



<b>Policy</b>	Environmental Health and Safety Control Standard		
<b>Policy Number</b>	THP-E-007	<b>Authorised by</b>	Corrie Milne
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### Coverage

This policy is for internal use within Tasman Tourism Pty Ltd (ABN 24 637 343 983), Tasman Tourism New Zealand (CN 7905336) and all related entities now and yet to be established in the future (collectively referred to in this Policy as Tasman Holiday Parks or the Company).

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## Definitions

**Hazard** - A source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment or a combination of these

**Risk** - In the context of this procedure, the likelihood and consequence of injury or harm occurring

### Risk Control

- In the context of this procedure, risk control includes risk reduction and risk avoidance
- Risk avoidance reduces the risk to zero. Normally this can only be achieved by eliminating the hazard or ceasing the activity
- Risk reduction may involve reducing the likelihood of harm occurring or reducing the consequence if an unwanted event occurs.

**Risk Control Plan** - An action plan that sets out how the WHS risk identified in a risk assessment will be eliminated or controlled

**Hierarchy of Control** - A sequence of Risk Control categories listed in order of effectiveness and arranged in three (3) levels:

- **Level 1:** Elimination of the hazard or risk
- **Level 2:** Substitution controls, isolation controls and engineering controls
- **Level 3:** Administrative controls and personal protective equipment (PPE)

**Reasonably practicable:** means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, considering, and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned occurring
- The degree of harm that might result from the hazard or the risk
- What the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk
- The availability and suitability of ways to eliminate or minimise the risk
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

**Job Safety Environment Analysis (JSEA)** - is a form of risk assessment which details step-by-step how a task is to be carried out safely. Other than the employer's general duty of care to ensure workers are trained and competent for their work, there are no specific legal requirements to have a JSEA or any regulations prescribing the format or content for JSEA's; there are three main components:

1. **Tasks** - A step-by-step list of the basic activities of the task, e.g. start the machine.
2. **Hazards** - List of potential hazards at each step of the task.
3. **Control Measures** - Step-by-step instruction on how to safely carry out the task by controlling each identified hazard.

**JSO (Job Safety Observation)** - A formal documented process to verify that task-related hazards and risks have been identified and that the agreed control measures are implemented. The JSO intends to ensure hazard control measures effectively manage identified risks and provide feedback to the worker team of potential improvements to minimise the risk of further injury or harm.



**Safe Work Method Statement (SWMS)** - is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

- One SWMS can be used for work that involves multiple high-risk construction work activities, for example, a work activity that requires using a mobile-powered plant, working at heights of more than 2 metres and working adjacent to a road used by traffic other than pedestrians.
- A SWMS is classed as an administrative control and is used to support higher-order controls to eliminate or minimise risks to health and safety, for example, engineering controls.
- A SWMS is generally different from other documents that focus on specific tasks or processes, such as a Job Safety Analysis or a Safe Operating Procedure. A SWMS is not intended to be a procedure—rather, it is a tool to help supervisors and workers confirm and monitor the control measures required at the workplace
- A SWMS must identify the work that is:
  - High-risk construction work
  - Specify hazards relating to the high-risk construction work and the risks to health and safety
  - Describe the measures to be implemented to control the risks, and
  - Describe how the control measures are to be implemented, monitored and reviewed

#### **High-Risk Activity**

The following are high-risk construction activities as prescribed in the WHS Regulation:

1. Risk of a person falling more than 2 metres
  2. Working on a telecommunications tower
  3. Demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure
  4. The disturbance of asbestos or asbestos-containing materials (ACM)
  5. Structural alterations or repairs that require temporary support to prevent collapse
  6. Work that is carried out in or near a confined space
  7. Work that is carried out in an area that may have a contaminated or flammable atmosphere
  8. Work that is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres
  9. The use of explosives
  10. Working on pressurised gas distribution mains or piping, chemical, fuel or refrigerant lines, energised electrical installations or services
  11. Tilt-up or precast concrete
  12. Work that is carried out on, in or adjacent to a road, railway, shipping lane, or other traffic corridor that is in use by traffic other than pedestrians
  13. Work that is carried out in an area at a workplace in which there is any movement of mobile-powered plant
  14. Work that is carried out in an area in which there are artificial extremes of temperature
  15. Work that is carried out in or near water or other liquid that involves the risk of drowning
  16. Involves diving work
- For all the above works, the Contractor must prepare a SWMS before the commencement of works
  - SWMS must be provided to the Company as requested
  - The Contractor and or their team members must always comply with the approved SWMS whilst undertaking the works on site



## Psychosocial

At Tasman Holiday Parks, we regularly evaluate our workplace for psychosocial hazards and take appropriate measures to eliminate or control them. This may include job redesign, environmental modifications, or implementing policies and procedures that support a respectful and inclusive workplace culture.

