



FOODBANK SA & NT
WORK, HEALTH &
SAFETY

THINK SAFETY

FOODBANK SA & NT IS COMMITTED TO PROVIDING A SAFE WORKING ENVIRONMENT.

We will ensure that we take reasonable steps to provide and maintain a safe working environment.

Unfortunately, incidents can happen, so we need to always **think safety** while completing our duties and be aware of potential risks.

Incidents could happen when not following:

- » manual handling steps
- » car park entry/exit/do not enter signs
- » forklift safety guidelines
- » general warehouse safety rules

Incidents can be prevented if everyone takes care for their safety and the health and safety of others.

It is most important to be aware of your surroundings, read, understand and follow this WHS document and make responsible decisions about your and others health and safety.



MANUAL HANDLING

Manual handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or move an object. Manual handling injuries are one of the most common forms of injuries in the workplace but by following some basic safety steps, occurrence of manual handling injuries can be dramatically reduced.

HERE ARE OUR STEPS FOR BETTER MANUAL HANDLING:

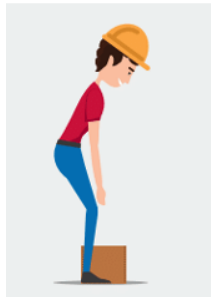
STEP 1: Plan and check for dangers to yourself or others.

STEP 2: Check your balance and position. Is the load balanced? is it stable? Is it within your weights? Is it easy to grip?

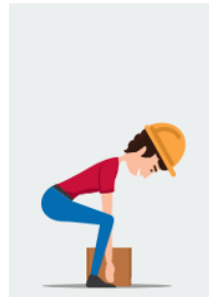
STEP 3: When lifting items use your leg muscles – not your back. Squat down, bending at the hips and knees only. Your feet should be shoulder width apart, head and back upright. Slowly lift by straightening your hips and knees. Keep abdominal muscles tight and bear the load in close to your body.

STEP 4: Do not jerk– keep the movement smooth. DON'T twist, turn or bend your back when lifting, carrying or lowering any load. Take rests when required.

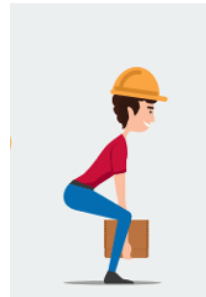
STEP 5: When moving your load, move from your feet. Smoothly and carefully move your legs and feet when turning or lowering the load. Avoid twisting at your waist.



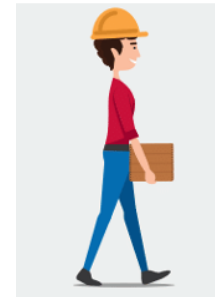
**CHECK
SURROUNDINGS
FOR DANGERS**



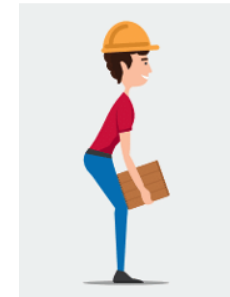
**CHECK BALANCE
AND POSITION**



**LIFT WITH YOUR
LEGS - NOT
YOUR BACK**



**DO NOT TWIST
WHEN CARRYING**



**CAREFULLY
LOWER THE LOAD**

MANUAL HANDLING



DON'T LIFT BULKY OR HEAVY LOADS ALONE.



Doing so puts great stress on your low back muscles and spine. If something looks too heavy, ask for help. It is your right to refuse to pick it up.

DO LIFT HEAVY LOADS AS A TEAM.



This reduces the risk to personal injury

DO USE MANUAL LIFTING AIDS.



Hand trucks, dolly's or forklifts are available to do the heavy lifting. Doing this is a safe and smart way to work, it is much less work and less risk of injury.

SAFETY IN THE WAREHOUSE

NO MOBILE PHONE USE IN THE WAREHOUSE

Mobile devices are a distraction and have the potential to contribute to a workplace accident.

To eliminate this risk, mobile phones are not to be used anywhere in the warehouse.



NO USE OF DEVICES IN THE WAREHOUSE

SAFETY IN THE WAREHOUSE

WHAT TO WEAR

For safety reasons, all visitors must wear appropriate attire when in the warehouse. There will be no access to the warehouse without the appropriate attire.

