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Disclaimer
The views presented in this publication are solely those of Woolworths Limited. Not every procedure or condition has been covered in this handbook. Woolworths Limited has made every effort to present policy, requirements and rules based upon commonly accepted safety practices. However, due to the multiplicity of overlapping laws, regulations, codes of practice and standards, no assurance is expressed or implied here.
Welcome to Woolworths Limited.

This handbook applies to Woolworths Limited and all Woolworths’ subsidiaries, including Big W, Countdown and Foodtown.

This handbook is provided by Woolworths to ensure Contractors, Sub-Contractors and Suppliers are aware of Woolworths Safety, Health and Environmental (SH&E) requirements as a condition of working on our premises. Safety is an integral part of all work conducted in our business.

As a prior condition to commencing any work on our sites, Contractors are required to read through this handbook to ensure an understanding of Woolworths’ Safety, Health and Environmental requirements.

The Manager of the contract company shall train/induct their employees in the Woolworths’ safety procedures using this handbook. The Manager and their employees must sign-off the acknowledgement section at the back of this book.

Contractors to Woolworths Limited are responsible for compliance with these obligations. The same obligation applies to any sub contractors used, with the overall responsibility for ensuring compliance remaining with the Contract company.

The Manager must then send the signed “Manager Acknowledgement” sheet back to the Woolworths contact. It is the responsibility of the Manager to retain all employee sign-off acknowledgements within the Contractor’s own records.

Prior to commencing any work on a new project, the Contract Manager will have briefed all contractors on specific safety and Permit to Work requirements, or other items relevant to the job.

A risk assessment must be completed by the Contractor for all jobs other than minor maintenance activities, where a Work Method Statement or Standard Operating Procedure may be available/applicable.

Important:

*Failure to follow these requirements will result in you and your company being removed from site.*

This handbook is freely available to Contractors performing work on Woolworths’ sites, and can be found at the following locations:

- Woolworths Limited website –
- From the Woolworths Site/Duty Manager where work is being conducted.
- From your Contracts Manager.
Contractors and Subcontractors

Contractors and sub contractors engaged to perform work on Woolworths premises or locations are required to comply with Woolworths SH&E policies, procedures and programs as specified in their contract/agreement and to observe directions on health and safety from designated officers of the organisation.

The requirements of relevant statutory Acts, Regulations and Codes of Practices must be met at all times with this handbook providing the minimum compliance level.

Signing-In
Upon daily arrival at site, the Contractor is required to sign in prior to commencement of work, where the contractor will be issued with a visitor sticker/badge. This identification must be worn at all times. Visitor stickers must be removed when exiting the site, upon completion of the job for that day.

Once signed in, the Contractor must contact the Site/Duty Manager to complete the Maintenance Authority and relevant Permit to Work prior to commencing any work. The Contractor is required to ask if there are any site specific hazards that they need to be aware of, and the location of the Emergency Evacuation Assembly Areas.

Maintenance Authority
No job is complete, until the Site/Duty Manager or nominee signs off the Maintenance Authority.

If the job extends longer than one day, a new Maintenance Authority and Permit to Work must be issued to the Contractor by the Site/Duty Manager for each day’s work.
NB. Each Maintenance Authority and Permit to Work is only valid for 12 hours.

Safe Work Method Statements (SWMS)
Safe Work Method statements (SWMS) must be provided by the contractor for all tasks requiring a Permit to Work. A SWMS must be presented to the Site/ Duty Manager prior to the commencement of any high risk task.

Centre Management Groups
Where Woolworths is a tenant within a Centre Management Group, the policies and procedures within this handbook are to be carried through as “minimum standards” in all areas of the shopping centre/ property.

For any works occurring outside Woolworths lease line the service provider must contact the Centre Manager prior to commencing works to ensure compliance with the Centre’s specific OH&S requirements. This type of work may include works on the roof already requiring a Woolworth’s “Permit to Work” or works that may impact the Centre’s infrastructure (eg air conditioning, fire & sprinkler/ smoke detection that may impact the centre’s protection).
Certificates of Competency
The law requires that operators of certain types of plant and equipment must have a current certificate of competency or licence, for example, forklift. You must have a valid licence before you are able to commence work.

