



# Supplier Management Standard

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## 1. Purpose

This standard sets out the framework for engaging and managing suppliers working at a site under the legal control of Sky City Entertainment Group (SCEG) as well as SCEG's health and safety (H&S) expectations of those suppliers.

In this Standard, a Supplier means any entity, other than SCEG, that supplies goods or provides services at a site under the legal control of SCEG including: an Owner Vendor, Business, Tenant, Franchise, Contractor, and Third-Party Contractor. Third Party means a Contractor or Subcontractor who conducts work on behalf of another Contractor, but who has no contractual or service agreement with SCEG.

**NB:** Where applicable, the relevant Supplier (i.e., Contractor) will be referenced within each section of this Standard.

## 2. Scope

This standard is applicable to work activities carried out by a Supplier at a SCEG Site.

## 3. Responsibility

All Suppliers and persons involved in managing Suppliers must take an active role in meeting their H&S obligations.

### SCEG Greater Leadership Team (GLT)

The GLT must ensure the following:

- Suppliers have provided their H&S prequalification status or have undergone H&S prequalification, as required by SCEG
- SCEG employees are made aware of risks and hazards created by a Supplier's work affecting them and others (but excluding workers engaged, directly or indirectly, by the supplier's)
- The requirements of this standard are communicated to suppliers

### SCEG People Leader

SCEG People Leaders must ensure the following:

- Suppliers are made aware of their obligations under the standard
- Suppliers provide the appropriate assurance that workers under their influence, direction, or control have the necessary competency and experience to do the work safely; and where required have completed the H&S prequalification process
- Communicate risks and hazards to the Supplier that have been identified by SCEG as potentially impacting the work of the Supplier
- Monitor and review Supplier's safety performance

### H&S Business Partner

H&S Business Partners must ensure the following:

- a) Support and assist SCEG Business Departments and People Leaders when engaging, monitoring, reviewing, and evaluating Suppliers' safety management systems and performance

### Procurement and Supply Chain

Finance Team must ensure the following:

- a) Requests for onboarding new Suppliers are processed

- b) Determine if a contract, service/supply agreement, or standard Terms and Conditions must be issued based on the scope of work
- c) Lead Contractors have provided their H&S pre-qualifications or Health and Safety Management System (HSMS) accreditation status or have undergone H&S prequalification as required
- d) Commercial aspects of engagement are appropriately managed including insurance and agreements
- e) SCEG people leaders are assisted with contract amendments following a supplier's performance review

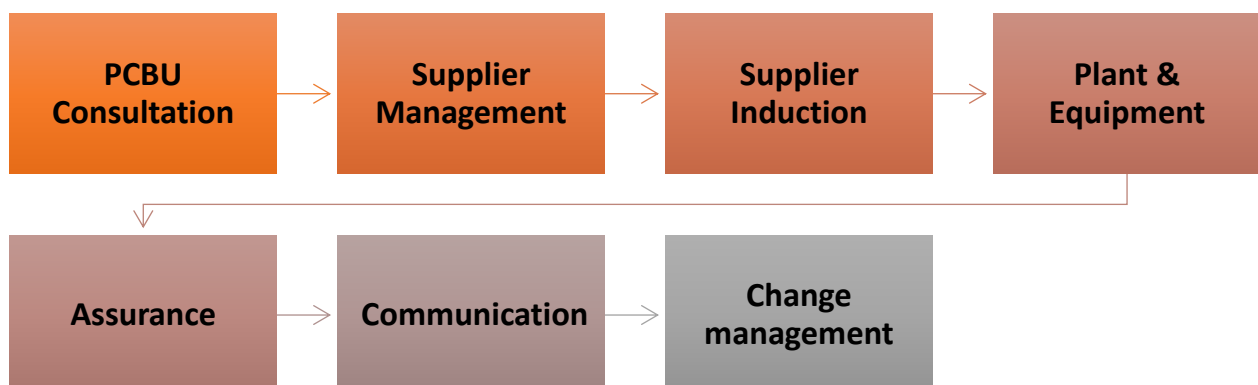
## Supplier

Suppliers must ensure the following:

- a) Supply relevant and/or requested H&S information to SCEG within the required timeframe.
- b) Provide their current H&S pre-qualification status or HSMS accreditation as required
- c) Implement the relevant requirements of this Standard in relation to their work
- d) Consider SCEGs existing plant, equipment, systems of work, and operational controls that impact on their work
- e) Conduct and/or participate in safety in design meetings where appropriate
- f) Obtain relevant permits for work activities in line with the SCEG High-Risk Work Permit System prior to starting work on-site
- g) Implement the safety controls to ensure the H&S of all workers and others including those prescribed in their submitted Safe Work Procedures
- h) Consult, cooperate, and coordinate activities with any other PCBU with overlapping duties.
- i) Provide workers under its control, influence or direction with training, information, instructions, and supervision to conduct the work safely and in accordance with H&S best practice and legislative requirements

## 4. SCEG Supplier Management Framework

This section offers SCEG guidance and instructions on what to do when selecting, engaging, and managing Suppliers, including cooperating and coordinating activities with one another.



