

INDUCTION HANDBOOK

JM Berry Farms

39 Henderson Hill Rd, Silvan 3795

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CODE OF CONDUCT

POLICY STATEMENT

All team members of JM Berry Farms PTY LTD (the "Company") shall:

- Abide by and be familiar with the Company's policies and procedures and relevant financial delegations/authorities.
- Abide by and be familiar with the Company's Occupational Health and Safety policies and procedures.
- Maintain a harmonious and courteous attitude towards customers and fellow workers in a way that upholds the Company's values and integrity.
- Treat everyone fairly and with respect and courtesy, without harassment or bullying.
- Act with care and diligence during the course of contract, using resources in a proper and efficient manner.
- Not use social media to post any information concerning the Company and any of its employees or contracted workers. This includes the posting of written material and/or pictures.
- Comply with any lawful and reasonable direction given by workers who have the authority to give such direction.
- Maintain appropriate confidentiality about dealings that a worker has with any other worker or customer of *JM Berry Farms PTY LTD*.
- Not misuse information acquired by virtue of their position as employees to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the Company.
- Not accept any gift where such a gift could be deemed to be excessive in the circumstances.
- Not participate in any fraudulent activity or theft of property belonging to the Company.
- Disclose and take reasonable steps to avoid any conflict of interest that may occur during the course of employment at the Company (real or apparent).
- Use the Company's grievance procedure to resolve issues of conflict.
- Identify and notify potential risks to the Company including matters involving industrial disputation, potential litigation or health and safety

Golden Rules

- If you're not licensed and authorised to operate a forklift or other piece of equipment DO NOT operate.
- Only access areas you are authorised to access
 - Think before you act.
 - If in doubt ask.
 - RESPECT others.
- No riding on implements or trailers.

Welcome

At *JM Berry Farms*, the health and safety of our workers is of paramount importance, and we recognise that maintaining the highest possible standards of health and safety within *JM Berry Farms* responsibility area is a key function of management.

The aim of this Health and Safety Handbook is to provide rules and advice to assist personnel in achieving a safe and healthy place of work. It should be noted however, that the handbook is not intended to cover all the safety measures necessary for the many and diverse workplaces that *JM Berry Farms* work. It covers those items common to all workers.

JM Berry Farms workers will be required to undertake site specific OHS inductions, so as to ensure they become familiar with the hazards and procedures of each particular workplace.

If you require any further information on hazards or *JM Berry Farms* OHS system, please contact your Manager.

We welcome you to the company and wish you a healthy and safe working environment.

General OHS Information

OHS Policy

JM Berry Farms commitment to workplace health safety is defined and documented within the OHS Policy. This policy has been developed in consultation with workers and is endorsed by Management of *JM Berry Farms*

The OHS Policy includes a commitment to the health, safety and welfare of all of its workers and visitors and is displayed in all *JM Berry Farms* workplaces.

Duty of Care

Occupational Health and Safety legislation establishes requirements on everybody in the workplace to ensure that the preservation of health and safety in the workplace is a continuous social and legal responsibility which meets the principals of 'Duty of Care'. The responsibility is binding upon all people who have control over the conditions and circumstance under which work is performed in the workplace.

The 'Duty of Care' principal states that it is the responsibility of all people in the workplace to ensure their own health and safety and to extend that concern to other people within the workplace. There are, however specific responsibilities that employers, and you the worker, have under the 'Duty of Care' principal which you must know and more importantly comply with, while working on an *JM Berry Farms* or other property.

Employer Responsibilities

The overall responsibility of employers is to provide and maintain, as far as is reasonably practicable, a working environment in which their workers are not exposed unnecessarily to hazards.

Worker Responsibilities

Your overall responsibility as a worker is to take reasonable care for your own health and safety and to avoid adversely affecting the health and safety of others.

Employer Responsibilities	Worker Responsibilities
Provide information, instructions and training to workers so they can perform their work safely.	Follow instructions and procedures that apply to the health and safety of workers or other people who may be affected by the work.
Provide adequate personal protective clothing and equipment where it is not practical to avoid the presence of hazards.	Use personal protective clothing and equipment correctly.
Provide adequate supervision of workers, so they can work safely at <i>JM Berry Farms</i> properties.	Report any hazards that you are unable to correct yourself.
Maintain plant, equipment, machinery processes and systems so that workers are not unnecessarily exposed to hazards.	Report any injuries or accidents that occur in the workplace at <i>JM Berry Farms</i> properties.
Consult and cooperate with health and safety representatives.	Cooperate with <i>JM Berry Farms</i> to enable them to carry out their duties under the 'Duty of Care' principal.
Managing allergies in the workplace is important not only for employees but also for consumer safety.	No contaminating/Allergenic food is to be brought onto the property to ensure consumer safety as it is of utmost importance.

Work Hours- Rest and Meal Breaks

In almost all cases any worker cannot be required to work for more than five hours without an interval of at least half an hour for a meal. Many Awards also provide for additional breaks during work (eg. morning tea or during overtime). As an important member of the *JM Berry Farms* Dwork force it is imperative for you to be at your appointed work station before the commencement of your work duties, this also includes returning from your Meal and Rest breaks.

Employees shall not work through their lunch breaks without written permission for the shift supervisor or nominated manager.

Work Hours- Rostered Days Off

Whilst it is within the regulatory framework to allow 7 days a week work for workers undertaking piece rate work, it is encouraged by *JM Berry Farms* for the health and wellbeing of workers to roster at least 1 day off throughout the week and work no more than 6 consecutive days without a day off.



Policy Breaches

Any breach of the company safety policy or procedural requirements designed for the protection of people or property will be treated as a serious matter.

Whilst we wish to point out very clearly, that we regard any disciplinary action as a last resort and the least acceptable personnel management tool, adherence to work health and safety requirements is considered essential to ensuring the health and safety of all *JM Berry Farms* workers.

The contents of this handbook, the OHS induction and *JM Berry Farms* OHS management system reflect the minimum acceptable standards we require for safe working practices on ours and our client sites.

Security

Security is about prevention rather than cure.....

To ensure your personal safety and that of other people remember to:

- Be aware of *JM Berry Farms* response to emergency procedures;

- Notify your Manager of threats or acts of violence. *JM Berry Farms* does not tolerate this type of behavior; and,
- Report any suspicious activity and issues of theft, fraud and security breaches to *JM Berry Farms*.



