

## FORM 18.03: CONTRACTOR INDUCTION CHECKLIST

**Contractor Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Inducted By: (Accountable Person)** \_\_\_\_\_

In the interest of your personal safety and to assist management fulfil its health and safety policy all Contractors are required to:

- Follow all Southern Meats Policies and Procedures and meet all relevant regulations, standards and codes of practice as a minimum standard.
- They must not through their own actions or omissions, do anything that could put at risk their own health and safety or that of the management, staff, employees or visitors of Southern Meats
- Obey the no smoking regulations
- Obey all safety and warning signs displayed
- Not wander around the plant unescorted unless otherwise authorised

You have authority to carry out work only as defined by your agreement/ contract with Southern Meats (Verbal or written). You will be held accountable to the person inducting you or company management representative managing the contract for any work or methods of work carried out.

### ORIENTATION CHECKLIST

- |  |                          |
|--|--------------------------|
| Visitor shown facilities   | <input type="checkbox"/> |
| Safety rules explained   | <input type="checkbox"/> |
| Hygiene and sanitation rules explained   | <input type="checkbox"/> |
| Hazards associated with work environment that the visitor will be exposed to sighted and signed off. (Refer to plant hazard register 2.01 attached.) | <input type="checkbox"/> |
| First Aid procedure explained  | <input type="checkbox"/> |
| Current Q Fever tested   | <input type="checkbox"/> |
| Emergency evacuation and assembly point explained  | <input type="checkbox"/> |
| Pollution Incident Response Management Plan explained  | <input type="checkbox"/> |
| Sign in and out procedure explained  | <input type="checkbox"/> |
| Face mask issued (Q fever)   | <input type="checkbox"/> |

### Declaration

I \_\_\_\_\_ have completed the induction to Southern Meats and acknowledge and fully understand my obligations as a Contractor to this company. I have current employee's compensation insurance and I agree to abide to the above conditions and requirements. I understand that failure to do so could result in termination of my Contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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<b>Form 2.01 Plant Hazards Register</b>				
JOB, TASK OR AREA	HAZARD	RISK ASSESSMENT	PREVENTATIVE ACTIONS	Type of Control
All Areas	Noise	1	Hearing protection provided and to be worn at all times when in the Areas that require it.	PPE Administration
All Areas	82°C+ water for hosing and cleaning	2	Awareness training. Rubber gloves provided	PPE Administration
All Areas	Knife cuts	3	Awareness training. Cut resistant glove to be worn on the knife hand when using a knife. Be cautious when working around other people with knives	PPE Administration
All Areas	Slippery floors/ ground plate covers	3	Good Manufacturing Practice (GMP) House keeping.	Elimination Administration
All Areas	Uneven floors/ Multiple level work platforms	3	Employees to be trained for working at heights. Platforms designed for operator to work safely.	Engineering Administration
All Areas	Moving chains, belts, conveyers & machinery	1	Awareness training. <b>Do not reach into equipment and machinery whilst it is moving. Isolate or wait until the machine has stopped.</b> Ensure that all guards are fitted correctly on moving equipment & machinery before it is started. <b>Do not remove guards for maintenance whilst machinery is working.</b> All maintenance personnel must be signed off on the SWP (Safe Work Procedure) before commencing work on the machinery	Engineering Administration
Entry & exit Areas	Slipping on stairs. Possible ice on frosty mornings	4	Awareness training. Handrails fitted. Non-slip treads fitted.	Engineering Administration
All Areas	Hot water scalds	4	Use low pressure around employees when hosing. Only half fill buckets with hot water when carrying. Aprons and gloves provided for washing down or cleaning.	PPE Administration
All Areas	Low hanging objects	3	Awareness training.	PPE
All Areas	Machinery & equipment failure	3	Machinery designed for safe operation. Machines to be locked out if necessary during maintenance. If a DANGER tag or a DO NOT OPERATE tag is on the machine only the person who originally put the tag on can take the tag off the equipment.	Engineering Administration

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All Areas	Forklifts operating in area	1	Only licensed operators permitted to drive the forklift. Learner drivers are to work under the supervision of a licensed driver and operate under a logbook. Awareness training provided. Signs to be erected in area warning of high traffic area. Bright Clothing to be issued and worn.	Administration Engineering
All Areas	Other Heavy Machinery	1	Awareness Training. Only licensed operators permitted to drive heavy machinery. Follow basic road rules. Other machinery is only to be operated by employees who have been trained in the safe use of these machines. E.g. Tractor Bright Clothing to be issued and worn	Administration
All Areas	Chemical Handling	1	Training provided in the safe use of Chemicals. Appropriate PPE to be worn at all times SDS are accessible to the operator. Ensure that you have read the instructions on the SDS prior to handling a new chemical. Use correct storage facilities and containers appropriate to the chemical and ensure that the chemical is labelled.	Administration PPE Engineering (Safe Containers)
All Areas	Steam	1	Awareness training provided Design of system ensures that hazard is minimised. Ensure that correct PPE is worn at all times as there are many steam pipes in the area.	Engineering Administration PPE
All Areas	Confined Spaces	1	<b>Do not enter a confined space</b> unless you are qualified to enter the confined space. Correct procedure is followed and operator is trained in Confined Space work.	Administration
All Areas	Manual Handling	2	Manual handling training is provided.	Engineering Administration
All Areas	Cold environment	4	Appropriate clothing is provided and to be worn when entering a cold environment	PPE Administration
All Areas	Restricted space	1	A clearance certificate must be filled out before entering a restricted space. Only authorised personnel are to enter a restricted space.	Administration
All Areas	Hot work permit	1	A hot work permit must be filled out before any welding or brazing can commence. Appropriate fire fighting equipment must be on hand before any work can commence.	PPE Administration Engineering
All Areas	Maintenance clearance permit	2	Where a SWP (Safe Work Procedure) does not exist for the task at hand a clearance permit must be filled out before the work may commence	Administration

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All Areas	Allergen Awareness	3	<p>Please be aware that people with severe allergies can be affected by very small amounts of the substance they are allergic to eg nuts, soy, milk, eggs, seafood, wheat etc.</p> <p>Although the chances are very slight it is possible for you to transfer residues of your food onto meat products or packaging materials if you do not follow the correct hygiene procedures when entering the production area. Please make sure you brush off your clothes after eating and wash your hands thoroughly before entering your production area.</p>	Administration
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