



DAVID JONES

COUNTRY ROAD GROUP

COUNTRYROAD MIMCO POLITIX TRENERY WITCHERY

General Work, Health and Safety

Contents

1. Contents
2. Welcome to David Jones
3. High Risk Work licenses-competency
4. Before Arrival at Site
5. Arrival at Site
6. Hazards, Incidents and Injuries
7. Emergency Response
8. Personal Protective Equipment (PPE)
9. Safety Signage
10. Slips, Trips and Falls
11. Working at Heights
12. Manual Handling
13. Hazardous Substances and Dangerous Goods (HSDG)
14. Electrical Safety
15. Plant and Equipment
16. Site Rules
17. Housekeeping
18. Bullying and Harassment

Welcome to David Jones

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David Jones is committed to the health, safety and welfare of all workers, which includes employees, concession employees and all contractors. A Contractor Management System is in place to enable David Jones to work towards fulfilling this commitment.

In order to ensure your safety this induction was documented with the view of providing consistent safety and health information to you.

We need **YOU** to put your safety first, every day, in every task you do!

Prior to commencing work on David Jones sites, it is a requirement that this online induction is completed in addition to complying with, relevant Work Health and Safety Acts, Regulations, Codes of Practice and industry standards and accreditations.

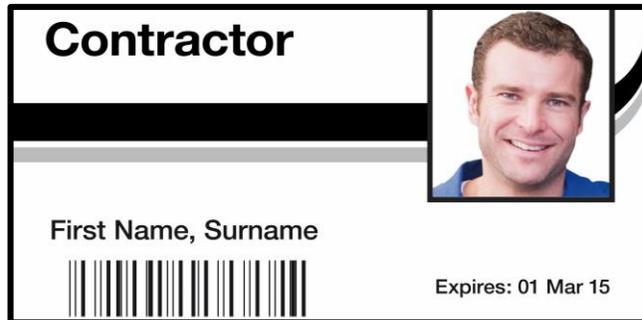
Welcome to David Jones *Cont.*

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At the end of this induction you will be given a series of assessment questions based on the content presented within this induction. You are required to answer all the questions correctly in order to pass the induction.

There are no limits on the number of attempts at passing the assessment and once you have successfully passed the assessment you will be able to attend a David Jones site for work.



You are required to bring this card with you to any David Jones site every time or you may be prohibited from entering the David Jones site to conduct work.

Our Safety Vision is supported by our brand - **SafetyFirst@davidjones**. You will notice these two images in every David Jones store. The first and most important thing you need to learn about safety is...to stop and **THINK!** If you don't think about the task at hand - you won't be able to **ACT** safe in order to **BE** safe.

Think Safe, Act Safe, Be Safe



What do I need to think about before doing this task?

What process do I need to follow?

What equipment could I use to assist me?



Follow the steps in the safety procedure

Use the correct equipment

Allow plenty of time and DON'T take short cuts



Return home injury free

Some high risk works may still require a certificate of competency for persons to operate certain types of machinery.

Arrival at Site

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All contractors undertaking hazardous work practices will need to complete the “Hazardous Work Permit Form”.

For contractors undertaking repair and maintenance work a “Work Permit Form” is required to be completed.

Your David Jones Contract Manager will guide you through this process if necessary.

Arrival at Site *Cont.*

Prior to arrival at David Jones site you will be advised who to contact and where to report to.

Upon arrival you will be required to:

1. Present your David Jones Contractor Card



2. Display the visitor identification provided to you after sign in whilst on site



3. Display the visitor identification provided to you after sign in whilst on site

Visitor and contractor identification
must be removed when signing out.

Arrival at Site *Cont.*

You may be required to provide a Safe Work Method Statements (SWMS) or a Job Safety Analysis (JSA) depending on the scope of work.

In the instance that David Jones request you to provide a SWMS or a JSA, you are:

- To include a description of the task(s) and how they will be undertaken.
- To be "Task Specific" and include a Risk Assessment to identify hazards and eliminate / control the risks in relation to the tasks and any hazards that may be unique to that site.
- To be presented to the relevant David Jones Contract Manager prior to the commencement of any works requiring a "Hazardous Work Permit Form".
- To be complied with when undertaking works.

