McCain Foods (Aust)

CONTRACTOR INDUCTION PROGRAM

QUICK GUIDE
Table of Content

Document License
Competencies
Business Welcome
001 Induction Administration
002 McCain Induction Overview
003 Legislation and This Workplace
004 Workplace Roles
005 How Safety is Managed at McCain Worksites
006 General Rules
007 Security and Site Access
008 Risk Management
009 How Risks are Managed - The Permit to Work System
010 Tags and Locks
011 PPE
012 First Aid
013 Safety Signs
014 Emergency Procedures
015 Specific Workplace Hazards
017 Using Electrical Equipment
018 Working at Heights
020 Incident Reporting
021 Good Manufacturing Practices
030 Environment
Summary
Document License

DOCUMENT LICENSE AGREEMENT

Documents on WGL Enterprises Pty Ltd or its clients sites or files provided by electronic or other means, are provided by the copyright holders under the following license. By using this document, or the WGL Enterprises Pty Ltd document from which this statement is linked, you (the licensee) agree that you have read, understood, and will comply with the following terms and conditions:

Permission to use:

This document is provided for the use by you, the authorised user and licensee only, and shall not be copied, duplicated, likenesses created or distributed to any third party.

You are granted permission to print one copy for your personal training use only.

The document, paper, electronic or similar remains the property of WGL Enterprises Pty Ltd.

Duplicate copies shall not be made of any part of the copyright document or electronic file.

The copyright holders markings, logos, URL’s addresses, URL links, file names and the like shall not be removed from the document.

No right to create modifications or derivatives of WGL Enterprises Pty Ltd documents is granted pursuant to this license. No likeness, style or design depicted in the document either in paper or electronic form shall be re-used, copied or designs modified for your or third party use.

Workplace Foundations, VICTORY and Induction Plus are the innovative idea’s and intellectual property of WGL Enterprises Pty Ltd.

The name and trademarks of copyright holders may NOT be used in advertising or publicity pertaining to this document or its contents without specific, written prior permission. Title to copyright in this document will at all times remain with copyright holders.

This document is provided “as is,” and the copyright holder makes no representations or warranties, express or implied, including, but not limited to, warranties of merchantability, fitness for a particular purpose, non-infringement, or title.

Copyright holders will not be liable for any direct, indirect, special or consequential damages arising out of any use of the document or the performance or implementation of the contents thereof.
Welcome

Welcome to the McCain Foods Employee induction.

This online induction is made up of short multimedia movies.

These movies have critical information you need to work safely and care for the environment.

This induction is assessed using multiple choice questions. These questions will appear at the end of some of the movies.

You can stop and restart this training at any time. The training will begin from the last assessment question that you completed.

This training will take approximately 60 minutes to complete.

What you need

Before beginning please make sure that you have a copy of the Induction Quick Guide.

The Quick Guide has all the essential information from this induction and additional information from McCain Foods Policies and procedures.

You can use the Quick Guide to answer the assessment questions.

All the assessment questions have a reference to the appropriate Quick Guide Section.

The Quick Guide can be downloaded and printed using the button on this page

1. It is also recommended that you have
2. A Pen and paper
3. A quiet workspace and
4. Headphones are recommended if they are available

After you have downloaded and printed the Quick Guide use the continue to training button to resume your induction.

Competency Objectives of the Induction

This induction has seven main topic areas.

1. The first is to outline the responsibilities that employee and employers have as detailed in the OHS legislation that applies to our sites.
2. The second is to outline the unique safety aspects that you will encounter at McCain Foods worksites. These will be dealt with in detail throughout this induction.
3. The third objective is to outline the main safety and environment policies, procedures and resources that are in place at McCain Foods.
4. The fourth objective is to outline that using the policies, procedures and resources that are available in the workplace enables you to meet your responsibility for your health and safety and the safety of others.
5. The fifth objective is to outline the use of your personal safety planning tools before, during and after the completion of any task.
6. The sixth objective is to outline the good manufacturing Practices that are in place to make food safe during production.
7. Lastly the environmental management system will be outlined.

Assessment

Throughout this induction are a series of questions that are used to check your understanding of this induction.

You must successfully complete the assessment to complete this induction.

You may use the Quick Guide to help you with the assessment. Each Assessment question has a Quick Reference.

End of Induction Instructions

At the end of induction you will need to print off a certificate of completion, sign it as a declaration that you are the person who completed the induction and then present the certificate at the McCain Foods site where you will be working.

A McCain representative will issue you with a contractor pass and cover off the site specific points which are on the certificate as a checklist.
McCain Foods

McCain Foods (Aust) Pty Ltd commenced operation in 1968 and its first production facility commenced in 1970 with the acquisition of a small potato processing plant at Daylesford.


Through acquisitions and expansions, McCain Foods (Aust) Pty Ltd now produces frozen meals, pizzas, vegetables, french-fries and potato specialties.

Production plants are located in
- Ballarat (Victoria),
- Smithton (Tasmania),
- Penola (South Australia) and
- Timaru and Hastings in New Zealand.

These plants manufacture products for both the Retail (supermarket trade) and Foodservice Markets (take-away shops, institutions, fast food chains, etc).

Contractor Welcome

McCain foods welcomes all contractors to this workplace.

To ensure your safety and the safety of others working at this workplace all contractors shall:

1. Comply with all legislative and regulatory requirements
2. Comply with all the agreed contract requirements
3. Comply with all management systems that are in place at this workplace
4. Control all work with an approved Safe Work Plan

McCain Safety
Overview

Information you shall comply with:

Nothing we do is worth getting hurt for. McCain Foods believes that all injuries can be prevented. However, accidents and incidents can happen and these require our safety management systems and training to undergo continual review and improvement.

Currently McCain focus is on the major incident categories of manual handling, slips, trips, falls and sprains and strains.