## 5. PCBU Consultation and Overlapping Duties

### Overview

The H&S Regulator expects SCEG and its Suppliers to consider H&S in a broad sense when they share a workplace or are part of a contractual chain. This can be achieved by emphasising H&S matters other than their own immediate work activities. Note, SCEG and Suppliers are known as a PCBU (Person Conducting a Business or Undertaking) under current H&S Legislation.

**The following may apply to SCEG in their role as PCBU:**

- SCEG cannot contract out of its H&S duties as a PCBU
- SCEG can enter arrangements with Suppliers to help ensure the H&S of workers and others. This reflects that other PCBUs may be most suitably placed to manage the risks at a particular worksite
- SCEG has a duty to consult, cooperate, and coordinate activities with all other PCBUs that it shares overlapping duties with, so far as is reasonably practicable
- SCEG has a duty to manage the risk to the extent it can influence and control the matter to which the risk relates

The section below refers to two key components of **Supplier management**.

1. Where SCEG and other non-SCEG businesses share a workplace
2. Where SCEG is part of a contracting chain

## 6. Supplier Management

### SCEG shared workplaces

SCEG Sites (i.e., a site under the legal control of SCEG) in both New Zealand and Australia are shared workplaces under current H&S legislation i.e., where more than one business and its workers may influence or direct work on-site. Good examples are the Auckland Precinct and Sky Tower which include leased workspaces to other businesses (i.e., tenants, franchises); and the Adelaide operation which shares emergency plans and the worksite with other businesses (i.e., Adelaide Railway Station).

The identification of any potential situations in which SCEG and any other PCBUs may influence or direct the work on-site is required at all SCEG Sites.

Once identified, SCEG should take the lead and meet with the same businesses during an agreed period to discuss and agree on how they can work together to meet any shared duties.

PCBUs at SCEG Sites should ensure the following requirements are discussed, and agreed upon as part of a structured PCBU meeting agenda:

- Potential workplaces or situations that may overlap with the work activities of other businesses
- H&S hazards and associated risks that need addressing and controlling as a priority
- Decide who is most suitably placed to control each risk to workers and others
- Work conducted on-site by SCEG and/or Suppliers that may impact the work of others
- Emergency preparedness i.e., determine who is most suitably placed to supply essential emergency resources and emergency recovery controls
- Decide who is most suitably placed to contact the emergency services in a crisis
- If it is necessary to notify the regulator, decide who is most suitably placed to do so

- Share relevant H&S information including discussion of relevant H&S incidents and trends

The SCEG H&S team will aid PCBUs at each SCEG Site and its respective Business Departments in the establishment and delivery of shared workplaces H&S meetings, where applicable.

It is important to note that SCEG and other businesses involved must not solely rely on these meetings for sharing essential information. They must always consult, cooperate, and coordinate with each other in relation to their overlapping duties and the management of risks on-site.

### Engaging suppliers as part of a contracting chain

Contracting is when SCEG engages someone else to conduct ongoing or temporary site works under contract. SCEG suppliers under contract may be businesses or individuals (i.e., Lead Contractor, Contractor, Subcontractor) as part of a contracting chain, in which SCEG will be usually identified as the **Lead PCBU**.

The following SCEG Business Departments have been identified as acting in the role of Leads PCBUs in a contracting chain across SCEG Sites.

- Capital Development (New Zealand)
- Property Services (Adelaide)
- Electronic Gaming Machines (New Zealand / Adelaide)
- Logistics (New Zealand / Adelaide)
- Facility Services (New Zealand)
- Events (New Zealand and Adelaide)
- Theatre (New Zealand)
- Cage and Count (New Zealand / Adelaide)
- ICT (New Zealand / Adelaide)
- Surveillance (New Zealand and Adelaide)
- Cleaning Services (New Zealand and Adelaide)
- Marketing and Sales (New Zealand and Adelaide)

### Contractor Engagement

Before contractors begin work under a contract for on-site projects (i.e., construction, installation, or upgrade work, maintenance, and repair activities, waste management, delivering goods, staged events, service, and cleaning contracts). SCEG in its role as PCBU would be expected to conduct the following:

- Be a leader by setting clear H&S expectations and incorporating these into SCEGs H&S policies, procedures, and standards
- To collaborate with designers to plan and eliminate or minimise H&S risks
- To select competent contractors and site management teams for conducting works on-site using the SCEG H&S prequalification process
- Review H&S records of potential contractors i.e., Site Specific H&S Plan and Hazard Register, Safe Work Procedures
- Put in place a clear framework for effective H&S performance monitoring, reporting and information sharing for the duration of the project
- Inform the **Lead Contractor** of any SCEG workplace H&S hazards and risks they need to be aware of, and which may impact the H&S of workers and others