- Prevention of psychosocial hazards
- Identifying and assessing psychosocial hazards
- Prevention of psychosocial hazard.
- Reporting and responding to psychosocial hazards
- Support and assistance for workers affected by psychosocial hazards
- Review and improvement of policies and procedures related to psychosocial hazards in the workplace
- We also take measures to prevent psychosocial hazards in the workplace. This includes training workers on identifying and addressing psychosocial hazards, promoting respectful and inclusive workplace culture, and encouraging workers to report any concerns. We will ensure that all workers know the potential psychosocial hazards in their workplace and the measures we are taking to prevent them.
- We encourage all employees to report any psychosocial hazards or concerns to their supervisor or the People and Culture team. We will respond to all reports promptly, investigate the concern, and take appropriate action to prevent a recurrence. Appropriate action may include communicating the outcome of the investigation to the worker who reported the hazard, providing support and assistance to workers affected by the hazard, and imposing consequences on the perpetrator of the hazard as appropriate.



## Scope

This policy applies to all Company employees, directors, temporary employees, and independent contractors (collectively referred to in this policy as team member/s) and includes, but not limited to, the following core activities/processes:

- Building repair and maintenance
- Garden/landscape maintenance
- Company vehicle use
- Civil works – clearing, levelling, installation of drainage, underground services, and road infrastructure
- Receive delivery and/or installation of prefabricated tourism dwellings - including footings and associated structures (carports, decks, stairs/ramps)
- Finishing trades – painting, tiling and floor coverings
- Connection of water, sewer, gas, and electrical services
- Housekeeping
- Kitchen and food handling
- Psychosocial activities/processes

## Purpose

- This Standard provides a collation of Health Safety Environment risk control requirements for when work is being undertaken in a Company-owned and controlled site
- Each control stands independently and must be used to set the minimum requirements to manage each specified risk
- These risk controls have been developed in line with governing legislation and internal Environmental, Health and Safety (EH&S) risk assessment processes, with a core focus on identifying 'High' or 'Extreme' risks that require specific control measures to manage the risk to an acceptable level
- The intention of the Environmental Health and Safety Control Standard is:
  - Set the minimum requirements and performance outcomes for the Company
  - Developed with a whole-of-business, high-level approach and are not specific to each Business Department
  - Apply a risk-based approach to managing identified High and Extreme hazards applicable across the business using the Hierarchy of Hazard Controls in managing EH&S risks and hazards



## Responsibility

This Standard applies to all Company controlled workplaces. Company Managers are responsible for ensuring these minimum risk controls are effectively communicated to all Company employees and contractors and implemented throughout all Company workplaces.

Contractors must ensure that they and their team members comply with this Standard.

Commented [RF1]: Aligning with wording up top on who this applies too

## Contractors Insurance Requirements

- All Company engaged contractors must have provided evidence in the form of a Certificate of Currency of the following insurances (before the commencement of works):
  - **Workers Compensation** in accordance with the Workers Compensation Act, ACC, or personal injury insurance for sole traders
  - **Public / Products Liability** for a minimum sum of \$20 million for any one incident
    - If the certificates of currency are from a broker, it must clearly state who the insurer/underwriter is.
- In addition to the above requirements, all cabin builders and civil works contractors who are engaged to undertake significant works (≥\$100,000) are required to obtain the following certificates of currency:
  - Company to be listed on the certificate as the “principal” or as a minimum, an “interested party.”
  - All liability coverage – \$20 million min
  - Professional Indemnity – \$1 million min
  - Annual Contract Works/Construction insurance – \$500,000 min limit for anyone contract, plus defect/maintenance period 12 months
  - Marine Cargo Insurance - \$500,000 min limit anyone conveyance