McCain Foods current safety planning has identified unsafe behaviors such as taking short cuts and not following procedures as major causes of incidents.

Fatigue can reduce performance and increase the risk of accidents.

Personal Safety Planning Tools

Your safety and the safety of others can be enhanced by using the Safety Planning Tools that are in place at McCain Foods.

Safety Planning Tools help identify work hazards, assess the risk posed by the hazards, make sure that risks are controlled in a systematic manner.

At McCain we use Job Safety Analysis, Safety Management Plans and Safe Work Permits as safety planning tools.

An important safety planning tool that you can use at any time while doing work is Take 5. Before and during work Take 5 to:

1. Stop and look
2. Think through the task
3. Identify any hazards
4. Put in place control measures if these hazards result in a risk to the safety of yourself or others.....let others know that you have identified a hazard and the control measures you have put in place
5. Continue to do the job safely

Use Take 5 to regularly monitor yourself and the work that you and others are doing.

If a Take 5 identifies a risk that is moderate or above or if you are unsure about the risk the formal Job Safety Analysis (JSA) process shall be used before work can continue.

Contact your Project Manager if you are unsure.

You will receive more information on all the safety planning tools throughout this induction.
Legislation

Information you shall comply with:

**SHALL**
The activity is MANDATORY

**Should**
The activity is Recommended

Employers Responsibilities

**Mc Cain**

Employers have a specific duties and must ensure, as far as reasonably practicable, that an employee is, while at work, safe from injury and risks to health, and in particular, must provide and maintain a safe working environment, safe systems of work and ensure plant and substances are in a safe condition.

Employees Responsibilities

Employee’s must take reasonable care for their own health and safety and for the health and safety of others. An employee must also comply with any direction given by an employer or responsible officer with respect to safety matters under the Act.

Additional Information

Shall and Should

Occupational Health and Safety Regulations and standards use the terms “shall” and “should” to describe some actions activities or conditions.

These same terms are used throughout this presentation and in all McCain Foods’ documented procedures.

Shall means the activity is mandatory.

For example, you shall comply with all PPE Signage.

Should means that the activity is recommended.

For example, when climbing or descending stairs you should use any available handrail.

Duty of Care

Each McCain Food site is governed by specific workplace health and safety legislation that sets out the legal responsibilities and Duty of Care that employers and employees have with regard to safety in the workplace.

Employers have specific duties and must ensure, as far as reasonably practicable, that an employee is, while at work, safe from injury and risks to health, and in particular, must provide and maintain a safe working environment, safe systems of work and ensure plant and substances are in a safe condition.

The Employer must also provide suitable information, instruction, training and supervision reasonably necessary to ensure the employee's safety.

Employees must take reasonable care for their own health and safety and for the health and safety of others. An employee must also comply with any direction given by an employer or responsible officer with respect to safety matters under the Act.
Additional Information

Workplace Roles

State Safety Acts and regulations define legal workplace positions and their responsibilities.

Responsible Officer

A responsible officer is a person who has overall responsibility for health and safety at a workplace.

It is a condition of entry to this site that you comply with all directions of a responsible officer, or their delegate, with respect to safety matters under the Act.

Accountable Person

An accountable person is an individual who assumes responsibility for the health and welfare of any other person in the workplace by providing instruction, direction, assistance, advice or service.

Some examples of an accountable person are:
- a Tradesperson instructing an apprentice
- an Area Supervisor instructing a new employee on the operation of process machinery
- a professional person providing advice in the form of calculations or making recommendations
- a designer/supplier/installer of plant
- a person providing training, or
- an authorised employee accompanying a visitor on site.

Competent Person

A competent person is a person who has through a combination of training, education, experience and assessment acquired the knowledge and skills to correctly perform a specified task.

McCain Foods Project Manager

In addition to roles recognized in legislation McCain has unique roles that are performed by some employees.

The McCain Foods project manager is responsible for a specific project. The project manager is responsible for the Safe Work Plan that will control the work and manages any contractors involved with the work.

Emergency Controller

In the event of an emergency situation, alarms and evacuation procedures will be managed by the Emergency Controller.

During an evacuation your role is to make your way to the Emergency Evacuation Meeting Point in an orderly manner and report to your McCain contact that you are present and accounted for. You will be shown the evacuation meeting point when you first arrive on site.
McCain Foods is committed to providing a safe workplace. This commitment is achieved by complying with all applicable legislation and our own internal safety systems and objectives.

This compliance is achieved by developing management systems that put in place the policies, procedures, clear responsibilities and resources that can be used by everyone at a McCain workplace to work safely.

It is a condition of entry to any McCain workplace that you use and comply with all management systems.

The best protection for you and the people you work with is to use the management systems that are in place.

The management systems are managed individually at each site and if there is any information you need please ask your McCain contact.

If you are unsure at any time see your McCain Foods Representative or Supervisor.

Safety Management Plans

McCain Foods is committed to continuously improving the performance in all the areas of our operation: health, safety, quality, the environment and as a corporate citizen.

Everyone is encouraged to participate in, and contribute to, all our performance objectives.

With regard to safety, we plan for this improvement by:

1. Analysing our past performance,
2. Planning for the future needs,
3. Implementing improvements, and
4. Continually measuring our performance against set aims and targets.

In practical terms this means that each and every task at McCain sites is carried out following our Safety Management Principles.

Policy

The McCain Regional OHS Policy is available at all sites and a copy can be obtained via your McCain Project Manager.
How Safety is Managed

Information you shall comply with:

Taken from the online contractor induction

DO NOT operate any apparatus to which a Personal Danger tag is attached or remove such a tag unless it is done in accordance with the Lock Out Tag Out Procedure.

No person shall willfully sabotage any property or infrastructure belonging to, or under the control of McCain Foods.

No person shall willfully bypass any safety interlock unless authorised to do so.