Your licence or certificate must be in your possession at all times. Equipment owned by Woolworths is not to be used without the permission from a Supervisor or Site/Duty Manager.

Apprentices working on site must have adequate supervision and have received adequate training in performing the task in question.

Important:
*Our rules are simple – No Licence, No Driving, No Operating!*

Licenses
Copies of *current and valid licences* are to be made available to Woolworths at any time including:

- PLUMBING
- GAS FITTING
- ELECTRICAL WORK (A GRADE LICENCE)
- STRUCTURAL MAINTENANCE WORK (BUILDERS LICENCE)
- CARPENTRY/MINOR MAINTENANCE (CARPENTERS TRADE QUALIFICATION)
- REFRIGERATION AND AIR CONDITIONING
- FORKLIFT
- ELEVATED WORK PLATFORM

Licenses – Petrol Sites
*Australian Institute of Petroleum (AIP) ‘Work Clearance for Contractors’* (this applies to Australia ONLY)

All contractors performing any work on Woolworths Petrol sites must be accredited with the 'AIP Work Clearance for Contractors' training program or be supervised by someone who is.

The Australian Institute of Petroleum (AIP) 'Work Clearance for Contractors' training program was developed on behalf of the Oil Industry to educate contractor representatives in the use of the 'AIP Work Clearance System'. It is designed to ensure non-routine work (maintenance and minor works) on Petrol Stations is carried out in a safe manner.

If your business is not AIP accredited, you must not accept work on Woolworths Petrol sites.
Work Permits
The following work permits are in use at Woolworths:

- HOT WORK PERMIT
- WORKING AT HEIGHTS PERMIT
- ELECTRICAL WORK PERMIT
- GAS WORK PERMIT
- FIRE IMPAIRMENT PERMIT
- CONFINED SPACE ENTRY PERMIT (CONTRACTOR TO SUPPLY AND COMPLETE), and
- RESTRICTED ACCESS PERMIT

All permits must be authorised by the Site/Duty Manager, prior to the commencement of any work. A Permit to Work can be obtained from the Site/Duty Manager and are only valid for a 12 hour period.

(Sample Permit to Work)

Hot Work
Hot work is defined as grinding, welding, thermal cutting, oxygen cutting or heating and other related heat producing or spark producing operations.

A hot work area is defined as anywhere within a 15-metre radius of the ignition source(s).

A **Hot Work Permit** form will be completed by the contractor and Site/Duty Manager, detailing the hazard controls to be implemented according to the work to be done, and prior to any work commencing.
The person conducting the hot work must be informed of the location of the fire fighting equipment and be competent in its operation. A four (4) hour fire watch must be maintained after the work is completed (1 hour by Contractor; further 3 hours by store).

**Always ask the question………..**

**Can this work or task be completed safely without hot work being performed?**

The following actions are required when conducting hot work on Woolworths’ premises:

- Isolate the following:
  - Within a 4 metre radius around the source – floors swept; removal of pallets; wall & floor openings covered; shields in place; etc
  - Within an 11-metre radius – relocate any flammable liquids & aerosols;
  - Within a 15-metre radius - relocate dangerous goods and combustible materials.

- Ensure that Woolworths owned gas powered forklifts and gas cylinders are removed.

- Ensure no recharging of batteries is to take place whilst hot work is in progress.

- The ignition source(s) are to be screened using fire-resistant materials.

- Barricades and/or signage indicating the hot work area are to be erected.

- The work area is to be adequately ventilated. This may require opening of doors/roller doors, or conducting the works outside.

- The work area is to have safe entry and exit areas, and these are to be documented on the Permit to Work.

- Suitable fire extinguishers are to be located within 10 metres of the work area.

- Contractor's LPG and Acetylene gas cylinders are to be stored upright and chained to prevent falling.

- Where available, Automatic Fire Protection must be in-service.

- Personal Protective Equipment will be provided by the Contractor for the work. This will include some or all of the following as required for the task: mask, apron, boots, gloves, eye/hearing protection, and protective overalls.

- Relevant Woolworths Managers and staff shall be advised of any work impacting their areas of responsibility.