## Core Risk Controls

### Hazardous Substances and Materials (including biological waste)

1. Storage areas and containers used for hazardous materials must be designed, operated, and maintained:
  - a) To provide adequate segregation based on the nature of the hazardous materials
  - b) To securely control access
  - c) To provide secondary containment.
2. Containers, vessels, pipes, and areas containing hazardous materials must be clearly labelled.
3. A register of hazardous materials both procured and used on site must be developed and maintained. The register must include storage locations, quantities and, where applicable, hazardous material classification of each hazardous material.
4. Personnel exposed to or working with hazardous material must have access to:
  - a) Current Safety Data Sheets (SDS),
  - b) Appropriate personal protective equipment
  - c) Appropriate first aid
  - d) Emergency response plans and equipment
  - e) Fit for purpose spill response equipment.
5. A procedure for the procurement of new or replacement hazardous materials must be documented and implemented, which includes:
  - a) Conducting a risk assessment based on the capability to store, handle, and manage the hazardous material
  - b) A process to confirm that alternative materials with lower detrimental impacts to people, the community and the environment are not viable
  - c) A method for site management to approve hazardous material to be brought on site.
6. Approved biological waste/sharps containers are used to dispose of biological waste.



### Asbestos Containing Materials – (ACM)

- Goods and materials purchased or hired for use at a Company site or project must be asbestos-free
- ACM's must be identified and assessed by a suitably qualified person
- **Licensed and approved Contractor** must perform the removal of ACM's
- Sites with known ACM's must be managed under a documented management plan and recorded in the site risk register
- Known ACM's must not be disturbed in any way (cut, drilled, etc.) unless removed by a licensed and approved Contractor.

**Demolition** – (any work to demolish, deconstruct or dismantle a structure or part of a structure that is load bearing or otherwise related to the physical integrity of the structure).

- Demolition work must only be conducted by an appropriately licensed Contractor
- All demolition work must be supervised by a competent and appropriately licensed supervisor
- Safe work method statements are required for all work that involves the demolition of a structure that is load bearing or otherwise related to the physical integrity of a structure
- Specialist transport providers need to be engaged to remove and transport individual cabins, units, caravans, and other mobile structures.

*Note: Removing temporary structures (e.g., shipping containers, shade shelters) is not considered demolition work; however, it is highly probable that this would fall under craned and heavy lifting equipment (on page 6).*

### Confined Spaces

- *Work in confined spaces must not be undertaken by Company employees under any circumstance*
  - A standby person must be assigned to continuously monitor workers in a confined space
  - All persons must be adequately trained, deemed competent and assessed as being fit to work in confined spaces or to act as a standby person
  - Atmospheric testing must be carried out before entering any confined space. Personal gas monitors must be worn by all people working in confined spaces at all times
  - Testing and personal monitoring devices must, as a minimum, include the ability to measure oxygen content, hydrogen sulphide, carbon monoxide and lower explosive limits
  - Ongoing monitoring while work is being performed is also required to ensure atmospheric conditions remain safe within the confined space
  - Emergency response plans (specific to the confined space entry and activities) must be available to rapidly retrieve personnel from confined spaces.

### Lone Worker

- Where possible, work planning and procedures must eliminate the need for personnel to work alone
- Where lone or isolated work is required:
  - A job specific risk assessment must be conducted before conducting any lone work to identify the hazards and appropriate controls required to manage the risk
  - An effective and reliable method of communication must be in place, which includes alternative requirements established and available at all times