No person shall participate or instigate any fighting or horseplay which could, or does, give rise to serious injury to persons or cause damage to property.

All Good Manufacturing Practices (GMPs) shall be complied with.

A failure to comply with these rules will result in the termination of a contractors services.

Cardinal Rules

It is the policy of McCain Foods that these rules are observed by everyone at McCain worksites.

1. No person shall operate any apparatus to which a Personal Danger Tag is attached, or remove such a tag unless it is done in accordance with the lock out tag out Procedure.

2. No person shall willfully sabotage any property or infrastructure belonging to, or under the control of McCain Foods.

3. No person shall willfully bypass any safety interlock unless authorised to do so.

4. No person shall participate or instigate any fighting or horseplay which could, or does, give rise to serious injury to persons or cause damage to property.

5. All Good Manufacturing Practices shall be complied with.

A failure to comply with these rules will result in the termination of a contractors services.

Code of Conduct

The McCain “Code of Conduct” — describes McCain Food’s commitment to lawful and ethical conduct in all of its affairs.

It is a reflection of the Core Values that represent what McCain stands for, who we are, and what we believe; in essence, they embody the culture of the company.

Without exception, McCain is committed to strictly observing all laws and ethical standards.

McCain expects all its employees and contractors to conduct business in an atmosphere of mutual trust, honesty, tolerance and respect. We value the diverse backgrounds of our contractors and want to create a work environment where ideas can be expressed freely.

McCain is committed to conducting its business in a manner that values the environment and helps to ensure the health and safety of its employees, contractors and communities.

McCain acknowledges that the unauthorized release of confidential information can cause the loss of critical competitive advantage, hurt relationships with contractors, and embarrass or harm employees.

Without exception McCain is committed to strictly observing all laws and ethical standards.

McCain expects all employees and contractors to conduct business in an atmosphere of mutual trust, honesty, tolerance and respect. We value the diverse backgrounds of our contractors and want to create a work environment where ideas can be expressed freely.

McCain is committed to conducting its business in a manner that values the environment and helps to ensure the health and safety of its employees, contractors and communities.

McCain acknowledges that the unauthorized release of confidential information can cause the loss of critical competitive advantage, hurt relationships with contractors, and embarrass or harm employees.
General Rules

There are a series of rules that apply to all McCain Foods sites. These rules apply to everyone, employees, contractors and visitors.

Discrimination and Harassment

McCain will not tolerate discrimination, workplace bullying or harassment under any circumstances.

Discrimination

Discrimination is behavior that favours one particular individual or group over others. It can occur in the workplace when individuals are judged by methods other than those of merit.

Workplace Bullying

The repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. This includes (but not limited to) behaviour that unfairly or unreasonably intimidates, offences, degrades or humiliates a worker.

Workplace Harassment

Harassment consists of behaviour that is of an unwelcome, unwanted and unwarranted nature. It may appear in various forms, such as intimidation or behaviour of a sexual or abusive nature.

Other examples are:

1. Unwelcome remarks, jokes or innuendos;
2. Verbal abuse or threats;
3. Leering, suggestive comments; and
4. Display of offensive or pornographic materials (including PC based or printed material).

Resolving OHS Issues

McCain Foods is proactive in resolving OHS issues.

You should first contact your Project Manager.

If you need to seek further advice or the issue is unresolved contact the following people in order, Local Safety Representative, Site Safety Manager and lastly Plant Manager.
Additional Information

Fit for Work
It is your responsibility to ensure you are fit for work.
You are required to tell your Project Manager if you are unfit for work.
This could include being ill, injured, using medication that may impair your ability to work safely, under the influence of drugs or alcohol, being tired or fatigued or have personal issues.
All of which have the potential to impact your safety or the safety of others working around you.

Prescription Medication
Some prescription medication may affect your ability to work safely. You shall notify your Project Manager if you are using prescription medication.

Smoking
McCain Foods is a smoke free work environment.
Smoking is not permitted in any buildings, vehicles, facilities or designated work sites, within 3 metres of an entry to buildings or 10 metres from an air intake

Drugs and Alcohol
McCain Foods has detailed policies and procedures relating to drugs and alcohol in the workplace. You shall have zero blood level for alcohol and drugs.

Authorised Removal of Items
No item shall be removed from any McCain site without written authorisation

Good Manufacturing Practices (GMP's)
As a food producer McCain Foods must maintain the highest quality process to protect our customers and our business. To achieve our quality objectives McCain Foods has Good manufacturing processes (or GMP's) in place to control quality. GMP’s are the minimum standard that shall be met in all production areas. You shall comply with all GMP’s that are in place at a worksite.
Security and Site Access

McCain Foods control access to all facilities and there are a number of levels of access in place dependent upon the hazards, security requirements and production hygiene requirements.

To help with security and evacuation control it is important to know who is at a particular work site at all times.

It is a condition of entry to any McCain Foods work site that you shall register your attendance either with reception or the security gatehouse.

Restricted Area
You can only access a restricted area if you have been formally authorised by your McCain Project Manager.

Production Areas
Production areas have strict hygiene and food safety requirements.
Access to production areas is forbidden unless it is required to access the area where you will be working and all safety and hygiene requirements for the area have been met.
Check what the hygiene and food safety requirements are with your Project Manager before beginning any work.

Visitors and Unauthorised Personnel
All authorised McCain Foods employees and contractors must wear their identification tags or have it with them at all times.
All unauthorised persons or visitors must report directly to Reception or the site Security Gatehouse to register their attendance. Unauthorised persons or visitors must wear a visitor tag and be accompanied by a McCain Foods representative at all times.

Contractor Access
Approved Contractors vehicles are permitted on site and may be checked by the Security personnel prior to leaving the site. Specific contractor access information will be covered in the site specific section of this induction.

Traffic Code
Each McCain Foods site has a traffic management system which manages speed limits, directions of travel, no go zones, etc. Specific information will be covered in the site specific section of this induction.

