

# SUNSHINE SUGAR

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## SUNSHINE SUGAR WORK HEALTH, SAFETY & ENVIRONMENT Contractor Induction



The objective of site-specific SAFETY & Environment induction training is to provide participants with knowledge of the SAFETY & Environment procedures and risks and hazards specific to a workplace or site. It is valid for 2 years.

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**Site Contact or Site Supervisor** – The site contact / supervisor referenced throughout this document is the Sunshine Sugar worker who has responsibility for the task being carried out by you as a Contractor and for engaging and managing you as a Contractor.

## Important Information You Need to Know

Although this information is covered in more detail in this booklet, the following PPE must be worn before accessing certain areas of Sunshine Sugar sites.



Hard Hats **Must** be worn



Eye Protection **Must** be worn



Hearing Protection **Must** be worn within the factory when in operation and when identified by a risk assessment



Foot Protection **Must** be worn (steel capped or equivalent)



High Visibility Clothing **Must** be worn

- Long Sleeved Shirts **Must** be worn
- Long pants **Must** be worn

## Welcome to Sunshine Sugar

This induction booklet endeavours to meet the requirements of Clause 39 (*Provision of information, training and instruction*) of the Work Health and Safety Regulation by providing contractors with important health & safety information.

Although all care is taken to ensure the information contained in this booklet is up to date and correct, you should check with your site contact if you are unsure about a safety requirement before taking any course of action.

# Sunshine Sugar Work Health Safety and Rehabilitation Policy

Sunshine Sugar is committed to providing safe and healthy working conditions for all workers involved in our business including contractors, visitors and the public. All our employees have responsibility for implementing this policy.

In meeting our commitment Sunshine Sugar will:

- Demonstrate commitment and leadership through all its managers
- Clearly define health and safety responsibilities for managers, front line managers, employees and contractors
- Develop a strong safety culture through a structured program of cultural change initiatives, leading indicators and hazard and near miss reporting
- Work to eliminate hazards and practices that could cause incidents, injuries and illnesses
- Comply with all applicable workplace health and safety acts and regulations, as a minimum
- Incorporate health and safety into the business planning cycle so that objectives can be set, plans formulated, and performance measures determined for continually improving our management systems
- Train and develop our employees to ensure they have the necessary skills and knowledge to work safely and to contribute to ongoing improvements in safety performance
- Involve and consult with all people who work for Sunshine Sugar in identifying, assessing and controlling workplace hazards and in reviewing health and safety performance
- Undertake to help our people to achieve full recovery through prompt treatment and active rehabilitation programs following workplace illness or injury
- Allocate resources to meet the commitments of the policy

## Our Values

Sunshine Sugar is a value driven organisation. At Sunshine Sugar we all follow behaviours which reflect our values, which are:

**SAFETY** - Our workers are our greatest asset and their safety comes first

**TEAMWORK** - Working together as a team to achieve a common goal utilising each other's strengths to the best of our ability

**INTEGRITY** - Conducting ourselves in a responsible and professional manner at all times

**EXCELLENCE** - Achieving excellence through communication, teamwork and seeking to continuously improve.

**ACCOUNTABILITY** - We are accountable to our values and behaviors.

These values were developed by workers and is endorsed by the Executive and the Board. Sunshine Sugar expects all Contractors and Visitors to display these values when visiting any Sunshine Sugar site.

## Signing in At Main Office

Main Office Hours		
Broadwater Mill	Harwood Mill & Refinery	Condong Mill
07:00 – 16:00 Weekdays	07:30 – 16:00 Weekdays	07:00-16:00 Weekdays

- All contractors are required to “sign in” and “sign out” at the main office prior to commencing work and at completion of work each day. (After Hours see below.)
- When signing in you are to provide reception with the name of your site contact. Reception will then notify them that you have arrived on site.
- Reception will issue you with a contractor's tag, which must be displayed on person. If it is not practical due to nature of work then it must be immediately accessible on request.

- After the initial sign in, and where a contractor has a group of workers working on a job, it is acceptable for the contractor to nominate a group member to attend the main office when it opens each day and sign in on behalf of all the group members. During this period the workers can retain their contractor tags without returning them to the main office each day.

## COVID-19

To prevent the spread of covid-19, sunshine sugar has implemented a covid-19 safety plan. If you would like to see a copy, please ask reception or your site contact.

The more space between you and others, the harder it is for COVID 19 to spread. Physical distancing actions, combined with good personal hygiene measures, must be exercised by all workers and contractors to reduce and stop the spread of COVID 19.

Please refer to the ‘workplace social distancing’ and ‘health declaration’ form before starting work, they can be obtained from reception or your site contact.

## Contractor Checklist

The relevant contractor checklist **must** be completed as directed by your site contact / supervisor prior to starting work.

## Notification when working outside normal office hours

Working outside normal office hours requires prior approval and notification to the Shift Superintendent.

You must have prior approval from your site Contact / Supervisor in charge of your job if you intend to commence work prior to main office hours. On arrival at the sugar mill after hours you are to contact the Shift Superintendent whom is on shift and provide the following information:

- Your name and your Company name
- Numbers of persons working on the job
- Where you will be working on site, and what work you are doing.
- A contact phone number (mobile)
- Your Contact / Supervisor who is supervising your work on site.

If you intend to work beyond main office opening hours you must obtain permission from your site Contact / Supervisor in charge of your job.