### Working at Heights

- Working at Heights applies where there is a risk of fall of at least 2 metres or from one level to another
- In all instances, a Safe Work Method Statement (SWMS) must be completed by the responsible manager on-site; where work is being undertaken by a Company employee, the SWMS must be sent to the EHS Advisor for approval prior to commencement – qualified team member or Contractors only to conduct working at heights as per states legislation or country.
- Where working at height is unavoidable, the first consideration must be given to using a working platform system that provides a physical barrier to prevent a person from falling from a height
- When using a working platform, the following must be considered:
  - Scaffolding that is designed, constructed, dismantled, inspected, and maintained must be per applicable Australia / New Zealand Standards
  - All platforms, scaffolds, and other temporary structures must be erected and dismantled by competent and licensed persons.
- Elevated work platforms (scissor/boom type lifts) and crane/forklift work boxes must only be operated by competent and licensed persons
- Elevated work platforms, crane/forklift work boxes, perimeter guard rails and safety mesh must be compliant with applicable Australia / New Zealand Standards
- Where the use of working platforms is not reasonably practicable, personal fall restraint/arrest devices must be used, individual fall arrest systems must:
  - Be attached to anchor points and or safety lines designed to withstand the maximum dynamic load from all persons attached to the anchor point and/or safety line; and
  - Comply with applicable Australia / New Zealand Standards, and be used in a manner that ensures the user can achieve 100% connection at all times
- Persons working at height must be deemed competent in the use of fall prevention systems and equipment
- Emergency response plans must be available for the rapid retrieval of personnel in the event of a fall from a height to avoid suspension trauma
- Personnel must not work alone when using a fall arrest system, and a spotter must be always present while working at heights
- Where the use of portable ladders is the only practical method to perform the specific activity, the following minimum requirements must be met.
  - Extension ladders must only be used as a means of access to or egress from a work area
  - Extension ladders must be secured and extended 1m beyond the access point before use
  - Platform style ladders only to be used as a working platform
  - Job Safety Environment Analysis (JSEA) must be conducted prior to the use of ladders to identify the hazards associated with their use and implement the control measures appropriate
  - The user **must always maintain three points of contact** when using a portable ladder
  - Must comply with applicable Australia / New Zealand Standards and be regularly inspected and maintained, with no visual signs off damage
  - Industrial rated portable ladders only.
- Working at heights equipment must be subjected to periodic inspection and servicing, at either the manufacturer's recommended intervals or as per the applicable Australia / New Zealand Standard, (whichever is the shorter interval)
- Exclusion zones, including barricading and warning signs, must be erected below any work being conducted at height to prevent access by others
- Where an exclusion zone cannot be reasonably established, protective equipment must be used, including tool lanyards, drop nets, signage, and spotters.



## Electricity

- **Electrical work means:**
  - Connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment
  - Installing, removing, adding, testing, replacing, repairing, altering, or maintaining electrical equipment or an electrical installation
- Electrical work must only be performed by competent and appropriately licensed persons (e.g. a licensed electrician). The license must be relevant to the work location (i.e. country).
- Portable electric tools and equipment (including portable generators and extension leads) must be protected by a Residual Current Device (RCD) and subject to inspection, testing and tagging in accordance with applicable legislation
- The use of portable electrical equipment in wet environments/conditions must be prevented
- Before commencing work near underground electric lines or work that involves penetrating walls and structures, a risk assessment must be conducted, and appropriate control measures implemented; this includes.
  - Checking and verifying relevant drawings
  - Checking and verifying with the relevant authorities the location of underground cables and services (for example, Dial Before You Dig)
  - Potholing (or equivalent asset location techniques) to locate existing underground services, to ensure adequate clearances are maintained between persons, plant, and equipment
  - Physically checking and verifying the location of potentially live cables within walls and structures.
- Where operating vehicles and plant (such as cars, trucks, buses, mobile cranes, work platforms and earthmoving vehicles) and travelling near or under electrical lines and equipment, the responsible person for the site, activity or project must identify the hazards and determine the route to be taken to reduce the risks of contacting those electrical hazards
- Persons must not operate any plant or vehicle in situations where any part can intrude into designated minimum approach distances unless the electrical lines have been isolated and can be proved to be de-energised; Contractor must refer to for specific guidance
  - Australia - <https://www.safeworkaustralia.gov.au/resources-and-publications/guidance-materials/general-guide-working-vicinity-overhead-and-underground-electric-lines>
  - New Zealand - <https://worksafe.govt.nz/dmsdocument/281-working-near-overhead-electric-power-lines>

## Mobile Plant & Equipment

- Powered mobile plant is any plant provided with some form of self-propulsion that is ordinarily under the direct control of an operator. It includes, but is not limited to:
  - Earthmoving machinery (e.g., excavators, rollers, graders, scrapers, bobcats)
  - Trucks, buses, and utilities
  - Cranes
  - Elevated working platforms
  - Concrete placement booms
  - Forklifts
- All mobile plant and equipment purchased, leased, or provided by Contractors must:
  - Have safe access and egress to the operating cabin/controls
  - Have emergency stop controls
  - Have adequate guarding on accessible moving parts, where there is a risk of entrapment, entanglement, or being crushed
  - Have security systems to prevent unauthorised operation

