



**Workplace Safety and Wellbeing
Induction
June 2024**



Dear all

The health, safety and wellbeing of our people is our priority.

To manage Health and Safety effectively we are continually working on our programme to improve our systems and our employee education.

The Worksafe and Wellbeing Module is for all employees, once complete you will you understand:

- Site rules for pedestrians and vehicles
- PPE requirements
- Onsite hazards
- What to do if someone is injured or there is an incident

As always, let us know if you have any feedback as we want to keep on improving the training that we provide.

Regards
Calven, Travers and Pamela



Health and Safety Policy

We have a responsibility to ensure that our employees, contractors and visitors make it home safely everyday at the same time ensuring that there is no property damage.

To meet these responsibilities we have systems in place to ensure that we comply with applicable laws and regulations.

These include:

- Health and Safety at Work Act 2015
- Hazardous Substances and New Organisms (HSNO) Act
- Land Transport Act
- Accident Compensation Act
- Employment Relations Act 2000

Bonney's commits that all incidents and near-misses will be treated, recorded, investigated and reported and to supporting the safe and early return to work of injured employees.

[Click here to view our Health and Safety Policy](#)

COVID-19



- Our approach to COVID flexes to ensure that our response to the pandemic keeps our people, their families and our customers safe at all times.
- Regular communications via email, video and text go to all of our people to keep them up-to-date with our current requirements.
- Our employees are required to read these communications to ensure that they are aware of our ways of working.
- As an essential service, we need to take all precautions that are available to us to reduce any risk of our people and sites being exposed to the virus.

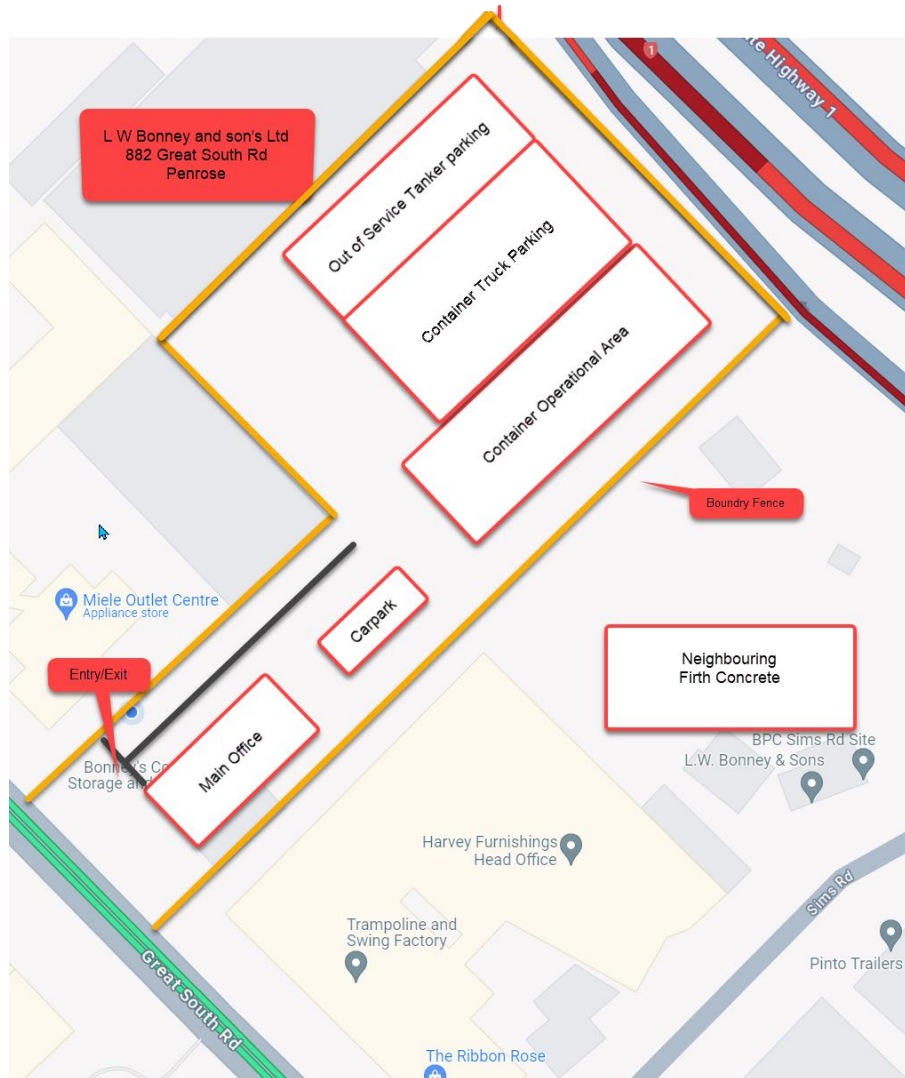
Your responsibilities

- Employees have a legal responsibility to ensure the safety of themselves, other people, the workplace, our equipment and the environment.
- This training is designed to give you an overview of common hazards at our sites, our site rules and the steps that you should take to keep you and your workmates safe.
- We take H&S seriously and that it will take reasonably practicable steps necessary to maintain an active H&S system.
- Disciplinary action will be taken to protect staff safety, the safety of others and the interests of the company.
- This includes any failure to follow safety instructions or site rules, horseplay, practical jokes, or failure to report or false reporting of accidents or incidents,

