



ADELAIDETM PRODUCE MARKET



CONTENTS

OHS MANAGEMENT PLAN

Glossary Of Terms And Contact Advice	3
1. Introduction To OHSW Management Plan	9
1.1 Scope	9
1.2 Purpose Of This Plan	9
1.3 Review	10
1.4 Document Control	10
1.5 OHSW Policy	10
1.6 Organisational Structure	15
1.7 Assigning Responsibilities For OHSW	16
1.8 Authorized Communication Representatives	18
1.9 OHSW Legislation	18
2. Management Of Risk In Workplace	20
2.1 General	20
2.2 Controlling Workplace Access	20
2.3 Visitor And Contractor Control Policy	21
2.4 Traffic Safety Policy	21
2.5 Licensing And Fork Truck/Forklift Controls Policy	23
2.6 Risk Assessment And Control	24
2.7 Hazard And Accident/Incident Reporting And Control	25
2.8 Equipment Safety And Isolation	26
2.9 Danger Do Not Operate Tag Policy	27
2.10 Hazardous Substances And Dangerous Goods Policy	29
3. Accident And Incident Reporting	30
3.1 Determining The Cause	30
3.2 Checklist For Investigations	32
3.3 Accident/Incident/Near Miss Investigation Form	33
3.4 Reporting To Statutory Authorities	33

3.5	Review Of Corrective Actions	32
4.	Emergency Procedures	33
4.1	Emergency Planning	33
4.2	Fire Fighting Equipment	33
4.3	First Aid Policy	34
4.4	Liaising With Emergency Services	35
5.	Consultative Process	35
5.1	Demonstration Of Management Commitment	35
5.2	The Committee	36
5.3	The Committee Constitution	36
5.4	Committee Membership	39
5.5	Safety Promotion	39
6.	General Safety Policies	40
6.1	General Rules Of Conduct	40
6.2	Managing Non Compliance	41
6.3	Personal Protective Equipment (Including Reflective Vests) Policy	42
6.4	Plant And Equipment	43
6.5	Housekeeping	43
6.6	Smoke Free Site Policy	44
6.7	Waste Management Policy	44
6.8	Children On Site Policy	45
6.9	Contractor Management By Tenants And Retailers Policy	45
7.	Safety Performance Monitoring	46
7.1	Statistics - Reporting And Recording	46
7.2	Auditing Of The Safety Plan	47
7.3	Reward And Recognition	47
8.	Induction	47
8.1	Employee Induction	47

8.2	Contents Of The Induction Program	48
8.3	Visiting Contractor Procedures	49
8.4	Hot Work Permit Policy	49
8.5	Induction For Others Including Retailers And Visitors	50
8.6	Competency Checking And Recording	51
8.7	OHSW Training For Employees	51
9.	Safety Inspections	52
9.1	Safety Inspections Policy	52
9.2	Employee Involvement	52
9.3	Reviewing Documents And Schedules	52
9.4	Record Keeping	53
10.	Safety In The Office	53
10.1	Ergonomics And Office Safety	53
10.2	Working Space	53
10.3	Modifications To Work Environment	53
10.4	Occupational Overuse Syndrome	54
10.5	Mobility	54
10.6	Electricity And The APML Kitchen And Office Areas	54
10.7	Manual Handling	54
11.	Forms And Checklists	
	Contractor Induction Checklist	57
	Incident/Accident Investigation Report Form	58
	Motor Vehicle Infringement Notice	63
	OHSW Infringement Notice	64
	Hazard Report	65
	Hot Work Permit	66
	Statement Of Compliance	67
	EMERGENCY PROCEDURE	68

Glossary of Terms and Contact Advice

All definitions and contact advice are listed in alphabetical order. If you require any further clarification on terms etc or on any other issues not appearing in this list, please contact APML for assistance.

Accident or Incident

Means an unplanned occurrence or incident that may cause or contribute to personal injury or damage to property. Includes a “near-miss”.

The Act

Means the Occupational Health, Safety and Welfare Act 1986;

Approved Code of Practice

Means a code of practice approved by the Minister pursuant to section 63 of “the Act”

Australian Standard or AS

Means a standard of the Standards Association of Australia;

Building

Includes part of a building;

Competent Person

Means a person who is suitably qualified (whether by experience, training or both) to carry out the work or function described;

Contract of Service

Means-

- a) A contract under which one person is employed by another;
- b) A contract of apprenticeship;
- c) A contract arrangement or understanding under which a person receives on-the-job training in a trade or vocation from another;

Corporation, The

Means the Workcover Corporation of South Australia;

Department for Administrative and Information Services or DAIS

Department for Administrative and Information Services,
Industrial Affairs, Community and Business Services
Level 3 / 1 Richmond Road Keswick SA 5035
Telephone (08) 8303 0272 Facsimile (08) 8303 0423

Danger Tag

A red tag system designed to give personal protection to an individual working on a particular task or in a particular area.

Dangerous occurrence

Means where there is an immediate and significant risk to any person in, on or near the relevant place, or who could have been in, on or near the relevant place (whether or not a work-related injury occurs);

Electrical Installation

Means any electrical wiring, accessory, fitting, consuming device, control or protective gear, or other equipment associated with wiring situated in or on a workplace;

Emergency Service

Means-

- a) The South Australian Metropolitan Fire Service;
- b) The Country Fire Service;
- c) The South Australian Police Force;
- d) SA Ambulance

Any other department or agency or instrumentality of the Crown which may be required to attend at the scene of an emergency;

Employee

Means a person who is employed by APML under a contract or service.

Employer

Means a person by whom an employee is employed under a contract of service of for whom work is done by an employee under a contract of service;
Environmental Protection Authority or (EPA)

Department of Environment and Natural Resource

The Office of the Environment Authority
77 Grenfell Street, Adelaide SA 5000
Telephone (08) 8204 2000 Facsimile (08) 8204 2020

Ergonomic

Refers to a situation where steps have been taken to optimise the functioning of plant, or work procedures associated with plant, by adapting them to human capacity or need;

Gas Cylinder

Means an individual rigid pressure vessel that does not exceed 3000 litres water

capacity, does not have openings or integral attachments on the shell other than at the ends, and is designed for the storage or transport of gas under pressure, and is covered by AS 2030 SAA Gas Cylinders Code;

Guard

Means a device that prevents or reduces access to a danger point or area;

Hazard

Means the potential to cause injury or illness;

Hazardous Substance

Means a substance-

a) That is listed on Worksafe Australia's List of Designated Hazardous Substances;
or

That is determined to be a hazardous substance by the manufacturer or importer of the substance on the basis of Worksafe Australia's Approved Criteria for Classifying Hazardous Substances;

Hierarchy of Control

Means the preferred order of controlling hazards. That is elimination, engineering, administration, and personal protective equipment in that order.

Industrial Commission

Means the Industrial Relations Commission of South Australia. Industrial Court means the Industrial Relations Court of South Australia.

Infectious Substance

Means a substances that contains an organism that can cause disease;

Market Officer

Means (as the case may be) the Chief Executive Officer or an APML employee appointed to be a Market Officer (including security personnel).

Market Users

Grower, Tenant, Provedore, Retailer, Contractor or visitor that utilizes the APML site.

Minimise

Means to reduce to the lowest level that is reasonably practicable to achieve;

Movable electrical equipment

Means electrical equipment that is-

a) Moved while in operation; or

b) Moved from place to place between operations where exposure to damage of the flexible supply cord could occur;

MSDS

Means a Material Safety Data Sheet prepared by the manufacturer or importer of a hazardous substance;

Near-miss

Means an incident which could have resulted in personal injury (or illness) or damage to plant or equipment;

Occupier

In relation to a place means a person who has the management or control of the place;

Out of Service Tag:

A yellow tag system designed to place faulty or unsafe plant or equipment out of use in order to prevent damage to the plant or equipment.

Plant

Includes-

- a) Any machinery, equipment, appliance, implement or tool;
- b) Any component, fitting or accessory used in or in conjunction with any machinery, equipment, appliance, implement or tool;

Poisons Information Centre

Australian Poisons Information Centre (SA)

Women and Children's Hospital

King William Road, North Adelaide SA 5006

Telephone 13 11 26

Providore

Means a person classified as such by APML and to whom APML has issued an access card applicable to a Provedore.

PPE

Means personal protective equipment;

R.C.D

Means a residual current device as defined in AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment;

Reasonably Practicable

Consider whether the issue concerned is being handled in a reasonable manner. Would the average Practice, medical facility, hospital etc. react in a similar manner?

Record

Includes anything in which information is stored or from which information may be reproduced.

Regulations, the

Means the Occupational Health, Safety and Welfare Regulations 1995.

Retailer

Means a person classified as such by APML and to whom APML has issued an access card applicable to a retailer.

Risk

Means the probability and consequences of occurrence of injury or illness;

Risk Assessment

Means the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.

South Australian Health Commission

Communicable Disease Control Branch

1st floor / 162 Grenfell Street, Adelaide SA 5000

Telephone (08) 8226 7177 Facsimile (08) 8226 7187

Radiation Protection Branch

2nd floor / Hines House

61 Hindmarsh Square

Adelaide SA 5000

Telephone (08) 8226 6520

Facsimile (08) 8226 6255

General Enquiries

11 Hindmarsh Square

Adelaide SA 5000

Telephone (08) 8226 6000

St John

St John Ambulance Australia (SA) Inc

216 Greenhill Road

Eastwood SA 5063

Telephone (08) 8274 0331 (first aid training)

(08) 8274 0439 (first aid kits)

Substance

Means any natural or artificial substance, whether in solid, liquid or gaseous form;

Tenant

Person or company that lease facilities within AMPL site

Tenant agreement

The contract between the Tenant and APML

Workcover Corporation

Workcover Corporation

100 Waymouth Street

Adelaide SA 5000

Telephone (08) 8233 2222

Work-related injury

Means-

- a) An injury, disease or disability;
- b) The loss or destruction of, or damage to an artificial limb or other prosthesis or a medical or surgical aid or appliance; or
- c) Any death;

That is attributable to work and includes the aggravation, exacerbation or recurrence of a prior work-related injury;

Workplace

Means any place (including aircraft, ship or vehicle) where an employee or self-employed person works and includes any place where such a person is directed to go while at work.

1. Introduction to OHSW Management Plan

1.1 Scope

The Occupational Health, Safety and Welfare (OHSW) Management Plan applies to all sites and offices of Adelaide Produce Markets Ltd and any other sites under management by the Company, along with any project involving APML Tenants and Retailers, visitors and direct employees.

Failure to comply with the requirements of the OHSW Management Plan and any related policies, procedures, rules or legal acts or regulations of the Market may lead to disciplinary action or sanctions being imposed. For direct employees of APML these actions could include disciplinary action up to and including termination of employment. In the case of Tenant employees and Retailers, such action may include temporary or permanent loss of on-site access or vehicle operating privileges. Tenants may lose privileges up to and including cancellation of a tenancy agreement.

All Market Users, by entering the Market agree to the APML Market Rules. The Market Rules encompass the OHSW Management Plan, requiring that all persons entering the Market exercise caution and care for their own safety and the safety and welfare of others to minimise the risk of loss or damage, death or injury being sustained.

1.2 Purpose of this Plan

The purpose of this Management Plan is to establish and maintain effective OHSW systems, and to ensure the safety of all those who access the Adelaide Produce Market site, including direct employees, Tenants, Retailers, Contractors and visitors to the site. Adelaide Produce Markets Ltd is implementing a structured safety management system to achieve a consistently high standard of safety performance. In addition, the Plan will serve to ensure Adelaide Produce Markets Ltd meets the obligations of its internal occupational health and safety policy and all relevant Occupational Health Safety and Welfare legislation.

Individual Tenants and Retailers on site retain absolute liability in terms of responsibilities under:

- **The Act** - which sets out the legal roles and responsibilities for all businesses.
- **The Regulations** - which apply to all workplaces and set out the general principles for managing workplace health and safety.
- **The Guidelines, Approved Codes of Practice and Australian Standards** -

which provide information on how to meet minimum legal requirements for specific dangers.

APML is responsible for the effective management of health and safety obligations related to the design and construction of new and refurbished buildings on this site. As such APML will affect reasonable controls relative to any modifications or refurbishments undertaken by Tenants.

APML will affect reasonable controls regarding traffic management and safety systems within the common areas (roadways, parking, growers pavilion, etc) however Tenants and Retailers retain absolute responsibility for induction and supervision of employees working on the site. Action by Market Officers shall be taken where breaches of policy, procedures or law occur, including the issuing of warnings, sanctions, and loss of privileges or suspension of tenancy agreement orders.

Tenants and Retailers of the Site may be offered educational material and training programs regarding OHSW related topics from time to time. Notwithstanding any material offered, each Tenant and Retailer maintains the responsibility to manage their business' legal obligations and liability under law. This responsibility includes ensuring the following: a written health and safety policy, provision of adequate supervision, health and safety training for workers, establishment of a process to involve workers in OHSW matters, identification, assessment and control of hazards, appropriate injuries and illness records, provision of a safe workplace and safe ways of working, provision of properly maintained tools, machinery and chemicals, and provision of up to date OHSW and other safety related information.

OHSW Act 1986

OHSW Regulations 1995

1.3 Review

Adelaide Produce Markets Ltd will review this Plan on an annual basis. More frequent reviews will take place in response to organisational and legislative changes. Management will undertake the reviews and the Occupational Health and Safety Committee shall endorse the subsequent results.

1.4 Document Control

This Occupational Health and Safety Management Plan will be released as a controlled document. The controlling authority shall be the OHSW/Facility Manager who will be responsible for its release and circulation.

It will be managed under the document control system currently maintained by APML. Non-controlled copies of the Plan are not authorised for distribution or use within Adelaide Produce Markets Ltd.

1.5 OHSW Policy

Adelaide Produce Markets Ltd Occupational Health, Safety and Welfare Policy

“No commercial pressure should ever warrant deliberate risk or wilful endangerment of the lives of any of our colleagues, work mates, customers and visitors”.

Organization’s Commitment

Adelaide Produce Markets Ltd is committed to ensuring the health, safety and welfare of its employees, Tenants, Retailers, Visitors, Contractors and any other people who may be affected by Adelaide Produce Markets Limited’s operations. In securing workplace health and safety, this organization promises to pursue best practice in OHSW and to fulfil its statutory obligations with regard to OHSW at all times.

APML will actively pursue a cooperative relationship with Workplace Services and Workcover to ensure compliance and to continuously improve workplace health, safety and welfare.

