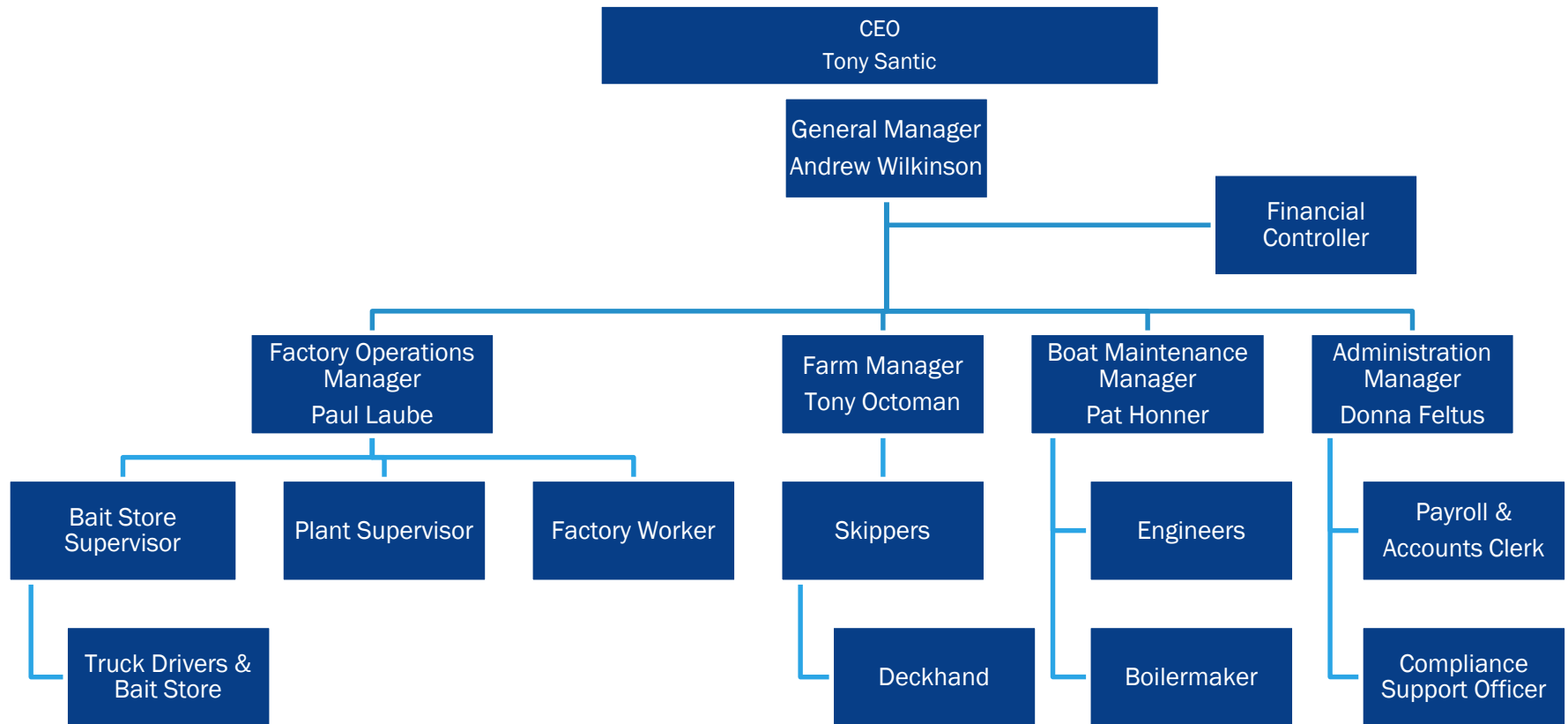




**WELCOME TO TONY'S TUNA  
INTERNATIONAL PTY LTD**

# ORGANISATIONAL CHART



# VISION STATEMENT

*Responsible + Traceable = Sustainable*



Tony's Tuna International is committed to the long-term sustainability of Southern Bluefin Tuna in our oceans.

We pride ourselves on fishing responsibly, strictly adhering to quotas and providing full traceability of all Southern Bluefin Tuna to ensure the ongoing supply of this beautiful, majestic and delicious species of fish for future generations to come.



## MISSION STATEMENT

At Tony's Tuna we control every step of the process enabling us to achieve our mission of delivering a high quality sashimi product to our Japanese customers.

Consumer safety is always top of mind at Tony's Tuna, where we meet and exceed all Australian Export and Japanese Import regulations.



## TONY'S TUNA - OVERVIEW



Tony's Tuna International Pty Ltd was founded in 1994 by Tony Santic who is one of the pioneers of the Australian Tuna Farming Industry.

Tony commenced tuna ranching operations in 1992 after being a tuna fisherman since 1970.