Site Safety



Site Overview – 882 Great South Road



First Aid kits located:

- Despatch window
- Empty Container Depot

Emergency evacuation meeting point:

- Office: Carpark in front of office
- Container Depot: In front of office

Site Overview – 675 Great South Road



First Aid kits:

- Washbay
- Workshop office
- Warehouse office

Emergency evacuation meeting point:

- Staff carpark

Individual inductions given as required for other sites including **Pilkington** and **Blenheim**

Site Safety Rules

As a Bonney's employee you are required to follow Site Rules for your wellbeing and the safety of others.

- Speed Limit 15 km/hour
- Obey all safety signs, warnings and directives
- Wear a seat belt when operating a hoist or vehicle
- Bonney's uniform and PPE must always be worn during worktime – onsite and when driving
 - Shirt, hi viz, shorts/trousers, safety boots
 - Safety glasses, hearing protection and masks as required
- Mobile phones: Handsfree only when driving
 - Must only be used for business purposes during shift times
 - Earphones should not be used when carrying out manual work
- Park in employee carparks – not in the general yard area
- Employees are not permitted to bring alcohol or drugs on to our sites
- Smoking/vaping is permitted in designated areas only, cigarette butts must be put into rubbish bin
- Smoking/vaping in trucks or any company vehicle is not permitted
- Practical jokes and “horseplay” cause injuries, and will not be tolerated



PPE

- We provide Personal Protective Equipment (PPE) to our employees.
- Basic PPE must be worn when outside of the office
 - Hi Vis Vest
 - Safety Boots – lace up for improved ankle support
- You must wear seatbelts in all vehicles that are fitted with a seat belt – cars, trucks, hoists
- Noise
 - Wear suitable hearing protection in areas with signs indicating that noise is a hazard
 - Or, where you can't easily hear someone talking 1m away
- Customer sites
 - An induction is required at each customer site.
 - Familiarise yourself with these PPE requirements – it could include safety glasses, face masks, earmuffs and hardhats.
 - Many sites now require long sleeves – our Bonney's uniform consists of a long sleeved, breathable shirt.
 - You must make sure that you are wearing the required PPE before you leave the truck.
- Safety glasses, face masks and earmuffs must be worn on all sites that require them or if you feel the need to wear them



Know the hazards and risk in the workplace

Hazard: Something that could harm someone, the environment or cause damage to plant or goods

Risk: likelihood that this harm will occur

You must be aware of workplace hazards and understand the controls in place to reduce the risk of harm to you, other people and the environment from those hazards

Potential hazards at our sites and our customer sites include:

- Slips, trips or falls
- Loud noises
- Moving vehicles – cars, trucks and hoists
- Stress or fatigue
- Chemicals

If you are aware of a hazard notify –

Despatch, Operations or Fleet Management as soon as possible, and where possible make the area safe.

Vehicle Use and Traffic Management

- Keep to pedestrian areas, wear **hi-visibility clothing** and **safety footwear** where required
- Follow road rules and keep to speed limits – 15km/h on site
- Must wear seatbelts at all times when driving – including hoists
- Personal mobile phones are only to be used during your breaks

**SAFETY
FOOTWEAR**



**HI-VIS
CLOTHING**



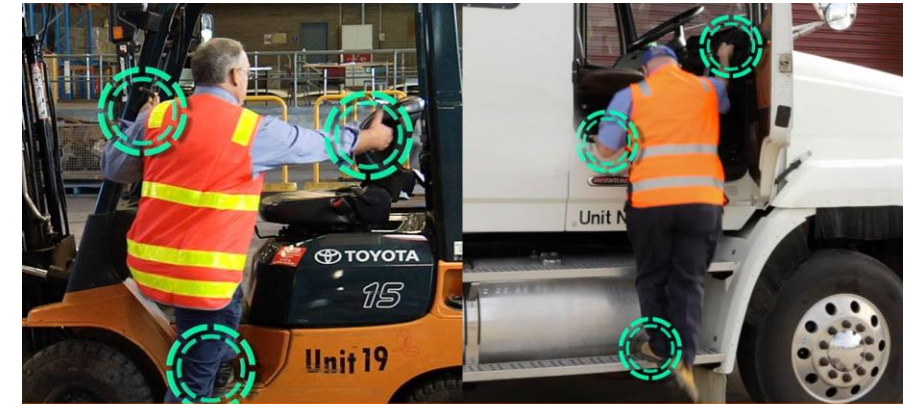
Container Yard

- All persons working or moving and maintain a careful watch on all truck and fork hoist movements.
- NEVER walk under a container being moved and maintain a safe distance when the hoist is being operated
- **Exclusion zone**
- It is suggested that the minimum distance between a forklift and a pedestrian should be a little bit more than the radius of the turning circle of a larger forklift or container handler.
- Pedestrians must also not walk between containers, there is a danger of containers being shunted together
- You should only enter the yard when required for business purposes



Slip, Trips and Falls

- Use “Three Points of Contact” when entering or exiting a truck, forklift or hoist.
- Inspect your work area and remove all items that could be tripped over
 - Cords, boxes, crates, equipment, etc.)



