EMPLOYEE INDUCTION

JM Berry Farms

39 Henderson Hill Road, Silvan VIC 3795
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About Us

Who We Are

We are a family-run business, operating since 1965. Strawberries have not been our only line; however, they are what we prefer.

Mission Statement

We aim to supply the highest quality product. Your health and safety is our priority. We are compliant with our food safety certifications, Freshcare and HARPS, and we have also completed a SMETA ethical audit.

Contact Us

JM Berry Farms	
Contact	Michael Mancarella
Address	39 Henderson Hill Road, Silvan VIC 3795
Phone	0434 646 687
Email	admin@jmberryfarms.com.au

General Health and Safety

Golden Rules

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

Smoking

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

Mobile Phones

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.

As a company, we do not allow mobile phones to be used while working.

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 principles of 'Duty of Care'. The responsibility is binding upon all people who have control over the conditions and circumstances under which work is performed in the workplace.

The 'Duty of Care' principle 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' principle which you must know and, more importantly, comply with while working on the 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 the 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 the properties.
Consult and cooperate with health and safety representatives.	Cooperate with us to enable us to carry out our duties under the 'Duty of Care' principle.

Work Hours and Pay

Rest and Meal Breaks

In almost all cases a 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 (e.g. morning tea or during overtime).

As an important member of the workforce, it is imperative for you to be at your appointed workstation 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 from the shift supervisor or nominated manager.

Sign-In and Start Times

Start and finish times will vary each day. You are required to sign in 10 to 15 minutes before your start time. If you sign in less than 6 minutes before your start time, your start time will move to 15 minutes later and you will be paid from this new start time.

> **Example:** the start time is 7:00am, so the clock-in time is 6:45am. If you sign in at 6:54am, your start time becomes 7:15am and you will be paid from 7:15am.

At the end of the day: if working on a piece rate, you are required to come to the main shed to count your chips for the day. The supervisor will count the chips and enter the number into the computer – you are not required to do this yourself. When signing out, your finish time will be when you finished picking, not after the chips have been counted.

We have picking (piece rate) work and hourly work. They are calculated separately.

Timecard Clock-In System

Each time you come to work you are required to clock in using your ID card, which is given to you once you have completed your induction and been sighted into the workplace. This system records the time you started and informs office staff that you have turned up for work.

- **If you do not clock in for the day, you will not be paid.**
- If you forget your ID card, please inform office staff that you have arrived and they will put you in the system.
- If forgetting your ID card is a regular occurrence, you will receive a written warning.
- If the system is not working, the supervisors will have a paper sign-in sheet.

Award Wages

Whether employed directly or indirectly, we use the current Horticulture Award pay guide. The pay guide can be found on the Fair Work website for your reference.

If you feel you are being treated unfairly, you can contact Fair Work, the Coles wage line or the Woolworths Speak Up line. Please also refer to our Grievance Procedure.

- Fair Work: www.fairwork.gov.au
- Coles wage line: wageline@coles.com.au
- Woolworths Speak Up: woolworthsspeakup.ethicspoint.com

Compliance

We comply with the food safety standards Freshcare and HARPS, and with the ethical compliance standards of Sedex and the ETI Base Code. Please refer to the Ethical Trading Initiative: www.ethicaltrade.org

Site Safety

Motor Vehicle and Pedestrian Safety

The following points detail the requirements for driving, parking and pedestrian safety which must be followed in all areas:

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

Vehicles and Machinery

Forklift	**DO NOT** drive, ride or sit on the forklift unless you have a licence.
Motorbike / buggy	**DO NOT** drive, ride or sit on a motorbike/buggy if you are not authorised to do so.
Pallet jack	**DO NOT** use, ride or sit on a pallet jack if you are not authorised to do so.
All machinery	Please be aware of all machinery on the farm. **DO NOT** drive, ride or sit on any machinery.

Disciplinary action will be taken if you are caught using these vehicles without authorisation.

Fire and Building Emergencies

There is a set evacuation procedure for this site. During your 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 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 the 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".