Prior to leaving site you must notify your site contact or the Shift Superintendent that you will be leaving the site, and pass on any relevant information on status or safety matters regarding the work you have been doing. The Shift Superintendent can be contacted on:

AFTER HOURS CONTACTS		
Broadwater Mill	Harwood Mill & Refinery	Condong Mill
6620 8222 or 0429 308 827	6640 0472 or via radio contact by dialling 6640 0490	6670 1731 or 0418 235 993

If unable to contact the shift superintendent directly, contact the Cane Supply Office on the below number and request them to make radio contact with the Shift Superintendent.

Broadwater Mill	Harwood Mill & Refinery	Condong Mill
6620 8269	6640 0427	6670 1731

## Sub-Contractors

The use of subcontractors is prohibited unless permission is obtained from the Sunshine Sugar contract manager. It is the responsibility of the contract manager and the main contractor to ensure the sub-contractor completes the contractor checklist.

## Vehicle Access, Parking & Speed Limits

Speed limits are sign-posted about Sunshine Sugar sites and must be complied with. All traffic signage must be followed. Site road traffic increases significantly during the mill crushing season with large trucks entering the site to deliver loads of harvested sugar cane, this period normally runs from early June to December.

When parking, do not obstruct roads, driveways, building escape routes or emergency and fire protection equipment. Contractors wishing to park vehicles and any mobile plant on site near where they will be conducting their work must first obtain authorisation from their Sunshine Sugar site contact / supervisor.

### Broadwater Site

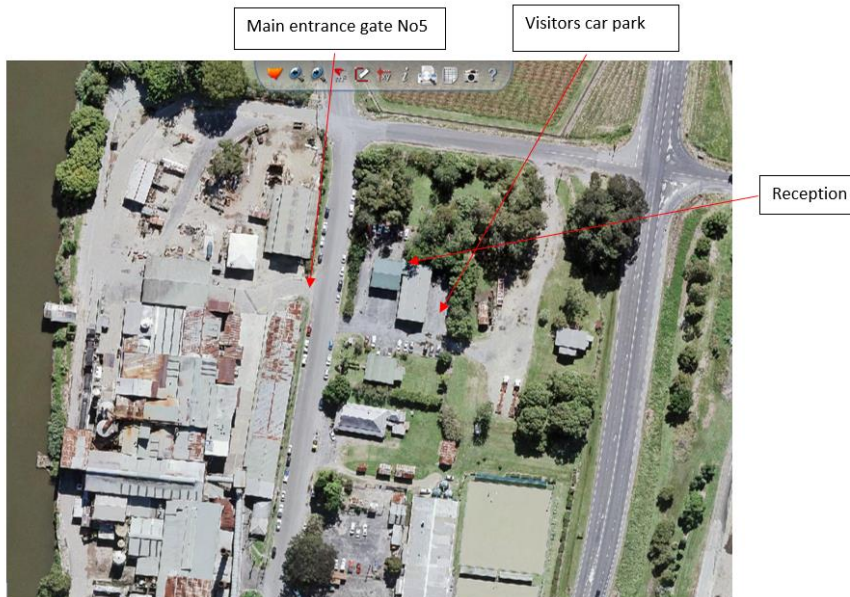
- Entry to the site is by the main entrance
- There are 2 designated car parks on site.
- Behind the main office, for use by office staff and visitors.
- Opposite the Mill on the eastern side of the Pacific Highway, for use by workers, cane truck drivers, and visiting contractors.
- The site speed limit is **10km/h**.



