



Supplier and Demonstrator Workplace Health & Safety Obligations

The Supplier or Demonstrator must ensure that their Personnel comply at all times with the following minimum workplace health and safety obligations, whilst providing Services at or visiting the premises of Myer Holdings Ltd and its related corporations.

Glossary of Terms:

Demonstrator: The employer or manager of persons demonstrating products or services and/or providing product samples on behalf of a Supplier.

Personnel: The Supplier's or Demonstrator's employees, agents, and subcontractors (including work experience students and delivery drivers), who perform the Services at Myer sites.

Services: The physical activities performed on site as agreed between Myer and the Supplier or Demonstrator. This may include (but is not limited to): building ends, creating displays, replenishing and facing stock, managing merchandise promotions, and product demonstrations. The Services exclude non-physical activities (e.g. checking prices).

Site Manager: The person designated by Myer as manager of a particular site, or if no such person is advised, the person who is the manager in charge of that site at the relevant time.

Supplier: A Supplier of products or services to Myer that Myer intends to sell in its retail businesses.

Standards: The Australian, New Zealand or other applicable industry standards, as the case may be.

Chemicals: Dangerous goods, hazardous substances, schedule 5 or 6 poisons or combustible liquids (C1 and C2).

General Obligations:

The Supplier or Demonstrator is responsible for completing and supervising tasks in a manner, which does not place its Personnel and Myer employees, customers and visitors at risk. Minors accompanying the Contractor's Personnel will not be allowed on to Myer sites (unless those minors are Personnel of the Contractor). Any incidents (including any near misses) involving a Supplier or Demonstrator at a Myer site must be reported immediately to the Site Manager.

Vehicles must use only recognised entrances and exits when entering or leaving car parks. Speed limits must be observed in car parks. Personnel must only park in areas designated by a Site Manager. Safety signs and equipment must be provided where a hazard results from work undertaken.

Safety signs must be obeyed and adequate safety equipment used for the purpose intended. In carrying out the Services, Personnel must not restrict or impede emergency evacuation routes or access to fire extinguishers, hoses or doors. The Supplier or Demonstrator will be responsible for maintaining and leaving a clean and tidy site.

Additional food safety and responsible serving of alcohol requirements apply on all sites. For specific risks, additional safety requirements may be agreed between Myer and the Supplier or Demonstrator.

Induction & Orientation Requirements:

The Supplier or Demonstrator is responsible for ensuring that its Personnel have appropriate qualifications and are provided with adequate information, instruction and training prior to performing Services on Myer premises. The Supplier or Demonstrator will ensure that none of its Personnel undertake the Services unless they hold a valid licence, permit, and certificate of competency or qualification as per Myer's requirements and the laws of the relevant jurisdiction(s).

Myer General Safety Induction - Australian Requirements

It is the Supplier's or Demonstrator's responsibility to ensure that it's Personnel:

- Undertake the Myer General Safety Induction before performing the Services at any Myer site. This requirement applies only to Personnel carrying out Services;



- Undertake a site orientation before commencing the Services on site or visiting the premises, to ensure familiarity with all emergency procedures, including the location of emergency exits and evacuation assembly points;
- Complete any other required inductions, such as those required by law or industry standards.

The Supplier or Demonstrator must maintain a complete record of all Personnel inducted.

Sign in - Australian Requirements

All Personnel must:

- Carry the Myer Induction Card with them when undertaking Services;
- Report to the Site Manager and sign the Sign In Register on arrival and prior to leaving the site;
- report to the Site Manager or Delegate and sign out on leaving the site for any reason
- Have a copy of the WMS before commencing any Work on site
- Wear a visitor's sticker or badge issued or approved by Myer.

Work Methods Statement ('WMS'):

A WMS must be prepared by the Supplier or Demonstrator for all Services. The WMS must describe the Services to be completed, outline the steps involved, and identify associated hazards and risk control measures that will be implemented to eliminate or reduce risk. The Supplier or Demonstrator must ensure that all Personnel have a copy of the completed WMS (to be provided to Myer on request), and ensure that Personnel can demonstrate an understanding and successful implementation of all control measures outlined in the WMS. If the Supplier or Demonstrator is carrying out routine work, one WMS is sufficient for as long as conditions at the relevant site remain unchanged.

Corrective Action Report (CAR):

Where an instance of non-compliance is noted by Myer, a CAR will be issued to the Supplier or Demonstrator. The Supplier or Demonstrator must propose corrective methods and steps that are reasonably acceptable to Myer, and implement them within the timeframe specified in the CAR. The completed CAR must be returned to the Site Manager for review and sign-off.