Surveillance and searches
McCain Foods sites are routinely monitored by surveillance cameras and security guards. Vehicle and bag searches may be carried out at any time. Please do not take anything from a McCain Foods site which does not belong to you or has been approved for removal by a suitably qualified McCain person. Any breach will be dealt with to the fullest extent.
# Risk Management

**Information you shall comply with:**

*Taken from the online contractor induction*

1. **Identify** all existing and potential hazards
2. **Assess the risk** associated with these hazards
3. **Adopt prioritised control measures**
4. **Review Effectiveness** of implemented controls

## How risks are managed

To provide a safe workplace and comply with OHS Legislation McCain Foods has systems in place to:

1. identify all existing and potential hazards at our worksite
2. assess the risk associated with these hazards,
3. adopt prioritised control measures in line with the Hierarchy of Control.
4. Review the effectiveness of implemented control measures

McCain Foods uses the following safety planning tools to manage safety at our worksites:

1. Job Safety Analysis
2. Safe working procedures
3. Safety Management Plans (SMP)
4. Toolbox Meetings
5. STOP - Safety Training Observation Program

### Safety Management Plans

It is a requirement of McCain Foods to use safety management plans for all major shutdowns, projects and specific jobs.

If a contractor has their own format for a safety management plan it must be approved by McCain Foods.

### Hierarchy of Control

McCain Foods uses the six step “Hierarchy of Control” process to control hazards.

These are the 6 steps in order of preferred options:

1. Elimination of the risk: for example, automating a manual task.
2. Substitute an alternative: for example, replacing a toxic chemical with a less hazardous chemical.
3. Isolation: for example, building a sound proof enclosure around a noisy machine.
4. Engineering controls: for example, installing guarding around moving parts of equipment.
5. Administrative controls: for example, Work Permits, Standard Operating Procedures, and tag systems.
6. P.P.E. or Personal Protective Equipment: for example, safety glasses and ear muffs

Wherever possible, McCain Foods works towards implementing controls at the higher level of the hierarchy, by preferably eliminating the risk.

This is not always possible but should be the aim of everyone working at a McCain Foods worksite.
Risk Management

Information you shall comply with:

Take from the online contractor induction

Job Safety Analysis

The purpose of a Job Safety Analysis (JSA) is to systematically analyse the steps of a job to ensure reasonable and practicable measures are taken to control workplace hazards.

Before any work commences, a Job Safety Analysis shall be prepared and reviewed.

Take 5

Take 5 is an effective tool for planning and conducting work in a safe manner. Before work and during work Take 5 to stop and look, think through the task, identify any hazards and put in place control measures if these hazards result in a risk to the safety of yourself or others, let others know that you have identified a hazard and the control measures you have put in place and then continue to do the job safely.

Tool Box Meetings

Toolbox meetings are mandatory pre-start meetings held before

- work commences for each day or shift,
- at the beginning of a major job task or
- if there is a change to plant, process or materials.

Contractors are required to attend McCain Foods safety Toolbox meetings.
Additional Information

The Permit System

A permit system is an administrative control that requires the people involved in a nominated work activity to be authorised for the work process.

The permit system is required to control the risks that have been identified in Standard Operating Procedures or the Job Safety Analysis that is carried out before work begins.

There are a number of specialized permits to work that are used at McCain Foods. These include the

1. Safe Working Permit,
2. Hot Work permit,
3. Confined Space Permits.

This topic will be covered in greater detail in the site specific induction section.
Tags and Locks

Information you shall comply with:

Tags are part of the administrative controls to make work safe
Tags identify isolation and workplace condition changes

Accident Prevention Tags
Tags are part of the administrative controls to make work safe.
McCain Foods have a tag system to identify isolation and workplace condition changes.

There are three different types of Accident Prevention Tags:

Danger Do Not Operate Tags
Do Not Operate Tags identify Isolations.
These tags can only be placed and removed by an appropriately trained and authorised person.
This topic will be covered in detail in the site specific section of this induction.

Personal Danger Tags
Personal Danger Tags are placed by individuals for their personal protection on isolation points.
A Personal Danger Tag can only be removed by the person who placed it. Under exceptional circumstances it can be removed by following a procedure implemented by the direction of a McCain Foods Line Manager. Again this topic will be covered in much greater detail in the site specific section of this induction.

Caution Hazardous or Unusual Condition
Caution Hazardous or Unusual Condition Tags are used to warn of unserviceable equipment, changed conditions or other hazardous situations.
Anyone who identifies any unsafe condition can place this type of tag.
Hazardous or Unusual Condition Tags can only be removed by an authorised competent person who has fixed and checked the fault or condition.

Using tags
Tags and Locks

Information you shall comply with:

Additional Information

Before any plant is inspected, repaired, maintained, replaced or cleaned and where personnel may be exposed to hazardous energy sources, all plant shall be shut down, de-energised, locked out and tagged.

McCain refers to this process as LOTO: Lock Out and Tag Out.

Tags shall be clearly filled out with all required information. Tags shall be firmly attached.

You shall not interfere with any tag that is part of the permit system.

If you incorrectly use or interfere with any tag or part of the isolation system you will be subject to disciplinary action.

Locks

You are required as part of a permit system to use McCain issued isolation locks.

Before you are permitted to use LOTO you will need to demonstrate competency through training or an authorised McCain person will isolation equipment on your behalf.

Completing Work

You must sign-off and remove any tags you have placed at the completion of your work. No plant or equipment can be put back into service until everyone has signed off and removed their tags.

If you have not completed your work and must leave the worksite you shall remove your personal danger tags and personal locks and replace each tag with a Hazardous or Unusual Condition Tag.

Failure to do so will require you to return to site immediately and remove any tags or locks you have placed.