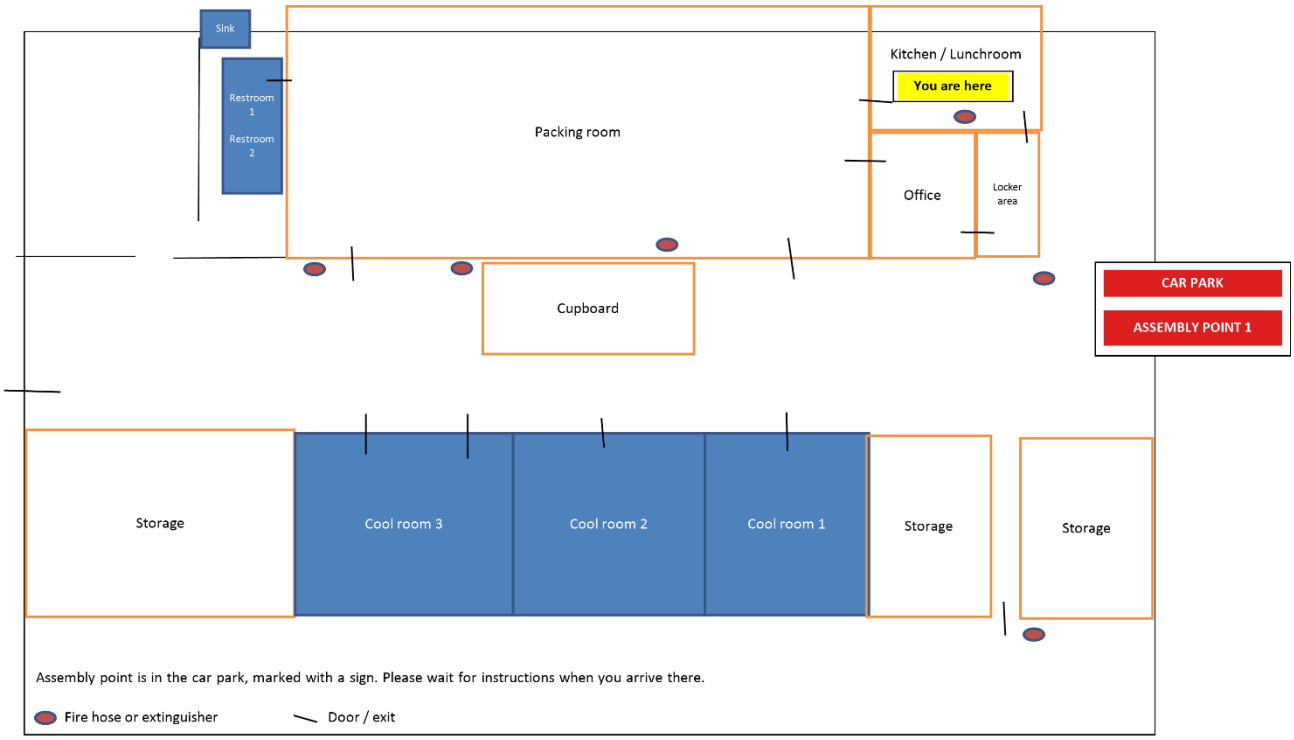
Initiating Building Emergencies

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 (i.e. trapped, injured, etc.).

Fire and Evacuation Map

Our site fire map is shown below and is also displayed on site.



Housekeeping and Other General Issues

Good housekeeping is an essential part of a healthy and safe workplace. Each worker is responsible for their 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.
- 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'.

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 workplace. We require workers to always have a zero reading for drugs and alcohol in their system.

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 on 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, and casual or contract workers. A worker must not drive a company vehicle or operate machinery if they may be above a 0.00% blood alcohol concentration or are under the influence of non-prescription drugs.

The only exception to this policy is 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.

Chemicals

> **You will have no access to the chemical shed. Under no circumstances are you to enter the chemical shed.**

Cleaning Products

There is a cleaning cupboard in the production shed with approved cleaning products. Safety data sheets are kept in the cupboard for your information, highlighting important safety measures.

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 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 offices or vehicles.

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 moved from and placed.

Safe Manual Handling Principles

To ensure your safety, always practise the following principles. Where possible, reduce the amount of lifting by using mechanical aids, and 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 direction of travel, with one 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 muscles, and avoid jerky movements.
- Move to objects on either side by moving your feet – DO NOT twist your body.
- Walk, never run, with a load, and never allow a load to obstruct your vision.
- **If in doubt – DON'T LIFT – ask for assistance.**

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 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 complex system which includes the spine, spinal cord, nerves and muscles:

- The spine has 33 bones or vertebrae; the upper 24 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, 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.

Workplace Behaviour

Equal Employment Opportunity

We are a non-discriminatory workplace and abide by the relevant anti-discrimination and Equal Employment Opportunity legislation.