Motor Vehicle and Pedestrian Safety

The following points detail the requirements for driving, parking and pedestrian safety which must be followed on *JM Berry Farms* areas:

- Observe the speed limit signs and be aware of other drivers, a maximum speed of 10 kmh: strictly enforced.
- Wear seat belts when driving on site;
- If reversing visibility is limited, be guided by someone in a safe position.
- Following parking signs provided;
- Do not obstruct roads, gates, doors or fire hydrants; and,
- Be aware of pedestrian walkways marked with yellow lines.
- Always drive to the conditions of the roads

Fire and Building Emergencies

There are a set evacuation procedures for all *JM Berry Farms* sites. During your site specific induction, you will be instructed in the detail of your specific evacuation procedures. You need to fully understand what you must do and where you must go, in the event of an evacuation. This will be explained to you in detail at the relevant site during your induction. As a general rule the following points hold true for all site evacuation procedures.

General Evacuation Process

Evacuation orders apply to all personnel on site. If you are told to evacuate an area you must:

- Turn equipment off (where it is safe and practicable to do so);
- Leave quickly, do not run;
- Proceed to the designated congregation or assembly area as per wardens instructions; and,
- Remain at the designated congregation or assembly area, until told to leave by the Chief Warden- not before!

Under no circumstances are you to re-enter the work area until appropriate authorities have given the site the all clear.

Initiating Building Emergencies

The person discovering a fire or other building emergency must initiate emergency procedures.

To do this, contact the nearest Fire Warden/Supervisor/Manager and state the following:

- Location of the emergency - be as specific as you can;
- Type of emergency i.e.: fire, vehicle accident or chemical spill; and,
- Number of people involved or at risk (ie. trapped, injured etc).

Receiving Threatening Phone Calls

Although rare, JM Berry Farms may receive a threat via the phone.

Receiving a threatening phone call is very stressful. In the event that you receive a threat over the phone or in person the following steps should be implemented:

- Do NOT hang up the call or close the connection;
- Remain calm and try to prolong the call;
- Make a note of the telephone number the call was received on;
- While still on the call, alert a co-worker if possible, who should advise the Fire Warden; and,
- Listen carefully and make notes about the stated location and any background noises, accent and other characteristics of the caller.

Fire Prevention

Fire is a simple reaction that occurs when oxygen, heat and fuel are mixed. Remove any side of the fire triangle and the fire is extinguished.

Rules of Basic Fire Prevention

You are not to light fires at work without the approval of SWEET BERRIES PTY LTD. The only four exceptions to these rules are:

- Burning off (subject to Management approval)
- Welding, cutting or burning and heating in approved areas such as workshops;
- The lighting and smoking of cigarettes in permitted areas; and,
- When having a BBQ (subject to Management approval).



Fire Safety Responsibilities

JM Berry Farms provide firefighting equipment throughout the premises and requires:

- Hot work permits and procedures for work which may be a fire risk (i.e. welding); and,
- 24 hours' notice of work which impairs water supply or fire equipment. In the event that fire equipment is required to be cut off or isolated permission should be obtained from *JM Berry Farms*.

It is your responsibility to:

- Maintain good housekeeping in relation to waste and flammable materials;
- Report fires and potential fire threats to your site contact;
- Leave clear access to fire extinguishers and exits at all times;
- Store and use flammable liquids correctly and as instructed;
- Ensure fire doors are closed at all times; and,
- Attend fire extinguisher training sessions when advised or requested.

Major Accidents and Medical Emergencies

There are set procedures for medical accidents, medical emergencies and injury reporting which *JM Berry Farms* will discuss with you at your induction. The following information provides an overview of these requirements:

Emergency Procedure

Should you discover a major accident or medical emergency you must strictly adhere to the following procedure:

- Check for danger to yourself first, before attempting to assist injured persons;
- Move the injured person(s) only if they are in danger of further injury. If the person(s) has to be moved, handle as gently as possible;
- Apply first aid if required, but only to the extent of your training. As soon as possible phone the most senior first aider on the site for assistance. If you do not know whom the first aider for the site is, contact reception (where these positions are not in place contact your site contact); and,
- Remain with the casualty, and continue to administer first aid, to the extent of your training until qualified help arrives.



Note: the term 'training' refers to the training that you may have received from a qualified, registered instructor. If you have no training in this area and you have discovered a person who is injured you should contact the most Senior First Aider on site for assistance.

Accident and Injury Reporting

JM Berry Farms has a comprehensive accident reporting and hazard management system in place. In the event of injury or illness at work, all workers are to follow the steps below:

- All injuries, not matter how slight, must be reported to JM Berry Farms immediately via phone or face to face. Your JM Berry Farms contact will forward you an incident form to complete;
- Incident report forms must be completed and forwarded to JM Berry Farms within 24 hours of the incident occurring;
- JM Berry Farms will arrange for the treatment of minor injuries at your workplace;
- In the case of a more serious injury, or those that require further care, your JM Berry Farms contact will ensure you are referred to an appropriate medical provider; and,
- 'Near-miss accidents' that do not cause injury or damage, but have the potential to do so, must be reported to your JM Berry Farms contact as soon as possible.

By following these steps JM Berry Farms is able to investigate the accident cause and implement corrective actions to prevent future occurrences.

Consultation and Risk Management

Consultation between JM Berry Farms and workers is one of the most important elements in improving work health and safety performance. JM Berry Farms is committed to open communication on safety issues and our safety procedures are aimed at ensuring this.

Consultation is a two-sided process. We will consult with you on safety issues but we need workers to raise issues and hazards with JM Berry Farms if action is to be taken. If you have concerns about health and safety contact JM Berry Farms.

Risk Management

To ensure your safety we have undertaken a process of risk assessments at each site to identify safety issues and establish appropriate controls. In most cases safety issues will be rectified by physical means such as maintenance. In some cases however we can only go so far in improving safety by this means and have to rely on our written procedures. These are provided to you where required and you are expected to follow these procedures to carry out your tasks safely.

Hazard Reporting

From time to time you will identify safety issues in your workplace. These may include slippery floors, an unsafe lifting practice or an unsafe piece of machinery.

Most of these issues can be corrected easily by your Manager without the involvement of anyone else. Occasionally you will identify an issue that cannot be easily corrected, if so you should complete an JM Berry Farms Hazard Report Form. When the issue or hazard is finally resolved JM Berry Farms will inform you of the action taken. If the action is not taken quickly you should contact JM Berry Farms, who will check the progress for you.