Where necessary, external consultants, legal advisors and risk auditors will be engaged to ensure that workplace health and safety is appropriately managed.

OHSW priorities

As priorities, this organization will ensure that:

- An effective OHSW program is introduced and maintained to ensure that all workplace hazards are identified, the associated risks assessed and appropriate measures introduced to control these risks once established
- The OHSW program is monitored and reviewed to take account of changing conditions and circumstances at the workplace
- Appropriate records are kept in relation to the risk management program
- Employees, Tenants and Retailers and their representatives are consulted on OHSW issues relevant to them.
- All relevant documentation relating to OHSW issues is made available to employees, Tenants and Retailers and their representatives.
- All necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping are undertaken in a timely manner.
- Tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do them.

- All employees and Contractors are appropriately trained, supervised and provided with adequate information to undertake their duties safely and without risk to health.
- All visitors to the workplace are briefed on safety procedures, provided with identification and any necessary protective equipment including reflective vests.
- All visitors to the site, particularly children, are adequately supervised to ensure workplace health and safety.
- Appropriate means are provided to prevent visitors and other unauthorised people from entering restricted areas or parts of the workplace where they may be at risk, or endanger others' safety and health.
- Any personal protective equipment needed to secure health and safety of an employee is provided free of charge and are adequately instructed in its proper use, maintenance and storage.
- Best practice industry standards are observed with regard to the safety of its operations.
- All work systems, plant and substances are introduced in line with the established risk management processes.
- All necessary registration, certification and licensing requirements are complied with and systems for Tenant compliance are developed, implemented and maintained.
- All accidents, incidents and near misses are reported to the Operations Coordinator by all Market users; the circumstances of the accident, incident or near miss are investigated and recorded; and appropriate measures are taken to prevent a recurrence, and
- This policy is regularly monitored and revised in the light of legislative, best practice or organisational changes.

Organisational responsibilities

In order to ensure that health and safety is successfully managed within the organization, the following responsibilities have been allocated:

Senior Management

- The Chief Executive Officer and the Board accept overall responsibility for the effective management of workplace health, safety and welfare on site, including responsibility for employees and safe operating environment and systems for shared common areas.
- The Chief Executive Officer and the Board do not accept or assume any responsibility for individual Tenant, Retailer or Contractor's legal obligations under the Act, the Regulations, the Guidelines, Approved Codes of Practice, the Australian Standards or other relevant statutory documents.

Duties of Tenants, Retailers and Contractors on the Site

Tenants, Retailers and Contractors are responsible for:

- Identifying and retaining responsibility for legal and OHSW obligations applicable to their own business.
- Modifications or alteration to buildings or fixtures under the control of APML are not initiated without the consent of APML management.
- Promoting and complying with all OHSW policy and initiatives as set down in this policy's objectives
- Training and induction of employees so that Tenant employees understand, cooperate and comply with all APML policies, procedures and Market Regulations or Rules and Operating Guidelines
- Cooperate and participate in activities relating to risk management programs and workplace investigations into accidents, incidents or near misses.
- Contribute information regarding OHSW matters affecting Market users
- Immediately report to management any issue that may affect workplace health and safety of all Market users.

Duties of APML Managers and Supervisors

APML Managers and Supervisors at all levels are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into work practices.
- The tasks required for the successful implementation of this organization's risk management program are undertaken.
- Employees are consulted on workplace health and safety matters that may affect them.
- Communication on OHSW issues is promoted as a normal component of work.
- All plant, substances and work systems used are suitable for their intended purpose on site and meet safety requirements.
- Adequate training, information, instruction and supervision are provided so that work is conducted safely.
- Contractors and visitors are made aware of safety procedures.
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity.
- Any relevant health and safety issues are promptly brought to the attention of senior management.
- All accidents and near misses are properly recorded and reported, and an investigation is carried out to determine causal factors
- Safe access to, and egress from, the workplace is maintained at all times.

Duties of Employees

Employees are responsible for:

- Carrying out their duties in a manner that does not adversely affect their own health and safety or that of others.
- Cooperate with measures introduced in the interests of workplace health and safety.
- Undertake any training provided in relation to OHSW.
- Immediately record and report all matters that may affect workplace health and safety.
- Correctly use any information, training, personal protective equipment and safety devices provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertake only those tasks for which they have authorisation and/or the necessary training, and for which all-necessary safety arrangements are in place.

Duties of the Workplace Health and Safety Representatives/Committee

The Committee has a duty to:

- Promote fulfilment of this policy’s objectives.
- Support the successful implementation of the risk management program.
- Facilitate consultation on OHSW matters impacting on site users, particularly Tenant concerns.
- Encourage cooperation with agreed OHSW measures and objectives.
- Immediately report to management any issue that may affect workplace health and safety.
- Participate and cooperate in workplace investigations into accidents, incidents or near misses.
- Hear the concerns of individual Tenants who have grievances with the suspension of privileges process.

Information and Communication

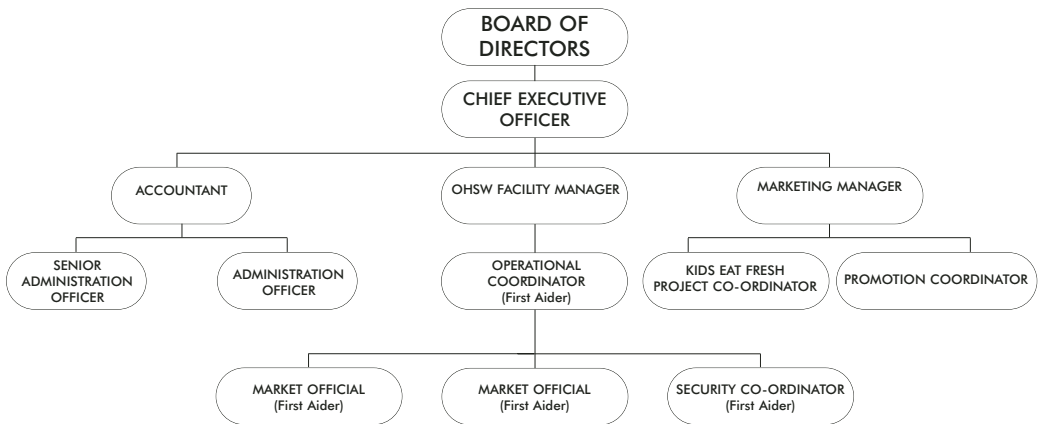
This organization will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to employees, Tenants and Retailers. OHSW related information and notices shall be displayed throughout the workplace. Various induction programs have been developed to ensure every employee and Market user has a reasonable understanding of their OHSW obligations and the Market systems. Information or training may be offered to Tenant and Market users from time to time, although these activities will not replace the individual business obligations to abide by the relevant legislative requirements.

Committee meetings will be held regularly. Prior notice will be given of the agenda and Committee resolutions will be publicised on site.

Signed: _____ Date: _____
Chief Executive Officer

1.6 Organisational Structure

Adelaide Produce Markets Ltd is structured in accordance with the following organisational chart:



1.7 Assigning Responsibilities for OHSW

The Company

To ensure the health, safety and welfare of their employees whilst at work, Adelaide Produce Markets Ltd shall comply with the South Australian Occupational Health and Safety Legislation, as well as all other relevant legislation, regulations, codes of practice and Australian Standards.

The Employer (Board of Directors/Chief Executive Officer)

Responsible for:

- The overall occupational health and safety management strategy for Adelaide Produce Markets Ltd.
- Ensuring the Occupational Health and Safety Management Plan and Policy are developed, implemented and maintained.
- Monitoring the effectiveness of the Occupational Health and Safety Management Plan and all related Policies and Procedures.
- Promoting the commitment of Adelaide Produce Markets Ltd to excellence in occupational health and safety performance.
- Reviewing all investigations comprehensively to ensure their accurate completion.

OHSW Manager

Responsible for:

- Working with all levels of Adelaide Produce Markets Ltd to develop, review and implement occupational health and safety policy and plans, including risk management.
- Providing occupational health and safety advice and coordinating external specialist advisers.
- Keeping up to date with changes to occupational health and safety legislation and practice.

Line Managers and Supervisors

Responsible for:

- Adhering and promoting the Occupational Health and Safety Policy and Management Plan and ensuring compliance by all employees, Market users, Contractors and visitors.
- Monitoring and contributing to the effectiveness of the Occupational Health and Safety Management Plan.
- Ensuring the occupational health and safety policy and plan are included in the planning phase of any new project.

Employees

Responsible for:

- Ensuring they comply with the Occupational Health and Safety Policy and Procedures, the Occupational Health and Safety Management Plan and all safe operating procedure.
- Ensuring the safety of themselves and others on site at all times.
- Immediately reporting verbally and following-up in writing any unsafe condition, dangerous occurrence or injury to their supervisor.
- Ensuring they are able to competently and safely perform any work they undertake.

The Tenants and Retailers

Responsible for:

- Developing and monitoring the effectiveness of their own Occupational Health and Safety Plan.
- Implementing the applicable areas in the APML Occupational Health and Safety Management Plan, particularly Policies and Procedures and integrating these points within their own OHSW plan.
- Ensuring induction and compliance by all of their own employees, Contractors and visitors with regard to all OHSW Policies and Procedures.
- Ensuring all staff members respond appropriately to requests from Market Officers to carry out reasonable orders related to OHSW.
- Taking appropriate steps to notify a Market Officer of a hazard, accident, incident, near miss or dangerous occurrence. All issues under the control of APML should be brought to the attention of a Market Officer by way of a formal hazard reporting process.

Contractors

Responsible for:

- Ensuring their safety plan and safe operating procedures for the work to be undertaken are lodged with Adelaide Produce Markets Ltd before the commencement of any work, and complied with throughout the duration of the assignment.
- Adhering to the safe work practices and any other health and safety requirements of Adelaide Produce Markets Ltd.
- Ensuring compliance with all relevant OHSW Legislation and Regulations.
- They immediately report any accident/ incident, dangerous occurrence or hazardous conditions they become aware of during their assignment to Adelaide Produce Markets Ltd.
- Performing all work activities in accordance with occupational health and safety legislation, standards and criteria as agreed to by Adelaide Produce Markets Ltd.

- Providing safe tools, equipment, training and occupational health and safety policy and plans for its own employees.
- Implementing occupational health and safety policy and plans that ensure the safety of people other than their own employees, including visitors to the workplace, other Market users and Contractors of Adelaide Produce Markets Ltd.

Health and Safety Market User Committee Members

Responsible for:

- Consultation as required with Market users regarding occupational health and safety concerns.
- Participation in the formulation and review of OHSW policies, procedures and activities on behalf of all Market users, through regular OHSW meetings.
- Participation in site workplace accident and incident investigations as required.
- Conducting regular workplace inspections and review of workplace issues on behalf of all Market users.
- Participation as part of the appeals process as a member of the Committee.

Manufacturers and Suppliers

Responsible for:

- Providing evidence to Adelaide Produce Markets Ltd that plant and systems have been tested and verified to be safe.
- Ensuring plant and systems meet legislative requirements and applicable Australian Standards.
- Providing information and documentation on the safe operation of plant and systems.
- Providing adequate material safety data sheets for substances supplied to Adelaide Produce Markets Ltd.
- Ensuring substances have adequate labelling.
- Ensuring the handling procedures for substances have been tested and verified to be safe.

1.8 Authorized Communication Representatives

External communications

In matters relating to OHSW and other Market related business matter, particularly in the event of a workplace emergency, the Chief Executive Officer and the Marketing Manager are the only nominated and Market Officers to speak to external parties on behalf of Adelaide Produce Markets Limited.

Internal communications and health and safety assistance

Competent people have been appointed to assist this organization in meeting its health and safety obligations. These people have sufficient knowledge and

information to ensure that statutory provisions are met and that the OHSW policy is being adhered to.

The names, locations and contact details of these people are listed below:

OHSW Manager

Name: John Spagnoletti

Location: APML Administration Office

Contact details: Tel: 8349 4493, Fax: 8349 6574,

Mobile: 0413 922 773 Intercom 338

First Aid Coordinator

Name: Clive Young

Location: APML Gatehouse Office

Contact details: Tel: 8349 4493 Intercom: 259

Fire Warden

Name: Roy Trimboli

Location: APML Gatehouse Office

Contact details: Tel: 8349 4493 Intercom 259

Health and Safety Tenant Committee Members

Name: Rick Albanese - E & E Albanese

Location: Growers Agent within Growers Pavilion

Contact details: 0412 581 906

Name: Juliett Giangregorio - Lettuce Centre

Location: Store 18 Adelaide Produce Markets

Contact details: 0417 831 929

Name: Vince DeVizo - Salisbury City Fruit Bowl

Location: Retailer, Salisbury

Contact details: 0416 106 993

Name: Frank Bueti - Independent Produce Suppliers

Location: Warehouse L Adelaide Produce Markets

Contact details: 0413 620 140

Workplace Services Officer

(to be contacted for information or in case of an accident)

Name: Emmy Fonteyn - Inspector Workplace Services

Contact details: 0401 125 734

1.9 OHSW Legislation

APML shall ensure a safe and healthy working environment by adhering to the requirements of all South Australian legislation and regulations relevant to occupational health and safety. Where possible the Australian Standards will be used as the reference point for any issues involving standards.

2. Management of Risk in Workplace

2.1 General

Adelaide Produce Markets will introduce risk management techniques by ensuring all workplace hazards and associated risks have been appropriately identified, assessed and controlled.

This will be achieved by:

- Establishing a register of hazards (located at the Gatehouse and Administration desk) for the reporting of all risks.
- Ensuring effective formal investigation and follow-up of accidents/incidents or hazardous occurrences is carried out as soon practicable.
- Engaging expert external services to deliver professional risk management audits on a regular basis or as required.
- Undertaking all relevant risk management activities in conjunction with Committee members, Market users and Employees.
- Training all Employees in the use and application of all controls introduced for each identified risk.
- Employing specific techniques to ensure risks are managed effectively.

Systems have been developed to implement the following risk management strategies:

- Controlling workplace and site access
- Market user identification and visitor control
- Traffic safety policy and procedures for site
- Licensing and forklift/fork truck control policies
- Requirement for Market Users to complete an annual record of compliance.
- Risk identification/hazard reporting, assessment and control for common area
- Safe work practices including standard operating procedures
- Isolation/danger out of service tags procedures
- Management of hazardous substances
- Procedure for tenants undertaking works within their tenanted area; including engaging third party contractors

These strategies are in place to continuously improve workplace safety and protecting Market users and Employees. These strategies do not address any requirements arising from business or individual obligations under the Act and other legislation.

