

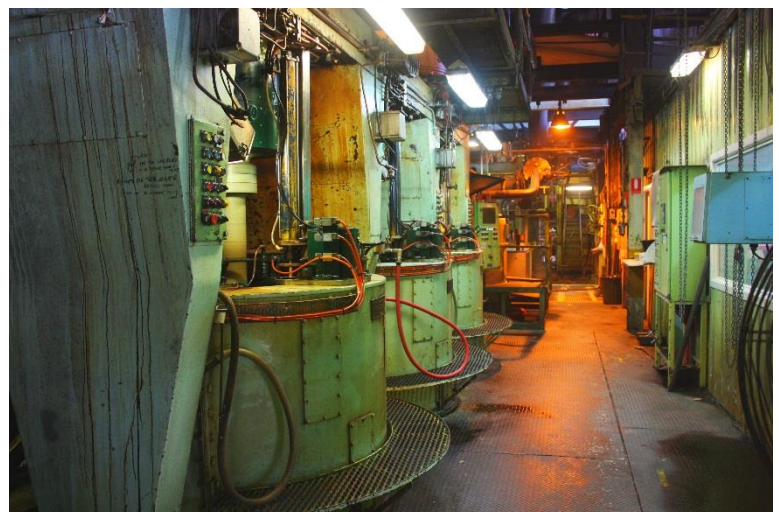
SUNSHINE SUGAR

SUNSHINE SUGAR
T/A MANILDRA HARWOOD SUGARS
ABN 27 193 549 446
Corporate Office: Suite 1 Level 1
Cnr River & Martin Streets Ballina NSW 2478
T: +61 2 6681 2700
E: ballina@sunshinesugar.com.au



Proudly 100% Australian Owned and Certified Sustainable

WORK HEALTH, SAFETY & ENVIRONMENT Contractor Induction Booklet



1. Welcome to Sunshine Sugar

This induction booklet endeavours to provide contractors with important health & safety information relevant to Sunshine Sugar sites. Contractor inductions are valid for 2 years.

Although all care is taken to ensure the information contained in this booklet is up to date and correct, you should check with your site contact if you are unsure about a safety requirement before taking any course of action.

Site Contact or Site Supervisor – The site contact / supervisor referenced throughout this document is the Sunshine Sugar worker who has responsibility for the task being carried out by you as a Contractor and for engaging and managing you as a Contractor.

2. Our Values

Sunshine Sugar is a value driven organisation, workers and contractors follow behaviours which reflect the following values:

- **SAFETY** - Our workers are our greatest asset, and their safety comes first
- **TEAMWORK** - Working together as a team to achieve a common goal utilising each other's strengths to the best of our ability
- **INTEGRITY** - Always conducting ourselves in a responsible and professional manner
- **EXCELLENCE** - Achieving excellence through communication, teamwork and seeking to continuously improve.
- **ACCOUNTABILITY** - We are accountable to our values and behaviours.

3. Mobile Plant

- Most Sunshine Sugar workplaces are shared pedestrian and mobile plant sites - Pedestrians and mobile plant operators must always be aware and alert to each other while travelling around site.
- Do not assume mobile plant operators have noticed you – only approach if required as part of the job and once the mobile plant operator has acknowledged your presence (radio, hand signals etc)
- **Speed Limits** - Follow posted speed limits and reduce speed according to conditions
- **Sound horns** - when approaching corners to warn pedestrians
- **Parking** - Parking outside of designated carparks is only at the approval of your site contact

4. Signing in At Main Office

- All contractors are required to “sign in” and “sign out” at the main office prior to commencing work and at completion of work each day.

Main Office Hours		
Broadwater Mill	Harwood Mill & Refinery	Condong Mill
07:00 – 16:00 Weekdays	07:30 – 16:00 Weekdays	07:00-16:00 Weekdays

- When signing in you are to provide reception with the name of your site contact. Reception will then notify them that you have arrived on site.
- Reception will issue you with a contractor's tag, which must be displayed on person. If it is not practical due to nature of work, then it must be immediately accessible on request.

5. Notification when working outside normal office hours

Working outside normal office hours requires prior approval from your site contact and notification to the shift superintendent. If working outside normal office hours you are to contact the Sunshine Sugar staff member or shift superintendent on shift and provide the following information:

- Your name and your company name and mobile number
- Where you will be working on site, and what work you are doing.
- Numbers of persons working on the job
- Name of your Contact / Supervisor who is supervising your work on site.