**The Lead Contractor** (i.e., Tier one construction business) in their role would be expected to conduct the following:

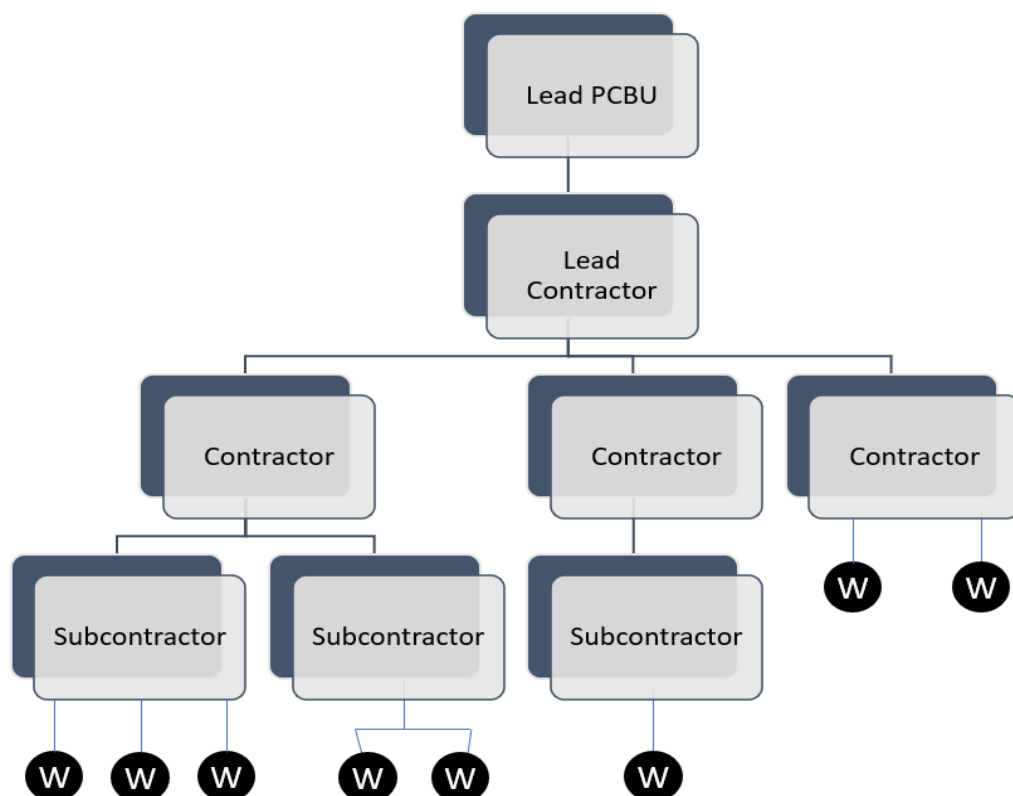
- Supply a suitable Site-Specific H&S Plan which must include hazard and risk Registers, risk assessment and controls and Safe Work Procedures, where appropriate to manage risks on-site
- Ensure that they have received all the required information from SCEG
- Be on-site and where reasonably practicable have an overview of the work on-site
- Select competent contractors and subcontractors' teams for conducting works on-site using prequalification, and review H&S records of potential contractors and sub-contractors
- Oversee site induction for their contractors and their sub-contractors
- Oversee the communication and coordination about H&S matters daily with those on-site (i.e., on-site safety rules, procedures)
- Collaborate with subcontractors to create a Site-Specific H&S Plan
- Put in place a clear framework for effective H&S performance monitoring, reporting and information sharing for the duration of the project

**NB:** The Lead Contractor will usually have the most influence and control over the workplace.

*Example: A large Tier One Construction Business who has been contracted to deliver a refurbishment project using a project management model based on engaging contractors and subcontractors to complete the work.*

When a SCEG Business Department (i.e., Property Services / Facilities) directly engages a Contractor for ongoing property maintenance and repair, then it would be likely that the engaged contractor would adopt the role of Lead Contractor, and the above would normally apply.

There can be several different levels in a contracting situation, either in a shared workplace or in a contracting chain. Figure 1 shows an example of how a contracting situation could look, and includes lead PCBU, a lead contractor, contractors, subcontractors, and their workers (W).



## Selecting a Contractor

When selecting contractors, SCEG must take reasonably practicable steps to ensure that the contractor is capable of doing the work safely and without risk to others. This involves making enquiries about the Contractor to see if they have the right combination of skills, knowledge, experience, and a capable workforce to perform the work safely.

**NB:** There are other factors to consider when selecting contractors. However, SCEG should never prioritise those other factors over H&S. SCEG has both legal and moral obligations to manage risks and should not choose a Contractor solely based on cost.

SCEG Business Departments must consider the following when selecting potential contractors:

- Past H&S performance and experience in managing H&S risks appropriately
- Previous experience in the type of work to be conducted
- The resources necessary to conduct the work safely
- The technical ability to carry out the work safely and within SCEG's requirements
- The application of a suitable risk management process for managing risks
- Recognised HSMS accreditation (ACC AEP, ISO)
- Recognised H&S Prequalification Process

## Contractor Pre-qualification

Ensuring that potential contractors go through a pre-qualification process helps SCEG to decide how well contractors would manage H&S at SCEG Sites. It also requires them to prove they have an effective HSMS and to provide information on managing specific risks.