WHEN VISITING AND WORKING IN THE WAREHOUSE PLEASE ENSURE:

- Hi-visibility vests are worn at all times – Foodbank SA & NT will provide you with this
- **If you have access to safety boots, please wear these. Accidents can happen and safety boots provide an additional level of protection. If not, flat, closed-toe sneakers must be worn for access to the warehouse.** (Some steel toe capped boots may be available to loan but we cannot guarantee size/availability on the day.)
- Comfortable clothing is worn appropriate to the season. It can get hot or cold in the warehouse.



SAFETY IN THE WAREHOUSE

FORKLIFT SAFETY

The Foodbank SA & NT warehouse is the bustling heart of the organisation, large donations of food are delivered here to be stored, and then these donations are distributed and delivered to our Food Hubs, welfare agencies and schools.

There is a lot of traffic and movement in the warehouse therefore it is essential to be alert and look after your own safety. Importantly, forklifts operate in the warehouse, which pose a risk to your safety.

THERE ARE FIVE SIMPLE TIPS FOR FORKLIFT SAFETY:

1. Always wear your Hi-visibility vest
2. Stay in the walkways provided
3. Give forklifts right-of-way and ensure you come no closer to these than 3 metres for your own safety
4. Stop, look and listen
5. Obey ALL safety signs

In a forklift area, you must always be alert! Expect a forklift to appear at any time, and anywhere!

Only trained and assigned staff members may drive the forklifts.

SAFETY IN THE WAREHOUSE

REPORTING INCIDENTS & NEAR-MISSES

While precautions are taken to prevent incidents and near misses, a serious incident can still happen. If it does, there are specific steps that you must take.

Incident is an occurrence or event that interrupts normal procedure.

Near Miss is an occurrence that might have led to an injury or illness, danger to someone's health, and/or damage to property or the environment.

Notifiable Incident is the death of a person, a serious injury or illness or dangerous incident that exposes someone to a serious risk (even if no one is injured) and must, in accordance with legislative obligations, be reported to the WHS regulator.

THE STEPS YOU SHOULD TAKE IF YOU ENCOUNTER AN INCIDENT OR NEAR MISS:

1. **If it is a serious injury, illness or emergency call 000 immediately.**
2. **Report the incident or near miss to a Supervisor, no matter how minor it may seem, and provide any witnesses.**
3. **Follow the instructions of the Supervisor.**
4. **Ask the Supervisor for an Incident Report to complete.**



EMERGENCY EVACUATION PROCEDURE

In the event of a fire or other dangerous situation you may need to evacuate the premises. If an evacuation is required, please follow the instructions below and listen to the Chief Warden.

IF YOU DISCOVER A FIRE OR ARE AWARE OF A DANGEROUS SITUATION, PLEASE:

RAISE THE ALARM and notify the Chief Warden or a Foodbank staff member.

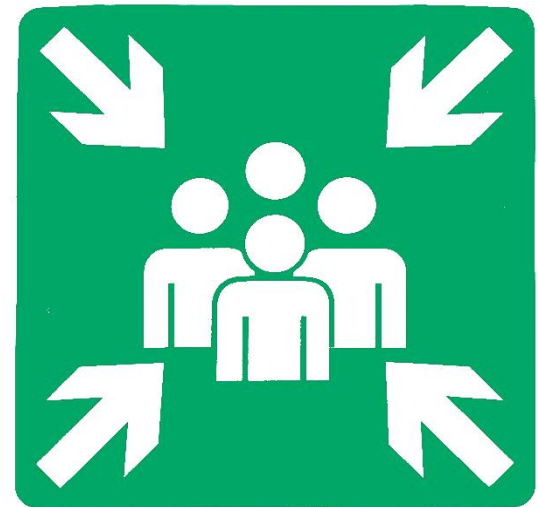
IMMEDIATELY EVACUATE the building by the nearest available exit when you hear the alarm (three long beeps)

DO NOT collect or go looking for your personal items.

SAFELY MOVE to the Assembly Point located on the far side of the carpark under the 'Foodbank' sign (refer site plan near exits and in this manual).

WAIT for instructions from the Chief Warden or their delegate.

DO NOT leave the Assembly Point or enter the building until Informed by the Chief Warden or their delegate.



