

Contractor Pre-qualification & Management.

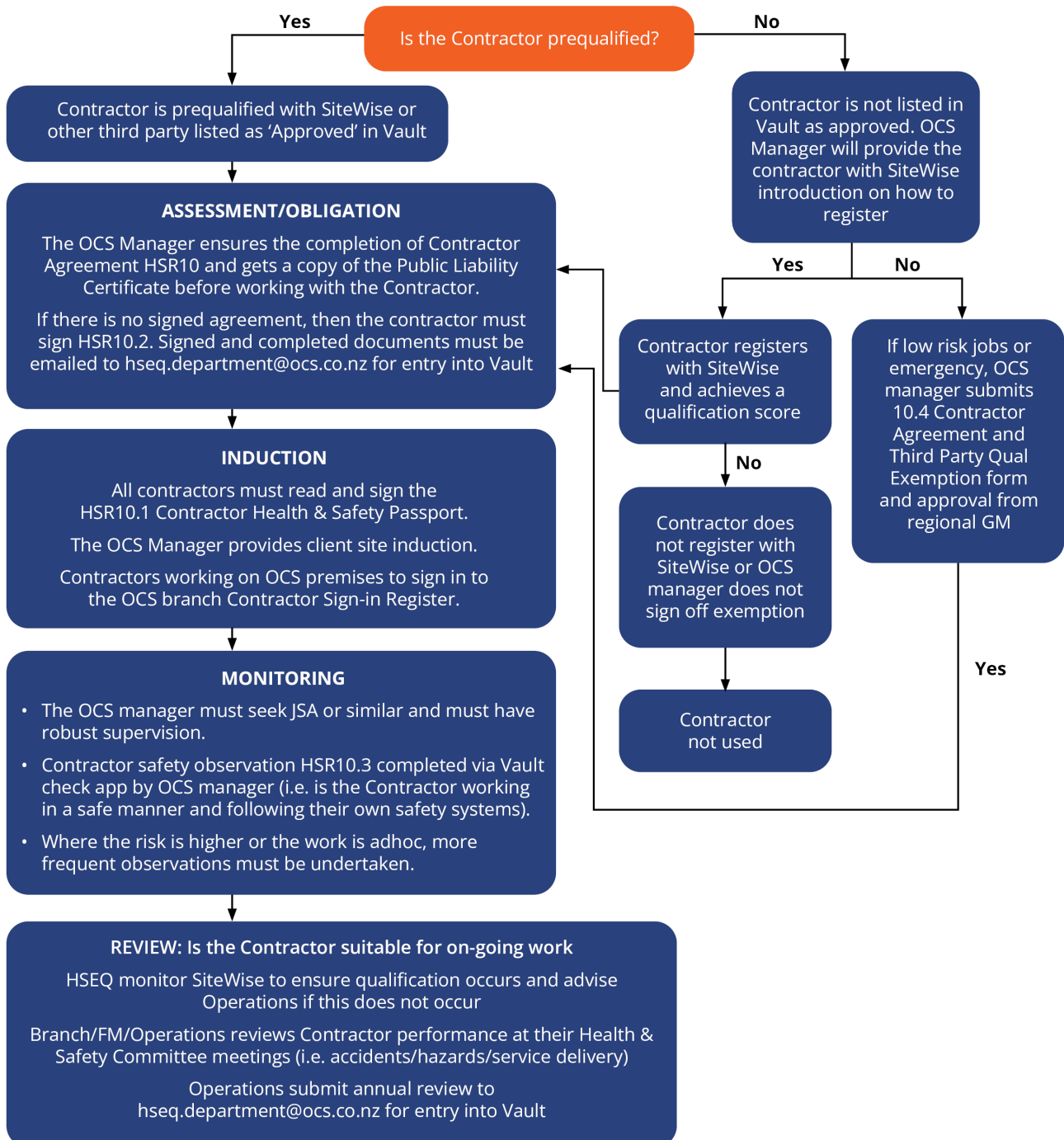
Dear Subcontractor

Welcome to OCS

OCS has a strong commitment to Health and Safety in the workplace, in accordance with the Workplace Health and Safety Act 2015. To ensure all contractors and their workers do not cause harm to themselves or others, while undertaking the work required by the contract, OCS requires all contractors to go through a pre-qualification process, as per the flowchart on the next page.

