**University of South Australia**



**Guidance Note**

**for**

**Engaging Wellbeing Service Providers**

The University of South Australia is supportive of wellbeing activities being conducted in the workplace during authorised breaks with a view to improving health outcomes for our staff and students.

In addition to our clinics there may be a need or desire for staff to directly engage external providers to offer certain services that the University is unable to provide, for example yoga classes.

To ensure that the service provided is safe and beneficial to participating staff and students, the following University requirements must be met *before* any service provider commences performing services. Service providers will not be authorised to enter University premises to begin providing services without each of these requirements first being satisfied.

**REGISTRATION**

Refer to appendix 1 for the flowchart which describes the registration process for engaging a wellbeing service provider.

The following information must be assessed, retained and centrally registered through the Safety and Wellbeing team:

1. **CONTACT DETAILS**

Name, address, email, telephone and mobile numbers provided.

1. **QUALIFICATIONS**

Evidence of qualifications, training, skills and experience must be provided. Evidence of current first aid certification must also be provided if relevant.

1. **ACCREDITATION AND/OR MEMBERSHIP OF APPROPRIATE PROFESSIONAL ASSOCIATION**

Evidence of accreditation and ongoing re-accreditation from the appropriate body is provided (e.g. the International Yoga Teachers Association is the accrediting body for yoga teachers of particular styles) and/or evidence of membership of professional associations and affiliations.

1. **PROVIDER NUMBER**

The provider number is retained centrally where applicable.

1. **BOOKING SYSTEM**

Where individual appointments need to be made the wellbeing provider has a booking system that enables direct bookings between the staff member and the Provider.

1. **INSURANCE**

A copy of the Provider’s certificate of current Professional Indemnity insurance is provided with a minimum of $5,000,000 cover.

A copy of the Provider’s certificate of Public Liability insurance is provided with a minimum of $10,000,000 cover.

1. **LEGAL REQUIREMENTS**
	1. ABN or ACN is provided.
	2. A UniSA Wellbeing Services Deed must be signed by the Provider indicating they will comply with UniSA requirements and by the Manager: Wellbeing and Employee Benefits as the University’s duly authorised officer. The signed original UniSA Wellbeing Services Deed should be kept by the Safety and Wellbeing Team and a copy given to the Wellbeing Services Provider.

**PLEASE NOTE:** The University will not be a party to the agreement with the service provider for the supply of wellbeing services. Any agreement will be between participating staff/students and the service provider on separate contract terms. Providers should require participating staff/students to complete the Deed Poll of Acknowledgement and Release prior to supplying wellbeing services.

1. **AUTHORISATION**

The abovementioned agreement is signed by the Senior Manager for the area where the activity is to take place as endorsement that all of the above requirements have been met and the Provider is conducting their service in an authorised manner.

**CONTRACTOR SAFETY SITE INDUCTION**

Prior to commencement, the Provider must undertake a safety induction for each UniSA site where they provide the service. Refer to the Contractor Safety Site Induction Checklist (WHS28).

**ACCOMMODATION**

If the service provider is conducting a business and charging a fee, then the use of UniSA accommodation attracts a fee, determined by the Facilities Management Unit. However if the service has been authorised and arranged by the University the fee may be waived if there is only a nominal fee charged to our staff and students.

If the service provider is a UniSA employee who is appropriately qualified and insured and chooses to provide a service free of charge there will be no accommodation fee charge.

**EXCEPTIONS**

UniSA official clinics e.g. Physiotherapy, Exercise Physiology, Podiatry, Psychology

**OTHER**

If it is unclear whether a wellbeing service provider meets the above requirements or not, advice should be sought from the Safety and Wellbeing Team.

