# Requirements for Contractor Engagement Guide

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| **Contractor risk category****(examples are included but list is not exhaustive)** | **Registration** | **Induction** | **Risk management** | **Sign in/out** |
| **Contractor online induction** | **Local site specific****induction** |
| **Negligible*****Examples**** delivery of items to general office/reception/public access area or contractors
* presenters or consultants accompanied at all times by a Flinders University staff member/student
 | **No** | **No** | **No** | **No** | **No** |
| **Minor*****Examples**** Performers, entertainers, auditors, photographers, catering, consultants (undertaking minor/low risk work and not accompanied by staff).
* Service technicians for minor/low risk equipment maintenance or repair (*not in hazardous environment).*
 | **Yes1** | **Yes** | **Yes** | **Yes2** | **Yes** |
| **Major*****Examples**** maintenance work, cleaners, security
* Construction work-building, trade -renovations/works.
* Service technicians working in hazardous environments (*e.g. labs, workshops, sensitive areas*)
 | **Yes** | **Yes** | **Yes** | **Yes**Must include * all competency, licensing; and
* either safe work procedures (SWPs) or job safety analyses (JSAs)
 | **Yes** |
| **High Risk Construction Work3*****Examples**** asbestos removal
* electrical work
* demolition work

. | **Yes** | **Yes** | **Yes** | **Yes**Must also include safe work method statements (SWMS) | **Yes** |
| **Construction Project** | **Yes** | **Yes** | **Yes** | **Yes4**WHS Management Plan | **Yes** |

1. **A minimum of $20m (any one occurrence unlimited in the aggregate), is required. It may be reduced to $10m if risk assessed as acceptable to do so- see** [**University Insurance**](https://staff.flinders.edu.au/workplace-support/insurance)
2. **Basic risk management information can be in a number of forms e.g. may be part of event safety risk assessment or manufacture procedures.**

**3. This is high risk construction work as defined by WHS Legislation**

**4. WHS management plan as set out in** [WHS Regulations SA 2012](https://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012/CURRENT/2012.268.AUTH.PDF)- or equivalent in State/ Territory