### Condong Site

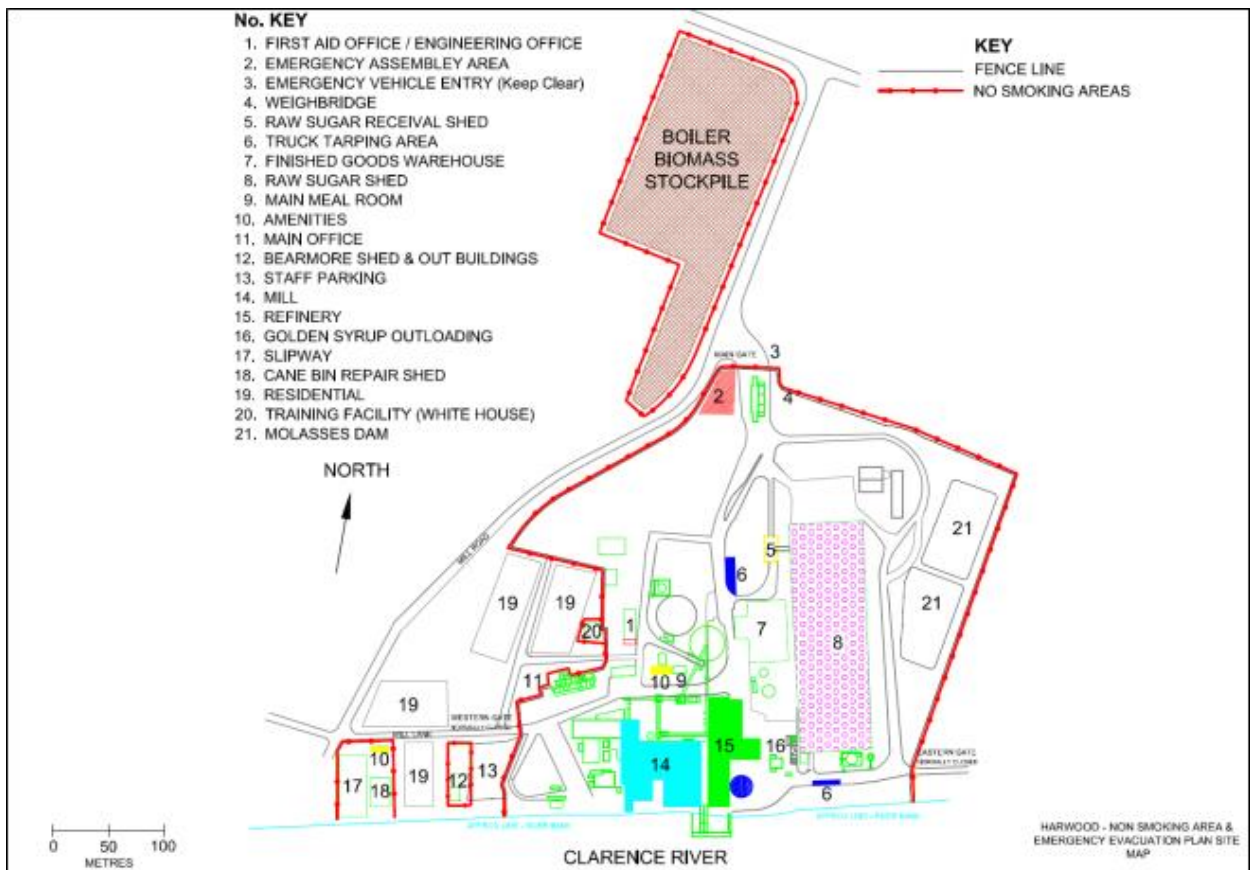
- Entry to the site is by the main entrance Gate No 5 opposite the main office.
  - There are 3 areas to park on site.
  - Behind the main office, for use by office staff and visitors.
- Opposite the Mill a secure carpark for anyone, around the office and down either side of McLeod Street.

- The site speed limit is **10km/h**.



### Harwood Site

- There are 3 designated car parks on site:
  - Behind and to the west of the Main Office for use by office staff and visitors.
  - Around and under the Engineering Building for use by employees.
  - Beyond the western gate for use by employees, cane truck drivers and visiting contractors.
- The site speed limit is **20km/h**.
- Bicycles are NOT to be ridden on site



## House Keeping and Clean – Up Expectations

- All Contractors will be responsible for maintaining clean and tidy work areas.
- Good housekeeping is essential for the prevention of fires and workplace injuries.
- Jobs are not considered finished until after clean-up.
- Walkways must be kept clear and free of obstructions

## Location of the Main Amenities & Meal Rooms

Broadwater Mill	Harwood Mill & Refinery	Condong Mill
<ul style="list-style-type: none"> <li>• The Meal Room is situated opposite the Laboratory in Mud Lane and has vending machines for drinks and snacks if required.</li> <li>• Male Toilets are located beside Meal Room in Mud Lane. Female Toilets are at either the Engineers Office or behind the Laboratory.</li> </ul>	<p>The main toilet and shower block and meal room is located on the northern side of the main road way into the factory. There are other toilets and meal rooms located throughout the factory on various levels and in all main office buildings.</p> <p>There is no canteen on site, but lunch orders can be placed with a local Harwood Island takeaway food outlet.</p>	<ul style="list-style-type: none"> <li>• The main Meal Room is situated opposite the store along the main road on the site. It has vending machines for drinks and snacks if required.</li> <li>• The Men’s toilets are one building down from the Meal room and the Women’s toilets are situated under the laboratory to the right of the main gate No5</li> </ul>

## Site Safety Officer

Broadwater Mill	Harwood Mill & Refinery	Condong Mill
<p>The Safety Officer can be contacted by dialling their office number on <b>6620 8240</b> or <b>Channel 2</b> for radio contact on any Mill Radio.</p> <p>The Safety Officers office is in the First Aid Room which located directly opposite the laboratory in Mud Lane.</p>	<p>The Safety Officer can be contacted by dialling their office number on <b>66400446</b> or <b>Channel 1</b> for radio contact on any Mill Radio, or via radio contact by dialling <b>66400490</b></p> <p>Engineering Building. Last Office on Northern end of Building.</p>	<p>The Safety Officer can be contacted on 02 6670 1783 or Mobile 0418 155203</p> <p>Their office is at the main reception the first office on the right as you enter the building.</p>

## Site Emergency Evacuation

Site emergency evacuation plans have been developed for the safe evacuation of all persons on site. An emergency is a situation that requires immediate action.

If you are on site when an emergency evacuation occurs, you must cease work and render equipment safe if possible (lower suspended loads, turn off electrical equipment) follow the direction of any Wardens and evacuate via a safe route (Walk around the Factory, not through it) to the default Emergency Assembly Area unless advised to proceed to alternative area.

## Injuries, Incidents and Near Misses

Report **ALL** hazards, incidents, injuries or near misses to your site Contact / Supervisor as soon as reasonably practical.

If first aid is required attend a first aid room to request assistance. After receiving treatment, a Record of Injury and Illness form will be completed by the person providing first aid and given to the site safety officer.

