

**WOOLWORTHS** FINANCIAL SERVICES

## **WFS Supplier Control Obligations- Occupational Health and Safety**



Control Title	Control Description	Compulsory (YES/NO)
<b>1. OCCUPATIONAL HEALTH AND SAFETY (OHS) MANAGEMENT SYSTEM</b>		
1.1 OHS Management	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Any exemption as to any of the requirements in terms of an OHS management system or any of these requirements in the Supplier Control Obligations shall be requested from WFS OHS. Approval for any exemptions shall be at the discretion of WFS OHS.</li> </ul>	YES
1.2 Mandatory Agreement	<ul style="list-style-type: none"> <li>• 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. WFS OHS is the only authorised department at WFS to issue such a 37(2) agreement and obtain authorised signature thereof – WFS OHS should be contacted in this regard.</li> <li>• The mandatory agreement should be renewed on an annual basis subsequent to internal documentation review and approval by WFS OHS, Legal and Compliance – The latest agreement should be requested from WFS OHS.</li> </ul>	YES
1.3 OHS Documentation submission and approval	<ul style="list-style-type: none"> <li>• All suppliers shall, upon engagement with WFS OHS receive training on WFS OHS requirements to enable suppliers to comply with the necessary controls.</li> <li>• OHS documentation as prescribed by WFS OHS shall be required to be submitted in the relevant format and on the prescribed system. In order to assess and to provide assurance in terms of the supplier’s OHS capabilities and systems; the supplier shall be required to develop and provide for review and approval by WFS OHS, OHS documentation, as per the applicable and prescribed WFS OHS review process. No supplier shall be permitted to commence any work without this approval.</li> <li>• The following processes are applicable to all suppliers, and any exception thereto will be at the discretion of WFS OHS: <ul style="list-style-type: none"> <li>○ Annual Review Process.</li> </ul> </li> </ul>	YES

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	<ul style="list-style-type: none"> <li>○ Project or Event Review Process.</li> <li>• The specific requirements pertaining to the respective review processes are available upon request from WFS OHS. The review requirements shall be used as the framework and index of the OHS documentation and shall be compiled in the exact sequence provided in the review requirements.</li> <li>• The supplier shall ensure that the approved OHS documentation from the annual review process is used as the basis upon which project, event and Site-specific documentation is formulated and implemented on Site.</li> </ul>	
<b>2. COMMITMENT TOWARDS OCCUPATIONAL HEALTH AND SAFETY</b>		
2.1 Occupational Health and Safety Policy and Statement of commitment	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The supplier shall demonstrate this commitment by establishing a Policy Statement aligned with its OHS risk profile.</li> <li>• 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.</li> </ul>	YES
<b>3. PLANNING OF THE OHS MANAGEMENT SYSTEM</b>		
3.1 Hazard Identification and Risk Assessment	<ul style="list-style-type: none"> <li>• The supplier shall 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.</li> <li>• 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 and on behalf of WFS.</li> <li>• The abovementioned items shall be evidenced by a risk assessment conducted by a competent Health and Safety Risk Assessor and be aligned to WFS OHS requirements pertaining to risk assessment.</li> <li>• Such risk processes and assessment shall be implemented aligned with WFS's OHS requirements, available from WFS OHS.</li> </ul>	YES
3.2 Legal Compliance	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	YES

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	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	
<b>4. OPERATION OF THE OHS MANAGEMENT SYSTEM</b>		
4.1 Competent OHS Support	<ul style="list-style-type: none"> <li>Suppliers must have competent OHS advice and support for the jurisdictions in which they operate.</li> <li>Self-employed individuals may nominate themselves and approval of such shall be subject to review of WFS Occupational Health and Safety requirements.</li> </ul>	YES
4.2 OHS Attestations	<ul style="list-style-type: none"> <li>Supplier Relationship Managers must ensure that the relevant OHS Attestation documents are obtained from WFS OHS and submitted by the Supplier upon on boarding.</li> </ul> <p>Furthermore, such attestations shall form part of the OHS submission required by the supplier for work to be done contracted by WFS.</p>	YES
<b>5. MEASUREMENT AND MONITORING OF THE OHS MANAGEMENT SYSTEM</b>		
5.1 Occupational injury and diseases compensation and insurance provisions	<ul style="list-style-type: none"> <li>All employers in South Africa are required to be registered for Compensation for Occupational Injuries and Diseases Act (COIDA). This is a requirement for all Suppliers contracting with WFS.</li> <li>Suppliers doing business with WFS in countries other than South Africa, shall comply with the legislative requirements of that particular country.</li> <li>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"> <li>a) Workman’s Compensation Fund</li> <li>b) Employment Injury Scheme</li> <li>c) Social Insurance Registration</li> </ul> </li> </ul>	YES
5.2 Public Liability Insurance	<ul style="list-style-type: none"> <li>The supplier shall be deemed to have a “duty of care” towards the organisation in the event that the supplier interacts with or works as contracted by WFS. As such the supplier must provide WFS with proof of public liability insurance appropriate to the level of risk and insurance required.</li> </ul>	YES
<b>6. REVIEW OF OHS MANAGEMENT SYSTEMS</b>		

Control Title	Control Description	Compulsory (YES/NO)
6.1 Occupational Health and Safety System Review	<ul style="list-style-type: none"> <li>The supplier shall, at intervals they determine themselves, but at least annually, review the OHS Management System to ensure its continued suitability, adequacy and effectiveness.</li> <li>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.</li> </ul>	YES
<b>7. DEFINITIONS</b>		
OHS	Occupational Health and Safety	
WFS OHS	Occupational Health and Safety department	
Supplier	Supplier and supplier (Upper and lower case) refers to the supplier directly contracted by WFS. Contractor and contractor (upper and lower case) shall, for the purposes of this document and WFS OHS requirements, have the same meaning.	