**Hot Work – Petrol Sites**

If a hot work permit is required as identified in the AIP 'Clearance for Contractors' then DO NOT COMMENCE WORK. Contact the Woolworths Asset Specialist - Petrol to gain a clearance.
Electric Welding (MIG or TIG)

- **MIG or TIG welding in wet conditions is to be avoided. Work is to be rescheduled to a time when it is possible to conduct the work in dry conditions.**

- Isolating mats are to be used to insulate the welder from earthing.

- Eye protection, dry clothing, safety footwear and gloves are to be used.

- Electrical cables from the electricity source to the welding equipment must be free from contact with water and not subject to damage by trolleys, pallet jacks or fork lifts.

- If it is not possible to schedule this welding work in dry conditions, possible methods of insulating the welder in wet conditions include the use of:
  - Duckboards
  - Dry inner layer of clothing
  - Moisture resistant outer layer of clothing
  - Rubber soled shoes
  - Rubber boots
  - Covers to protect from overhead sources of water

Electrical Work

Working on live electrical equipment must only be considered for testing and commissioning, and then only when an adequate, documented risk assessment has been undertaken by the Contractor.

A **Permit to Work** form shall be completed by the Contractor and Site/ Duty Manager detailing the hazard controls to be implemented according to the work to be done and prior to commencement of work.

The following procedures will be carried out when isolating circuits to conduct work:

- Circuit breakers will be locked off with a single key lock and key retained by the operator. If this is not practicable, then:
  - Circuit breaker switches will be tagged in an 'off' position using a 'Danger – Out of Service' tag, secured to the switch.
  - Appropriate Site/ Duty Managers and staff shall be advised of pending work.

Portable leads must not be run across walkways.
**Electrical Work – Petrol Sites**

- Isolate at switchboard both power and control circuits of all electrical equipment being worked on.
- Tag and lock off all isolated circuits. The circuit may only be re-energised by the person who performed the isolation.
- When working on pumps/dispensers/bowsers, isolate the communications circuit, in addition to the power supply circuit, as many communications circuits are not intrinsically safe.
- Do not open flameproof enclosures unless the internal electrics have been isolated.
- Do not work on dispensing pumps while free fuel or leak is present.
- All ladders are to be constructed of non-conductive material.

**Gas Work (Non Petrol Sites)**

Gas work is defined as work on consumer piping, fittings, components, appliances, flues, sub-meters, apparatus and other devices and associated requirements.

Prior to beginning any Gas work, a **Permit to Work** will be completed. The following actions will be covered on the **Permit to Work**:

- The gas system will be isolated. Smoking, open flames, hot work and other ignition sources in the hazardous area will be identified and isolated.
- Consumer gas piping (i.e. piping after the meter) must be purged prior to work commencing. Where purging is not practicable, the Contractor will notify the relevant Utility Authority prior to commencing work on any unpurged piping.
- All open pipe ends must be sealed while the work is in progress.
- All gas piping must be tested by the Contractor after works have been completed.
- Testing for gas leaks must be conducted using either the soap and water method (external) or a gas 'sniffer'.

**Working at Heights**

Unless a risk assessment establishes an alternative safe work practice, fall protection shall be provided for all persons exposed to a fall of 2 metres (3 metres in New Zealand) or greater. The use of safety harnesses, lanyards and inertia reel equipment is mandatory when working within 3 metres of any roof edge with an edge to ground in excess of 2 metres (3 metres in New Zealand).

Prior to beginning any works involving work at heights, a **Permit to Work** will be completed. Unless a risk assessment exists to the contrary, the following works will require fall protection procedures and equipment:

- Work near unprotected open edges of floors and roofs
- Work near unprotected penetrations or openings in roofs, floors and walls
• Work near unguarded shafts or excavations
• Work from unstable structures (temporary or permanent)
• Work on or near fragile or brittle surfaces (e.g., cement sheeting roofs, fibreglass sheeting roofs and skylights)

Areas below must be made safe by erecting barriers, men at work signs etc.

Materials and scrap must not be dropped to lower levels without the area being made secure by erecting barricades, men at work signs and a person posted on the lower level supervising the area.

