



# **FOODBANK SA & NT HEALTH & SAFETY DOCUMENT**

# THINK SAFETY

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

We will ensure that we conduct our operations in a manner that does not put the health and safety of any person at risk.

When you volunteer with us here at Foodbank, it goes without saying that you will return home healthy and without injury. But unfortunately, incidents do happen, so we have to always **think safety** while completing our duties and be aware of potential hazards.

Some of the main threats to your safety, to consider and be aware of, include:

- » manual handling,
- » safety when driving,
- » being observant and cautious of forklifts operating in our warehouses and;
- » slips, trips and falls.

Incidents can be prevented, everyone is responsible for their health, safety and wellbeing. It is most important to be aware of your surroundings, read, understand and follow our policies and procedures and make responsible decisions about your health.

If something looks too heavy, ask for help, if you are feeling tired on the road, have a rest, and if items are not properly packed and loaded, it is your right to refuse to pick them up.



# 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:

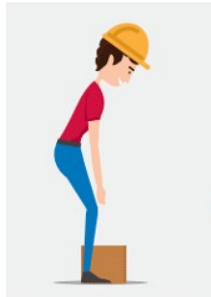
**STEP 1:** Plan and check for dangers to yourself or others.

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

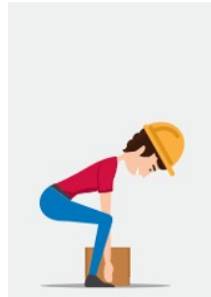
**STEP 3:** When lifting items use your legs muscles – not your back. Squat down, bending at the hips and knees only. Your feet should be wide apart, head and back upright. Slowly lift by straightening your hips and knees. Keep abdominal muscles tight and bear the load in close to your body.

**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.

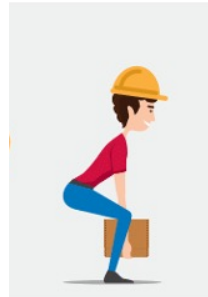
**STEP 5:** When moving your load, move from your feet. Smoothly and carefully move your legs and feet when turning or lowering the load. Avoid twisting at your waist.



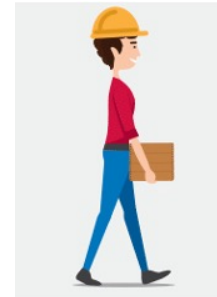
**CHECK  
SURROUNDINGS  
FOR DANGERS**



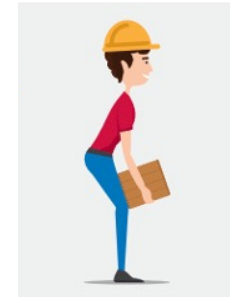
**CHECK BALANCE  
AND POSITION**



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



**DO NOT TWIST  
WHEN CARRYING**



**CAREFULLY  
LOWER THE LOAD**

# MANUAL HANDLING



To prevent manual handling injuries, it is important to ensure every volunteer is informed of the correct lifting and moving procedures.

If something looks too heavy, ask for help. It is your right to refuse to pick them up.

**✗ DON'T LIFT BULKY OR HEAVY LOADS ALONE.**

Doing so puts great stress on your lower back muscles and spine.

**✓ 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 there is less risk of injury.

# SAFETY IN THE WAREHOUSE

## NO MOBILE PHONE USE IN THE WAREHOUSE

For safety reasons mobile phones are not to be used on the Foodbank warehouse floor.

Mobile devices are a distraction and have the potential to contribute to workplace accidents that have significant consequences.

In order to eliminate this risk, phones are not to be used on the warehouse floor.



## NO USE OF DEVICES IN THE WAREHOUSE

# SAFETY IN THE WAREHOUSE

## WHAT TO WEAR

For the safety of yourself and others it is important that all visitors wear appropriate attire when in the Foodbank Warehouse to ensure everyone's safety.

### WHEN VISITING AND WORKING IN THE WAREHOUSE PLEASE ENSURE:

- Closed-toe shoes are worn at all times. NO thongs, sandals or open-toed shoes are permitted.
- Comfortable clothing is worn appropriate to the season. It can get hot or cold in the warehouse.

Foodbank SA will provide hi-visibility vests for visitors, which must be worn at all times.



# SAFETY IN THE WAREHOUSE

## FORKLIFT SAFETY

The Foodbank SA & NT Warehouses are 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 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 Hi-Vis
2. Stay in the walkways provided
3. Give forklifts right-of-way
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!

Additionally, **NO** volunteers are allowed to operate the forklifts at any time. Only trained and assigned staff members may use the forklift.



# SAFETY IN THE WAREHOUSE

## REPORTING INCIDENTS & NEAR-MISSES

While every precaution is taken to prevent incidents and near misses, a serious incident may still happen despite our best efforts to operate a safe workplace, and if it does then there are specific steps that you should take.

**Incident:** An incident is any work-related fatality or serious injury or illness and must be reported immediately, whether it involves a worker, volunteer or member of the public.

**Near Miss:** A near miss is an unplanned incident which does not cause injury or damage but has the potential to do so if left.

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

1. Report the incident or near miss to a Supervisor and provide any witnesses.
2. Ask the Supervisor for an Incident Report to complete.
3. Follow the instructions of the Supervisor.
4. Advise of incidents or near misses immediately, no matter how minor they seem.
5. If it is a serious injury, illness or emergency call 000 immediately.
6. If in a Foodbank vehicle, check the glove box for necessary steps to follow.