### Radio Channels to contact First Aid

Broadwater – Channel 2

Condong – Channel 1

Harwood – Channel 1



**You must cooperate with any incident investigation that may be required as outlined in Sunshine Sugar Procedure *Managing Environmental Health Safety and Risk Incidents*.**

### First aid room and equipment locations

<i>Broadwater Mill</i>	<i>Harwood Mill &amp; Refinery</i>	<i>Condong Mill</i>
<p><b>First Aid Room:</b> Directly opposite the laboratory in Mud Lane and the main meal room</p> <p><b>Defibrillators:</b> Main office and First Aid Room</p> <p><b>Oxy-Viva:</b> First Aid Room</p>	<p><b>Main First Aid Room:</b></p> <ul style="list-style-type: none"> <li>The main first aid room is located on the ground floor directly under engineering</li> </ul> <p><b>Defibrillators:</b> Main First Aid Room and Shift Superintendents office in the Refinery</p> <p><b>Oxy-Viva:</b> Main First Aid Room</p>	<p>The First Aid room is next door to the store along the main roadway of the site</p> <p><b>Defibrillators:</b> First Aid Room and the Retail Plant</p> <p><b>Oxy-Viva:</b> First Aid Room</p>

#### **Emergency Contacts and Telephone List**

- From internal phones, dial 0 first then 000 for emergency services – Fire, Ambulance, Police
- Emergency services can also be contacted via your mobile phone on 112 or triple zero 000 – Fire, Ambulance, Police
- Poisons Information 13 11 26

### Environmental

As a guiding principle, contractors working for Sunshine Sugar must not pollute, cause pollution or permit pollution to occur if it could cause material harm to the environment.

The duty of a contractor working for Sunshine Sugar is in the first instance to notify Sunshine Sugar as soon as practicable after becoming aware of a pollution incident and pass on all relevant information about it in accordance with Environmental legislation. A worker who fails to do this may be contributing to the degree of environmental harm by delaying its prevention and control and committing an offence.

Contractors should notify their site contact or the Shift Supervisor – see after hours contact details above

#### **Environmental Incident Control Procedure:**

- In the event of a potential environmental hazard or problem notify your site contact or the Shift Supervisor at the first opportunity.
- For any incident which has caused, or is likely to cause harm to the environment immediate notification is required including after hours if applicable.
- Where it is safe to do so take any appropriate action to stop source, contain any spills to limit environmental harm. Care must be taken to ensure that actions taken do not lead to other problems.
- Contractors should not discuss, provide or post details of any incident to media or public without written consent from Sunshine Sugar.

### Procedure for Issue of items from store (PPE and other)

- Before a contractor can be issued PPE or any other store items a contractor **“MUST”** first obtain approval from their site contact / supervisor for the issue. Your site contact / supervisor will provide you with information such as a *Job Number, Description & Quantity of Item required* which the store person will require before the issue can be made.

## Smoking

- Sunshine Sugar sites are smoke free workplaces. Please observe all no – smoking signs.
- This policy covers all varieties of Electronic cigarettes including Vape Pens and advanced personal vaporizers

## Alcohol & Drugs

All persons working at any Sunshine Sugar site or operating Sunshine Sugar equipment must not consume or be affected by alcohol or drugs.

The threshold level for alcohol is **0.00 BAC**

The target levels for drugs detected within an oral fluid (saliva) test are as per AS4760-2006

Contractors are subject to causal, random and post incident Drug and Alcohol testing, which is carried out in accordance with Sunshine Sugar policies and procedures.

Refusal to undergo drug and alcohol testing will be considered a positive result and site access can be withdrawn. The relevant Manager or his delegate will be notified and will notify the contractor or sub-contractor of the reasons for the individual being removed from site.

## Fatigue Management

Fatigue is a state of mental and/or physical exhaustion which reduces your ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

Any person required to work more than 14 hours in a period of 24 hours must obtain permission from both their supervisor and sunshine sugar site contact before doing so. A person can work for a maximum of 16 hours in a period of 24 hours.

If a person has worked the maximum hours allowed or a person or their supervisor/manager believes they are not fit to drive, arrangements must be made to convey that person to home or accommodation safely.

Prior to commencement of work at any sunshine sugar sites, contractors must ensure their workers are fit for work. Where a contractor feels that they are not fit for work due to fatigue at any time they are to notify their supervisor and sunshine sugar site contact immediately.

Where fatigue is raised as a concern or where a supervisor believes there is a reasonable cause to take further action, the supervisor will isolate the person from their workplace and arrange to complete the Sunshine Sugar Fatigue Rating questionnaire to establish their level of impairment, control measures will then be implemented depending on the results of the test.

## Restricted Areas

The below areas are restricted access areas. Approval by the relevant Supervisor or Manager must be given prior to entry.

