



CONTRACTOR REGISTRATION & INDUCTION

PF244

Completion of this form is required before a company can be placed on the UQ Property and Facilities (P&F) Contractor Register and allowed to commence work for or on behalf of P&F on any UQ buildings or grounds.

NOTE: Attach additional name or licence information, if required.

Company Details <i>(Please print clearly):</i>			
Company Name:		ABN No.:	
Postal Address:		Suburb / City / Post Code:	
Physical Address:		Suburb / City / Post Code:	
Contact Phone No.:		Fax No.:	
Main Contact Name:		Position Title:	
Phone No.:		Phone Ext:	
Email Address:		Web Address:	
Business Activity <i>(Select one activity with a cross which one of the below best describes your business):</i>			
<input type="checkbox"/> Air Compressors	<input type="checkbox"/> Cranes / Hoists	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Water Treatment
<input type="checkbox"/> Animal Handlers	<input type="checkbox"/> Demolition	<input type="checkbox"/> Plumbing & Gas Fitters	<input type="checkbox"/> Waste
<input type="checkbox"/> Architect	<input type="checkbox"/> Earthmoving	<input type="checkbox"/> Pumps	
<input type="checkbox"/> Asbestos/Haz. Materials	<input type="checkbox"/> Electrical	<input type="checkbox"/> RO Water	
<input type="checkbox"/> Autoclaves/Boilers	<input type="checkbox"/> Fencing	<input type="checkbox"/> Roofing	
<input type="checkbox"/> Battery	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Rope Access	
<input type="checkbox"/> Blinds/Curtains	<input type="checkbox"/> Fume Cupboards	<input type="checkbox"/> Scaffolding	
<input type="checkbox"/> Brick/Block Laying	<input type="checkbox"/> Furniture	<input type="checkbox"/> Security	
<input type="checkbox"/> Builders	<input type="checkbox"/> Glaziers	<input type="checkbox"/> Signage	
<input type="checkbox"/> Building Mgt Systems	<input type="checkbox"/> HVAC	<input type="checkbox"/> Stonemasons	
<input type="checkbox"/> Carpet/Vinyl	<input type="checkbox"/> Landscaping/Lawn Mowing	<input type="checkbox"/> Telecommunication/Data	
<input type="checkbox"/> Civil Works	<input type="checkbox"/> Lift	<input type="checkbox"/> Test and Tag Services	
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Locksmith	<input type="checkbox"/> Tilers	
<input type="checkbox"/> Concreting	<input type="checkbox"/> Painting	<input type="checkbox"/> Traffic Consultant	<input type="checkbox"/> Other: _____

Office Use Only

Induction completed on: / /

Company Insurance <i>(Please print clearly):</i>				
<input type="checkbox"/> Workers Compensation:	Policy No.:		Expiry Date:	/ /
<input type="checkbox"/> Public Liability:	Policy No.:		Expiry Date:	/ /
Insurer's Company Name:			Insured Amount:	
<input type="checkbox"/> Licences Held by Company (please attach certificate)				
Licence Type	Licence No.	Expiry Date		
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

Contractor Declaration

Below must be signed after attending and completing the P&F Contractor Induction. By signing the Contractor agrees to adhere to the P&F Occupational Health, Safety & Environmental policies and procedures.

Name of person making declaration: _____

Position of person making declaration: _____

Signature: _____

Date: _____

NOTE: The contractor company will be registered with the University for a period of 24 months from the date of signing.

UQ reference name: _____

Office Use Only
<input type="checkbox"/> UQ contact confirmation.
<input type="checkbox"/> Ensure minimum insurance \$10 million.
<input type="checkbox"/> Confirm with UQ contact that contractor is suitable for the work nominated.

Please forward this completed form, along with the:

- Copy of the Business Licence;
- Copy of Workers Compensation;
- Copy of Third Party Liability Insurance.

To: Health & Safety Co-ordinator
 Prentice Building (42)
 The University of Queensland 4072
 Ph: 3346 9268
hsc@pf.uq.edu.au

Further information on this process can be found at the Property & Facilities website:
<https://www.pf.uq.edu.au/contractors>.