2.2 Controlling Workplace Access

All visitors to the site must:

- Report and register with Security staff at the main entrance,
- Wear reflective safety vests. Regular Market users should purchase their own safety vest. Loan vests are available from the gatehouse by leaving a cash deposit or driver's licence; vests must be worn at all time within the Market complex. Tenants control their own individual procedures within tenanted areas.
- Be accompanied by an Employee, Tenant or Tenant's employee in an endeavour to ensure their health and safety is safeguarded as far as reasonably possible.

2.3 Visitor and Contractor Control Policy

- As with APML, Tenants and Retailers are accountable for their own employees, contractors and site visitors. A safety vest and basic induction information for visitors will be provided as they enter the site. APML, Tenants and Retailers maintain all liability and responsibility for adequately supervising their visitors during their visit.
- APML, Tenants and Retailers are asked to advise their visitors to the site that they will be provided with access and free use of reflective vests while on site with a deposit of \$30.00 or their driver's license being left at the main entrance.
- Unauthorised persons shall be prevented from entering the site.

2.4 Traffic Safety Policy

"No commercial pressure should ever warrant deliberate risk or wilful endangerment of the lives of any of our colleagues, work mates, customers and visitors".

The road - ways and parking areas are classed as the most significant risk to the lives and welfare of all Market users and visitors to the site. All Market users and visitors must strictly adhere to all road and operating rules as stated in this OHSW manual, the Road Traffic and the Motor Vehicles Acts in order to minimise the risk of a tragic accident occurring.

As such Management is committed to:

- Ensure every reasonable measure is taken to ensure all persons who operate vehicles on site are made aware, understand and adhere to this policy.
- Ensure controls are put in place to minimize the risk to pedestrians and individuals working in hazardous, congested or high traffic areas.
- Ensure all Tenants provide an annual statement of compliance, which includes references to safety maintenance, licensing, and registration of vehicles.
- Ensure all vehicles including forklifts adhere to the 15 km per hour speed limit.
- Ensure enforcement and infringement systems and provisions are in place and enforceable, including the banning of individuals and Tenants from operating vehicles on APML property after 3 on-site traffic safety breaches.
- Ensure traffic safety statistics are maintained and published to inform all parties involved.

Road Traffic Act

In addition to specific policies for the site, the Road Traffic Act is applicable throughout the Market complex. The following rules, applicable under the Road Traffic Act are listed as reminders, but by no means constitute a complete list;

- It is an offence for a person to drive a motor vehicle “without due care or attention or without reasonable consideration for other persons using the road” (Section 45).
- It is an offence for a person to drive a vehicle “recklessly or at a speed or in a manner which is dangerous to the public”. (Section 46)
- It is an offence for a person to drive a vehicle or attempt to drive a vehicle whilst under the influence of intoxicating liquor or a drug. (Section 47)
- Pedestrians have the right of way at all times

Motor Vehicle Act

The Motor Vehicle Act is applicable and all Market users must comply. The following rules are listed as reminders but by no means constitute a complete list;

- A person must not drive an unregistered motor vehicle, or cause an unregistered motor vehicle to stand, on a road. (Section 9)
- A person must not drive a motor vehicle on a road that does not carry the registration label. (Section 48(3))
- A person must not drive a motor vehicle on a road (subject to certain exceptions) unless the person holds the relevant driver’s licence issued under the Act. (Section 74)
- A person must not drive an uninsured motor vehicle, or cause an uninsured motor vehicle to stand, on a road. (Section 102)

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- A person must not obstruct roadways or sell goods on roads (Section 85)
 - A person must not operate a motorcycle or scooter without wearing the appropriate safety helmet (Section 162).
 - A person must not carry passengers in a non-passenger vehicle in a dangerous manner.
 - A person must not carry passengers unless they are properly secured in approved seats - i.e. no riding on forklifts or the backs of trucks, utes or trailers.

Failure to comply with the requirements of this OHSW Management Plan and any related policies, procedures, rules or regulations of the Market will lead to operating privileges, bans or may even lead to cancellation of a tenancy agreement in accordance with the Adelaide Produce Market Rules.

For direct employees of APML these actions could include disciplinary action up to and including termination of employment.

In the case of Tenants and Retailers and their employees, policy or procedural breaches may lead to temporary or permanent loss of on-site vehicle operating privileges on APML property. Traffic infringements may lead to on-site vehicle operating privileges being suspended. Other measures for serious or repeated breaches may lead to suspension of site access privileges for individuals or cancellation of a tenancy agreement.

Policy and procedural breaches by visitors or Contractors may lead to a temporary or complete suspension of APML site access privileges commensurate with the severity of the breach.

Appeals may be lodged in some circumstances. See appendix - Infringement Notice for details.

As the common area within the Market complex operates subject to the same rules that apply to any public roadway there may be surveillance activities or visits without notice by SA Police to monitor standard road traffic activities.

2.5 Licensing and Fork Truck/Forklift Controls Policy

A forklift/heavy vehicle license is required by law to operate such a vehicle; therefore all operators of such machinery must have the necessary license to operate, similarly all vehicles must be registered under the Motor Vehicle Act and maintained in a safe and roadworthy condition.

All persons who will own and are responsible forklifts or fork trucks on the APML site must on a yearly basis submit to administration a statement of compliance that confirms:

- Employees and operators of forklifts or fork trucks are appropriately trained and licensed;
- All forklifts or fork trucks are registered under the Motor Vehicle Act 1936;
- All forklifts are properly maintained in a safe operating condition;
- They have a reasonable understanding of the APML Traffic Safety Policy (see section 3.4); and
- They have a reasonable understanding of the Hazardous Substances Policy (see section 3.10)

Any person who is asked by a Market Officer to show an applicable license or identification must comply immediately.

2.6 Risk Assessment and Control

APML shall control all risks identified within the common area under our control to an extent that is practically possible, once they have been identified through the risk management services or by utilizing external risk management specialists.

APML shall implement all controls using the following hierarchy of hazard control:

- Eliminating the hazard
- Substituting the hazard
- Modifying the process
- Isolating the hazard
- Implementing engineering controls
- Using a combination of controls
- Using back up controls, such as personal protective equipment

In addition, APML shall:

- See that all controls identified in an investigation are authorised with signed documentation.
- Allocate responsibility against each control, to ensure everyone is aware of what is required of him or her. Any lack of response shall be tracked to the responsible person.
- Ensure controls have a time frame allocated to them for completion.
- Ensure all employees concerned have received sufficient training, or arrange for retraining, as per the recommendations of the investigation.

After implementing controls, ensure there is follow up, to ensure that the controls have not caused any further hazards.

All recommended controls will be formulated in consultation with the Market user associated with the risk and wherever appropriate the Committee will be invited to comment on new controls.

2.7 Hazard and Accident/Incident Reporting and Control

All Market users must take appropriate steps to notify APML Management of a hazard, accident, incident, near miss or dangerous occurrence. All issues under the control of APML are brought to the attention of senior management by way of a formal hazard reporting process, (see 2.3). All Market users are welcome to contribute information regarding OHSW matters at anytime, either through formal reporting systems as described below or by reporting urgent concerns immediately to APML management.

Any 'near misses' that fall under the definition of a 'Dangerous Occurrence' must be immediately or within 24hours be reported to Workplace Services. This is the responsibility of all parties involved although where APML believe it appropriate they will also contact Workplace Services.

All Market users are expected to participate and cooperate in workplace investigations into accidents, incidents or near misses.

Hazard Reporting

As part of the shared goals of all Market users to make the Market a safe site to work within, there is a hazard reporting system. This system is required by law and is easily accessible to all Market users to assist Management in making the site as safe as possible for all.

The system is simple to use, consisting of a 'Hazard Report' page designed to record any concerns by all users. The Operations Team are responsible for monitoring hazard report entries on a daily basis and urgent concerns are brought to the attention of Management immediately. The Hazard Reports are tabled and items are addressed in the monthly Committee meetings. The individual responsible for making an entry or report will receive information from the Operations Coordinator on any actions subsequently taken or an explanation in the case of no action being deemed necessary.

Hazard Reports are located at the main gatehouse and in the administrative office. Market Officers can make entries on behalf of individuals who approach them with concerns. Every report **MUST** be recorded as per the Hazard Reporting system procedure.

Accident, Incident, Near Misses and Dangerous Occurrence Reporting

All Market users must take immediate and appropriate steps to enable APML management to investigate and rectify any risks to health and safety arising from work activity in the Market. All accidents and near misses are properly recorded and reported, and an investigation is carried out to determine cause and provide statistical and preventative information to improve APML site safety.

Tenants and Contractors

Management and Market user responsibilities

As indicated in the OHSW Policy, the Company, including the Chief Executive Officer and the Board does not accept or assume any responsibility for individual Tenants' or Contractors' legal obligations under the Act, the Regulations, the Guidelines, Approved Codes of Practice, the Australian Standards or other relevant statutory documents. However, APML carries responsibility for the effective management of workplace health, safety and welfare obligations under the Act in providing a safe operating environment and safety systems for Market users and Employees as they utilise the shared common areas.

All Market users and Employees must share responsibility for providing a safe working environment by making every effort to use the management systems available to report hazards, accidents and incidents.

Accidents, incidents or near misses that occur within tenancies are the responsibility of those tenancies or individual business. Tenants must maintain their own systems for hazard reporting, accident, incident and dangerous occurrence management. An Employee or Committee member may be invited, through the OHS/Facility Manager to act as member of the investigation team if Tenants and Contractors require assistance. As required by law, Workplace Services may attend in the event of an accident or dangerous occurrence. See appendix to see an example of the Hazard Report Form.

2.8 Equipment Safety and Isolation

All powered equipment must be isolated before any maintenance work is undertaken on it.

The only exception to this rule is by written exemption in cases where equipment must be energised for fault finding or other safety requirements. In these cases, a skilled and competent person must supervise the activity if any risk of injury is apparent.

2.9 Danger Do Not Operate Tag Policy

Employees and Contractors shall ensure that they use Danger Do Not Operate tags where applicable on faulty plant and equipment that may cause injury to other Market Users:

The following is an example of a 'Danger Do Not Operate' tag.

(available from Market Office)



Each Employee and Contractor shall be fully trained and assessed as competent in the use of Danger Do Not Operate tags. This shall be carried out in accordance with the attached Contractor Induction Checklist form.

Breaches of this safe work practice shall result in disciplinary action, and could even result in dismissal of the Employee(s). Employees and Contractors must adhere to the documented safe work practice for 'Danger Do Not Operate tags'.

Contractors may risk having their contracts terminated if correct procedures are not adhered to. Contractors shall take immediate remedial action on any safety hazard, defect or any other issue associated with Occupational Health, Safety & Welfare matters identified during such inspections. Contractors shall comply with any written instructions issued by the Contract Supervisor relating to Occupational Health, Safety & Welfare.

The Danger Do Not Operate tags procedure

- 1) Supplies of Danger Do Not Operate tags shall be readily available, whether that is in the work area, carried on the person or in toolboxes.
- 2) A Danger tag shall be attached to the main isolating switch, valve or other positive isolating device on the unit, whenever a danger is posed to the

individual from the operation of the machine, equipment or the flow of the energy source.

- 3) It is the responsibility of the individual to identify any situation with the potential for danger and to ensure Danger Do Not Operate tags are used.
- 4) Switches such as push buttons, emergency stops and control switches are not positive isolators and shall never be used as such.
- 5) Where there is a need for multiple switches, valves or positive isolators to be isolated, a Danger tag shall be placed on each one, by each individual working on the task.
- 6) Each individual shall place their own Danger Do Not Operate tag on the main isolating apparatus, before commencing any work.
- 7) No individual shall operate any switch, valve or positive isolator when a Danger Do Not Operate tag is attached to it.
- 8) A Danger Do Not Operate tag must have the name of the person placing the tag, what has been isolated, and the date recorded on it.
- 9) An individual is only permitted to remove his or her own Danger Do Not Operate tag.
- 10) Failure to obey clause 7 or 9 will result in disciplinary action commensurate with the severity of the breach.
- 11) At the completion of the task or at the end of the shift, the individual must remove his or her own Danger Do Not Operate tag. If the plant or equipment is still unsafe to operate, due to its condition, an Out of Service tag shall be completed and placed on the switch, valve or positive isolator, before removal of their Danger Do Not Operate tag.
- 12) In circumstances where a person leaves the site without removing his or her Danger Do Not Operate tag, the person will be contacted to return and remove the tag by their supervisor. Their return shall be at the expense of the individual in the case of Contractors.
- 13) In the event that the individual who placed the Danger Do Not Operate tag and left it on is not contactable, the following shall apply. The supervisor or manager, after a full investigation of the situation personally, may remove the Danger Do Not Operate tag when satisfied it is safe to do so.
- 14) All individuals placing a Danger Do Not Operate tag must ensure they are doing so on the correct switch, valve or positive isolator, and that it is in the correct position.
- 15) If any uncertainty exists in (14), consult with the supervisor before proceeding.
- 16) In situations where intermittent operation of equipment or plant is needed during maintenance work, a written variation to this procedure must be obtained from the relevant manager.

2.10 Hazardous Substances and Dangerous Goods Policy

The handling, transport, storage and use of hazardous material shall be carried out in compliance with OHS&W Regulations, 1995.

Specifically, LPG bottles must be transported, stored and used in compliance with the Australian Standard 1596 Section 5.5.1. This standard restricts the storage of full and empty cylinders to a capacity of 350L per 200m² of floor space.

External refuelling facilities are located in close proximity to the Market and consideration is being given to an internal gas refilling station within the Market,

In reference to the above Australian Standard, no LPG bottles are to be stored inside Tenant premises.

Correct storage of all flammable liquids is mandatory.

No hazardous substances or dangerous goods must be brought on site, used or stored in any manner which could risk the health and safety of others in the Market.

No substance shall be brought onto the site for use or trial without a material safety data sheet having been obtained, and the contents of the sheet having been previously read and understood by those using the substance. Wherever possible, safer alternatives will be used if a substance poses a risk to the health and safety of the Employees or other Market users.

A document controlled register of material safety data sheets for all dangerous goods shall be maintained. The registers will be located in the Office and at the Main Gatehouse. All Tenants maintain responsibility for their own systems of control within their own premises. It remains the responsibility of the tenant supervisor to ensure that the appropriate engineering controls and/or personal protective equipment are available for use where the material safety data sheet deems it necessary.

All first aid officers of APML will be aware of the location of the registers, should the need arise for them to be consulted in the case of an emergency.