Where a SWMS or JSA has been requested and cannot be produced, the work may not be permitted to commence.

Hazards, Incidents and Injuries

Hazards

Any site specific hazards or risks should be brought to the attention of the relevant David Jones Senior Site Manager.

Where SWMS were requested by David Jones, hazards that are identified prior to or during the works are to be documented in your SWMS and eliminated or controlled prior to commencement of works.

A hazard is anything that has the potential to cause injury, illness or damage to people, plant or the environment.

Hazards, Incidents and Injuries *Cont.*

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Incidents and Injuries

Incidents, injuries, and near misses, involving contractors, work experience person, volunteers or service providers undertaking works are to be reported to the Senior Site Manager immediately.

- You are to assist in the completion of the David Jones Incident / Injury report form and participate in any incident investigation.
- Following a serious incident, external reporting to a Regulatory Authority may be required. You will be required to cooperate with David Jones in completing this. The affected area will need to be preserved for a period of time for investigative purposes. Works may not commence until cleared by the relevant Regulatory Authority.

First Aid

Each David Jones site has first aid facilities and trained first aid officers. If you are injured on site, report it immediately to a member of staff.

Hazards, Incidents and Injuries *Cont.*

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Each David Jones site has emergency information that you need to be familiar with. A copy of the emergency plan for each David Jones site is located at either the staff door or customer service desk. There are also evacuation diagrams located at various points throughout the site. During an emergency and / or evacuation you are to follow reasonable instructions given by the Wardens.



Each site has nominated Wardens specifically trained to assist in the event of any emergency and any evacuation requirements. Wardens can be identified by white, yellow, red and green hats / helmets.

Any incidents or injuries of a serious nature are to be reported immediately to David Jones for first aid treatment.

Dial Ext 777 from any David Jones landline during trading hours or contact a Senior Site Manager after hours.

Personal Protective Equipment (PPE)

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PPE is used to manage hazards and risks that cannot be eliminated or controlled using other means. Where specified, appropriate personal protective equipment must be used at all times. Failure to do so is a breach of the Regulations.

The use of PPE will be determined by a Risk Assessment completed prior to commencement of any work task and will be reflected in the appropriate SWMS. PPE is to be provided, as well as training on its correct use, by contractors (managers) for all of their employees, relevant to the work and tasks being performed.

The following items may be required based on the tasks being performed:

- Appropriate footwear
- Eye protection
- Head protection
- High visibility clothing

Safety Signage

Restricted Access Areas

- Restricted Access areas are sign posted and are not to be entered without permission from the Senior Site Manager.
- If you are required to enter a restricted access area or your work is in an isolated area of the site, you are to wear appropriate PPE and include effective risk controls in your SWMS.

Construction Zones

- Construction zones will be clearly indicated with hoarding, barricading and signage and are not to be entered without making prior suitable arrangements with the Principal Contractor or Senior Site Manager.

Safety Signage

There are a variety of signs in stores and on site. Some of these signs are cautionary whilst others are advisory.

These signs are colour coded in red, blue, green or yellow:



Red Signs

- Indicate fire equipment (fire extinguishers and hose reels etc.)



Blue Signs

- Indicate that mandatory personal protective equipment is required when entering the area.



Yellow Signs

- Cautionary signs, which may indicate a spill, a wet floor or a "sound horn" areas.



Green Signs

- For emergency equipment (eyewash stations, first aid kits, emergency exits, etc.)

Please speak with the Senior Site Manager if you are not sure what any particular signage means to you.

Slips, Trips and Falls

Slips, trips and falls are a major cause of injuries in the workplace.

Slip, trip and fall injuries can be prevented by:

- Good housekeeping (e.g. keep walkways clear at all times)
- Cleaning up spills immediately
- Mopping and sweeping debris from floor
- Wearing appropriate personal protective equipment (PPE)

If you see something that could potentially cause a slip, trip or fall, **DON'T** walk past it- do something about it. Housekeeping is everybody's responsibility.

Working at Heights

Working at heights involves work where there is a risk of:

- A person being injured falling from one level to another, or
- An object falling and injuring another person.

