



# Supplier & Contractor Management Standard

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## 1. Purpose

This Standard establishes the framework for engaging and managing Suppliers and Contractors working at any site under the legal control of SkyCity Entertainment Group (referred to as SkyCity from this point forward), as well as outlining SkyCity's health and safety (H&S) expectations of those Suppliers and Contractors.

In this Standard, a **Supplier** refers to any entity other than SkyCity that supplies goods or provides services at a site under SkyCity's legal control. This includes a Contractor, or Third-Party Contractor, Owner Vendor, Business, Tenant, Franchise.

A Third Party refers to a Contractor or Subcontractor who performs work on behalf of another Contractor but has no direct contractual or service agreement with SkyCity.

Note: With the opening of the New Zealand International Convention Centre (NZICC) in 2026, a dedicated Standard and supporting framework have been developed to guide the engagement of event hirers (clients), their suppliers, and their contractors when delivering events within designated areas of the NZICC. This NZICC Standard applies to all events held at the venue and covers any work activities undertaken by the hirer and their suppliers. It does not apply to SkyCity undertakings, suppliers, or contractors.

Where applicable, the relevant entity (e.g., Supplier or Contractor, or both) will be referenced within each section of this Standard.

## 2. Scope

This Standard applies to all work activities carried out by a Supplier or Contractor at any SkyCity site.

## 3. Responsibility

All Suppliers and Contractors, along with the SkyCity personnel responsible for overseeing them, are required to take a proactive and accountable role in meeting their H&S obligations and ensuring full compliance with the requirements outlined in this Standard.

### 3.1 SkyCity SLT Direct Reports

Direct Reports Leadership team must ensure the following:

- Contractors have provided evidence of their H&S prequalification status or have completed H&S prequalification as required by SkyCity
- SkyCity employees are informed of any risks or hazards arising from a Supplier's and Contractor's work that may affect them or others (excluding workers engaged, directly or indirectly, by the Supplier and Contractor).
- The requirements of this Standard are clearly communicated to all Suppliers and Contractors.

### 3.2 SkyCity People Leader

People Leaders must ensure the following:

- Suppliers and Contractors are fully informed of their obligations under this Standard.

- Contractors provide assurance that all workers under their influence, direction, or control possess the necessary competency and experience to perform their work safely and where required have completed the H&S prequalification process.
- Any risks or hazards identified by SkyCity that may impact the Supplier's or Contractor's work are clearly communicated to them
- The contractor's safety performance is actively monitored and reviewed.

### **3.3 SkyCity H&S Team**

H&S Business Partners must ensure the following:

- Support and assist SkyCity Business Departments and People Leaders in the engagement, monitoring, review, and evaluation of Suppliers' and Contractors' health and safety management systems, safe work procedures, and overall performance.

### **3.4 Procurement and Supply Chain**

Procurement Team must ensure the following:

- Requests for onboarding new Suppliers and Contractors are processed in a timely and accurate manner.
- Determine whether a contract, service/supply agreement, or standard Terms and Conditions is required based on the scope of work.
- Ensure Contractors have provided their H&S prequalification documentation or Health and Safety Management System (HSMS) accreditation status or have completed the required H&S prequalification process.
- Ensure all commercial aspects of the engagement are appropriately managed, including insurance and contractual agreements.
- Support People Leaders with contract amendments arising from a Supplier and Contractor performance review.

