

WOOLWORTHS LIMITED

**Contractor Safety  
Framework**

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# OBJECTIVE

Woolworths Limited is committed to putting Safety, Health and Wellbeing at the centre of what we do. 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 as well as meet our Work Health & Safety Legislative requirements.

This document is designed to provide a high level explanation of our approach to Contractor Management. Detailed information is provided in our Contractor Safety Management System (to be developed).

As part of this commitment a Contractor Safety Management System has been implemented across Woolworths Limited. It comprises of six key elements, detailed further in this document, namely:



# RISK BASED APPROACH

The Contractor Safety Management System adopts a risk based approach where contractors are categorised and managed according to risk based on the work they will perform.

The application of this risk based approach will enable Woolworths Limited to apply the appropriate level of rigor throughout the contractor lifecycle from tender and selection to completion of works.

Woolworths Limited Contractor Risk Profiling - Risk Methodology categorises contractors into four (4) categories as follows:-

Category	Type	Description
1A	High Risk (Principal Contractor)	It is likely for an incident to occur with a moderate consequence
1B	High Risk (non Principal Contractor)	It is likely for an incident to occur with a moderate consequence
2	Medium Risk	It is likely for an incident to occur with minor consequence
3	Low Risk	It is unlikely that incident would occur, if it did occur if would have an insignificant consequence

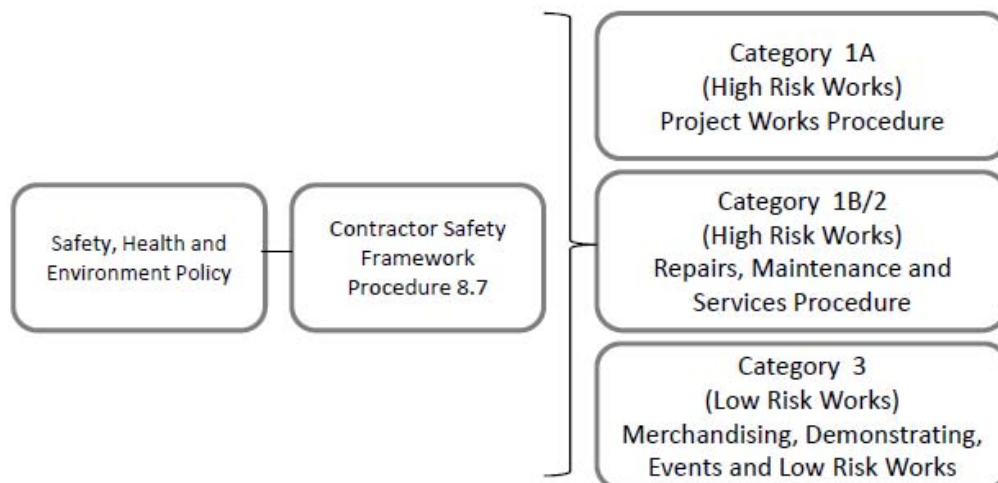
A risk profiling matrix has been developed to categorise contractor types according to the above. As part of the profiling, consideration is also given to factors such as historical trends, incident data etc, that may change the contractor category.

Woolworths Limited will maintain this matrix to ensure it remains up to date. Our third party provider Pegasus Safety will also deal with the Contractors as to address the applicable standards for the contractor.

## THE FRAMEWORK

The Contractor Safety Management System consists of a suite of documents, procedures and found tools.

Together these documents support delivery of the Woolworths Limited requirements:-



### Procedures

- A number of Procedures have been developed which provide more detail in relation to the activities involved in meeting our requirements and outlines the relevant roles and responsibilities.

### Guides/Forms/Tools

- A number of Guides/Forms/Tools have been developed to give further detail and guidance on how to meet the procedures.



# 1. SELECTION

As part of the overall selection process Contractors wishing to work for Woolworths Limited will be appointed following successful completion of the 3 phases below. Woolworths Limited has partnered with Pegasus Safety, to complete the following:

## Phase 1

- Company Registration covering items such as:-
  - o Insurance (Workers Comp/ Professional Indemnity/Public Liability)
  - o Licences
  - o OH&S Prosecution history/ incidents and injuries

## Phase 2

- Safety Management System (SMS) Review (AS4801 or based on level or risk)

## Phase 3

- Online induction for individual contractor

Once the Contractor has successfully completed these verification activities they will be added to the Approved Contractor List.

Woolworths Limited will only select contractor from the Approved contractors List.

Pegasus Safety provide a portal for the contracting company to upload information such as insurances, licences, registration etc and this along with their Safety Management System will be assessed and monitored by the-Pegasus Safety internal specialist team.



# 2. RESPONSIBILITY AND ACCOUNTABILITY

A suite of contracts (AS4300, AS4000, Minor Works, Consultants ) are in place to ensure that all arrangements meet Work Health & Safety Legislative Requirements, including where applicable Australian Standards.

Contracts will differ according to the type of works. A matrix has been developed to determine which contract is to be used.