3. Accident and Incident Reporting

3.1 Determining the Cause

All accidents and incidents, including near misses, must be reported and investigated as soon as possible. The two essential reasons for this include:

- To determine the true and accurate circumstances which led to and contributed to the event, and
- To prevent the event occurring again, potentially with even greater repercussions.

The definition of an accident is an unplanned or undesired event that results in injury or illness to a person. This may also involve damage to plant, equipment and/or the environment.

The definition of an incident is an unplanned or undesired event that could have resulted in harm. It is often called a 'near miss' or 'near hit', eg a container of corrosive is dropped when being delivered but does not break or open.

Accidents resulting in overnight hospitalisation must be reported to Workplace Services. Incidents or 'Dangerous Occurrences' must also be reported to Workplace Services.

For more details on Accident and Dangerous Occurrence Reporting see section 4.4 Reporting to Authorities.

3.2 Checklist for Investigations

APML shall investigate safety events using the standard Incident/Accident Investigation Report Form. This form is in checklist format and appears in the appendix.

3.3 Accident/Incident/Near Miss Investigation Form

APML shall report all safety incidents, accidents or near miss events so that they may be analysed and the risks of a repeat event reduced. The OHS/Facility Manager or Operations Coordinator in consultation with other involved parties must complete the Incident/Accident/Near Miss Investigation Report Form immediately after any event. (see appendix)

APML has obligations under the Regulations to report any incidents that would fit under the definition of 'Dangerous Occurrence' so that Workplace Services can investigate the circumstances of the event. APML is committed to working in partnership with Workplace Services, Workcover and other regulatory bodies to ensure continuous improvement in OHSW practices and to maximise a safe environment for all Market users.

3.4 Reporting to Statutory Authorities

APML shall comply with all the statutory reporting requirements for South Australia with regard to incidents, accidents or near misses involving Employees or events involving Market users that occur in the common areas.

The Chief Executive Officer before lodgement must sign all written reports to the relevant authorities made by APML.

Market users retain full responsibility for reporting any notifiable events to Workplace Services, as stipulated in the OHSW Regulations. The employer of an injured person retains responsibility for notifying Workplace Services and/or Workcover of the event of such injury.

Accident Reporting is defined as any accident that results in death or injury requiring treatment in hospital after which the incident and injury must be reported to Workplace Services by telephone immediately.

Dangerous Occurrence Reporting is defined as a notifiable dangerous incident that must be reported to Workplace Services by telephone immediately. Written reports must be submitted within 24 hours of the event occurring. Dangerous occurrences must be reported even if nobody has been injured (and if an injury or fatality has occurred). Further information on notifiable incidents can be obtained from Workplace Services.

3.5 Review of Corrective Actions

APML shall review corrective actions by taking the following steps:

- Defining the scope of the activity that is to be assessed.
- Identifying the risks.
- Assessing the risks.
- Controlling the risks.
- Monitoring and reviewing the process.

APML shall implement all controls using the following hierarchy of hazard control:

- Eliminating the hazard.
- Substituting the hazard.
- Modifying the process.
- Isolating the hazard.
- Implementing engineering controls.
- Using a combination of controls.
- Using back up controls, such as personal protective equipment.

See 'Management of Risk in Workplace' above for more detail on risk identification, assessment and control and the hierarchy of hazard control.

In addition, APML shall:

- See that all corrective actions identified in an investigation are authorised with signed documentation.
- Allocate responsibility against each corrective action, to ensure everyone is aware of what is required. Any lack of response shall be tracked to the responsible person.
- Ensure any corrective actions have a time frame allocated to them for completion.
- Ensure all Employees concerned have received sufficient training, or arrange for retraining, as deemed necessary by the findings of the investigation.

After implementing corrective actions, ensure they are evaluated at a future time. This is to ensure that the controls have not caused any further hazards, and that they are in fact appropriate to reducing the likelihood of a recurrence of the same event.

4. Emergency Procedures

4.1 Emergency Planning

Emergency Policy

While APML will take all reasonably practicable steps to minimise the risks of accident (and particularly fire and other situations where there may be significant risks to personnel and property), it is acknowledged that, despite these measures, it cannot be assumed that a major incident will never occur. In consideration of this circumstance, our primary objective is to provide a practised, swift and effective response to any emergency situation.

Organisational commitment

APML is committed to providing a safe place of work and safe systems of work, as well as protecting the health and safety of people during reasonably foreseeable emergency situations. The organization will maintain a fully documented emergency response plan that:

- Identifies the possible emergency scenarios for our site
- Prescribes the Emergency Organization (people and duties)
- Specifies the arrangements to be implemented (systems and procedures).

(See Emergency Procedures Manual, 2003).

4.2 Fire Fighting Equipment

Fire fighting equipment is located throughout all company buildings. The equipment shall comply with the relevant Australian Standards and be appropriately signposted and maintained.

Nominated APML Employees shall be trained in the use of the equipment and similarly Tenants should nominate and train representatives from their organizations in the use of the equipment also. This training shall be by both verbal instruction and practical demonstration. The training is compulsory and shall be conducted for all nominated employees on an annual refresher basis.

All fire fighting equipment shall be regularly checked and serviced. This will involve both internal inspections as well as external tests conducted by approved experts.

Fire fighting equipment will not be used for any purpose other than its intended use for fighting fires. Abuse of the equipment will lead to disciplinary procedures.

There are 3 types of fire extinguishers as well as hose reels located throughout the facility;

- 1) Water, stored pressure type, colour coded red, used for wood, paper and textile fires only. DO NOT USE FOR ELECTRICAL OR FLAMMABLE LIQUID TYPE FIRES.
- 2) Dry Chemical, stored pressure type, colour coded red with a white band; can be used for all types of fires.
- 3) Carbon Dioxide, stored pressure type, colour coded red with a black band, used for electrical, oil and flammable liquid fires.
- 4) Fire Hose Reels provide a continuous supply of water, colour coded red, used for wood, paper and textile fires only. DO NOT USE FOR ELECTRICAL OR FLAMMABLE LIQUID TYPE FIRES.

4.3 First Aid Policy

Organization commitment

APML is committed to the provision of an effective first aid service to protect the health and safety of all Employees and Market users who may be affected by accidents, incidents or injuries arising from the work carried out.

APML maintain three Market Officers trained as first aid personnel to deal with minor accidents and emergencies anywhere within the common area. These personnel have sufficient training and qualifications in accordance with statutory requirements. The identities of first aid personnel are displayed throughout the Market.

Tenants have the responsibility for maintaining appropriately qualified and adequate numbers of first-aid personnel within their own site in accordance with the statutory requirements applying to every individual business. All business operators are encouraged to undergo first-aid training even when employee numbers are low enough to exempt them from statutory requirements.

First aid management priorities

This organization will ensure that:

- Legislative requirements for the first aid service are complied with
- The particular hazards of the workplace are taken into account when equipping and staffing the first aid service
- Adequate equipment, facilities and supplies are provided as required for the first aid service
- First aid kits are available at the main entrance gatehouse, and APML Administration office 1st floor
- Suitable trained personnel are appointed to staff the first aid service
- Appropriate recording systems are established to record treatment provided
- These records will be used to guide the development of strategies to prevent work-related injury and illness

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- Appropriate arrangements will be made for the transportation of injured people, and
 - Training will be provided in skills to maintain basic life support in the case of critical injury.

Managers and supervisors of APML commitment

Managers and supervisors of APML are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into work practices, and
- Effective action is taken to ensure the organization's first aid service is appropriate for workplace needs.

Employee commitment

Employees are responsible for cooperating with the giving and receiving of first aid, as needed.

4.4 Liaising with Emergency Services

APML firmly endorse the need for close liaison and cooperation with emergency services within the local area.

In accordance with this, the local police, fire and ambulance services' representatives will be invited to visit and inspect our site on an annual basis.

The site management, as well as representatives of the emergency response team and Occupational Health and Safety Committee, will accompany them during their visit.

During these visits there will be discussion about processes, site hazards and current control measures.

5. Consultative Process

5.1 Demonstration of Management Commitment

APML have the highest commitment to the health and safety of all Employees and Market users operating within the site and will ensure that:

- The occupational health and safety policy is communicated throughout the site.
- The policy will be reviewed regularly.
- Senior management will always be represented at meetings of the Occupational Health and Safety Committee.
- Unsafe acts and conditions will be recorded and rectified as soon as is physically possible.

- Where delays in resolution are expected, such situations will be made safe immediately and the progress on full correction communicated to the relevant people on a regular basis.
- Employees lead by example, adhering to these policies and procedures without exception.
- Non-compliance with safety policies and procedures by Employees or Market users will result in appropriate action being initiated.
- Safety will be an agenda item at all shareholder meetings.
- Training and OHSW related activities shall be offered to Market users on a regular basis.

5.2 The Committee

The Company have an Occupational Health, Safety and Welfare Committee that complies with the Act. The Committee in no way removes the obligation on individual Tenants, Market users or Management to ensure the occupational health and safety of their own employees, Contractors or visitors on site.

The role of the Committee is to form a joint management/Market user's consultative group, with the aim of identifying and resolving occupational health and safety issues, as well as monitoring the progress of the safety management activities.

The Committee shall meet regularly. Copies of the meeting's minutes shall be displayed in the Office and in the cafeteria. All Employees and Market users shall have access to any representatives on the Committee. Committee members will be volunteers or will be elected through the Industry Advisory Committee.

Health and safety issues may be raised at any time with either a Committee member, the OHSW Manager or the Operations Coordinator.

5.3 The Committee Constitution

The Committee will operate under the guidelines of a constitution that will include:

- The purpose of the Committee
- The aim(s) of the Committee
- Actions/roles/responsibilities of the Committee
- Membership
- Definition of a voting quorum
- Terms of office
- Meeting format
- Meeting frequency

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- Procedural concerns for taking actions
 - Code of conduct
 - Deciding on the position of the Chair of the Committee, and
 - Dispute settling procedures

The Constitution of APML's Occupational Health and Safety Committee

Purpose

The Occupational Health, Safety and Welfare Committee will assist in ensuring a safe and healthy working environment by actively contributing to the improvement and maintenance of health and safety within the APML site.

Aims

To effectively reduce risks and improve safety for all employees and Market users, and ensure items raised as occupational health and safety issues in the meetings are appropriately actioned.

To monitor and review occupational health and safety within the site.

Actions/Aims/Responsibilities

The Committee will meet its purpose requirements by:

- Ensuring the Committee complies with relevant legislation.
- Conducting monthly meetings.
- Conducting regular safety inspections.
- Becoming involved in health and safety projects, as the need arises.
- Reviewing all accidents, incidents and near misses and ensuring investigations have been conducted and acted upon thoroughly and as deemed necessary by the findings.
- Reviewing all reports to the relevant statutory authorities for occupational health and safety.
- Ensuring safe work practices exist in the Market and that all Tenants have been made aware of them.
- Participating in, and reviewing hazard identification, assessment and control reports.
- Monitoring the health and safety performance of the Company.
- Participating in visits to the workplace by members of any statutory authority for occupational health and safety.
- Participate in any dispute hearing procedures regarding infringement notices.
- Fulfilling any other activity or role as deemed necessary by relevant legislation.

Membership

Membership of the Committee shall consist of the following persons:

- (1) Wholesale representative
- (1) Provedore representative
- (1) Retail representative
- (1) Grower/Grower's Agent representative
- (1) Employee representative
- (1) Management representatives
- OHSW/Facility Manager

Quorum

For a Committee meeting to be run, 75% of the Employee or Market user representatives and at least one management representative must be present.

Any numbers fewer than this minimum will result in the meeting either being postponed or cancelled.

Term of Office

Members shall be elected to office for a term of no less than one year. Resignation from the Committee must be tendered in writing and an election called to replace the position from the section that the member represented.

Meeting Format and Frequency

Meetings will be held monthly, on the second Tuesday of every month at 10am in the Office.

This time and venue can only be changed with prior approval from the Chair and with all members being notified and in agreement.

Formal meeting procedures will be followed for every meeting.

Any member of the Committee, including the management representatives, may call an extraordinary meeting of the Committee after prior consultation with, and approval from, the Chair.

A formal agenda will be distributed at least two (2) working days prior to the meeting.

Minutes will be recorded and made available on two locations of the site, as well as to each individual member and the management team of APML.

Any member of the Committee may raise occupational health and safety concerns at the meeting under 'general business', if it has not been placed previously on the agenda. Employees may raise items with any member of the Committee for attention at the meetings.

Code of Conduct

Behaviour at every meeting will respect every individual in the room. Each member will be allowed to speak at the time indicated by the Chair, without interruption. Time for debate of issues will be allowed following the speaker completing the tabling of their issue(s).

In situations where the behaviour of a member of the Committee is causing concern, the issue will be dealt with inside the Committee room. Under exceptional circumstances, when all other attempts to rectify a behavioural problem have been exhausted, a vote to either censure or remove the Committee member can be proposed and voted on under the principles of a secret ballot.

Determining the Position of the Chair

Once elected, the Committee members will call for nominations for the position of Chair and vote. An Employee or Market user representative must hold the position. Management representatives are ineligible to hold the position.

5.4 Committee Membership

The formation and active involvement of the occupational health and safety Committee is fully supported by the Company and all Market users are encouraged to utilize their representatives.

In recognition of the important role this group has on site and the value the forum provides as a joint Management, Employee and Market user consultative process, at all times Market user representatives will hold at least 50% of the seats. A Management representative will be present at every meeting of the Committee.

5.5 Safety Promotion

APML has a strong commitment to safety promotion amongst all Market users and Employees.

As part of this commitment, all safety management issues will be published through memos/newsletters to all Employees and Market users. Contractor

General safety promotion activities and training will be conducted regularly throughout the year. These activities may involve trainers, regulators and industry speakers and are designed to raise everyone's awareness of health and safety issues on the site.

Such materials and activities are offered as an optional service only. Individual businesses retain the full responsibility for developing, maintaining and ensuring the quality of their own safety systems, including employee training and induction.

6. General Safety Policies

6.1 General Rules of Conduct

APML has a number of safety rules that must be adhered to by employees and Market users at all times. These will be reviewed from time to time as the need arises to deal with any safety problems.

The following obligations apply to OHSW issues:

6.1.a Obey Market Officers

- Every person must, while in the Adelaide Produce Market site, promptly obey all orders and directions given or made by a Market Officer.
- A person who is a Tenant, Tenant employee, authorised buyer, visitor or Contractor must at any time while in the Adelaide Produce Markets and, upon request by an Market Officer, produce their own licence, access card or visitor's pass for inspection by that Officer.