Inspections and Audits

To ensure your safety and health we have to ensure procedures are being carried out diligently and that conditions on site meet legal and company requirements. JM Berry Farms is committed to perform a series of inspections and audits on site.

Perhaps the most important inspection however is the one that you perform before you start work. JM Berry Farms welcomes your involvement and you are encouraged to raise any issues or hazards you identify.

Housekeeping and Other General Issues

Good housekeeping is an essential part of a health and safe work place. Each worker is responsible for his or her own workplace.

Safe Housekeeping Tips

- Keep walkways and stairways tidy, clean and free from unnecessary clutter;
- Keep exits clear at all times;
- Ensure spills are rectified immediately;
- Place all waste and scrap materials in the bins provided;
- Ensure tools and equipment are put away after use; and,
- If you see material or equipment in a dangerous place, request or arrange for it to be moved.



Remember we all have a 'Duty of Care'

Slips, Trips and Falls

Most slips and trips are due to spilt materials, rushing or inadequate flooring. This latter cause will be prevented by your earlier inspection.

To ensure that you do no slips in any JM Berry Farms environment the following simple rules need to be applied:

- Do not rush. Remember you will be a lot later if you are injured;
- Always hold onto handrails on stairs and platforms;
- Wear suitable footwear; and,
- Report spilled liquids and clean up if possible.

Safety Signage

Take the time to you may see

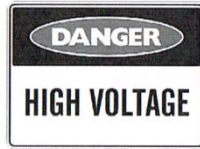
Mandatory Signs



understand and recognise signage around your work area:

Prohibition Signs

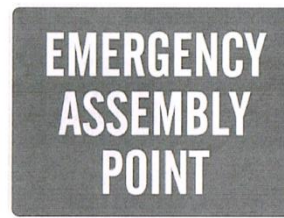




Danger Signs



Warning Signs



Emergency

Signage



Fire Signage

Job Specific OHS Information

Manual Handling

Manual handling includes activities requiring you to move or hold objects, maintain fixed or awkward positions or make repetitive or forceful movements.

Incorrect lifting and carrying can result in serious, long-term injury.

The risks of manual handling are not restricted to any particular group of workers, work location or type of physical task.

Common Causes of Injury

The most common causes or triggers of injury are:

- Intense activity, such as lifting heavy weights;
- Sudden moves such as grabbing falling items;
- Assuming an awkward posture when completing tasks;
- Gradual damage from continual use of the same muscles, such as in keyboarding; and,
- Maintaining the same position for long periods, such as in office or vehicles.

Tips for Safe Manual Handling - Identifying Manual Handling Risks

- Before performing a manual handling task you should consider factors such as:
- The weight, shape and surface of the object being moved;
- Your own ability, skill and experience to perform the task; and,
- Where the object is to be removed from and place.

Safe Manual Handling Principles

In order to ensure your safety, always practice the following principles:

- Where possible reduce the amount of lifting by using mechanical aids;
- Seek help with items you are not confident you can easily handle by yourself;
- Always stand astride a load, not behind it;
- Point the feet in the travel direction with a foot behind and one beside the load;

- Keep your feet shoulder width apart;
- Bend your knees, keep your back straight and keep the load close to your body;
- Ensure you have a firm hold with your palms, not only your fingertips;
- Lift the object using your leg and thigh muscle to raise and avoid jerky movements;
- Move to object on either side by moving your feet DO NOT twist your body;
- Walk, never run with a load and level allow a load to obstruct your vision; and.
- If in doubt - DON'T LIFT - ask for assistance.

1. Size up the load - good balance

2. Ensure you are as close to the load as possible

3. Bend knees - keep back straight as possible (not necessarily vertical)

4. Good grip with palms of hands and fingers

5. Look straight ahead and keep your head straight

6. Use body weight to start load moving - then lift by pushing up with legs

7. Keep arms and elbows close to your body

8. Keep the load close to the body

9. Look straight ahead

Use the same action in reverse, when putting down the load. Use your feet to change direction instead of twisting your body. When lifting in pairs or teams, appoint a leader who gives pre-arranged signals to lift and lower the load.

Manual Handling Techniques

It is better to prevent back injuries than correct them!
Learn to rest your muscles while you stand, sit or sleep.

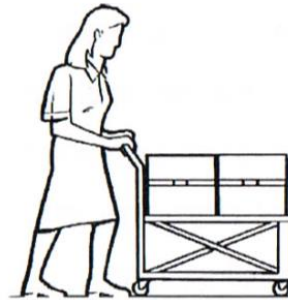
Your back is



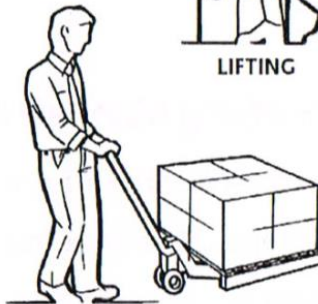
CARRYING



LIFTING



PUSHING



PULLING



HOLDING

particularly at risk from ongoing poor posture or lifting technique. Never twist your back, always turn your whole body and always bend at the knees when lifting objects.

Your back is a which includes the cord, nerves and



complex system, spine, spinal muscles; has 33 bones or the upper 24

- The spine vertebrae, bones are separated by discs that act as cushions.
- The spinal cord is a 'cable' of nerves, which controls all activities from the neck level down to the legs.
- There are 31 pairs of nerves branching out from the spinal cord and sending information to the brain and orders to the muscles.
- There are 400 muscles producing movement in all directions and they are attached to the bone by about 1,000 tendons.

**An incorrect lift could cause a problem in any one of these areas
- YOU MUST LOOK AFTER YOUR BACK.**

Personal Protective Equipment

JM Berry Farms will ensure appropriate PPE is supplied to you on commencement. As a Worker, it is your responsibility to use and maintain items issued to you.

General

- Equipment such as safety footwear, high visibility vests, hearing protection and safety glasses must be worn in designated areas where requested or sign posted and otherwise as requested by JM Berry Farms.
- Worn or broken equipment should be reported immediately to JM Berry Farms.
- On completion of your contract, all protective equipment that is in your possession must be returned to JM Berry Farms.