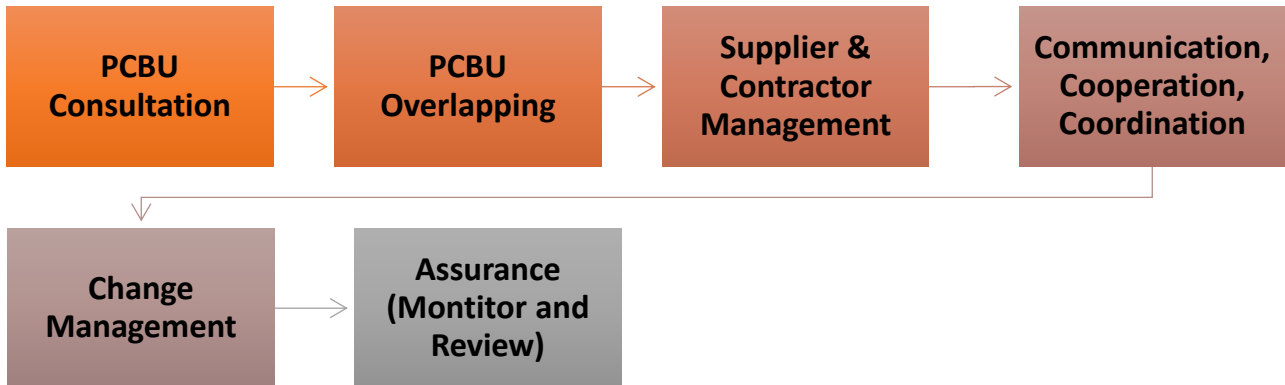
### **3.5 Supplier**

Suppliers and Contractors must ensure the following:

- Supply relevant and/or requested H&S information to SkyCity within the required timeframes.
- Provide current H&S pre-qualification status or HSMS accreditation as required.
- Implement all relevant requirements of this Standard in relation to their work.
- Consider SkyCity's existing plant, equipment, systems of work, and operational controls that may impact their work.
- Conduct and/or participate in Safety in Design meetings where appropriate.
- Obtain all relevant permits for work activities in accordance with the SkyCity High-Risk Work Permit System prior to commencing work on-site.
- Implement effective safety controls to ensure the health and safety of all workers and others, including those prescribed in their submitted Safe Work Procedures.
- Consult, cooperate, and coordinate activities with any other PCBUs with overlapping duties.
- Provide workers under their control, influence, or direction with appropriate training, information, instruction, and supervision to ensure work is carried out safely and in accordance with H&S best practice and legislative requirements

## 4. SkyCity Supplier Management Framework

This section provides SkyCity with guidance for selecting, engaging, and managing Suppliers and Contractors, and offers direction to Suppliers and Contractors on applying their responsibilities when consulting, coordinating, and managing work activities with SkyCity and with one another.



## 5. PCBU Consultation and Overlapping Duties

### 5.1 Overview

SkyCity and its suppliers and contractors are expected by the H&S Regulator to take a broad, collaborative approach to managing health and safety, especially when sharing a workplace or operating within a contractual chain. This includes considering risks that extend beyond their own immediate activities. Under current H&S legislation, both SkyCity and its contractors are recognised as PCBUs (Persons Conducting a Business or Undertaking), meaning each has duties to manage risks and work together to ensure a safe working environment

The following may apply to SkyCity and its Suppliers and Contractors in their roles as a PCBU:

- SkyCity cannot contract out of its health and safety duties as a PCBU
- SkyCity may enter arrangements with Suppliers and Contractors to help ensure the health and safety of workers and others, recognising that other PCBUs may, in some cases, be best placed to manage specific risks at a worksite
- SkyCity has a duty to consult, cooperate, and coordinate with all other PCBUs with whom it shares overlapping duties, so far as is reasonably practicable
- SkyCity must manage risks to the extent that it can influence and control the matters to which those risks relate

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

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

### 5.2 SkyCity shared workplaces

SkyCity Sites (i.e., sites under the legal control of SkyCity) in both New Zealand and Australia are considered shared workplaces under current H&S legislation, meaning more than one business and its workers may influence or direct work on-site. All SkyCity Sites

must identify any situations in which SkyCity and other PCBUs may influence or direct work on-site.

Once such situations are identified, SkyCity should take the lead in meeting with those businesses within an agreed timeframe to discuss and determine how they will work together to meet any shared duties.

