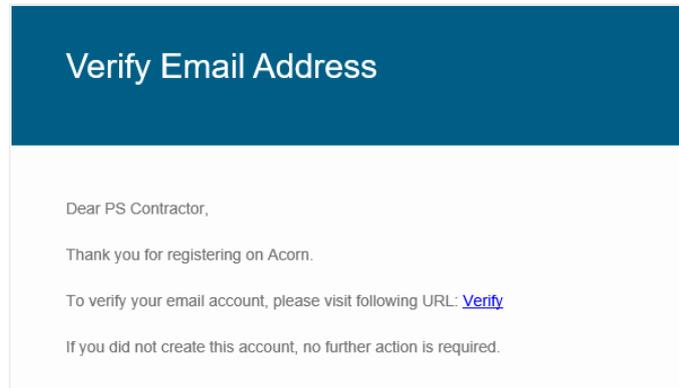
3. Click on the **REGISTER** button at the bottom of the email to open the online registration form. Fill out all the details to your best ability and 'submit' the form.



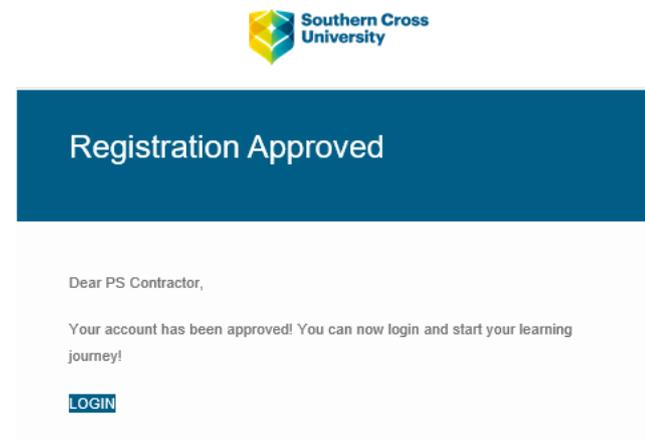
The screenshot shows the online registration form for contractor induction. At the top is the Southern Cross University logo. Below the logo is a privacy notice: 'Southern Cross University collects, stores and uses personal information for the purposes of facilitating your access to its campuses, and for related administrative and workplace health and safety purposes. Providing this information is not required by law however you will not be able to provide services to, or access services from the University if you do not provide it. Your information will be treated confidentially and will not be disclosed to third parties without your consent, unless we are required to do so by law. For information on how to request access to your personal information or how the University collects, stores, uses and discloses personal information see the University's Privacy Management Plan or contact the Privacy Officer at scu@scu.edu.au'. Below the privacy notice is a form titled 'Registration' with fields for 'First Name', 'Last Name', and 'Email', each with a 'required' label.

****In addition to obtaining your name, email, contact number.; the form will also get you to set up a password for the account. ****

4. Verify the email address used to complete your registration form. An email from a 'no-reply' address should appear in your inbox shortly after submitting the registration form.

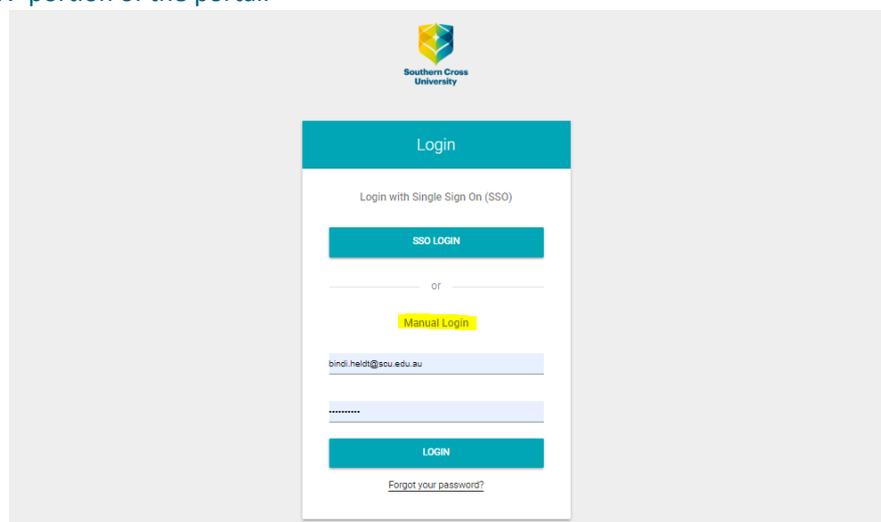


5. After successfully verifying the email, please wait while your registration is reviewed and approved by Property Services. Once approved, you will receive another email advising that your registration is APPROVED.

