

WORK HEALTH AND SAFETY PROCEDURE

Work Health and Safety Policy

The Mercorella Group of Companies is committed to ensure, so far as is reasonably practicable, that all employees are safe from injury and risk to their health whilst at work.

The primary focus of all activities within The Mercorella Group of Companies will be Packing, Storing, Picking and Distribution of fresh produce, whilst equally maintaining a position of excellence in the Groups' management of work health and safety for all staff. The level of excellence is beyond the legislative requirements.

The goal for management in Work Health and Safety is the pro-active prevention of work-related injuries/illness and the promotion of safe work practices, procedures and a healthy life style.

The Mercorella Group of Companies acknowledges that active cooperation of all employees is required in ensuring a safe and healthy working environment. Consequently, the management of The Mercorella Group of Companies is committed to a consultative approach in Work Health and Safety (WHS) where **ALL** people within the Group have a responsibility for their own and other employees health and safety at the work place.

Specific roles and responsibility have also been assigned to

- The Person conducting a business or undertaking
- Managers/Supervisors
- Health and Safety Representatives
- Members of the WHS Committee
- Work Health and Safety Personnel
- All employees

THE PERSON CONDUCTING A BUSINESS OR UNDERTAKING

A key requirement in achieving excellence in Work Health and Safety for The Mercorella Group of Companies is the commitment and involvement of senior management. To reflect this commitment, Mr Mick Mercorella, Managing Director is the "person conducting a business or undertaking" as defined under section 20 of the Work Health and Safety Act 2012. The person conducting a business or undertaking will have an active role in the planning, development, implementation of health and safety policies and programs.

Additionally, the responsible officer will consult with any safety consultant appointed and the:

- WHS Representatives
- WHS Committee
- Work Health and Safety Personnel, and

- Any employee who has WHS concerns

Responsibilities

- Overall responsibility to ensure so far as reasonably practicable, a safe and healthy work place.
- Plan, develop and implement a program for proactive WHS within The Mercorella Group of Companies, utilising the established consultative systems.
- Ensure that The Mercorella Group of Companies complies with the legislative requirements of the Work Health and Safety Act 2012, Regulations, Approved Codes of Practice, and applicable Australian Standards.
- Ensure that adequate resources (time, money and personnel) are provided to effectively manage health and safety in the work place.
- Ensures a full review of the WHS systems operating within The Mercorella Group of Companies in conjunction with the appropriate consultative group/person is undertaken every twelve months.
- Ensure that responsibility is assigned to the relevant groups of employees and that accountability for their performance in WHS is monitored.

STATEMENT FOR MANAGERS AND SUPERVISORS

The major work health and safety obligations of those persons employed by The Mercorella Group of Companies in a supervisory role are the identification, assessment and control of hazards. It is therefore, in consultation with Work Health and Safety Representatives and WHS Committee, their responsibility to:

1. Document and investigate any accident, injury and near miss incident within their area through Skytrust.
2. Regularly inspect the workplace, monitoring safe work conditions and taking appropriate action where necessary.
3. Ensure that purchase orders contain specifications with regard to health and safety considerations.
4. Have access to all Safety Data Sheet(s) for all hazardous substances in their area through Skytrust.
5. Determine priorities for action in consultation with:
 - Work Health and Safety Representatives
 - Work Health and Safety Committee
 - Staff
6. Assess hazards by using information contained in The Mercorella Group of Companies policies, procedures and that supplied by the Responsible Officer or the Consultative system.
7. Ensure through the provision of instruction, ongoing training and supervision, that all employees under their direct control work in a safe manner by following such instructions,

procedures and practices as have been established by The Mercorella Group of Companies.

8. Ensure that all new employees or those employees transferring from another area are instructed/trained in their duties during their orientation to the new tasks and location.
9. Ensure the provision, maintenance of, and proper use of approved mechanical equipment and personal protective equipment.
10. Ensure they are not, by the consumption of alcohol or a drug; in such a state as to endanger their own safety at work or the safety of employees under their control.
11. Managers and supervisors, are reminded that penalties exist under the Work Health and Safety Act 2012 for breaches of their responsibilities.

EMPLOYEES RESPONSIBILITIES

Employees have an important role to play in helping The Mercorella Group of Companies achieve its desired excellence in health, safety and welfare.