Working at Heights – Petrol sites

Working at height on a Petrol site requires an AIP clearance form and an additional Woolworths Petrol specific Working at Heights permit. This permit can be obtained from the Site/Duty Manager.

Only diesel operated elevated work platforms must be used at petrol sites.

Ladders

Ladders are not a fall protection measure; they are a means of providing access/egress to a work area. Ladders complying with AS/NZ 1892 must only be used.

Ladders are only to be used where it can be shown that other risk control measures are not practicable to remove or reduce the risk of falling.

Where ladders are used in areas near pedestrians, fork lifts, pallet jacks etc permits should specify what system will be used to prevent the ladder being knocked over. For example:
• Safety Cones
• Barricades
• Person to hold ladder and ensure access to area is restricted.

Contractors will not use Ladders:
• In access areas or within the arc of swinging doors;
• When the work involves restricted vision or hot work i.e. welding;
• On scaffolding to gain extra height;
• Where it is possible for the ladder or the user to come into contact with electrical power lines;
• In very windy or wet conditions;
• Over other people
• Performing a task that requires over-reaching (belt buckle within the stiles of the ladder);
• Allowing anyone else to be on the ladder at the same time;
• Placed near the edge of an open floor or penetration where, if the ladder toppled, a person could fall over the edge.
Contractors will use Ladders:
• Placed at a slope of 4 (vertical) to 1 (horizontal) & be secured at the top;
• Supported on a firm, level, non-slip surface in the fully opened position;
• Fitted with safety feet and tied off while in use and inspection tags fitted;
• Perform all work facing the ladder;
• Placing their feet no higher than 900mm from the top of the ladder (2 rungs from the top rule);
• Always having two hands free to ascend and descend the ladder, transporting all material and tools which cannot be safely secured to the worker's belt independently;
• Only using tools which are easily operated with one hand;
• Electrically approved for electrical work;
• Always maintaining 3 points of contact (2 hands & 1 leg OR 1 hand & 2 legs).

Fall Protection
Some engineering methods of fall protection include:
• Guard railing
• Working platforms
• Scaffold
• Elevated work platforms (cherry pickers, scissor lifts)
• Travel restriction devices (harnesses and lanyards)
• Fall arrest systems
• Catch platforms
• Safety nets

The Contractor should be providing one or more of these fall protection methods if the Contractor's feet are more than 2 metres (3 metres in New Zealand) from the ground. This is to be detailed on the Permit to Work.

Trenching
All trenches must be barricaded.

Trenching works more than 1.5 metres in depth:
These works will be completed in accordance with the various legislative regulations and compliance is mandatory.

Trenching works less than 1.5 metres in depth:
Prior to beginning any trenching works, a Permit to Work will be completed, assessing the following factors:
• Proximity to underground services (eg electricity, water, gas, refrigeration and telephone/data cables)
• Proximity to building structural supports and inspection holes
• Access to the trench and potential trip hazards
• The nature of the ground
• Possibility of flooding
• Areas of instability
• Location of spoil pile (not closer than 0.5m from the edge of the trench)

**Concrete Cutting Equipment**
Prior to any concrete cutting works, the Contractor shall ensure that the following hazards have been controlled. Controls will be documented on the *Work Permit* form.

• Noise (note: some sites have noise curfews)
• Dust
• Vibration
• Electrical
• Gas
• Water

Barricades and warning signs must be used around all trenching and concrete cutting operations.

Concrete cutting is considered to be Hot Work. In addition to the requirements under Hot Work, the following minimum guidelines are to be followed:

• Operator to wear insulated rubber footwear at all times.

• Operator to wear insulated gloves.

• Cutting machine handles to be insulated.

• Earth both mechanical and electrical cutting devices as per AS/NZ3000 Sect 5 Clause 5.7 Earthing using a straight crimp type socket on each end of the cable.

• Identify the location of all underground lines and services by performing an underground services survey. Where as-built plans are available for the underground lines and services on site, then these should be used in conjunction with the underground services survey.

• Maximum permissible depth of cut is 2/3 of slab thickness. The depth of the slab should be checked with a full cut on a short run until the slab depth is determined. The blade should then be adjusted to 2/3 of that depth for the remainder of the cut. If unable to comply, a Safe Work Method Statement must be developed and approved by Woolworths Limited prior to commencement of work.

