
BUNNINGS RAPID GLOBAL CONTRACTOR & SUPPLIER USER GUIDE



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INTRODUCTION

At Bunnings, we take our responsibility to look after the safety of everyone who works with us and visits our stores seriously. That's why we use a system called Rapid Global to pre-qualify and sign in all contractors & suppliers who perform physical work for us at any of our sites. Before undertaking any work at a Bunnings site, your business will need to be registered and pre-qualified in Rapid Global. Additionally, any of your individual workers or contractors entering any Bunnings site to perform physical work, will need to have completed their onboarding activities in Rapid Global.

This user guide provides an overview of the registration process with Rapid Global as well as the expectations when signing in at site. To register and pre-qualify as a Bunnings contractor, your business will need to **answer prequalification questions** on how you manage safety within your business and **upload** into Rapid Global your **public liability** and **workers compensation insurance documents**.

BUSINESS REGISTRATION, PRE-QUALIFICATION & INDIVIDUAL ONBOARDING

To commence this process, you will receive an email from Rapid Global inviting you to register in the Bunnings Rapid Global System. The initial registration and pre-qualification process should take around 30 minutes. The entire pre-qualification process could take longer if follow up is required and further documentation is requested. It's advised to start the process as soon as the invite is received.



1. Gather Required Information & Documentation

During the registration process, depending on the type of work you perform the following information and documentation may be required or requested to be uploaded:

- Business information (e.g. ABN, Company Address, primary contact details)
- Proof of Public Liability Insurance & Workers Compensation or Personal Injury insurance
- Company - level licence(s) (e.g. security agent licence, registered electrical contractor)
- OH&S management system accreditation, if applicable (e.g. AS/NZ 45001)

If these documents are not at hand, it's possible to save the form / questionnaire and return to the system at a later time to provide the information.

NOTE: Bunnings requires a minimum of \$20 million Public Liability Insurance cover. During the registration process please upload your current Public Liability Insurance documentation. Some exceptions may apply to this requirement.

2. Complete Registration & Provide Proof of Insurance

The business, or the business's administrator completing the registration process, will need to provide their details and confirm they are an authorised person of the business to complete the prequalification process. During this stage it will be requested that business information be provided, such as the businesses ABN and postal address as well as providing proof that the business has appropriate insurance cover for public liability insurance and workers compensation insurance.

3. Complete Prequalification Questions

The prequalification questions seek to find out about your environmental, health and safety practices and other general information. The details in this section may be used for auditing and profiling purposes.

If you have you have a third-party independently certified program for safety, quality, or environment you will be prompted to upload evidence of this accreditation at this stage. If you do not have third party accreditation for safety, quality, or environment, please respond "No" to the relevant questions.

4. Selecting Type of Work & Locations to Service

It's important the information provided in this part of the registration process is correct as it may impact the type of induction required to be completed by your individual workers and contractors.

Selection of Type of Work

The types of work selected may result in additional business licences being requested, (e.g. an Asbestos Removal Licence, Builder's Licence, or other company level information). The selections also trigger the requirement of Bunnings industry specific inductions be completed (e.g. Selecting Covert Guard / Security Guard will trigger the Bunnings Loss Prevention induction)

Select Mandatory Type of Work		
<input type="checkbox"/> Type of Work		
<input type="checkbox"/> Shopfitting	<input type="checkbox"/> Demolition	<input type="checkbox"/> Electrical
<input type="checkbox"/> Earthworks	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Equipment Maintenance (General)
<input type="checkbox"/> Pest Control	<input type="checkbox"/> Trainer	<input type="checkbox"/> Asbestos Removal
<input type="checkbox"/> Labour Hire Agency	<input type="checkbox"/> Airconditioning / HVAC	<input type="checkbox"/> Childrens Entertainment
<input type="checkbox"/> Dangerous Goods Supplier / Tranporter	<input type="checkbox"/> Engineer / Surveyor / Consultant	<input type="checkbox"/> Environmental Monitoring Services
<input type="checkbox"/> Events and Entertainment	<input type="checkbox"/> Fire Protection and Emergency Response Monitoring Services	<input type="checkbox"/> Food Vendor / Café Services
<input type="checkbox"/> Glazier	<input type="checkbox"/> Grounds and Garden	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Painter	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Scaffolding / Working at heights
<input type="checkbox"/> Supplier / in store merchandising	<input type="checkbox"/> Transport / Logistics	<input type="checkbox"/> Waste Provider
<input type="checkbox"/> Construction Major (Australia)	<input type="checkbox"/> Construction Minor (Australia)	<input type="checkbox"/> Equipment Supplier/Installer
<input type="checkbox"/> General Building and Maintenance	<input type="checkbox"/> Racking Supplier/Installer	<input type="checkbox"/> Security - CCTV & Alarm Works
<input type="checkbox"/> Security - Guards / Covert Guards	<input type="checkbox"/> Security - Other	<input type="checkbox"/> Security Patrols
<input type="checkbox"/> Signage Supplier/Installer	<input type="checkbox"/> Construction Minor (New Zealand)	<input type="checkbox"/> Construction Major (New Zealand)

Selection of Locations to Service

The Work Region section requires you to select which Bunnings Group locations across Australia and New Zealand that you can service.

