



Staff Induction

Biteriot Operations Pty Ltd

ABN: 98 634 260 101

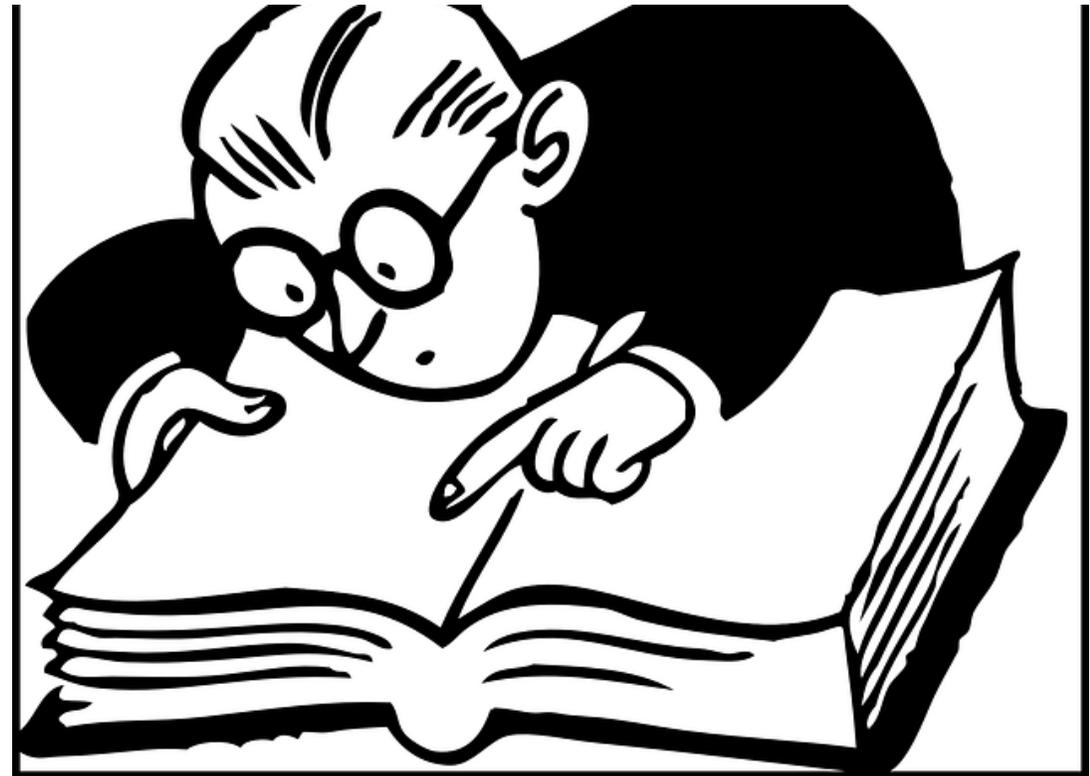
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Staff Induction

- Please note this induction must be completed by the intended employee of Biteriot Operations Pty Ltd.
- If it is found that another person other than the intended employee has completed the Induction, than Biteriot Operations reserves the right to withdraw your employment.



Welcome to the Biteriot Operations Packhouse Induction

Everyone involved in the growing, picking, packing and distribution of our apples and cherries are committed to providing the best possible product and doing so in the safest possible manner.

When working in the Biteriot Operations Packhouse, we ask you to be committed to quality and safety too.

The following induction has been prepared to raise your awareness of the risks involved in working in the Packhouse and to inform you of how to work safely in the environment.





You must always be conscious of safety in everything that you do in the workplace

Remember, if you take risks you are not only putting your safety at risk, but the safety of your workmates as well – **ALWAYS THINK SAFETY FIRST.**

As a general rule, if you think what you are about to do may be unsafe; don't do it! – refer to your supervisor for further instruction.

About Biteriot Packhouse

The Biteriot Packhouse packs Apples and Cherries grown on our own orchards and those of other Growers in the area.

Our packhouses is used to:

- store,
- cool,
- wash,
- sort,
- process,
- pack, and
- distribute

picked produce from the field.



