

## Safety Management System (SMS) Review Process

Pegasus Safety will be acting on behalf of Woolworths Limited (EMS Division) as their Agent for Contractor Safety Management. Within this role Pegasus Safety will be assisting Woolworths Limited to administer and manage the aspects of contractor safety whereby we will collect and validate vendor licences, insurances, review vendor safety management systems, arrange on-line inductions and photo ID cards for your employees and sub-contractors.

You will be prompted to complete the Safety Management System Review online through the portal, after you completed the company profile section and the upload of any insurances and licenses. A Representative from your company will be required to complete the review and submit supporting documentation.

As part of the Safety Management System Review you may be required to submit copies of your Workplace Health and Safety (WH&S) Management System which may include the following related documentation:

- i. Policies and Procedures
- ii. Safe Work Method Statements
- iii. Completed Hazard Notification Forms
- iv. Completed Risk Assessment Forms
- v. Completed Job Safety Analysis Forms
- vi. Completed Accident / Incident Report Forms
- vii. Completed Accident / Incident Investigation Forms
- viii. Safety Committee minutes / toolbox talks minutes
- ix. Checklists (Pre-start; workplace inspections)
- x. Training records / Certificates
- xi. Any other documentation relevant to safety within your organisation

The Pegasus Safety Audit team will then review the answers and documentation you have provided. You may be contacted to provide additional information as part of this process, and you will be given timelines and instructions on what you are required to provide in order to become compliant in this area.

Once your Safety Management System Review is processed successfully with Pegasus Safety your company will be issued with a 2 year expiry date for the SMS review.

For questions or assistance please call 1300 291 561 or email [safetycompliance@pegasus.net.au](mailto:safetycompliance@pegasus.net.au)