WHS-PRO-025 Contractor Safety Management Procedure JAMES COOK **UNIVERSITY Appendix 2: JCU Contractor Portal Flowchart AUSTRALIA** JCU Rep Rapid Global System Contractor Request to **Email invitation** registration + login to register invite new contractor contractor Preregistration Form Nominate type **Upload SWMS** Upload Contractor compliance Insurance insurance documents approved Certificates Contractor Registration Confirmation email to contractor. Verify contractor documents Confirmation email Prompt for induction training. (preregistration forms, SWMS) sent to JCU Rep Nominate individual staff inductions Induction fee payment Individual staff Certificate to induction individual staff training Notification email to **Contractor Rep** and JCU Rep Online induction