About the Packhouse

- Produce picked and collected from the orchard/s are stored in bulk at the Packhouse in cold-rooms – large insulated rooms that are kept at a constant temperature.
- Each grower's fruit is kept separate and must be accounted for to the grower after packing.
- When its time to pack the produce, it is worked through a grading/packing line which washes and treats the produce, before sorting in specific size and quality requirements.
- Packaging types may include 5kg, 2kg or 1kg box's, punnets or grab bags (Cherries) or 18kg, 12kg, 10kg box's for apples
- A combination of the grading machine and manual process is used to sort and grade the produce

Roles

There are many roles in the Packhouse. Some such as forklift driver or Quality Assurance require special licensing , qualification and experienced personnel.

The more common roles are:

- Grading line staff – are used to check the quality of the produce and remove anything out of specification before it gets to the packing stations
- Packing staff – pack the sized ‘market ready’ produce into the boxes or packaging ready for the consumer
- Palletising / Stacking staff – stack the finished boxes of produce onto pallets ready for storage, shipping and distribution

There are other roles as well that tend to be commodity or operation specific.

It is important that you only operate in the role you have been assigned, and the role that you are trained for.

If at anytime you are in doubt, check with your Supervisor.



Preparing for work in the Packhouse

Starting Time

Like all jobs, it's important that you arrive to work on time and prepared for the day ahead

Manage your travel schedule to ensure you arrive at work at least 15 minutes before your designated start time.

Remember, you need to be at your workstation ready to go by your designated start time, not in the car park, toilet or getting organised.

The Packhouse works on a 'production line' basis and you running a few minutes late can stop the whole production line.



Required for the Packing Facility

Depending on what you are packing the working environment could be hot or cold.

You need to bring with you:

- Correct clothing to suit the environment
- Enough clean water for a full day
- Enough food for a full day
- Any other tools or equipment you've been requested to bring

Even if you are expecting a short day, ensure you have provisions for a long day as arrangements can change quite quickly and without notice.

Work clothing

When working in the Packhouse, select suitable clothing that will allow you to move and work physically hard all day, while as much as practical remaining comfortable in the conditions.

We recommend layering your clothes so you can adjust as conditions change.

You should avoid clothing that is too large, has bits that could fall off and contaminate the produce, or has overly loose or 'dangly bits' which could get caught in machinery and moving parts.

Clothing must be neat and clean. It should also be conservative in nature without any political messages, or too provocative.



Footwear

To help avoid injury to your feet, always wear fully-enclosed footwear at all times. As you will likely be standing for most of the day, it's important to ensure these are comfortable.

Thongs, flip flops, crocs, sandals and other open footwear are not suitable or safe. If you are wearing them when you arrive, your Supervisor will not allow you to commence work.

In the Packhouse

Packhouses are very busy, noisy places, often with many people, vehicles, forklifts and trucks working near one another

You need to remain alert and aware of your surroundings for your own safety, and that of your workmates

Any movement of staff out of the shed for breaks or shift change is to be controlled by a Supervisor

No staff are to leave the packing line without permission from a Supervisor



Walkways



Where there are safety walkways or pedestrian traffic lanes provided you must use them at all times.

For your safety, and the safety of your workmates;

- Keep walkways clear at all times
- Always keep an eye out for machinery even if you are on a pedestrian walkway and have right of way.

Any movement of staff from the packing line out of the shed for breaks or shift change is to be controlled by a Supervisor. No staff are to leave the packing line without permission from a Supervisor

Just because you are on a walkway, or have right of way, does not mean a forklift or other mobile machinery operator has seen you, so remain aware and cautious. Make eye contact where possible



Personal Protective Equipment (PPE)

You may be issued Personal Protective Equipment (PPE) in some parts of the Packhouse.

These could include:

- Gloves
- Ear Protection
- Specialist clothing
- Other items designed to protect you from injury while you are working

If you are issued with Personal Protective Equipment you are required to use it. This rule is not negotiable.

High Visibility (Hivis) safety vests or shirts must be worn whilst working in the Packhouse. These are supplied by the Packhouse and must be returned daily, at the end of your shift, for cleaning.

Coolroom staff are advised to provide their own Jackets to prevent cross-contamination / CoVid-19



Signs



Throughout the Packhouse you will see many signs.

These signs can be warning you about dangers, telling you about prohibited actions, giving you mandated instructions or informing you about critical locations.

Prohibition signs

These signs convey DO NOT type of messages. An example might be a sign indicating you are not allowed to enter a particular area, or that smoking is not allowed in that area.

