

Safety, Health & Environment Contractor Induction

Office Contractor

WOOLWORTHS GROUP



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Welcome to Woolworths Group Limited

Woolworths Group 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 merchandisers and demonstrators, consultants, entertainers, trainers, assessors and other non toolbox contractors. Prior to commencing work on Woolworths Group Limited sites, it is a requirement that this online induction is completed and you comply with Health & Safety Acts, Regulations, Codes of Practice, and industry standards and accreditations.

Woolworths Group Limited will monitor contractor compliance and performance through ongoing reviews. Failure to adhere to the requirements detailed in this Induction may result in you and your company being removed from site and the prospect of not undertaking any further work for Woolworths Group Limited.



Welcome to Woolworths Group Limited

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

In the interests of partnering with you on our journey to Destination Zero (zero harm to our people, environment and community), Woolworths Group Limited invites contractors to provide comment or feedback in relation to this induction to your Woolworths Group Limited Representative.

At the end of this induction, once you have passed, you will be given the option to print an induction card in either a hard-plastic card, paper version of the card or email an electronic version of the card to your mobile phone. This card **must** be presented when signing in at Woolworths Group Limited Sites.

This induction applies to Woolworths Group Limited and its subsidiaries.



Safety and Health Policy

Safety and Health Policy

We care about and are committed to the safety, health and wellbeing of our customers, team members, contractors, business partners and visitors. Our vision is to become one of the safest places to work and shop. Our aspiration is 'Destination ZERO' where people go home from work or shopping free from injuries or illness.

Our guiding principles are:

- Actively caring for each other
- Striving to prevent injuries and illnesses
- No service or task is so urgent and important that we cannot do it safely
- We are responsible for our own decisions and actions; the standard you walk past is the standard you accept
- We will promote and celebrate our success.

We demonstrate this by:

- Applying risk management to prevent injuries and illness
- Complying with laws, external requirements and our processes
- Setting measurable objectives and targets to continuously improve our performance
- Providing information, training, instruction or supervision so that team members can carry out their work safely
- Engaging and consulting to receive feedback on safety and health within the workplace
- Making safety and health information available.

We all want to go home safely every day, our family and friends depend on it. Please join me in making this commitment a reality.



Brad Banducci
CEO Woolworths Group
28 June 2016

WOOLWORTHS GROUP



Our Policy

Woolworths Group Limited is committed to putting safety, health and wellbeing at the centre of what we do. Individually and collectively we play an important role in meeting this commitment.

Our aim is to provide the highest level of protection against harm arising from safety, health and wellbeing hazards and risks as is reasonably practicable.

To read the Woolworths Group Limited Safety and Health Policy – [Click Here](#)

WOOLWORTHS GROUP

Arriving to Site

Upon arrival to site you will be required to present your induction ID card as proof that you have undertaken the Woolworths Office Contractor Induction.

You will also be required to complete a site specific induction on a Pegasus Induction Kiosk located in all Support Offices. This induction will give you specific information with regards to the site that you will be working on.

It is the responsibility of both you and your Line Manager/Woolworths Contact to ensure you complete this specific induction prior to the commencement of work on a site.

This induction is current for 2 years at which time you will need to complete a refresher.



Emergency

This site has emergency information that you need to be familiar with. There is important emergency information which can be found in the sites Emergency Evacuation Management Plan (kept in the Facility Managers Office) and displayed on the Evacuation Diagrams around the building. Each site has nominated wardens specifically trained to assist you in the event of an emergency. These wardens are identified by red, yellow or white helmets.

You must follow their instructions during an emergency.



In an evacuation you must follow these 4 easy steps.

1. Follow all instructions of the Emergency Wardens
2. Leave the building by the nearest & safest exit.
3. Remain in the assembly area unless you are instructed to do otherwise by the Chief Warden or Emergency Authority.
4. Do not re-enter the site until the all clear has been given by the Chief Warden or Emergency Authority.



First Aid

All office sites have First Aid equipment and trained First Aid Attendants. They can be identified by a green flag with white cross and/or green helmet. First Aid Attendants are on duty at all times whilst the site is in operation. If you have an incident requiring First Aid assistance on site, report it immediately to your Line Manager who will contact a First Aid Attendant for you.

Remember to call (0)000 for all Medical Emergencies.

First Aid Attendant contact details are listed on the Safety Noticeboards and on the intranet.



Reporting Incidents/Injuries

All injuries or illnesses must be documented and reported to your Line Manager/Woolworths contact immediately or within 24 hours using a Pulse Incident / Injury (EVENT) Report Form, these can be found on the intranet or at the First Aid Kit locations.

