

Safety, Health & Environment Contractor Induction

Energy Providers



start 

WOOLWORTHS LIMITED

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Welcome to Woolworths Limited

Woolworths Limited is committed to putting safety, health and wellbeing at the centre of what we do.

Woolworths has identified and documented this induction with the view of providing consistent safety and health information to contractors, including Energy Providers.

Prior to commencing work on Woolworths Limited sites, it is a requirement that this online induction be completed and you comply with Health & Safety Legislation, Codes of Practice, industry standards.

Failure to adhere to the requirements detailed in this Induction may result in you being removed from site and escalation to your company with the prospect of not being able to undertake further work on a Woolworths Limited site.

On successful completion of this induction, you will be given the option to print an induction card or receive by email an electronic version of the card. This **card must be presented** when attending a Woolworths Limited Sites.

Arrival at Site/Store

Upon arrival at site and prior to commencement of work, Contractors are required to sign the “Visitor/Contractor Sign In Book” at Woolworths Limited sites and present proof of successfully completing the General Induction.

You will then be issued with a “Visitor” sticker/badge which is to be worn at all times and you will also receive a site specific induction. We ask you to take careful note of the emergency evacuation arrangements at this time.

“Visitor” stickers must be removed when signing out of the site upon completion of work for that day.



Example of a Supermarket
“Visitors Sticker”

Date	Name	Company	Contractor	Supplier	Manager of Site/Contractor	Rep of Woolworths	Other	Time In	Time Out	Signature

On Site Obligations

As a contractor you have a responsibility to comply with Woolworths Safety Requirements:

Please assist us to provide a safe workplace by:

- Where possible clean up any spills otherwise report immediately to a staff member.
- Reporting any hazards you may identify to the Store/Site/Duty Manager.
- Reporting any incidents or injuries that may occur to the Store/Site/Duty Manager.
- Carrying out your tasks in a manner which is safe and will prevent injury.
- Keeping work areas clean and clear of rubbish.
- Concentrating on the task at hand, and not being distracted.
- Practicing safe systems of work.
- Using correct lifting techniques.
- Not climbing on any fixtures, furniture and equipment.
- Do not use any equipment unless authorised by the Store/Site/Duty Manager.

Manual Handling and PPE

Manual handling is not just about lifting boxes it is about how we walk, sit and carry out our everyday tasks.

THINK BEFORE YOU ACT – IF YOU ARE NOT SURE OR YOU NEED HELP “ASK”.

NEVER PUT YOUR PERSONAL SAFETY AT RISK.

Appropriate personal protective equipment is to be used at all times. The following items may be required based on the tasks being completed:

- High visible clothing
- Eye protection
- Safety shoes

“Danger” or “Out of Service” Tags

- If a danger tag is attached to equipment you must not use it.
- Unauthorised removal of a danger tag will lead you being removed from site and escalation to your company.

Any Electrical equipment brought into site must have a current Test Tag. The test tag must show:

- The day by which the appliance must be re-inspected and re-tested.
- Tester’s name or number.

Attending Petrol Sites

Electronic equipment:

Fuel vapours are likely to be present on the forecourt and surrounds, therefore:

- All electronic devices, including mobile phones, pagers and handheld tablets are NOT to be used or worn anywhere outside the sales building.
- Contractors may ONLY use mobile phones, pagers and handheld tablets inside the paypoint trading area or inside an enclosed vehicle. Devices are to be switched off when leaving the paypoint or the vehicle.
- Flash cameras are not to be used anywhere on a petrol site



Mobile phones
prohibited

3. Completed

Thank you.

You have now completed the **Energy Providers Woolworths Safety, Health and Environment Contractor Induction.**

Please proceed to the competency assessment by clicking TAKE SUBJECT EXAM below.