To ensure your safety at work, wear:

- Tough, close fitting clothes
- Suitable footwear (no thongs) and keep them in good repair

In addition, if you are working on machinery:

- Keep long hair under a tight fitting cap/ hat or tied back
- Don't wear watches, bracelets or rings which may catch in machinery

Hearing Protection

Hearing protection must be worn:

- In designated or sign posted high noise areas
- Where any risk of excessive noise exists.

Note: excessive noise is considered 85 decibels or greater

Earplugs are an acceptable form of hearing protection for noise levels up to 105 decibels.

Note: if noise levels are greater than 105 decibels, earmuffs must be worn.

Eye Protection

The minimum eye protection that can be worn in designated areas is approved safety glasses made to Australian Standards.

When working with chemicals, or hazardous materials, the minimum eye protection is safety glasses or chemical goggles. Specialised goggles or masks must be used while oxy-cutting or welding- safety glasses are not adequate. The following are examples of when eye protection must be worn:

- Operating power-driven machinery
- Using pressurised steam or compressed air
- Grinding, buffering or welding
- Handling/ transporting chemicals
- When unsure that no risk is present

Hand Protection

- Never wear gloves on pedestal/ bench grinders.
- Gloves must be used whenever your hands are exposed to possible injury.
- PVC or nitrile gloves must be used when handling liquid chemicals.
- Canvas/ leather gloves are acceptable for protection from dirt, grime and sharp objects.

Foot Protection

- Safety boots or shoes are to be worn in all designated areas. The wearing of sandals, thongs, slippers and open footwear is prohibited on areas which require enclosed footwear.
- Boots must have toecap protection and high traction, acid, oil, caustic, heat resistant soles.
- Boots with splits, exposed toecaps and missing laces are unacceptable.
- Rubber boots, with built in toe protection should be worn in wet conditions.
- If you are wearing footwear, which is unsuitable, you will not be allowed to start work.

Respiratory Protection

- Respiratory protection is required for all tasks which generate airborne particles (eg. dust, fumes, or spray mist). Respirators should be worn in all designated areas.
- Disposal particulate respirator masks are suitable for use in non-toxic, dusty environments but are NOT suitable protection against smoke, fumes or toxic gases. These respirators must be discarded and not reused if there is any visible dirt on the inside of the mask, when it becomes damp, or when there is increased resistance to breathing. Half face masks with disposable cartridges must be used to provide adequate protection in the above instances.

- Always check the application labelling on the respirator prior to use.
- Cartridges must be replaced as often as is specified by the manufacturer or as soon as any taste or smell, apart from the normal rubber odour of the mask is detected.
- Both half-face mask and full-face mask respirators are ineffective and provide no protection over beards. If it is a requirement to wear a mask as part of your normal work, you must be clean-shaven in order to obtain a mask seal.



Working at Height

All persons who are exposed to a risk of falling (for instance, where handrails and edge protection are not practicable) must wear and use an approved safety belt or harness with a lanyard attached to a secure anchorage in compliance with relevant legislation.

Fall Restraints

Any person who is working in an area where there is danger of them falling from height must be provided with and correctly use an approved safety belt.

Note: height is when there is a risk of falling resulting in an injury.

A safety belt, with an attached lifeline anchored to a rigid structure is the minimum fall restraint. If the fall arrest of the lifeline is greater than 600mm, a full harness must be used instead of a safety belt. The lifeline must be secured to a fixed structure, do not rely on a person to hold on to your safety line.

Regularly inspect safety belts and harnesses and obtain a replacement unit from JM Berry Farms if there are any faults or defects.



Ladders

Falls from ladders or scaffolding can result in serious injury. Remember the following rules to minimise hazards associated with this equipment.

- Ladders must be equipped with non-slip safety footing.
- Place a ladder a quarter of its length away from the wall.
- Have someone hold it at the base to allow you to tie it off at the top.

- Always use both hands and face the ladder when going up or down.
- Ladders should be used by one person at a time only.
- Don't hang tools from ladders.
- Do not go beyond the third highest rung on step ladders.
- Mud and grease should be cleaned from boots before climbing.
- Where both hands are required for working, use a safety belt or scaffold. Do not overreach.
- Scissor lift devices will be hired when necessary to provide temporary access.
- Improvised work platforms or mobile equipment must not be used under any circumstances.
- No metal ladders and no ladder reinforced with wire shall be used in the vicinity of an electrical conductor or of any electrical equipment or apparatus.
- Ladders must be firmly lashed off or clamped at the top and bottom.
- Do not place a ladder on an unstable or soft base.
- Ladders must be soundly constructed, not repaired.
- All ladders should be long enough for the job.

Motor Vehicle Safety

This section applies to vehicles owned or leased by JM Berry Farms and those used by workers as part of their work on behalf of JM Berry Farms.

Authority to Drive

To drive a vehicle, you must have a current Driver's License. It is a requirement that your license be sighted by JM Berry Farms to ensure it is appropriate for the class of vehicle you are driving.

Vehicle Condition and Maintenance

It is the responsibility of the driver to maintain their vehicle, including appearance, registration (if owned by the Worker), and mechanical safety and organising the repair of normal wear and tear. All pre-start check lists must be completed in accordance with procedures.

Vehicle Loading

You are responsible for the safe arrival of loads you are transporting.

- Loads must be secure.

- Over-sized or awkward loads should be flagged.
- Any material that falls from the load should be picked up immediately.
- All dropped loads should be reported to JM Berry Farms and help requested where necessary.



Driving Behaviour

- Always drive carefully, showing consideration for pedestrians and other drivers.
- As a driver representing JM Berry Farms, you're driving reflects on the company. Always comply with relevant motor transport regulations.
- Do not drink and drive.

Driving Offences

Any driver whose careless or unsafe driving results in frequent accidents or complaints from the public may be subject to disciplinary counselling.

- You are responsible for paying all traffic fines at your own expense.
- If you lose your license due to a conviction driving offence, you must immediately notify JM Berry Farms in writing.



Machine Safety

Workers are exposed to significant risk when operating machinery. Further, injuries resulting from heavy machines and tools are generally more severe than office-type injuries; consequently, each worker must evaluate the potential hazards of each machine or tool and eliminate or minimise those hazards before beginning a job. Often this simply means thinking through the consequences of one's actions before doing something needlessly risky.

Here are few safety tips, when operating machinery:

- Never use a machine until you have received formal training on the safe use of that machine.
- Read and become familiar with the operator's manual for the machine that you are using.
- Never reach around or over a guard until the machine has come to a complete stop.