PCBUs (e.g., SkyCity and its contractors) operating at SkyCity sites should ensure the following matters are discussed and agreed upon as part of a structured PCBU meeting agenda:

- Potential workplaces or situations where work activities may overlap with those of other businesses
- Health and safety hazards and associated risks that require priority attention and control
- Agreement on which PCBU is best placed to control each risk to workers and others
- Work conducted on-site by SkyCity and/or Suppliers that may impact the work of others
- Emergency preparedness, including determining which PCBU is best placed to provide essential emergency resources and recovery controls
- Agreement on which PCBU is best placed to contact emergency services in a crisis
- Agreement on which PCBU should notify the regulator, if required
- Share relevant health and safety information, including updates on changes, incidents, and emerging trends

### **5.3 Engaging Suppliers and Contractors as part of a contracting chain**

Contracting occurs when SkyCity engages another party to carry out ongoing or temporary site works under a contractual arrangement. Contractors engaged by SkyCity may be businesses or individuals (e.g., Lead Contractors, Contractors, or Subcontractors) forming part of a contracting chain, within which SkyCity is typically identified as the Lead PCBU.

*Note:* In some cases, SkyCity may be identified as the Lead PCBU within a contracting chain across its business areas, departments, units, and sites.

### **5.4 Contractor Engagement**

Before contractors begin work under any on-site contract (e.g., construction, installation, upgrades, maintenance and repairs, waste management, goods delivery, staged events, services, or cleaning activities), SkyCity acting as a PCBU has defined responsibilities to ensure that health and safety risks are effectively managed.

SkyCity, in its role as, is expected to,

- Provide leadership by setting clear health and safety expectations and embedding these within its policies, procedures, and standards
- Work collaboratively with designers to plan work and eliminate or minimise health and safety risks at the design and planning stages
- Select competent contractors and site management teams through the SkyCity H&S prequalification process

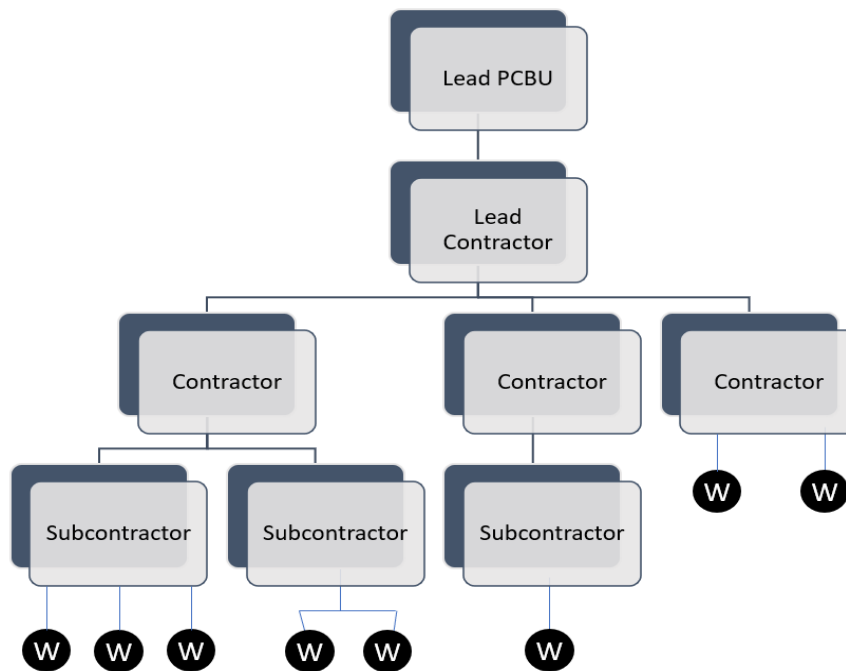
- Review relevant H&S documentation from potential contractors, including Site-Specific Safety Plans, hazard and risk controls plans, and Safe Work Procedures
- Establish a clear framework for monitoring health and safety performance, reporting, and information sharing throughout the duration of the project
- Inform the Lead Contractor of any known SkyCity workplace hazards and risks that may affect the health and safety of workers or others on-site

