

FORM 18.04: VISITOR RULES

Visitors Name: _____

Inducted By (Accountable Person) _____

In the interest of your personal safety and to assist management fulfil its health and safety policy all visitors are required to:

- Follow all Southern Meats Policies and Procedures and meet all relevant regulations, standards and codes of practice as a minimum standard
- They must not through their own actions or omissions, do anything that could put at risk their own health and safety or that of the management, staff, employees or visitors of Southern Meats
- Obey the no smoking regulations
- Not wander around the plant unescorted unless otherwise authorised
- You are accountable to your Inductor at all times whilst on plant.
- If you have an issue or complaint, speak directly to your authorised person or email through the contact tab on the Southern Meats website.

ORIENTATION CHECKLIST

- | | |
|---|--------------------------|
| Visitor shown facilities | <input type="checkbox"/> |
| Safety rules explained | <input type="checkbox"/> |
| Hygiene and sanitation rules explained | <input type="checkbox"/> |
| Hazards associated with work environment that the visitor will be exposed to sighted and signed off. (Refer to plant hazard register 2.01 attached) | <input type="checkbox"/> |
| First Aid procedure explained | <input type="checkbox"/> |
| Q Fever Card sighted | <input type="checkbox"/> |
| Emergency evacuation and assembly point explained | <input type="checkbox"/> |
| Pollution Incident Response Management Plan explained | <input type="checkbox"/> |
| Sign in and out procedure explained | <input type="checkbox"/> |
| Face mask issued (Q fever) | <input type="checkbox"/> |
| Issues/Complaints Process explained | <input type="checkbox"/> |

Declaration

I _____ have completed the induction to Southern Meats and acknowledge and fully understand my obligations as a visitor to this company. I am medically fit and free from infection with no known impediment in relation to the preparation or handling of fresh meat and meat products.

Signed: _____ Date: _____

Witness: _____ Date: _____

Plant Hazards Register				
JOB, TASK OR AREA	HAZARD	RISK ASSESSMENT	PREVENTATIVE ACTIONS	SIGNIFICANCE OF PREVENTATIVE ACTION
All areas	Noise	1	Hearing protection provided and to be worn at all times when in the areas that require it.	PPE Administration
All areas	82°C+ water for hosing and cleaning	2	Awareness training. Rubber gloves provided	PPE Administration
All areas	Knife cuts	3	Awareness training. Be cautious when working around other people with knives	PPE Administration
All areas	Slippery floors/ ground plate covers	3	Awareness training.	Elimination Administration
All areas	Uneven floors/ Multiple level work platforms	3	You are not permitted to go into restricted areas	Engineering Administration
All areas	Moving chains, belts, conveyers & machinery	1	Awareness training. You are not authorised to operate any machinery.	Engineering Administration
Entry & exit areas	Slipping on stairs. Possible ice on frosty mornings	4	Awareness training. Handrails fitted. Non-slip treads fitted.	Engineering Administration
All areas	Hot water scalds	4	Awareness. Do not go near sterilisers or Hot water. They will be pointed out to you.	PPE Administration
All areas	Low hanging objects	3	Awareness training. They will be pointed out to you.	
All areas	Machinery & equipment failure	3	Machinery designed for safe operation. You are not authorised to operate any machinery.	Engineering Administration
All Areas	Forklifts operating in area	1	You are not authorised to operate any machinery. Signs are erected in area warning of high traffic area. Go only where directed by your guide.	Administration Engineering
All areas	Chemical Handling	1	You are not authorised to handle any chemicals.	Administration PPE Engineering (Safe Containers)

All Areas	Steam	1	Your Guide will point this hazard out to you if needed.	Engineering Administration PPE
All areas	Confined Spaces	1	Confined spaces are marked you are not enter a confined space.	Administration
All areas	Manual Handling	2	Manual handling training is provided.	Engineering Administration
All areas	Cold environment	4	Appropriate clothing is provided.	PPE Administration
All areas	Restricted space	1	You are not authorised to enter a restricted space.	Administration
All Areas	Allergen Awareness	3	<p>Please be aware that people with severe allergies can be affected by very small amounts of the substance they are allergic to eg nuts, soy, milk, eggs, seafood, wheat etc.</p> <p>Although the chances are very slight it is possible for you to transfer residues of your food onto meat products or packaging materials if you do not follow the correct hygiene procedures when entering the production area. Please make sure you brush off your clothes after eating and wash your hands thoroughly before entering your production area.</p>	Administration