• Allow adequate cooling time for the blade.
Asbestos

Certain sites contain asbestos. The specific areas within a site are labelled at the affected area, as follows:

- No work involving grinding, drilling or cutting may be carried out in areas containing asbestos.
- No work may be carried out in these areas without the prior approval of Woolworths.
- Only suitably licensed contractors can perform work in areas containing asbestos.
- Risk assessments must be completed prior to and on completion of work by the contractor.
- Clearance certificates must always be provided.

If you discover an asbestos label you must discuss this with the Site/Duty Manager or nominated Manager. Asbestos registers are available on location.

Confined Space

It is the contractor’s responsibility to complete their own Confined Space permit and supply to the Site/Duty manager prior to entering any confined space.

Restricted Access

Restricted access areas are clearly sign posted on Woolworths sites. Permission must be sought from the Site/Duty manager prior to accessing any Restricted Area.
Hazards

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, whether as an expected outcome of the work or not, must be immediately eliminated, isolated or minimised. All hazards that are not able to be immediately eliminated must be immediately isolated or minimised and then promptly reported to the Site / Duty Manager.

Please take the time to promptly report incidents, injuries and hazards as this will assist in Woolworths Limited incident prevention and hazard reduction programs.

Woolworths Customers

Woolworths Limited has a legal obligation to ensure that our customers have a safe environment in which to shop. When working in our stores Contractors also represent Woolworths Limited. All work undertaken around our customers must be performed with customer safety and courtesy in mind.

It is also important to remember that customers can be unpredictable and through their actions cause a safety risk to you. Always be aware of the presence of customers.

Housekeeping and Storage

Work areas are to be kept clean and orderly and scrap removed daily. Product packaging is not to be used for any form of storage. Contractors are responsible for the removal of all rubbish created in the course of their work.

Contractor work areas will be subject to the regular housekeeping safety inspections conducted across the site. Results are used to determine future allocation of contracts. Such data will form part of a Contractor's key performance indicators.

Electrical

Electrical dangers are not always obvious. All contractors shall inspect their electrical equipment including portable leads before use. Inspection tags must be fitted on all leads and tools. When connecting or disconnecting power make sure the power switch is OFF before inserting or pulling out a power cord. Only authorised people are permitted to open electrical enclosures.

Hazardous Substances

Hazardous substances must not be introduced onto the site without Material Safety Data Sheets (MSDS) and prior approval of the Site/Duty Manager. This includes but is not limited to solvents, cleaning agents and flammable gases. The control measures recommended in the Material Safety Data Sheets (MSDS) must be applied. MSDS's must be current – no more than five years old.
Hazardous substances must be REMOVED FROM THE SITE EACH DAY upon completion of work unless special arrangements have been made with the Site/Duty Manager.

**Slips, Trips and Falls**
Slips, trips and falls cause injuries. These injuries can be prevented by:

1. Good housekeeping (eg. Keep walkways clear at all times)
2. Reporting hazards
3. Wearing appropriate PPE, and
4. Good manual handling practices

We can all prevent these injuries by looking out for spills, keeping the floor clear of obstacles and by wearing the correct safety shoes. If you see something which could potentially cause a slip, trip or fall injury don’t walk past it, do something about it. Housekeeping is everybody’s responsibility.

**Manual Handling**
Always ensure that a risk assessment is completed for all significant manual handling tasks. Staff should follow suitable precautions to prevent injuries (such as team lifting, use of lifting aids etc).

**Personal Protective Equipment (PPE)**
Appropriate personal protective equipment must be used at all times and be provided by Contractors. The following items may be required based on the tasks being completed:

- High visibility clothing
- Eye protection
- Appropriate footwear (covered shoes/boots not thongs or sports) except sports type shoes for work on roofs.

**High Visibility clothing**
High visibility clothing to be worn at all times while the Contractor is working external to the site/store (e.g. on the Petrol forecourt, Bottleshop drive-thrus, carparks, etc).