Warning Signs

These signs are used to make people aware of a nearby danger. An example might be a sign indicating a forklift is operating in the area.

Mandatory Signs

These signs are used to indicate actions that must be carried out in order to comply with statutory requirements. An example might be a sign to wear hearing protection in a particular work area.

Keep a look out for signs, and **ALWAYS** follow the instructions

Guards and Emergency Stops

The packing process usually involves a packing or production line. This is made up of many moving parts, including hinges, rollers, chains, belts and pinch points.

Before you start work you should check that the guards are in place over any moving parts that pose a risk to you or your co-workers.

In case of Emergency, you may need to stop the production line immediately. This is done with the use of Emergency Stop buttons or pull cords, which are placed along the production line.

When you arrive at your workstation, identify the Emergency Stop button or line that is within easy reach.

If there are any problems with the emergency stops or guards, or you see any other unsafe hazard, report and discuss this with your Supervisor immediately.



Lifting and Carrying a Load



Nearly all roles in the Packhouse will require some form of lifting

When lifting and carrying a load, you must use the following technique:

- Stand with your feet shoulder width apart and in a staggered stance
- Move in close to the load
- Bend your knees, keep your head upright and maintain natural curve of your spine
- Pull the load close to your body
- Secure your grip
- Use a smooth controlled motion to lift the load
- Avoid twisting or turning your body when lifting and be sure to use your feet when changing direction

Stacking Pallets

At the end of the production line, the produce is usually stacked onto pallets for transport

When working with pallets;

- Only use blue CHEP branded pallets
- Inspect every pallet before using it and make sure the pallet is in good condition. A broken pallet could cause injury to yourself or the product.
- Make sure the boxes do not overhang the edges of the pallet and follow guidelines for stacking
- Keep pallets clear of doorways, walkways, emergency exits or in the way of fire extinguishers or first aid kits
- Make sure you are using the correct lifting techniques when stacking pallets to avoid injury
- If lifting empty pallets into place, 2 person lifting is recommended.
- When moving full pallets, use a pallet jack or have a qualified forklift operator move them for you.



Pallet Jack Safety

Pallet jacks are a mechanical lifting aid used to move pallets

If you are using a pallet jack it is your responsibility to make sure it is in good working order before you start.

When using a pallet jack

- Make sure you know how to use the controls
- Plan the trip – know where you are going and if there is anything in your way
- Do not place your feet under the machine
- Do not overload the pallet jack
- Move slowly – incase you need to stop quickly
- Always push the load, never pull it
- Watch out for pinch points to avoid injury to your hands
- Do not ride or play on the pallet jack





Heat Stress

It can get very hot working in a Packhouse, which can lead to heat stress.

Symptoms include:

- General Discomfort
- Fatigue
- Loss of Concentration
- Dizziness & Headaches
- Disorientation
- Muscle Cramps
- Decreased coordination

If you believe you are suffering from heat stress

- Inform your Supervisor
- Rest in a cool area and increase your fluid intake
- Seek medical advise

Drugs, Alcohol and Rest

Working in the Packhouse is hard work. You need to ensure you are in the best possible shape.

Do not present at work under the influence of drugs or alcohol (including a hangover)

* Doing so can lead to Termination of employment, prosecution, fines and increased safety risk to you and your workmates

Always ensure you are well rested, well fed and well hydrated before each shift

* Workdays can be long and fatigue can catch up with you. Be aware and if you are feeling particularly tired or fatigued, speak with your Supervisor



Good Hygiene & Manufacturing Practices

The Packhouse is considered a Food Manufacturing environment, so you must ensure you follow good hygiene and good manufacturing practices

Always ensure you:

- Wear clean clothing each day that is in good repair
- Shower or bath each day and maintain good personal hygiene
- **No Jewellery** is allowed in the Packhouse
- **No chewing gum** allowed in the Packhouse
- **No nut products** allowed in the Packhouse
- **No Mobile phones** allowed on the production line
- Put all your rubbish in the rubbish bins provided
- Wash your hands before you start work, after going to the toilet and after eating



Cross Contamination



Wash your hands regularly

- with soap & water

or

- hand sanitizer

Good Hygiene & Manufacturing Practices

- Do not smoke in the Packhouse – you must smoke only in the designated smoking area
- Avoid bringing foreign items into the production area, including glass and ceramics (coffee mug for example)
- Hairnets and beard nets must be worn on the production line
- By law, you must notify your employer if you are suffering from or have been in contact with another person who has had an infectious or communicable disease

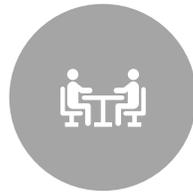
Failure to comply with any of these standards may result in immediate termination of your employment.



