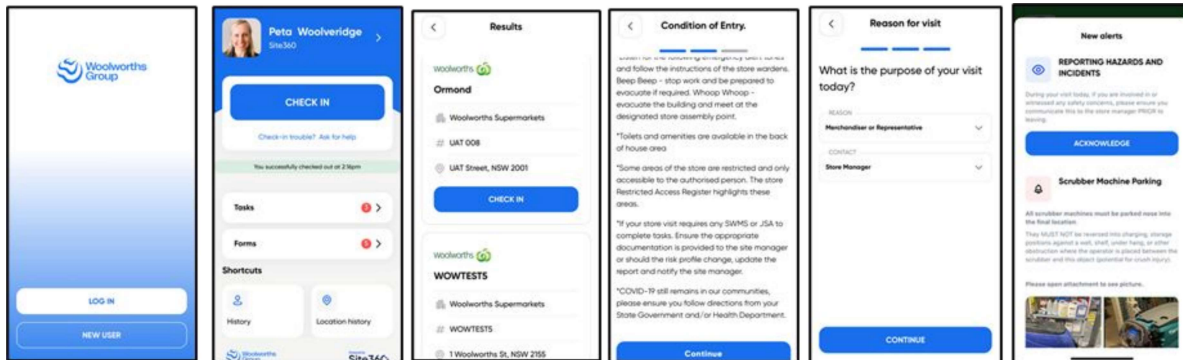


External Service Partners can only complete EWAF after selecting the correct company name, reason for visit, and when check-in to the site in the Woolworths Group Visitor app.

Step 1 - Access Woolworths Group Visitor app

To be able to complete EWAF, user needs to be checked-in to the store or site:

1. Login to Woolworths Group Visitor app with your credentials (Phone number and PIN)
2. Tap the Check In button and select the site you want to check into
3. Accept the condition of entry
4. Provide your reason for the visit and site contact
5. Read and acknowledge company and site-specific alerts

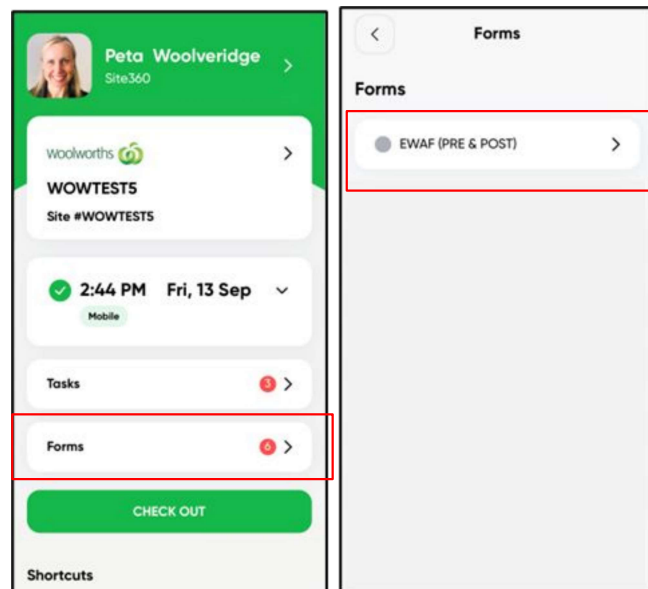


Step 2 - Complete EWAF PRE form

The EWAF needs to be filled out at the start (PRE) and completion (POST) of work.