The Lead Contractor (e.g. a Tier One construction business) is expected to:

- Provide a suitable Site-Specific Health and Safety Plan, including hazard and risk control plans, risk assessments, controls, and Safe Work Procedures appropriate to the work and location.
- Confirm that all necessary information has been received from SkyCity to safely plan and manage the work
- Be present on-site and, where reasonably practicable, maintain oversight of all work activities
- Select competent contractors and subcontractors through a prequalification process and review their health and safety records
- Deliver and oversee site inductions for their contractors and subcontractors
- Manage daily communication and coordination of health and safety matters, including site rules, procedures, and changes in work conditions
- Collaborate with subcontractors to develop and maintain the Site-Specific Health and Safety Plan
- Implement a clear framework for monitoring, reporting, and sharing health and safety performance information for the duration of the project

When a SkyCity business unit directly engages a contractor (for example, for maintenance, repairs, or facilities work) that contractor may become the PCBU with the greatest influence and control over both the worksite and the work being performed. Contracting arrangements can involve multiple levels of PCBUs working together in a shared workplace or contracting chain. **Figure 1** illustrates a typical structure, showing the PCBU, Lead Contractor, contractors, subcontractors, and their workers (W).

**Figure 1:** Example of a PCBU Contracting Chain



## 5.5 Selecting a Contractor

When selecting contractors, SkyCity must take all reasonably practicable steps to ensure the contractor can perform the work safely and without creating risks to others. This requires SkyCity to make informed enquiries about the contractors:

- skills
- knowledge
- experience
- workforce capability

These factors help determine whether the contractor can carry out the work safely and in accordance with SkyCity's expectations.

*Note:* While other considerations may influence contractor selection, SkyCity must never prioritise these over health and safety. SkyCity has both legal and moral obligations to manage risks and must not select contractors based solely on cost.

SkyCity and its respective Business Departments/Units must assess potential contractors against the following criteria:

- Demonstrated past health and safety performance and experience managing risks effectively
- Relevant experience in the type of work being undertaken
- Adequate resources to complete the work safely
- Technical capability to meet SkyCity's safety and operational requirements
- Use of a robust risk management process
- Recognised Health and Safety Management System (HSMS) accreditation (e.g., ACC AEP, ISO)
- Completion of a recognised health and safety prequalification process

## 5.6 Contractor Pre-qualification

Requiring contractors to complete a pre-qualification process allows SkyCity to assess how effectively they manage health and safety and demonstrate:

- A robust Health and Safety Management System (HSMS)
- Appropriate systems for managing specific risks
- Compliance with SkyCity's expectations before any work begins

SkyCity Business Departments and Units must ensure that contractors complete a SkyCity-recognised pre-qualification appropriate to the level of risk associated with the work they are engaged to perform. This requirement applies to all contractors working under SkyCity's operational control. Verification must be carried out in line with the scope of work, associated risks, and the nature of the contracting arrangement, using the SkyCity contractor tiering system:

- Contractors (and their subcontractors, where applicable) must be pre-qualified under the SkyCity Procurement Model. Pre-qualification is completed through an external provider at the contractor's own cost.
- Before engaging a contractor under a new, reinstated, or renewed contract, the relevant SkyCity Business Department must contact the Procurement Supply Chain and Health & Safety team to confirm the contractor has met SkyCity's H&S pre-qualification requirements.
- If a contractor has not yet achieved the required pre-qualification, they must complete it within a prescribed timeframe before engagement can proceed.