# 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 Fire Warden or a Foodbank staff member.

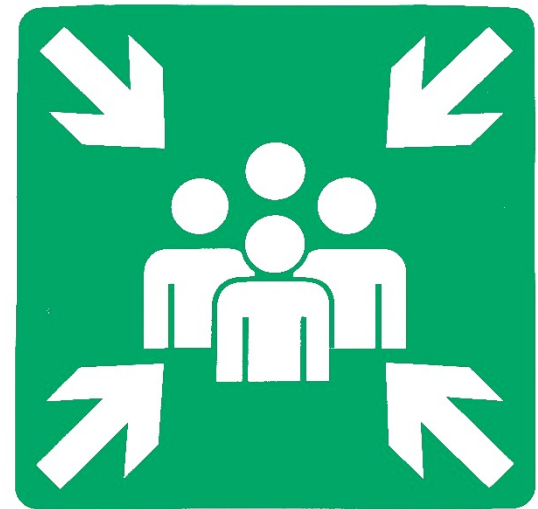
**IMMEDIATELY EVACUATE** the building by the nearest available exit when you hear the alarm.

**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 the exits and in this manual).

**WAIT** until the Chief Warden has conducted a head count and follow further instructions.

**DO NOT** leave the Assembly Point or enter the building until officially informed that it is safe to do so by the Fire Wardens.



# EMERGENCY EVACUATION PROCEDURE

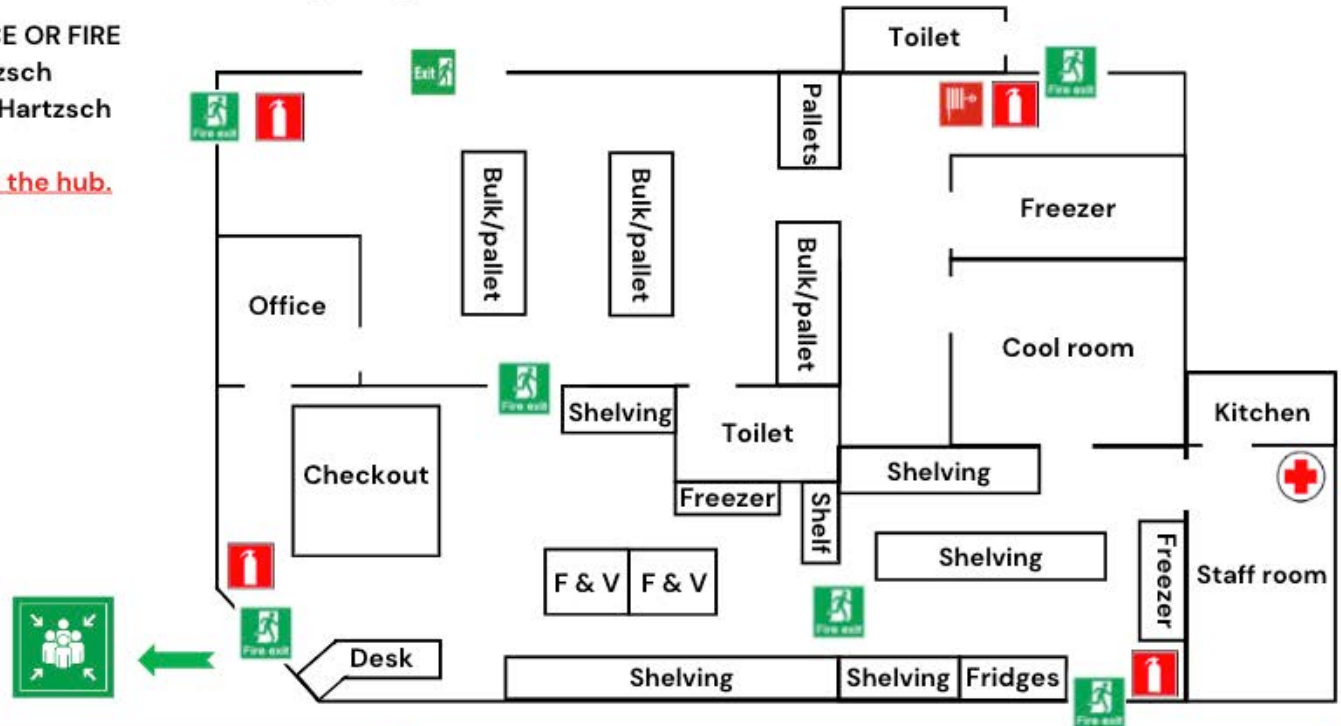
Call 000 for POLICE, AMBULANCE OR FIRE

Chief Fire Warden: Michael Hartzsch

Senior First Aid Officer: Michael Hartzsch

In case of emergency,

assemble in the carpark outside the hub.



|                                                                                    |                   |                                                                                     |                     |
|------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------|---------------------|
|  | Emergency Exit    |  | First Aid           |
|  | Exit Door         |  | Fire Extinguisher   |
|  | Evacuation Route  |  | Fire Hydrant & Hose |
|  | Alternative Route |  | Forklift            |
|  | Assembly Point    |  | Fire Blanket        |
|                                                                                    |                   |  | Defibrillator       |

## Emergency Evacuation Procedure

1. Raise the Alarm, (eg. fire, fire!) and locate authorised personnel.
2. If safe, assist any personnel to exit building. Do not go looking for personal items during evacuation procedure.
3. Exit by the nearest/safest exit point (reference site map).
4. Wait until Chief Fire Warden has conducted head count/roll-call and follow further instructions.
5. DO NOT leave assembly area until instructed.

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



**Any Questions?**

**Contact Jennifer Taylor or your Supervisor**

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**P: 08 8351 1136**

[www.foodbank.org.au](http://www.foodbank.org.au)