If you are unsure about the use of tags and locks - Ask.
**PPE**

**Information you shall comply with:**

Taken from the online contractor induction

**Mandatory Usage**

- When signposted
- When advised or directed
- When identified on a JSA

**Minimum PPE requirements**

- Safety Helmet
- Safety Boots
- Hi-Vis Outer Garment
- Hearing Protection
- Eye Protection
- Gloves

**Usage**

- Shall be in good order
- Comply with Australian Standards
- Within expiry dates
- According to manufacturers specifications

**Persons involved in work activities at McCain Foods must use additional PPE as appropriate to the task**

**Additional Information**

**PPE**

Personal Protective Equipment is mandatory at McCain Foods workplaces in certain conditions and circumstances. These include:

1. Where sign posted
2. When advised or directed to do so by anyone supervising the work, and
3. When identified on a Job Safety Analysis (JSA)

**Minimum Personal Protective Equipment requirements**

While at a McCains workplace you need to have access to and use when identified:

1. Safety helmet;
2. Safety boots (sturdy enclosed footwear is acceptable for visitors not engaged in work activities);
3. Hi-visibility outer garment;
4. Hearing protection where signposted or assessed as 85dB(A) or above;
5. Eye protection, and
6. Gloves are to be carried and readily available.

Persons involved in work activities at McCain Foods must use additional PPE as appropriate to the task.

**Personal Protective Equipment condition**

All Personal Protective Equipment shall be in good order, comply with Australian Standards, be within the expiry dates for the type of equipment and used in accordance with the manufacturer’s specification.
Additional Information

PPE

Information you shall comply with:

**Helmets**
- Helmets shall have no graffiti and be clearly labeled with your full name and the name of your employer.
- In areas of high winds or when working at height a chin strap shall be worn.

**Hearing Protection**
- All hearing protection shall comply with the Australian Standard 1270 to a minimum standard of Class 5.
- Ear muffs shall be maintained in good order and cleaned regularly.

**Eye Protection**
- Eye protection in the form of face shields, goggles or over glasses may be required depending on the work task being undertaken.
- Dark tint safety glasses are not to be worn indoors.

**Gloves**
- Appropriate welders gloves shall be used for welding, grinding and oxy cutting.
- Chemical resistant gloves shall be worn when handling chemicals.
- General purpose leather or canvas gloves should to be used for general tasks that maybe hazardous to your hands.

**Clothing**
- Loose jewellery is an entanglement hazard and to comply with the McCain Food Safety requirements, all jewellery other than a medic alert bracelet or chain and a plain wedding band must be removed. Long hair including beards must be safely contained.
- Short sleeved shirts and/or shorts shall not be worn on work sites.
- Waterproof and thermal clothing will be used when identified.

**UV Protection**
- When working outside or where identified on a JSA UV protection including hats and sunscreen shall be used.

**PPE in other work situations**
- Additional protection shall be worn whenever directed by a McCain Foods representative or is identified in a Risk Assessment.
- Contractors shall supply and maintain all PPE for all their employees and ensure compliance with McCain Foods procedures.

Contractors shall supply and maintain all PPE for all their employees and ensure compliance with McCain Foods procedures.
First Aid

Information you shall comply with:

All injuries shall be immediately reported to your McCain Project Manager or if they are unavailable to any McCain employee so that a qualified first aid person can be notified to assist where required.

All McCain sites have First Aid Kits readily available throughout the work areas or in dedicated First Aid Rooms.

A detailed list of trained first aiders is located at these First Aid Kits, First Aid Rooms and on safety notice boards.

First Aid

Taken from the online contractor induction
Safety Signs

Information you shall comply with:

Taken from the online contractor induction

Safety Signs

Safety signs are classified into five (5) main categories:

1. Regulatory Signs.
2. Hazard Signs.
3. Emergency Information
4. Fire Signs
5. General Information signs

Regulatory Signs

You shall comply with all regulatory signs.

There are 3 types of regulatory signs:

1. Prohibition signs which indicate that the action is forbidden.
2. Mandatory signs which give instructions that shall be carried out.
3. Limitation or restriction signs such as traffic speed signs.

Hazard Signs

There are two types of hazard signs:

Danger signs warning of a life threatening hazard or condition. A danger sign has the word "DANGER" inside a red ellipse inside a black rectangle.

Warning signs will alert you to a non-life threatening hazard or condition. A warning sign is a black symbol surrounded by a black triangle on yellow background.

Emergency Information Signs.

Emergency Information signs show the location of or directions to emergency related facilities such as emergency exits and first aid kits.

Fire signs

Fire signs show the location and any operating instructions for fire fighting equipment.

General information signs

These are custom type signs of a general nature about operations.
Emergency Procedures

Information you shall comply with:

Taken from the online contractor induction

As a contractor it is your responsibility to follow all directions given by your McCain Project Manager or an authorised McCain Emergency Warden during an evacuation.

Emergency Response Plans are in place at all McCain sites and as a contractor it is your responsibility to follow all directions given by your McCain Project Manager or an authorised McCain Emergency Warden during an evacuation.

In the event of an emergency the Emergency Controller will control the situation. The Emergency Controller will sound the Emergency Evacuation alarm. If required to evacuate make your way to the nearest exit door and then to the Assembly Point.

Before commencing work familiarise yourself with the location of the Emergency Assembly Point.

In an evacuation you shall be accounted for by your Project Manager.

Emergency & Rescue Equipment

Emergency and rescue equipment is located at each site but shall only be used by people who are authorised and competent.

Fire Extinguisher

If you have been appropriately trained, are competent and it is safe to do so, attempt to extinguish small fires. Under no circumstances shall you attempt to deal with a large fire or with a situation you are not confident in handling.

Used or defective equipment shall be removed from service and your McCain Project Manager notified.
Specific Workplace Hazards

Information you shall comply with:

Taken from the online contractor induction

Additional Information

Noise

Noise is arguably the most insidious hazard in any workplace, primarily because it contributes to permanent hearing loss over a period of time.