### Site specific restricted areas

<i>Broadwater Mill</i>	<i>Harwood Mill &amp; Refinery</i>	<i>Condong Mill</i>
<ul style="list-style-type: none"><li>• Electrical Switchboard Rooms</li><li>• IT PABX and server rooms</li><li>• Operator Control Rooms</li><li>• Areas under control of the Cape Byron Management Power Station</li></ul>	<ul style="list-style-type: none"><li>• <b>Red Zones</b> (food safety)<ul style="list-style-type: none"><li>○ Refinery Packing Floor</li><li>○ High Grade Fugals</li></ul></li><li>• Electrical Switchboard Rooms</li><li>• IT PABX and server rooms</li><li>• Operator Control Rooms</li></ul>	<ul style="list-style-type: none"><li>• <b>Red Zones</b> (food safety)<ul style="list-style-type: none"><li>○ Sugar Floor</li><li>○ High Grade Fugals</li></ul></li><li>• Retail Plant packing shed.</li><li>• Electrical switch rooms</li><li>• Sugar Loading Bay</li><li>• Areas under control of the Cape Byron Management Power Station</li></ul>

## Restricted and Prohibited Activities

Due to the nature of mill sites certain activities and tools pose unacceptable safety risk and consequently their use is prohibited or restricted.

- Using headphones to listen to music while working, walking or operating machinery in areas where any PPE is required.
- The use of 9-Inch Electric Grinders is prohibited on site.

## Procedures and Instructions

- Written Procedures including Safe Work Method Statements (SWMS) and Instructions prescribe the steps involved in doing the job and are to be based on Hazard identification and Risk Assessments. Contractors must follow directions and controls specified in approved procedures or instructions relating to their work.
- SWMS Procedures and Instructions are to be approved for use by your site contact. Hardcopies of relevant Sunshine Sugar risk assessment forms and procedures can be provided by your site contact.

## Manual Handling

- Manual Handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.
- Manual handling injuries such as strains and sprains are a major focus of the Business. Contractors are to ensure that manual handling hazards associated with their work are captured in their hazard identification & risk assessment process and appropriate controls put in place.
- Contractors are encouraged to use mechanical lifting aids wherever possible and their site contact may assist with providing this equipment where appropriate.

## Personal Protective Equipment

### ***Uniform Policy***

All Contractors shall wear the following whilst on site at work in designated areas:

- High visibility clothing or an appropriate high visibility vest.
- Long sleeve shirts fastened at the wrist.
- Long pants/trousers.
- Safety boots (steel capped) or safety shoes.

Fully enclosed footwear or safety boots must be worn at all times. Reflective clothing must be worn when working at night in unlit areas. When compliance to this policy is seen to increase risk, an alternative arrangement must be identified through a risk assessment and agreed between your supervisor and WH&S Officer.

### ***Hearing Protection:***

Hearing protection must be carried always within designated areas. Designated areas are:

- *During the Crushing Season* – **All** factory areas under the factory roof.
- *Maintenance Season* - Hearing protection must be immediately accessible and worn while carrying out the listed duties, unless otherwise exempted.

### ***Listed Duties:***

- Within 5 meters of any person operating a grinder, cut off saw, air tool, or carrying out a hammering operation.
- Operating any electric, air or hydraulic tools
- Where sign posting requires hearing protection to be worn.
- When a risk assessment determines hearing protection a requirement
- When operating a grinder, cut off saw, air tool, or carrying out a hammering operation

### ***Safety Helmets:***

- Safety Helmets are always to be worn whilst on Broadwater, Condong and Harwood sites and / or whilst carrying out the listed duties
- Safety helmets must be AS 1801 certified

### ***Listed Duties:***

- Within 5 metres of the working radius of any crane, mono-rail, winching,
- Jacking or lifting device (including loaders, forklifts, backhoes, etc.) carrying out load or slinging operations
- Operating an elevated work platform.
- Working where there is a risk of an object falling onto a person's head.
- Erecting or dismantling scaffolding.
- Where there are obstructions that pose a risk to your head.
- Any areas highlighted by a risk assessment.

### ***Eye Protection***

Medium impact Safety glasses shall always be worn, except areas covered under exemptions. A full-face shield as well as safety glasses or completely sealed eye-wear shall be worn when grinding, welding, chipping or using a drill where sparks may rebound or be directed back toward the operator.

If after a risk assessment is carried out and wearing of safety glasses is deemed a hazard in a working environment, such as steam fogging the glasses, alternate eye protection shall be worn.

### ***Exemptions***

The wearing of safety glasses shall not be required in the following locations:

- Administration Office (including all car parks)
- Inside enclosed buildings (Store, First Aid, Lunch Rooms)
- Mobile Plant with doors and windows closed
- Office areas under the control of SCT

### ***Respiratory & Hand Protection***

- A range of respiratory and hand protection is available from the site store.
- The job risk assessment process will determine respiratory and hand protection requirements. Product safety data sheets will also contain important information on the type of respirator & hand protection required when using a product; the safety data sheet must be referenced when conducting the risk assessment.

## **Hazardous Substances**

### ***Hazardous Substance Register:***

- An electronic register of all hazardous substances on site is located on the SAFETY ViisiSafe database via the Chemwatch link. This can be accessed through your site contact or the site Safety Officer.
- Contractors bringing hazardous substance on site **must** bring with them a hard or soft copy of a current Safety Data Sheet for that hazardous substance.

### ***Safety Data Sheets (SDS):***

- Safety Data Sheets are used when dealing with hazardous substances and should be read prior to the use of any hazardous substance.
- If hazardous substances are being used when performing a job, the job risk assessment should reference information contained in the safety data sheet when identifying hazard controls.

### ***Labelling of containers:***

- All containers containing hazardous substances **"MUST"** be labelled with the required information. Contractors must comply with this requirement.