(Note: The Work Region field will only give the drop-down options for Australia. To select New Zealand locations, select the New Zealand check box below.

It is possible to select by State level not just by individual locations. Please complete this section carefully and only select the Bunnings sites that will be serviced by the company.

Please select the regions your business is able to conduct work in below:

Selected Work Region for: Australia

ACT New Zealand NSW NT QLD SA TAS VIC WA

NSW Sites

<input checked="" type="checkbox"/> Albury Warehouse (8436)	<input checked="" type="checkbox"/> Alexandria Warehouse (7131)
<input checked="" type="checkbox"/> Armidale NSW Warehouse (7303)	<input checked="" type="checkbox"/> Arlinton Warehouse (7174)
<input checked="" type="checkbox"/> Ashfield Warehouse (7173)	<input checked="" type="checkbox"/> Balgownie Warehouse (7304)
<input checked="" type="checkbox"/> Balina Warehouse (8153)	<input checked="" type="checkbox"/> Barkaboolin Warehouse (7086)
<input checked="" type="checkbox"/> Batemans Bay Warehouse (7349)	<input checked="" type="checkbox"/> Bathurst Warehouse (7076)
<input checked="" type="checkbox"/> Bellambi Warehouse (7369)	<input checked="" type="checkbox"/> Belconnen Warehouse (7058)
<input checked="" type="checkbox"/> Bennetts Green Warehouse (7380)	<input checked="" type="checkbox"/> Blacktown Warehouse (7342)
<input checked="" type="checkbox"/> Bonnyrigg Warehouse (7354)	<input checked="" type="checkbox"/> Byron Bay SFS (8120)
<input checked="" type="checkbox"/> Carrerori Park Trade Centre (7215)	<input checked="" type="checkbox"/> Campbelltown Warehouse (7399)
<input checked="" type="checkbox"/> Carrington Warehouse (7219)	<input checked="" type="checkbox"/> Castlingford SFS (7132)
<input checked="" type="checkbox"/> Castle Hill Warehouse (7314)	<input checked="" type="checkbox"/> Cessnock Warehouse (7332)
<input checked="" type="checkbox"/> Chatawood Warehouse (7216)	<input checked="" type="checkbox"/> Coffs Harbour Trade Centre (7078)
<input checked="" type="checkbox"/> Coffs Harbour Warehouse (7343)	<input checked="" type="checkbox"/> Cooma SFS (7325)
<input checked="" type="checkbox"/> Cromer Trade Centre (7328)	<input checked="" type="checkbox"/> Cross Roads Warehouse (7181)
<input checked="" type="checkbox"/> Dubbo Warehouse (7080)	<input checked="" type="checkbox"/> Dural Warehouse (7052)

(Note: If 'All Locations' is selected the completion of the Toolkit Depot General Induction will be a requirement for your workers)

5. Finalise and Submit Registration

By clicking the submit button, your registration will now be complete. Rapid Global will now review and verify your insurance documents and your answers to the Pre-qualification questions. You will receive an email from Rapid Global advising you that your registration has been received and is being reviewed. If there are any questions concerning your registration and responses to prequalification questions, you will be notified by Rapid Global. If you have any questions, please discuss these with your Bunnings Representative.



Thank you for completing the Bunnings Group Limited Supplier/Contractor Registration.