Working at heights may include, but is not limited to:

- Working close to an edge or rail.
- Working on scaffolding, elevated work platforms and ladders.

All scopes of work involving working at heights will need to have SWMS and JSA's that include the relevant controls. If you need assistance please speak with the David Jones Contract Manager.

Remember when using ladders, that you maintain 3 points of contact e.g. 2 feet, 1 hand.

If the load is too awkward to maintain 3 points of contact, you will need another worker to assist you.

Manual Handling

Your employer should have trained you in appropriate manual handling techniques and possible controls that can be implemented to eliminate or reduce manual handling activities.

Ensure that you follow suitable precautions such as team lifting, task rotation and use of lifting aides to prevent injuries while working on any David Jones site.

- S**ize up the load
- M**ove close to the load
- A**lways bend your knees
- R**aise the object
- T**urn by moving your feet

Contractors should always apply SMART manual handling techniques whilst working.

Hazardous Substances and Dangerous Goods (HSDG)

Chemical Management and Material Safety Data Sheets (MSDS)

You must:

- Provide up to date MSDS for all chemicals brought onto and / or stored at the site.
- Minimise the quantity of chemicals stored on site.
- Use control measures as outlined in the risk assessment.
- Avoid decanting HSDG's into other containers. Where this is unavoidable, the container used must have a legislative compliant label.
- Ensure only David Jones approved chemicals are to be used on site.

MSDS are valid for five years from the date of issue. They must include Australian emergency contact details. Additionally, you must include all chemicals that are stored permanently on site in the site's Chemical Register, for example cleaning chemicals.

Hazardous Substances and Dangerous Goods (HSDG)

Spills

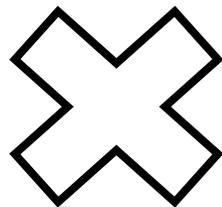
- If you cause or come across a spill, **PREVENT** its spread and notify the Senior Site Manager.
- If your scope of work encompasses the use of HSDGs that increase the likelihood of a spill you are to include risk control strategies in your SWMS.

Hazardous Substances and Dangerous Goods (HSDG)

Stormwater and Floor Drains, Toilets and Basins

In the event of a spill, stormwater drains are to be protected by using bunding and the Senior Site Manager notified immediately.

If you suspect environmental contamination, contact the Senior Site Manager and David Jones Contract Manager immediately.



Stormwater and floor drains, toilets and basins are NOT to be used to wash down or dispose of waste.

Electrical Safety

Safe work practices when electricity is involved are essential.

You must consider all of the following points:

- All power leads, portable electrical tools and RCDs used on site must be tested and tagged in accordance with AS3760 and legislative requirements and be maintained in good working condition.
- Only qualified and licensed persons are to conduct electrical work (those with restricted licenses may complete work in line with the restrictions of the licences).
- Electrical leads are 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 site.
- All areas for electrical works are to be isolated at the switchboard by a qualified electrician and tagged prior to proceeding with any works.
- Tag out / lock out procedures apply.

Plant and Equipment

You must ensure that all plant and equipment you bring onto David Jones sites are:

- Operated without risk to team members or customers at any time.
- Stored, operated and maintained in accordance with legislative and Australian Standards requirements.
- Never left unattended and must at all times be out of reach of children.
- Kept to a minimum noise level during trading hours.

Do not use David Jones plant and equipment unless permission is granted by the David Jones Senior Site Manager.

Plant and Equipment *Cont.*

Danger and Out of Service tags

Equipment labelled with a “Danger” or “Out of Service” tag must not be used or have the label removed, except by the repairing contractor once the equipment has been repaired and returned to normal operation.



Site Rules - Asbestos

David Jones sites where Asbestos Containing Materials (ACM) have been identified or are presumed to be present, have an **Asbestos Register located at the staff door or at the Customer Service area.**

The majority of ACM within David Jones are located in back of house areas primarily in vinyl floors, walls, ceilings, plant and motor rooms, fire doors and kitchens.

Where reasonably practicable, David Jones will identify the presence of Asbestos or ACM through the use of this label.