6.1.b Prohibited Conduct

In order to ensure a safe and pleasant work environment for all Market users, every person, while in the Adelaide Produce Markets, must not:

- Assault, abuse, obstruct, restrict or intimidate an Market Officer
- Cause a nuisance, bully or harass other Market users, damage any property belonging to the Company or any other person
- Discriminate against on the grounds of age, race, nationality, sex, pregnancy marital or family status, political or religious beliefs physical or sexually harass any other person
- Obstruct or interfere with roadways, road-signs and general traffic areas in any area of the Market
- Operate any machinery or equipment in a dangerous fashion, in contravention of any law including the Road Traffic Act, the Motor Vehicles Act, the OHSW Act or APML's Policies or Procedures
- Obstruct or interfere with fire hoses, fire sprinklers, alarms and other security or emergency services and equipment nor use any fire hose for any purpose other than fighting fires;
- Deposit or dispose of any waste or rubbish in any place except bins or receptacles provided to that person for that purpose;
- Bring or allow any animals into the Adelaide Produce Markets (seeing eye dog exempt)

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- Fail to wear reflective vests at all times within the site's Common areas
 - Fail to adhere to all APML rules, policies and procedures.

6.2 Managing Non Compliance

Employees are expected to follow any applicable policies and procedures outlined in this manual. It is our goal to create a fair and efficient environment for all Employees and Market users. Sufficient induction training, explanation and assistance shall be given to all Employees and Market users to ensure they fully comprehend what is required of them. However, neither management nor the Employees will tolerate unsafe behaviour and non-compliance with the safety policies and procedures.

Tenant and Retail Non-Compliance

Tenants, Retailers or their employees who fail to comply with the law, APML Policy and Procedures or other health and safety requirements of the Company by demonstrating unsafe practices in the common areas of the Market, which could potentially impact on other Market users will risk loss of privileges, loss of personal or employee operating or site access privileges or risk early termination of a tenancy agreement.

Employees of Market Users Non-Compliance

Employees of Tenants or Retailers who demonstrate unsafe practices in the Common areas of the Market, including practices which are in contravention of the law or APML Policy and Procedures or other health and safety requirements of the Company risk suspension of vehicle operating privileges or may be refused right of entry to the Market for a period of time commensurate with the breaches which have occurred.

Contractors Non-Compliance

Contractors shall be subjected to the same disciplinary and warning system as Employees. Copies of such actions shall be forwarded to the Contractor's management for their records. Under certain circumstances, a Contractor may be refused the right of entry to the Market due to non-compliance with health and safety policies and procedures and early termination of a contract may occur.

Employee Non-Compliance

Employees, who fail to comply with the health and safety requirements of the Company, or those who demonstrate consistently poor safety performance, shall be subject to disciplinary measures up to and including dismissal. The disciplinary procedure for health and safety issues for employees shall follow the same format as the warning system used for any disciplinary matter.

6.3 Personal Protective Equipment (including Reflective Vests) Policy

High Visibility Clothing (Reflective Safety Vests)

In accordance to Section 6.2.16 of the Occupational Health, Safety and Welfare Regulations 1995 hi visibility clothing must be worn at all times within the Market Complex common area.

All hi visibility clothing (reflective safety vests) used shall comply with Australian Standard 4602 and be suitable for day/night wear. .

Market users retain liability for death, injury or damages caused by their own individual employees. Notwithstanding, APML is strictly committed to ensuring non-compliance notices or sanctions are issued whenever individuals are found to be in breach of the Personal Protective Equipment policy.

Market users are responsible for ensuring their employees have access to the appropriate high visibility clothing. Any person found not wearing a vest according to this policy shall be issued with a sanction. Tenant visitors must be advised of the requirements to be issued a vest at the Main Entrance.

Other Personal Protective Equipment

Other personal protective equipment (PPE) used by APML Employees shall comply with the relevant Australian Standards. As per the Road Traffic Act requirements, any person operating a bicycle, scooter or motorcycle within the Market must wear helmets.

APML is committed to protecting the health and safety of all Employees by a systematic process of risk management. Where better methods of controlling risks are not feasible, this organization is committed to the effective selection, use, care and maintenance of suitable personal protective equipment. The Company shall ensure that all employees have full access to the appropriate personal protective equipment needed to safely undertake their work, particularly in high-risk areas of the Market. Specific personal protective equipment shall be used in certain instances depending upon the nature of the task being undertaken.

Provision of personal protective equipment shall only be made after an assessment of the risk has been conducted, in consultation with the Employees, and it is agreed no alternative solution is available to protect the Employee, such as redesign or other engineering controls.

Professional advice shall be obtained, where necessary, to identify the most suitable types of PPE required.

Training and information shall be provided to all employees in the fitting, use and maintenance of PPE. Management shall be responsible for supervising and enforcing the PPE policy for employees.

The effectiveness of the PPE policy shall be evaluated on a regular basis.

6.4 Plant and Equipment

APML is committed to providing a safe place and safe systems of work. Since uncontrolled hazards associated with plant could have serious and even fatal consequences for Employees and others, this Company regards the maintenance of and adherence to our safe systems of work for controlling plant risks as a safety-critical element of its overall safety program.

APML is committed to ensuring that all plant and equipment that it owns is fit for its intended use.

No plant or equipment shall be operated without the relevant licence from the appropriate statutory authority, unless under the supervision of a competent authorised person using a current logbook, or unless an appropriate internal assessment has been made and documented where no statutory licensing is required.

6.5 Housekeeping

It is the responsibility of all Employees and Market users to ensure appropriate standards of housekeeping are maintained at all times.

To ensure compliance is maintained with housekeeping standards, each area shall set an acceptably high standard. The Employees must then ensure compliance is maintained at all times, through utilisation of such tools as inspection checklists to determine the appropriate and agreed standard.

In particular, all Market users will practice good housekeeping practices in the common areas. All pallets and machinery must be managed to reasonably limit the safety risk to all site users (see Traffic Safety Policy). I.e. placing pallets on designated roadways and pedestrian walkways is not deemed to be reasonable practice.

Management or Committee members shall occasionally carry out housekeeping inspections and audits without notice in common areas.

6.6 Smoke Free Site Policy

It is recognized that smoking can be a source of ignition resulting in fire, which can impact the ongoing viability of business in the Market.

APML also support the food hygiene requirements of preventing the use of tobacco products in areas where food items are stored, processed or handled.

There will be 'No Smoking':

- Inside any building which is the property of APML
- Adjacent to intakes or areas where natural ventilation take smoke into buildings
- In any areas where waste or rubbish is collected
- In any storage areas
- In any areas where flammable liquid is stored or handled
- In any other special hazardous areas, eg LPG bottle storage
- In any areas where discarded butts may be washed or swept into drains or gutters.

This policy applies equally to all Tenants, Retailers, Contractors, Employees and Market users.

6.7 Waste Management Policy

APML will undertake all efforts to ensure their compliance with environmental policy and obligations under the Act.

All waste shall be disposed of in the most appropriate and environmentally sensitive way possible. If necessary for compliance, suitably qualified specialist Contractors shall be engaged for disposal.

Tenants, Retailers and all Market users at their cost are responsible to appropriately dispose of all waste they generate. Produce waste, crates, containers and any other type of rubbish must not be left or deliberately dumped on APML property. Disciplinary action including sanctions or legal action will be taken against offenders.

Waste bins are available near the Canteen for paper and general waste from Market users.

Disposal of waste shall follow the waste management hierarchy below:

- Prevention
- Minimisation
- Recycling

-
- Treatment
 - Energy recovery
 - Volume reduction, and
 - Disposal.

Training or information shall be provided to Employees and Market users so that they are aware of waste management procedures and able to carry them out safely.

6.8 Children on Site Policy

APML recognizes that there may be a need for Employees, Tenants Retailers and visitors who are working on site to bring their children occasionally. However, the Company strongly recommends that children not be brought on site due to the high level of congestion and dangerous traffic movements that could potentially cause death or serious injury to a child.

Consideration should be given to the:

- Circumstances of the need to bring a child onto site,
- Nature of the area to which the child will be taken,
- Child’s accessibility to hazardous work activities,
- Level and nature of supervision for the child or children
- Time required to be on site.

Children are not to accompany Employees or Market users to areas

- In the common areas (roadways, parking areas) except when transiting to and from the Tenant or Retailers own business site.
- Where forklifts operate or be taken as passengers on any forklifts or lifting equipment.
- In which there is potentially significant risk of injury associated with the operations or activities of the work area or
- Where the child is suffering from an infectious illness.

If children are brought on to the site the parent or guardian shall ensure the child is supervised and other users of the site are not inconvenienced by the children’s presence.

Parents and guardians hold ultimate responsibility for the health and safety and the management of behavior of the children in their care rests with them.

6.9 Contractor Management by Tenants and Retailers Policy

Every user of the APML site has a shared responsibility to minimize the risks to health and safety of all other site users. The site structure is unique in that

facilities and buildings are shared. Contractors working in common areas and common buildings who are carrying out work on behalf of one party must be monitored and managed effectively to ensure their activities do not inadvertently endanger any other Market users.

Contractors undertaking work for Tenants or Retailers must be registered with APML and complete the necessary site induction. No work must commence without the Tenant or Retailer sighting their completed induction.

7. Safety Performance Monitoring

7.1 Statistics - Reporting and Recording

APML is committed to collecting the following data to measure OHSW performance:

- Risk management documentation (Employees and Market users)
- Number of breaches of traffic policies including forklift maintenance, speeding, etc (Employees and Market users)
- Workplace Services inspection data
- Police and traffic charges
- Sick leave absences (Employees only)
- Histories of exposures to hazardous substances (Employees only)
- Medical records (Employees only)
- Results of internal and general workplace monitoring (Employees and Market users)
- Rehabilitation information (Employees only)
- Workers compensation records (Employees only)
- Performance appraisals (Employees only)
- Training records and attendance at training sessions (Employees and Market users)
- Number of accidents; year to date and from inception to date (Employees and Market users)
- Number of incidents; year to date and from inception to date (Employees and Market users)
- Number of near misses for the previous month; year to date and from inception to date (Employees and Market users)
- Number of lost time injuries for the previous month; year to date and from inception to date
- Number of safety meetings held in the previous month; year to date and from inception to date, and
 - Number of workplace risk assessments completed for the previous month; year to date and from inception to date (Employees and Market users)

-
- Number of substantiated harassment/bullying claims (Employees only)

This is not an exhaustive list of measures and APML will implement additional measures as recommended or required.

7.2 Auditing of the Safety Plan

The safety management plan of APML shall be subject to regular and ongoing reviews of progress, relevance and compliance.

Audits of the safety management plan shall be conducted in accordance with the internal quality assurance auditing system of APML.

Reports from each audit will be tabled and presented at the management team meeting and at the Occupational Health and Safety Committee meeting for APML.

7.3 Reward and Recognition

APML will support and reward excellence in occupational health and safety performance, achievements or innovations. Tenant safety programs are being established to promote and advertise Tenant's traffic safety records and improvements. All other Market Users may also be included in recognition programs.

Every Tenant is invited to share their team's achievements in health and safety to the Occupational Health and Safety Committee each month. Achievements will be published in the APML newsletter.

The Occupational Health and Safety Committee in conjunction with APML management will determine the group or groups most deserving of recognition.

8. Induction

8.1 Employee Induction

Purpose

APML shall ensure systems are in place to provide a reasonable, appropriate and efficient induction for all Market users, Employees, Contractors and Visitors so they are able to perform their duties safely or use the site in accordance with APML's safe working procedures.

The Procedure

- All new Employees, Contractors, Tenants and Retailers will have an induction before commencing any duties on the site.

- Visitors have an abbreviated induction within their visitor's information sheet and are to be supervised by the hosting party at all times while on site. (see 9.4)
- It is the responsibility of the supervisor of the new employee or Contractor, or the person the visitor is with, to ensure induction has taken place.
- Induction will only be performed by employees of APML deemed competent to do so by the CEO.
- A handout containing the same information presented at the induction will be provided to all at the end of their induction session.
- The inductee at the end of the induction will sign a register of all that have attended induction, and those who receive a copy of the induction handbook. The induction checklist will be signed and kept on each Employee's personal file.

8.2 Contents of the Induction Program

Employees and Tenants

APML shall induct all employees and Tenants on the following relevant safety and communication issues on the site:

- Introduction to the organisational structure of the Company.
- Introduction to any occupational health and safety personnel working for the Company.
- Presentation, explanation and discussion of the overall occupational health and safety policy for the Company.
- Provision of information on the Occupational Health and Safety Committee for the Company, who the representatives are and how they can be contacted.
- Safety rules for the site, as well as for the area they will be working in (where practicable).
- Emergency procedures for the Company, including first aid, evacuation, fire safety and any other relevant information.
- Information on the reporting requirements for accidents, incidents and near misses within the Company, along with associated documentation procedures.
- Information on the reporting system for hazards within the Company.
- A list and explanation of Company safety rules.
- Introduction to safe work practices within the Company.
- Information on workers compensation and rehabilitation policies for Employees with work related injuries or illnesses.
- Information on security requirements for the Company.
- Fitting and issue of personal protective equipment.
- Issue of a copy of the current position description for their new role as an Employee or tenancy rulebook in the case of Tenants or Contractors.
- Information on any other special safety requirements of the Company (eg requirements for forklift operations, motorised vehicles, hazardous substances, etc).

Finally, take the new employee(s) on a walk through so they can be a little more familiar with their site, and the location of key areas and amenities.

8.3 Visiting Contractor Procedures

Adelaide Produce Markets Ltd shall induct all Contractors in the following relevant safety and communication issues on the site, through the Contractor Induction Briefing delivered through face-to-face induction with relevant staff:

- Introduction to the organisational structure of the Company.
- Introduction to any occupational health and safety personnel working for the Company.
- Presentation, explanation and discussion of the occupational health and safety policy for the Company.
- Information on the Occupational Health and Safety Committee for the Company, who the representatives are and how they can be contacted.
- Familiarisation with the safety rules for the site, as well as for the area they will be working in (where practicable).
- Emergency procedures for the Company, including first aid, evacuation, fire safety and any other relevant information.
- Information on the reporting requirements for hazards, accidents, incidents and near misses within the Company, along with associated documentation procedures.
- Information on the reporting system for hazards within the Company.
- Introduction to safe work practices within the company.
- Information on security requirements for the company.
- Ensuring supply or have access to personal reflective vests which meet the Australian Standards.
- Information on any other special safety requirements of the Company (eg hazardous substances, etc).
- Discussion of the specific hazards of the work they will be conducting.
- A walk through the workplace detailing the location of key areas and amenities.