The generally accepted safe exposure limit for noise is 85dba for an eight hour period. This is a level of noise that is between a telephone ringing and an operating hairdryer.

In areas where noise surveys have identified a noise rating of 85 decibels or above PPE signs will indicate that hearing protection shall be worn.

This shall be either Ear Plugs with a noise reduction rating of 20to 30 dB or ear muff with a rating of 15-30 dB.

For noise levels above 115 decibels double hearing protection of plugs and muffs shall be used.

Mechanical

The Operation of processing equipment has specific hazards.

You shall not operate any equipment unless you have been specifically authorised for that particular equipment.

Do not reach into operating equipment.

Avoid nips and moving parts that can trap limbs or loose clothing.

Lock Out and Tag Out shall be used on any occasion that maintenance work needs to be performed on equipment.

Emergency Stops

Emergency stops are control devices used to rapidly stop equipment and processes. They shall only be operated in the case of immediate danger or injury. They shall not be used for normal operation of equipment.

Machine Guarding

Equipment fitted with guards shall not be operated unless all guards are in place, and properly fitted.
**Specific Workplace Hazards**

**Information you shall comply with:**

*Taken from the online contractor induction*

- **Fork trucks and Powered Industrial Vehicles (PIV’s):**
  - Used extensively at McCain workplaces.
  - You shall not operate unless trained, hold an appropriate license, and specifically authorized.
  - Fork trucks give way to pedestrians. Pedestrians use marked walkways at all times. Pedestrians turn from the rear and not the front.

- **Chemicals:**
  - Many chemicals are used at McCain workplaces.
  - All chemicals bought into McCain Foods workplaces shall have prior written approval.
  - Before any chemical can be used at McCain Foods workplace:
    - A Materials Safety Data Sheet shall be lodged with your McCain Project Manager.
    - All personnel shall be trained and authorized in the use of the chemical.
    - The training records for all contractor’s employees who will be using the chemicals shall be lodged with the Project Manager.
  - Any chemical spills shall be reported immediately to your McCain Project Manager.

- **Housekeeping:**
  - Poor housekeeping is a safety risk.
  - Clean as you go will mean that all work areas can be kept safe.
  - Off-cuts and waste materials shall be disposed of in an approved manner and no waste shall be allowed to become airborne or unsafe.
Using Electrical Equipment

Information you shall comply with:

Taken from the online contractor induction

- Before commencing any electrical work a JSA shall be completed and approved by an authorised McCain person

**Australian Standard AS/NZS 4836**
"Safe Working on Low-Voltage Electrical Installations"

**McCain Foods Electrical Safety Procedures**

- Use an RCD
- Tag and remove defective equipment

- Beware of welding flash
- Compressed gases and liquids can kill if they enter the body

**Working on or Near Electrical Equipment**

Only qualified and authorised electrical personnel shall work on electrical equipment.

**Electrical Tools & Equipment**

All electrical work shall be in accordance with Australian Standard AS/NZS 4836 “Safe Working on Low-Voltage Electrical Installations” and the McCain Foods Electrical Safety Procedures.

Before commencing any electrical work a JSA shall be completed and approved by an authorised McCain person.

When using any electrical tools or appliances always use a Residual Current Device (RCD). All electrical equipment must be tagged according to the Australian New Zealand Standard 3760. Avoid the use of electrical power tools or equipment on wet floors or where water is present. Always tag and remove defective or unsafe equipment.

**Manual Handling**

- Manual handling tasks have their own risks.
- Use Take 5 for every manual handling task.
- The Take 5 will identify the level of risk. If the level of the risk is assessed as moderate or above or you are unsure a JSA shall be used.
- If you are in doubt, stop and ask your McCain Project manager for assistance.

**High Pressure and Welding**

- Welding can be a feature of maintenance work. Be aware of welding flash. An appropriate screen shall be used for all welding tasks.
- High pressure liquids and gases can kill if they enter the body. Never direct high pressure liquids or air at your body or the body of anyone else.

**Excavation**

All excavation work requires the completion of a Job Safety Analysis (JSA) and a work permit.

All excavation work shall be conducted in accordance with the applicable Australian and New Zealand Standards and regulations.
Ladders

Ladders can be used for access and for short term work.

The JSA for the work task shall identify the hazards and control strategies for ladder use.

1. Only industrial ladders with a rating of 120kgs and in a serviceable condition shall be used at a McCain worksite.
2. Metal, wire reinforced or otherwise conductive ladders shall not be used on or near electrical equipment.
3. You shall ensure the ladder is used in a safe manner by pitching the ladder at a 1 in 4 slope, with a stable footing and the top secured to a structure.
4. When using a ladder maintain three points of contact.
5. Make sure the top of the ladder extends beyond the access platform by at least one (1) metre and is tied off.
6. Do Not stand on the top two steps of a step ladder.
7. Unserviceable ladders shall be tagged and removed from the worksite.

Scaffolding

Anyone erecting or dismantling scaffolding shall hold a current High Risk Licence endorsed for scaffolding and shall obtain approval from the McCain Project Manager prior to commencing work.

Scaffolding shall not be used unless an approved Scaftag is attached. It is the responsibility of the contractor to ensure that a valid Scaftag is in place.
Incident Investigation

Information you shall comply with:

Taken from the online contractor induction

All incidents, no matter how minor, are to be immediately reported

- Any injury
- Near miss
- Structural damage
- Environmental damage
- Equipment damage
- Hazards
- Break ins
- Theft
- Vandalism
- Trespass

McCain Foods reserves the right to conduct drug and alcohol testing as part of incident investigation.

Additional Information

Incidents to report

All incidents, no matter how minor, shall be immediately reported to a McCain Foods representative and an incident report completed.