- If you have brought or see an unlabelled container on site, please advise your site contact / supervisor immediately to organise labelling.

#### **Asbestos:**

- Asbestos containing material has been identified and labeled on Sunshine Sugar sites, some examples are - steam gaskets, pipe lagging, insulation material, electrical mounting boards & electrical heat insulators, cladding, floor tiles.
- An electronic asbestos register is located on the Businesses SAFETY ViisiSafe database, which details items of known asbestos containing material on site.
- Due to the physical complexity of the factory there may be asbestos containing material that has not yet been identified and caution must be taken.
- Only contractors that have been deemed to competent by Sunshine Sugar may undertake asbestos related work or asbestos removal work
- If you are unsure about the potential for asbestos exposure see your site contact / supervisor or Safety Officer.

#### **Pipe systems & vessels containing hazardous substances:**

- Some pipes and vessels contain hazardous substances, for example acids, caustic, steam, and hot products.
- Some pipes and vessels contain compressed air, and others are under vacuum.
- Before working on any pipe work or vessel see your Supervisor to identify what the pipe system or vessel contains, and what the correct isolation procedures are to enable work to be carried out safely.

#### **Explosive dusts:**

- Very fine organic dusts such as sugar dust can be explosive under certain conditions when exposed to a spark or ignition source. Before working on items of plant such as bucket elevators and sugar storage areas see your Supervisor.

## **Hazard Reporting Procedure**

#### **When you see a Health, Safety or Environmental hazard:**

- Request help to rectify the hazard if it is possible to do so safely and quickly.
- If the hazard cannot be rectified immediately, make the area safe by barricade or isolation.
- Inform your site contact / supervisor of the hazard.
- If the hazard is not rectified within a reasonable time after reporting to your site contact / supervisor, contact the site Safety Officer.

## **Hazard Identification & Risk Assessment**

- A risk assessment provides a method of assessment and control of noted hazards prior to the commencement of all Tasks and Jobs.
- Contractors are required to provide a copy of their hazard identification & risk assessment documentation to their site contact / supervisor for review **before** commencing work. The documentation must also identify the safe work method and hazard controls for the work to be performed. The level of risk management documentation will depend on the scope of the work being undertaken. See your site contact for more information on these requirements.
- In the event a contractor does not have their own hazard identification & risk assessment documentation in place their site contact / supervisor has the following options:
  1. Not to allow work to commence until the contractor can produce the required documentation.
  2. Conduct a formal risk assessment with contractor.

## **Barricading and Barriers**

Wherever possible, barricades should be used to separate a hazard or hazardous situation and/or work area from other activities.

Where barricading is used to prevent a person falling from one level to another, hard barricading such as scaffold tube, concrete blocks, or temporary fencing must be used.

An **Information Tag** is used to communicate information. When barricade tape or a retractable barrier is installed, an Information Tag shall be placed at each potential entry or focal point to communicate a message about the conditions of entry, status of equipment or any other relevant information.



**Caution tape** shall be used to barricade areas where there is a hazard or hazardous condition that is “NOT” likely to be life threatening and which requires personnel to be warned of identified hazards prior to entry. Persons requiring access must make sure they familiarise themselves with the hazards, and information detailed on the information tag, and providing it is safe to do so may proceed into the area



**Danger Barrier Tape** shall be used as a barrier around areas and/or equipment where there is a hazard or hazardous condition that “IS” likely to be life threatening or an immediate threat to the environment. Personnel shall “NOT” enter or work within an area that is barricaded with Danger Tape. If entry is required to better assess the situation a risk assessment must be completed.



When barricading is no longer required, all traces of the barricade and any associated signage, tape and tags shall be removed from the area by authorised personnel.

## Confined Spaces

- Confined spaces as defined in the WH&S Regulation, may present a variety hazards to those persons required to work in or on these spaces atmospheric hazards.
- Sunshine Sugar sites have identified places that are considered confined spaces. These spaces have been sign posted and your Supervisor can assist you in identifying these areas if you are unsure.
- NO person is to enter a confined space unless they have:
  - completed a training course which has been approved by Sunshine Sugar for Safe Entry and Working in a Confined Space and
  - a Confined Space entry permit, rescue plan, and risk assessment authorised by a competent person.
  - Contractors who are required to carry out work in confined spaces must be appropriately trained and advise their site contact / supervisor of the currency of their workers confined space training status at the planning stage of the job.

## Plant Isolation

- The Plant Isolation procedure is designed to protect persons from injury while carrying out repairs and maintenance on machinery or equipment or from using machinery and equipment that may be faulty. The system is based on the use of Danger Tags, Lockouts and Out of Service Tags.
- Prior to working on any item of plant or equipment, contractors must refer to the Plant Isolation Procedure in consultation with their site contact.
- Danger Tags and Locks, Out of Service Tags, a Lock Box or barricade tape can be obtained by contacting your site contact / supervisor.

## Electrical Safety

Only certified and authorised electricians are permitted to repair or otherwise work on electrical equipment. Severe electrical shock or death can result from a lack of care and attention in these areas.

- All electrical plugs and sockets/outlets, whether single or 3 phases, should always be checked, before use, for water or other foreign material having entered the plug or socket/outlet.