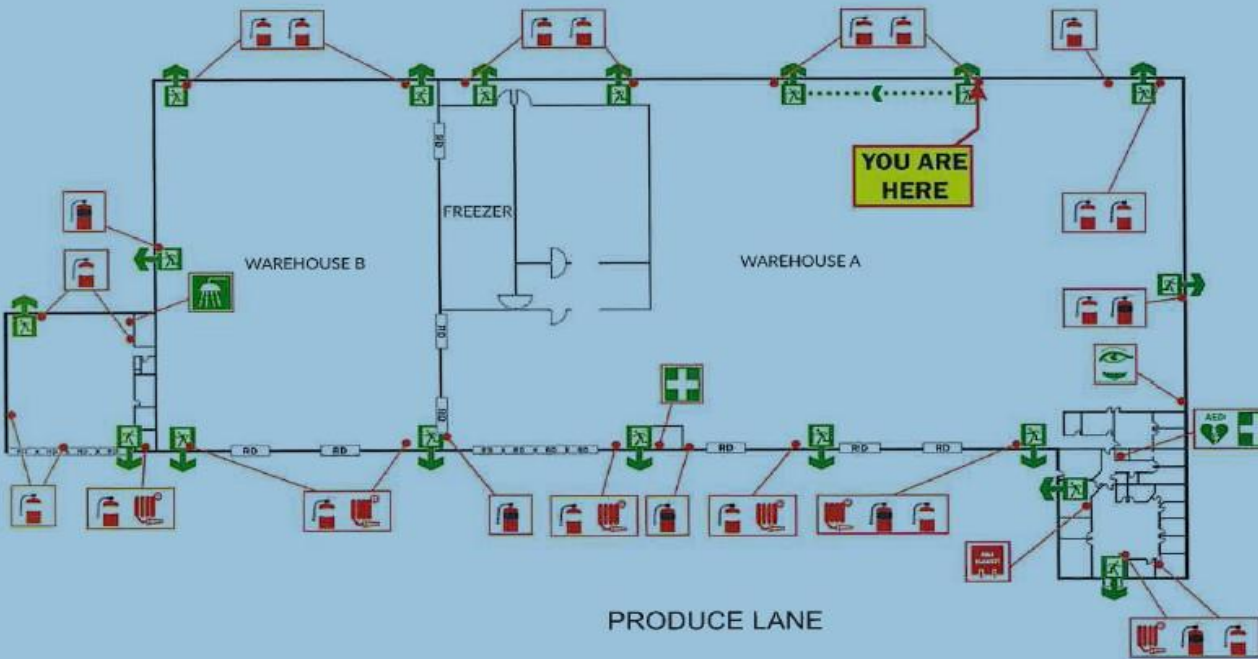
EMERGENCY EVACUATION DIAGRAM

EVACUATION DIAGRAM

Issue Date:
20 November 2025
(Valid for a period of 5 years)

GROUND FLOOR

FOODBANK SA & NT
10 PRODUCE LANE, POORAKA, SA 5095



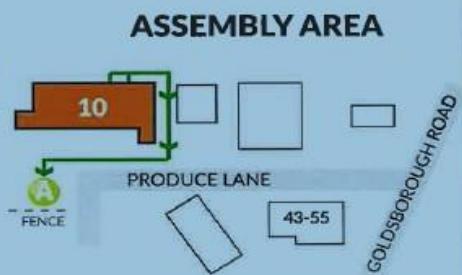
STAY (LOCKDOWN)

- Gather people together out of sight
- Close and lock windows & doors
- Close blinds & turn off lights
- Switch mobile phones to silent
- Switch off mobile phone vibrate function
- KEEP CALM & REMAIN QUIET
- Barricade door with furniture if necessary
- Await instructions of lockdown completion
- In a life threatening emergency call 000



GO (EVACUATION)

- Commence evacuation when directed
- Switch off plant & equipment
- Assist mobility impaired persons
- DO NOT RUN
- Go to designated assembly area
- DO NOT re-enter building until instructed
- In a life threatening emergency call 000

											
CARBON DIOXIDE FIRE EXTINGUISHER	DRY CHEMICAL FIRE EXTINGUISHER	FIRE HOSE REEL	FIRE BLANKET	ROLLER DOOR	FIRST AID KIT	EMERGENCY SHOWER	EMERGENCY EYE WASH	EMERGENCY EXIT	EXIT ROUTE	ALTERNATIVE EXIT ROUTE	ASSEMBLY AREA

**Thank you for joining us in our mission
to end hunger in South Australia and the
Northern Territory.**



Any Questions?

Contact Sarah Davies or your Supervisor

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www.foodbank.org.au