This can include:

1. any injury
2. near miss
3. structural damage
4. environmental
5. damage
6. hazards
7. break ins
8. theft
9. vandalism
10. trespass

McCain Foods reserves the right to conduct drug and alcohol testing as part of incident investigation.
Safe Food

As a contractor at a McCain Foods workplace you are part of the food preparation industry. Our business depends on our foods being safe and suitable.

Food is only SAFE for consumption if it is not contaminated and everyone in manufacturing areas can help control this.

As a food producer we have a legal responsibility for the health and safety of our customers and consumers.

This responsibility is met by complying with all legislation and regulations that control the food preparation industry and McCain Foods own corporate objectives and commitment to our customers.

Ultimately McCain Foods and everyone who works with us must make safe food.

Safe Food is defined as food that will not cause illness or other physical harm when eaten.

Food Safety Programs are used in the food industry as a way of documenting the systems that ensure safe, quality food.

Good Manufacturing Practices

When working at a McCain Foods workplace the most immediate connection you will have with the safe food management system will be with the Good Manufacturing Practices that you and everyone at the sites shall use.

Throughout McCain Foods you will hear and see Good Manufacturing Practices referred to as GMPs.

GMPs are important simple activities that we can all do to ensure safe food is manufactured.

Everyone shall comply with all GMPs when entering any production area.

GMPs will also apply in other areas where our products or process materials such as packaging shall be protected from contamination.
Hygiene

Information you shall comply with:

* Taken from the online contractor induction

### Hygiene in Production areas

Maintaining hygiene control in all areas of our manufacturing plants is critical to our process.

Access is restricted to those who have a justifiable reason for entering these areas.

When entering you shall follow all instructions and signage.

If you are in any doubt - Stop and Ask your McCain Project Manager.

If required to wear gloves they must be changed frequently to prevent contamination of product.

Blue, metal detectable, water-proof band aids are the only type permitted within the food manufacturing areas.

These must also be covered with a glove or uniform if you are working in a food handling area.

### Personal Hygiene

The Good Manufacturing Practices covered in this induction are designed to establish minimum best practice standards which comply with the McCain Foods quality management system and all relevant regulatory requirements.

One of the most important and critical GMP’s is for you to maintain the highest degree of personal cleanliness to minimise the risk of you contaminating the product.

It is important to wash your hands;

**Before:**

1. Entering a food handling or food preparation area.

**After:**

1. Visiting the toilet
2. Eating
3. After touching items that had been on the floor - ie. mats, tubs, hoses, etc.
4. Handling rubbish
5. Cleaning surfaces
6. Blowing your nose
7. Touching any contaminated surfaces.

Contractors shall not handle raw materials or product and shall not use packaging material for purposes it is not designed for.
Hygiene

Information you shall comply with:

Dress Requirements

No Jewellery except medic alerts and plain wedding bands are allowed in production areas.

Jewellery includes:

1. Earrings
2. Sleepers
3. Watches
4. Bracelets
5. Necklaces
6. Rings
7. Visible body jewellery

No Makeup is allowed. This includes:

1. Nail polish
2. False fingernails or eye lashes
3. Strong fragrances

Clothing will be combination overalls or uniforms.

All body hair, including beards mustaches and sideburns shall be covered.

Food in Production Areas

No food, drinks or medication is to be consumed in production areas.

The only exceptions are water provided by McCain and Quality Control cook ups.

This includes but is not restricted to lollies, pre packed lunches, chewing gum.

Personal food can only be consumed in the canteen.
Preventing Contamination

Every precaution should be taken to prevent the contamination of product.

**Metal**

You must closely monitor anywhere where metal to metal contact occurs or anywhere where metal wear could occur.

There must be adequate controls for any small-scale tools and equipment used in a production area as they could enter the production cycle and contaminate the final product.

Report immediately to your Project Manager any situation that could result in metal contamination.

**Glass and Hard Plastic**

Glass and hard plastics are a very dangerous contaminant in food.

They have the potential to seriously injure or even kill the consumer.

Our policy is to work towards, wherever reasonably possible, eliminating glass from both our manufacturing and storage areas. e.g. food containers, sample jars or even clock and gauge faces.

Report immediately to your Project Manager any situation that could result in glass or hard plastic contamination of product.

**Absorbent Materials**

Absorbent materials such as wood and cardboard increase the risk of contamination.

Where practical avoid the use of any absorbent materials within the hygiene controlled areas.

Wooden broom handles, wooden utensils and wooden handled knives are not permitted in manufacturing areas and shall be replaced with stainless steel or plastic or similar materials that can be effectively cleaned.

The use of wooden pallets should be avoided in areas where the product is exposed.

**Loose Items**

Avoid having any loose items in production areas such as staples, drawing pins, paper clips or other loose items.

Secure all loose items where possible.

Personal items must be kept to a minimum such as access keys, visitor pass and other essential items. Mobile telephones are not permitted in production areas.
Additional Information

Hazard and Critical Control Points (HACCP)


To help meet this standard McCain foods uses Hazard and Critical control points, (pronounced Haccip)

HACCP is a systematic, organised approach to controlling safety hazards , including allergens in for the food processing industry.

For everyone working in a McCain Foods workplace the key is to maintain the highest level of housekeeping and personal hygiene standards.

To make sure we have a robust quality system in place both the ISO standard and HACCP are controlled, implemented and monitored using Procedures and Work Instructions. Procedures outline the tasks to be carried out at any part of the process and who will carry out the tasks. Work Instructions outline how the task will be carried out.

Both sets of documents are available in each work area and will be used for training, carrying out work tasks and auditing.

All systems at McCain Foods are regularly checked by internal and external auditors. It is a condition of entry to all McCain Foods workplaces that you comply with any direction of an auditor.

General Rules for Maintenance

Maintenance work in hygiene controlled production areas can increase the risk of contamination.