For Petrol sites - High visibility clothing is to comply with AS/NZS 4602:1999 and must be made from 100% cotton.
Emergency Procedures

Each site has an evacuation procedure. There are nominated people in each site specifically trained in emergency situations who take charge during an evacuation. During an evacuation you must follow their instructions. In the event of an emergency:

• Isolate plant and equipment if safe to do so. Special attention should be made to refrigeration equipment.
• Leave the building by the nearest & safest exit.
• Remain in the assembly area unless you are instructed to do otherwise by the Chief Warden (Site/Duty Manager).
• Do not re-enter the site until the all clear has been given by the Chief Warden (Site/Duty Manager).

Water isolation is not to be carried out without the permission of the Site/Duty Manager. Isolation of Fire Services must not be undertaken without the Fire Impairment work permit being completed. Asset Services Group can provide advice on this process.

Fire Safety
Reduce the risk of fire by maintaining good housekeeping and notifying a supervisor or manager of any fire hazards you come across.

You should only attempt to extinguish the fire if it is safe to do so. Fire extinguishers are only intended to be used on small fires or as a life saving device to enable escape.

First Aid
Each site has First Aid equipment and where required by legislation trained First Aid Officers. Where required, First Aid Officers are on duty at all times whilst the site is in operation. If you have an incident on site, report it immediately to a member of staff who will contact a Supervisor and First Aid Officer or direct to the nearest medical facility.

Incident Reporting
All incidents involving the contractor or contractor’s employees at Woolworths workplaces shall be reported to the Site/Duty Manager or nominee.

Where injuries have occurred they should be treated immediately by a First Aid attendant and then reported to the Woolworths Site/Duty Manager and Contractor Management.

A Woolworths Incident/Injury Report Form shall be completed detailing the circumstances of the incident and left with the Site/Duty Manager.
Site Rules

Food Safety
The contractor must have procedures in place for the protection of food for sale from physical, chemical or biological contamination from work being undertaken eg use drop cover sheets.

In the event of glass contamination (broken glass, broken testing equipment etc), inform a Supervisor immediately, isolate the affected products and area.

The premises are to be maintained in a condition, which prevents environmental contamination eg dripping roof, excessive dust, and food contamination.

*Note: Hair nets/caps must be worn in food preparation areas, wash your hands on entry, and remove/cover any exposed jewellery.*

Compressed Air
When using equipment with compressed air:

- Use eye protection
- Use hearing protection
- Do not use to clean self
- Do not point towards self or others
- Misused compressed air can cause serious injuries

Drug & Alcohol Policy
No one is allowed to be under the influence of alcohol or any illegal drug on a Woolworths site.

Medication affecting personal performance must be discussed with a Woolworths contact.

Materials Handling Equipment (MHE)
Contractors are not permitted to use Woolworths’ MHE. Typical MHE on site includes forklifts, electric pallet jacks and walkie stackers. Contractors should be constantly aware of the hazards surrounding MHE.

Plant & Equipment
All Plant supplied or brought to the site by the Contractor, whether owned by the Contractor or hired from others, will be regularly serviced in accordance with manufacturers instructions and where appropriate be tested and tagged.

Operators using the Plant will be properly trained, licensed (where appropriate) and competent to operate the equipment in a safe manner.

When working on Woolworths’ equipment, always ensure machine guards are re-fitted once work is complete and before recommissioning.
Lock Out & Tag Out
Lock Out and Tag Out procedures are to be followed where access is required to machinery, plant and energy sources for cleaning, maintenance, repair or installation projects where removal of guarding is required. The preferred option for isolation should always be physical isolation.

All guarding is to be replaced upon completion ensuring all interlocking and fittings are fully operational and safe.

Danger or Out of Service Tags
If a danger tag is attached to equipment you must not use it. It is an offence to knowingly use equipment labelled with a danger tag.

No Danger Tag shall be removed from isolated equipment without the express permission of the person identified on the tag or the Site/Duty Manager. Unauthorised removal of a danger tag will lead to termination of the contract.

If you are commissioned as the contractor to repair equipment that has been tagged, permission must be sought from the person identified on the tag or the Site/Duty Manager prior to removal of the tag. The Danger Tag is then to be attached to the book copy (white copy) of the Maintenance Authority by the Site/Duty Manager.