You must notify the appropriate Sunshine Sugar contact once you will be leaving site and pass on any relevant information on job status or safety matters regarding the work you have been doing. The shift superintendent can be contacted on:

After Hours Contacts		
Broadwater Mill	Harwood Mill & Refinery	Condong Mill
6620 8222 or 0429 308 827	6640 0472 or via radio contact by dialling 6640 0490	6670 1731 or 0418 235 993

If unable to contact the shift superintendent directly, contact the Cane Supply Office on the below number and request them to make radio contact with the Shift Superintendent.

Broadwater Mill	Harwood Mill & Refinery	Condong Mill
6620 8269	6640 0427	6670 1731

6. Site Safety Officer

Broadwater Mill	Harwood Mill & Refinery	Condong Mill
6620 8240, 0432 741 737 or Channel 2 for radio contact on any Mill Radio.	66400446 or Channel 1 for radio contact on any Mill Radio, or via radio contact by dialling 66400490	02 6670 1783 or Mobile 0439 208 208

7. Hazard Identification & Risk Assessment

A risk assessment provides a method of assessment and control of noted hazards prior to the commencement of all tasks and jobs.

Before commencing work - contractors are required to provide a copy of their hazard identification & risk assessment documentation to their site contact / supervisor for review. The documentation must also identify the safe work method and hazard controls for the work to be performed. The level of risk management documentation will depend on the scope of the work being undertaken. See your site contact for more information on these requirements.

In the event a contractor does not have their own hazard identification & risk assessment documentation in place their site contact / supervisor has the following options:

- Not to allow work to commence until the contractor can produce the required documentation.
- Conduct a formal risk assessment with contractor.

8. Hazard Reporting Procedure

When you see a Health, Safety or Environmental hazard:

- Request help to rectify the hazard if it is possible to do so safely and quickly.
- If the hazard cannot be rectified immediately, make the area safe by barricade or isolation.
- Inform your site contact / supervisor of the hazard.
- If the hazard is not rectified within a reasonable time after reporting to your site contact / supervisor, contact the site safety officer.

9. Barricading and Barriers

Wherever possible, barricades should be used to separate a hazard or hazardous situation and/or work area from other activities. The following are available on site for use by contractors if required:

- An **Information Tag** is used to communicate information. When barricade tape or a retractable barrier is installed, an Information Tag shall be placed at each potential entry or focal point to communicate a message about the conditions of entry, status of equipment or any other relevant information.
- **Caution tape** shall be used to barricade areas where there is a hazard or hazardous condition that **“IS NOT”** likely to be life threatening and which requires personnel to be warned of identified hazards prior to entry. Persons requiring access must make sure they familiarise themselves with the hazards, and information detailed on the information tag, and providing it is safe to do so may proceed into the area
- **Danger Barrier Tape** shall be used as a barrier around areas and/or equipment where there is a hazard or hazardous condition that **“IS”** likely to be life threatening or an immediate threat to the environment. Personnel shall **“NOT”** enter or work within an area that is barricaded with Danger Tape. If entry is required to better assess the situation a risk assessment must be completed.



When barricading is no longer required, all traces of the barricade and any associated signage, tape and tags shall be removed from the area by authorised personnel.

10. Personal Protective Equipment (PPE)

PPE is worn in accordance with Sunshine Sugars PPE Policy and job specific risk assessments.

Before a contractor can be issued PPE or any other store items a contractor **“MUST”** first obtain approval from their site contact / supervisor for the issue. Your site contact / supervisor will provide you with information such as a *Job Number, Description & Quantity of Item required* which the store person will require before the issue can be made.

When compliance with wearing PPE is seen to increase risk, an alternative arrangement must be identified through a risk assessment and agreed between your supervisor and WH&S Officer.

- **Clothing** – high visibility clothing or high visibility vest and long sleeves/pants. Safety boots or safety shoes must be worn.
- **Hearing Protection** – must be always carried. Must be worn in all factory areas during the crushing season. Must also be worn while carrying out, or working near, noisy work.

- **Safety Helmets** – must be AS 1801 certified and worn in all factory areas or while carrying out tasks where there’s a risk of falling objects such as slinging operations, working near lifting devices or in an EWP.
- **Eye Protection** – Must be medium impact and shall always be worn in factory areas. Double eye protection is required for certain tasks such as grinding, chipping, drilling or welding.
- **Respiratory Protection** – must be worn when a risk assessment identifies air borne contaminants
- **Hand Protection** – must always be carried and worn when a risk assessment identifies any risk of hand injury.

