



Curtin University

Contractor prequalification and on-boarding process

March 2022

A global university

Western Australia | Dubai | Malaysia | Mauritius | Singapore

A large group of people is sitting on the grass at an outdoor event. The scene is decorated with colorful streamers in shades of blue, purple, orange, and green. In the background, there are trees and a building with a sign that says "105 LIBRARY". The overall atmosphere is festive and social.

H&S processes

Overall process



- Your text goes here

Registration FAQ's

- **Why register?**

You need to register to become a supplier, contractor or consultant to Curtin University, this is to ensure that everyone gets a fair go, and initiates the process to become pre-qualified

- **What do I need to register?**

To register you need to have the name of your Curtin contact, this is someone you have been in touch with at Curtin, and who has directed you to register your company for prequalification and is someone who has specifically requested for works to be undertaken.

- **What if I don't have a contact?**

If this is an Expression of Interest, please enter N/A in the Curtin Contact field.

- **Do I need anything else?**

You will need to have your public liability policy number and amount handy & any other insurance documentation

- **What happens next?**

When you submit the form electronically it is sent to your Curtin contact for review and endorsement. Once endorsed you will receive a system generated email notification from Rapid Global asking you to complete the pre-qualification.

Pre-qualification requirements

- E Form questionnaire

Collects information on your safety management system.

You will need to upload evidence such as;

- health and safety policy,
- health and safety management plan,
- health and safety roles and responsibilities,
- emergency procedures,
- sub-contractor management procedures,
- return to work procedures,
- training registers,
- sample JSA/SWMS,
- safety performance metrics

- Documents:

You will be required to upload insurance documents, COVID vaccination declaration and, company licenses.

Pre-qualification FAQ's

- **What is pre-qualification?**

Pre-qualification is the process for reviewing and assessing the health and safety capabilities of suppliers, contractors and consultants.

- **What do I need to pre-qualify?**

To complete the pre-qualification, there are two main parts; the E Form questionnaire and the document section. The pre-qualification requirements slide provides an example list of evidence and documents that may be required.

- **What if I don't have all that documentation?**

Contact healthandsafety@Curtin.edu.au

- **Is this a once-off requirement?**

Yes, prequalification is granted for a period of three years, however you will need to maintain your insurance documents annually by uploading new certificates of currency prior to the expiry dates to maintain compliance.

- **What happens next?**

Once your pre-qualification is approved you will receive a system generated email from [Rapid Global](#), then you can login to your portal and purchase credits and complete the required inductions and training.



On-boarding

- Worker induction
 1. Login to your Rapid Portal
 2. Click on the administration tile
 3. Click on Purchase credits
 4. [Purchase one credit](#) per worker you need to induct
 5. [Issue induction keys](#) to workers
 6. Workers maintain a copy of their induction certificate
 7. For more help review the help page on Rapid Global's website:
- Training

If you will be applying for, or approving permits-to-work you will need to complete the permit manager training.

On-boarding FAQ's

- **What is On-boarding?**

On-boarding provides workers and administrators information on Curtin, our expectations on health and safety (induction) and specific training modules on managing permits-to-work (permit manager training).

- **Do I need to complete an induction?**

All workers attending Curtin's campus' or operated premises must complete an induction. Some specific inductions are required for access to hazardous workplaces only (e.g. laboratory induction).

- **Is this a once-off requirement?**

No, you need to complete refresher training every 2 years.

- **Can I induct other workers under my company?**

Yes, you can purchase credits and issue induction keys to workers from sub-contractor organisations so long as they are not performing high risk work. If they are conducting [high risk work](#), their company must be pre-qualified separately.

More information

- **Who can I contact if I still have questions?**

Speak to your Curtin contact as a first point of call



Thank you

Make tomorrow better.