- A void any type of distractions. Do not operate any machinery if you are angry or upset.
- Clean up the work area when your job is finished.
- Do not remove or make ineffective any safeguards unless authorized. Guards removed for repairs should be replaced promptly.
- Machinery should be inspected regularly to insure cleanliness and proper operation.
- There should be a power shut-off switch within reach of the operator at each machine.
- Machinery should be equipped with an emergency stop button that is coloured red.
- Transparent guards should be kept clean.

Lock & tag-out

Machines must be shut down before cleaning, repairing, or oiling. Disconnect or use Lock Out technique.

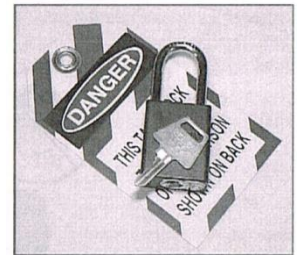
Remember: If a piece of equipment is unsafe, place a "DANGER TAG"

Electrical Safety

All electrical equipment should be regarded as potentially dangerous. Under NO circumstances are you to attempt electrical repairs.

Safety Tips for Use of Electrical Items

- Know the location of main and emergency switches.
- Protect leads which pass through doorways and do not trail extension cords through damp areas or vehicle paths.
- Avoid use of double adapters and double-up leads.
- Do not spray water near electrical items.
- Ensure you are not standing in conducting liquids such as water, oil, petroleum.
- Report any defective electrical items, leads or tools to JM Berry Farms. Do not attempt to repair these yourself.



Safety Tips for the Use of Power Tools

- Tools must be in good order and be Australian Standard compliant.
- Portable tools must be connected to residual current devices
- Equipment and residual current devices must be tested and labelled by qualified persons.
- Overload switches or relays must only be re-set by a qualified electrician.

Electrical Isolation Tags

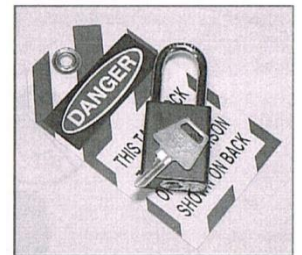
Electrical isolation is the locking off of power to prevent equipment being started or stored energy being released. Isolation tags identify locked off items.

Do not work on 'live' equipment.

Electrical Emergencies

If any person is in contact with live wires do NOT attempt to pull them away. First: switch off the power, give appropriate care and seek medical assistance.

- Do not smoke within 5 metres of cylinders; and,
- Do not store cylinders containing flammable contents in building areas for other purposes.



Hazardous Materials

Hazardous materials are chemicals or other types of substances that can be dangerous to your health and safety if not used correctly.

Hazardous materials can be grouped into a number of major categories. For example:

- Toxic- chemicals gases, liquids or solids that can cause illness or death.
- Flammable Liquids - can give off vapours that form explosive mixtures with air.
- Dangerous Goods - corrosive, flammable, oxidising, explosive or poisonous.
- Explosives - mixtures/ compounds that cause explosions.
- Corrosives - can breakdown or destroy human tissue and other substances

Exposure

Contamination with or exposure to such substances can occur in a number of ways:

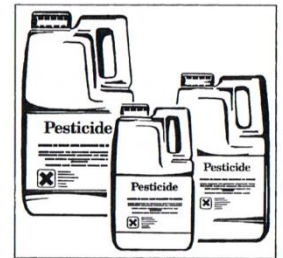
- Ingestion - swallowing the actual material;
- Inhalation - breathing in fumes or dusts: or,
- Absorption - contacted material entering the body via the skin or the eyes.

Exposure to hazardous material can have long-term effects· such as cancer, liver and kidney failure, heart and nervous system disease and reproductive problems.

Safety Tips for Hazardous Substance Usage

You should know the following about any hazardous substance in your work area:

- What the substance is;
- What personal protective equipment must be used;
- How it can enter your body and any side effects of the substance;
- What the correct first aid it;
- What to do in case of a fire or spillage;
- How to safely transport, handle and store the chemical.



The information is readily available to you through:

- Placards and warning signs
- Labelling
- Material safety data sheets

If in doubt ask your Supervisor/Manager about the substance and what care to take when using it.

Dangerous Goods Classification

Due to the large amounts of different types of dangerous goods, hazardous substances are classified into various classes, sub risks and packaging groups.

You will see various symbols and numerals used for Dangerous Goods classifications and packaging group identification, on substance labels and placards. It is important that you have a basic idea of what these symbols and numerals mean as these assist you following the correct storage requirements.



in

Hazchem Code

In addition to the dangerous goods classification, Hazchem Codes are used to inform people of the:

- Correct fire-fighting equipment;
- Volatility/explosiveness of the material;
- Type of protective equipment required;
- If breathing apparatus is required; and,
- Method of dealing with a spillage of the material.

Dangerous Goods Classes and Divisions			
1.1, 1.2, 1.3 EXPLOSIVES	2.3 TOXIC GASES	5.2 New Label: ORGANIC PEROXIDES Old Label (not permissible after 1 January 2011)	7 Cont POSSIBLE MATERIAL
1.4 Substances and articles which present no particular hazard	3 FLAMMABLE LIQUIDS	6.1 TOXIC SUBSTANCES	8 CORROSIVE SUBSTANCES
1.5 Very insensitive substances which have a mass explosion hazard	4.1 FLAMMABLE SOLIDS	6.2 INFECTIOUS SUBSTANCES	9 MISCELLANEOUS DANGEROUS SUBSTANCES & ARTICLES
1.6 Extremely insensitive articles which do not have a mass explosion hazard	4.2 SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION	7 RADIOACTIVE MATERIAL (Category I)	MIXED CLASSES (for road or rail transport or for storage in Australia)
2.1 FLAMMABLE GASES	4.3 SUBSTANCES WHICH, IN CONTACT WITH WATER, EMIT FLAMMABLE GASES	RADIOACTIVE MATERIAL (Category II or III)	ELEVATED TEMPERATURE SUBSTANCES
2.2 NON-FLAMMABLE NON-TOXIC GASES	5.1 CHOKING SUBSTANCES		ENVIRONMENTALLY HAZARDOUS SUBSTANCES
2.2 Sub-risk CHOKING GAS (Oxygen and Acetylene Oxide - only for road or rail transport or for storage in Australia)			
5.1			

P	V	LTS	Dilute
R			
S	V	BA & Fire Kit	Contain
T			
W	V	LTS	
X			
Y	V	BA & Fire Kit	
Z			
E	Public Safety Hazard		

This signage is on bulk storage placards, packaging stores composite placards and many package labels.