To launch the EWAF form at the start of work

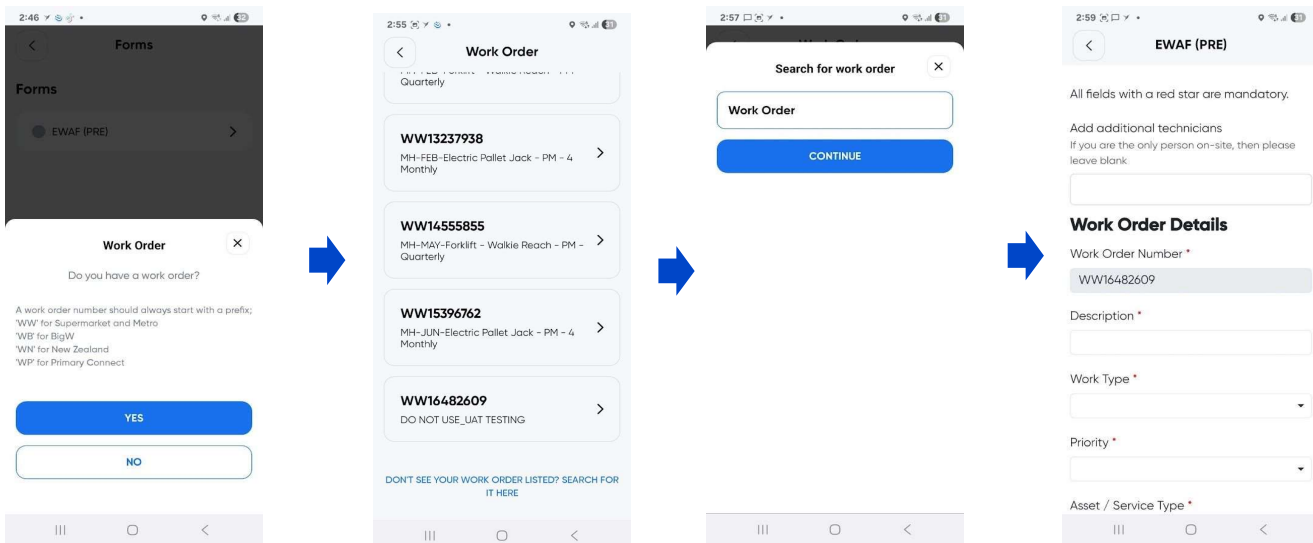
1. Select 'Forms'.
2. Select EWAF (PRE & POST) form by tapping on the heading.



Step 3 - Select the Work Order

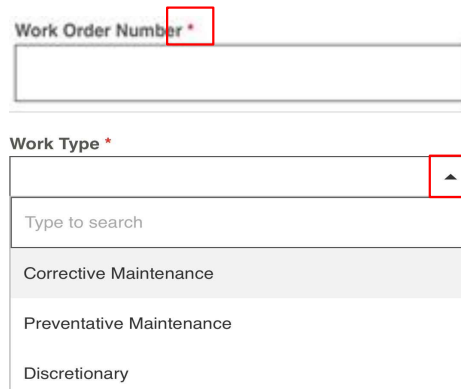
If the work order is raised via Maximo, the technician can then select the appropriate Work Order number

1. Answer the Work Order number question as Yes or No
2. If yes, a list of Work Orders assigned to the primary contractor and to the site will appear, select the relevant work order
3. If technician cannot see the work order in the list, then technician can search for the WO using the link at the end of the list and manually inputting the work order including the prefix.
4. Work Order Number field in EWAF is then pre-populated with the selected work order
5. If no, the Work Order Number field in EWAF is editable and manually inputted with the PO number, project code, or quote as work order reference



Mandatory fields in the form are marked with a red asterisk *

Use drop down arrow to select from a predefined drop down list in the form



Fill out the work order details

1. Add additional contractors via the drop-down. If you are the only person on site, then please leave blank.

To add other contractors from the drop-down field, they must also be checked in to the store or site via the app.
2. Enter a description.
3. Select the Work Type (Corrective Maintenance, Preventative Maintenance, or Discretionary) via the drop-down.
4. Select the Priority, 1 being highest priority (scale 1 - Emergency, 2 - Urgent, 3 - Priority, 4 - Routine, 5 - Discretionary, 7- Preventative).
5. Select Asset/Service type via the drop-down.

Site Orientation

Site orientation with the site manager or manager on duty needs to be completed.

1. Site manager provides site orientation
2. Check the Yes checkbox to confirm completion of site orientation

Site Orientation

I confirm the store/site representative has fully oriented us on the below items, and I have noted any hazards acknowledged when checking in to the store/site? *

Facilities & Amenities, Emergency Exits & Fire Equipment, Emergency Evacuation Plan, Advised of other works on site and scope and Any Site Hazards

☐ Yes

Work Area & PPE

Do I have the required tools, equipment and PPE that are in good working order/condition to perform the works? *

☐ Yes

If I am working alone, have I informed the Manager Leading the Store/Site where I am working and for how long? *

Work Area & PPE

This section of the form is to confirm work area and PPE to be used to perform the work

1. Check the Yes checkbox to confirm having the required tools, equipment and PPE
2. Select the tools and equipment that are applicable from the displayed list

If you select Other, an additional field will pop up asking you to provide more information.