Tony's Tuna is currently Australia's second largest rancher of Southern Bluefin Tuna (also known as *Thunnus Maccoyii*, and Minami Maguro).



## TONY'S TUNA - OVERVIEW

Tony's Tuna is the only Australian Tuna Ranch operator that has the ability to control the

- Catching
- Feeding
- Harvesting
- Processing
- Freezing



of all of it's product under the company banner, without the need for external contractors.



## TONY'S TUNA - OVERVIEW

Managing the entire process continues to allow us flexibility in the type and style of products we can produce.

We have always been able to meet the various product specifications required by all of our customers.



# BEHAVIOUR & VALUES

## At Tony's Tuna International we:

- Are friendly and courteous to our co-workers and customers
- Recognise that the learning process starts with admitting to ourselves and others when we don't understand something
- Share and acknowledge each other's successes
- Are proactive at continuous improvement
- Encourage each other to bring new ideas to the company
- Are punctual and professional
- Take pride in our work place and keep it neat and tidy
- Adhere to policy and procedure
- Circulate new or updated policies to all workers
- Willingly help and support each other
- Communicate openly
- Listen to each other
- Take responsibility for our own actions
- Are hard on the problem not the people





# BEHAVIOUR AND VALUES

- Respect people's pride, beliefs, culture and dignity
- Enjoy our work
- Try to provide job diversity and opportunity for self-improvement
- Are open and honest
- Work hard, smart and safely
- Are comfortable to agree to disagree in a constructive manner but respect the decision made
- Fully support a decision once made as being in the best interests of the company
- Keep to commitments made
- Are comfortable to explain why decisions are made
- Discuss our problems with our direct superior
- We use constructive criticism as a means to improve our performance and do not see it as a personal attack
- Deliver criticism in private and with respect
- Work as a team
- Behave in a manner when representing the company, that reflects positively on Tony's Tuna
- Respect the chain of command



# MANAGEMENT SYSTEM

Tony's Tuna International Pty Ltd has a Management System and complies with the following:

- *AS/NZS 4801: 2001 Occupational Health & Safety*
- *HACCP Food Safety*
- *AA Approved Arrangement*

All workers must comply with all aspects of these systems.



## MANAGEMENT SYSTEM

- We maintain a register of all relevant legislation, worker licenses and training to ensure the organisation is doing things legally.
- Work Instructions are developed and reviewed to make sure workers are aware of the process and their obligations with each role they undertake.
- Company policies are published and available to all workers.



# TONY'S TUNA MANAGEMENT SYSTEM INCLUDES

## POLICIES FOR:

- Safety
- Quality
- Environment
- Behaviour



- All policies are publicly stated and available.
- Every worker must familiarise themselves with them
- Tony's Tuna is committed to continual improvement and to the prevention of accidents
- Tony's Tuna is committed to comply with all legislation



# EVERY WORKPLACE/LOCATION HAS FOLDERS CONTAINING:

- Policies
- Safe Operating Guides
- Work Instructions – how to do the job
- Safety Data Sheets
- Emergency Procedures
- Communication Forms - for reporting



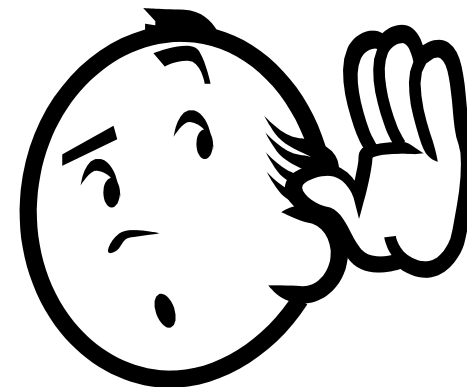
# WORK HEALTH & SAFETY

- Everyone has a ***duty of care*** to ensure the health and safety of themselves and fellow workmates is a priority at all times.
- ***Failing to act*** when you notice something unsafe is not acceptable.
- Tony's Tuna has a robust system for communication which must be adhered to.
- Familiarise yourself with the policies procedures and work instructions of your work area



# WORK HEALTH & SAFETY

- Workplace hazard and risk identification is everyone's responsibility
- Many of the hazards or risks can not be removed, make sure you have received appropriate training & awareness. If you are unsure ASK.
- STAY ALERT
- Listen to your supervisor



# “FISH GUTS” MEETINGS

## FIRST IS SAFETY HERE – GET US THINKING SAFELY

- Tony’s Tuna has regular “Fish Guts” meetings for each workgroup, worksite and vessel
- Everyone has input – identify hazards, risks, suggest controls and improvements, updates to work instructions, training and new ideas
- Safety issues can be freely discussed