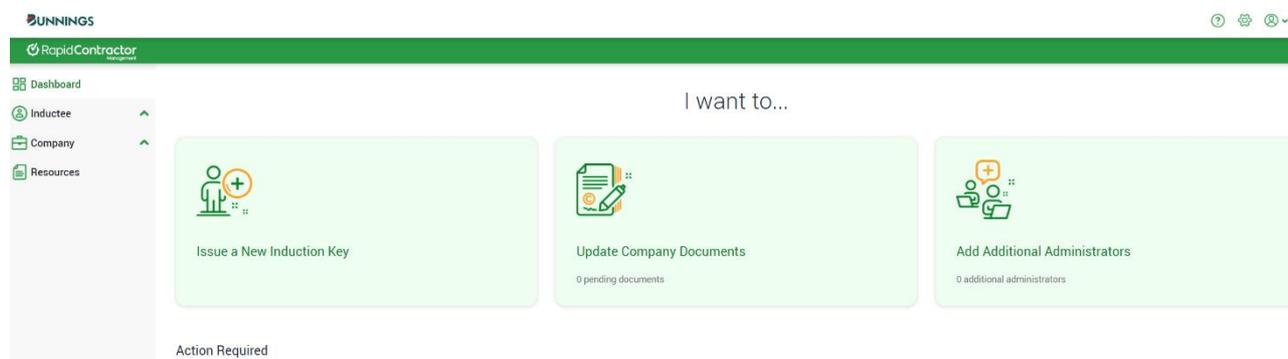
A notification has been sent to the administrator who will determine whether to allow you to proceed and will then contact you accordingly.

If you have any questions about this process, please contact your Bunnings Group Limited Representative.

6. Accessing the “My Rapid” Portal

Once your business has been deemed compliant by Rapid Global you will receive an email notification advising your business that you are compliant, and you can now access the “My Rapid” portal has been created for your business. You will not be able to access your “My Rapid” portal until your business is deemed compliant.

Your My Rapid portal is used to manage your ongoing compliance to Bunnings’ requirements and is where you will upload any expired business documents (step 7). It is also where your business manages the onboarding, of individual workers and sub-contractors (steps 8 & 9).



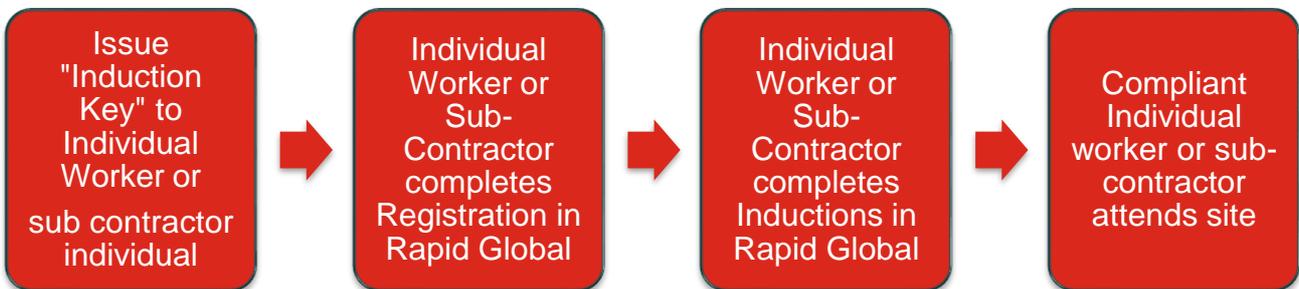
7. Managing Company Information

To help manage ongoing compliance with Bunnings requirements, the ‘Company’ and ‘Action Required’ sections of the My Rapid dashboard will provide information or highlight tasks requiring completion such as expired or expiring insurance documents. This is also where you will update business contact information or add an additional administrator.

NOTE: You will receive email notifications from Rapid Global 4 weeks prior to a document expiring

8. Managing the Individual Worker Onboarding Process

Your individual workers and contractors attending a Bunnings site to perform physical work must have completed their individual onboarding activities in Rapid Global. To register your individual workers in Rapid Global, click the 'Issue a New Induction Key' and enter some basic information about the worker (including name and email address). This will send you worker an email inviting them to register in Bunnings Rapid Global System and complete their onboarding activities. You can use the "Inductee" section of the dashboard to monitor your workers' progress through the required onboarding activities. For more information on issuing induction keys click [here](#).



9. Assigning Roles & Courses to Individual Workers

To assign roles/courses to new workers:

1. While logged into your MyRapid portal, select 'Inductee' then 'Issue Induction Key' from the menu on the left.
2. Enter the worker's details and click on each of the drop-down menus to select the correct option from the list provided. The options you select under 'Inductee role' will determine which courses are automatically assigned to the worker on the next screen.

3. Click on 'Proceed to Step 2'. Any mandatory courses, documents or forms will be listed based on the Inductee role(s) selected in Step 2.
4. Click on 'Issue Induction Key'. The worker will be sent an email requesting them to complete the induction and with a link to log in.

To assign roles/courses to existing workers:

1. While logged into your MyRapid portal, select 'Inductee' then 'Inductee Records' from the menu on the left.
2. Click through the Non-Compliant, Compliant, and Unused Induction Keys tabs to locate the worker(s) you are looking for.
3. Click on 'Add Location' next to the worker's name you want to assign a new role/course to. This will open the Issue Induction Key screen that you would have seen when you first issued their induction key.