The following SCEG Business Departments are part of a contracting chain and must ensure that engaged contractors have participated in a prequalification process recognised by SCEG.

- Capital Development (New Zealand - NZ)
- Property Services (Adelaide - ADL)
- Facility Services (NZ)
- Marketing (NZ/ADL)
- Procurement (ADL)
- Electronic Gaming Machines (NZ/ ADL)
- Logistics (NZ/ADL)
- Events (NZ/ADL)
- Theatre (NZ)
- Cage and Count (NZ/ADL)
- ICT (NZ/ADL)
- Surveillance (NZ/ADL)
- Cleaning Services (NZ/ADL)

Contractors (and their contractors where applicable) must be pre-qualified as part of the SCEG Procurement Model as detailed in the appendices below. The pre-qualification process must be conducted by an external provider at the contractor's own expense.

Before engaging a potential contractor under a new contract, reinstated contract, or renewed contract, the respective SCEG Business Department must contact the Procurement Supply Chain and H&S team. This is to help ensure that the contractor has been pre-qualified as part of the SCEG H&S Prequal requirements. If the Contractor is not pre-qualified in H&S as required, then the Contractor must achieve the relevant prequalification within a prescribed time.



SCEG will only consider and invite those contractors who have achieved and retained the following New Zealand and South Australia external prequalification accreditation:

- IMPAC online contractors H&S Prequal
- Totika Scheme – NZ industry Supplier prequal
- Sitewise Assessment
- Cm3 H&S Prequalification South Australia / New Zealand

**NB: The Sitewise assessment will be accepted as a minimum standard for Prequalification requirements.**

A contractor's accreditation in ISO 45001 H&S Management Standard, ACC AEP Programme, Return to Work South Australia (self-insured) as part of a HSMS review will exempt a Contractor from needing to achieve the above H&S prequalification which requires the Contractor to present their accreditation status to SCEG.

**NB:** SCEG must not engage a Contractor for a scope of work that exceeds their pre-qualification tier.

*Refer to Appendices – Supplier and Contractor H&S Prequalification Tiers and Requirements*

### Variation to SCEG Contractor Prequal Process

A prequalification process may not be required where a contractor undertakes work:

- At a SCEG Site infrequently
- Undertakes a one-off visit at a SCEG Site; or
- At sanctioned off-site events with no contractual agreement or service agreement (i.e., engaged by Purchase Order)

However, in such instances pre-work consultation must still happen between the relevant SCEG Business Department, the Contractor and any other relevant PCBUs to decide what action is needed to ensure safe access and egress to the site; and to ensure that the proposed work is without risk to others who may be affected by the work or activity.

The responsible SCEG Business Department (or other appropriate person at SCEG) must work with the H&S team to complete the H&S Supplier Consultation Process and where applicable, jointly complete a SCEG Job Safety Analysis (JSA\_V1\_13042023)

*See Appendices – SCEG Supplier H&S Consultation Process*

## 7. Induction

SCEG Suppliers and Contractors are required to take part in any SCEG-sanctioned H&S induction either 'face to face' or through an online induction process when requested by SCEG.

SCEG and Contractors must ensure that training, information, instruction, and supervision are offered to employees and workers to protect them from risks to H&S from the work. SCEG and contractors should ensure this training is done through the introduction of suitable H&S training. This may include induction training and the opportunity to ask about H&S risks and requirements applicable to each SCEG worksite.

**NB:** Clearance from SCEG Security may be required where SCEG has requested a Contractor to undergo a H&S Induction. This is to enable the activation of electronic card access. This process may involve the

submission and review of added H&S documents, completion of work permits or other requirements when high-risk work is to be carried out.

This H&S induction will normally apply to workers of Tier 1 pre-qualified contractors as detailed in the appendices below. However, it may apply to other contractors where high-risk work applies (or being part of) and change management and added risk controls may apply.

Where the work is part of a construction or refurbishment project at a SCEG Site, then the Lead Contractor will be responsible for developing, applying, and overseeing a project-specific H&S induction process. This will include the induction of both contractors and subcontractors' workers and any visitors to the site.

The following SCEG Business Departments must ensure that contractors have undergone suitable H&S induction training before entering the site.

- Capital Development (NZ)
- Property Services (ADL)
- Marketing (NZ/ADL)
- Electronic Gaming Machines (NZ/ADL)
- Logistics (NZ/ADL)
- Facility Services (NZ)
- Events (NZ/ADL)
- Theatre (NZ)
- Cleaning Services (NZ/ADL)
- Cage and Cash (NZ/ADL)
- ICT (NZ/ADL)
- Surveillance (NZ/ADL)

## 8. Communication, Cooperation, and Coordination

SCEG must ensure that contractors and their workers have received relevant H&S information (i.e., safe systems of work, safe work procedures, and emergency plans) when working at a worksite where SCEG is the Lead PCBU. Similarly, a Contractor must also supply relevant H&S information to SCEG in relation to their own work to help ensure the H&S of workers and others.

