

WOOLWORTHS LIMITED

Work, Health and Safety Minimum Requirements

Appointment of Trade Contractor



1.0 Purpose

To document and communicate Woolworths Limited (Woolworths) minimum Work Health & Safety requirements that are standards which the Contractor is required to meet, unless the law or best practice requires a higher standard to be complied with. In this case the Contractor will be required to comply with that higher standard.

2.0 Pre-Qualification (If not already pre-qualified) requirement

If the successful Contractor is not pre-qualified with Woolworths 3rd party agency, for the relevant category, pre qualification requirements will need to be met prior to award of contract. Prequalification will generally involve registration of the contracting company with Woolworths 3rd party agency and an assessment of the contractors Health Safety Management System and performance.

Contractors are to observe safety directions and safe work practices displayed at Woolworths Limited sites.

3.0 General Requirement

3.1 A Trade Contractor must not commence construction/fit out work at a place of work unless:

- Insurance Policies for Workers Compensation, Public Liability, and Professional Indemnity are current.
- An assessment of the risks associated with the work to be carried out and provided to the Site Controller with a written safe work method statement (SWMS). **NB** A safe work method statement (SWMS) must be:-
 - provided for any high risk construction and non-construction work . This must be done prior to the commencement of work.
 - available for all other work
- Licensed and certificated to use specialised equipment, as required.
- The Trade Contractor, its employees and sub-contractors have completed appropriate training with respect to the type of construction work (commonly known as “Construction Induction Training”)

3.2 Employees/Workers of Trade Contractors and their Sub contractors

A Trade Contractor is responsible to provide its employees/workers and sub-contractors appropriate training in the Woolworths Safety Health and Environment procedures and ensure its employees and sub- contractors are appropriately trained and hold appropriate licenses or certificates for the work to be carried out.

3.3 Restricting Unauthorised Access

The Contractor is responsible for providing and ensuring it meets any legal or best practice requirements in relation to barriers.

Restricting unauthorised access is to include:

- Making sure that only authorised persons can enter the designated workplace
- The ongoing integrity of barricading systems

- Provision of all necessary internal and external barriers including areas that may be required by local authorities and for site security purposes for the duration of the project.

Specialist and Trade Contractors are required to have access to barrier at all times and establish such barrier wherever the work require segregation from other trades/work activity or Woolworths staff member or the members of public.

The Contractor shall be responsible for the removal of all equipment, materials and rubbish from their works area prior to removal of the barrier for the day's trade.

4.0 Site Controller Arrangements

4.1 Where Woolworths has appointed a **Principal Contractor** the Principal Contractor is responsible for:

- Access Control – Signing in/out
- The Work Health & Safety arrangements for the construction work/s
- SWMS for relevant scope of work is available for verification
- Consultation with trades onsite
- Co-ordination of works onsite
- Management of any incidents
- Site Induction, including relevant emergency information

NB The Principal Contractor has the authority to stop work by a Trade contractor if a risk to the health or safety of any person arises.

4.2 Where Woolworths Site/Duty Manager is the Site Controller the **Site/Duty Manager** is responsible for:

- Access Control – Signing in/out
- Ensure Work Authority Form is completed along with relevant Permit to work
- SWMS for relevant scope of work is available for verification
- Site Orientation, including relevant emergency information

4.2.1 Specific Induction and work Authority requirement where Woolworths Site/Duty Manager is the Site Controller:

Trade contractor (and their workers) is required to have received “Woolworths Limited Contractor Induction” via Pegasus Safety prior to commencement of work. Reference to www.wowcontractor.com.au

Trade Contractor to liaise with Woolworths Limited 3rd Party Agency to be able to receive such induction if not completed prior to arrival at site.

- “Woolworths Limited Contractor Induction” is evidence of understanding and accepting safety requirement as specified in Contractor Induction via Pegasus Safety.
- The level of risk associated with works and site specific conditions are to be reviewed with the Site Controller for appropriate controls required to eliminate or minimise safety hazard/s.
- Trade contractor (and their workers) is required to complete Work Authority Form and relevant Permit to Work prior to commencement of works.