

from the google play or apple stores so that you can sign in as soon as you get on site without needing to come to Building 16C or Building 8

- All contractors must have completed the UC Induction within the last 12 months. The induction is currently paper based (see UC Contractor Portal on website) but will be online within the next few months. Like a lot of online inductions there will be a cost per head and to be borne by the contractor:

- Contractors MUST sign in & out daily or whenever they leave campus. This includes contractors who are completing works outside of buildings such as on the roads, pathways or grounds but excludes set contractors such as cleaners, security, grounds

(Monday - Friday) contractors can sign in/out using the tablet at Campus Estate Ops office (Building 16C) or Building 8 Campus Services Office

contractors are to sign in/out at Building 8 Campus Services Office - keys available from Building 8 Security only sign out keys if they know who is coming - the UC Rep is to email security@carbonaediau with company, staff names and access requirements min 24 hours prior to access

TALK TO YOUR UC REPRESENTATIVE IF YOU HAVE ANY