8.4 Hot Work Permit Policy

Hot work is defined as any welding, cutting, grinding, burning or work that may generate heat or sparks.

A permit to undertake hot work inside any building that is owned by APML must be obtained before any work is commenced. All requirements of the permit must be complied with at all times.

A permit to undertake hot work will be issued by the Occupational Health Safety & Welfare/Facility Manager. A request for a hot work permit is to be made to the OHS&W/Facility Manager 24 hours before the permit is required.

The application will define:

- What work is to be carried out?
- Date and duration of the work
- Area where the work will take place
- What fire detection and protection is in the area.
- How the area will be made safe before work commences and after work has been completed.
- Precautions taken to prevent any ignition during the work.
- Who will undertake the work and with what supervision.

The OHS&W/Facility Manager or his/her delegate will issue a permit for the work and the permit will specify that the following precautions, as a minimum must be met.

- A suitable fire extinguisher will be available nearby.
- A hose reel is available.
- Floors and surrounds will be swept clean of dust and where possible wetted down while the work is being performed.
- Any draught creating device such as fans and blowers will be turned off.
- All combustible material will be relocated at least 10 metres from where the work is being carried out.
- The area where the hot work is being performed, including the floors and surrounds, will be inspected for not less than 30 minutes after the work is completed.

8.5 Induction for Others including Retailers and Visitors

APML has an abbreviated induction for Retailers and Visitors to our premises. Visitors shall have restricted access and shall be under the direct supervision of an Employee of the Company or employee of Tenants/Retailers for the full duration of their visit. Visitors will be asked to report to security through the Main Entrance where they will be issued with a reflective vest and an induction card. This shall cover, as a minimum, the following elements for Retailers and Visitors:

- Overview of the Company and a copy of the Market Rules.
- Explanation of the role and introduction to responsible officers working for the Company.
- Presentation of the occupational health and safety policy for the company.
- Information on the Occupational Health and Safety for the company, who the representatives are and how they can be contacted..

-
- Key traffic and general safety rules for the site.
 - Emergency procedures for the company, including first aid, evacuation, fire safety and any other relevant information.
 - Information on the reporting requirements for accidents, incidents and near misses whilst on the company site, along with associated documentation procedures.
 - Ensuring access to the correct personal protective equipment including reflective vests.
 - Information on any other special safety requirements of the company

8.6 Competency Checking and Recording

At APML, an Employee shall demonstrate they are competent and can perform the required tasks safely and to the satisfaction of a suitably qualified supervisor or specialist.

In tasks with a high potential for injury, APML shall undertake their own documented assessment of a person's competency.

As a guide, competency assessments shall contain the following elements as a minimum. They shall also be signed and dated by both the assessor and the client, and a copy of the certification document retained by the Company.

Task or equipment description

- Information on licences held (or other relevant qualifications)
- A checklist containing the essential elements to be demonstrated, and
- Comments or a tick, signifying the successful demonstration of the element, and a cross to signify the criteria not being met.

APML is committed to developing competencies to deal with all safety impacted work tasks.

8.7 OHSW Training for Employees

APML management shall conduct regular training needs analysis so as to determine the training requirements for Employees.

9. Safety Inspections

9.1 Safety Inspections Policy

APML shall undertake regular workplace inspections in accordance with the procedure detailed below.

The Procedure

- A formal and documented workplace safety inspection shall be conducted on the site on a half yearly basis.
- At the beginning of the year, the OHSW/Facility Manager will draw up a schedule for the inspections, nominating the areas to be inspected, delegate who is to undertake the inspections and the date by which they are to be completed.
- Issues identified during the inspection will be referred to the CEO for correction.
- A copy of the completed safety inspection will be sent to the Chair of the Occupational Health and Safety Committee of APML for tabling at the monthly meeting.
- Wherever possible, a member of the workforce in the area being inspected accompanies those conducting the safety inspection.

9.2 Employee Involvement

APML actively encourages the participation of all Employees in workplace safety and hazard inspections. These shall be undertaken using the form provided in the appendix entitled 'Workplace Inspection Checklist and Record Form for APML'.

Employees participating in workplace inspections shall receive training and information in the correct procedures for carrying out inspections.

The supervisor of the nominated employees shall ensure that they are made available to participate in the scheduled inspection.

9.3 Reviewing Documents and Schedules

APML requires all systems of work, safety documents and risk control schedules to be reviewed as frequently as the circumstances require.

The revision date must be set after consultation between the supervisor and the employees responsible for preparing the original document and schedule.

Every review of the documents and schedules must be communicated to all employees involved in the task. This communication must also be documented.

9.4 Record Keeping

It is a requirement of APML that all original copies of safe system of work documents, risk control schedules and other OHSW documents be retained by APML for a period of at least five (5) years.

The documentary evidence of training and discussion of the contents of these documents shall be retained by the supervisor for as long as is practically possible, but definitely for a period not less than five (5) years.

10 Safety in the Office

10.1 Ergonomics and Office Safety

In order to ensure the health, safety and welfare needs of all Employees and Visitors, APML will consider office areas to be as important as all other area of our operations.

All APML office areas will undergo regular inspections. The completed inspection checklist will be lodged with the Occupational Health and Safety Committee, for tabling at their monthly meeting.

It is the responsibility of the OHS/Facility Manager to ensure corrective actions are taken.

10.2 Working Space

APML will take steps to analyse what is specifically required in each workstation so as to design an environment in which there is enough room for typing and writing activities, as well as other relevant tasks.

Specific steps that will be taken are as follows:

- All computer towers are to be situated on the floor rather than on the desk.
- Depth and breadth of the desks will be considered according to both duties and the nature of work being conducted.
- Plugs and cabling are to be organised so as to not impede the movements of employees or serve as a fire hazard.
- Sufficient filing space will be provided to allow for proper storage of all documentation

10.3 Modifications to Work Environment

APML will ensure that chairs and desks are ergonomically compatible with the height, breadth and reach of each user. It will also ensure that sufficient safe access is provided to the workstation.

10.4 Occupational Overuse Syndrome

In recognition of our preventative policy at APML, we recognise the importance of analysing the immediate working environment of each employee's workstation. Tool design, and the frequency of movements necessary to effectively work in the particular environment, will always be carefully considered and addressed to minimise repetitive strain injuries. Employees should also receive sufficient instruction so as to be aware of the correct procedures in performing different tasks, which may otherwise result in Occupational Overuse Syndrome.

10.5 Mobility

APML employees shall ensure walkways and aisles are kept clear of all objects including merchandise, rubbish, boxes and furniture, as they serve as contributors to overall accident and incident rates. Spills and wet surfaces shall be clearly identifiable through the use of clear and visible signs, if not immediately cleaned up. Clear guidelines on the type of machinery that is allowed in passageways shall be clearly visible in walkways and halls.

10.6 Electricity and the APML Kitchen and Office Areas

APML shall ensure its employees are trained to manage electrical risks.

- Do not pull plugs out by their cords.
- Clean up spilled water around electrical appliances immediately, but not before turning off the power source.
- Do not overload the circuits or power boards.
- Ensure when cleaning electrical appliances that their power is turned off at the switch.
- Report any defective equipment and ensure it cannot be used again.

10.7 Manual Handling

APML shall ensure that manual handling tasks that may cause injury in the workplace are assessed and controlled.

An assessment must take into account the following factors:

- The actions and movements involved in the manual handling.
- The workplace layout/ergonomics.
- The posture and position that must be taken by the operator involved in the manual-handling task.
- The duration and frequency of the manual handling.

-
- The location of the loads and the distance they have to be moved.
 - The weights and forces involved.
 - Characteristics of the loads and any equipment that is used for the task.
 - The work environment.
 - The skill and experience of the operator.

If a manual handling task is assessed as being a risk to health and safety, APML must take steps to reasonably practicable to control the risk.

In controlling these risks APML must redesign the manual-handling task to eliminate or control the risk. Ensure that employees involved in the manual-handling task receive appropriate safe manual handling training and appropriate supervision.

Where redesign is not reasonably practicable the use of trolleys or mechanical aids, personal protective equipment or a lifting team may be appropriate. APML must also ensure that employees receive appropriate training and supervision in the correct use of any mechanical aids, personal protective equipment or team lifting procedures supplied or introduced.

Lifting

To avoid injuries when lifting the weight of an object that is to be manually handled should be considered in relation to the following risk factors:

- Frequency and duration
- Position of load relative to the body
- Distance of movement
- Characteristics of load

When heavier are handled more care is needed in assessing the risk and in the application of suitable control measures.

For lifting loads, lowering or carrying loads the subsequent guidelines should be followed:

- In seated position do not lift loads in excess of 4.5kgs
- The risk of injury increases with loads above 16-20kgs, therefore from a standing position it is advisable to keep loads below that level.
- As weight increases from 16 to 55kgs, the percentage of healthy adults who can lift, lower or carry the weight decreases. Therefore, more care is needed for weights over 16kgs and up to 55kgs. Mechanical aids or team lifting arrangements should be provided to reduce the risk of injury.
- Generally no person should be required to lift, lower or carry loads above 55kgs unless mechanical aids or lifting teams are used.

- When lifting, lowering or carrying objects avoid bending, twisting or jerking the load. Place your feet shoulder length bend at the hips and knees. Grip the load firmly and keep it close to your body. Use the strong muscles of your legs to lift and keep your back straight for the entire lift.
- Avoid lifting with one hand and lifting the load over your head.
- Make sure pathways are clear when moving items.
- Use mechanical aids to lift objects wherever possible.

Forms and Checklists



CONTRACTOR INDUCTION CHECKLIST
OHSW PROCEDURE - CONTRACTOR OHSW INDUCTION CHECKLIST



Workplace: _____ Location: _____ Date: _____

Name of Contractor's representative: _____

Commencement Date: _____

Contract Work: _____

Line Manager/Supervisor

Work area Orientation

- Emergency Procedureo
- Emergency exits
- Fire extinguisher location
- Parking requirements
- Speed limits
- Washing and toilet facilities
- Drinking water facilities
- Restricted areas

Occupational Health & Safety

- Licenses/certification requirements
- Smoke Free Work Environment
- Resolution of Issues
- Incident Reporting Procedures
- Hazards present in work area
- Type of hazard
- Safe practices to be followed
- Work practices for particular work
- Standard Operating Procedures
- Material Safety Data Sheets (MSDS)
- Location of MSDS
- Training in MSDS (if necessary)
- Confined spaces
- Hot work
- Danger & Out of Service Tags/Locks

Emergency Procedures

- Fire
- Bomb threat
- Building evacuation
- Fire warden(s)
- Clean up
- First Aid
- First Aid Officer
- First Aid Briefing location

FOLLOW-UP AFTER ONE WEEK

- Review work practices & procedures with Contractor or Contractor's representative
- Answer Contractor's questions

Record

Provide a copy of this completed checklist to the contractor and retain this original with Your OHSW records.

I hereby acknowledge that I have accurately completed the checklist above. I have received a copy of the APML Contractors Induction Briefing and am conversant with all of the information contained within.

I further give an undertaking to observe and follow the requirements that are set out, and will ensure that all persons engaged in work for me at the Market site are aware of these requirements and will observe and follow these requirements.

Contractor signature and date signed

Contract supervisor signature and date signed

Contractor name (please print)

Contract supervisor name (please print)

INCIDENT / ACCIDENT INVESTIGATION REPORT FORM



**DIRECT EMPLOYEES AND MARKET USERS INCIDENT /
ACCIDENT INVESTIGATION REPORT FORM**

Worksite: _____ **Date:** _____

EMPLOYEE DETAILS (name of primary person injured or affected by incident/accident)

Family name: _____

Other Name: _____

Sex: M F

Contact Phone No: (w) _____ (h) _____

Date of Birth: _____

Occupation: _____

Company Name: _____

Relationship to APML: _____

Supervisor's name: _____

Usual Work Location: _____

Employment Status: Full Time Part time Casual Contractor
 Visitor Other (specify)

OTHER EMPLOYEE DETAILS (name of secondary person causing or involved in incident/accident)

Family name:

Sex: M F

Date of Birth: _____

Occupation: _____

Company Name: _____

Relationship to APML: _____

Supervisor's name: _____

Usual Work Location: _____

Employment Status: Full Time Part time Casual Contractor
 Visitor Other (specify) _____

INCIDENT DETAILS

This incident was reported by: _____ to _____
(APML delegate) on / /

Date: / / Time of Incident: am pm

Location where Incident occurred: _____

INCIDENT / ACCIDENT INVESTIGATION REPORT FORM

What happened? (Describe what happened, and include the events that led to the occurrence of this incident or accident) _____

This incident resulted in: Injury No injury Property damage
 Hazard Near miss

INJURY/DAMAGE DETAILS

If injury was sustained, what part of the body was affected OR if damage occurred what was damaged?

MEDICAL TREATMENT

Was any medical treatment sought/provided? When / / at _____ am / pm
From whom? _____

Day surgery Hospital visit (less than 1 day) Hospital overnight+

Name of facility: _____

Has any time been lost from work? (More than 1 complete shift)

Yes No

If so, have you returned to work?

Yes No

Have/will medical expenses been incurred?

Yes No Uncertain at this time

NOTE: If MEDICAL EXPENSES are incurred a WorkCover "Worker Report Form" must be completed with your direct employer (not APML).

Were there witnesses to this incident/accident?

If so, name of witness(s): _____ Contact Phone: _____

Employee signature: _____ Date: _____

INVESTIGATION: is the responsibility of the CEO or OHS/Facility Manager, and is to be completed in consultation with all parties.

Please describe the events and contributing factors that led to the incident occurring:

INCIDENT / ACCIDENT INVESTIGATION REPORT FORM

Did any of the following factors contribute to the incident/accident?

