



Appendix 2: Contractor WHS Categorization Matrix (lists are not exhaustive)

	Category 1	Category 2	Category 3	Category 4	Category 5
	Low Risk Deliveries & Services	Consultants & Contract Workers	Contracted Suppliers	Maintenance & Construction Work	Principal Contractor
Contracting Scenario Examples	Mail, couriers, suppliers. Light package deliveries not requiring motorised mechanical aids.	Contracts for office-based work and work of an administrative nature. Labour hire personnel, consultant auditors, guest or contracted lecturers. This category also includes event entertainers, vendors, and stall operators.	Refer to UNE Contractor Supplier list (have a formally established working relationship with UNE). Cleaning, security, waste collection, IT, printers, and multi-function device management. High risk deliveries to be risk assessed.	Includes both minor and major construction, maintenance and repairs that do not have a nominated Principal Contractor. Includes low and high-risk tasks or services. This section also captures furniture assembly conducted on-site.	Principal Contractor for a construction project (>\$250,000); or Principal Contractor nominated by written contract (the contractor must have the ability to assume control of the site) New builds, major works, major modifications.
Procurement WHS Requirements <i>Any procurement above \$250,000 requires engagement with Strategic Procurement.</i>	No additional items Refer to the following for additional information: <ul style="list-style-type: none"> ▪ UNE Goods and Services Agreement Process ▪ UNE Procurement Policy 	No additional items Refer to the following for additional information: <ul style="list-style-type: none"> ▪ UNE Goods and Services Agreement Process ▪ UNE Procurement Policy ▪ NSW Gov IT Contract Frameworks ▪ UNE Legal & Procurement website ▪ Project Management requirements 	Procurement Risk Assessment WHS Risk Assessment Refer to the following for additional information: <ul style="list-style-type: none"> ▪ UNE Goods and Services Agreement Process ▪ UNE Procurement Policy ▪ NSW Gov IT Contract Frameworks ▪ UNE Legal & Procurement website ▪ Project Management requirements 	Procurement Risk Assessment WHS Risk Assessment Refer to the following for additional information: <ul style="list-style-type: none"> ▪ UNE Goods and Services Agreement Process ▪ UNE Procurement Policy ▪ NSW Gov IT Contract Frameworks ▪ UNE Legal & Procurement website ▪ Project Management requirements 	May require WHS Management System Audit dependent on nature of engagement. Project WHS Management Plan – If deemed construction work under the NSW WHS Regulation. Refer to the following for additional information: <ul style="list-style-type: none"> ▪ UNE Procurement Policy ▪ UNE GC21 Construction Contract Process ▪ UNE Legal & Procurement website
Contractor Registration (Keep Safe)	Not required.	Required if works to be conducted in a restricted area and/or risk assessment determines need. E.g. Open Day Event.	Complete Contractor Registration in Keep Safe and upload all required documentation.	Complete Contractor Registration in Keep Safe and upload all required documentation.	Complete Contractor Registration in Keep Safe and upload all required documentation.

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WHS F090	WHS POL001	1.0	02/03/2026	02/03/2029	1	24/02/2026