If you do not understand the meaning of the code numbers and letters, the information does not help you, so it is important to understand what it means.

The numeral indicates the suitable firefighting equipment.

1. = water jets
2. = water fog or fine spray
3. = foam
4. = dry agent (where water contact is hazardous)

If the equipment stated in the code is unavailable you should select the next highest number as an alternative ie. if water fog (2) was not available, you should use foam (3) as your next alternative.

Placarding

There are a number of types of placards in use for Dangerous Goods.

Placards are used to alert people to the presence of dangerous goods on site, identify the types of substances, and indicate the emergency actions and contact. Outer warning placards are located at all entrances to areas. Basically, they state the emergency contacts and emergency services of the substances on site.

In addition, bulk storage of substance placards are located on bulk storage tanks, adjacent to bulk storage tanks or where dangerous goods are stored in bulk. These placards give precise details about the material stored within the tank or bulk store.

Hazardous Materials Labelling

Container labels, provided by the supplier of the chemicals, identify the content of the container and alert you to the possible hazards involved with a substance.

You must always read the labelling on a container before you use or handle any hazardous chemical or substance.

Pay attention to chemical warning labels, and use strictly as directed.

If the label does not provide you with enough information, or it is unclear, then you must refer to the material safety data sheet (MSDS or also known as SDS).

Material Safety Data Sheets

A Material Safety Data Sheet (MSDS, or Safety Data Sheet, SDS) is a document describing the properties and uses of a substance and instructions and precautions for its use.

An SDS provides a large amount of information on the chemicals/material, which is often much more detailed than the information given on the package labels. All chemicals and materials at JM Berry Farms require an SDS.

SDS files and folders are kept on site. Ask your Manager of the location prior to proceeding with work.

SDSs are alphabetically filed with the name on the SDS identical to the product name on the container label.

If the labelling instructions are inadequate or you do not understand them, it is your responsibility to locate and read the SDS before handling a substance. You have the right to request to see an SDS prior to using or handling a chemical or substance.

Chemical Safety

We cannot cover all the specific procedures you must follow for each chemical in this booklet or in the induction itself. However, certain basic rules apply.

These rules not only satisfy health and safety concerns but also other areas of importance such as environmental regulations. Remember there are various information sources you can refer to when dealing with chemicals that have already been covered at length. If you are still unsure as to how to use, store, transport or dispose of a chemical or hazardous material, consult the SDS and JM Berry Farms for more information.

Personal Hygiene and Hazardous Substances

- Do not drink, eat or smoke while handling chemicals or where chemicals are being used, stored or disposed of.
- Eating and drinking utensils must not be taken into the immediate vicinity of chemicals.
- Always remove contaminated clothing and wash your hands thoroughly, before eating, drinking and smoking.

Personal Protective Equipment and Hazardous Substances

- Always select and correctly use adequate protective equipment for the chemical (s) that you are handling.
- Specific protective equipment requirements are noted in the SDS.
- Sleeves and trouser legs should be worn outside gloves and boots respectively. This prevents chemicals falling into gloves and boots.

Storage of Hazardous Substances

Chemicals must be stored in their correct containers and clearly labelled according to the Dangerous Goods regulations.

Check with your Manager of the SDS for storage, temperature, light and ventilation requirements for any chemical you need to store.

Decanting

When substances are decanted into unmarked containers, you have a legal responsibility to label the container according to the dangerous goods regulations. The degree of labelling varies with how long the chemical is to be kept in the original unmarked container. Before decanting chemicals ask your Manager what the decanting requirements are.

As a minimum:

- Do not leave decanted chemicals in unlabelled containers;
- Do not store chemicals in incorrectly labelled containers;
- When labelling decanted chemical containers use the approved, supplied labels, not labels handwritten with marker pens;
- When decanting hazardous substances with positive flash points (refer to the SDS) always use a flash arrestor to prevent an explosion; and,
- Do not put chemicals into containers designed for foods eg. soft drink bottles.

Spillages

Any accidental leakage or chemical spillage must be reported immediately to your Manager.

Transportation

Before moving any dangerous goods or storing any dangerous goods on site you must gain permission from JM Berry Farms management.

Safety Shower

Where safety showers or eye wash units are installed ensure:

- You always test the shower(s) or eye wash station in your immediately work area before working with or near chemicals or hazardous substances; and,
- You report a defective shower to your Manager.

Pallet Jacks

When using a manual pallet jack always:

- Check the condition of the pallet jack prior to use. If the equipment is faulty, report it to your Manager so it can be repaired;
- Plan the route you wish to take and ensure you have clear vision of the path at all times;
- Line the pallet jack up square with the pallet and ensure the forks are in their lowest position;

- Rise the pallet jack high enough for pallet to clear the floor before moving the pallet jack;
- Use steady controlled movements when pushing pallet jack under the pallet;
- Maintain control of the steering handle;
- Ensure the pallet jack is never overloaded and ensure the load is secure and stable;
- Keep hands clear of drop down lever to avoid suddenly lowering the pallet when travelling;
- Take care when travelling along sloped or uneven surfaces;
- Try and pull, rather than push the pallet jack over long surfaces;
- Move at a safe speed to allow for stopping time;
- Proceed with caution when moving around blind spots, corners and doorways;
- Ensure you are aware of how to slow down and stop the pallet jack;
- Ensure your feet and other persons feet are clear of the pallet when lowering it down;
- Ensure you never transport a pallet jack using a pallet jack; and,
- Store pallet jacks underneath pallets in the lowest position away from pedestrian areas when not in use.

For electric pallet jacks, in addition to above: ensure the battery charging takes place in a designated, well-ventilated area, clear of any equipment and pedestrians.

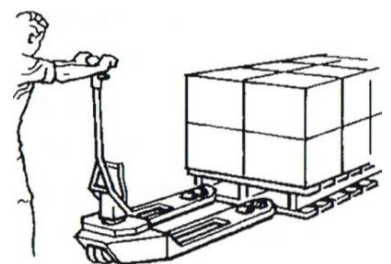
Forklift Safety

Forklifts are used at JM Berry Farms as a means to transfer product.

However forklifts are very dangerous and have the potential to cause serious injuries or death. Therefore, JM Berry Farms have created ten forklift safety golden rules that must be adhered to at all times.