4. Using the 'Inductee role' drop-down menu, select any additional roles you wish to assign to the worker. The options you select under 'Inductee role' will determine which courses are automatically assigned to the worker.

RapidContractor Management

Dashboard

Inductee

- Inductee Records
- Issue Induction Key
- Worker Documents

Company

Resources

Issue Induction Key

STEP 1 - Inductee role and location

STEP 2 - Courses, documents & forms

Issue induction key to: Existing Inductee

Inductee Details

Inductee name: test test

Inductee role: Lighting Display Maintenance (1 Selected) You can assign multiple roles to an inductee

Inductee Email: test@test.com.au

Company Name: BUNNINGS GROUP LIMITED [Add New Sub-contractor Company](#)

Location

Division: Bunnings Group (1 Selected)

State: Bunnings Group - VIC (2 Selected)

Site(s): VIC

- Doncaster Warehouse (6402)
- Epsom - Bendigo Warehouse (6409)
- Support Office VIC (1074)
- Colac SFS (6429)
- Yarrawonga SFS (6430)
- Leopold Warehouse (6431)
- Ringwood Warehouse (6432)
- East Pakenham SFS (6433)

- Click on the 'Proceed to Step 2' button. Any mandatory courses, documents or forms will be listed based on the Inductee role(s) selected in Step 4.
- Click on 'Save'.

RapidContractor Management

Dashboard

Inductee

- Inductee Records
- Issue Induction Key
- Worker Documents

Company

Resources

Issue Induction Key

STEP 1 - Inductee role and location

STEP 2 - Courses, documents & forms

Courses

Assigned courses

Inductee needs to complete below courses to be able to work at selected site(s)

Course Name	Priority	Active From	Active To	Reinduct
Contractor General Safety Induction	1	04 Nov 2022	04 Nov 2023	2 Years
Vendor Module 7: Lighting Display Maintenance Course	0	04 Nov 2022	04 Nov 2023	1 Year

Documents

No Documents need to be assigned!

Forms

No Forms need to be assigned!

[Back to Step 1](#) [Save](#)

10. Ongoing Management of Individual Workers

As part of the ongoing management of MyRapid, individual workers who leave the company will need to be deactivated. This is an important part of keeping the Rapid Global Contractor database up to date.

Documentation and training requirements will expire over time which will require monitoring and updating.

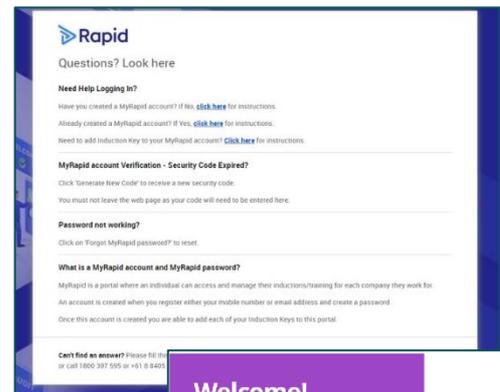
11. Resources & Help

Resources

The 'Resources' section of the dashboard is where Bunnings shares any documents or information that may be helpful to Contractors, such as the 'Inductee Handy Hints'.

Help

The 'Help' section (question mark at the top right of the dashboard) provides access to 'How to Videos' that may be useful when navigating the MyRapid dashboard. It will also bring up further information such as frequently asked questions and contact information to access support from the Rapid Global team.



SITE SIGN-IN & SITE WORK

1. Signing in via the Site QR Code

All Bunnings sites will have a site-specific QR code for contractors, visitors, and supplier reps to sign in with. These QR codes will be located in areas of the site such as the Service Desk, Administration Office, or Reception. All contractors attending a site to perform work will be required to sign in.

If your business or individual worker is not compliant within Rapid Global, they will be denied entry to the site.

This is an example of what a site's sign-in QR code looks like:

2. High Risk Work

Upon Sign in, contractors are asked questions about the type of work they will be performing during their visit. Where a contractor selects that they are undertaking high risk work, they will be required to answer further questions at sign in stating that they will be implementing appropriate controls to manage the risk associated with the type of work they are completing.

3. Site Induction

When contractors attend any Bunnings site for the first time, they'll be required to complete a site-specific induction. This induction details important information relevant to the site. It will take the contractor approximately 10 minutes to complete the site induction.

4. Engagement with a Site Leader

Once a contractor has signed in, they MUST make themselves known to the appropriate contact (in most cases this is a member of the leadership team) and explain their reason for being on site.

5. Signing out via the Site QR code

Once a contractor has finished their work for the day, they MUST sign out prior to leaving site.