- Have operator protective devices, such as rollover protection (ROP) and falling object protection (FOP), provided, maintained, and used where relevant
- Be compliant with the applicable legislation, Codes of Practice and Australia / New Zealand Standards
- Be accompanied by a plant-specific risk assessment before being used on site
- Be accompanied by documentation that defines the:
  - Maintenance and operations manuals, including records of maintenance or any modifications
  - Examination/inspection requirements.
- Have the Safe Working Load (SWL) or Working Load Limit (WLL) of the mobile plant identifiable and visible to the operator (must not be exceeded)
- Guards must only be removed for maintenance purposes after plant and equipment have been adequately isolated and in a zero energy state
- The lifting of personnel by mobile plant must only be carried out using equipment (e.g. workbaskets, cages, etc.) specifically designed for that purpose and must be approved as suitable for man-lifting operations
- All personnel required to operate or control the mobile plant must have the appropriate mandatory licensing, tickets, and/or verification of competencies prior to entering and operating any mobile plant.
- A formal program must be implemented for the preventative maintenance, inspection and testing of mobile plant and equipment. This program must be carried out:
  - By a competent person; and
  - In accordance with the manufacturer's recommendations.

### Cranes and Lifting Equipment

- **Australia** - all mobile cranes must be assessed under the Crane Industry Council of Australia (CICA) Crane Safe Green Sticker program. All cranes must be fitted with a current (within 12 months) Crane Safe Green Sticker
- **New Zealand** - all mobile cranes that are hired must be current members of the Crane Association of New Zealand (CANZ)
- All crane hooks must be fitted with a positive locking safety catch
- Cranes must not be used without a physical locking system that disables and isolates their free-fall capability
- All cranes must be equipped with anti-two blocking systems for each of the main hoist and auxiliary hoist circuit
- Vehicle Loading Cranes (trucks fitted with Hiab cranes) must have sufficient engineering controls to prevent the operator from being crushed during lifting operations
- All lifts must have a documented risk assessment, SWMS and or risk-based procedure that details the risk controls that apply
- All loads must not exceed the capacities of the lifting equipment as specified by the manufacturer guidelines and manual
- Crane booms must not be sideloaded
- The crane operator must not leave the operating controls while a load is suspended. If a safety concern arises, the load must be made safe and secure first before operations are halted.
- People around the lift must be made aware of the impending lift and the area under the path of the lift cleared, and the operating area (lift zone) barricaded.
- The following requirements must be applied to the use of outriggers on mobile cranes:
  - Except for pick and carry operations, no lifting must be carried out without outriggers being deployed and locked
  - Only cranes that have the manufacturer's approval to lift with partially extended outriggers (short legging) should be used this way; and



- Irrespective of ground conditions, timber, or other means of distributing the load must always be placed under outriggers.

### Traffic Management

- A site-based traffic management plan must be in place in all locations where the mobile plant is used and is likely to interact with other mobile plant, workers, guests/residents, or members of the public
- Each plan must include as a minimum:
  - Controls for the segregation of pedestrians, light vehicles, and mobile plant, where possible
  - The use of persons as spotters in situations where physical barriers cannot be used to segregate mobile plant and pedestrians or where determined by a risk assessment
  - Clear instructions and signage displayed to warn pedestrians and other workers of mobile plant activities and who must give way to who
  - Systems or controls to alert mobile equipment operators of the presence of pedestrians and vice versa
  - Systems to control the movement of mobile equipment in areas accessible to pedestrians, building doorways, and for controls on pedestrians and light vehicle movements around mobile plants.

### Hot Works

- *Not to be used by Company employees under any circumstance.*
- Hot work involves any activity which generates a spark that has the potential to ignite a fire; cutting and welding metal materials is considered hot work in this context. The following minimum requirements apply to this equipment and activities.
- General Requirements:
  - A Hot Works Permit must be completed and approved prior to any hot works.
  - Areas where hot works are conducted are to have adequate ventilation
  - No flammable liquids, vapours or materials are not to be stored or used within 10 metres of the hot work area
  - Where materials or surfaces cannot be removed from the hot work area, they must be adequately covered to prevent damage
  - All hot work areas must have immediate access to a dry chemical fire extinguisher at all times
  - A hot work permit is to be approved by the Company Manager prior to hot works commencing on site
  - Barricades, screening, and signage is to be positioned to prevent injuries caused by welding flash and projectiles to other workers and members of the public and our guests
  - Hot work equipment must be inspected prior to each use to check for damage and is fit for the purpose
  - Workers performing hot work activities have been trained and assessed as competent in the use of the hot work equipment and required processes (i.e. a qualified Contractor)
  - Adequate personal protective equipment (PPE) must be worn to prevent burns (skin and eyes) and injuries from projectiles.