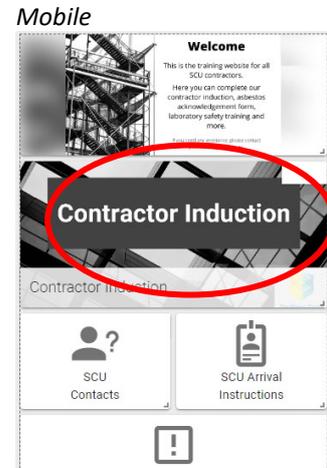
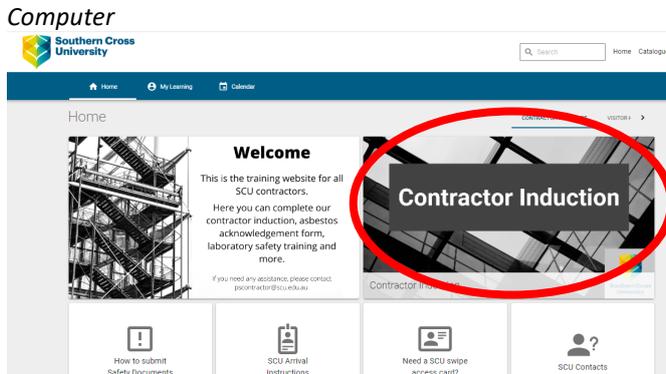


This registration and verification instructions only need to be completed **once** for the initial set up of the account. After this, all the worker needs to do is sign in and complete their induction and any future refreshers.

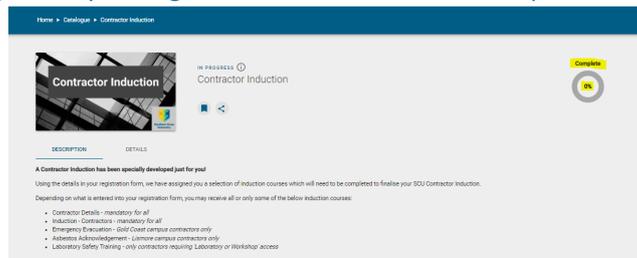
6. To log in and start the induction, select the **LOGIN** button on your 'registration approved' email.
7. Log in using your username or email address and the password you created in the registration form under the 'MANUAL LOG IN' portion of the portal.



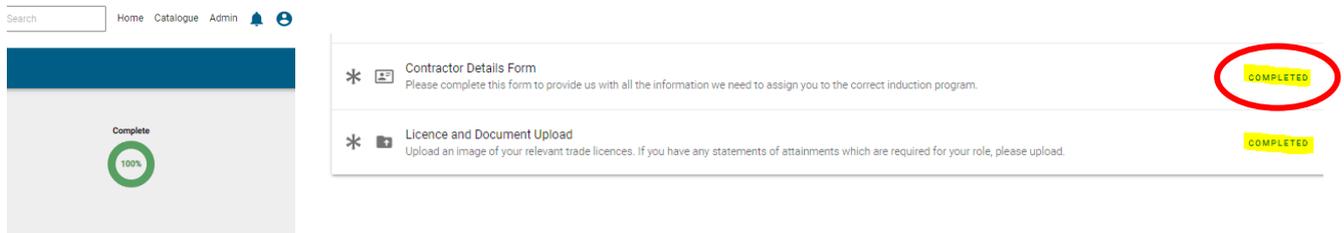
8. You will then be given access to the Contractor Induction via the HomePage.



9. Scroll down and work your way through each section. Be sure to complete all the activities and all quizzes.



10. As you complete each activity, the status will change from 'incomplete' to 'completed'. If you cannot move onto the next activity, go back and check the status as you may have missed one.



11. Work your way through each of the section and activities until all is complete and your certificate of completion becomes available for download.

12. **DOWNLOAD** your certificate of completion and keep it saved on your mobile or print off a copy for your wallet. Property Services, Security or Laboratory Staff may ask for proof of induction at any time.

Frequently Asked Questions

Requested a new SCU swipe access card?

If you have requested a new SCU swipe access card, please proceed to the Collection Location when you next attend campus to get an ID Photo taken and card printed. This process should not take any longer than 5 minutes.

***If you already have a SCU swipe access card then the access will be extended - no new card required. Please ignore the expiry dates on your card as these will not be accurate. ***

Where can I collect my swipe access card?

Each campus has a Collection Location where contractors can present to collect their SCU swipe access card. You can present to any of these locations even if it isn't the usual campus you attend for works.

- Lismore Campus: Security Gatehouse on Military Road
- Gold Coast Campus: Security Office on Ground floor of Building A
- National Marine Science Centre: Level 3 Reception Desk.

Require laboratory access?

If you require any laboratory access then you must complete an onsite laboratory inspection/induction with an appropriate laboratory staff member. Please be sure to download your certificate of completion as laboratory staff may request this before providing you laboratory access.

On completing the onsite laboratory inspection/induction you are approved to work without supervision in the laboratory and are provided swipe access. However, you still will need to notify the laboratory staff when you intend to work in their laboratories. If you are ever unsure of who to contact or are not allowed access by laboratory staff, please contact Property Services.

Please note, some 'high-risk' laboratories will require supervision at all times.

Does this induction cover contractors for the CHEC campus?

Unless specified by Property Services, no.

Because of the range of teaching facilities at CHEC a separate team manage the maintenance of the campus and arrange all inductions for engaged contractors.

Your Property Services Contacts:

Contractor Compliance Officer: (02) 6626 9505 or pscontractor@scu.edu.au

Lismore: (02) 6620 3222

Gold Coast: (07) 5589 3031

National Marine Science Centre: (02) 6659 8118