- | | | |
|--|---|---|
| <input type="checkbox"/> Not wearing safety vest | <input type="checkbox"/> Inadequate lighting | <input type="checkbox"/> Not following procedure/policy |
| <input type="checkbox"/> No written procedure | <input type="checkbox"/> Incorrect method used | <input type="checkbox"/> Outdated Method |
| <input type="checkbox"/> No induction or training provided | <input type="checkbox"/> Limited induction or training provided | |
| <input type="checkbox"/> Needs on-going training | <input type="checkbox"/> Equipment not available | <input type="checkbox"/> Inappropriate equipment used |
| <input type="checkbox"/> Lack of maintenance | <input type="checkbox"/> Equipment fault | <input type="checkbox"/> Lack of visibility |
| <input type="checkbox"/> Inadequate ventilation | <input type="checkbox"/> Inadequate signage | <input type="checkbox"/> Housekeeping issues |
| <input type="checkbox"/> Condition of employee | <input type="checkbox"/> Inadequate space | <input type="checkbox"/> Inadequate storage |
| <input type="checkbox"/> Poor access | <input type="checkbox"/> Unsuitable work area | <input type="checkbox"/> Possible lack of attention |
| <input type="checkbox"/> Excessive workload | | |

RISK CONTROL: Operations Coordinator should complete in consultation with the H&S Rep and the Injured/ Reporting Employee/Contractor/Visitor

Recommendation to prevent recurrence of this incident/accident:

- | | | |
|------------------------------------|-----------------------------------|--------------------------------|
| Change to market users policies | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change to market users procedures | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change in induction program | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change in on-going training | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Equipment/machinery modifications | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change to work procedur | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Change to work environment or site | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Equipment/machinery maintenance | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Other job redesign | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Other preventative action | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Post trauma counselling | <input type="checkbox"/> Proposed | <input type="checkbox"/> Taken |
| Exacerbation of a previous injury | <input type="checkbox"/> | |
| No change proposed | <input type="checkbox"/> | |

Rehabilitation required Yes No Rehabilitation Consultant advised
Date:

INCIDENT / ACCIDENT INVESTIGATION REPORT FORM

OPERATION SUPERVISOR'S ACTION - The Supervisor is responsible and accountable for ensuring that the appropriate action has been taken to minimise or eliminate the possible risk of injury or re-occurrence to APML employees or all other market users and visitors.

I have taken the following action to reduce/ eliminate the risk of re-injury or re-occurrence:

- Consulted Tenants/market users Referred to CEO Consulted employees
- Consulted OHSW Committee Advised Workplace Services Advised Consultant, OHSW
- Advised Rehabilitation Consultant

Estimated cost: \$ _____

Name: _____ Signed: _____ Date: _____



MOTOR VEHICLE INFRINGEMENT NOTICE

Tenant Tenant Employee Market User Contractor Visitor Other

VEHICLE PLATE NUMBER: _____

TYPE CODE: _____

COMPANY NAME: _____

DATE: _____

TIME: _____

LOCATION: _____

The offence marked below is in breach of APML policy. 3 or more breaches will lead to action being taken. In the event of a serious incident or breach, action may be taken immediately. In the case of Tenants and other Market users, temporary or permanent loss of on-site vehicle operating privileges may occur. Tenants with repeated breaches may lose privileges up to and including cancellation of tenancy agreement.

- failure to comply with directions given by APML representative
- operating dangerously (including standing on forks on moving vehicle, horseplay, overloading, operating with forks too close to ground, etc)
- vehicle not fitted with a motor governor or speed limiter restricting max speed to 15 kilometres p/hour
- not registered with Transport SA - Motor Registration Division under the Motor Vehicles Act 1959**
- parking so as to cause an obstruction failure to give way
- parking in a no parking area failure to comply with signs
- parking outside designated area failure to comply with road markings
- parking in a loading area for driving at excessive speed (greater than walking speed)
- not insured under an insurance policy not parking wholly within marked bay
- not recorded with APML administration operating without a helmet

Past History First Offence Second Third 3+

Action to be taken: _____

In the event of a disagreement, an Appeals form must be filed in writing with APML within fourteen days of the offence occurring. No dispute may be filed more than fourteen days after the alleged offence took place.

Authorised person: _____



OHSW INFRINGEMENT NOTICE

Non Compliance Notice - All Market Rules, Policies, Procedures

Tenant Tenant employee Market User Contractor Visitor Other

VEHICLE PLATE NUMBER: _____

TYPE CODE: _____

COMPANY NAME: _____

OR PERMIT NUMBER: _____

DATE: _____

TIME: _____

LOCATION: _____

NAME OF PERSON REPORTING INCIDENT: _____

The offence marked below being taken. In the event of a serious incident or breach action may be taken immediately. In the case of Tenants and other market users, temporary or permanent site access privileges may occur. Tenants with repeated breaches may lose privileges up to and including cancellation of tenancy agreement is in breach of APML policy. 3 or more breaches will lead to action

- failure to comply with directions given by APML representative
 - failure to comply with OHSW policy or procedure
 - failure to cooperate in a workplace investigation
 - failure to behave appropriately as per the APML Code of Conduct.
 - acting in any way that would constitute illegal activities in any other public venue
 - on site whilst under the influence of drugs or alcohol
 - other Detail: _____
- _____
- _____

Past History First Offence Second Third 3+

Action to be taken: _____

In the event of a disagreement a dispute notice must be filed in writing with APML within seven days of the offence occurring. No dispute may be filed more than seven days after the alleged offence/incident took place.

Authorised person: _____



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PRODUCE
MARKET

HAZARD REPORT example
Copies of Site hazard Report are located at APML office and main gatehouse

DATE	TIME OF REPORT	REPORTED BY	DESCRIPTION OF HAZARD	RISK	MANAGEMENT ACTION TAKEN

HOT WORK PERMIT



Required for all;
Welding, Cutting, Grinding, Burning or Heat Generating Work

Contractor or Business Name: _____

Date work is to commence: _____

Date work is to cease: _____

Building: _____ Store Number: _____

Description of work to be performed: _____

Name of person or operator completing the work: _____

Is this contractor registered with APML? Yes No

PERMIT CONDITIONS (please tick)

- | | | |
|---|--|--|
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Hose Reel | <input type="checkbox"/> Floors clean free from dust and debris |
| <input type="checkbox"/> Floors to be kept We | <input type="checkbox"/> No combustible material | <input type="checkbox"/> Compressors/fans/blowers shut down |
| <input type="checkbox"/> Area to be inspected during work | <input type="checkbox"/> Area to be inspected at the end of the work day | <input type="checkbox"/> Area to be inspected 30 minutes after work ceases |

This permit expires: _____ (time) _____ (dd/mm/yy)

Authorized by: OHS&W/Facility Manager (signed) _____

Permit Conditions Accepted:(signed) _____

(print name) _____

SAMPLE ANNUAL STATEMENT OF COMPLIANCE

For all Market Users operating within the APML site

Date: _____

From: Name of Business:
Registered Address:
Store/Space number:
ACN/ABN:

To: The Chief Executive Officer
Adelaide Produce Markets Limited
Diagonal Road, Pooraka SA 5095

**Tenants
Company
Letterhead**

Dear Sir or Madam

Please accept this annual statement of compliance to certify that all staff working for the above business name that operates on the Adelaide Produce Markets site, do so in accordance with the APML Occupational Health and Safety Management Plan 2003 and APML Market Rules, as detailed below.

All staff abides by:

- i. APML OHSW Policy and Regulations - Market Rules
- ii. APML Visitor and Contractor Policy
- iii. APML Traffic Safety Policy
- iv. APML Licensing and Forklift Controls Policy
- v. APML Danger and Out of Service Tags Policy
- vi. APML Hazardous Substances and Dangerous Goods Policy
- vii. APML First Aid Policy
- viii. APML Smoke Free Policy
- ix. APML Waste Management Policy
- x. APML Children on site Policy
- xi. APML Contractor Management by Tenants and Retailers Policy
- xii. APML Hot Work Permit Policy
- xiii. APML Safety Inspections Policy
- xiv. APML Manual Handling Policy

Yours sincerely

Signature

Print Name and Title

EMERGENCY Procedures

ADELAIDE PRODUCE MARKETS LIMITED



**ADELAIDETM
PRODUCE
MARKET**



EMERGENCY - COLOUR CODES

EMERGENCY	CODE
Fire/Smoke	Red
Medical Emergency	Blue
Bomb/Arson Threat/Terrorist Threat	Purple
Internal Emergency	Yellow
Armed Hold - Up	Black
Security Emergency	White
Evacuation	Orange
All Clear	"(Code) All Clear"

Contents	Page
Emergency Codes	2
Contents	3
Foreword	4
Definitions	5
Responsibilities	6
Code Red - Fire	8
Code Blue - Life Threatening Medical Emergency	9
Code Purple- Bomb/Arson/Terrorist Threat Check-List	10
Code Yellow - Internal Emergency	15
Code Black - Armed Hold Up	16
Offender Description Form	17
Code White - Security Emergency	18
Code Orange - Evacuation	19

FOREWORD

'An Emergency is an event which may adversely affect the safety of persons in the Adelaide Produce Markets site, requiring an immediate response by the occupants whether they be APML staff, Tenants, Retailers, Growers, Visitors or any Market user.'

These procedures are designed to provide instruction and predetermined response plans in compliance with Australian Standard:

AS 3745-2002, "Emergency Control Organization and Procedure for Buildings, Structures and Workplaces".

The effectiveness of these procedures depends on the willingness and cooperation of all APML staff and Market users.

All Emergencies are coordinated from Emergency Coordination Centre that has two locations;

- 1) Gatehouse at the Main Entrance off Merchant Crescent.
- 2) APML Board Room situated on the first floor of the Administration building.

DEFINITIONS

ANYONE

Any person who discovers an emergency and raises the alarm by ringing 000 and alerting External Emergency Services. I.e. the Police, Fire Brigade or other Emergency Services.

GATEHOUSE SECURITY TEAM

The emergency response organisation at the Adelaide Produce Markets is the Gatehouse Security Team. All members of the Gatehouse Security Team are trained in fire safety and first aid. In the event of a confirmed emergency the Gatehouse Security Team are required to unlock all exits and boom gates to facilitate access of external emergency services and for the safe evacuation of Market users.

AREA WARDEN

Nominated staff member who ensures immediate actions to raise an alert have been initiated and manages the emergency until the Gatehouse Security Team arrives.

EMERGENCY CONTROLLER (EC)

The Emergency Controller is the Operations Coordinator who coordinates initial mitigation activities, investigates the incident, handing over continued management, to external emergency services, in the event of a confirmed emergency. After hours the EC is the Gatehouse Security Guard.

EXECUTIVE

The CEO or their delegate is called on by the EC to provide Executive support in a confirmed emergency. Responsible for Executive decisions, media liaison and mitigation activities concerning the strategic plans for managing the emergency outcome and the emergency recovery process.

TEAM MEMBERS

Staff members or volunteers seconded by the EC to assist with an emergency. Any person can be nominated by EC to assist during an emergency.

EXTERNAL EMERGENCY SERVICES

Fire Brigade, Police, Ambulance Service, or any other external emergency organisation called in to assist the Gatehouse Security Team.

RESPONSIBILITIES

ANYONE

- Is that person when discovering an incident who takes actions that are vital in initiating the most effective response.
- If you discover an emergency, your prime objective is to preserve life, including your own. If safe to do so, remove any person(s) in danger to a place of safety, this may only require a move outside a room, or to another fire compartment. In cases of a medical emergency avoid moving the victim unless that person is in further danger eg electrical, fire, or flood. Attempt Cardio Pulmonary Resuscitation only if you are trained to do so.
- As soon as is practicable raise the alarm, by phoning the emergency number 000 and state;
 - who you are;
 - the location of where you are, I.e. Adelaide Produce Markets, corner of Merchant Cres and Market Lane, Pooraka;
 - the nature of the incident, I.e. Fire, Bomb Threat, Medical Emergency etc.

Call the Gatehouse security team on extension 259 and advise them of your actions and that the emergency services have been called.

Seek assistance from your area warden or another person in the area

- If safe and trained to do so, initiate remedial action, i.e. extinguish the fire, contain the spillage, turn off gases, isolate power, evacuate to a safe area away from the incident or instigate action that will minimise the emergency
- Be prepared to give any relevant information on arrival of the Gatehouse Security Team or Emergency Services
- Be fire and security conscious and report any suspicious activity to the Gatehouse Security Team or your Manager.
- Once you have evacuated to a safe area do not return until the "ALL CLEAR "is given.

2. AREA WARDEN

- The Area Warden, AW is the most senior staff member in your area who has detailed knowledge of the worksite, ensures that immediate actions to raise the alert and minimise the incident have been initiated. They assume control of the incident until the Emergency Controller or External Emergency Services arrive.
- Further assists the Emergency Controller in managing the emergency and safe evacuation of staff and other Market users. Advises the EC of any flammable, chemical or hazardous substance that may be present in the work area. Reports any missing persons as soon as possible to the Emergency Controller, and other duties as directed.

- Area Wardens are responsible to ensure that the Emergency Procedures are displayed in a prominent position in the work area at all times.
- Area Wardens must be aware of the location of all fire fighting appliances and the isolation of services within or near their work area.

EMERGENCY CONTROLLER, EC

- The Emergency Controller is the Operations Coordinator nominated to coordinate and execute the initial emergency response and investigation activities at the alert scene. The Operations Coordinator hands over the EC duties to a member of the Gatehouse Security Team when off site.
- BEFORE: Ensure sufficient team members are available, briefed and in place to respond. For a confirmed emergency have the Executive briefed on the circumstances of the emergency.
- DURING: Undertake activities necessary to mitigate the alert eg. area/s fire fighting, search, spillage containment, restricting access, evacuation, securing the scene as required.
- AFTER: Return area to normal as soon as is practicable after the "ALL CLEAR" has been announced. Conducts a debrief with all involved in the emergency and provide reports to Executive as soon as practicable.

EXECUTIVE

- Chief Executive Officer or their Deputy may be required to provide executive support in a confirmed emergency because of their specialist knowledge or Executive position having overall final responsibility for the emergency management decisions:
- Liaises with the media if required and directs mitigation and recovery strategies. Executive support is available on call outside normal hours.

TEAM MEMBERS

- Persons called upon by the Emergency Controller or Area Warden deemed necessary to assist with managing an emergency. Any person may be seconded to assist in the minimisation of an emergency incident.

EXTERNAL EMERGENCY PERSONNEL

- External personnel who are trained to perform a specific emergency service function eg Fire Brigade, Police, Ambulance Service.

Note: Fire Brigade must attend at all Code Red Fire alerts. Police must attend all Code Black/Code Purple; Hold up and Bomb Threat Alerts.

CODE RED - FIRE

A code red is the response code initiated on the discovery of Smoke or Fire.

IMMEDIATE ACTION

- Raise the alarm by shouting "Fire, Fire, Fire"
- Remove all people in immediate danger
- Call the Fire Service on 000

State who you are, the store number or where you are located.

Notify of Market address: Corner of Merchant Cres and Market Lane Pooraka.