- Never let the plug or socket/outlet fall into water, on the floor or in any other position where foreign material can enter the equipment.
- Water should never be sprayed at any electrical equipment. If there is equipment in the area to be hosed, make sure the plugs and socket/outlets are off the ground and other equipment is suitably protected.
- Never leave any electrical equipment in areas that can be affected by the weather, especially rain.
- Check all leads daily to appliances for frayed ends, loose wires or breaks in the insulation.
- All portable electrical equipment must be protected by either an earth leakage circuit breaker (ELCB) or residual current device (RCD) positioned at the power source, and the condition of the connection leads checked each time before use.
- All control and crib rooms must be suitably wired for their intended purpose. To prevent overloading, double adaptor or multiple outlet devices are to be avoided.
- If portable lighting is used, it must be of robust design, securely fixed where possible, and in safe working condition.
- Where electrical extension leads, flexible cords, or cables cross roadways, access ways and work floors in a position where they are likely to be damaged by vehicles or pedestrians, they must be suspended 2.4 metres in the air or suitably protected with rubber covers.
- Before penetrating any walls or structures ensure consult with site electrical workers unless it is abundantly clear there is no risk of damage to cables.
- Before working on any equipment connected to an electrical source, the equipment must be isolated from power, and/or the correct tagging procedure followed where applicable.
- Defective electrical equipment of any type must not be used or operated. The electrical equipment must be turned off or otherwise isolated if safe to do so and the relevant supervisor notified. It must be tagged with an out of service tag indicating it is unsafe.
- Keep access ways to electrical switch rooms and enclosures clear so they can be accessed.
- All electrical leads such as safety packs, extension leads and power tools need to be inspected when the equipment first arrives onsite, they must have been tested and tagged within the last 6 months. Inspect all items for expiry date prior to use. Do not use out of date electrical equipment.

## **Fire Prevention and Protection**

- Fire extinguishers and fire hose reels are located over the entire site, and all workers and contractors are encouraged to locate the closest fire extinguisher / fire hose reel before commencing work, your site contact / supervisor can also assist you locate the closest firefighting equipment.
- Hot work permits are mandatory at Sunshine Sugar Sites in designated areas such as working near Conveyors and the Sugar Shed. Hot Work examples are: welding, oxy – acetylene and plasma cutting, and grinding. Contractors are to obtain hot work permits from their site contact / supervisor prior to commencing any hot work.
- Discharged fire extinguishers are to be reported to the Safety Officer immediately, whom shall arrange for its replacement.

## **Excavation and Penetration**

Excavation work presents a variety of hazards; the following are just a few examples of excavation hazards:

- Collapse of excavation
- The inrush or seepage of water
- Unplanned contact with services (e.g. gas, water, sewer, electricity, telecommunications cables, piping which contain hazardous substances such as chemicals & flammable liquids etc.)
- Falls into excavations
- Manual handling

Due to the complexity of underground services at Sunshine Sugar sites, an excavation permit system has been put in place. The permit must be followed prior to commencing any ground disturbance. Contractors are to obtain excavation permits from their site contact / supervisor prior to commencing any ground disturbance.

## **Work at Heights and Fall Hazards**

- Falls from heights are a major cause of death and serious injury in workplaces. Fall hazards are found in many workplaces.
- Work Health and Safety Regulations requires the highest level of control from the hierarchy of controls to be used for work at heights based on what is reasonably practicable to implement.
- All Contractors must have completed a nationally recognised work at heights training course before performing working at heights.
- Prior to a task or job being performed an assessment must be undertaken of the potential for a person to fall over, off, through or from plant, equipment or surfaces including access to areas where the work is to be carried out. Where there is a risk a work at heights permit must be obtained.
- On Sunshine Sugar sites a work at heights permit is required for any type of work that involves the following:
  - Elevated Work Platforms (EWP) for access, egress or to perform work; or,
  - Use of a workbox to elevate a person; or
  - Erection, dismantling or modifying scaffold including all temporary handrails or platforms; or,
  - Working on roofs or fragile surfaces; or,
  - Using a fall restraint or fall arrest system as a fall risk control measure; or,
  - Removal of fall prevention measures such as catwalk, flooring or handrails or creating a hole (other than excavation permit work); or,
  - Reinstatement of fall prevention measures such as permanent catwalk, flooring or handrails; or,
  - While working, accessing, egressing, ascending or descending it may be possible for a person or equipment to fall a distance that is liable to cause a significant personal injury; or,
  - Use of a ladder (Exceptions apply– see your site contact for details)
- First aid, rescue and/or emergency retrieval plans shall be established by a competent person and rehearsed, as necessary, to ensure they are efficient and effective prior to persons performing work at heights that requires use of any of the following:
  - fall arrest systems including the use of restraint technique; or,
  - crane lifted workboxes; or,
  - hung scaffold; or,
  - elevating work platforms; or
  - as may otherwise be prescribed under working at heights procedures

Emergency rescue or retrieval plans shall be documented and kept with related work at heights permits and any risk assessment or SWMS documentation.

## **Workers Compensation & Public Liability Insurance**

Contractors must carry a current certificate of Public Liability Insurance (\$10 million minimum) and maintain current Workers' Compensation Insurance for their workers. Proof of currency for both insurances must be supplied to the Sunshine Sugar Contractor Manager before work commences. It is illegal for a Contractor to operate without the appropriate insurance and it is illegal for Sunshine Sugar to pay Contractors who have not provided proof of their Workers' Compensation Insurance currency.