### 5.6.1 Accepted External Pre-Qualification Schemes

SkyCity will only consider contractors who have achieved and maintained one of the following recognised New Zealand or South Australian pre-qualification accreditations:

- IMPAC Online Contractor H&S Prequal (as part of the Tōtika Scheme)
- Tōtika Scheme – NZ Industry Supplier Prequalification
- SiteWise Assessment
- Cm3 H&S Prequalification (South Australia / New Zealand)

Note: A SiteWise assessment will be accepted as the minimum standard for meeting SkyCity's pre-qualification requirements. Contractors accredited under ISO 45001 (H&S Management Standard), the ACC AEP Programme, or Return to Work South Australia (self-insured) will be exempt from completing the SiteWise pre-qualification. To receive this exemption, contractors must provide evidence of their accreditation status to SkyCity as part of the HSMS review

### 5.6.2 Identifying suppliers and contractors for pre – qualification

Each SkyCity Business Department/Unit is responsible for identifying which contractors require pre-qualification before commencing work at any SkyCity site. This is carried out by the designated person within the department/unit using the SkyCity Contractor Tiering Process. Refer to the Appendices – *Supplier and Contractor H&S Prequalification Tiers and Requirements* for further guidance.

### 5.6.3 Tiering Process Explained

#### *Tier 1 – High-Risk Contractors:*

Contractors carrying out high-risk work at any SkyCity sit (such as working at height, confined space entry, electrical work, or major construction activities) must complete external Health & Safety (H&S) prequalification before starting work.

#### *Tier 2 – Contractors: Standard Contractors (assessed case-by-case)*

Contractors performing work that does not meet the Tier 1 high-risk criteria fall under Tier 2. The SkyCity Business Department / Unit responsible manager, together with the H&S Business Partner, must assess the nature of the work to determine whether external H&S prequalification is required.

#### *Tier 3 – Contractors: Limited Site presence only*

Contractors entering a SkyCity site who are not performing contractor-type work are classified as Tier 3. They must comply with all SkyCity health and safety standards and requirements; however, external H&S pre-qualification is not usually required for this tier.

This tiered approach aligns the level of oversight with the level of risk. High-risk work receives stronger checks, while low-risk work requires simpler controls, allowing SkyCity to manage health and safety more effectively without unnecessary administrative burden.

SkyCity management reserves the right to require mandatory H&S pre-qualification for any contractor, or group of contractors, undertaking work for SkyCity without applying the standard tiering process. Any such requirement will be approved by the Group GM H&S, in collaboration with the relevant Business Department GM or Leader.

Note: SkyCity must not engage a Contractor for a scope of work that exceeds their pre-qualification tier.

## **5.7 Variation to Contractor Prequal Process**

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

- Attends a SkyCity site infrequently
- Completes a one-off visit to a SkyCity site; or
- Participates in sanctioned off-site events where no contract or service agreement exists (e.g., engaged via Purchase Order)

In these situations, pre-work consultation must still occur between the relevant SkyCity Business Department or Unit, the Contractor, and any other applicable PCBUs to determine the actions required to ensure safe access and egress to the site, and to confirm that the proposed work does not pose a risk to others who may be affected.

## **6. Communication, Cooperation, and Coordination**

### **6.1 Induction**

Suppliers and Contractors are required to participate in Health and Safety (H&S) inductions when requested by SkyCity. SkyCity, Contractors, and Suppliers must ensure that workers receive appropriate training, information, instruction, and supervision to protect them from H&S risks associated with their work. This includes providing suitable

H&S training and induction, along with opportunities for workers to ask questions about the H&S risks and requirements specific to each SkyCity worksite.

Where work forms part of a construction or refurbishment project at a SkyCity site, the Lead Contractor is responsible for developing, implementing, and managing a project-specific H&S induction process. This process must cover all contractors, subcontractors, their workers, and any visitors accessing the site, ensuring they understand the H&S expectations and controls in place.

## **6.2 Health and Safety information**

SkyCity must ensure that contractors and their workers receive all relevant H&S information—such as safe systems of work, standards, safe work procedures, and emergency plans—when working at a site where SkyCity is the Lead PCBU. Likewise, contractors must provide SkyCity with the H&S information relevant to their own work to help ensure the health and safety of workers and others.