OCS Contractor Selection and Management

- OCS maintains a national preferred contractors register . OCS Manager onboarding the new vendor must record them as Contractor in the New Vendor Form.
 - It is OCS' preference that Contractors undertaking work for OCS must go through a third-party qualifier.
 - SiteWise is our preferred third-party qualifier. However, others may be considered on a case-by-case basis.
 - OCS Manager engaging the Contractor must work with the Contractor to work towards pre-qualification.
- ***OCS Manager to ensure the new Contractor completes the OCS subcontractor agreement and a copy of insurance are emailed to HSEQ.Department@ocs.co.nz for entry into Vault.**



Subcontractor Compliance checklists

(This section must be completed by the OCS manager onboarding the subcontractor to ensure all signed documents are sent to HSEQ.Department@ocs.co.nz for upload to Vault)

All OCS sub-contractors must:

- Register & complete contractor pre-qualification on SiteWise – www.sitewise.co.nz (or supply details of any other recognised third party contractor prequalification)
- Reach 75% SiteWise conformance within 3 months of registration. If this score is not attained, a risk assessment must be completed by the QHSE Manager.
- Submit current public liability certificate
- Sign a formal contract between with OCS.
- Complete and return OCS HSEQ Questionnaire HSR10
- Complete OCS Contractor H&S Induction passport form HSR10.1
- Complete and return OCS Supplier Code of Conduct

Safety is our priority. We want all our workers, and yours, to go home health and safe every day.

One-off Exception: For smaller contractors (i.e. sole operator) or a unique circumstance of the service request (i.e. remote location of the services or the lack of viable alternative contractor or due to the nature of the services required and / or client request), “one-off” contractor work can be approved and recorded, as an exception to the above requirements, by raising a “one off” vendor request to QHSE Manager (cc Finance team in email) with justification from Operations for the one off exception.

QHSE Manager must sign off on exception **prior** to work commencing.

Other considerations:

No PO No Pay Policy

To ensure transparency and guarantee of payment, OCS has developed a “NO PO, NO Pay” Policy. **No work is authorised unless it is backed by a Purchase Order (PO)**. The purchase order is our way of guaranteeing you payment for work completed to our expectations.

Purchase orders can only be created against pre-qualified and approved subcontractors that have been enabled in the OCS system.

Invoices

Please send all invoices promptly to accounts.payable@ocs.co.nz. If you have any concerns, please get in touch with our Health and Safety team via HSEQ.department@ocs.co.nz. We look forward to continuing to work with you.

1. Subcontractor Pre-qualification through Sitewise

OCS has a partnership with SiteWise as our preferred third-party contractor assessor and qualifier. As experts in both health and safety training and delivery, they work with businesses to raise the bar in health and safety performance. As a registered and prequalified contractor with SiteWise, OCS is provided with greater assurances that you have robust health and safety systems in place and that you have the capabilities to manage your health and safety risks for any given job or project.

For more information on the benefits of registering with SiteWise, please click on the link here.

<http://sitewise.co.nz/howitworks/information-for-contractors/>

Or refer to the flyer in the following page

Note: OCS will also consider and may accept any other recognised third-party contractor pre-qualification (such as Totika or PREQUAL) if you have this already. Please contact OCS HSEQ team to check.

SITewise

What is SiteWise?

SiteWise is an online prequalification system that grades a contractor's health and safety capability and publishes that grade in a database which can be viewed by main contractors and principal organisations. These organisations use SiteWise to make better-informed contractor selections, making the tendering process more simple and efficient.

Contractors complete a 12-step questionnaire, which is assessed by qualified health safety practitioners. This results in a percentage score which is published in the SiteWise Contractor Database, and can be accessed by main contractors or principal organisations who have signed up to use SiteWise.

SiteWise is proudly brought to you by Site Safe NZ. A not-for-profit organisation, Site Safe is committed to creating a culture of safety in the New Zealand construction and related industries. As experts in both health and safety training and delivery, we work with businesses to raise the bar in health and safety performance. We want everyone to go home healthy and safe at the end of each day.

Benefits For Your Business

Most businesses join SiteWise because of main contractor or other principal organisation has asked them to prequalify their health and safety practices through the SiteWise system, but it can be a good idea to join up before asked.

By registering with SiteWise and completing the assessment process, you'll get access to independent and cost-effective advice on where your business stands, and how you can improve your health and safety practices quickly and easily.

Assessment results are recorded in a traffic light system in the database to make it easy for main contractors and principals to see your business' performance at a glance.

The higher your score, the better you can demonstrate your commitment to good health and safety practices to main contractors or principal organisations who might want to work with you. And because the assessment results are valid for a year, you may avoid having to provide evidence of health and safety system process/compliance/competence on a project-by-project basis.

Three Types of SiteWise Users

Level 1

Level 1 users are main contractors, principal organisations, and they commonly use large numbers of contractors and subcontractors and are using SiteWise as a way of grading and managing their health and safety responsibilities.

Level 2

These are businesses who are sometimes the subcontractor, and sometimes the main contractor. They want to undergo the assessment process and be visible in the database but also want to use SiteWise to help them manage their own subcontractors. To become a Level 2 Users, a business must achieve a score of 75% or more.