In their own interests, and as a legal obligation, all employees therefore have a responsibility to ensure that nothing is done to make health and safety provisions less effective. In particular they must:

1. Take reasonable care to protect their own health and safety at work.
2. Ensure that they do not endanger any other person through any act or omission at work.
3. Report accidents, injuries and near miss incidents to their supervisors as soon as possible after the event.
4. Ensure that correct use is made of all equipment provided for health and safety purposes.
5. Obey all instructions, such as policies and procedures issued to protect their own personal health and safety, and the health and safety of others, refer to WHSI0001 – General Safety Rules.
6. Report or make such recommendations to their supervisors, as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding working conditions or methods.
7. Ensure that they are not, by the consumption of alcohol or a drug; in such a state as to endanger their own safety at work or the safety of any other person at work.
8. Keep their work area tidy.

Employees are reminded that penalties exist under the Work Health and Safety Act 2012 for breaches of their responsibilities.

CONTRACTORS, SUBCONTRACTORS, AND THE PUBLIC

1. These people shall take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions. They shall not recklessly or intentionally interfere with or misuse anything provided in the interest of health and safety. A failure to

comply with legal requirements, specific instructions related to health and safety, or to comply with The Mercorella Group of Companies' health, safety and welfare policies and procedures will result in immediate removal from The Mercorella Group of Companies' premises, and such other actions as may be appropriate.

2. They shall use equipment supplied (wherever required) and utilise it in the correct manner; maintain their work places in a well-kept and orderly condition; report immediately any unsafe conditions or equipment to the relevant Supervisor (or to persons delegated by them). They shall report any injury sustained as soon as the injury becomes apparent and ensure that they are not by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work.
3. The Mercorella Group of Companies will ensure that each Contractor or Subcontractor is informed of The Mercorella Group of Companies' WHS policy and their obligations under the policy prior to commencing at the workplace.

WORK HEALTH AND SAFETY REPRESENTATIVES

The value and importance of the Work Health and Safety Representatives is their ability to facilitate effective consultation between the employer and the negotiated work groups at the workplace. Work Health and Safety Representatives are an integral part of a successful health and safety system within The Mercorella Group of Companies.

Work groups will be negotiated and elections held in accordance with Work Health And Safety Regulations.

The specific functions of Work Health and Safety Representatives are to:

1. Inspect the whole or any part of any relevant workplace:
 - i) At any time after giving appropriate notice;
 - ii) Immediately after an accident, dangerous occurrence, or if there is a perception of imminent danger or risk.
2. Accompany a SafeWorkSA Inspector during an inspection.
3. Investigate complaints relating to work health and safety.
4. At the request of an employee, be present at interviews with a SafeWorkSA Inspector or employer on a work health and safety issue.
5. Raise with management any work health and safety issue (s).
6. Be involved in the planning of any changes to the workplace, the purchase of plant and equipment, the introduction of new substances, systems of work, and work procedures for their work group.
7. Support the rehabilitation and return to work of injured employees who are members of their work group.

WORK HEALTH AND SAFETY COMMITTEE

The value and importance of an Work Health and Safety Committee lies in its ability to be a forum for consultation between management and employees. It therefore operates as an integral part of a successful health and safety system within The Mercorella Group of Companies.

The Terms of Reference of the Committee have been negotiated and agreed to by all employees. (See Procedure WHSP0019 - Safety Committee Terms of Reference)

The specific functions of the Work Health and Safety Committee is to:

- 1) Assist management in planning well-integrated work health and safety programs. Such planning will encompass:
 - i) Setting goals and specific objectives to be achieved within defined time frames
 - ii) Budget considerations
 - iii) Implementing work health and safety developments and improving the safety record
 - iv) Defining priorities
 - v) Ongoing monitoring and progress towards achieving goals
- 2) Help resolve work health and safety issues in the workplace. This includes the monitoring of rehabilitation and return to work of injured employees at The Mercorella Group of Companies.
4. Assist in the formulation, review and circulation to employees of work health and safety policies, practices and procedures that are to be followed in the workplace.
5. To keep under review any developments in the field of work health and safety and rehabilitation.
6. The committee may make submissions and recommendations to management on major safety issues.