Prior, during and after maintenance activities in these areas everyone involved shall ensure;

1. All tools are to be kept clean and be sanitised before they are taken into the area
2. Product and product contact surfaces are protected at all times
3. All tools are accounted for
4. All foreign matter such as rags, wire, cable ties, metal scraps are correctly removed and disposed of,
5. The area is handed back to Production for appropriate cleaning and sign off

It is your responsibility as a contractor to ensure that you:

1. Do not use McCain Foods packaging to store tools
2. Do Not use McCain Foods packaging for waste disposal
3. Do not use McCain Foods packaging as a spreadsheet
4. Do not use McCain Foods packaging to kneel on

Food Hygiene
Hygiene

Information you shall comply with:

Taken from the online contractor induction

BACTERIAL FOOD POISONING & ALLERGENIC REACTIONS CAN BE FATAL

Food hygiene is a critical to making safe and suitable food.

Food Hygiene is the: 1. PROTECTION of food from risk of contamination by bacteria, allergens, poisons, viruses & foreign bodies. 2. PREVENTION of bacteria present in food multiplying to numbers that would result in illness of people or result in premature spoilage of food. 3. DESTROYING any harmful bacteria in the food by proper cooking or processing.

Everyone shall take every possible measure to maintain the highest hygiene standards.

Contamination is NOT acceptable under any circumstances.

Food Bourne Diseases

Any person who suspects they may be suffering from an infectious disease or a skin disorder of any type is to seek advice from their supervisor before commencing work.

If an employee knows he or she is suffering from a food borne disease they must:

1. report to his or her Supervisor
2. not engage in any handling of food if there is a reasonable likelihood of food contamination as a result of the disease

A list of diseases that you shall report is available in your quick guide.

If a person is authorised to continue to engage in work they shall take all practicable measures to prevent food from being contaminated.

In some cases where an individual may be the potential carrier of an infectious disease they may be requested to undertake routine medical testing and to supply a certificate of clearance before return to work.

This is required under government regulations for a food factory.

Infections

Diseases can be transmitted to our customers.

Bacteria or organisms in faeces can be transferred to our products by contact with human skin or direct contamination. Once the food has been contaminated and consumed the likely result will be illness.

WITH FOOD BOURNE INFECTIONS THE NUMBERS OF ORGANISMS REQUIRED TO CAUSE ILLNESS IS NORMALLY VERY SMALL

Examples of diseases that occur are:

CAMPYLOBACTER These are milk products that have been infected with organisms related to birds.

LISTERIA. Once in the human body the bacteria can multiply in tissues & blood.

TYPHOID and PARATYPHOID - Caused by Salmonella typhi paratyphi, usually from sewage contaminated water supplies or from food handlers who are carriers, and is extremely contagious and dangerous.
McCain Foods and the Environment

The environmental management system is one of the McCain Foods management systems. The environmental management system is made up of procedures and controls that apply to any work related activities, products and services that could affect our environment.

The environmental management system complies with all state, national and international environmental standards, legislation and codes of practice.

McCain Foods is a leading manufacturer of food products and takes its commitment to the environment very seriously as a responsible corporate citizen.

This environmental commitment includes application of the principles of sustainability, sound environmental management and continuous improvement which are reflected in the company's environmental policy.

McCain Foods is committed to:

1. Recycling and reducing waste
2. Reducing pollution, minimising air emissions and noise
3. Careful use of non-renewable resources
4. Increased use of renewable resources

Your Legal Responsibility to the Environment

We all have a personal legal responsibility to the environment.

State and Federal legislation outlines the general environmental duty that we all have.

You shall take all practical and reasonable steps to prevent or minimise environmental harm or environmental nuisance that could be caused by your activities.

The best protection that you have to meet your legal responsibilities is to know and use the procedures and resources available in the Environmental Management system.
Environment

Information you shall comply with:

Taken from the online contractor induction

Additional Information

Emergency Response

If an environmental emergency such as a spill does happen the Emergency Response Manual shall be followed and implemented to control the incident and minimise the impact on the environment.

If an incident happens immediately contact your immediate supervisor or the McCain responsible person you are working with.

Some environmental incidents require that authorities be contacted. If this happens your McCain supervisor will carry out the required procedure.

In the case of hydrocarbon or chemical spills most sites have fuel and oil spill management kits.

Be sure to familiarise yourself of their location throughout the site.

If unsure ask.

Liquid and Solid Waste

Drains are for LIQUID wastes only. All solid waste shall be put into the refuse bins provided. Note that different bins may be used for recycling and are marked as such.

Reporting Environmental Incidents

All environmental Incidents shall be reported.

Each reported incident will be investigated and corrective actions identified so that we can achieve one of our important business objectives of continual environmental improvement.

The type of incidents that shall be reported are anything that does not comply with our environmental procedures and legal requirements and anything that has not been approved that has been released into the atmosphere or onto the open ground, into site drains or could enter the off site storm water drain.
Summary

This completes the McCain Foods General Contractor Induction presentation.

In summary McCain workplaces are unique. As a food producing business all of our workplaces have machinery. Our production processes involve manual handling and our various work areas have potential slip, trip and fall hazards.

All Injuries can and must be prevented.
You are responsible for your safety and the safety of others.
Use the available policies, procedures and resources.
If you are unsure about anything stop and ask for help.
And at all times, before and during work use Take 5, your personal safety planning tool.

1. Stop and Look,
2. Think through the task,
3. Identify any hazards and put in place control measures if these hazards result in a risk to the safety of yourself or others,
4. Let others know that you have identified a hazard and the control measures you have put in place.
5. Continue to do the job safely.

Thank you for completing the General section of this induction and now you will need to complete the site specific induction for the McCain Foods site you will be visiting.

CONTACT:
Address: 68 Goldie St.
Wynyard
Tasmania
Australia
7325
Email: info@wgl.com.au
Telephone: +61 (3) 64421549