All H&S information relating to the above will be made available to contractors via the SkyCity Suppliers and Contractors external H&S website (<https://healthandsafety.skycitygroup.com/>).

## **6.3 SkyCity Business Department / Unit PCBU meetings**

SkyCity will hold ongoing meetings with its preferred contractors to support shared knowledge and understanding of relevant H&S matters during site activities and over time. This information exchange is essential for SkyCity to gain insight into contractors' perspectives, feedback, and operational challenges, and to identify and implement improvements that contribute to continuous H&S performance uplift.

These meetings held quarterly at a minimum will be attended by representatives from SkyCity's leadership, operational teams, and H&S team, along with selected contractors and their senior and key operational personnel. Where applicable, contractor H&S personnel and/or H&S Representatives will also participate.

Where relevant, SkyCity requires pre-selected contractors to register with and use the SkyCity H&S platform, Donesafe (including its Contractor Module). Through this platform, SkyCity and its contractors can upload H&S documentation for review, apply online for permits to work, and manage and assess H&S performance over time.

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

Note: These meetings must not be relied on as the sole avenue for sharing critical information. PCBUs are still required to consult, cooperate, and coordinate to manage overlapping duties and on-site risks.

## **6.4 High-Risk Work Activities**

High-risk work activities conducted by contractors must be managed in accordance with SkyCity's critical risk control procedures and, where applicable, its Permit to Work system. Any work requiring a Permit to Work—such as hot works or working at height—will be issued by the SkyCity Permit Issuer, who will be a trained SkyCity representative. The Permit Receiver (usually the contractor) must apply for the permit at least 7 days before work begins, unless otherwise instructed and agreed by the responsible SkyCity manager.

The Permit Receiver must submit the permit (and permission) request through the SkyCity H&S platform (Donesafe) and provide a Safe Work Procedure such as a Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) that addresses, at minimum:

- Identified risks and hazards
- Task-specific hazards and associated controls
- Mandatory safety precautions
- Emergency and rescue procedures
- Any additional controls required for safe work

Approved work permits will remain active until the permitted works have been completed. Once the work is finished, the permit will be deactivated and reviewed by both the Permit Receiver and the Permit Issuer.

## **7. Assurance (Monitor and Review)**

### **7.1 Monitoring**

Once work begins on a SkyCity site, both SkyCity and the contractor must actively monitor Health and Safety performance, including taking part in SkyCity-requested assurance activities such as audits, observations, and inspections.

Any unsafe work must be stopped, and all relevant PCBUs consulted for support and follow-up. Contractors and SkyCity must also investigate incidents, near misses, and other events to ensure lessons are learned.

Once a prequalified and selected Supplier or Contractor has commenced work at SkyCity, they must actively monitor H&S by taking appropriate steps, including:

- Participating in their own H&S assurance activities, as well as those required by SkyCity, when requested during the contract period
- Halting unsafe work and consulting with SkyCity and each relevant PCBU to ensure safe resolution
- Following up, investigating, and learning from incidents, near misses, and other events where work has not gone to plan

Suppliers and Contractors must call an immediate halt to work if they identify a serious H&S hazard or risk while working on a SkyCity site. All workers have SkyCity's full support to stop work immediately if they have any concern for their own health and safety or that of others, and to report the issue to their supervisor. In such instances, all parties (PCBUs) must work together to promptly address and resolve the issue and ensure a safe outcome for everyone involved.

## **7.2 Non-conformances and corrective actions**

The responsible SkyCity person, in partnership with Suppliers and Contractors, must address any contractor-specific non-conformances identified through SkyCity assurance activities or reported through other channels. These activities must be conducted by the relevant Business Department / Unit, as the scope-of-works owner. All corrective actions must be discussed with the contractors involved and completed in Donesafe within the designated timeframes.