Exemptions

The wearing of PPE shall not be required in any administration buildings or enclosed offices, all car parks or in mobile plant with doors and windows closed.

11. House Keeping and Clean – Up Expectations

All Contractors will be responsible for maintaining clean and tidy work areas which is essential for prevention of fire and workplace injuries. Jobs are not considered finished until after clean-up.

12. Site Emergency Plan

Site emergency plans have been developed which include the safe evacuation of all persons on site. An emergency is a situation that requires immediate action.

If you are on site when an emergency evacuation occurs, you must cease work and render equipment safe if possible (lower suspended loads, get down from scaffolds, turn off electrical equipment), follow the direction of any Wardens and evacuate via a safe route (Walk around the Factory, not through it), to the default emergency assembly area unless advised to proceed to alternative area.

13. Fire Prevention and Protection

- **Hot work permits** - are mandatory in designated areas such as working near conveyors and sugar storage sheds. Hot Work examples are welding, oxy – acetylene and plasma cutting, and grinding. Contractors are to obtain hot work permits from their site contact / supervisor prior to commencing any hot work.
- **Fire extinguishers and fire hose reels** - are located over the entire site, and all workers and contractors are encouraged to locate the closest fire extinguisher / fire hose reel before commencing work. Fire hose reels may trigger the fire alarm on some sites – they must only be used in an emergency.
Discharged fire extinguishers are to be reported to your site contact immediately, who shall arrange for its replacement.

14. Injuries, Incidents and Near Misses

Report **ALL** incidents, injuries or near misses to your site Contact / Supervisor as soon as reasonably possible.

If first aid is required attend a first aid room to request assistance. After receiving treatment, a Record of Injury and Illness form will be completed by the person providing first aid and given to the site safety officer.

Radio Channels to contact First Aid

Broadwater – Channel 2

Condong – Channel 1

Harwood – Channel 1

You must cooperate with any incident investigation that may be required as outlined in Sunshine Sugar Procedure *Managing Environmental Health Safety and Risk Incidents*.

Emergency Contacts and Telephone List

- From internal phones, dial 0 first then 000 for emergency services – Fire, Ambulance, Police
- Emergency services can also be contacted via your mobile phone on 112 or triple zero 000 – Fire, Ambulance, Police
- Poisons Information Centre 13 11 26

15. Environmental

As a guiding principle, contractors working for Sunshine Sugar must not pollute, cause pollution or permit pollution to occur if it could cause material harm to the environment.

The duty of a contractor working for Sunshine Sugar is in the first instance to notify Sunshine Sugar as soon as practicable after becoming aware of a pollution incident and pass on all relevant information about it. A worker who fails to do this may be contributing to the degree of environmental harm by delaying its prevention and control and committing an offence.

Contractors should notify their site contact or the Shift Supervisor – see after hours contact details above

Environmental Incident Control Procedure:

- a. In the event of a potential environmental hazard or problem notify your site contact or the Shift Supervisor at the first opportunity.
- b. For any incident which has caused or is likely to cause harm to the environment immediate notification is required including after hours if applicable.
- c. Where it is safe to do so take any appropriate action to stop source, contain any spills to limit environmental harm. Care must be taken to ensure that actions taken do not lead to other problems.
- d. Contractors should not discuss, provide or post details of any incident to media or public without written consent from Sunshine Sugar.

16. Quality Assurance

Sunshine Sugar has a mixture of non-food grade and food grade production area across our sites. Food Grade Areas include:

- Harwood Refinery
- Murwillumbah Retail Plant
- Grafton Rail Terminal
- Condong Mill Fugals and Sugar Floor

These areas are covered by our Food Safety and Quality requirements that are certified under the Safe Quality Food program (SQF)

Not all contractors will work in food grade areas. If your work requires you to work in any of the food grade areas, you will need to complete a short training module on Food Safety. Your site contact will be able to advise if you are unsure if this requirement applies to you.

17. Smoking

Sunshine Sugar sites are smoke free workplaces. Please observe all no – smoking signs. This policy covers all varieties of Electronic cigarettes including Vape Pens and advanced personal vaporizers.

18. Alcohol & Drugs



All persons working at any Sunshine Sugar site or operating Sunshine Sugar equipment must not consume or be affected by alcohol or drugs.