3. Check the Yes checkbox to confirm if you are working alone. If there are multiple contractors working then check the Not Required checkbox.

High Risk Tasks and Work Permit

When working on high risk tasks, corresponding work permit questions required to be answered are shown as part of the form.

1. Tap the box to each relevant High Risk Task. Each high risk task you tick will expand the form to show you questions that must be answered.
2. Tap the radio button that applies to the questions.
3. Show the high risk tasks completed to the Site Access Controller and get the sign off.

The Site Access Controller receives an email notification that you are working on a high risk task(s).



< EWAF (PRE & POST)

☒ Hot Works

☐ Working from Heights

☐ Electrical Works

☐ Gas Works

☐ Impairment of Fire Services

☐ Brick/Concrete/Masonry/Stone Cutting

☐ Asbestos/Hazardous Materials

☐ Confined Space

☐ Flammable Refrigerant

☐ Works on or within Ceiling Spaces

☐ CO2 (R744) - High Pressure Refrigerant

☐ Other

☐ Not Applicable

Work Permit

Hot Works

Fire sprinklers, hose reels and extinguishers are accessible and operable? *

☐ Yes

☐ N/A

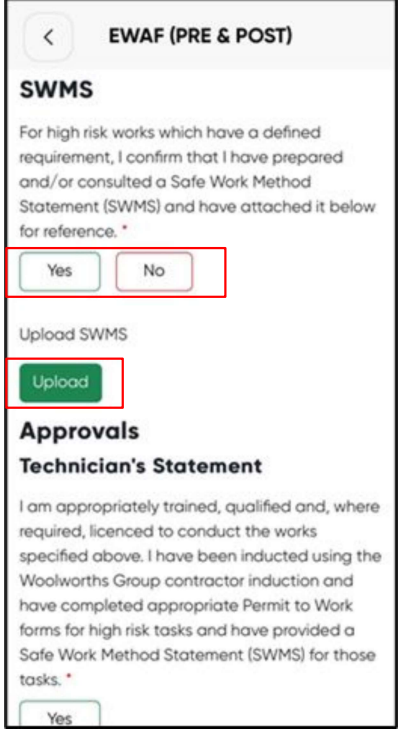
Required within 15 metres of work: Floors swept clean and combustibles removed or covered by a non-combustible, overlapping covering? *

SWMS

When working on high risk tasks, corresponding work permit questions required to be answered are shown as part of the form.

1. Tap the Yes or No button to confirm the SWMS statement.
2. Tap on the Upload button to upload your Safe Work Method Statement.

You must upload the Safe Work Method Statement pages that is relevant to the work order. Please do not upload a master SWMS



< EWAF (PRE & POST)

SWMS

For high risk works which have a defined requirement, I confirm that I have prepared and/or consulted a Safe Work Method Statement (SWMS) and have attached it below for reference. *

Yes No

Upload SWMS

Upload

Approvals

Technician's Statement

I am appropriately trained, qualified and, where required, licenced to conduct the works specified above. I have been inducted using the Woolworths Group contractor induction and have completed appropriate Permit to Work forms for high risk tasks and have provided a Safe Work Method Statement (SWMS) for those tasks. *

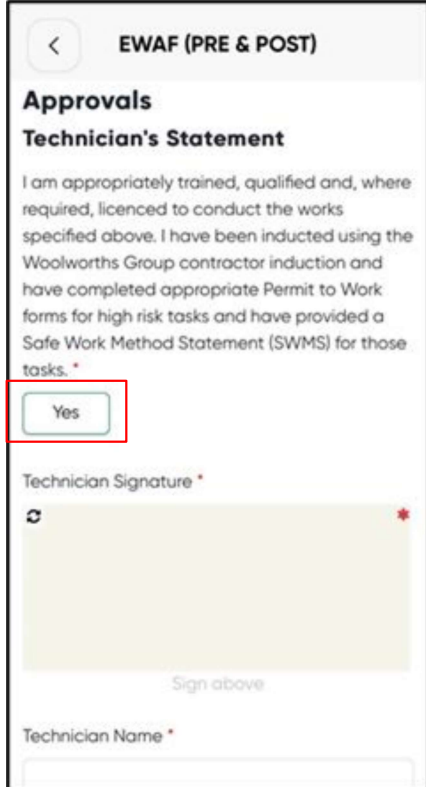
Yes

Approvals

Approvals section requires signatures from the contractor and a Site Access Controller from the store or site.