Level 3

Contractors and subcontractor who want to be assessed and have their results published in the database so as to be able to tender for work with Level 1 & 2 users.

How Much Does It Cost?

Level 3 users pay an annual registration fee of \$195 (excluding GST), which includes up to three reassessments in the first year and an annual assessment for each year after that.

Once a Level 3 user has achieved a score of at least 75%, they can upgrade to Level 2 status for \$500 (excluding GST). When renewing, Level 2 users are charged \$695 (excluding GST), which combines the two fees.

How To Get On The SiteWise Database

- Sign up at www.sitewise.co.nz. You can allocate as many users to your company account as you like after you register.
- Complete the questionnaire and ensure you attach supporting information (evidence) as you go. There's a help function in each question, with tips on how to get the best possible score. You can also save your questionnaire and return to complete it at a later date if required.
- The questionnaire is assessed by a Site Safe health and safety advisor and a grading is awarded with a traffic light system:
 - Green (scores over 75%) - quality health and safety systems.
 - Amber (scores 50-74%) - health and safety systems need some work or lack evidence to demonstrate quality systems.
 - Red (scores under 50) - health and safety systems not in place or not enough evidence to show systems are in place.

Where To From Here?

If you're already registered and assessed on SiteWise, there is no need to do anything further - the Level 1 user who has asked you to pre-qualify with SiteWise will be able to see you in the database already. You might want to notify them of your current score so that they know to look for you in the database.

If you feel this process is not suitable for your business, or you believe you are unable to meet the SiteWise standards, then please contact us at sitewise@sitesafe.org.nz

Induction Passport to Health and Safety - Contractors

Contractor Health & Safety Responsibilities

Before commencing any work in any place controlled by OCS Ltd or its Clients, contractors must ensure that their employees and any subcontractors are fully aware of:

- Emergency procedures to be followed in the event of an emergency
- Safety rules and procedures
- Risks and Hazards which have been identified.
- Contractors are reminded that work conducted for OCS Ltd is subject to the provisions of the all relevant local / national health and safety legislation. In particular:
- Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate.
- OCS (and their Clients) are to be advised of any or all hazardous plant, machinery or substances which are brought into the place of work.
- All staff (including any sub-contractors and their employees) utilised by the contractor are fully competent in the work undertaken or be directly supervised by a competent person.
- All safety clothing / equipment required to minimize the risk of harm is provided, accessible to, and used by person(s) engaged in the work being undertaken for OCS Ltd.

Our Health & Safety golden rules

Stop and say no if:

- You believe it's not safe to do the job
- You believe the site isn't safe
- You believe the equipment is faulty or you don't have the correct equipment
- You're not trained to do the job or don't feel competent
- You see something that could cause injury

In OCS health and safety is our number one priority and we're committed to continuously monitoring, developing and strengthening our safety culture.

OCS Suppliers shall proactively manage health and safety hazards and risks to provide a safe environment where occupational injuries and illnesses are prevented. Suppliers must implement management systems and controls that identify hazards and assess, and control risk related to their specific industry and local safety regulations and strive towards international good practice. At OCS, we care for one other. We must all play our part in building a resilient work culture

OCS Ltd may suspend or terminate this contract, including the ordering the of immediate cessation of work under the contract, where OCS Ltd believes that the contractor has failed, or is failing to establish and maintain legally required health and safety standards and procedures.

Risk / Hazard Identification and Management

- The contractor shall take all practicable steps to ensure the contractors duties as an employer under all relevant local / national health and safety legislation are complied with, including the implementation of effective methods to systematically identify, assess and control risk / hazards.
- The contractor shall ensure that any notifications of hazardous work required under all relevant local / national health and safety legislation / regulations, are properly submitted within required time frames. In addition the contractor shall report all spills or discharges of hazardous or toxic substances to OCS Ltd and, where required to the appropriate regional council, and any other relevant government or state enforcement agency.

Accident Reporting Procedures

Any accident or incident which harms or might have harmed any person in the workplace (in addition to being recorded, notified and investigated as required under all relevant local / national health and safety legislation), are to be reported to OCS Ltd (and the customer representative) as soon as possible. Prompt reporting is particularly important for any medical treatment or lost time injuries.

Injury Management and Rehabilitation

OCS Ltd, as an employer under the Accident Compensation Act 2001 is committed to take responsibility for workplace health and safety and Injury management, which includes rehabilitation; and assisting ACC with claims management of employees' work injuries.

Please ensure that any accidents, incidents or "near misses" are reported to an OCS Ltd manager as soon as possible.

Training Requirements

All staff utilised by the contractor are to be fully competent in the work undertaken or be directly supervised by a competent person.

