

# Suncoast Gold Macadamias Contractor and Visitor Induction

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SUNCOAST GOLD MACADAMIAS

*100% owned by growers since 1985*

# Surveillance

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SGM has surveillance cameras onsite in all operational areas and car parks. (Not in bathrooms.)

These monitor security, incident management, vehicle movement, and food safety.

Security footage may be shared to external parties in the event of an issue e.g. theft, damage, or other incidents requiring external support.



# Food Safety & Good Manufacturing Practices

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What does “Good Manufacturing Practice” (GMP) mean? GMP is good manufacturing practices. These practices ensure we follow strict guidelines throughout the production process to enable Suncoast Gold to produce safe food, adhering to our food safety and HACCP policies.

Contractors must complete the SGM Approved Supplier questionnaire. Contractors must also ensure that all their work areas are kept clean & hygienic to ensure no contamination of our products can occur. Contamination can fall under four basic categories:

1. Physical (metal, wood, pests, foreign material i.e. hair, pens, jewellery, swarf, wire, screws, bolts, grinding dust)
2. Chemical (oils, greases, thinners, cleaning agents etc.)
3. Microbiological (E.coli, Salmonella, Listeria, Staph, food poisoning)
4. Cross-Contamination (food handling of raw and processed goods)

## **Preventing Contamination:**

- Physical contamination: Spills must be cleaned immediately
- Chemical: Only approved, food safe chemicals are to be used in our processing areas. Contractors must ensure that chemicals brought onsite are handled, stored, and labelled correctly & not used when food products present.
- Microbiological: All contractors & visitors at SGM **must** strictly adhere to the Personal Hygiene Rules. This includes hand washing when entering production areas, after toilet breaks, touching the floor, your face, & any other non-food contact surfaces. Hands must also be dried then sanitised after washing.
- Cross-contamination: Ensure only designated, colour coded equipment is used in each area.

# Additional Personal Hygiene Rules

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- Coughing and sneezing over the product must be avoided and hands must be washed immediately.
- No eating, drinking or chewing gum/sweets in processing, value adding and storage areas.
- No jewellery/accessories (i.e. earrings, pendants, precious stone rings, wedding bands, watches, phones etc.) to be worn or carried in processing, value adding and storage areas (gloves maybe required if items cannot be removed).
- Nail lacquers or nail polishes are not to be worn in the production areas.
- No glass, perspex or ceramic objects (e.g., coffee cups) are to be used in or carried through the processing, value adding and storage areas.
- Loose bandages & band aids are not permitted. Wounds are to be covered by approved dressings, available from area managers/team leaders or designated 1<sup>st</sup> aiders.
- Contractors/Visitors who have symptoms of, or are suffering from a food-borne disease or suspect that they are ill should not attend the site, and or if minor then a face mask must be worn.
- Visitors/contractors must not handle food products.

# Confined Spaces

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At various locations on the SGM site, there are designated areas that are considered confined spaces eg silo's

Under no circumstances are contractors or visitors permitted to enter a confined space unless you have received the appropriate training and have been approved/permitted. Approvals are only granted via use of the SGM permit system that is currently in place.

Before entering a confined space (once approved)

- ▶ You are to ensure communications with outside parties are effective
- ▶ You are to ensure you have a rescue plan in place
- ▶ You must use gas monitors to ensure the environment and quality of air can support life!

# Smoking & Vaping

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**Effective 1 April 2024 all smoking and vaping is banned across the entire SGM site.**

Queensland Anti-Smoking Laws state that smoking is not permitted within any building or any areas where food processing, sorting, packing, or storage operations are carried out.



# Mobile Phones

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The use of and carrying of Mobile Phones in any production areas is banned, unless approved by Management.



# Workplace, Health & Safety

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- ▶ SGM is committed to providing and maintaining a safe and healthy workplace for all workers, contractors and volunteers, clients, visitors, and members of the public.
- ▶ We target ZERO lost time injuries on site.
- ▶ Hazards and risks to health and safety will be eliminated or minimised as far as reasonably practicable.
- ▶ Contractors must have their own safety management plan and or risk assessment in place for work performed on site.
- ▶ Contractors must have their own Public Liability insurance policies to cover their work.
- ▶ Contractors must ensure that work they perform does not create additional hazards or risks to themselves or other SGM personnel.
- ▶ Contractors must hold their own Workcover policy to cover work performed at SGM.
- ▶ It is your responsibility to report to anything you feel is unsafe or needs attention.

