



Safety Induction For

Welcome to Glenburn Orchards. We hope that you find your work here interesting and rewarding. The health and safety of everyone who visits and works on this farm is our most important responsibility and a responsibility that we all share.

It's also important that you understand your responsibilities regarding health and safety. We want you to understand the commitment that we have made to ensure the health and safety of our workers and visitors.

We will step you through our induction process, however, you need to read it carefully and make sure that you understand its requirements, that your needs are addressed, and your responsibilities are clearly understood.

If you don't understand any section, please ask for an explanation.

Remember, your safety is as much your responsibility as it is ours, so if you feel you can't do a job safely then stop and discuss it with us. Let us know about the problem, and we'll work together to fix it or find a safer way to complete the job.

All keys must be removed from all machinery & locked in office every night.

General Behaviour and Conduct

Your behaviour must not interfere with or disrupt the harmony of the team and worksite. Horseplay or practical jokes can result in accidents and injury and will not be tolerated.

Serious misconduct such as unauthorised use of machinery, violence, abuse, bullying, sexual harassment, theft, insobriety, and refusal to carry out a lawful instruction **may result in instant dismissal.**

Punctuality

You are expected to be ready to start work at the agreed starting time and rest breaks and meal breaks are to be taken at the designated times. You are expected to work up to the set break time or cessation of work for the day and be ready to re-commence work at the designated time following the rest period and/or break. Being a smoker does not entitle you to any additional breaks.

In circumstances where you are unable to attend for work, you must notify the employer before the time you are designated to start work.

Vehicles

Your vehicle should be parked in the designated area.

Please abide by our speed limit and watch carefully for pedestrians.

Food and water

It is most important to make sure that you bring enough food and clean drinking water (especially in hot weather) to get you through the workday.

Surface water on the farm is **NOT** suitable for drinking. It may be contaminated by chemicals or animal waste.

Drinking water is available from Blue water containers refilled each day. Labelled drinking water & Date.

No glass jars or bottles permitted in orchard or shed.

Exposure to the Sun

- Medical evidence strongly recommends that during the warmer months, November to March each year, persons working outside should wear a broad-rim hat, or hat with a neck cover and all skin exposed to direct sunlight should be covered.
- In instances where workers choose not to follow this advice and cover up, it is strongly recommended that a maximum UV protection sunscreen be worn at all times whilst working outside. Particular attention should be given to the back of the hands.

Work clothes

You are expected to come to work dressed in suitable clothes that don't pose a safety risk. Suitable clothes include:

- sturdy work boots with non-slip soles for general farm work;

- overalls or long, washable trousers;
- a comfortable long-sleeved shirt – the sleeves should be either buttoned at the wrist or rolled up so that no loose ends can be caught in moving machinery or on protruding materials, the shirt should also be tucked into your trousers for the same reason;
- a broad-brimmed hat for outdoor work; and
- wet weather gear.

You are expected to wash your work clothes regularly and daily after working with chemicals.

Personal protective equipment (PPE)

Where required, PPE is provided for your personal protection. PPE should be used as instructed, cleaned properly after use and kept in good order.

Let your supervisor know if PPE is damaged or unavailable, or if you are having difficulty using the equipment provided.

PPE includes:

- protective gloves and face shields for handling cleaning agents;
- hearing protection where noise is a problem;
- protective gloves, face shields, goggles, coveralls and respirators for handling chemicals;
- sunscreen when working in direct sunlight;
- goggles or safety glasses for eye protection;

Personal health and hygiene

Attention to personal hygiene is essential. It is in the interests of your health and our business.

Smoking in a rural environment poses a fire risk and is bad for your health, only smoke in the designated areas.

As you will be working with fresh produce, you must:

Keep all jewellery to a minimum and keep hair tied back,

Ensure your nails are kept short, ensure your skin and especially your hands, are kept clean and washed with soapy water whilst working, particularly after handling chemicals, effluent, detergents or animals;

- washing facilities and toilets are located: Apples & Cherry packing sheds inside & out. Orchard have mains water with taps fitted at all tank stands.
- wash your work clothes regularly, daily when using chemicals;
- not be in possession of, consume, or be suffering the effects of alcohol or illicit drugs;
- promptly report all skin infections and wounds immediately to your supervisor;
- not smoke in vehicles or any buildings; and
- advise your supervisor of any prescription medicines you may need to take during working hours – this is particularly important if you use asthma medication.
- **not be in possession of, consume, or be suffering the effects of alcohol or illicit drugs (random drug and alcohol testing may be conducted)**

Covid Safety Plan

- Glenburn Orchards follow the recommendation for Covid 19 safety plans. It includes managing risks to health and safety, cleaning and hygiene, restrictions on entry to work place, physical distance and protective screens.
- We require hand hygiene and sanitising on the arrival and through our facilities at all entry points.
- Masks must be worn on arrival and throughout the packing process.
- Check Tas App will be specific for your area of working i.e., there will be a different QR code depending on where you are allocated to work.
- Management must be notified if you have any symptoms of cough, fever, sore throat, shortness of breath. If **you have symptoms** don't come to work, if you are at work notify your supervisor before going home. You will need to go and have **a covid tests** immediately before returning to work showing your negative result.
- There will be staff segregation within the following areas as far as reasonably practical between:
 1. Cherry shed staff– packing Room, boxing room, despatch room & sorting bench.
 2. Orchard groups – attempts will be made for staff to remain in their group. This is not to say that in certain circumstances groups changes may be required. But the aim will be to maintain continuity within the group as far as possible and avoid cross over of orchard staff & cherry packing staff.