## **WORK HEALTH & SAFETY CONTACTS**

- Amanda Gordon – Compliance Officer
- Paul Laube – Factory Operations Manager

## **VESSELS**

- Paul Carlson - HSR

## **FACTORY**

- Andrew Leane - HSR



# GENERAL SAFETY HAZARDS

- Tie up long hair and remove jewellery – it can get caught
- Watch your fingers
- Be careful Working at Heights – qualified personnel
- Think about heat and cold – can you be burnt?
- When using machinery, follow Safe Operating Guides and be careful
- Personal Protective Equipment **MUST** be worn as instructed



# GENERAL SAFETY HAZARDS

- Lifting – Use machinery where possible
  - Only licenced workers to operate machinery
  - Wear hard hats during lifting operations
  - Be prepared
  - Stay alert
- 
- **CRUSH** injuries are real – be aware of moving and unsecured items
  - Don't place yourself in harms way



## HAZARDS - KNIVES

- Keep knives closed or in a sheath when moving
- Use protective gloves if practical
- Cut away from yourself & others
- Check for other sharp objects in your work area



“Where did I put that knife?”

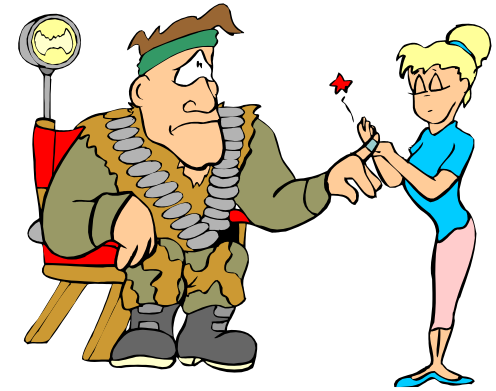


## HAZARDS – PREDATORS

- Be alert at all times
- Report sightings to your Skipper immediately
- Any kind of shark (Bronze Whaler, White Pointer etc)
- No one on the ring after harvest
- Obey Skippers' instructions immediately



# Return to Work SA



- Tony's Tuna has Rehab & Return to Work Coordinators
  - AMANDA GORDON and DONNA FELTUS
- All incidents and near misses MUST be IMMEDIATELY reported to your Supervisor and to Donna
- We will make all necessary arrangements and will accompany you to appointments
- At Tony's Tuna, we strive to have you back to work as soon as possible



# COMMUNICATION IS THE KEY

Communication Forms should be used to advise of:

- Complaints – from anyone
- Mistakes
- Accidents
- Incidents
- Near Misses
- Suggestions

Communication Forms must be completed and submitted as soon as possible. Include any actions already taken or underway.

No penalties to workers who report on Communication Forms



# PROTECT YOURSELF & YOUR MATES

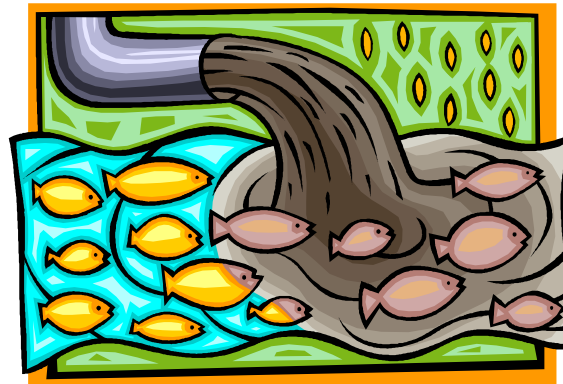
- Follow all procedures and work instructions
- Report incidents and near-misses IMMEDIATELY
- Record all training
- Provide copies of licences to the office & report loss of licence
  
- NO drugs or alcohol at work or during work hours
- Pre-employment testing
- Random testing
- Be in a fit state to do your work safely





## WASTE MANAGEMENT

- Liquid storage – where does the liquid go if a drum gets a hole in it?
- Spill kits on vessels to contain and clean up oil and spills
- Cigarette butts don't break down – can start fires or end up in storm water or the sea
- Retain all litter for appropriate disposal
- Washing down paved areas – all water goes to stormwater and into the sea



# HACCP – WHAT IS IT?

Hazard Analys Critical Control Point

- Food Safety control system – we all expect our food to be safe to eat
- Identify food safety hazards
- Analyse them
- Control them
- Keep records to prove it



# SCOPE OF THE HACCP PLAN

- Prepare and clean tanks, fish rooms and freezers
- Catch fish
- On board processes – clean, gill and gut
- Store and pack
- Unload, repack and transport



- Critical Control Points (CCP's) are **CLEAN & COLD**



# HACCP – WHO IS RESPONSIBLE?

- At Sea – The Skipper of the vessel
- At the Factory – Factory Operations Manager
- Records – Office staff for filing and documentation
- Workers – for their own hygiene and for reporting



## PERSONAL HYGIENE

- Clean wet weather gear or aprons
- Clean gloves
- Clean hats
- No smoking – only in designated outdoor areas
- Clean hands before harvest or processing
- Wash hands after touching nose, mouth or face
- Wash hands before and after breaks
- Report gastric illness – don't touch fish