Please take the time to promptly report incidents and injuries.



Hazards/Chemicals

Definition of a hazard - “anything that has the potential to cause injury, illness or damage to people, plant or the environment.” Any hazard created as a result of your work must be immediately eliminated, isolated or controlled. All hazards must be documented and reported to your Line Manager/Woolworths contact immediately by completing a Pulse Hazard Report Form, these can be found on the intranet or at the First Aid Kit locations.

Please take the time to promptly report hazards.

Chemicals

Chemicals must not be introduced onto the site without prior approval of the Site Manager and/or the Divisional Safety Professional.



Danger Tags

If a danger tag (pictured right) is attached to equipment you must not use it. It is an offence to knowingly use equipment labelled with a danger tag.

Refer to your Safety Noticeboard or intranet for instruction on how to use danger tags.

Only the authorised contractor arranged to carry out the necessary repairs and remove a danger tag.



Slips, Trips and Falls

Slip, Trip and Fall can cause injuries, these injuries can be prevented by following some simple guides:

1. Practice good housekeeping (e.g. keep walkways clear at all times)
2. Hold the handrail when travelling on stairs
3. Cleaning up spills
4. Reporting all hazards
5. Wear appropriate footwear
6. Good manual task practices



If you see something which could potentially cause a slip, trip or fall, don't walk past it, do something about it.

Ergonomics

Any workstation changes or adjustments (e.g. new equipment, desk height adjustments or lighting issues) are only to be undertaken by Facilities Management and documented with a workstation assessment.

Our Corporate Intranet Site contains information on:

- Workstation set up and chair adjustment guidelines
- Stretching guidelines
- Line Managers Workstation Checklist process



Drugs, Alcohol and Smoking

No one is allowed to be under the influence of alcohol or any illegal drug on any Woolworths Group Limited site.

For your well being, it is advised that you make your Line Manager/Woolworths contact aware of medications that may affect your personal performance.



Site Access Control

Restricted access areas are clearly sign posted on Woolworths sites. Permission must be sought from your Line Manager and Security prior to accessing any Restricted Area. Your access will be determined by your Line Manager based on your Position Description.

Safety Signage

You will see a variety of signage on Woolworths Group Limited sites. Signage is provided for your safety and is to be observed at all times.



Signage is colour coded as follows:

- **Red** signs indicate fire equipment and warning (fire fighting equipment, no smoking, etc.)
- **Blue** signs indicate that mandatory Personal Protective Equipment is required when entering the area
- **Green** signs are for emergency equipment (eyewash stations, first aid kits and emergency exits, etc.)
- **Yellow** signs are cautionary signs, which may indicate a spill, a wet floor or "sound horn" areas



Housekeeping

- Work areas are to be kept clean and orderly and waste removed daily.
- Items should not exceed the height of the workstation screen e.g. folders on shelves.
- Product packaging is not to be used for any form of storage.
- If you identify a faulty chair, pedestal etc. please contact Facilities Management immediately to be replaced and/or repaired.

Remember: Good housekeeping contributes to a safe and healthy working environment for everyone.



Travel Around Site

Vehicle parking is permissible in designated parking areas only.

Parking on this site is managed by Corporate Facilities Management and is governed by the “Driving, Parking and Pedestrian Policy”.

Always adhere to the speed limit for the site. Sound vehicle's horn when approaching blind situations.

Any staff suspected or caught driving recklessly on or around the site will face appropriate disciplinary action.



Plant and Equipment

Plant and Equipment used on site is to be:

- Kept In good condition.
- Stored and operated in accordance with Standard Operating Procedures (SOP), Australian or other relevant standards.
- Be appropriate for its intended use.
- Electrical testing to be current.
- Secured when not in use, to maintain a clean and tidy environment and to prevent unauthorised access or use.
- Operated by appropriately trained, licensed and competent persons where applicable.



Please follow the Danger Tag process for any faulty equipment.

Facilities

Kitchens and Lunchrooms

Where provided, a lunchroom or breakout area including tea and coffee facilities are available to all staff, visitors and Contractors.

Toilets

Toilet facilities are available at all Corporate Support Offices, see your Line Manager/Woolworths Contact for these locations. All provided facilities are to be kept clean and tidy and any issues reported to your Line Manager/Woolworths Contact.

Find Out More?

To find important safety information for your site such as Safety and Health Policy, Safety Team Minutes or Issue Resolution Procedure, please visit our Safety Notice Board or Intranet for more information.



Completed

Thank you.

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

Please proceed to the competency assessment.