The threshold level for alcohol is **0.00 BAC**

The target levels for drugs detected within an oral fluid (saliva) test are as per AS4760.

Contractors are subject to causal, random and post incident Drug and Alcohol testing, which is carried out in accordance with Sunshine Sugar policies and procedures.

Refusal to undergo drug and alcohol testing will be considered a positive result and site access can be withdrawn. The relevant Manager or his delegate will be notified and will notify the contractor or sub-contractor of the reasons for the individual being removed from site.

19. Fatigue Management

Any person required to work more than 14 hours in a period of 24 hours must obtain permission from both their supervisor and Sunshine Sugar site contact before doing so. A person can work for a maximum of 16 hours in a period of 24 hours.

If a person has worked the maximum hours allowed or a person or their supervisor/manager believes they are not fit to drive, arrangements must be made to convey that person to home or accommodation safely.

Prior to commencement of work at any Sunshine Sugar sites, contractors must ensure their workers are fit for work. Where a contractor feels that they are not fit for work due to fatigue at any time they are to notify their supervisor and Sunshine Sugar site contact immediately.

Where fatigue is raised as a concern or where a supervisor believes there is a reasonable cause to take further action, the supervisor will isolate the person from their workplace and arrange to complete the Sunshine Sugar Fatigue Rating questionnaire to establish their level of impairment, control measures will then be implemented depending on the results of the test.

20. Restricted Areas & Activities

The below areas are restricted access areas. Approval by the relevant Supervisor or Manager must be given prior to entry.

Broadwater Mill	Harwood Mill & Refinery	Condong Mill
<ul style="list-style-type: none"> • Electrical Switchboard Rooms • IT PABX and server rooms • Operator Control Rooms • Areas under control of the Cape Byron Power Station 	<ul style="list-style-type: none"> • Red Zones (food safety) <ul style="list-style-type: none"> ○ Refinery Packing Floor ○ High Grade Fugals • Electrical Switchboard Rooms • IT PABX and server rooms • Operator Control Rooms 	<ul style="list-style-type: none"> • Red Zones (food safety) <ul style="list-style-type: none"> ○ Sugar Floor ○ High Grade Fugals • Retail Plant packing shed. • Electrical switch rooms • Sugar Loading Bay • Areas under control of the Cape Byron Power Station

Due to the nature of mill sites certain activities and tools pose unacceptable safety risk and consequently their use is prohibited or restricted.

- Using headphones to listen to music while working, walking, or operating machinery in areas where any PPE is required.
- The use of 9-Inch electric grinders is prohibited on site.

21. Procedures and Instructions

- Written procedures including Safe Work Method Statements (SWMS) and Work Instructions (WI) prescribe the steps involved in doing a job and are to be based on Hazard identification and Risk Assessments. Contractors must follow directions and controls specified in approved procedures or instructions relating to their work.
- Hardcopies of relevant Sunshine Sugar risk assessment forms and procedures can be provided by your site contact.

22. Manual Handling

- Contractors are to ensure that manual handling hazards associated with their work are captured in their hazard identification & risk assessment process and appropriate controls put in place.
- Contractors are encouraged to use mechanical lifting aids wherever possible and their site contact may assist with providing this equipment where appropriate.

23. Hazardous Substances

Pipe systems & vessels containing hazardous substances:

- Some pipes and vessels contain hazardous substances, for example acids, caustic, steam, and hot products.
- Some pipes and vessels contain compressed air, and others are under vacuum.
- Before working on any pipe work or vessel see your Supervisor to identify what the pipe system or vessel contains, and what the correct isolation procedures are to enable work to be carried out safely.

Hazardous Substance Register:

- An electronic register of all hazardous substances on site is located on the ViisiSafe database via the Chemwatch link. This can be accessed through your site contact or the site safety officer.
- Contractors bringing hazardous substance on site **must** bring with them a hard or soft copy of a current Safety Data Sheet for that hazardous substance.

Safety Data Sheets (SDS):

- Safety Data Sheets are used when dealing with hazardous substances and should be read prior to the use of any hazardous substance.
- If hazardous substances are being used when performing a job, the job risk assessment should reference information contained in the safety data sheet when identifying hazard controls.

Labelling of containers:

- All containers containing hazardous substances **“MUST”** be labelled with the required information. Contractors must comply with this requirement.
- If you have brought or see an unlabelled container on site, please advise your site contact / supervisor immediately to organise labelling.