Emergency Planning and Readiness

The following emergency plans are in place at OCS Ltd Group offices and buildings to deal with:

- General evacuation
- Gas leakage
- Robbery, physical aggression
- Serious injury
- Fire
- Earthquake, volcanic eruption, floods, storms
- Bomb threat
- Chemical spills

An evacuation warden and an alternate are designated for each work area and trained to take control in an emergency. Emergency signage is prominently displayed throughout the building. A list of fire wardens and their alternates is also displayed with the evacuation procedures.

In the event of an emergency evacuation, please follow the instructions of the wardens and move to the assembly area as soon as possible. For Client controlled premises, please follow their instructions at all times.

Contractors and Sub-Contractors

A representative from all contractors and sub-contractors employed by OCS Ltd must complete the Contractor Safety Induction document prior to undertaking work. When attending an OCS customer site, all Contractor staff will complete the customer's specific company and site induction requirements. This will include completing all sign in, sign out and security requirements. Where relevant, this will require having the customer visitor / contractor identity card visible at all times.

Environmental Policy

The OCS Group is committed throughout its business to respect the environment and wherever possible to make responsible use of available natural resources. As a contractor for OCS Ltd, we expect you to meet the following standards:

- Comply with environmental laws and local government policies and plans
- Continuously seek to improve environmental performance
- Minimize waste and use environmentally acceptable methods of disposing of waste
- minimise the risks of using hazardous substances
- improve energy efficiency
- purchase goods and services that are manufactured, used and disposed of in an environmentally responsible way
- have appropriate emergency procedures to deal with spills, leaks or other emergencies that may affect the environment
- train staff in a way that encourages good environmental practices

Site Conduct

Please note: from the first phone call or driving onto the site - you and the Company are being judged: the average person will make an evaluation on someone based on appearance and manner within the first 20 seconds or less.

Let's show them we are 'Professional and customer focused'

Parking

- Park in a way that does not block them in or out
- If in doubt, ask the customer if they have a preference
- If you are working around your van, ensure the dust you create is not going everywhere

Introduction

- When walking up to the customers office, please only take your safety information (including risk assessments / hazard management and safe work methodology) - not handfuls of tools and materials
- Greet the customer with a confident and positive attitude, making good eye contact
- Introduce yourself and also any workmates you are arriving with by name and let them know you are there representing OCS
- Allow them to ask you to enter and show you the areas of work
- At all times: no work boots to be worn on carpeted areas
- To ensure you are aware of all the risks / hazards and work areas, go through the Clients induction yourself and with your workmates at the same time
- Ask the customer if they have any questions about what you are planning to do that day and if they have any special considerations to take into account.

Interaction with the Client

- Always provide helpful and positive interaction at all times
- When conversing with the customer please keep discussions to the tasks you have that day.

- Subjects relating to cost, insurance cover/policy, opinion and any recommendations must be referred to the OCS FM office

Tidy site leaves a happy customer

- All trades are responsible for their own debris removal
- All trades are required to vacuum the work area after completion of their work. You must carry a vacuum; under no circumstances can we use a customer's vacuum cleaner even if they say it is okay.
- If sanding, cutting or generally making dust, it is paramount that all furniture, appliances and fittings be drop sheeted off.
- If you do not have enough sheets or covers it is your responsibility to inform the office to remedy it.

Health and Safety

- Please refer to your training and OCS / Client induction at all times
- Ensure you have clearly identified all risks or hazards on site and have taken steps to remove, isolate and minimize them.
- Ensure all risks / hazards and steps taken are well communicated to all people on site and on your team.

The work site

- Drop sheets must be laid on all walk areas from entry to work or where practical
- All work sites are non-smoking (including e-cigarettes). No cigarette butts are to be left anywhere on a work site.
- No radio or music players to be used on an occupied site unless agreed by the Client. If acceptable, the station is to be easy listening and the volume must be low. As per **Health and Safety** requirements no radios or music players on any site at a high volume for any reason, this is not optional.
- All staff/workers are to stay in the area being worked on. **Under no circumstances should anyone venture to anywhere else in the Clients building other than the specified work area.** If the repair requires an area in the adjacent room (such as a floor) to be checked for water damage etc., go directly to this area of the room and then out.

Uniforms and Staff Appearance

Grooming and hygiene are very important in the service industry.

Your standard of personal grooming as a contractor working on behalf of OCS must complement our professional image. The guidelines for personal grooming are common sense; however, it is important to note the following:

All representatives are expected to:

- Maintain a high standard of dress.
- Brush teeth daily to avoid bad breath problems.
- Wear clean clothes.
- No smoking on any work site or on the road outside the property

- Conceal tattoos where practical

OCS is a Team. As such, every team member's input and ideas are valuable.

If you have a great idea that will improve part of your job or our systems, tell us about it and we will put it in this document if we can use it.