**CONTRACTOR – SAFETY & ENVIRONMENT INDUCTION QUESTIONNAIRE – PG 1**

<b>Today's Date:</b>	
<b>Contractors Company Name:</b>	
<b>Contractors Full Name: (Print Name)</b>	

What is the maximum blood alcohol content permitted when working on a Sunshine Sugar site? \_\_\_\_\_

When can drug and alcohol testing be conducted? \_\_\_\_\_  
\_\_\_\_\_

What do you do if you notice a safety or environmental hazard?  
\_\_\_\_\_

Must written hazard and risk assessment documentation (such as risk assessments, JSA's, SWMS etc.) be provided to your sunshine sugar contact before starting work?  
\_\_\_\_\_

If you do not have a written risk assessment available what must you do?  
\_\_\_\_\_

Under what circumstance are you permitted to work outside of normal office hours?  
\_\_\_\_\_

Which of the following incidents must be reported to your Sunshine Sugar Supervisor?

- Near miss, whereby potential harm to people or plant and equipment was possible.
- Injury to persons or damage to plant and equipment
- All the above

What safety rules and hazards must you follow and be aware of regarding mobile plant brought onto site?  
\_\_\_\_\_

What must you do prior to undertaking any hot work?  
\_\_\_\_\_

List two working at heights activities where a rescue plan would be required  
\_\_\_\_\_

## CONTRACTOR – SAFETY & ENVIRONMENT INDUCTION QUESTIONNAIRE – PG 2

Which of the below requirements must be met before you can enter and work in a confined space?

- a Confined Space entry permit, rescue plan, and risk assessment has been completed and authorised by a competent person.
- workers must have completed a training course which has been approved by Sunshine Sugar for Safe Entry and Working in a Confined Space
- All the above

---

What must you do if you notice an untagged or unsafe electrical appliance?

---

At what interval must electrical appliances used on Sunshine Sugar sites, such as power leads and power tools, be inspected and tested and tagged?

---

List some examples of where asbestos may be present on Sunshine Sugar sites.

---

If unsure about the presence of asbestos and inadvertently being exposed, how would you access more information?

---

List the minimum PPE required to work on Sunshine Sugar sites.

---

What process must be followed if a need for you to engage a sub-contractor arises?

---

Name one restricted area from each of the 3 Sugar Mills.

1.

2.

3.

**NOTE:** Person providing or reviewing induction must clarify **all** incorrect answers with the inductee.

# SUNSHINE SUGAR

T/A MANILDRA HARWOOD SUGARS

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E: ballina@sunshinesugar.com.au



**NOTE:** This form is to be completed and signed by the contractor. Remove the checklist, questionnaire and orientation from the booklet and give to the induction officer or receptionist at the completion of the induction

## CONTRACTOR - SAFETY & ENVIRONMENT INDUCTION CHECKLIST

<b>Today's Date:</b>	
<b>Contractors Company Name:</b>	
<b>Contractors Full Name: (Print Name)</b>	

Initials	Induction Items Covered
	Important Information you need to know
	Welcome to Sunshine Sugar
	Sunshine Sugar Work Health Safety and Rehabilitation Policy
	Sunshine Sugar Values
	Signing in at Main Office
	Covid-19
	Contractor Checklist
	Notification when working outside normal working hours
	Vehicle Access, Parking & Speed Limits
	House Keeping and Clean – Up Expectations
	Location of the Main Amenities & Meal Rooms
	Site Safety Officer
	Site Emergency Evacuation
	Injuries, Incidents and Near Misses
	Environmental
	Procedure for Issue of items from store (PPE and other)
	Smoking
	Alcohol & Drugs
	Restricted Areas
	Restricted and Prohibited Activities
	Procedures and Instructions
	Manual Handling
	Personal Protective Equipment
	Hazardous Substances
	Hazard Reporting Procedure
	Hazard Identification & Risk Assessment
	Barricading and Barriers
	Confined Spaces
	Plant Isolation
	Electrical Safety
	Fire Prevention and Protection
	Excavation and Penetration
	Work at Heights and Fall Hazards
	Workers Compensation & Public Liability Insurance

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## CONTRACTOR – SAFETY & ENVIRONMENT INDUCTION ORIENTATION

Broadwater  Harwood  Condong

**IMPORTANT!** As part of the site safety induction the Inductor will take the contractor to the locations listed below. If 'no' is selected please document why in comments section.

Location	Yes	No	Comments
Main Office Reception	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors site contact / supervisor's office.	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Officer's & Main First Aid Room	<input type="checkbox"/>	<input type="checkbox"/>	
Nearest emergency shower, fire-fighting equipment, manual call point to where contractor will be working	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency evacuation assembly area	<input type="checkbox"/>	<input type="checkbox"/>	
Main amenities block	<input type="checkbox"/>	<input type="checkbox"/>	
Meal Room	<input type="checkbox"/>	<input type="checkbox"/>	
Site Store	<input type="checkbox"/>	<input type="checkbox"/>	

**Note:** The person whose name appears on the induction and orientation checklist has:

1. Received, read and understood a Sunshine Sugar Safety & Environment contractor induction
2. Completed the questionnaire
3. Received a site-specific orientation

Contractor's Name (Print)	Contractors Company Name	Contractors Signature

Name of person giving induction (Print)	Signature	Date of orientation