For contractors to complete:

1. Contractor must read the technician's statement and tap the Yes button
2. Provide their signature.
3. Input name
4. Input safety induction number (Pegasus card ID or Our Place Induction card) if available.
5. Handover device to the Site Access Controller to provide their approval



< EWAF (PRE & POST)

Approvals

Technician's Statement

I am appropriately trained, qualified and, where required, licenced to conduct the works specified above. I have been inducted using the Woolworths Group contractor induction and have completed appropriate Permit to Work forms for high risk tasks and have provided a Safe Work Method Statement (SWMS) for those tasks. *

Yes

Technician Signature *

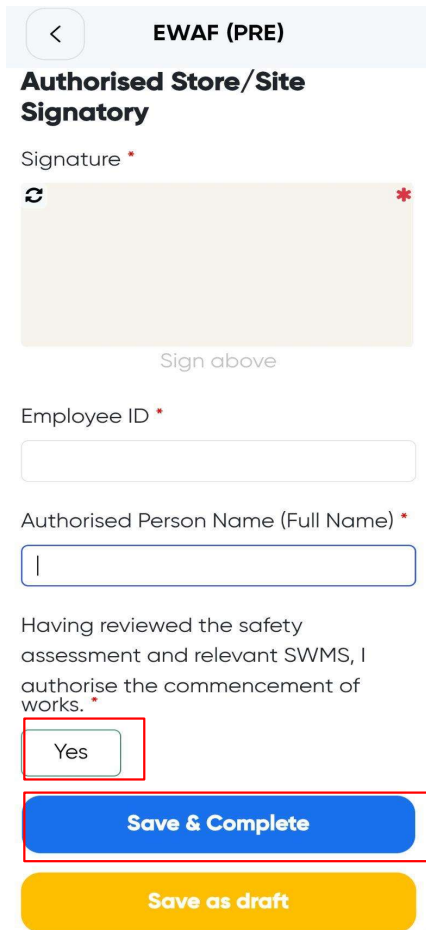
Sign above

Technician Name *

For authorised store/site signatory to complete:

1. Review completeness of the information provided by the contractor.
2. Site Access Controller provides their signature
3. Input personal/payroll ID.
4. Input full name
5. Tap Yes button to confirm authorisation statement
6. Tap Save & Complete button to submit the first section of the form.

No work is to be completed unless both signatures have been added to the form.



< EWAF (PRE)

Authorised Store/Site Signatory

Signature *

Sign above

Employee ID *

Authorised Person Name (Full Name) *

Having reviewed the safety assessment and relevant SWMS, I authorise the commencement of works. *

Yes

Save & Complete

Save as draft

Step 4 - Complete EWAF POST form

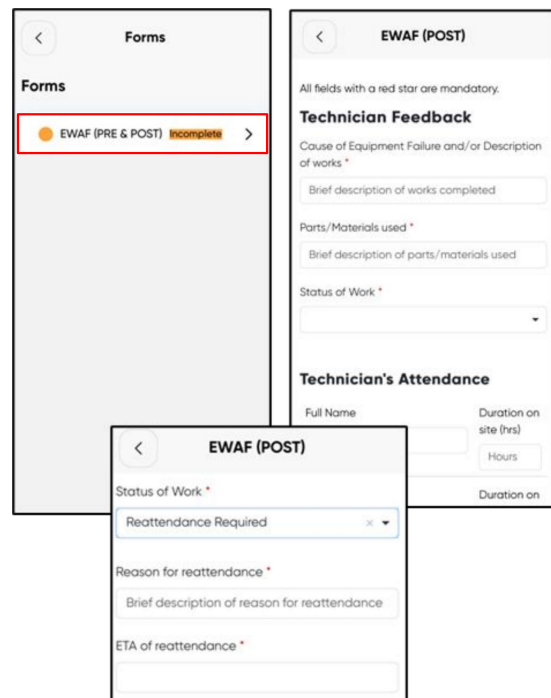
Post completion of work, the contractor must complete the second section of the form.

For work orders attended by multiple contractors, all other contractors need to be checked-out from the site before EWAF POST is submitted.