Our recruitment selection process is 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 work in the same manner.

We are committed to making sure that the working environment is free from all forms of unlawful discrimination, harassment and inappropriate behaviour.

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 whether the behaviour was unwelcome. Sexual harassment focuses on how the conduct was perceived and experienced, rather than the intention behind it.

Bullying and 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; or
- 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 their involvement in a complaint, either as the person making the complaint or as a witness. A worker must not victimise another person because they have, or intend to:

- Make a complaint;
- Be a witness;
- Act in good faith in bringing information or an allegation under the law; or
- Refuse to contravene the law.

Social Media

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

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.

First Aid and Hygiene

First Aid

- Any employee who needs first aid is to report to the supervisor on site, or yell for help if they can't move.
- We have First Aid Officers on site. Photos of our First Aid Officers are displayed in the staff kitchen.
- There is a first aid kit in the production room and one in every ute for the field workers.
- As an employee you CANNOT refuse treatment.
- All treatments will be recorded, no matter how small.

Metal Detectors

Metal detectors are in place. If metal is found in a strawberry, in a punnet or in a carrier, and is found to have been put there with intent, there will be legal consequences and the police will be called.

COVID-19 and General Hygiene

As part of the COVID-19 pandemic response we require masks to be worn at all times at work, a 1.5 metre distance to be kept where possible, and good hygiene habits to be practised.

As part of our normal habits, you are required to wash your hands before starting work, after lunch and after using bathroom facilities. At the same points you are required to change your gloves and use the hand sanitiser provided.

You will be required to keep your environment as clean as possible to reduce germs. A thorough clean-down of the production room and vehicles will be a daily occurrence.

Anyone attending work will be temperature checked on arrival as part of the sign-in process. Anyone with symptoms (e.g. temperature, runny nose, loss of smell) will be sent home.

The full policy and procedure is available from office staff.

Grievance Procedure

This Grievance Procedure applies to all staff. For some grievances, staff are encouraged to deal with any concerns directly between themselves, if they reasonably can. If that is unsuccessful or inappropriate, procedures to deal with a grievance about the behaviour of personnel will be implemented.

All staff are encouraged to raise their concern in good faith directly with the other person, and to seek to resolve it in a respectful, constructive and reasonable way that reflects their commitment to JM Berry Farms' values and the Fundamental Principles under the Ethical Framework.

Staff are encouraged to contact support persons, on a confidential basis, to help them deal with concerns directly with the other person. If the concern relates to harassment, bullying or discriminatory behaviour, staff may have a confidential discussion with the Supervisor or Manager about how to deal with their concern (e.g. how to approach the other person directly).

How We Resolve Staff Concerns

Issues raised will be dealt with and resolved by JM Berry Farms under this procedure, in accordance with the Ethical Grievance Policy and Procedure. This framework is timely and fair, and consistent with the principles of natural justice and our standards and policies.

JM Berry Farms will investigate all concerns and determine whether a formal investigation is required, or whether an informal process is suitable to resolve the concern. If the line manager is the subject of the concern, or cannot be objective in an investigation, the choice of process will be determined by other management.

> The full policy and procedure is available from office staff. A poster is available next to the lock box (suggestions box) in the kitchen.
>
> You can also contact **Michael Mancarella** on **0434 646 687** or at **admin@jmberryfarms.com.au**.

SOP – Production Shed

Standard Operating Procedure for packing strawberries

Process

1. Sign in every morning by swiping your card.
2. Put personal belongings in the lockers.
3. Wash your hands before starting work, before entering the packing shed.
4. Put on your hairnet, beard net (if needed), gloves, apron and mask.
5. Go to your workstation.
6. Get the equipment you need to start.
7. Place your colour line on the punnet.
8. Grab your strawberry tray.
9. Use the scales and quality specs – colour and sizing.
10. Pack your punnet.
11. Put rotten strawberries in the bin beside your bench (the bin is not to be emptied unless it has been checked by your supervisor).
12. Send the punnet down the belt.
13. Once you have finished your carrier, put it on the ground to be counted. A supervisor will count them and give you a coloured chip in accordance with the number of carriers.
14. The punnet is quality checked at the QC station.
15. The punnet is sent through the metal detector.
16. The punnet is put into the box and placed on the pallet.

A detailed breakdown of each part of the process follows.