Pests & diseases when working with fresh produce

- All staff must remain vigilant for pests & diseases when handling fruit and maintaining orchards. A description of healthy fruit and orchards along with a list of known pests and diseases will be provided as part of your induction. Any identified non-compliance is to be immediately isolated and reported to your supervisor or manager. More information can be found in our Pests and Diseases of Quarantine Concern booklet which is available upon request.

Working outdoors

- Don't operate any tractors, machinery, picking platforms, ATV's or forklifts unless you are properly Licenced, trained and **authorised** through the general manager to do so. If you are employed in the Cherry or apples harvest season it is part of your contract to follow the rules & regulations of the business. No senior staff member has the authority to train any staff in machinery operations inclusive of tractors, forklift, cherry pickers, platforms, ATV's or pruning clippers without the General managers approval where a training program following legislation requirements will be followed.
- Any Breach of these rules & regulations will result in instant dismissal. If a farm regulation is broken & an accident occurs the worker could be held liable.
- Only use picking ladders and pruning equipment as instructed by your supervisor.
- When authorised to operate plant or machinery, watch for other vehicles and pedestrian traffic.

- Before starting any machine, you must undertake a safety check. This includes checking its condition, fuel, oil and water levels, transmission fluid, tyre pressures, brakes and guards.
- Make sure that any fold down Tractor Roll-Over Protective Structures (ROPS) are re-erected when leaving or working outside orchard blocks and trellising.

Fatigue

There are certain times of the year when we are very busy, especially during harvest, picking and pruning. Some horticultural and harvest operations may be done at night and during these times fatigue can affect the way we work.

- To reduce fatigue, take short breaks during busy times. Fatigue can increase the risk of an accident and injury as reflex times can be slowed and concentration lost.
- When working at night it is especially important to be alert. Ensure that you get enough sleep, especially when working long hours.

Spraying & Irrigation

When irrigating you must follow the rules to ensure that you are not exposed to chemical residue and that you reduce your risk of injury from manual handling.

- You should not enter a block that has been sprayed within the stated re-entry time frame unless you are wearing appropriate PPE. Check with your supervisor if you are unsure.
- Look for overhead powerlines before moving any irrigation pipes.

Handling chemicals

Chemicals used on this farm may include detergents and other chemicals. Chemicals may also be used to control insects, weeds, fungal diseases, mice and rats.

- Only use chemicals if you have been trained in their safe use and are authorised to do so.
- Anyone handling chemicals must comply with the instructions on the label and the safety data sheet (SDS).
- If you can't understand the label or the SDS, or have difficulty reading them, ask for help before continuing.
- The recommended PPE must be worn during chemical mixing, application and clean up. PPE is stored outside the main office or speak with general manager.
- Always have clean water available for washing down and clean clothes available to put on after using chemicals.
- When you have finished your job, equipment should be washed down, and chemicals locked away in the chemical storage area.

General equipment operation and maintenance

- Make sure you have received instruction and training, have been assessed as competent and are authorised before you operate any equipment for the first time.
- Become familiar with the operator's manual and Safe Work Procedure for any machinery you operate.
- Read, understand and comply with all the safety warnings on machinery and equipment and in the operator's manual.

- Ensure power has been isolated before removing guards on machinery during maintenance or testing.
- If you find a piece of equipment damaged or faulty, report it to arrange for repair or disposal.
- As soon as the job is finished, always replace any guard that has been removed for machine maintenance or to clear a blockage.
- Keys must be removed from machinery after use and secured.
- If it is unavoidable to leave a machine with the engine running, ensure that the working equipment is disengaged, grounded and the brake firmly applied.
- No passengers are allowed on machinery or trailers.
- Chainsaw safety helmet and cut resistant trousers must be worn when using a chainsaw (only authorised personnel are allowed to use a chainsaw).

Riding the quad bike

Quad bikes can be dangerous if not operated properly.

- Don't use a quad bike unless you are authorised, have been provided with instruction and training and follow the Safe Work Procedure for its use.
- Wear suitable clothing, including tough trousers, boots and a helmet when riding the quad bike. **No helmet – no use!**
- Before setting out on the quad bike, refuel and check that tyre pressures are correct, and the bike is in a good and safe condition. Do the daily maintenance checks and immediately report any problems.
- Children under 16 years are not allowed to operate quad bikes.
- Don't exceed the vehicle's load limits and no passengers.

