

# Occupational Health & Safety Policy

Coral Beach Farms Ltd

Authored by: Occupational Health & Safety Committee

VERIFICATION OF COMPLETION/REVIEW

Date	Jun/15	Jun/16	Jun/17	Apr/18				
Initials	YN	SS	CG	TD				

# Occupational Health & Safety Policy

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Coral Beach Farms Ltd

## Occupational Health & Safety Policy Statement

Coral Beach Farms Ltd is committed to providing a healthy and safe environment for workers, contractors, and visitors. To achieve this, our company maintains an occupational health and safety program designed to prevent injuries and illness. Our employer is responsible for providing workers with adequate instruction in health and safety, and for addressing unsafe situations in a timely, effective manner. All workers and contractors are required to work safely and to know and follow our company guidelines for safe work procedures.



**David Geen, Owner & President**

20<sup>th</sup> April, 2018

Employer's responsibilities include:

- Establishing and maintaining an effective health and safety program
- Conducting an annual review
- Training and providing support to supervisors
- Providing a safe and healthy work environment

Supervisor's responsibilities include:

- Providing a health and safety orientation to all workers
- Providing ongoing training to workers
- Taking part in inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions

Workers' responsibilities include:

- Learning and following safe work procedures
- Reporting hazards to supervisors
- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve the health and safety program

## Key Impact Areas

Coral Beach Farms recognises our key impacts areas to be:

- Emergencies, injuries, accidents and hazards
- Equipment and machinery
- Hazardous materials
- Personal Protective equipment
- Training
- Buildings

## Occupational Health and Safety Goals

We will strive to:

1. Assign a senior member of staff the responsibility for Health and Safety issues at Coral Beach Farms, and provide them with appropriate training to undertake risk assessments, and train other staff members.
2. Report all injuries and near misses and manage return to work plans.
3. Report all hazards and put action plans in place to isolate, minimize and/or eliminate the hazards.
4. Create an active Health and Safety committee, made up of employee and employer representatives, that continually assesses organizational activities, identifies areas where risk can be reduced, and implements corrective actions.
5. Hire employees that are appropriately qualified for the position.
6. Have appropriate levels of supervision.
7. Have a zero tolerance for substance or alcohol intoxication while working.
8. Conduct and document an annual health and safety risk assessment, covering all activities that may pose a risk to employees, contractors and visitors, and implementing actions to minimize the risks.
9. Provide Safe Operating Procedures for all tasks and activities.
10. Provide procedures, systems and infrastructure for use, storage and disposal of hazardous materials that comply with relevant codes of practice and national legislation.
11. Provide employees with instructions and training in how to carry out their work correctly and safely, including identifying possible health and safety risks related to their work.
12. Provide specialized training for all employees who handle pesticides, or operate machinery such as tractors and forklifts, and keep a record of this training.
13. Ensure that all equipment and machinery is maintained to good condition regularly, and records of this are kept to ensure safe use.
14. Guards and lockout points are installed on all machinery and equipment which has significant risk associated with it.
15. Ensure that Restricted Entry Interval is adequately communicated and adhered to after pesticides are applied, a 24 hour period should be enforced as a minimum, even if the pesticide label suggests less.
16. Ensure nobody enters CBF orchards at anytime unless directed by Crew Leaders, Operations Manager, Harvest Manager or Health and Safety Manager.
17. Provide thorough documented procedures and signage for evacuation of personnel and emergency measures in case of a fire.
18. Provide thorough documented procedures for handling accidents and emergencies, and ensure that they are communicated to all employees.

19. Ensure that there is a minimum of one trained first aid person for no more than fifty employees on each working shift
20. Ensure that first aid kits are accessible in all areas in case of emergency.
21. Ensure suitable protective clothing is available, and it complies with relevant codes of practice, and national legislation.
22. Monitor and record noise levels in areas where machinery is in use near employees, and provide hearing protection, if required.
23. Provide signage for potential hazards in compliance with the relevant codes of practice and national legislation.
24. Ensure that employees who work with pesticides have a cholinesterase blood test pre and post season to ensure that they are not being exposed to pesticide poisoning
25. Carry out a thorough documented risk assessment to ensure an adequate distance exists between living quarters or other habitable areas, and the crop production area where pesticides may be applied pre and post-harvest, and review it annually.
26. Ensure buildings meet local code and national legislation requirements for the structure, fire and safety features.
27. Provide access to potable drinking water for all employees in designated areas.
28. Ensure all the farm's electrical installations are safe and compliant with the relevant codes of practice and national legislation.
29. Ensure pedestrians safety and integrity, in areas where farm machinery or vehicles may transit.
30. Consider occupational health and safety when making investment and managerial decisions.
31. Ensure visitors and contractors understand company Health and Safety policies and procedures, and sign agreements.