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## CONTRACTOR SIGN IN

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**A reminder that ALL contractors are to sign in and out daily using SINE.**

**Download the FREE SINE app** from the google play or apple store so that you can sign in as soon as you get onsite without needing to come to Building 16C or Building 8.

**Inductions** - ALL contractors must have completed the UC Induction within the last 12months. The induction is currently paper based (see UC Contractor Portal on website) but will be online within the next few months. Like a lot of online inductions there will be at a cost per head and to be borne by the contractor.

**Signing In & Out and Keys** - Contractors MUST sign in & out daily or whenever they leave campus. This includes contractors who are completing works outside of buildings such as on the roads, pathways or grounds but excludes set contractors such as cleaners, security, grounds.

**During Hours 8am – 4pm** (Monday – Friday) contractors can sign in/out using the tablet at Campus Estate Ops office (Building 16C) or Building 8 Campus Services Office.

**After Hours 4pm - 8am** contractors are to sign in/out at Building 8 Campus Services Office – keys available from Building 8. Security only sign out keys if they know who is coming – the UC Rep is to email [security@canberra.edu.au](mailto:security@canberra.edu.au) with company, staff names and access requirements min 24hours prior to access needs. The nominated contractor representative can then collect keys/pass from Building 8 Campus Services Office.

[Sine](#) is the UC sign in system and is to be used by all contractors (located on tablet at 16C and desktop at Building 8), it is a simple and easy tool which will step you through the registration/sign in and sign out process.

Limited keys are available from both locations so please plan this accordingly.



**TALK TO YOUR UC REPRESENTATIVE IF YOU HAVE ANY  
QUESTIONS ABOUT HEALTH, SAFETY AND ENVIRONMENT AT UC**