Security
Under no circumstances are visitors allowed to interfere with any Woolworths’ plant, equipment, facility or amenities unless they are authorised to undertake repairs or maintenance of such plant and equipment.

Where requirements of Contractor staff are to wear a company uniform or identification, then this must be effected.

Parking
Vehicle parking is permissible in designated parking areas only.

At Petrol Sites - parking between the Register and Petrol Pumps is not permissible unless in a designated parking area. Engine must be switched off when parking at a Petrol site.

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

Visitors and Children
No visitors are allowed on site without permission from site Management. Children (under 15) or pets are not allowed on site while the contractor is performing work.

Pedestrian Crossings & Walkways
Please keep to designated walkways and crossings.
Safety Signage

There are a variety of signs in stores and on site. Some of these signs are cautionary whilst others are advisory. These signs are colour coded and are red, green, yellow or blue.

• Red signs indicate Fire Equipment like fire extinguishers and hose reels.
• Blue signs indicate that mandatory Personal Protective Equipment is required when entering the area.
• Green signs are for emergency equipment like eyewash stations, first aid kits and emergency exits.
• Yellow signs are cautionary signs, which may indicate a spill, a wet floor or sound horn areas.

A sample of signs found on sites are shown below:

<table>
<thead>
<tr>
<th>Red signs are for fire equipment eg hose reels &amp; extinguishes</th>
<th>Do not block/obstruct Fire Doors.</th>
<th>PPE – Hair protection must be worn.</th>
<th>Green signs are for emergency equipment like first aid kits and emergency kits.</th>
<th>Emergency Exit signs.</th>
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Environmental Responsibilities

• All spills must be contained;
• Waste is not to be washed down storm water drains;
• All equipment is to be washed in designated areas only;
• In case of environmental contamination, contact Site/Duty Manager immediately.

Spills

Spills must be cleaned as quickly as possible but only when it is safe to do so.

If you cause or find a spill, which is safe to clean up, stop it from spreading immediately. Bring attention to the area with a Wet Floor Sign before cleaning it up.

Hazardous chemical spills must be disposed of correctly – see your Site/Duty Manager and review MSDS for correct method if uncertain of correct procedures.

Waste

Reuse material and sort material that is recyclable for disposal and place in the designated area. Dangerous goods and hazardous substances must not be disposed of in normal waste bins.

Noise

Many sites are surrounded by residential areas. For the sake of these communities and other workers, unnecessary noise should be kept at a minimum. Some sites have noise curfews.

Saving Energy

Where possible, turn off non-essential equipment that is not being used.

Storm Water Drains

You cannot use storm water drains to wash down or dispose of waste. Looking after the environment makes sense and we can all help.

It is an offence to dispose of certain wastes via stormwater drains. Check EPA requirements.
Facilities

Kitchen/ Lunchrooms
A lunchroom is available to all staff and contractors. Tea and coffee facilities are available.

Toilets
Toilet facilities are available in each site if you need to access these areas.

Smoking
All Woolworths’ sites are no smoking. Breaches of this policy will result in offending parties being requested to leave the site and the contract/agreement cancelled.
This page has been left intentionally blank.
I ________________________________

PLEASE PRINT FULL NAME

of ________________________________

COMPANY NAME

Acknowledge receipt of a copy of the Safety, Health and Environment handbook for Contractors.

I have read the handbook and have had the rules explained to me.

I understand that full compliance with these rules is a precondition for permission to work on any of Woolworths’ sites.

Signature: ________________________________

Date: ________________________________
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Acknowledgment – Service Provider Manager
(to be sent to Woolworths Ltd.)

I ____________________________________________________________

SENIOR MANAGER - PRINT FULL NAME

of _______________________________________________________________________

COMPANY NAME

Acknowledge receipt of a copy of the Safety, Health and Environment handbook for Contractors.

I have read the handbook and have explained the contents to all appropriate contract staff employed by _________________________________

I understand and so do employees working for __________________________ that full compliance with the contents of this handbook is a precondition for permission to work on any of Woolworths’ sites.

Signature: _______________________________________________________________________

Date: __________________________________________________________________________

Vendor Number: ___________________________________________________________________
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INCIDENT AND INJURY FREE
SEE YOU TOMORROW

Woolworths Limited