

## Scope of Management

**HSS/EMS 1**  
**Version Date: Oct 2018**  
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OfficeMax operates from over 20 locations in New Zealand covering distribution, retail, sales and shared service activities. This document describes the Context of the organisation and scope of OfficeMax's Health, Safety and Sustainability Management System (EMS).

### Business Overview

OfficeMax New Zealand operates distribution centres in Auckland and Christchurch along with 17 additional retail stores (with regional sales office attached) and one sales office in Wellington. These distribution centres also stock over 13,000 different product lines (from local and international suppliers). We deliver approximately 25,000 orders per week.

We have a full range of products, including Technology, Cleaning, hygiene and safety, Furniture, Café, Packaging and Print services. We employ approximately 700 staff.

### Owner of Programme

Managing Director - Kevin Obern and the company's National Health, Safety and Sustainability Manager - Julie Roberts.

### Our activities

We source products from Local and international suppliers store them in a warehouse, retail store and deliver via third party transport. Customers can purchase through Online, phone, their account manager or retail store.

### Scope of the HSS Management System

#### Personnel (Organizational units and Functions)

All OfficeMax personnel (workers) are within the scope of the health, Safety and Sustainability Management system (HSSMS). This will also include employees who have a shared services responsibility with either OfficeMax Australia (National Call Centre, Account Receivable and Payable) or Croxley. Contractors working at OfficeMax premises and all company visitors excluding customers visiting retail stores.

#### Premises

The HSSMS covers all OfficeMax owned or leased premises (where OfficeMax has a responsibility for the building compliance). The HSSMS will cover any new sites or businesses acquired by OfficeMax New Zealand Ltd.

#### Physical Boundaries

The HSSMS activities undertaken within each site will include up to the property boundary line, in most cases the boundary fence.

#### Equipment

It also covers all equipment and plant in these premises (except items owned by a third party- Examples of such exclusions are electrical substations and transformers) operated by OfficeMax personnel.

#### Product

The HSSMS includes consideration of the environmental impacts of the use and disposal of all OfficeMax products used internally and sold. The HSSMS also covers the sustainable forestry aspects of OfficeMax's paper products.

OfficeMax encourages all its suppliers to operate with ethical practices around the Environment and human rights however the scope of our HSSMS does not cover the operations of our suppliers and service providers. OfficeMax will work with suppliers to ensure supply-chain integrity for its Environmentally-endorsed product range.

#### Services

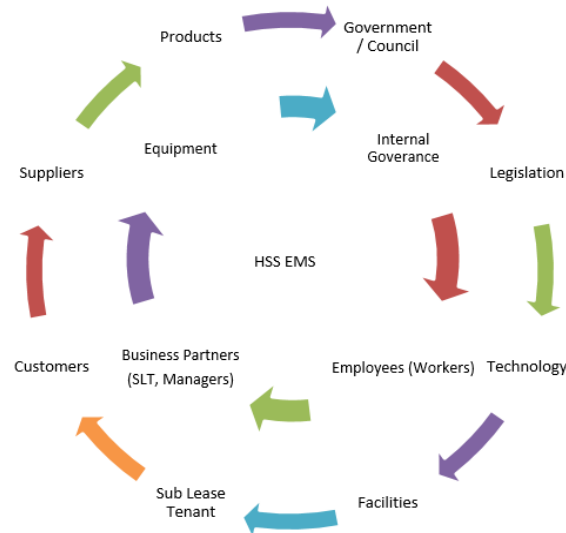
The HSSMS also covers subcontracted services (such as cleaning, VMI and account managers on client's sites).

## Vehicles

All OfficeMax owned or leased vehicles in business are within the scope of the EMS however it excludes vehicles privately owned and used by contractors and employees.

## External and Internal influences in the Health and Safety Management System

The following outlines who are our interested parties, Internal and external issues what influence our ability to achieve our intended outcomes, programmes, procedures and objectives in relation to our HSS Management System.