# WHS for Contractors & Visitors

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## **Contractors and Visitors**

- All contractors and visitors are required to sign in via the QR code & complete the Sign-in Form before entering the site, and then must sign out before exiting the site;
- All visitors are to be accompanied by an inducted SGM representative who is aware of the safety and security requirements whilst onsite;
- The contractor and visitor is to be made aware of, and abide by all SGM's WHS and hygiene requirements as detailed above.
- Contractor's tools and equipment must be clean & accounted for after work complete. Work areas must be clean & tidy & free from foreign objects once work is finished.

## **Personal Protective Equipment**

Appropriate personal protective equipment (PPE) must be worn by contractors and visitors whilst on site; this includes:

- Hi-Vis vest (or shirt) at all times unless the visit is restricted to the main office area;
- Hairnets and beard nets (if applicable) to be worn in all Production areas;
- Appropriate enclosed steel capped, oil resistant footwear on site;
- Hearing protection and safety glasses; and
- Hard hat as required in specific areas and directed by management.

# PPE



*Personal Protective Equipment*

**THIS PROTECTIVE EQUIPMENT  
MUST BE WORN  
ON THIS SITE**



# Pedestrians & Forklifts



- ▶ Always give way to the forklift
- ▶ When practical maintain 3 metres of separation



# Fire Safety & LPG

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LPG tanks are in many places on site.

- Keep outside the Bollards
- Cylinders to be upright & chained
- No Smoking nearby
- Drive by slowly



Hot Work Permits

- No welding, cutting or grinding is to take place near any insulated panel
- Should work of that nature be required, then a “Hot Work Permit” must be issued by our Maintenance Manager
- Refer to Hot Work Permit for more details

# Traffic Management Plan

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The purpose of the Traffic Management Plan (TMP) is to provide a process that supports the:

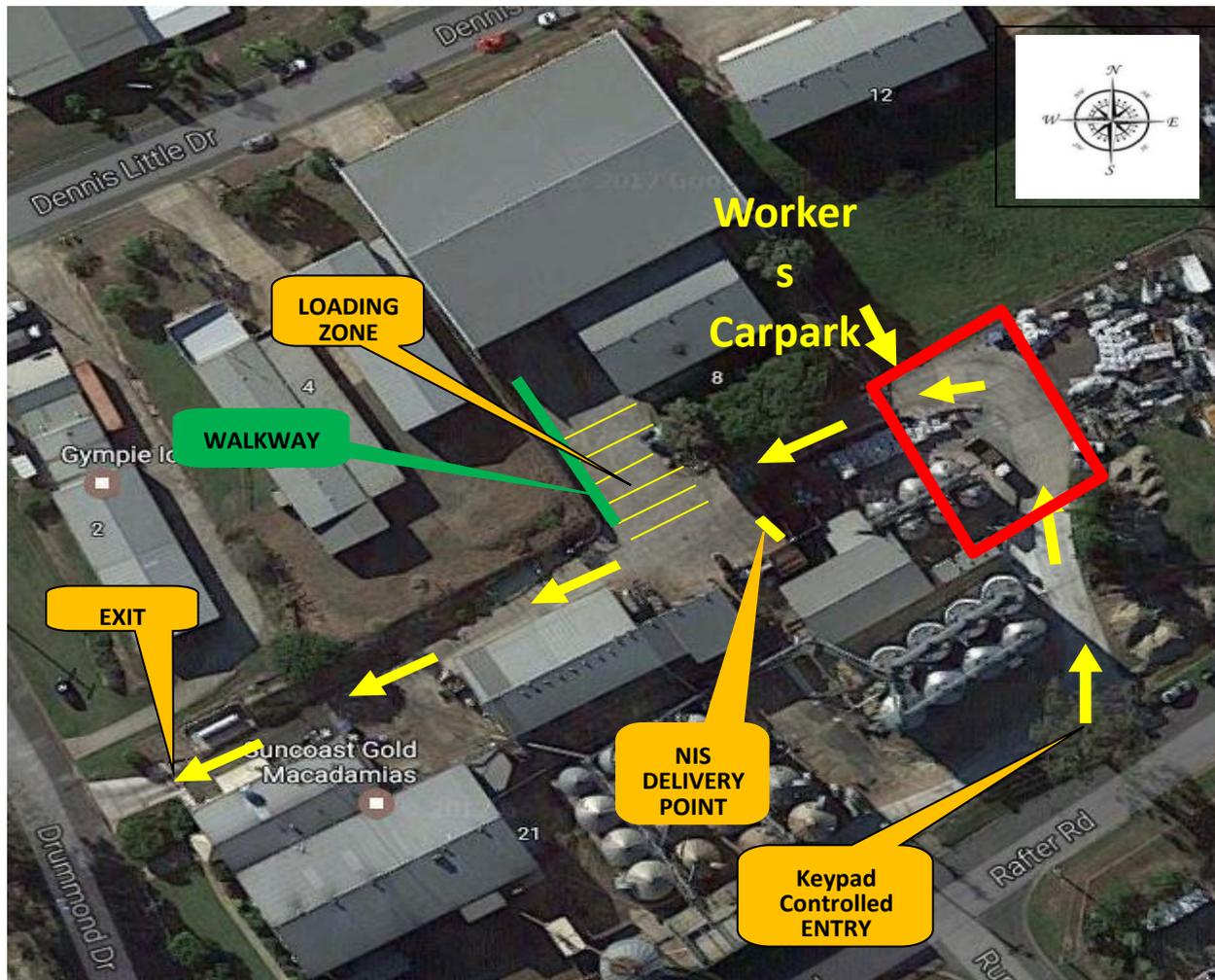
- a. Safe movement of vehicle and pedestrian traffic;
- b. The protection of workers from vehicles operating at the location; and
- c. The installation of signs, road markings, lighting and safety barriers.