Safety

- This shed is a **NUT-FREE ZONE**. No nuts of any kind are to be taken into the shed. This includes the kitchen and packing room.
- No food is to be taken into the packing room. This includes nuts, lollies and chilli salt.
- No glass or ceramics are to be taken into the packing room. Plastic water bottles are allowed.
- No mobile phones are to be taken into the packing room.
- No headphones or AirPods are to be worn.
- No jewellery is to be worn in the packing room. This includes stud earrings and watches.
- Uniforms (high-vis vests) are to be worn when working. They are to be taken off when entering the lunchroom or restroom – there are hooks for your vest to be hung. Vests are to be left on site at the end of the working day. Do NOT take your vest home.
- Closed-toe shoes are to be worn in the packing room. No thongs or open-toed shoes.
- All personal belongings are to be kept in lockers. Keys are to be left in the locker at the end of the day. Do NOT take keys home.
- A safety vest must be worn when walking through the shed.
- Use the pathways around the shed. Do not wander around the shed.
- Watch out for forklifts and moving vehicles.
- Only authorised personnel may enter the cool rooms.
- No photos are to be taken.

Hygiene

- Hairnets are to be worn in the packing area at all times, with all hair covered. They are to be taken off when entering the lunchroom or restroom.
- Beard nets are to be worn in the packing room if necessary.
- Gloves are to be worn in the packing room at all times. They are to be taken off and thrown away when entering the lunchroom or restroom, and replaced when starting work again.
- Wash your hands at the correct station each time you enter the packing room, after lunch and after using the restroom.
- Use hand sanitiser after washing your hands and before putting gloves on.
- If you are sick, do not attend work.

Quality

- Use the scales to check the weight of the punnet when packing, and look at it before putting it on the belt. The weight for each punnet is shown at your packing station.
- Look for strawberries that are rotten, missing leaves, deformed or not ripe enough. Put them in the place your supervisor tells you that day.
- Ensure the colour on your punnets is clear and can be seen by the supervisor, the quality person and the end of line.
- If you drop any strawberries on the ground, pick them up, then clean your hands with hand sanitiser.

Cleaning

- Pack your punnets away into the tub under your bench and close the lid. If your punnets don't fit, place them back in the original box you took them from.
- Packing benches are to be cleaned at the end of each day.
- The machine is to be wiped down and cleaned every day.
- Use the dustpan and brush to pick up strawberries only.
- Use the vacuum cleaners to clean the packing room floor.
- Uniforms are to be taken off and put in the washing machine before starting the cleaning process.
- Use only the cleaning products provided in the cleaning cupboard.

Cloth colour	Use for
YELLOW	Cleaning the machine only
GREEN	Wiping the benches only
BLUE	When the carriers are wet only

Preparing Your Station for Work

- The supervisor will advise you which punnets you will be packing. We have a few different types of punnets, so it's important you don't get them mixed up.

- All punnets are kept on one side of the packing room.
- Do not take too many punnets, as there is not much room on your bench for a lot of one punnet. We normally pack 4 different punnets at once.
- Your station has its own coloured marker, which is used to mark your punnets with a clean line.
- Keep your bench as clean as you can from dirt and leaves.

Quality Checker Table

- Check each punnet that comes down the machine.
- Turn the punnet upside down and turn it around to check each strawberry (as best you can see).
- Good punnets are placed on the belt above and sent down to the end of the line.
- Bad punnets are placed on the table at each person's colour. Once a packer has two punnets on the table, they will be called up to the QC table to collect them and be shown what is wrong.
- The packer is to fix the punnet at the next QC bench and put it back on the conveyor belt for a second check.

Box Packers

- Punnets are to be placed in the correct box or crate, as decided each day.
- Ensure the labels are all facing the same way.
- Place boxes on the correct pallet.
- Remember your safety when lifting boxes or crates.
- When you need more stock, ask the forklift driver to get it for you.
- There is no need for you to be outside the packing room.

Tray Loader

- When getting strawberries from the cool room, note that each pallet is labelled with the farm, block number and total carriers on the pallet, e.g. **F1 B1 120** = Farm 1, Block 1, total trays 120. You must bring them out in the right order of picking.
- The whiteboard in the packing room shows the pallets in the correct order to pull out, as necessary.
- Keep the back door closed, as the air conditioners will always be on.
- Only one pallet of strawberries is to be in the packing room at a time.
- Take the ticket from the pallet to the supervisor station and enter the information on the iPad provided. Keep the ticket with the paperwork.
- Keep the belt loaded.
- Once packers have finished their trays, they will place them on the floor. Once a certain amount is reached, you will give them a chip for the number of trays you have taken (see the chip values below).
- Stack the empty trays on the pallet at the back of the production room, 20 high. Once that pallet is full, use the pallet jack to take it out of the packing room to the back of the shed, where they are all stacked.
- At the end of the day the chips will be counted by a supervisor, and must match the amount of strawberries that entered the production room that day.