Advise of the nature of the fire emergency

- Alert the Gatehouse Security Team as soon as possible on extension 259
- Use the appropriate extinguisher to fight the fire if safe to do so
- Close windows and doors, if safe to do so;
- Remove or turn off LPG cylinders if safe to do so;
- Evacuate to the nearest safe area away from the fire.
- When evacuated do not return to the area until the "ALL CLEAR" is given.

FIRE EXTINGUISHERS

There are 3 types of fire extinguishers as well as hose reels located throughout the facility;

- 1) Water, stored pressure type, colour coded red, used for wood, paper and textile fires only. **DO NOT USE FOR ELECTRICAL OR FLAMMABLE LIQUID TYPE FIRES.**
- 2) Dry Chemical, stored pressure type, colour coded red with a white band; can be used for all types of fires.
- 3) Carbon Dioxide, stored pressure type, colour coded red with a black band, used for electrical, oil and flammable liquid fires.
- 4) Fire Hose Reels provide a continuous supply of water, colour coded red, used for wood, paper and textile fires only. **DO NOT USE FOR ELECTRICAL OR FLAMMABLE LIQUID TYPE FIRES.**

Warning: Fire extinguishers and hose reels are only to be used for fighting fires and shall not be used for any other purposes. Abuse of equipment will lead to disciplinary procedures and penalties may be imposed.

CODE BLUE - LIFE THREATENING MEDICAL EMERGENCY

A Code Blue is the response code for a life threatening, medical emergency.

IMMEDIATE ACTION:

Person discovering a life threatening medical emergency should:

- Render emergency assistance
- Call the Ambulance on 000

State who you are, the store number or where you are located.

Notify of Market address: Corner of Merchant Cres and Market Lane Pooraka.

Advise of the nature of the emergency

- Alert the Gatehouse Gatehouse Security Team as soon as possible on extension 259
- Try to avoid moving the patient unless absolutely necessary. Remove the person from the danger or the danger from the person, only if safe to do so.
- Stay with the person until the Ambulance arrives.
- If necessary commence Cardio Pulmonary Resuscitation (CPR) only if you have been trained to do so.

CODE PURPLE - BOMB, ARSON OR TERRORIST THREAT

Code Purple is the response code for a Bomb, Arson or Terrorist threat.

IMMEDIATE ACTION: ON RECEIVING A THREAT

A Code Purple may be received by telephone, mail or in person.

Should you receive a threatening call, immediate actions are:

- Stay calm;
- Be sympathetic to caller;
- Do not interrupt caller;
- Let caller finish message;
- If asked to respond, keep response to one or two words.

Record the conversation on the Code Purple Threat Check-list available within this Manual or on a piece of paper.

IF ABLE, AT LEAST RECORD THE FOLLOWING INFORMATION:

- When is the bomb going to explode?
 - Where is the bomb?
 - What does it look like?
 - What will cause it to explode?
 - Caller's estimated age and sex;
 - Time call received;
 - Voice characteristics.
- Keep information confidential. If possible, avoid alarming others. Alert your supervisor or Area Warden.
 - Call the Gatehouse security team on extension 259
 - The Gatehouse security team shall then call the Administration Office for Executive advice.
 - The Police must be notified of the threat details as soon as possible.

IMMEDIATE ACTION: ON RECEIVING A THREAT BY MAIL

IF CONTACT IS MADE IN THE FORM OF A LETTER, UNNECESSARY HANDLING SHOULD BE AVOIDED.

- Record the date and time the letter was opened on a piece of paper;
- Keep both the letter and the envelope;
- Every effort should be made to retain evidence, therefore place both letter and envelope in a container, preferably a plastic envelope.

- Keep information confidential. Report the incident to the Gatehouse Security Team on extension 259. A Security staff member shall collect the letter from you as soon as possible.
- The Area Warden shall be notified to organise a search of the area with the assistance of the Gatehouse Security Team, who would ensure all exit pathways are clear should evacuation be necessary.
- Personnel must not smoke or operate radio transmitters (eg two way radios or mobile telephones) during a search.
- Evacuation does not automatically follow a Bomb/Arson threat as the extent of the threat has to be determined and a search conducted. Evacuation may be ordered if insufficient time to conduct a search or where a suspicious object is found.

SAFE PRACTICES: BOMB THREAT ONLY - WHERE SAFE TO DO SO

- Open all Windows and doors to lessen the effect of the blast.
- Leave lights on.
- Do not operate radio transmitters or mobile telephones in the vicinity.
- Do not touch or move any suspicious object.

IMMEDIATE ACTION IN THE EVENT OF A THREAT RECEIVED BY A PERSON

- In the event that a threat is received from a person, if possible and safe to do so, try to get the persons name, address, contact details and a description.
- Call the Gatehouse on intercom extension 259
- The Gatehouse security team shall then call the Administration Office for Executive advice.
- The Police must be notified of the threat details as soon as possible
- Complete a Offender description form

GATEHOUSE SECURITY TEAM RESPONSIBILITIES

AREA SEARCH

The Emergency Controller shall:

- Notify the Police of the incident as soon as possible.
- Brief relevant personnel in the area in particular the Area Warden;
- Coordinate a systematic search of the affected area with the assistance of area personnel who can identify any object not normally found in that area or location;
- Ensure that the appropriate exit paths and stairs are clear;
- Order an evacuation of the area if a suspicious object is found with the following guidelines;

UPON DISCOVERY OF A BOMB OR SUSPICIOUS OBJECT, IT SHOULD NOT BE TOUCHED OR DISTURBED IN ANY WAY, NEITHER SHOULD IT BE COVERED OR IMMERSSED IN WATER. ONLY THE POLICE OR EXPLOSIVE EXPERTS MAY EXAMINE A SUSPICIOUS OBJECT.

- Do not touch the object;
- Doors and windows to be opened, if safe to do so;
- Leave lights on;
- Ensure access to the threat area is restricted.
- The immediate area should be cleared of personnel and guides, (eg arrows or signs), left to indicate the object to the authorities.
- Evacuation should be orderly via the previously searched safe exit path well away from the threat area.

CODE PURPLE - BOMB/ARSON/TERRORIST THREAT

CHECK-LIST

EXACT WORDING OF THREAT _____

QUESTIONS TO ASK

- 1. When is the bomb going to explode?
- 2. Where is it right now?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Why are you doing this?
- 7. Did you place the bomb?
- 8. What is your address?

CALLER'S CHARACTERISTICS

Gender - Male Female

Race

Composed	Excited	Calm	Angry
Normal	Nervous	Deep	High
Soft	Hard	Disguised	Accent
Slow	Rapid	Laughter	Crying
Quiet	Loud	Distinct	Lisp
Clear	Nasal	Ragged	Raspy
Deep breathing	Gasping	Slurred	Stutter
Familiar			

If voice is familiar, whom did it sound like? _____

CODE PURPLE - BOMB/ARSON/TERRORIST THREAT conitnued.

THREAT LANGUAGE

Foul	Well spoken (Educated)	Irrational
Incoherent	Taped message	Read by threat maker

CALLER'S BACKGROUND NOISES

Clear	Static
Street noise	Animal noise
Crockery	House noises
Other voices	P.A. System
Public phones	S.T.D.
Office Machinery	Motor
Music	Other
Factory noises	Machinery noises _____

Familiar
If noise is familiar, what did it sound like?

ADMINISTRATIVE DATA (PRINT) _____

Ext number at which call received: _____ Time of call: _____

Approx length of call: _____ Printed name: _____

Date: _____ Signature: _____

CODE YELLOW - INTERNAL EMERGENCY

A Code Yellow is the response for the following potentially life threatening emergencies.

- Leakage or spillage of flammable/toxic gases/liquids/materials and corrosive, toxic, biological and radioactive substances;
 - Explosion;
 - Building Collapse - Trapped person;
 - Flooding;
 - Electrical power failure.

ACTIONS WILL DEPEND ON THE TYPE AND SEVERITY OF THE EMERGENCY

The main objective is for the preservation of life and immediate treatment of injured persons.

- Do not attempt any action that places your life in danger.
- Move persons in danger to safety and ensure their continued safety and care.
- Ring the Security Office on extension 259 state "Code Yellow", give your name, location and all relevant details.
- Security staff are to restrict access to affected area/s.

IF SAFE TO DO SO:

- Turn off LPG cylinders or electricity or other services.
- Stand-by for further instructions and assist as requested.
- If evacuation is ordered or necessary, proceed to a safe assembly area. Do not return to the area until the 'All clear' is given.

The Police and Fire Brigade are likely to be called in to assist or contain toxic fumes, liquids or gases etc.

In the event of a power failure if power is not restored within 4 hours, then under the direction of the CEO sufficient portable back up power generators shall be ordered from an approved supplier.

CODE BLACK - ARMED HOLD UP

ALL STAFF - IMMEDIATE ACTION

A Code Black is the response code for an armed hold-up or armed intrusion.

ARMED THREAT INCIDENT IN PROGRESS

(For persons directly involved at scene)

1. Follow instructions of the offender(s) without question, stay calm, observe offender(s) appearance.
 2. Do not make any sudden movements.
 3. Do not volunteer additional information.
 4. Only carry out the instructions given to you.
 5. Do not place the lives of other personnel at risk.
6. Call the Police on 000 when it is safe to do so giving details (i.e. your name, location, nature of incident).
7. Call the Security office on extension 259 when it is safe to do so.
8. Write down information on offender(s) and offence, as soon as practicable after incident on an Offender Description Form.
9. Assist the Police and other Emergency Services personnel as required

SAFE PRACTICES: ARMED HOLD-UP

- Ensure Code Blue, called for any persons injured, as needed.
- Notify any suspicious activities or person/s to your Area Warden or Line Manager.
- Do not discuss activities, vital records, and amounts of cash or security procedures in public.

NO AMOUNT OF MONEY OR INFORMATION IS WORTH A LIFE!

CODE BLACK - ARMED HOLD UP
CODE WHITE - SECURITY EMERGENCY
CODE PURPLE - TERRORIST THREAT (made in person)

OFFENDER'S DESCRIPTION FORM

A separate form is to be used and completed by each witness, immediately after the incident.

It is important that each witness documents their impressions and does not consult with any other witness or person at the scene.

- (a) Sex: Male Female _____
- (b) Approximate age _____
- (c) Height _____
- (d) Weight _____
- (e) Nationality _____
- (f) Accent _____
- (g) Form of Disguise _____
- (h) Name or nickname (if used) _____
- (i) Posture Erect Stopped Other _____
- (j) Hair Colour: Dyed
Hair Style: Wavy Straight Curly
Thick Thin Bald/Shaved
- (k) Eyes: Colour: _____ Shape: _____
- (l) Nose: Shape: _____ Size _____
- (m) Mouth Shape: _____ Size: _____
- (n) Complexion: Fair Dark Pimply
Sun tanned Pale Oily
- (o) Teeth: Good Missing Decayed Spaced Uneven Protruding Fillings Silver Gold
- (p) Build: Small Medium Large
- (q) Voice: Clear Broken Loud Soft
- (r) Facial Hair: Moustache Beard Goatee
Side Burns Bushy Shaved Cropped
- (s) Eye Glasses: Colour: _____ Shape: _____
Lenses Tinted Thick Thin
- (t) Hands Rough Soft Covered
Hairy Deformed Tattooed

OFFENDER'S DESCRIPTION FORM continued

(u) Identifying marks: including scars, nervous disorders, walk, tattoos, and earrings/etc.

(v) Clothing Worn: Trousers, shirt, skirt, jacket, jumper, tie, blouse, shoes, hat

(w) Weapon: including type

(x) Method of escape car-type, bike- type, direction of escape,
Other _____

(y) Car or bike _____ Motor/Push _____ Colour _____ Reg _____
No. of vehicles _____
Make _____ Model _____

Distinguishing features _____

(z) Any other relevant details: eg. direction of escape and a brief description of the incident.

Signature: _____ Phone No: _____

Print Name: _____ Date: _____

Address: _____

This form is confidential and when completed must be handed to the Police or the Emergency Controller at the crime scene.

CODE WHITE - SECURITY EMERGENCY

A code white is the response code for the management of aggressive behaviour in the work place where the potential for / or actual violent / aggressive behaviour occurs.

- Personal threat, where a person becomes violent or aggressive and normal conciliatory action fails;
 - Physical assault;
 - Sexual assault or attempted sexual assault;
 - Kidnap or attempted kidnap;
 - Civil disturbances.

ALL STAFF - IMMEDIATE ACTION

1. Staff initially, where confronted with aggressive behaviour should use methods to diffuse the situation using non-threatening words and actions. Attempt to remove other persons away from the danger area.
2. Where conciliatory action is non-effective ring the Gatehouse Security Team on extension 259. State "Code White", give name, location and nature of the emergency. If necessary the victim or the Security Officer may call in the Police.
3. Attempt to calm the person or diffuse the situation, until the Emergency Controller and the Code White Coordinator arrives, and then provide a verbal report of the situation.
4. If you witness a "Code White", try to get a description of the offender(s) plus any other particulars of the incident and record it on an Offender Description form.

SAFE PRACTICES:

No heroics please.

Never attempt to restrain a violent person on your own.

Let the Gatehouse security team or Police deal with the matter.

CODE ORANGE - EVACUATION

Evacuation of an area may be necessary immediately to avoid injury. An evacuation may only require movement to a safe area or depending on the severity of the Emergency may require total evacuation off site.

The following factors are to be considered in determining the priority and stages of an evacuation:

- Location and extent of the emergency.
- Proximity of flammable or toxic gases, liquids or other materials that may cause a threat.
- Toxic emissions.
- Whether the initial action to control the emergency is successful or otherwise.
- Condition of an injured persons and their proximity to the hazardous situation.

STAGES OF EVACUATION:

1. **IMMEDIATE** i.e. away from the immediate danger area outside a room or warehouse or (15-20 metres).
2. **PARTIAL** i.e. removal of person to a safe assembly area i.e. Retailers Canopy or Growers shed (50-100 metres). Ordered by Area Warden or Emergency Controller on advice from Executive.
3. **TOTAL** i.e. complete removal off-site from all buildings considered unsafe (200 metres or more)

SAFE PRACTICES WHEN EVACUATING:

- When evacuated, do not return to your work area until the "All Clear" has been given.
- Safe assembly areas if safe are under the Retailers Canopies or Growers Shed.
- Consideration must be given to preservation of life, if required, assist others during an evacuation so that serious injuries
- All personnel not involved in the "mopping up" operations following the "All Clear" may return to work and resume normal duties.

The Emergency Controller in consultation with the Emergency Services (Police, Fire Brigade etc) and Executive, as necessary, shall initiate the "All Clear".

