

# Safety, Health & Environment Contractor Induction

Energy Providers

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 Energy Providers.

Prior to commencing work on Woolworths Group Limited sites, it is a requirement that this online induction be completed and you comply with Health and 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 Group 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 Group Limited Sites.

# 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

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## 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](#)

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# 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 Group 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”


  
 Woolworths 
  
 the fresh food people

Date	Name	Company	Tick appropriate box					Time In	Time Out	Signature
			 Cleaning Contractor	 Trolley Contractor	 Maintenance or IT Contractor	 Reps or Merchandiser	 Other			



# 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 & 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 to 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

# Completed

**Thank you.**

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

**Please proceed to the competency assessment.**