Chip	Value
White	1 tray
Red	5 trays
Green	25 trays
Blue	50 trays

Field Work

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 (SPF 30+);
- Sunglasses (UV and glare protection);
- Wet weather gear;
- Broad-brimmed hat; and
- Cuff-to-collar clothing.

Farm 1	Kitchen facilities are available for heating food.
Farms 2 & 3	There are no kitchen facilities for heating food. Bring a packed lunch – providing your lunch is your responsibility.

No photos are to be taken on the property.

SOP – Picking Strawberries

Process

1. Each morning, report to the main office to sign in for the day and have your temperature checked.
2. Your supervisor will let you know which farm and blocks will be picked.
3. Pick up your trolley and carriers.
4. Enter the block.
5. Start picking. Pick the strawberries gently to avoid bruising or damaging them.
6. Place the strawberries in the carriers provided, filled to the appropriate amount.
7. Bring your carriers to the ute picking up trays, and wait for your supervisor to check quality and fullness.
8. The supervisor will then give you a coloured chip corresponding to the number of carriers.

Chip	Value
White	1 carrier
Red	5 carriers
Green	25 carriers

Teamwork

Please note that you are working both as a team and as an individual.

- The blocks are split into halves, e.g. top half and bottom half. The side of the farm you start on determines which half you will start in.

- Finish helping each other with rows before starting a new row.
- Blocks are to be finished one at a time. Do not start another block while there are still people picking in the block before, unless you are told to by your supervisor.
- **Help each other finish the block.**

Quality Warning System

There is a warning system in place if your carriers do not meet the quality standards:

Warning	What happens
1st warning	You will be asked to pick better quality, and shown again how to pick and the quality specs.
2nd warning	You will be asked if you understand what is required of you when picking, and shown the quality specs again.
3rd warning	A 10-minute time out.
Further warning	After returning to picking, another warning results in a 30-minute time out.
Continued	If this keeps occurring, you will be asked to sit out for the rest of the day.

Safety

- This is a **NUT-FREE ZONE**. No nuts are to be on the property.
- Bend using your knees.
- A safety vest must be worn in the paddock.
- Hats must be worn.
- Full-length clothes are to be worn. If not, SPF 30+ sunscreen must be worn.
- Use trolleys every day when picking, to keep dirt and grass out of the carriers.
- Closed-toe shoes must be worn.
- No headphones or AirPods are to be worn.
- No mobile phones in the paddock.
- No glass is to be taken into the paddock or on the utes. Plastic water bottles only.
- Do not enter the dam site. Do not SWIM in the dam. Do not drink water from the dam.

Quality

- Pick the best quality fruit off the plant without damaging the plant or fruit.
- Look for rotten strawberries – they should not be put in the carriers.
- Look at the colour of the fruit: red strawberries only, no green fruit.
- Be gentle – don’t squash the fruit. Holding more than two strawberries in your hand will damage the fruit.
- No dirt or grass in the carrier.

Hygiene

- Use blue gloves when picking fruit.
- Masks must be worn at all times.
- Use the toilets provided and wash your hands using the correct method. Gloves must be thrown out and replaced after using the toilet facilities.
- No smoking in the paddock – use the designated smoking area.
- No eating in the paddock.
- If you are sick, do NOT attend work.

Cleaning

- Ensure there are no carriers left in the block at the end of the shift.
- Ensure there are no gloves, safety vests or any other objects left in the blocks.
- Use the bins on the farm to dispose of any rubbish.

All gloves, hand sanitisers and other necessary items are kept on the ute, with a rubbish bin, where you can easily change your items.

Strawberry Quality Guide

Here are some pictures of strawberries that do not belong in the punnets.

Rough strawberry

This should NOT be picked or packed.



Calyx (green top) missing



Split strawberry

This should NOT be picked or packed.



Bird bite

This should NOT be picked or packed.



Slug holes

This should NOT be picked or packed.



Rotten strawberry

This should NOT be packed. It is sometimes hard to see when picking.