Where contractors are part of ongoing works such as construction, refurbishment, installation, or upgrade work, maintenance, repair activities, delivering goods, staged events, service, and cleaning contracts or conducting substantial risk work on-site, the following requirements will apply:

- Upon request, supply to SCEG all relevant and/ or requested H&S information (i.e., Site Specific Safety Plans, Hazard Registers, risk management processes, Safe Work Procedures) at least two weeks before work begins on-site
- Arrange for and attend pre-start meetings for specified work activities.
- Arrange and attend ongoing H&S meetings made up of SCEG and Contractor management teams and workers. The meeting ought to include the following:
  - Discussing and sharing of outcomes and learnings from any serious incidents (including near misses) or H&S matters raised by workers
  - Sharing outcomes from H&S risk assessments i.e., discuss identified hazards and risks and agreed methods on how to control them
  - Sharing H&S best practices and innovation for continual improvement
  - Discussing opportunities for any H&S improvement

- Ensuring H&S information shared is current

### SCEG Business Department and Contractor H&S Engagement

**NB: This section only applies to SCEG Tier 1 Contractors as assessed under the SCEG H&S prequal process. However, in certain circumstances, the below requirements may also apply to Tier 2 Contractors**

For long-term on-site projects (i.e., construction, refurbishment, maintenance), SCEG and Lead Contractors must consider and discuss site-related H&S matters at either a standalone H&S meeting or part of a weekly Project Management Meeting. This meeting should be attended by the relevant SCEG Business Department and Lead Contractor; and where applicable, their contractors and their subcontractors.

For ongoing site works under a contract, the required SCEG Business Departments must attend H&S meetings with a representative of the Lead Contractor (face-to-face and/or online meetings) every four months based on an agreed agenda. The required Business Departments (management and people leaders) are to meet with contractors (management and workers) to consider and discuss site-related H&S matters.

Where applicable, SCEG is to meet with those contractors who are engaged as part of ad hoc works prior to them starting works on-site. In all instances, any contractor engaged in this manner must be taken through the SCEG Supplier H&S Consultation Process by the respective SCEG Business Department and SCEG H&S Team, as detailed in the appendices below. If their work activities have been assessed as substantial risk then a prestart H&S meeting between the respective SCEG Business Department, H&S team and Contractor must occur in all instances.

### High-Risk Work Activities

High-risk work activities carried out by contractors must be managed under SCEG's Operational Control Procedure "High-risk work permit system."

Any on-site high-risk work requiring a permit to work such as hot works, confined spaces, working at height, or high voltage electrical works must be issued by the SCEG Permit Issuer. The SCEG permit issuer is a trained SCEG representative. The Permit receiver (i.e., the Contractor) must apply for the permit at least 7 days in advance of the high-risk work.

The Permit Receiver shall supply to the SCEG Permit Issuer a Safe Work Procedure such as a Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) that addresses at least the following:

- All hazards identified, and risks assessed from the work
- Task-specific risk controls
- Evidence that personnel involved are competent by way of experience, training and testing
- All relevant mandatory safety precautions and controls, and specific emergency rescue and recovery plans

Approved high-risk permits will remain 'live' until the permitted works have been completed and then deactivated by the respective Permit Issuer.

## 9. Assurance (monitor and review)

### Monitoring

Once a Contactor has started work on a SCEG Site both SCEG and the contractors must monitor H&S by taking appropriate steps which may include:

- Upon request from SCEG, taking part in H&S assurance programs i.e., workplace H&S audits, observations, and inspections to ensure that agreed SWP and risk controls are in place and working as anticipated
- Halting unsafe work and consulting with each relevant PCBU for advice and support
- Following up and investigating and learning from when things go wrong i.e., incidents, near misses etc.

Where applicable, SCEG Business Departments must conduct regular safety observations to monitor contractors' performance in relation to high-risk on-site projects and ongoing contracts i.e., construction, installation, upgrade work, maintenance, and repair activities, delivering goods, staged events, service, and cleaning contracts.

The following SCEG Business Departments shall arrange for and deliver safety observations based on the nature of the work and the level of risk involved.

- Capital Development (New Zealand)
- Property Services (Adelaide)
- Electronic Gaming Machines (New Zealand / Adelaide)
- Logistics (New Zealand / Adelaide)
- Facility Services (New Zealand)
- Marketing
- Cage and Cash (New Zealand / Adelaide)
- ICT (New Zealand / Adelaide)
- Surveillance (New Zealand and Adelaide)

This must include but is limited to work that involves SCEG H&S Critical Risks and High-Risk Work that needs added controls such as the SCEG High-Risk Permit to Work system.