Explosive dusts:

- Very fine organic dusts such as sugar dust can be explosive under certain conditions when exposed to a spark or ignition source. Before working on items of plant such as bucket elevators and sugar storage areas see your Supervisor.

24. Asbestos

- **Asbestos is present on Sunshine Sugar sites.** Asbestos containing material has been identified and, in most cases, labelled.
Some examples are - steam gaskets, pipe lagging, wall and ceiling sheeting, insulation material, electrical mounting boards & electrical heat insulators, cladding, and floor tiles.
- **Electronic asbestos register** - The ViisiSafe database contains an asbestos register, which details items of known asbestos containing material on site. If unsure about the potential for exposure, stop work and see your site contact.
- Due to the physical complexity of Sunshine Sugar sites, there may be asbestos containing material that has not yet been identified and caution must be taken.
- Only competent and authorised contractors may undertake asbestos related work or asbestos removal work.

25. Confined Spaces



Confined spaces as defined in the WH&S Regulation, may present a variety hazards to those persons required to work in or on these spaces' atmospheric hazards.

Sunshine Sugar sites have identified places that are considered confined spaces. These spaces have been sign posted and your Supervisor can assist you in identifying these areas if you are unsure.

NO person is to enter a confined space unless they have:

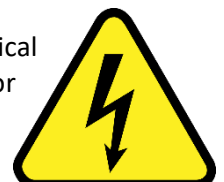
- **completed a nationally training course** for safe entry and working in a confined space and
 - **a confined space entry permit, rescue plan, and risk assessment authorised by a competent person.**
- Contractors who are required to carry out work in confined spaces must advise their site contact / supervisor of the currency of their workers confined space training status at the planning stage of the job.

26. Plant & Machinery Isolation

- The Plant Isolation process is designed to protect persons from injury while carrying out repairs and maintenance on machinery or equipment or from using machinery and equipment that may be faulty. The system is based on the use of Danger Tags, Lockouts and Out of Service Tags.
- Prior to working on any item of plant or equipment, contractors must refer to the Plant Isolation Procedure in consultation with their site contact. The risk assessment will identify what isolations must be put in place.
- All workers that are working in, on or around isolated plant **must** attach personal isolation lock(s) as required.
- Danger Tags and Locks, Out of Service Tags, a Lock Box or barricade tape can be obtained by contacting your site contact / supervisor.

27. Electrical

Only licenced and authorised electricians are permitted to perform electrical work. Severe electrical shock or death can result from a lack of care and attention in these areas. An authorised person for working on electrical equipment, means a person who—



- (a) has enough technical knowledge and experience to do work that involves contact with, or being near to, the electrical equipment; and
- (b) is licensed to perform the electrical work on electrical equipment, and
- (c) is authorised to perform electrical work at Sunshine Sugar (as an employee or contractor) and
- (d) meets the requirements of the Safe Work Method Statement and/or Risk Assessment for the task at hand and approval is provided by the Electrical Engineer or Superintendent acknowledging as such; the electrical worker is deemed to be an **Authorised person**.

- **Test and Tag** - All electrical leads must have been tested and tagged within the last 6 months. If the work is classified as construction or demolition it is 3 months.
- **RCD Use** - All portable electrical equipment must be protected by a residual current device (RCD) positioned at the power source, and the condition of the connection leads checked each time before use
- **Electrical Isolation** - Before working on any equipment connected to an electrical source, the equipment must be isolated from power, and/or the correct tagging procedure followed where applicable.
- **Penetration of walls** - You must consult with site electrical workers before penetrating any walls or structures unless it is abundantly clear there is no risk of damage to cables. (e.g., visual confirmation)
- **Defective electrical equipment** - must not be used or operated. The electrical equipment must be turned off or otherwise isolated if safe to do so and the relevant supervisor notified. It must be tagged with an out of service tag indicating it is unsafe.
- **Cleaning** - Water should never be sprayed at any electrical equipment. If there is equipment in the area to be hosed, make sure the plugs and socket/outlets are off the ground and other equipment is suitably protected.

28. Underground Services



Excavation work presents a variety of hazards such as collapse of excavation, inrush or seepage of water and unplanned contact with hazardous services such as gas and electricity.

An excavation permit and **risk assessment** must be obtained from your site contact and completed and authorised prior to commencing any ground disturbance.