To launch the EWAF POST form:

1. Select 'Forms'.
2. Tap the 'incomplete' form
3. Provide description of the work completed and materials used
4. Select status of work from drop-down list.

If work is not completed and reattendance is required additional fields will display asking for a reason and ETA of reattendance.

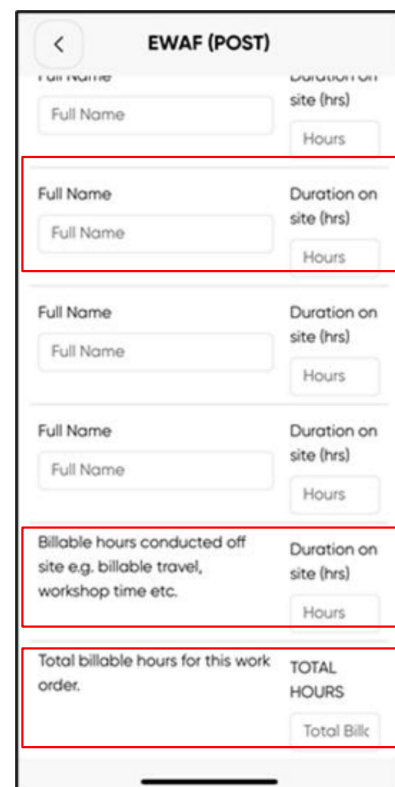


Technician Attendance

If work order is not raised in Maximo, the Technician's Attendance must be recorded. Here you need to add the full name and duration of hours on site of all the contractor's billable hours.

1. Input the individual name and hours of all the contractors in-scope of the EWAF..
2. Input the duration of billable hours conducted off site e.g., billable travel, workshop time, etc. if applicable based on terms with Woolworths
3. In the total hours, input the sum of hours from each of the duration field

If work order is raised in Maximo, then the Site Attendance is automatically sent to Maximo and Esker for invoice validation. Technician only needs to populate the billable hours conducted off site in the Technician Attendance.



Approvals

Approvals section requires signatures from the contractor and the Site Access Controller from the store or site.

For contractors to complete:

1. Contractor must read the technician's statement and tap the Yes button
2. Provide their signature.
3. Input name
4. Input safety induction number (Pegasus card ID or Our Place Induction card) if available.
5. Handover device to the Site Access Controller to complete their approvals



The screenshot shows the 'EWAF (POST)' form for a 'Technician's Statement'. It includes a back arrow, a title bar, and a statement text: 'This is a true statement of the works undertaken. I acknowledge that the equipment and areas in which I have worked (plant / equipment / work areas etc) have been returned to a tidy, safe, and structurally sound condition - uncompromised by my works. *'. Below the statement is a 'Yes' button highlighted with a red box. Further down are fields for 'Technician Signature *' (with a signature icon and a red asterisk), 'Technician Name *', and 'Safety Induction Card No. *'.

For authorised store/site signatory to complete:

1. Review completeness of the information, make sure that work order has been completed, the area has been cleared and left safe by the contractor.

If the Site Access Controller is not satisfied with the work completed or that the area is not left in a safe manner, the Site Access Controller can opt not to sign off until addressed by contractor. Without the Site Access Controller sign-off, EWAF POST cannot be completed and no PDF form will be generated,

2. Tap Yes button to confirm completion of work statement
3. The Site Access Controller provides their signature
4. Input personal/payroll ID.
5. Input full name
6. Tap Save & Complete button to submit the form. Once submitted, the form cannot be changed.

The contractor will receive a PDF of the form automatically sent to their email address as set up in the user profile. The generated PDF form is to be attached in the invoice.

The contractor can also view the form via the Submitted forms tab on the app.

