



Documentation Requirement Checklist

Insurance

Copies of Insurance policy documents must be submitted to The Manager, Contractor Administration at Facilities Management prior to commencing work and for inclusion in the UWA Preferred Contractors List

The University requires:

Current Workers' Compensation Insurance Policy	
Current Public Liability Insurance Policy (minimum \$20 million)	
Current Professional Indemnity Insurance Policy (minimum \$5 million) required for consultancy services only	
Policy Wording for Public Liability Insurance	
Details of any prosecutions under safety or related legislation	

It is the Contractor's responsibility to advise the University of any changes and to send in an updated copy of the Insurance policy documentation and certificate of currency on expiry.

Safety Induction

Previously the University has requested your company representative attend an induction session and pass on the UWA safety procedures information to your staff and sub-contractors. However it is now a requirement for all **persons working on UWA sites to be individually inducted** through an online inductions programme.

To ensure that all persons representing your company on UWA sites are inducted (your employees, contractors and sub-contractors), please contact The Manager, Contractor Administration to arrange and induction invitation on 6488 5588.