

DIVISION OF FACILITIES MANAGEMENT

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V2.0

Dear Contractor,

The University is pleased to announce a new and convenient way for us to work with you to ensure that we maintain a high level of compliance with insurance documentation and occupational health and safety records.

As you are aware it has now become a priority for organisations like us to view copies of your company's current compliance documentation before you are permitted to begin work on our premises. The University has contracted the services of "My Contractor" to assist in managing your insurance, Workers Compensation and OH&S details through a centralised online system. This service allows us to provide a consistent approach across all campuses for the monitoring of insurances and occupational health & safety information, supporting our 'one University' vision.

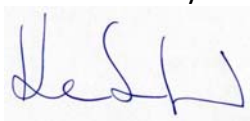
My Contractor is an online database that specialises in the management of contractor's compliance certification and OH&S information. The University now requires you to register all your relevant details, free of charge, at www.mycontractor.com.au If you have previously registered your details on My Contractor you are not required to do so again. By using My Contractor, we will both save valuable administration time and get on with our business.

The simple and easy to follow registration process attached.

The other component of our contractor management system is our OHS General Site induction. You are required to ensure that any of your staff that intend to work at the University have undergone our OHS General Site induction, and have submitted the declaration form for our records. A copy of the declaration is contained within the induction package.

The General Site Induction package is available electronically on the Division of Facilities Management homepage <http://www.csu.edu.au/division/facilitiesm/policies/ohs/cipweb.pdf> or in hard copy form, from the Division of Facilities Management office on each campus.

Yours sincerely

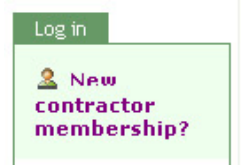


Ken Simpson

MyContractor Registration

Step 1: log on to www.mycontractor.com.au

Step 2: click on the “New Contactor Registration?” icon.



Step 3: complete the Registration Form and upload scanned copies of your compliance certificates and OH&S Policy.

Step 4: log on and up date your certificates whenever you receive an automatic reminder email from MyContractor to do so.

Using My Contractor is simple and you will soon find that it will become a valuable tool in helping you keep your records up to date.

For further details about how My Contractor works or if you have any questions about registering contact support@mycontractor.com.au

MyContractor can offer assistance in scanning and uploading documents for a fee. For further information please MyContractor direct via email support@mycontractor.com.au , telephone (02) 9662 8941 or fax (02) 9662 8936.