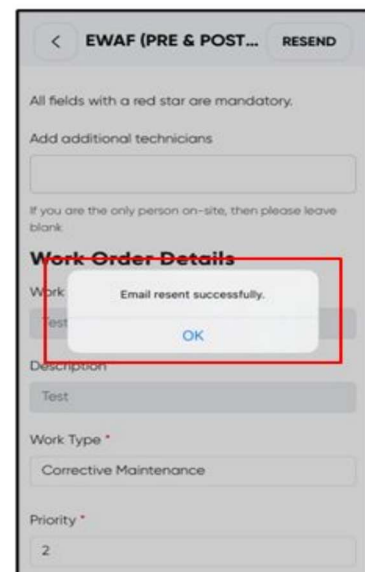
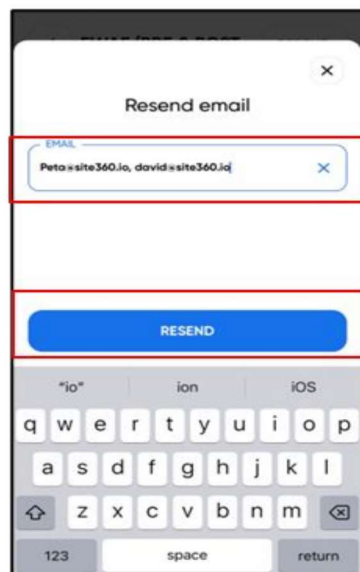
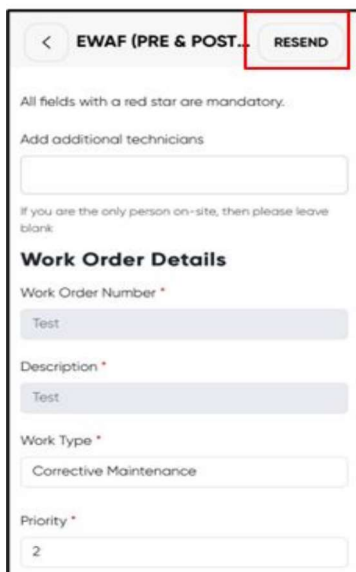
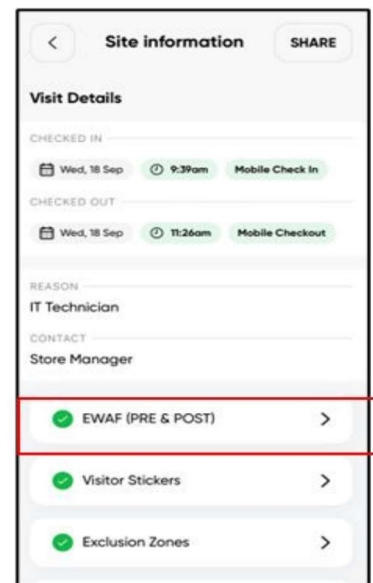
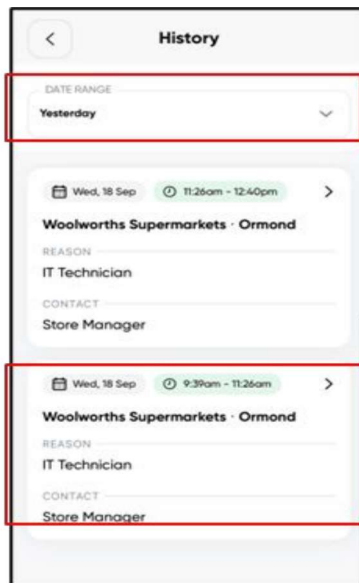
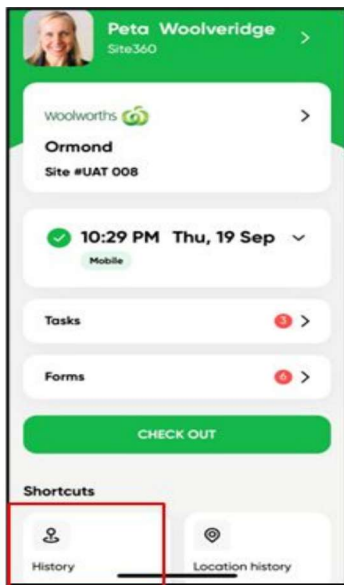


The screenshot shows the 'EWAF (POST)' form for an 'Authorised Store/Site Signatory'. It includes a back arrow, a title bar, and a confirmation statement: 'I can confirm that the work has been completed as far as possible and that the store/site has been left in a tidy and safe state. Should a return visit be required, I have been informed of the likely date of return. *'. Below the statement is a 'Yes' button highlighted with a red box. Further down is a 'Signature *' field with a signature icon and a red asterisk. At the bottom, there are two buttons: 'Save & Complete' (highlighted with a red box) and 'Save as draft'.

