

INDUCTION SCHEDULE

Service Providers and Contractors/Sub-Contractors WHS Obligation

This Site Induction Schedule does not purport to be an exhaustive list of your WHS legal obligations.

Supplier/Contractors Overriding Responsibility

You the Supplier/Contractor (or their Agent) acknowledge that:

- (a) You have been contracted by Cash Converters as a consequence of your representations to Cash Converters that you have the expertise to fulfill all your contractual obligations in a manner that meets Converters and your WHS legal obligations.
- (b) Cash Converters does not profess to have expertise in relation to the work for which you have been contracted and is relying upon your competency to meet its WHS legal obligations.
- (c) Your WHS legal obligations are independent of any such obligations imposed on Cash Converters, its employees, or agents and you cannot rely upon the conduct of Cash Converters or its employees or agents as in any way discharging your WHS Legal Obligations.
- (d) Cash Converters, its employees, or agents, or other contractors acting on Cash Converter's behalf (collectively "Cash Converters or Other Persons") may provide information, guidance, or advice, in various forms including but not limited to written, oral, or online information (collectively "Information") to assist you; and
- (e) Where Cash Converters or Other Persons provide Information to you, you use it at your own risk and should take steps to assess the Information before using it.

Indemnity

Having regard to the above, you the Supplier/Contractor (or their Agent) indemnify Cash Converters or Other Persons in respect of any loss, damages, claims or expenses (including legal costs on a solicitor and own client basis) that may be suffered by Cash Converters or Other Persons, in connection with:

- (a) The steps taken or omitted to be taken by you in attempting to discharge your WHS Legal Obligations.
- (b) Any breach by you of any of your WHS Legal Obligations; and
- (c) The use or possession by Cash Converters or Other Persons of any Plant, Equipment, Substances or Dangerous Goods provided by you in a manner or condition (whether by act or omission) which represents a breach you of your WHS Legal Obligations.

The indemnity in this Schedule includes, without limitation, a release and indemnity in connection with:

- (a) Any loss of or damage to any property (including personal effects).
- (b) The injury to or death of any person.



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- (c) Any costs or liabilities incurred in respect of a claim by a third party (whether or not involving formal legal proceedings); and
- (d) To the extent permitted by law, legal and other costs, penalties and fines, in relation to any actions taken or instituted by a relevant WHS regulatory authority, including but not limited to, the service of infringement, improvement or prohibition notices, applications for civil penalties, prosecutions, enforceable undertakings or any other form of regulatory action against Cash Converters or Other Persons for any alleged breach arising from, or having a direct correlation with any breach by you of your WHS legal obligations.

Compliance with Laws

You the Supplier/Contractor (or their Agent) acknowledge that you must ensure that you, your employees, or agents comply with all WHS legal obligations, including:

- (a)
 - (a) Any requirement or direction made by Cash Converters in, or pursuant to the provisions of this Schedule which represent a minimum standard only and does not relieve you of your obligations to comply with the law.
- (b) For the avoidance of any doubt, the Supplier is not required to comply with a requirement of Cash Converters where to do so would be unlawful (unless the Supplier could make it lawful by obtaining a licence, permit, qualification, or similar approval required for products or services that the Supplier has agreed to provide).

Electrical Safety

- All power leads, portable electrical tools and RCDs used on sites must be tested and tagged in accordance with AS 3760 and legislative requirements
- Only qualified and licensed persons are to conduct electrical work (those with restricted electrical licences may complete work in line with the restrictions of the licence)
- Electrical leads to be positioned to ensure they will not be damaged or exposed to wet areas
- Electrical leads must not cross the store aisle ways and must be concealed to avoid trip hazards
- Double adaptors are not to be used on stores/sites
- All areas for electrical works are to be isolated at the switchboard and tagged prior to proceeding with any works
- Tag out/lock out procedures apply