Insurance Certificates of Currency	<p>Insurances required include Public and Products Liability and Workers' Compensation for all companies that are not sole traders.</p> <p>Subject to the type of engagement, the following insurance policies may need to be evidenced:</p> <ul style="list-style-type: none"> ▪ Professional Indemnity Insurance ▪ Motor Vehicle and Third Party Liability Insurance 	<p>Insurances required include Public and Products Liability and Workers' Compensation for all companies that are not sole traders.</p> <p>Subject to the type of engagement, the following insurance policies may need to be evidenced:</p> <ul style="list-style-type: none"> ▪ Professional Indemnity Insurance ▪ Motor Vehicle and Third Party Liability Insurance 	<p>Insurances required include Public and Products Liability and Workers' Compensation for all companies that are not sole traders.</p> <p>Subject to the type of engagement, the following insurance policies may need to be evidenced:</p> <ul style="list-style-type: none"> ▪ Professional Indemnity Insurance ▪ Motor Vehicle and Third Party Liability Insurance 	<p>Insurances required include Public and Products Liability and Workers' Compensation for all companies that are not sole traders.</p> <p>Subject to the type of engagement, the following insurance policies may need to be evidenced:</p> <ul style="list-style-type: none"> ▪ Professional Indemnity Insurance ▪ Motor Vehicle and Third Party Liability Insurance 	<p>Insurances required include Public and Products Liability, Workers' Compensation, and Professional Indemnity.</p>
Induction Requirements	<p>Not required.</p>	<p>UNE contractor or visitor induction if required and/or risk assessment determines need.</p> <p>Area specific induction if work is to be conducted in a restricted area.</p> <p>Entertainers, vendors and stall operators can be inducted using the Events Contractor Safety Induction.</p>	<p>UNE contractor induction is required.</p> <p>UNE can develop specific induction for this group – case by case basis.</p> <p>Site/area specific induction if work is to be conducted in restricted areas or determined by the Contract Supervisor.</p>	<p>UNE contractor induction is required.</p> <p>Area specific induction if work is to be conducted in a restricted area.</p>	<p>UNE contractor induction is required.</p> <p>Area specific induction if work is to be conducted in a restricted area.</p> <p>Principal Contractors will have their site specific induction for their workers and contractors.</p>
Identification	<p>Uniform and/or company ID.</p>	<p>UNE contractor card.</p> <p>Contractors must wear company ID or be readily identifiable.</p>	<p>UNE contractor card.</p> <p>Contractors must wear company ID or be readily identifiable.</p>	<p>UNE contractor card for construction and maintenance contractors.</p> <p>All other contractors must wear company ID or be readily identifiable when outside the work site/area.</p>	<p>Must wear company ID or be readily identifiable when outside the construction site.</p>
Sign In	<p>Nil (unless entering hazardous or restricted area).</p>	<p>Required to enter a hazardous or restricted area.</p>	<p>Not required (unless company has an individual arrangement with UNE)</p>	<p>Mandatory</p>	<p>As required by the Principal Contractor.</p>

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Risk Management Controls	<ul style="list-style-type: none"> ▪ Clear signage e.g. 'All deliveries and couriers must report to reception'. ▪ Limited entry points. ▪ Clear travel route to approved delivery point. ▪ Security officers monitor the main campuses 24 hours per day and will advise contractors of campus safety rules where required. ▪ Prominently display rules at each truck loading or unloading area. <p>Ensure system for appropriate level of supervision for delivery activities.</p>	<p>Varies due to the varied nature of the work in this category, may include:</p> <ul style="list-style-type: none"> ▪ Events and high risk tasks to be risk assessed. ▪ Registrations, insurance documentation ▪ Food vendors Food Business Licences and risk management plans ▪ Labour hire agreement documentation ▪ Risk assessment plans and insurance documentation <p>UNE test and tag requirements for electrical equipment brought to site.</p>	<p>Risk management documentation as determined during the contract stage.</p> <p>Minimum WHS documentation includes:</p> <ul style="list-style-type: none"> ▪ Job specific risk assessment ▪ Licenses and qualifications <p>Additional requirements when conducting high risk work:</p> <ul style="list-style-type: none"> ▪ Safe work method statements ▪ Traffic management plans ▪ Permits 	<p>Risk Management documentation as determined during the planning risk assessment.</p> <p>Minimum WHS documentation includes:</p> <ul style="list-style-type: none"> ▪ Job specific risk assessment ▪ Licenses and qualifications <p>Additional requirements when conducting high risk work:</p> <ul style="list-style-type: none"> ▪ Safe work method statements ▪ Traffic management plans ▪ Permits 	<p>Principal Contractor for jobs over \$250,000:</p> <ul style="list-style-type: none"> ▪ WHS Management Plan ▪ Signage identifying PC ▪ SWMS for high risk construction work ▪ Traffic management plans. <p>Other documentation will be determine during the planning phase.</p> <p>Nominated Principal Contractor jobs under \$250,000:</p> <ul style="list-style-type: none"> ▪ WHS Management Plan ▪ SWMS for high risk construction work <p>Other documentation will be determine during the planning phase.</p>
WHS Assurance Processes	<p>Not required unless risk assessment or incident/s determined need.</p>	<p>Worksite inspection/observation completed by contracts supervisor or delegate on agreed risk based frequency.</p>	<p>If certified to ISO 45001 or similar, provide evidence to UNE.</p> <p>Worksite inspection/observation completed by contracts supervisor or delegate on agreed frequency.</p>	<p>If certified to ISO 45001 or similar, provide evidence to UNE.</p> <p>Worksite inspection/observation completed by contracts supervisor or delegate on agreed frequency.</p>	<p>As outlined in Contract.</p> <p>May include WHS Surveillance Audit or evidence of recognised WHS certification.</p>
Commencement / Kickoff Meeting	<p>Not required</p>	<p>May be required for high risk events, locations or activities.</p>	<p>Required</p>	<p>Required</p>	<p>Required</p>

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