

Workplace Health & Safety

Policy

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace. The business demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

The business will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work. To do this, the business will:

- Develop and maintain safe systems of work, and a safe working environment
- Consult with employees and health and safety reps on safety
- Provide protective clothing and equipment, and enforce its use
- Provide information and training for employees
- Assess all risks before work starts on new areas of operation
- Remove unacceptable risks to safety
- Provide employees and contractors with adequate facilities (clean toilets, clean drinking water, hygienic eating areas).

Personal Protective Equipment (PPE)

If you are allocated PPE, it must be worn. It is your responsibility to ensure that it is working properly with no damage. Any damage or faulty PPE must be reported and replaced.

Manual Handling Policy

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. Use a mechanical device where available (forklifts, roller conveyors) to reduce the risk of injury. If you are in any doubt, do not hesitate to ask for help.

Injury procedure

If there is an injury:

The priority is medical attention. The injured worker or nearest colleague should contact one of the first aiders. For a serious injury also call an ambulance.

Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager. The manager must record and follow up on any Injuries, Incidents and Near Misses.

Smoking policy

Smoking is not permitted in any food processing areas including receipt, production, storage, cold room areas, or any workshops, or in company vehicles. The designated smoking area for all factory/office staff is the southern side of the factory staff lunchroom, away from factory access doors and lunchrooms. Cigarette butts must be disposed of appropriately in designated waste disposal bins. Smokers are only permitted to do so in their allotted break times.

Alcohol & drugs policy

The business is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

The business will do its utmost to create and maintain a safe, healthy and productive workplace for all employees. The business has a zero-tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal. The business does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

Employee Behaviour

It is the employee's responsibility to behave in an appropriate manner always so as not to put themselves or any other workers or equipment at risk of injury or damage. Follow safety signs and obey lawful instructions by your supervisor. Do not climb on equipment, use safety equipment where provided.

Read and Acknowledged: _____ (Employee Signature) _____ (Date)
(Please return to Employer) _____ (Employee Print Name)