Biosecurity



Packhouse biosecurity is a set of measures designed to protect a property from entry and spread of pests & diseases. Biosecurity is your responsibility, and that of every person visiting or working in the Packhouse.



To ensure that you are meeting all expectations of biosecurity you must;



Read all biosecurity signage and follow the instructions



Wear clean clothes to work each day



Make sure equipment is kept clean.



Ensure that you do not bring to site or remove any soil or plant material

Emergency Procedure

In case of an emergency, you should

- Ensure your own safety first
- Raise the alarm
- Provide first aid if you know how and it is safe to do so
- Call emergency services if required

The number for emergency services is 0 0 0 (zero, zero, zero)

You are required to follow the instructions of your Supervisor or any attending Emergency Services personnel

(Police, Fire or Ambulance)



Emergency Procedure

- In cases of extreme emergency, or in the event an evacuation order is given, you need to move to the closest **Emergency Assembly Point**.
- Do not stop to grab anything on your way out.
- If you notice workmates not moving to the assembly point, make sure you let them know the evacuation order has been given
- Make sure you know where the **Emergency Assembly Point** is located on your first day
- As always, if in doubt, check with your Supervisor





First Aid

- There are a number of trained First Aiders and first aid supplies in the Packhouse
- First Aid stations are signposted, with trained First Aiders names on display at station
- First Aiders will provide support if you or your workmates are sick or injured.
- If you or your fellow workers need treatment whilst at work, you should visit one of these First Aiders immediately
- If you require any first aid treatment you will have to complete an Accident Reporting form (except paper cuts)
- For major injuries, you may be entitled to Workers Compensation



INCIDENT REPORT

Incidents & Accidents in the Workplace

To help maintain a safe work environment, all injuries, accidents or near misses need to be reported to the Supervisor immediately.

As part of the process where you witness or are involved in an accident, incident or near miss you may be required to complete an Incident report form.

The reporting of these events helps us to track the risks on site and manage them appropriately.

It's a requirement by law that you follow these instructions and participate fully and honestly in any reporting or investigation

Housekeeping Rules

- Keep your work area clean, free from rubbish, loose produce or other hazards
- Report any slippery areas in the Packhouse to your Supervisor
- Remain in your work area – don't wander around
- **Do Not** enter a cold room unless you have been told to by a Supervisor
- Stay clear of stacked pallets, forklifts and moving machinery
- Keep the lunchroom clean & tidy





Conclusion

That concludes the Biteriot Packhouse Induction.

- To finalise this training, please complete the following knowledge check.
- There are 7 Questions and you will need to get a pass mark of 80% or more to pass.
- Include your answers on your Staff Information sheet

Question 1

- If your start time is 7.30am, what should you be doing at 7.30am?
 - A) Arriving at Packhouse
 - B) Getting out of your car
 - C) Using the restroom
 - D) At your workstation ready to commence work

Question 2

You need to take food and water to work to have during your breaks throughout the day.

A) True

B) False

Question 3

What should you do if you are feeling unwell, overly tired or fatigued.

- A) Carry on working
- B) Discuss the situation with your Supervisor

Question 4

Is it okay to chew gum when working in the Packhouse

A) Yes

B) No

Question 5

When should I wash or sanitise my hands?

- A) Before starting work
- B) After going to the toilet
- C) After eating
- D) All of the above

Question 6

Which of the following is a general precaution regarding machinery safety:

- A) Never use machinery that has unguarded chains or moving parts
- B) Never sit or ride on any machinery
- C) Keep clothing, hair and fingers clear of moving parts
- D) Never ride or play on a Pallet jack
- E) All of the above

Question 7

In case of a fire or other emergency, you should:

- A) Stay where you are; someone will find you and tell you what to do
- B) Evacuate to the designated assembly area or follow the group to a safe location
- C) Handle the emergency on your own