Forklift Driver Safety Rules apply to the operation of all types of JM Berry Farms vehicles, mobile plant and equipment operating in the work areas:

1. Only current licensed and authorised workers are permitted to operate forklifts. If a person is learning to operate a forklift they must be under direct and constant supervision (sight & sound) by a person with a current forklift license. Forklift drivers must carry their forklift license at all times.
2. Complete the Daily Forklift Inspection Checklist.
3. Maintain a speed no more than a walking pace in high risk areas.



4. When a forklift driver approaches the following situations, they must sound their horn:
 - All blind spots
 - Entering/Exiting all doorways
 - Approaching a pedestrian or other forklift
 - In any other circumstance you deem necessary.
5. Seatbelts must be worn in high risk areas e.g. travelling down the rear ramp.
6. Do not use a mobile phone whilst operating; same risk as driving a car.
7. Mounting or dismounting a moving vehicle is prohibited at all times and maintain 3-points of contact when mounting or dismounting a forklift.
NB: This will reduce the risk of slipping and maintain safe body posture.
8. When getting off a forklift ensure the parking brake is set, the forks are lowered and controls are neutralised.
9. Travel in reverse when a load obstructs your view.
10. Maintain a 3m safety distance from all pedestrians and other forklifts.

Note: If you believe there is immediate danger, simply stop and place your hand on the horn until the danger is recognised.

Drugs and Alcohol

JM Berry Farms is committed to providing a safe environment for its workers, clients and visitors. Drugs and alcohol can influence a worker's ability to maintain safe practices, endangering themselves and others in the work place. We require workers to have a zero reading for drugs and alcohol in their system at all times.

If an individual is under the influence of unprescribed drugs and/or alcohol they are not to present themselves for work. Situations may also arise where an individual is under prescribed medication and is still not fit for work.

Any person suspected of being under the influence of unprescribed drugs and/or alcohol will be requested to attend a medical practitioner to conduct a test or will be tested on site. If a positive result is detected, disciplinary action will be taken.

This policy includes workers engaged in after-hours work, on standby availability, casual or contract workers. A worker must not drive a company vehicle or operate machinery if they may be above the 0.00ml/1 blood alcohol limit or are under the influence of non-prescription drugs.

The only exception to this policy would be where prescription drugs are used and a letter from your doctor is supplied stating what duties you are able to complete in a safe manner.

A breach of this policy will lead to disciplinary action and may result in the termination of employment.

Internet, Social Media and Email Usage

Limited personal use of the internet, social media and email is available during unpaid work breaks but is subject to guidelines outlined in specific Company policy. This policy in conjunction with all existing company policies apply to the email system and use of social media, in particular the confidentiality, harassment, and privacy policies that apply.

JM Berry Farms reserves the right to monitor, log and/or restrict worker email usage with or without notice, in line with the following instructions:

- All documents created and sent via the companies email system remain the property of the company.
- The downloading of software via email is prohibited.
- Internet access is permitted to authorised workers only.
- Internet browsing must only be conducted for activities that directly relate to company business.
- The size of attachments in an email is to be kept to a minimum for efficient message delivery.
- No messages of a harassing nature are to be sent. Harassment is ANY unwelcome or offensive behaviour, which has no workplace function and intimidates, offends or humiliates the person or persons being harassed.
- No personal business is to be conducted using the company's email system.
- Only goods and services required for company business are to be purchased via email and only with the Managers consent.
- Only business files are to be downloaded.
- Workers are prohibited from accessing, displaying, generating or storing any material that is sexually explicit, offensive, and discriminatory or contains profanities.
- Only persons authorised by the Management Team may contact the media regarding Company matters.

- No worker may criticise work done by the Company or make any comments that may damage the Company's reputation.

Any worker who is aware of unauthorised or inappropriate email usage by another worker is to contact the Management Team.

Employees and workers are not permitted to use any form of social media during the course of their paid work duties.

Additionally, employees are prohibited from sharing any confidential or protected information that belongs to or is about the Company. This includes, but is not limited to, the taking of photographs of machinery and/or work processing at JM Berry Farms and sharing these pictures via social media or sending to an outside source via text message, email or any other type of electronic media.

Employees are strongly encouraged not to share disparaging information that places your Company or co-workers in an unfavorable light. The Company's reputation and brand should be protected by all employees. The lives and actions of your co-workers should never be shared online.

Participation in social media content that discriminates against any protected classification including age, race, colour, religion, sex, national origin or disability etc is prohibited. Any employee, who participates in social media and who violates this policy may face disciplinary action.

Environmental

JM Berry Farms is committed to conducting our business in an environmentally aware and responsible manner.

We will implement systems to decrease the volume of waste we generate. Where practical we will use environmentally appropriate packaging and will recycle wherever possible.

JM Berry Farms requires workers to conduct themselves in accordance with this policy and specific environmental procedures.

Equal Employment Opportunity

JM Berry Farms is a non-discriminatory workplace and abides by the relevant anti-discrimination and Equal Opportunity Employment legislation.

Our recruitment selection process will be based on merit so all applicants with the qualifications and experience we are looking for will be considered equally for the position. The successful applicant will be the person who best meets the specific requirements of the job. Promotions within the company will work in the same manner.

JM Berry Farms is committed to making sure that the working environment is free from all forms of unlawful discrimination and harassment and inappropriate behaviour.

Discrimination

Unlawful discrimination may be direct or indirect.

Direct discrimination means treating or proposing to treat a person with one of the protected attributes covered by the legislation less favourably than someone without that attribute or personal characteristic.

Indirect discrimination refers to an unreasonable requirement, condition or practice that may appear to be neutral but in fact has a disproportionately negative effect on people with particular attributes.

Sexual harassment

Sexual harassment is any unwelcome sexual advance, unwelcome request for sexual favours or unwelcome conduct of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person would be offended, humiliated or intimidated. A single incident or comment can amount to sexual harassment.

The intention or motive of the person who is the subject of a complaint is not relevant when determining the behaviour was unwelcome. Sexual harassment focuses on how the conduct was perceived and experienced rather than the intention behind it.

Bullying & Violence

Workplace bullying is repeated, unreasonable behaviour directed towards a worker, or group of workers, which creates a risk to health and safety.

Bullying is behaviour that:

- Creates an intimidating, hostile or offensive environment;
- Adversely affects a person's work or employment opportunity.