## **7.3 Contractor H&S performance review**

SkyCity may conduct a joint review of a prequalified Contractor's H&S performance following the completion of work or when a Contractor is identified as non-compliant through ongoing H&S monitoring. This review may also form part of the close-out process for a contract, service level agreement, on-site project, or the delivery of goods or services. Where applicable, a post-work H&S review meeting will be led by the relevant SkyCity scope-of-works owner in collaboration with the H&S Team

Note: SkyCity may remove a Supplier or Contractor from its list of recommended providers where H&S performance has consistently failed to meet required standards.

## **8. Change Management**

Change management, in H&S terms, refers to situations where changes at SkyCity may introduce new hazards and risks or intensify existing ones. NZICC and its Suppliers and Contractors must communicate, consult, and manage any change that may impact Health and Safety at a SkyCity site.

Change management refers to any situation where changes at SkyCity may introduce new hazards or risks or increase existing ones. SkyCity, along with its Suppliers and Contractors, must communicate, consult, and actively manage any change that could impact H&S at a SkyCity site.

The following matters must be considered and addressed whenever a material change results in new or modified risks or controls:

- Changes to the authorised work agreed with SkyCity
- Changes to the Contractor's H&S and Control Plan, including any pre-submitted SWPs, risk assessments, or control plans
- Introduction of any H&S Critical Risks or work activities that may affect workers or others
- Introduction of new plant or equipment that may impact workers or others
- Engagement of a third-party contractor to conduct work at a high-risk event
- Changes to pre-agreed shared areas or overlapping duties that may affect H&S during the contract period

Where any of the above changes occur, the Supplier or Contractor must immediately notify the SkyCity scope-of-works owner so the following steps can be initiated:

- Discuss the identified material change with SkyCity and other relevant PCBUs
- Conduct a risk assessment to evaluate potential impacts, including H&S risks to workers and others

- Confirm any formal documentation required, such as updating the submitted Risk Management Plan or SWPs
- Develop and implement a Risk Control Plan that addresses all risks arising from the identified change

## 9. Records

Record type	Duration of retention	Method of Retention
Service and/or procurement Agreements	5 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 records	5 years	Electronic
Contractor performance reviews	5 Years	Electronic
Contractor meeting minutes	5 Years	Electronic

## 10. Change Log

Version	Date of Change	Authorised By	Amendment Details
1	30/11/2023	Paul Uttley – Group GM Health & Safety	New Release
2	23/02/2026	Paul Uttley – Group GM Health & Safety	<ul style="list-style-type: none"> <li>• Clarified definitions of Supplier, Contractor, and Third Party</li> <li>• Clarified PCBU consultation, cooperation, and coordination expectations in shared workplaces and contracting chains</li> <li>• Expanded Contractor Engagement section</li> <li>• Updated pre-qualification requirements, including but not limited to a clearer tiering framework</li> <li>• Clarified variation process for one-off or low-frequency contractors</li> <li>• Updated induction, communication and Donesafe requirements, including quarterly PCBU meetings</li> <li>• Clarified monitoring, stop-work authority, and non-conformance management requirements.</li> <li>• Formalised contractor H&amp;S performance review process, including potential removal from recommended provider list</li> </ul>

			<ul style="list-style-type: none"> <li>• Updated Document formatting to be in line with the current Document controls standard</li> <li>• Updated Appendices</li> </ul>
<b>3</b>	04/05/2026	Paul Uttley – Group GM Health & Safety	<ul style="list-style-type: none"> <li>• Updated scope</li> <li>• Updated responsibilities for SkyCity People Leaders</li> <li>• Consistent referencing of SkyCity throughout the document</li> <li>• Updated overview of PCBU consultation and overlapping duties</li> <li>• Updated context for the type of pre-qualification required by contractors</li> <li>• Update on the minimum requirement of Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) submitted for high-risk work activities</li> <li>• Updated Assurance (Monitor and Review) section</li> <li>• Updated records section</li> </ul>