# PERSONAL HYGIENE

- If you are spiked by a sardine or tuna, report it to your supervisor IMMEDIATELY!
- Spikes can cause SERIOUS infections which can lead to loss of limbs
- Use Anti-bacterial hand wash before work, before breaks, returning from breaks and at the end of the day
- This is an untreated sardine spike on a forearm



## CLOTHING & WORKING CONDITIONS

- Factory work areas are COLD, please wear appropriate layers
- Tuna & Sardines (oily fish) leave a strong smell and stains on clothing that is difficult to remove – cheap or Op Shop clothing recommended
- Gumboots, freezer boots, gloves and wet weather overalls are provided where required



## PREPARE DOCUMENTS FOR PAYROLL

Please complete the following documents for payroll. Without completed documents, your pay may not be able to be processed.

- Employment Details
- Tax File Number Declaration
- Superannuation Choice Form





## PAY CONDITIONS

- You will be paid under the relevant award to your workgroup as listed on your Employment Contract
- If you are unable to attend work as rostered, it is your responsibility to advise your supervisor at least 30 minutes prior to your scheduled start time



# PAY PERIODS

- Pay Periods are Monday to Sunday
- Funds are available in your nominated bank account on the following Wednesday
- Deputy login system is in use for all work areas
- Deputy is mounted on the hallway wall and is available on iPads in each worksite
- You will nominate a Pin Number and are required to logon at the start of your shift, logoff/logon for lunch breaks and logoff at the end of your shift



## LEAVE ENTITLEMENTS

- Full and part time workers accrue leave entitlements
- Full and part time workers must complete a Leave Form and provide documentation as required in the Personal Leave Policy
- Casual workers – no entitlement to leave entitlements, if you are not available for any reason, please advise your supervisor as soon as possible



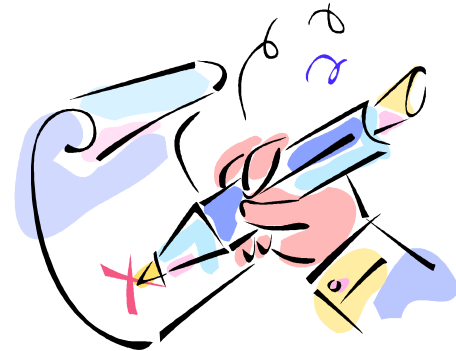
# POLICIES

- Some Tony's Tuna policies are included in your pack to be read, understood and signed
  - Drugs and Alcohol Procedure
  - WHS Safety Rules
  - Company Behaviour and Values
- Included for your reference
  - Discipline Policy
  - Grievance Policy
  - Telephone Policy
  - Drug & Alcohol Policy



# EMPLOYMENT CONTRACT

- Please read your contract and ask any questions
- If you are comfortable and understand the contract, please sign and date



- Fair Work Information Statement and the National Employment Standards are included for your reference



## PHONE CALLS & MESSAGES

- Tony's Tuna does not take personal calls or pass on messages for employees



- Personal mobile phones may only be used during designated breaks
- Mobile phones not to be used while operating mobile plant (onshore plant, vessel or equipment)



# PARKING

- At the Tony's Tuna site, all workers must park in the designated parking area (top driveway)



- At the Main Wharf and Marina, all workers must park in the designated car parking areas

**NO EXCEPTIONS**



## AMENITIES & FACILITIES – LAND

### ○ PROCESSING – Lunchroom

- Coffee, Tea & Water supplied
- Bring your own meals, plate & cutlery
- Fridge, pie warmer & microwave available



**Clean up after yourself!**

### ○ SHEDS

- Coffee, Tea & Water supplied
- Bring your own meals
- Fridge & microwave available





# AMENITIES & FACILITIES – BOATS

## ○ BOATS

- Coffee, Tea & Water supplied
- Galley available for use – fridge, microwave, oven, sandwich press, toaster
- Keep it clean
- Do your own dishes

## ○ HARVEST

- Coffee, Tea & Water supplied
- Breakfast and Lunch supplied



## WORKER ACCESS - FACTORY

- Front – PA door under portico – shared use area, please use caution and stay in the marked zones



# PERSONAL PROPERTY

- Tony's Tuna International does not accept any liability for personal property that is lost, damaged or stolen
- Lockers are available – please bring a small padlock and ensure your name is on a label on the locker
- If in doubt, leave it out!



# SITE INDUCTION

- A Site Induction (and Form) will be conducted prior to your first shift
- If you move to a new vessel or worksite, you **must** complete a new Site Induction for that area before commencing work
- Completed Induction Forms will be returned to the office by your Supervisor



# THANKS!

Thanks for your attention and we hope you enjoy your time at Tony's Tuna International

If you have queries, please don't hesitate to ask or get in contact at a later time