### 3. SAFETY INDUCTION

It is a requirement for all contractors, providing a service to Woolworths Limited, complete an induction to ensure contractors arriving on site understand Woolworths Limited signing in and health and safety expectations.

Access to induction is available through our external service provider and will be completed by contractor prior to attendance on site. Induction must be refreshed on a 2 yearly basis.

Failure to adhere to the requirements detailed in induction may result in the individual contractor and/or company being removed from site and /or the Approved contractors List.

Where a Principal Contractor is engaged, and in order to maintain the control of the site, safety inductions will be done in accordance with the Principal Contractors Site Safety System.



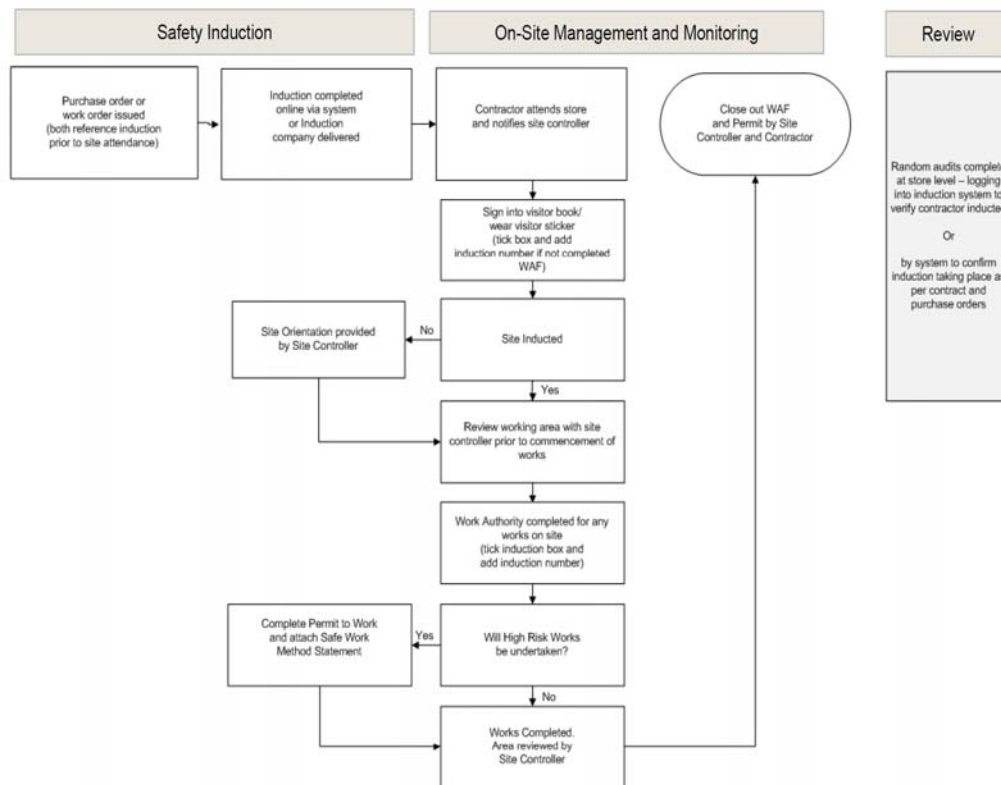
### 4. ONSITE MANAGEMENT

**When Principal Contractor is engaged.**

The Principal Contractor will be responsible for the day to day activities carried out on Construction sites under their control. Woolworths Limited will monitor the activities through regular meetings with the principal contractor and scheduled and random audits conducted by independent auditors.

**When Principal Contractor is not engaged.**

Woolworths Limited will identify a Site Controller at each site where contracted works are undertaken, for example the Store Manager at a site or the Facilities Manager at a Distribution Centre, who's role it is to implement the applicable parts of the Contractor Safety Management System.



## 5. MONITORING

Woolworths Limited will monitor contractor activities in accordance with Safe Work Method Statement (SWMS) or Work Health and Safety Management Plans to ensure that there is adherence to onsite safety and agreed contract.

In addition Woolworths Limited will provide the contractor with safety performance feedback for continuous improvement which will assist in the ongoing relationship of contractors with Woolworths Limited.

Woolworths Limited employees visiting any site where contract work is taking place are required to address any unsafe behaviour observed, with the site controller.



## 6. EVALUATION AND RETENTION

A review of contractors will be conducted periodically. The intent is to assess the Contractors Safety Performance to determine whether they will remain on, or be removed from the Approved Contractors List.

The review will include data collected as part of Woolworths Limited monitoring activities. This may include, but not be limited to;

- Safety Audits and the close out of any non conformances
- Formal Review Meetings
- Safety Performance Meetings
- Incidents and management
- Self reporting
- Performance Reporting

## DOCUMENT LIBRARY

All documents detailing the Procedures and Flowcharts for internal use are available via **WOWNet under Health and Safety/Wow Contractor**

External contractors can access information with regards to Contractor Safety on **[www.wowcontractor.com.au](http://www.wowcontractor.com.au)**