## 11. Appendices

- Definitions
- Supplier H&S Prequal Risk Profiles and Requirements

## Appendices A: Definitions

Phrase/Acronym	Meaning/Definition
<b>SkyCity Site</b>	A site under the legal control of SkyCity Entertainment Group
<b>Cancelled</b>	In the context of contract pre-qualification, status refers to a contractor being deemed unsuitable for use due to non-conformances (NCRs) and repeated rectifications arising from serious safety breaches.
<b>Hazard</b>	A source of potential harm, or a situation that has the potential to cause harm to human health or wellbeing.
<b>HSMS</b>	Health and Safety Management System
<b>Outsourcing</b>	An external organisation engaged by SkyCity to perform a part of SkyCity's functions, including the supply of goods or the provision of services.
<b>Qualified</b>	In the context of contract pre-qualification, status means the preferred Contractor has been successfully pre-qualified and is approved for use
<b>Safe work method statement/Job safety analysis (SWMS/JSA)</b>	A written description of a task that outlines each step involved and specifies the safety controls and precautions that will be implemented.
<b>Suspended</b>	In the context of contract pre-qualification, status means the Contractor is suspended from use until all non-conformances have been rectified and the pre-qualification has been reviewed and approved again by the H&S Business Partner.
<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>	Worksafe New Zealand is the H&S regulator in New Zealand. Its role is to engage, educate and enforce to embed and promote healthy and safe work. SafeWork SA – Responsible for supplying work H&S, public safety, and state-based industrial relations services across South Australia.
<b>Noncompliance</b>	Non-compliance in the workplace refers to situations where workers act in an unsafe manner by failing to follow Health and Safety legislation, instructions, policies, procedures, guidelines, or other required controls.
<b>Corrective action</b>	Action taken to eliminate the causes of non-conformities or other undesirable situations to prevent their recurrence.

<b>H&amp;S Prequalification Process</b>	A process used to assess how effectively contractors manage Health and Safety. It requires businesses to demonstrate a functioning Health and Safety Management System (HSMS) and provide evidence of how they manage specific risks
<b>Health and Safety by Design</b>	The process of managing Health and Safety risks throughout the lifecycle of structures, plant, substances, or other products.
<b>High-Risk Permit to Work</b>	A formal written document that authorises trained and competent personnel to carry out high-risk work, specifying the approved method, date, and location.
<b>Safe work procedures</b>	Written directions that describe how work is to be carried out safely, identify hazards and risks, and record the actions required to eliminate or minimise those risks.
<b>H&amp;S Risk Profile</b>	A process that involves gathering information through a broad assessment of key Health and Safety risks, providing a measurable evaluation of the types of risks an organisation, asset, project, or individual may face.

## Appendices B: 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 SkyCity worksites, where the work being performed involves high-risk work that requires implementation of H&amp;S risk management processes.</p> <p>External H&amp;S prequal is needed.</p>	<p>Where a Contractor has been engaged to perform works at a SkyCity workplace but does not fall under Tier 1 requirements.</p> <p>External H&amp;S prequal may be needed</p> <p><u>Note:</u> Tier 2 contractors need to be assessed by the respective SkyCity Business Dept and H&amp;S Business Partner to determine if a prequal applies here.</p>	<p>Where a Supplier enters a SkyCity workplace or shared workplace but does not fall under Tiers 1 or 2.</p> <p><u>Note:</u> Suppliers will still need to be part of the Supplier Consultation Process.</p> <p>External H&amp;S prequal is not needed</p>
Example	<ul style="list-style-type: none"> <li>• Takes on a Lead Contractor, Principal or Designer role at a SkyCity 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 SkyCity's 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 SkyCity Site.</li> <li>• Primary work activity is defined as moderate-risk work without exposure to critical H&amp;S hazards and associated risks.</li> <li>• Performs work involving the following examples: cleaning services, office relocation, vendor suppliers, fixture and fittings suppliers, and 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, and 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 SkyCity 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>