Resending or Forwarding Completed Forms

These are the steps to be able to resend or forward completed forms to another email address:

1. Tap 'History' on the home screen
2. Select a date range and tap on the visit where you completed the form
3. At Scroll to the bottom of the visit details and tap on the form you wish to resend
4. Tap 'Resend' (top right)
5. The pop-up will automatically contain the app user's email address. Add multiple email addresses using a comma to separate.
6. Tap the 'Resend' button that appears below the email field
7. Tap OK



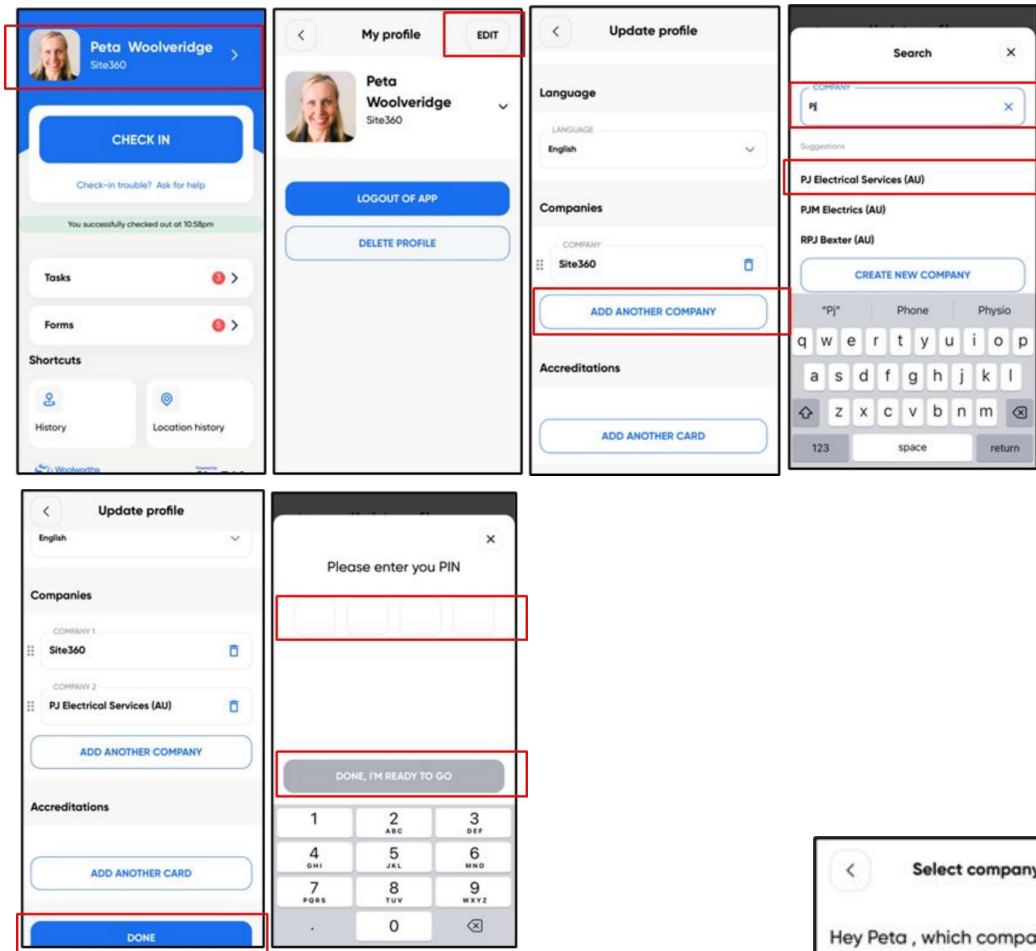
Digital Work Authority Form (EWAF) - Additional Company Names



If you work for more than one company, you can add multiple companies to your app profile.

To add another company in your profile, follow these steps:

1. Open the Woolworths Group Visitor app and tap on your name at the top of the screen.
2. Tap 'Edit' top right corner
3. Scroll down and tap 'Add Another Company'.
4. Type your company name and select from the list below. If the company name does not appear, check your spelling or type the full company name and tap 'Create New Company'.
5. Scroll to the bottom and tap 'Done'.
6. Enter your 4-digit PIN to save your changes.



Check-in to the site

1. When you next check into site, you will be prompted as to which company you are representing.
2. Tap CONTINUE on the company you are representing during that visit.

