

What you need to do:

1. Complete and return to SASSI the *Contractor Workers Import Spreadsheet* - The spreadsheet provides your company details, workers details, services/disciplines and the DEXUS locations where you provide such services. See document embedded below.



SASSI_Workers_Import.xls

2. You will receive a Username and Password from SASSI for log-in to the system.
3. You must appoint a SASSI Administrator from your company.
4. Commence uploading **DEXUS Contractor Compliance Requirements**, which include:
 - a. Current Insurance Certificates of Currency for Workers Compensation, Public Liability and where appropriate Professional Indemnity, in the amounts specified in your service contracts.
 - b. All Safe Work Method Statement's (SWMS's) for works undertaken at DEXUS sites (this must be site specific with the details of the site address stated).
 - c. Completion of the on-line DEXUS Contractor WHS&E Induction and associated compliance induction and quiz which has been uploaded to SASSI (all workers to complete).
5. Upload of all workers Trades Licenses/Qualification Certificates
6. Upload of all workers WorkCover/WorkSafe Green and/or White Cards

What happens once my company (and relevant workers) are inducted?

Once inducted, your company's details will be included within the database listing, which is referenced by the DEXUS asset, development, property and building management teams and its agents nationally.

These teams are committed to using only contractors that have been inducted at both a company and worker level.

What are the steps required to induct my company?

- Assign a SASSI Administrator for your organisation as the key contact point.
- Complete and return the abovementioned spreadsheet.
- SASSI will upload the information provided and contact your SASSI Administrator with a unique login/password for your organisation along with a SASSI User Manual
- Log-on to the SASSI website <http://sassi.audit.net.au/> using your username and password and commence the induction process (further training information will be sent on this in the near future).

What is the timeframe?

- DEXUS expects to have all contractors details entered into SASSI no later than **15th September 2015**.
- Failure to supply the relevant data by this date may result in loss of time on-site, potential re-scheduling of works and services and/or refusal of entry to site.
- Your co-operation is greatly appreciated.

What if your company does not want to participate in the program?

If you are unable to accept DEXUS's requirements for the SASSI system, please advise via return email.