Working at Heights

- Where possible, the need to work from heights should be eliminated
- Approved height protection control measures must be implemented based on risk (safety harness, scaffolding, etc.) and relevant equipment must be provided by the Contractor
- The Contractor must ensure that its Personnel have received appropriate training in the correct use of equipment, including fall arrest equipment

Ladders

- Metal/aluminium ladders shall not be used anywhere electrical hazard exists (voltages in excess of 50 volts AC or 120 volts DC)

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- Ladders must comply with relevant Australian Standards and be in good condition, and the Contractor must inspect ladders prior to use
- The Contractor must ensure that its Personnel are trained in safe work practices in relation to ladders

Scaffolds

- All scaffolding used on site must comply with relevant laws and Australian Standards
- All scaffolding must be assembled by trained and licensed Personnel

Ceiling Space Access

- Ceilings are not designed to support the weight of a person or equipment other than lights and lightweight signage
- Contractor staff should not crawl or support their weight or lean onto the ceiling when working in ceiling spaces
- Contractors must advise the site/store manager prior to accessing the ceiling space
- Contractors must ensure that staff working in ceiling spaces are monitored. This may include the use of a spotter whilst staff are working on the ceiling space

Special Requirements

Where a contractor believes there are special requirements in relation to the contract works which make it difficult to meet Cash Converters safety requirements the contractor should discuss this with the contracting Cash Converters Manager.

Incident Management

All contractor incidents that occur on Cash Converters sites, including near misses, must be reported to the Store Manager as soon as practicable after the incident. Contractors are required to co-operate in incident investigations as requested.

Scheduling of Works

Where an activity included in the scope of the contract has a high risk of exposure to customers or team members, the contractor should schedule these activities outside the site's opening hours. For 24-hour sites, the contractor must arrange to complete high-risk activities at off-peak times.

Plant & Equipment

In order to control the risks associated with working with plant and equipment the contractor should develop and implement risk assessments and operational procedures in accordance with all legislative requirements. Contractors must ensure that for all plant and equipment they bring onto Cash Converters sites that:

- Contractor staff that are to use the plant or equipment are appropriately licensed and have completed competency-based training
- No electric operated power tools/equipment are to be used during trading hours without permission

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- All portable electrical equipment is tested and tagged in accordance with AS3760 and any legislative requirements
- All equipment must be operated without risk to Team Members or customers at any time
- Plant and equipment must be stored, operated, and maintained in accordance legislative and Australian Standard requirements
- Equipment must never be left unattended and must, at all times, be out of reach of children
- Noise levels must be kept to a minimum

Cash Converters plant and equipment is not to be used by contractors unless permission has been obtained from the Store Manager upon reviewing all relevant training and licensing requirements.

Chemicals & SDS

Contractors must provide up to date Safety Data Sheets (SDSs) for all chemicals:

- Used on site
- Brought onto the site and/or stored at the site

SDSs are valid for five years from the date of issue. They must include Australian emergency contact details.

For refurbishment or new site works, the contractor must maintain a separate Contractor Chemical Register that is available on site for the duration of these works.

Contractors must store chemicals in a manner and location that is:

- In a secure position where unauthorised people cannot access them
- Free from the risk of falling or being knocked over
- In line with the storage requirements for dangerous goods and hazardous substances
- Appropriately labelled

Contractors must:

- Minimise the quantity of chemicals kept at the site
- Provide SDSs for all chemicals used on site
- Use control measures as outlined in the SDS

Signing in and out

- All contractors and visitors must sign in and sign out using the QR codes provided and complete the Induction schedule (read, understood, and accepted)
- A full name, company represented, and contact telephone number must be provided
- If a contractor or visitor is engaged for a period of time exceeding one day, the person must sign in and sign out each day
- All contractors must wear a visitor tag while on Cash Converters premises
- When works are completed, Contractors must hand back the Visitors Pass to a team member

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Site Orientation

You the Supplier/Contractor (or their Agent) acknowledge that you have reviewed the site plan to ensure that you are familiar with the location of:

- Emergency exits
- Restroom facilities if available
- Emergency firefighting equipment
- First aid kit