Workplace violence is defined as any incident where a worker is physically attacked or threatened in the workplace.

Victimisation

JM Berry Farms will not tolerate victimisation of people who make complaints. Victimisation is discrimination against a person because of his or her involvement in a complaint either as the person making the complaint or as a witness. A worker must not victimise another person because he or she has or intends to:

- make a complaint
- be a witness
- act in good faith in bringing information or an allegation under the law
- refuse to contravene the law.

Privacy

JM Berry Farms will collect and retain only information that is relevant and necessary and collect the information in an unobtrusive manner. The information will not be used for any purpose other than that for which it was collected.

The Internet is not a secure environment. If you send us information, including your email address, via the internet, it is sent at your own risk.

You have a right to access the personal information we hold about you. Please contact us to ask for access to your information or if you have a complaint concerning the privacy of your information.

Media Protocol

In order to ensure that consistency and accuracy of messages delivered to media, it is important that all media enquires received, whether by phone or from media appearing at JM Berry Farms in person, are directed to your Manager.

For clarity, no member of JM Berry Farms staff, workers, contractors or suppliers should provide comment to the media on anything to do with the company unless specifically authorised.

In the event of direct contact by a member of the media, managers, workers and contractors should respond with the following words:

"Thank you for your enquiry. It's not something that I will make a comment on, however I can take your details and ask one of our communications team to call you."

Please let your Manager know immediately if you receive any media enquiry of this nature. The information we require in advance of speaking with them is:

- Reporter's Name
- News Organisation
- Date/ Time of Contact
- Contact Details [if provided]

If you receive any media enquiries via email, you can forward them to us via the following address:

angela.MANCARELLA@bigpond.com and sales@ausberryfarmers.com.au

Smoking

JM Berry Farms requires that workers must not smoke in enclosed workplaces or within 4 metres of the entrance of the building. Smoking is not permitted in any other area apart from the seated area outside the amenities/staff room. Smoking is also prohibited in company vehicles.

Mobile Phone

In Australia it is illegal to use a mobile phone while driving unless you use a hands free in-car kit or portable hands free device. When using a portable hands free device make sure it is set up and working before you start to drive. A portable, hands-free device can reduce the physical effort to make and receive calls however it alone does not make using a mobile phone while driving safe.

Use of Personal Mobile Phones

Attending to personal mobile phone calls and text messaging is to be treated no differently to personal calls from a landline phone. They should be kept to a minimum and should not disrupt the worker's duties. Personal mobile phones damaged at work as a result of falling from pockets, etc., will not be replaced by JM Berry Farms. Personal phones should be securely fixed to your person, and in such a way as not to impede performance or pose a personal risk to yourself and others in the workplace.

The following uses of mobile phones are considered unacceptable within the workplace:

- Processing room and High Care Areas;

- Accessing the internet or any websites;
- Text messaging, where it is considered excessive by the manager and is affecting work performance;
- The taking of personal calls, where it is considered excessive by the manager and is affecting work performance;
- To intimidate, harass or victimize any person or persons.

JM Berry Farms reserves the right to request a worker ceases to use a personal mobile phone during their work hours.

Personal mobile phones are permitted to be used during official break periods.

Working Outdoors

Working in an outdoor environment exposes workers to risks such as: skin cancer, sunstroke, dehydration and weather exposure. When working outdoors the following needs to be considered:

- Sufficient water supply
- Sunscreen
- Sunglasses (UV & Glare Protection)
- Wet weather gear
- Broad-brimmed hat
- Cuff-to-collar

Social Functions

JM Berry Farms is very proud of our reputation in the community. From time to time we host social functions, which will be attended by our clients and local business people. Important contacts and business decisions can arise from these functions. Therefore, we ask our workers to be mindful of social etiquette and be responsible ambassadors for the company.

Excessive alcohol consumption and the use of illegal drugs is strictly prohibited. The company's workplace harassment and discrimination policies extend to these events. With regards to smoking, please follow the regulations of the venue the event is held at.

This policy applies to social functions our workers may be invited to attend hosted by our clients, suppliers, distributors, or local business groups. It applies anywhere where you are representing JM Berry Farms.

Health & Hygiene

DON'T	DO
×	✓
▪ Wear jewellery or makeup ▪ Eat, drink or bring food except in designated areas ▪ Take mobile phones or wear earphones and listen to music in production area ▪ Enter any area unless you are authorised ▪ Operate any machinery unless you are licensed AND authorised ▪ Go home prior to your finish time without notifying your supervisor	▪ Report any illness or injury ▪ Use only special blue band aids ▪ Report any problems or breakages ▪ Keep your work area tidy, usable and uncluttered ▪ Remove and store personal items away when not in use ▪ Place rubbish in bins ▪ Keep tea room and designated smoking area tidy

JM Berry Farms Contacts

Below is the current list of who fills each position so that you can contact them should you have a need to do so.

Equal Opportunity & Grievance Officers

To ensure confidentiality is maintained, if you need to provide any documentation to an Equal Opportunity or Grievance Officer, please either post or email such information and mark it to the particular person's attention with the words "private and confidential" on the envelope or subject line.

JM Berry Farms

Angela MANCARELLA

15 Campbell Road, Wandin North

Phone: 0419 893 641

Email: angela.MANCARELLA@bigpond.com

Induction Questionnaire

1. Can you take photos at JM Berry Farms farms and post them to social media?
2. Are you allowed to stand on a pallet jack?
3. What jewelry can you wear to work?
4. When can you use a forklift?
5. What do you do if you injure yourself even if you don't think it is a problem?
6. Where can you smoke while working at JM Berry Farms farms?
7. Do you need to have a driver's license to drive on the farm?
8. Can you work at JM Berry Farms farms if you are under the influence of drugs or alcohol?
9. Please give 2 examples of what IS bullying, discrimination, harassment or victimisation?
10. Please give 2 examples of what IS NOT bullying, discrimination, harassment or victimisation?

WORKERS AGREEMENT

I _____ (worker's name)

Acknowledge that I completed the induction questionnaire independently and without assistance or guidance from any other person.

I have read and agree to abide by the policies and procedures in the JM Berry Farms Farms Induction Handbook. I have raised any questions or issues that required clarification with JM Berry Farms. I am aware that breaches of these company policies will be subject to disciplinary action.

Farm Location

Worker's Signature

Date

Witness Name

Date

Witness Signature