If your work is likely to be in close proximity to, or disturb ACM, you must review the Asbestos Register before commencing work.

If asbestos is present, the contractor must note the location details to ensure that it is not disturbed. If the proposed work requires the disturbance of any asbestos or fibrous material, the contractor must inform the David Jones Contract Manager immediately.



THIS MATERIAL
MUST NOT BE
CUT, DRILLED
OR ABRADED

CONTACT DAVID
JONES
FACILITIES
MANAGEMENT
BEFORE
COMMENCING
WORK

Site Rules - Traffic Management

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The following traffic management requirements are to be observed and, where applicable, adhered to at all times:

- On arrival, drivers must ensure they understand the site specific safety procedures they must follow to prevent unexpected vehicle drive-off or movement during loading or unloading. This is in addition to the safety responsibilities of the person in charge of the vehicle.
- Designated walkways must be used to prevent contact with mobile plant such as forklifts and vehicles.
- All speed limits, traffic flows and other specific traffic management rules and signage must be observed.
- Vehicles are to be immobilised prior to loading or unloading.
- Ensure high visibility Safety Vests are worn as the outer garment that is visible (as determined by David Jones).
- Fully enclosed footwear is to be worn at all times.
- Instructions of David Jones team members are to be complied with at all times.
- Only contractors undertaking approved works are permitted on site (i.e. children and pets who are not undertaking work are not permitted on site).

Site Rules - Facilities

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Kitchens and Lunchrooms

Facilities are available at David Jones for all staff and contractors on each site. You should ask the Senior Site Manager where these facilities are located when you arrive on site.

Restrooms

Staff restroom facilities are available at all stores.

Site Rules – Drugs, Alcohol and Smoking

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Drugs and Alcohol

The use, possession, distribution or sale of illicit drugs by any person is strictly prohibited on David Jones owned or operated premises. (It should be noted that in some cases the relevant authorities may be notified). The consumption of alcohol on company premises is also strictly prohibited unless the appropriate David Jones manager has approved it. Any intentional violation of this policy on the part of any contractor or person acting on behalf of David Jones may constitute grounds for disciplinary action up to and including termination of the contract agreement with David Jones.

Everyone is personally responsible for ensuring that they are in no way impaired by the use of or the after effects of alcohol or drugs while undertaking work on behalf of David Jones.

Smoking

Breaches of this policy will result in offending parties being requested to leave the site and the contract / agreement cancelled.

All David Jones' sites are non smoking.

Site Rules – Security

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Please be aware that David Jones sites use closed circuit television (CCTV) video surveillance equipment.

This equipment is required to protect workers and customers and to ensure their safety and security as well as the security of the site.

Company uniform or identification is to be worn if agreed between your company and David Jones.

Site Rules – Centre Management

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The requirements for working on David Jones sites are set out in these induction modules.

Where works are to be conducted outside of the David Jones tenancy, or will impact areas outside of the control of David Jones then Centre Management is to be consulted prior to the commencement of works.

Contractors may also be required to undertake Centre Management's induction process and adhere to their specific Work Health and Safety requirements.

Housekeeping

A place for everything and everything in its place!

Housekeeping is everyone's responsibility and it requires all of us to keep the workplace clean, tidy and organised so that it is safe for employees, contractors, visitors and customers:

- Work areas are to be kept clean and orderly.
- Keep floors clear of any oil, grease, liquids or loose objects to prevent slip and fall accidents.
- Clean up spills as soon as they occur.
- Stairs and landings must be kept clean and clear. Storage of any material on them is prohibited.
- Fire fighting equipment and emergency exits must be clearly visible and unobstructed at all times.
- Dangerous goods and hazardous chemical waste are to be removed from site and disposed of in accordance with the regulatory requirements.

Bullying and Harassment

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David Jones is committed to providing a workplace free from discrimination, bullying and harassment.

You have a responsibility to behave in a manner that treats others with dignity and respect.

Any contractor that commits or threatens to commit a bullying or harassing act towards another person at work, or a work related event, will be removed from site and the future of the contract reviewed, exclusive of any civil remedy or criminal penalty that may be pursued if appropriate.