Working alone

At times you may be expected to work alone. Always let someone know where you plan to be and take a mobile phone or some other way to regularly communicate with your supervisor.

Being ready for emergencies

From time to time you could be exposed to the threat of poor weather, flood, fire, explosion, chemical spills, serious injury and loss of power. Having emergency procedures in case of these events is important for minimising the risk of personal injury or property damage.

In the event of an emergency, it is vital you know what to do. Make sure you understand the emergency procedures and what to do in the case of an emergency.

In the event of an emergency:

- Our emergency assembly point is on the grass areas either ends of the packing sheds both Cherry Shed & Apples shed the packing shed. You should think about how you would make your way to this point from any position on the farm. Consider an alternative route in case your usual path is blocked as a result of the emergency.
- The following people are trained in first aid Maree Harvey-0467924190, Chris Dayton-0415630955, Mathew Hammond-0459464157
- First aid kits are located at outside each office Cherry & Apples shed. Car kits are also available

- Fire extinguishers are located through the Apples & the Cherry shed but always outside each office
- Make sure the emergency telephone numbers are keyed into your mobile phone. They are Maree Harvey-0437924190(all problems) Chris Dayton-0415630955 (apple or cherry shed)

Injury and incident reporting

- All incidents, accidents and near misses must be reported.
- Incident reporting makes up an important part of our management system.
If you don't report an incident, accident or near miss, we won't get the opportunity to look at the situation that caused it and prevent it from occurring again. This means that it could happen again with far greater consequences!
- All injuries or illness must be reported to your supervisor.

Snakes

Snakes can be found in fields and orchards. They may also be found in and around irrigation pipes, syphons, water channels and dams. Snakes are poisonous and people are generally bitten by snakes when the snake is startled.

- If you come across a snake it will most likely move away, you should stop and let it move away. If other workers are nearby, let them know where the snake has moved to.
- If you happen to be bitten by a snake, place a firm pad over the bite, bandage securely and keep the limb as still as possible. Use the communication system to get help quickly.
- All Tasmania snakes are poisonous.

Packing shed work

Packing sheds are busy noisy places. There are often many people, vehicles, forklifts and trucks working in close proximity to one another moving produce from packing lines to cool rooms and on to trucks etc.

When working in the packing shed:

- Before the start of work make sure that guards are in place on the sorting and packing lines.
- Report any Emergency Stop buttons that are not in easy reach or are not functioning properly.
- Report any hazards, write them on the hazard report board near the office or immediately report them directly to your supervisor.
- Report any slippery areas, especially around cool rooms, washing and grading lines and machinery.
- Take care when moving around the packing shed. Use only designated walkways and watch for moving machinery.
- Stay clear of stacked pallets and bins.
- Stay clear of forklifts moving produce.
- Always use walkways with Yellow lines.
- Warning loading area despatch trucks pickups in the morning avoid loading area. Trucks will back up to ramp. You must not walk behind the truck, you must walk around at least 5 metres away. No morning tea permitted near trucks.

- Don't enter cool rooms unless you have been instructed by your supervisor.

General Safety

- Health and safety laws require us to provide a safe workplace and safe systems of work. To help us meet that obligation, it is very important that you tell us of any safety hazard you come across. Write any hazards you see on the hazard report board or report them directly to your supervisor immediately.
 - The same laws also require you as a worker, to take care and ensure the health and safety of yourself and others – including other workers, contractors, and visitors.
 - You must ensure that all health and safety requirements are met including:
 - following any policies and safe working procedures put in place to protect you (see attached);
 - attending health and safety meetings as required;
 - using safety equipment supplied as instructed;
 - not recklessly interfering with or misusing anything that could adversely affect health and safety.
 - At times there may be children on this farm. Their safety is of the highest priority. Please be careful when driving vehicles or machinery – never reverse without checking for children.
 - Children and passengers are not permitted to ride on tractors or other farm machinery such as quad bikes and trailers.

Avoidance and Resolution of Disputes

Parties to this agreement commit themselves to the peaceful resolution of any grievances and/or disputes arising during the currency of the agreement. Regular discussions between the worker and employer will take place to identify and alleviate any concerns which may have led to a dispute. Should a dispute arise, the parties commit themselves to adopting the following procedure in the resolution of grievances and/or disputes:

Any grievance/dispute arising shall first be raised by the worker with the employer who shall endeavour to resolve the matter.

In the event the matter remains unresolved, either party may in the first instance consult Primary Employers Tasmania for conciliation and/or arbitration.

All parties unequivocally agree to accept the decision of Primary Employers Tasmania as final settlement of the grievance, and the decision will be binding on both parties.

Failure to comply with the conditions may result in instant dismissal.

The safety of everyone at Glenburn Orchards is our highest priority

GLENBURN ORCHARDS SAFETY INDUCTION

Declaration

I have read and understand the health and safety instructions in this induction checklist. I agree to do what is required to ensure that the health and safety of all people on this farm is protected.

Employee signature _____ Date _____

Employer signature _____ Date _____