### Non-conformances and corrective actions

Suppliers must address any non-conformances and carry out corrective actions issued following any of the assurance activities conducted by a SCEG Business Department (scope of works owner). Suppliers must record all non-conformances and actions in Donesafe within the designated timeframes.

### Contractor H&S performance review

Following a prequalified Contractor completing the work or having been identified as a non-compliant Contractor through ongoing H&S monitoring, SCEG will jointly review their H&S performance.

This review can also be part of the completion of a contract or service level agreement, on-site project, delivery of goods etc. Where applicable, a H&S post-work review meeting will be conducted by the respective SCEG scope of works owner in consultation with the H&S Business Partner.

Where the Contractor has been part of the SCEG H&S monitoring and assurance program (i.e., H&S audits, observations, reviews, or inspections), these monitoring records may be used as part of the same H&S performance review process. Any non-H&S conformance issues issued by the SCEG scope of works owner may also be part of the review.

A SCEG Business Department may be part of the SCEG internal H&S audit and assurance activities, to ensure H&S compliance and continuous H&S improvement in Contractor management.

Regular reports to the SCEG GLT should be prepared and include:

- Number of contractors pre-qualified
- Number of contractor non-conformances

## 10. Goods, Products, Plant and Equipment

Where required, SCEG Business Departments shall undertake H&S risk assessments with assistance from the SCEG H&S team when purchasing any goods, products plant and/or equipment that could potentially produce H&S risks for workers and others.

**NB:** Refer to the HSMS Standard - *Risk Management* and the Operational Control Standard – *Safety in Design*.

Upon a request from SCEG, suppliers shall provide relevant safety information for any products supplied (i.e., safety information required by legal or other requirements).

SCEG shall consult with employees, their representatives or other interested parties when deciding suitable controls for purchased goods, products plant and/or equipment.

## 11. Change Management

SCEG shall ensure that any change which may affect its supply chain or may introduce new or modified H&S risks is appropriately managed and reviewed, and consultation is conducted with relevant employees and workers.

The following SCEG tools may be used to address and manage any change:

- Scope of works risk assessment review
- Task/activity risk assessment (i.e., SWMS/JSA,), or
- Appropriate plans, procedures or guidance material reviewed, consulted and updated

If any variations to the original scope of work have been identified the respective SCEG Business Department and H&S Business Partner must also complete a scope risk assessment form. Where applicable, the Contractors HSMS will be re-evaluated through the SCEG H&S Prequalification Model to identify any further H&S requirements.

## 12. Summary of Key actions for SCEG Management

The following key actions apply to SCEG Management when managing suppliers:



1. Be clear about the work you expect suppliers & contractors to do; and consider any safe work procedures that apply.



2. Where applicable, ensure that contractors have been prequalified and are competent to do the work.



3. Distribute enough time and resource to do the work safely i.e., when planning, and conducting the work.



4. Check that everybody understands what they need to do and is made aware of the H&S hazards and risk controls.



5. Consider any emergency preparedness and recovery plans when things go wrong.



6. Address any H&S shortcomings or matters by engaging directly with the Supplier or Contractor.



7. Support decisions to 'stop the work' if there are any serious H&S concerns.



8. Where required, make agreements to check suppliers and contractors H&S performance.

### 13.Summary of Key actions for suppliers

The following applies to SCEG suppliers:

1. Cooperate and coordinate collectively with all other suppliers and contractors at a SCEG worksite
2. Complete any requested H&S pre qual and induction programme prior to visiting, delivering to, or working at a SCEG site
3. Ensure that workers are made aware of all known hazards, risks and project requirements and are following agreed safe working procedures such as SWMS, JSA or similar
4. Develop and execute on safe work procedures for high-risk work activities when requested from SCEG management and always submit in advance of starting the work on-site
5. Make sure workers have the necessary knowledge, experience, and qualifications to conduct works safely and are supervised by competent personnel throughout
6. Supply correct, suitable and safe plant and equipment including peronal protective equipment (PPE)
7. Regularly check the performance of engaged third-party contractors, and ensure they follow the requirements of SCEG H&S requirements, legislation, and best in practice
8. Report all incidents and near misses to SCEG in the first instance
9. Upon request from SCG, participate in worksite H&S monitoring and review programmes between SCEG management and thier suppliers and contractros

### 14.Records

Record type	Duration of retention	Method of Retention
Service and/or procurement Agreements	years after the agreement ends	Electronic
Risk Assessments	5 years	Electronic
SWMS, JSA or similar	5 years	Electronic
Contractor Induction records	5 years	Electronic
Contractor training and competency records	5 years	Electronic
Contractor performance reviews	5 Years	Electronic
Contractor meeting minutes	5 Years	Electronic

## 15.Change Log

Version	Date of Change	Authorised By	Amendment Details
1	30/11/2023	Paul Uttley – Group GM Health & Safety	New Release

## 16.Appendices

- Definitions
- SCEG Supplier Consultation Process
- Supplier H&S Prequal Risk Profiles and Requirements