Bullying and Harassment

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David Jones also opposes discriminatory, bullying or harassing behaviours, such as, but not limited to:

- Gestures,
- Language, and
- The display of offensive or written material.

Public speeches, in the workplace that unreasonably offends, humiliates or intimidates such as;

- Sexual harassment involving inappropriate jokes,
- Suggestive comments or the display of offensive material whether it be in print, computer or text message, or any unwelcome behaviour of a sexual nature,
- Physical molestation including physical or sexual assault, indecent exposure, inappropriate or unwelcome touching and requests for sexual favours,
- Bullying behaviour such as verbal and physical abuse or threats,
- Foul and abusive language or intimidation.



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Cleaning

Contents

1. Contents
2. Welcome to David Jones
3. Before You Start Work
4. Cleaning Safety
 - Cleaning Chemicals
 - Housekeeping
 - Slippery or Wet Floor Signs
 - Drainage System
 - Cleaning during Construction and Refurbishment
 - Electrical Equipment

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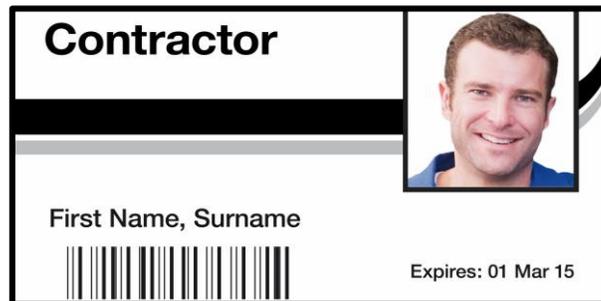
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You are required to bring this card with you to any David Jones site every time or you may be prohibited from entering the David Jones site to conduct work.

Before You Start Work

Before you start work, you must check all electrical equipment to ensure it is in good working order and safe to use.

Do NOT use the equipment and contact your Supervisor if:

- It is faulty, or;
- It does not have a current tag.

Do not use leads and tools in damp or wet conditions, unless they are specifically designed for wet conditions.

Cleaning Safety - *Cleaning Chemicals*

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Approved Chemicals

You must:

- Only use chemicals listed on the chemical register kept in the cleaner's room.
- Read the Material Safety Data Sheets (MSDS) for all the chemicals listed on the chemical register.
- Ensure you wear the correct PPE.

Cleaning Safety - *Housekeeping*

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To avoid injuries resulting from slips and trips, the below housekeeping practices must be followed:

- Spills on floors must be cleaned immediately.
- Walkways should be clear of debris.
- All cleaning materials are to be stored neatly in the cleaner's room.
- All cleaning and store waste is to be regularly removed.

Cleaning Safety – *Floor Signs*

The use of multiple 'Slippery' or 'Wet Floors' signs must be used to clearly define areas of risk and safety hazards to store staff and customers.

Use these signs:

- After daily cleaning where there is a residue of water on the surface.
- Where the floor area has been treated or cleaned.
- Strategically by placing them around the area to clearly define wet or slippery surface areas.
- Beside any mounds of rubbish or dirt swept up during the cleaning process.

If you cause or find a spill, where safe to do so, stop it from spreading immediately. Ask a staff member to stand next to the spill whilst you get signage and equipment necessary to clean up the spill.

Cleaning Safety – *Drainage System*

Drainage systems are not to be misused under any circumstances.

The following applies:

- Water from mop buckets is only to be disposed of through the cleaner's sink in the cleaner's room.
- Water from scrubbing machines is only to be disposed of through an appropriate floor drain.
- All strainer and baskets should be left in place and not removed from the sink or floor drains.
- You must report any missing, damaged, loose or rusted strainers to a Senior Site Manager.

Cleaning Safety - *Cleaning during Construction and Refurbishment*

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“Construction Zones” will be clearly indicated with hoarding, barricading and signage and are not to be entered.

Cleaning Safety – *Electrical Equipment*

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When connecting or disconnecting to power points, make sure the power is switched OFF.

Power leads from equipment such as drink fridges are to be raised before buffing floors, and the leads are to be replaced appropriately upon completion of works.

Do not use leads and tools in damp or wet conditions, unless they are specifically designed for wet conditions.