## Understanding the needs and expectation of interested parties

Internal Influencers		
Area	Requirements/Needs and Expectations- Affect it has on business to achieve intended outcomes	Compliance obligations Related
<b>Internal Governances</b>	Understanding of HSS matters and resources are adequate for best practice Organisation structure, roles and accountabilities. Policies and goals, and the strategies that are in place to achieve them. Information systems, information flows	Policy
<b>Business Partners</b>	Do we have new neighbours, Operational Suppliers? What projects do other business partners (such as marketing, DC, Product admin) have on what impacts HSS. Decision-making processes	
<b>Equipment</b>	Understanding the HSS compliance- I.e. Training, work instructions, SOP's. Fit for purpose.	Standards on equipment, Servicing/Maintenance requirements.
<b>Employees (workers)</b>	Shared Services, ideas, concerns training on procedures and processors. Inductions, Company Culture and capabilities, resources and knowledge (e.g., capital, time, people, processes, systems) How have we engaged, included our people?  Man hours, FTE and number of temps	Acts – H&S, employment
<b>Products</b>	Type of products we bring on as a code Storage and handling requirements	Standards on Products, Food Safety, Pest control Mgt, HSNO- SDS management.

Area	Requirements/Needs and Expectations- Affect it has on business to achieve intended outcomes	Compliance obligations Related
<b>External Influencers</b>		
<b>Government/ Council</b>	Depending who is in government, will guide the compliance requirements.	Compliance with laws and bylaws
<b>Legislation</b>	Understanding of what is required for our business. Demonstrate best practice	Compliance with laws and bylaws
<b>Technology</b>	What reporting, systems can we implement? Are we using the latest technology? Automation?	
<b>Facilities</b>	Ensure in good working order. Understanding of the site location. Relationships with Contractors, landlords, neighbours and Operational Suppliers, changes to our sites (retails, warehousing etc.). Set up new locations and asset Management.	Compliance with Building Act and regulations
<b>Sublease Tenant</b>	Ensure meets our business values and Compliance (i.e. HSNO, emergency Management)	HSNO, Emergency Management, Risk and Hazard Management Bylaw and Building Act compliance.
<b>Sub Contracted Services</b>	Have we influenced their environmental performance and Safety practices?	
<b>Suppliers</b>	Have we got new suppliers on board, Management of deliveries, products? Dollar rate- international suppliers Ethical supply chain process – Business trade agreement and standards.	Standards on Products, Food Safety, Pest control Mgt, HSNO-SDS management.
<b>Community</b>	Support to the charity and partners	
<b>Customer</b>	Fit for purpose, price, freight efficiency and quality of product. Chemicals. Environmental considerations. Service offerings	Safe use (AS/NZ), HSNO, Product certification, EMS mgt cert, SDS's, product admin, Tender documents, Equal certification.
<b>Freight Management</b>	Cost in petrol – impact the cost of goods Fleet traveling Carrier companies we use	SBC sustainable procurement guidelines

### OfficeMax's authority and ability to exercise control and influence

To achieve the intended outcomes, including enhancing our sustainability performance, OfficeMax will establish, implement and maintain our management system in accordance with the ISO14001 standard for Sustainability and AS4800 Standard for Health and Safety. Documentation, procedures and processors are found on our intranet system.

### OfficeMax intended outcome of our HSSMS:

- Comply with our Health, Safety and Sustainability Policies
- Effectively manage Hazards, Risks, Aspects and Impacts

### Significant Environmental Conditions

All buildings are set up for commercial business purpose and approved for that purpose through council. OfficeMax Hickory Place has a consent for two swales and a portacom, Highbrook for a portacom. Each site will also comply with relevant local bylaws and required legislation.

This source of information comes from our current Hazard, Risk, Aspects and Impacts Register

- Waste (Including packaging and disposal)
- Pest mgmt.
- Hazardous Substance management including Disposal
- Product end of life
- Ethical Sourcing
- Energy consumption
- Fuel and driver behaviour