

## Contractor Compliance Policy

It is the policy of AWB to operate our business in a manner that consistently meets or exceeds the safety, environment and quality standards set by our stakeholders. To achieve this, we are committed to continuous improvement of our operations and the products and services provided by AWB.

We will strive to ensure that all contractors engaged by this company comply with AWB Contracts, Safety Management Systems, Occupational Health and Safety Regulations and applicable Codes of Practice and Standards. AWB will monitor the compliance of contractors by conducting standardised site inspections and contractor observations, as well as reviewing incident reports and other documentation.

If a contractor is found to have breached an AWB Contract, Safety Management System requirement, Occupational Health and Safety Regulation or an applicable Code of Practice or Standard, then the following process will be applied without prejudice:

1. The contractor will be notified of the breach, either formally (for serious breaches, or repetition of previous breaches), or informally (for a less serious breach) by an AWB Management representative;
2. For formal breaches, written notice of the breach shall be issued to the contractor by hand or email (Request Read Receipt);
3. The contractor will be given the right of reply;
4. The reply will be considered by AWB Management and opportunities for improvement by either AWB, the contractor, or both shall be implemented to prevent re-occurrence. This must include the provision of awareness training for the contractor;
5. An improvement strategy shall be developed, recorded and communicated to the contractor;
6. Formal breaches will be recorded against the contractor as a “strike” on Mango, with an explanation of the type and circumstances, as well as the improvement strategies employed by AWB and the contractor;
7. Three “strikes” by the same contractor for the same, or similar breaches, shall constitute adequate reason for the contractor to not be engaged for further works with AWB.

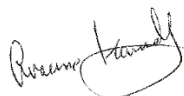
Examples of **serious** breaches could include, but are not limited to:

- Failure to complete JSA or SWMS prior to undertaking works.
- Failure to wear PPE.
- Failure to have a Working at Heights Certificate when working above 2m.
- Failure to have an induction completed prior to undertaking works (this includes AWB, Programmed or any site-specific client inductions).
- Failure to have a Trade Certificate if undertaking a trade qualified task. Eg. Undertaking plumbing works without a plumbing license.
- Failure to have a White Card.
- Failure to have Tools test and tagged as per industry standards.

Examples of **less serious** breaches could include, but are not limited to:

- Failure to carry essential PPE with you at all times.
- Failure to have a police clearance within 12 months.

### Policy authorised by



Graeme Kennedy  
Director  
21st August 2018