

WOOLWORTHS FINANCIAL SERVICES

External Supplier Control Obligations Occupational Health and Safety



Control Title	Control Description	Compulsory (YES/NO)
1. OCCUPATIONAL HEALTH AND SAFETY (OHS) MANAGEMENT SYSTEM		
1.1 OHS Management	<ul style="list-style-type: none"> Suppliers must have a defined and comprehensive OHS management system for the management of risks associated with all their activities and risk profile. The detailed elements of such system must be aligned to the relevant WFS OHS requirements. If supplier risk evaluations are “High”, in terms of the scope of work to be performed on site, WFS OHS Team shall be engaged for further in-depth monitoring of OHS compliance. WFS OHS Team has to be notified of the on boarding of a supplier in order to engage the supplier in terms of the detailed WFS OHS requirements related to suppliers. 	YES
1.2 Mandatory Agreement	<ul style="list-style-type: none"> Suppliers shall ensure that they have signed a mandatory agreement to evidence adherence to the relevant legislation. For RSA, such agreement shall be referred to as the 37(2) Agreement in terms of OHS Act. 	YES
2. COMMITMENT TOWARDS OCCUPATIONAL HEALTH AND SAFETY		
2.1 Occupational Health and Safety Policy and Statement of commitment	<ul style="list-style-type: none"> The supplier must be able to demonstrate their commitment towards the health and safety of persons who may be affected by their acts or omissions whilst performing work on behalf of WFS. The supplier shall demonstrate this commitment by establishing a Policy Statement aligned with it's OHS risk profile. Leadership and commitment by senior management (CEO or most senior management) provides the vision, establishes policy, sets goals, and provides resources to lead and support the implementation of the supplier OHS management programs and systems. 	YES
3. PLANNING OF THE OHS MANAGEMENT SYSTEM		
3.1 Hazard Identification and Risk Assessment	<ul style="list-style-type: none"> Establish, implement and maintain documented procedures for the on-going and systematic identification of OHS hazards, the assessment of the risks and the determination of all necessary control measures. Evidence of gaps and remediation should be available on request for assurance and audit purposes. The supplier shall consider all its activities, products and services that may impact OHS to ensure effective control of them. This must take into account which activities, products and services are expected to have an influence on work conducted for WFS. 	YES

3.2 Legal Compliance	<ul style="list-style-type: none"> Suppliers must ensure that they have adequate processes to identify all applicable OHS legislative requirements in the jurisdictions in which they provide services to WFS. Suppliers must comply with all applicable OHS legislative requirements in their local jurisdiction and have an adequate process to review compliance against local OHS legal requirements. Local legislation must be monitored and any new regulations/requirements that may impact the services provided to WFS must be assessed against any potential impacts and be highlighted to the WFS Supplier Manager. 	YES
4. OPERATION OF THE OHS MANAGEMENT SYSTEM		
4.1 Competent OHS Support	<ul style="list-style-type: none"> Suppliers must have competent OHS advice and support for the jurisdictions in which they operate. Self-employed individuals may nominate themselves and approval of such shall be subject to review of WFS Occupational Health and Safety requirements. 	YES
4.2 OHS Attestations	<ul style="list-style-type: none"> Suppliers Relationship Managers must ensure that the relevant OHS Attestation documents are obtained from WFS OHS and submitted by the Supplier upon on boarding. 	YES
5. MEASUREMENT AND MONITORING OF THE OHS MANAGEMENT SYSTEM		
5.1 Occupational injury and diseases compensation and insurance provisions	<ul style="list-style-type: none"> All employers in South Africa are required to be registered for Compensation for Occupational Injuries and Diseases Act (COIDA). Suppliers doing business with WFS in countries other than South Africa, shall comply with the legislative requirements that particular country. The supplier must provide WFS with a copy of their documentation or equivalent as determined by the relevant country legislation for: <ul style="list-style-type: none"> a. Workman's Compensation Fund b. Employment Injury Scheme c. Social Insurance Registration 	YES
5.2 Public Liability Insurance	<ul style="list-style-type: none"> The supplier shall be deemed to have a "duty of care" towards the organisation in the event that the supplier interacts with or works on the organisation's premises. As such the supplier must provide the organisation with proof of public liability insurance which should provide for all risk indemnity. 	YES
6. REVIEW OF OHS MANAGEMENT SYSTEMS		
6.1 Occupational Health and Safety System Review	<ul style="list-style-type: none"> The supplier shall, at intervals they determine themselves, review the OHS Management System to ensure its continued suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented. 	YES