3 Points of Contact: General

Spills

- If a spill occurs at our site or a customer site notify the site lead immediately.
 - Spill kits are located in the workshop, wash bay and warehouse.
 - Any loss of liquid or product is a spill and must be cleaned up immediately.



Hazardous work

Including confined space and hot work

- You must be authorised by Operations or Fleet Management to operate any company equipment, including heavy vehicles and hoists.
- Work of a hazardous nature including working in a confined space, at height or operating a heavy vehicle requires specific training, assessment and authorisation.
- There are some activities that require a permit, qualification and training such as working in a confined space.
 - The Bonney's Permit process is managed by the Fleet Manager

Drug & Alcohol Policy



Drug & Alcohol Policy

Our Drug and Alcohol Policy prohibits all Employees and Contractors, at all levels, from working or conducting company business at risk of being under the influence of drugs or alcohol.

[Click here to review the policy](#)

- Do not drink alcohol within 10 hours of your shift
- If you are taking any medication, prescription or over the counter, ask the doctor or pharmacist if it creates a risk of impairment in the performance of your duties.
- If it does create a risk you must disclose this to Operation prior to performing any duties.
- If you suspect a workmate/visitor is under the influence of drugs or alcohol you must immediately report this suspicion to any supervisor or manager.
- Despatchers and supervisors are expected to monitor their teams and report any breaches of this policy to Management for investigation.
- Operations/Fleet Management will investigate any reports of breaches.

Drug & Alcohol testing

- Drug tests will be carried out for reasonable cause, including but not limited to:
 - Odour of alcohol or drugs
 - Excessive lateness and absenteeism
 - Emotional signs – outbursts, anger, aggression, changes in personality
 - Defensive when confronted about behaviour, dizziness, slurred speech, hangovers, violent behaviour
 - Changes in alertness – difficulty with attention span
 - Changes in appearance – clothing, hair, personal hygiene
 - Involvement in various minor accidents
 - Impairments in learning and memory, perception and judgement, irritability
 - Impaired motor skills, bloodshot eyes, impaired or reduced short term memory, reduced ability to perform tasks requiring concentration and co-ordination, intense anxiety or panic attacks
- Post incident
 - You will be accompanied to drug and alcohol testing following an incident
- Random drug test programme to be implemented in 2022

Incident and Emergency Management



First responders

First Aid

- There are trained first aiders in each area of the business.
- First Aid kits are located:
 - In all trucks
 - 675: Despatch window, Weighbridge
 - 882: Workshop, Warehouse, Washbay
- Please complete site induction at Customer Sites to ensure that you are familiar with each site's requirements
- Talk to Despatch/Supervisor to:
 - Immediately report an injury immediately then follow incident reporting process
 - If you need to restock your First Aid Kit, ask your supervisor

Fire Wardens

- Ensure you know where the nearest exits and the fire fighting equipment is, in case of a fire
- The meeting points in case of a fire are listed in the maps above (slides 7-11)
- More information on emergency wardens is available on workplace noticeboards or you can ask your despatcher, supervisor or manager

Emergency Management

Incase of an emergency or threat of violence:

- Ensure your own safety and the safety of others
- Activate the Air Horn – Dial 111 if able and safe to do so
- Exit the building via the nearest Exit - Building Wardens to ensure the area is clear of all staff - do NOT re-enter building if a staff member is unaccounted for – inform the Emergency Services
- 675 Great South Rd
 - On hearing the Air Horn - Assemble in the Car Park next to the Store and await further instructions from Senior Staff or Emergency Services
- 882 Great South Road:
 - On hearing the Air Horn - Assemble in the Car Park at front of office

Reporting incidents

For all incidents and accidents:

- Notify your Bonney's contact immediately
- A Bonney's incident form must be completed before you leave site
- Investigation is then carried out to assess root cause and identify corrective actions in cooperation with your employer
- Corrective actions agreed and implemented
- Outcome investigated will inform next steps for Bonney's

Filing an Incident Report



All of our key forms can be accessed via our Health and Safety Management System ThinkSafe.

- To access:
 - Scan the QR code – printouts in each truck, Despatch, Workshop and Warehouse and Sugar.
 - Ask Operations/Despatch to add a link to the home screen of your phone.
 - [Link to incident form](#)
- Complete the online form, which will then be sent directly to Operations for investigation.

Please complete quiz to confirm that you have read and understood this induction

[Click here to complete](#)