## Definitions

Phrase/Acronym	Meaning/Definition
<b>SCEG Site</b>	A site under the legal control of SkyCity Entertainment Group
<b>Cancelled</b>	In the context of contract pre-qualification, status means the contractor is not to be used due to NCRs and the number of rectifications of serious safety breaches.
<b>Hazard</b>	A source of potential harm, or a situation with potential for harm to human health or wellbeing.
<b>HSMS</b>	Health and Safety Management System
<b>Outsourcing</b>	An external organisation that decides with SkyCity to perform a part of SkyCity's function (i.e., goods and services supplied).
<b>Qualified</b>	In the context of contract pre-qualification status, means a preferred Contractor has been pre-qualified and is ready for use.
<b>Safe work method statement/Job safety analysis (SWMS/JSA)</b>	A written description of the task which outlines the steps in the task and the safety and environmental controls and precautions that will be implemented.
<b>Suspended</b>	In the context of contract pre-qualification status, means suspended for use until non-conformances have been rectified and pre-qualification has been reviewed by H&S Business Partner again
<b>Employee / Worker</b>	An individual who carries out work in any capacity for a PCBU



<b>PCBU</b>	A PCBU is a ‘person conducting a business or undertaking’. A PCBU may be an individual person or an organisation, in most cases the PCBU will be an organisation (for example, a business entity such as a company). An individual, such as a sole trader, can also be a PCBU.
<b>Franchise</b>	A franchise is a type of license that grants a franchisee access to a franchisor’s proprietary business knowledge, processes, and trademarks, allowing the franchisee to sell a product or service under the franchisor’s business name
<b>H&amp;S Regulator</b>	<p>Worksafe New Zealand is the H&amp;S regulator in New Zealand. Its role is to engage, educate and enforce in order to embed and promote healthy and safe work.</p> <p>SafeWork SA – Responsible for supplying work H&amp;S, public safety, and state-based industrial relations services across South Australia.</p>
<b>Noncompliance</b>	Noncompliance in the workplace refers to workers who act in an unsafe manner by not following H&S legislation, instructions, policies, procedures, guidelines and so on.
<b>Corrective action</b>	Action taken eliminate the causes of non-conformities or other undesirable situations, to prevent recurrence
<b>H&amp;S Prequalification Process</b>	A process that helps to decide how well suppliers and contractors manage H&S. It asks businesses to prove an effective HSMS and for information on managing specific risks.
<b>Health and Safety by Design</b>	Process of managing H&S risks throughout the lifecycle of structures, plant, substances, or other products.
<b>High-Risk Permit to Work</b>	A formal written document which authorises trained and competent people to conduct High-Risk work, with a defined method, date, and location.
<b>Safe work procedures</b>	Written directions on how work is to be conducted safely, identify, hazards and risks, and record what must be done to eliminate or minimise risks.
<b>H&amp;S Risk Profile</b>	Involves gathering information using a broad assessment of key H&S risks. A measurable assessment of the types of risks an organization, asset, project, or individual faces.

# SCEG Supplier Consultation Process

## Purpose:

To empower and assist SCEG Business Departments and People Leaders in the process of H&S pre-planning and reviewing of supplier's (including contractors) work involving infrequent work or one-off visits to work at a SCEG Site.

## Who has this process been created for?

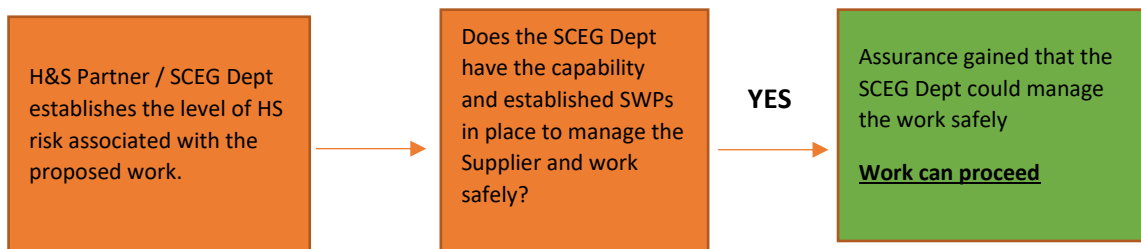
Anyone in SCEG collaborating with external suppliers or contractors involving a site visit, SCEG-sanctioned off-site event, deliveries of goods, plant, or equipment, supplying a service or working on-site.