Personal Safety:

Clothing and Personal Equipment

The Supplier or Demonstrator must ensure its Personnel dress appropriately for each task and wear fully closed-in footwear at all times. The Supplier or Demonstrator will be responsible for providing personal protective clothing for all its Personnel as required by Myer and the nature of the work, and also for ensuring that they are worn as and when appropriate.

No Smoking Policy

The Supplier or Demonstrator will ensure that its Personnel observe the smoking restrictions in force on Myer premises.

Drugs/Alcohol

Personnel will not be permitted to enter or work on Myer premises while under the influence of illegal or narcotic drugs or in an intoxicated state. Alcoholic beverages must not be consumed by Personnel or sighted on the premises, except for the purpose of demonstrating such products.

Discrimination and Equal Opportunity

The Supplier or Demonstrator must ensure that its Personnel comply at all times with all laws and Myer policies regarding discrimination and equal opportunity. In particular, the Supplier or Demonstrator will assist Myer to provide an environment in which employees, contractors, Suppliers, Demonstrators, customers and visitors can work without interference caused by harassment, discrimination, bullying or any other inappropriate workplace behaviour. Any form of harassment, discrimination, bullying or any other inappropriate workplace behaviour will not be tolerated.

Site Security

Entry into sections of a building other than a designated work area is forbidden. If access is required outside a Myer site's normal trading or operating hours, arrangements for after-hours access should be made with the Site Manager.



Plant & Equipment

All plant, equipment and other items provided by or on behalf of the Supplier or Demonstrator will be under the control and sole responsibility of the Supplier or Demonstrator at all times. These items must be maintained to meet all workplace health and safety legal requirements and Myer safety requirements.

Where specific training or licensing is required for the use of particular plant or equipment, evidence of current and valid licences and competency training must be made available to the Site Manager upon request and where required, prior to work commencing. Such evidence must also be provided to Myer at any time on request.

Myer plant and equipment is only to be used upon approval by the Site Manager and where competency training for that equipment has been completed. Equipment and sharp objects must not be left unattended or within the reach of children. Any cooking equipment used by Demonstrators must be used specifically for the purpose for which it has been designed.

Work Permits & Permissions:

Hot Work Permits

The Supplier or Demonstrator may not commence any task likely to produce a source of ignition within Myer premises without a hot work permit approved in writing by the Site Manager. The Supplier or Demonstrator must adhere to all of the requirements in the permit. Where possible, the Supplier or Demonstrator must use electrical appliances or implements, which do not produce a flame.

Where it is necessary for the Supplier or Demonstrator to use flame-producing appliances or implements (E.g. gas operated appliances), the Supplier or Demonstrator must obtain a hot work permit approved in writing by the Site Manager for use of the appliance or implement on or within 20 metres of the perimeter of Myer premises or combustible materials.

Fire Equipment Impairment Notices

The Supplier or Demonstrator must not impair any operational fire equipment, including sprinklers, hydrants, smoke detectors or fire pumps on Myer premises without first obtaining and distributing a Fire Equipment Impairment Notice.

Smoke detectors

Permission must be obtained from the Site Manager prior to undertaking Services that may produce dust or smoke.

Chemical Management:

Suppliers and Demonstrators are able to use Myer approved chemicals available on site. A register of hazardous substances and compliant Safety Data Sheets (SDS) must be maintained and made available for all Hazardous Chemicals supplied, brought onto and used on site by Suppliers and Demonstrators. The Supplier or Demonstrator must obtain approval from the Site Manager prior to bringing hazardous chemicals onto the site. All chemicals must be stored in labelled containers. A WMS must be completed for Services that involve chemicals. Identified controls must be implemented in accordance with the relevant SDS.

Working at Heights:

Where possible, the need to work at heights should be eliminated. Non-conductive ladders must be used wherever electrical hazards exist. Personnel must not use scaffolding on Myer sites.

Electrical Safety:

All power leads, portable or electrical tools used on Myer sites must be tested and tagged in accordance with AS/NZS 3760 and legislative requirements.

Residual Current Devices (RCD's) must be tested before being brought on site. Double adaptors may not be used on Myer sites. Electrical leads must be contained either within the demonstration unit or taped to the side of the unit. Leads from electrical equipment must not trail along the floor.

Non Compliance:

Myer may require the Supplier or Demonstrator to immediately remove from Myer premises any of its Personnel who are acting in breach of applicable laws or Myer requirements. The Supplier or Demonstrator will promptly remove the Personnel in question and make available a suitable replacement as soon as possible.