



Office &  
Industrial

## MIRVAC CONTRACTOR MANAGEMENT SYSTEM

To whom it may concern,

Mirvac utilises Rapid Induct for our induction process which is a self-managed system and provides Mirvac Facility Management with up to date and accurate information regarding your company.

The system features include:

- One website where you create a secure password allowing you to access and manage your company information, insurance and safety documentation and employee inductions.
- A space to manage your inductees with Mirvac that allows you to upload required licences and documentation specific to your workers.

All contractors attending site must have completed the Mirvac General and Site Specific inductions and must log in and out using the on-site contractor management system terminal (CMS).

For FAQ's, please see the following page.

If you have any concerns or queries please contact the Tenant Liaison Centre during normal business hours on 1800 134 166 or email [mamhse@mirvac.com](mailto:mamhse@mirvac.com).

Kind regards,

Mirvac HSE  
(Office & Industrial and Retail)



Office &  
Industrial

## FREQUENTLY ASKED QUESTIONS

### **Why have I been asked to register?**

All Mirvac engaged contractors and contractors engaged by a Mirvac tenant (“Tenant Contractors”) that are conducting building impact works or working in common areas are required to register their company with Mirvac’s Rapid Induct prior to attending site.

### **How do I register?**

Navigate to <http://www.mirvacam.com.au/contractors> and click on new company registration link. A step by step guide is available at this link to assist with the registration process.

### **What documents are required to be uploaded?**

- Work Cover Registration Certificate
- Public Liability Insurance Certificate
- Personal Injury Insurance Certificate (only required for Sole Traders)
- Professional Indemnity (only required for consultants)
- Safe Work Method Statement (Site Specific)
- Safety Management Plan

### **How long will my documents take to be reviewed?**

Documents will be reviewed within 72 business hours by Mirvac HSE.

### **I have registered and my company is now compliant, what do I do now?**

You will need to issue inductions to your workers that will be attending a Mirvac site.

Inductions are valid for 3 years from completion date.

#### *Cost of Inductions:*

- General Induction \$11.00 incl. GST
- Site Specific Induction \$11.00 incl. GST

If additional site inductions are required, these will be completed as per the above Site Specific Induction fee.

### **My workers are inducted, what do they need to do when they attend site?**

All contractors are required to sign in and out of the CMS terminal when attending site using their Induction Key.

Contractors that fail to complete the induction process and utilise the on-site terminal may be in breach of the Service Agreement and may not be paid.