### Grinders

- Grinders are to be fitted with 'dead man' switches – no lock on triggers
- All guards are fitted and functional
- 9" or greater grinders are **not permitted** on Company work sites
- Double-eye protection (safety glasses & full-face shield) must be worn when operating angle grinders.



### Gas Cutting and Welding sets

- *Not to be used by Company employees under any circumstance.*
- Oxy kits (regulators) MUST be inspected and tagged by a qualified person
- Flash Back arresters MUST be fitted to both handpieces and regulators (tested at 12-month intervals)
- All gas cylinders must be stored upright and restrained from falling via the use of steel chains/cable or ratchet straps (use of Occy straps or other improvised devices is not permitted)
- Gas cylinders used for welding purposes, both full and empty, must not be stored on-site or left unattended.

### Electric Welders

- *Not to be used by Company employees under any circumstance.*
- All electrical leads (both power source and welding leads) must be fully insulated with no visual signs of damage.

### Fitness for Work

- 'Fit for Work' means that a person is in a state (physical, mental, and emotional) that allows them to perform assigned tasks competently and in a manner that does not compromise or threaten the safety or health of themselves or others
- All Company and Contractor employees/subcontractors have the following responsibilities regarding fitness for work.
  - Report for work in a fit condition
  - Notify your supervisor of any actual or potential impairment of fitness for work
  - Notify your supervisor if taking a prescription medication and use the medication correctly
  - Report any situation in which other individuals may be unfit for work
  - Not possess or consume alcohol and/or illicit drugs while at the workplace or project site
- Any personnel deemed to be unfit for work will be stood down and removed from the workplace until they can demonstrate they are fit for work.

### Work On, Near or Over Water

- Where personnel are required to work on or over a body of water, an adequate barrier or other separation is the first measure that shall be assessed to minimise the risk to personnel
- Workers must never be left alone where a drowning hazard exists. In these circumstances, at least two people need to remain within sight and sound of each other at all times
- As a minimum, the following mandatory requirements must be implemented when working on or over water:
  - Powered watercraft are ONLY to be operated by approved and licensed personnel
  - Personal Flotation Devices (PFD) are mandatory at all times when in watercraft
  - Anyone working on or over water (risk of falling into water) MUST wear a PFD
  - Training must be provided in the correct use, inspection, and maintenance of PFD's.



### Food Safety and Hygiene

- All Company Parks that include a food handling operation, as a minimum, must implement the following food safety and hygiene controls:
  1. Implement the current documented and signed Company Food Safety Program
  2. A minimum of one certified (valid) Food Safety Supervisor at each site while food handling operations are conducted
  3. Each person involved in the food handling operation has completed the "I'm Alert" food safety training program

If the site is only providing an unpaid service, i.e., sausage sizzle, pancake making – Item 2 and 3 above is only required to be completed.

### Hazardous Manual Tasks

- A hazardous manual task, as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any person, animal or thing involving one or more of the following:
  - Repetitive or sustained force
  - High or sudden force
  - Repetitive movement
  - Sustained or awkward posture
  - Exposure to vibration.
- Where hazardous manual tasks have been identified, control measures must be implemented to reduce the risk of injury
- The following controls must be investigated and dismissed on reasonably practicable grounds that they cannot be implemented before resorting to safe manual handling techniques:
  - Load weights/size is reduced via procurement changes
  - Mechanical lifting aids are sourced and utilised (crane, aged care lifter, stretcher, materials trolley, ramps)
  - Bench/workstation layout, including heights, is adjustable to suit the individual performing the task

### Breach of Policy

Any breach of this policy may give rise to disciplinary action.

*THP-E-011 Psychosocial Hazards*

*THP-C-001 Code of Conduct*

*THP-E-001 Commitment Statement*

*THP-P-003 Workplace Grievances and Complaints Handling Procedure*