29. Work at Heights and Fall Hazards



Work Health and Safety Regulations requires the highest level of control from the hierarchy of controls to be used for work at heights based on what is reasonably practicable to implement.

- **Competency and Risk Assessments** - All Contractors must have completed a nationally recognised work at heights training course and risk assessment before performing working at heights.

Prior to a task or job being performed an assessment must be undertaken of the potential for a person to fall over, off, through or from plant, equipment or surfaces including access to areas where the work is to be carried out.

- **Scaffolds** - All temporary work platforms, hard barricades used to prevent falls and scaffolds must only be built, modified and dismantled by workers who hold the appropriate high-risk work licence, training and competency.
- On Sunshine Sugar sites, documented **work at heights permits** and **Rescue Plans** are required for certain work activities such as working in a harness or using an EWP. Your site contact can provide guidance.

-End of induction-

CONTRACTOR – SAFETY & ENVIRONMENT INDUCTION QUESTIONNAIRE – PG 1

Today's Date:	
Contractors Company Name:	
Contractors Full Name: (Print Name)	

1. What is the maximum blood alcohol content permitted when working on a Sunshine Sugar site? _____

2. When can drug and alcohol testing be conducted? _____

3. What do you do if you notice a safety or environmental hazard?

4. Must written hazard and risk assessment documentation (such as risk assessments, JSA's, SWMS etc.) be provided to your Sunshine Sugar contact before starting work?

5. If you do not have a written risk assessment available what must you do?

6. Under what circumstance are you permitted to work outside of normal office hours?

7. Which of the following incidents must be reported to your Sunshine Sugar Supervisor?
 Near miss, whereby potential harm to people or plant and equipment was possible.
 Injury to persons or damage to plant and equipment
 All the above

8. List 2 safety rules you must follow for any mobile plant you bring onto site.

9. What must you do prior to undertaking any hot work?

10. List two working at heights activities where a rescue plan would be required

11. Which of the below requirements must be met before you can enter and work in a confined space?

- a Confined Space entry permit, rescue plan, and risk assessment has been completed and authorised by a competent person.
- workers must have completed a training course which has been approved by Sunshine Sugar for Safe Entry and Working in a Confined Space
- All the above

12. What must you do if you notice an untagged or unsafe electrical appliance?

13. At what interval must electrical appliances used on Sunshine Sugar sites, such as power leads and power tools, be inspected and tested and tagged?

14. List some examples of where asbestos may be present on Sunshine Sugar sites.

15. If unsure about the presence of asbestos and inadvertently being exposed, how would you access more information?

16. List the minimum PPE required to work on Sunshine Sugar sites.

17. What process must be followed if a need for you to engage a sub-contractor arises?

18. Name one restricted area from each of the 3 Sugar Mills.

- 1. _____
- 2. _____
- 3. _____

NOTE: Person providing or reviewing induction must clarify **all** incorrect answers with the inductee.



CONTRACTOR INDUCTION CHECKLIST

INDUCTION FACILITATOR NAME:	
INDUCTEE NAME:	
CONTRACTOR COMPANY NAME:	
SUB-CONTRACTOR COMPANY NAME: <i>(if applicable)</i>	

SITE ORIENTATION					
Broadwater	<input type="checkbox"/>	Harwood	<input type="checkbox"/>	Condong	<input type="checkbox"/>

IMPORTANT! As part of the site orientation, the contractor must be taken to the locations listed below. If 'no' is selected, please document why in comments section.

Location	Yes	No	Comments
Main Office Reception	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors site contact / supervisor's office.	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Officer's & Main First Aid Room	<input type="checkbox"/>	<input type="checkbox"/>	
Nearest emergency shower, fire-fighting equipment, manual call point to where contractor will be working	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency evacuation assembly area	<input type="checkbox"/>	<input type="checkbox"/>	
Amenities (toilets, showers, meals rooms)	<input type="checkbox"/>	<input type="checkbox"/>	
Site Store	<input type="checkbox"/>	<input type="checkbox"/>	

CONTRACTOR SIGN-OFF			
<p>NOTE: Place an <input checked="" type="checkbox"/> in the applicable boxes below.</p> <p><input type="checkbox"/> I have read the Sunshine Sugar, Work Health, Safety & Environment Contractor Induction Booklet, and I understand my WHS responsibilities while performing work on Sunshine Sugar sites or workplaces and / or</p> <p><input type="checkbox"/> I have received an orientation to the above selected site.</p>			
SIGNATURE:		DATE:	