This TMP is the product of consultation with workers on site, and takes into account the need for a practical, workable, enforceable, and above all a safe process for the delivery, movement, receipt, and dispatch of goods on the site.

Vehicles must travel at or below 10km/hr while on site.

# VEHICLE TRAFFIC MANAGEMENT WITHIN THE SGM SITE

Nb Workers have exemption to exit against the one way via Rafter Rd

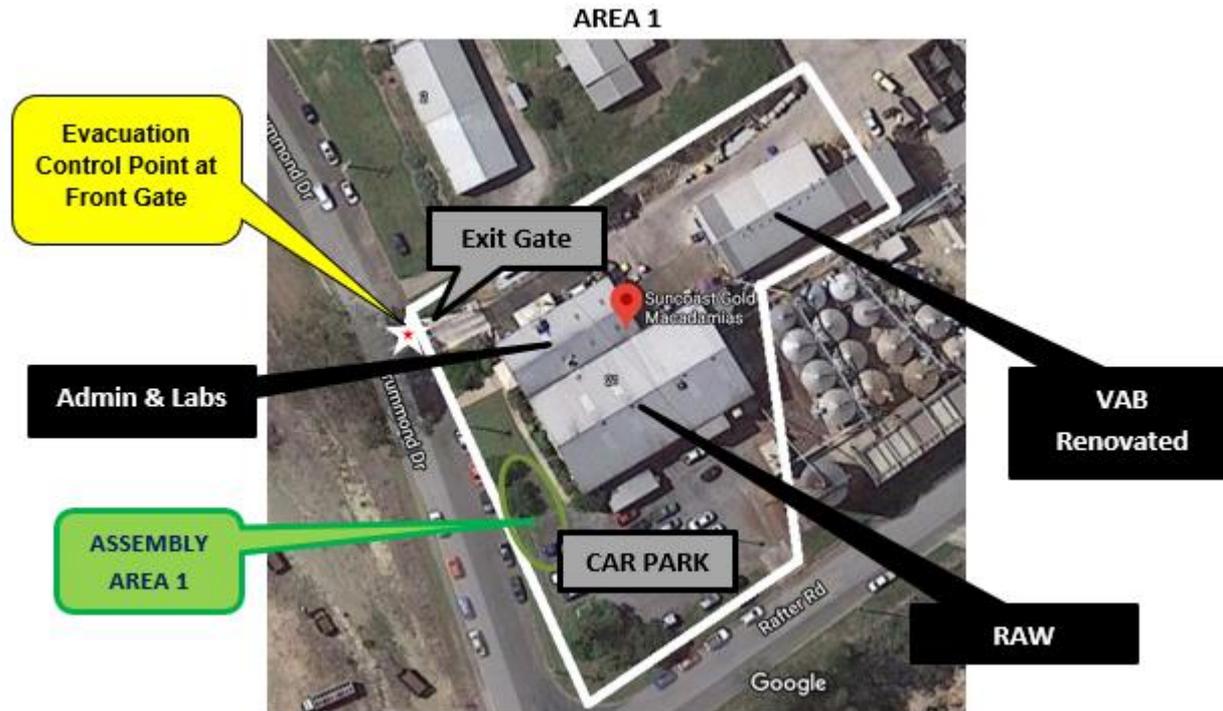


ONE WAY TRAFFIC FLOW



# Emergency Management – Assembly Areas

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# Emergency Management – Assembly Areas

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