



# Care

## about each other's safety

- We look out for each other.
- We all want to go home safely every day to our families and loved ones.
- We treat each other with respect and fairness.
- Bullying, harassment, or violence will not be tolerated.
- We must make sure visitors and contractors are properly inducted, and supervised on site as appropriate.
- We provide support to employees who are experiencing personal difficulties. The Employee Assistance Program is confidential service available to all employees at no cost. Contact HR for more information.





# Wear

## correct PPE at all times

- Correct use of PPE (Personal Protective Equipment) is important for keeping us safe at work.
- Safety boots/shoes and hi vis clothing are the minimum requirement on site and on farm (except in offices or on marked walkways).
- Wear hearing protection when and where required. Tinnitus and hearing loss are a real risk over time and are not reversible.
- We make sure visitors and contractors have appropriate PPE and they comply with our requirements too.
- Wear extra PPE as needed for Chemical handling.
- Wear a hat and sunscreen when working outdoors.
- PPE is available upon request from HR.





# Protect

## ourselves from slips and falls

- Don't run at work.
- Don't walk around while looking at your mobile phone.
- Wear appropriate footwear at all times.
- Clean up spills immediately.
- Roll up hoses when not in use.
- Report trip hazards to your supervisor.
- Always use handrails when climbing or descending ladders and stairs. Maintain three points of contact at all times.
- Use appropriate safety equipment when working at heights (such as a safety harness or work platform).
- Never climb up storage racking, palletised goods, or other structures that are not equipped with a safe means of access.





# Never bypass

## a safety control

- Safety controls are there to protect you and others from injury!
- Some examples of safety controls are machine guards, proximity switches, x-ray shields and safety barriers.
- Never operate equipment without appropriate safety controls in place.
- Ensure equipment is safely locked out/tagged out before removing guards for cleaning or maintenance.
- Only authorised personnel may remove LOTO tags.
- Do not modify a safety control or guard without authorisation.
- Ensure work permits are always obtained for high risk work activities.





# Be fit

## for work

- Being safe at work starts with looking after yourself.
- Don't come to work affected by drugs or alcohol.
- Don't come to work if you are ill.
- If you have an injury, discuss a Return to Work plan with HR.
- Drink plenty of water, especially in hot weather.
- Make sure you get enough rest and sleep between shifts.
- Aim to take a holiday break at least 14 days long, at least once per year.





# Speak up

## about unsafe situations or behaviours

- Safety at work is everyone's responsibility, not just supervisors and managers.
- If you see something wrong, say something.
- Remember that "the standard you walk past is the standard you approve".
- Remind each other to follow our safety rules and to use the required PPE.
- Bullying and harassment, and horseplay or unsafe practical jokes will not be tolerated.
- Report all hazards, incidents and near misses to your supervisor, HSEQ Co-ordinator or HR.
- Talk to your supervisor or a member of the Health & Safety committee about any safety concerns or questions that you have.





# Drive safely

## and obey all traffic rules

- Drivers may only operate vehicles for which they are properly licensed.
- Ensure forklift pre-operational checks are completed.
- Wear seatbelts at all times (including forklifts).
- Drive safely on farms as well as on the road.
- Obey all traffic rules and signs.
- Do not drive any vehicle when under the influence of drugs or alcohol.
- Don't operate a mobile phone while driving (unless you are using a vehicle Bluetooth function to do so).





# Stop

## unsafe work, tools or equipment

- **ALL employees and contractors are authorised and encouraged to stop a process if there is an immediate safety risk to people or product. You don't have to ask permission first!**
- Know where the emergency stop buttons are located in your area.
- Check tools and equipment before use and ensure they are fit for purpose. Do not use broken, malfunctioning or damaged items. (Make sure these are properly tagged so that others do not use them either.)
- Report any hazards or unsafe tools or equipment to your supervisor.
- Get new electrical equipment tested and tagged before use.
- Always follow standard safe operating procedures.
- Contractors must complete and follow SWMS where appropriate.







# Keep

## work environment clean and tidy ("6S")

- A clean and tidy work environment is a safer and less stressful environment for everyone.
- Put tools away in clean condition when not in use, or at the end of each shift.
- Report any missing tools or other items to your supervisor.
- Clean up spills immediately, using the correct tools.
- Ensure rubbish and waste is disposed of correctly.
- Leave your work area in the same condition as you would like to find it at the start of your shift.
- Replace consumable items that have run out.
- Let your supervisor know if you have any ideas for improving safety in your work area.





# Keep clear

## of moving vehicles and cranes

- Forklifts, harvesters, cranes and trucks are all major hazards on site or on farm.
- Pedestrians must give way to all moving vehicles including forklifts.
- Cars must give way to trucks and forklifts in the shared driveway areas.
- Pedestrians must use the marked walkways wherever practical and must wear hi vis clothing and safety shoes/boots in all other areas and on farms.
- Pedestrians should not walk around or through the storage pads without authorisation.
- Cranes shall have appropriate exclusions zones set up around them to prevent pedestrian access.