## How does this process work?

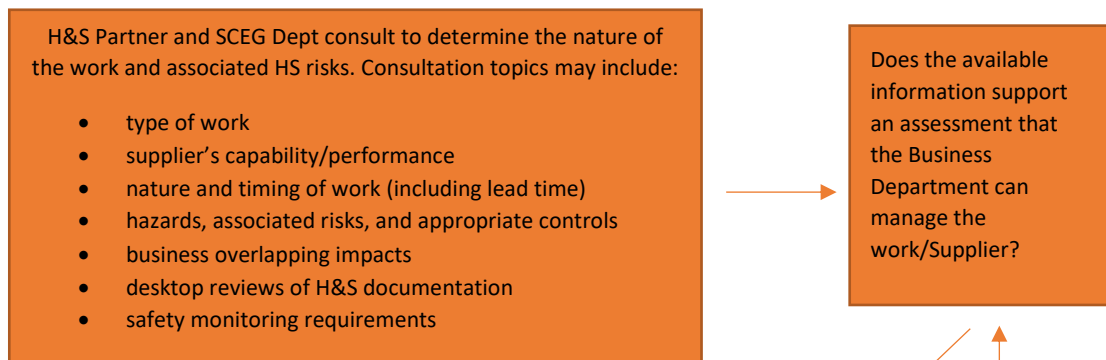
It begins when a SCEG Business Department (People Leader/s) approaches the H&S team for assistance in any of the above.

**NB:** the process below should be accompanied by SCEG SWP JSA \_VI\_ 13042

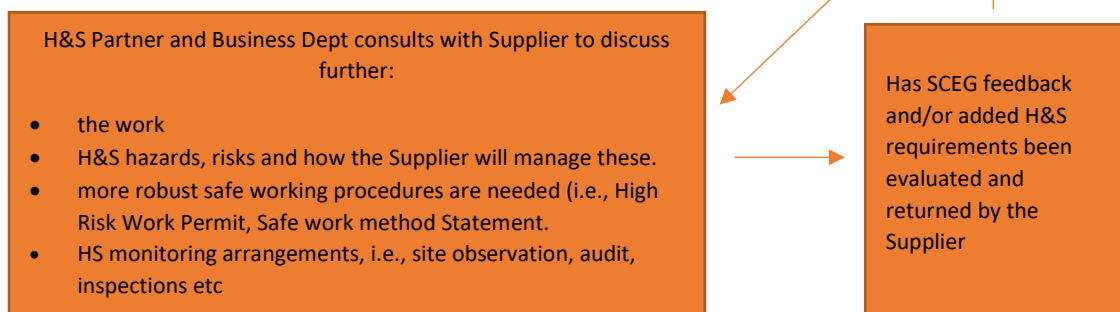
### 1. Initial Assessment



### 2. Internal Consultation



### 3. External Consultation



## Supplier H&S Prequal Risk Profiles and Requirements

	Tier 1	Tier 2	Tier 3
Definition	<p>Where a Contractor has been engaged to perform work for one or multiple SCEG worksites, where the work being performed involves high-risk work that requires implementation of H&amp;S risk management processes.</p> <p><b>External H&amp;S prequal is needed.</b></p>	<p>Where a Contractor has been engaged to perform works at SCEG workplace but does not fall under Tier 1 requirements.</p> <p><b>NB:</b> Tier 2 contractors need to be assessed by the respective SCEG Business Dept and H&amp;S Business Partner to predetermine if a prequal applies here.</p> <p><b>External H&amp;S prequal may be needed</b></p>	<p>Where a Supplier enters a SCEG workplace or shared workplace but does not fall under Tiers 1 or 2.</p> <p><b>NB:</b> suppliers will still need to be part of the SCEG Supplier Consultation Process.</p> <p><b>External H&amp;S prequal is not needed</b></p>
Example	<ul style="list-style-type: none"> <li>Takes on a Lead Contractor, Principal or Designer role at a SCEG Site.</li> <li>Primary work activity is defined as high-risk work such as construction and refurbishment work, supply, delivery and installation of large plant and equipment, working on live electrical and mechanical systems, rigging and temporary works. Building maintenance and servicing.</li> <li>Performs work involving one or more SCEGs critical H&amp;S risks.</li> <li>Performs work involving vehicles delivering or collecting equipment, goods and produce with a height of 4.2m – 3 metres, gross weight 10 – 4 tonnes with a load of 1 tonne – 400kgs.</li> </ul>	<ul style="list-style-type: none"> <li>Does not take on a Lead Contractor or Designer role at a SCEG Site.</li> <li>Primary work activity is defined as moderate-risk work and without the exposure to critical H&amp;S hazards and associated risks.</li> <li>Performs works involving the following examples: cleaning services, office relocation, vendor suppliers, fixture and fittings suppliers, office furniture removal.</li> <li>Performs work involving Vehicles delivering or collecting equipment, goods and produce with a height of 3 – metres, gross weight of 4-2 tonnes with a load of 400kgs – 100kgs.</li> </ul>	<ul style="list-style-type: none"> <li>Primary work activity is defined as minimal risk, infrequent or one-off visits, has been requested to undertake work without a written contract, service agreement or other.</li> <li>Performs works involving the following: consultancy services, (unless related to Tier 1 work), Project Management (unless related to Tier 1 work) Sales, Health Provisions, Couriers, promotional internal and SCEG-sanctioned off-site events.</li> <li>Vehicles delivering or collecting equipment, goods and produce with a height under 2 metres, gross weight under 2 tonnes, tonnes with a load under 100kgs.</li> </ul>

