

# Ethical Sourcing

## Safety Instruction & Training Checklist

*Coles is committed to the responsible manufacture and provision of goods and services. This Safety Instruction and Training Checklist outlines Coles' expectations of any Supplier to proactively manage work health and safety risks.*

### Definitions

#### 1 Safe Working Conditions

- 1.1 Suppliers will provide plant and systems of work that are safe and without risk to health.
- 1.2 Suppliers will provide workers with a safe and clean working environment taking into consideration the prevailing knowledge of the industry and of any specific hazards.
- 1.3 Workers shall be provided with adequate training to perform their jobs in a safe manner, and training shall be recorded.
- 1.4 Where required to perform their duties, personal protective equipment must be supplied to workers by the supplier, and workers shall be trained in its use.
- 1.5 Suppliers will provide safeguards on machinery to ensure operational safety and compliance with local laws.
- 1.6 Where suppliers provide worker accommodation, it must be clean, safe and at a minimum, meet the basic needs of workers.
- 1.7 Workers shall have access to clean toilet facilities, clean drinking water and, where appropriate, sanitary facilities for food storage and preparation.
- 1.8 Suppliers shall assign responsibility for health and safety to a senior management representative.
- 1.9 Suppliers shall ensure that all health and safety procedures comply with applicable national and local laws.

### Supplier Guidelines

#### 2 Managing Risk

Employers are responsible for managing and reducing work health and safety risks on their sites. Managing work health and safety risks involves four steps:

1. **Identifying hazards:** finding out what could cause harm, through processes such as inspections, evaluations and review of incidents
2. **Assessing risks:** understanding the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
3. **Controlling risks:** eliminating the risk or if it cannot be eliminated, then implementing the most effective control measure that is reasonably practicable
4. **Reviewing control measures:** ensuring control measures are working as planned.

Consultation with workers (including direct and indirect workers) at each state of the risk assessment process is essential, and in many countries – including Australia – is a legal requirement.

When deciding what is 'reasonably practicable' to protect people from harm, the following should be taken into consideration:

- the likelihood of the hazard or the risk occurring;
- the degree of harm that might result from the hazard or the risk;
- knowledge about the hazard or risk;
- ways of eliminating or minimising the risk; and

# Ethical Sourcing

## Safety Instruction & Training Checklist

### 3 Record Keeping

It is good practice to keep records of risk management activities. Keeping records of the risk management process demonstrates compliance, proactive safety management, and may help when undertaking subsequent risk assessments. See below for examples of Work Safety Action Plan and Hazard Checklist templates.

#### Example Work Health and Safety Action Plan

<b>Owner / Manager</b>						
<b>Property address</b>						
<b>Completed by</b>						
<b>Date completed</b>						
<b>Hazard</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost</b>	<b>Person Responsible</b>	<b>Target Date</b>	<b>Completed Date</b>
<b>Next Review Date</b>		<b>Address</b>		<b>Person Responsible</b>		

# Ethical Sourcing

## Safety Instruction & Training Checklist

### Example Hazard Checklist Template

<b>Owner / Manager</b>						
<b>Property address</b>						
<b>Completed by:</b>						
<b>Date completed</b>						
Safety Instruction, Training and Supervision						
Hazard	Compliant? Y/N	Action Planned	Cost	Person Responsible	Target Date	Completed Date
safety induction is conducted for all new and existing workers and contractors.						
All workers are involved in the management of WHS.						
All workers are trained, instructed and supervised when working or using plant and machinery.						
All workers who operate forklifts and cranes are trained and have High Risk Work Licences to operate this machinery.						
All workers who apply pesticides have a current Chemical User Accreditation.						
A Training Register of all worker training and instruction is maintained.						

# Ethical Sourcing

## Safety Instruction & Training Checklist

Hazards and Controls						
Hazard	Risk Level	Action Planned	Cost	Person Responsible	Target Date	Completed Date
There is a system for workers to report new hazards.						
Safety information to effectively assess the risk of workplace hazards (e.g. safety guides, operator's manuals, Codes of Practice) are available for workers and are used to manage hazards and risk in the workplace.						
Records of hazard inspections, risk assessment and control are maintained.						
<b>Next Review Date</b>		<b>Address</b>		<b>Person Responsible</b>		

### 4 Queries and Feedback

For any queries or to provide feedback regarding Coles' expectations of Suppliers to proactively manage worker health and safety, please contact the Coles Ethical Sourcing Team at [EthicalSourcing@coles.com.au](mailto:EthicalSourcing@coles.com.au).

# Ethical Sourcing

## Safety Instruction & Training Checklist

### 5 Further Information

Refer to the table below for useful links to additional information. This is not legal advice or an exhaustive list of legal obligations. Suppliers should use the following resources or seek independent advice as appropriate.

#### General resources:

Organisation	Website Link
SafeWork NSW	<a href="https://www.safework.nsw.gov.au/safety-starts-here/safety-support">https://www.safework.nsw.gov.au/safety-starts-here/safety-support</a>
Workplace Health and Safety Queensland	<a href="https://www.worksafe.qld.gov.au/resources">https://www.worksafe.qld.gov.au/resources</a>
WorkSafe Victoria	<a href="https://www.worksafe.vic.gov.au/safety">https://www.worksafe.vic.gov.au/safety</a>
WorkSafe ACT	<a href="https://www.worksafe.act.gov.au/health-and-safety-portal">https://www.worksafe.act.gov.au/health-and-safety-portal</a>
SafeWork SA	<a href="https://www.safework.sa.gov.au/resources">https://www.safework.sa.gov.au/resources</a>
NT WorkSafe	<a href="https://worksafe.nt.gov.au/forms-and-resources">https://worksafe.nt.gov.au/forms-and-resources</a>
WorkSafe WA	<a href="https://www.commerce.wa.gov.au/worksafe/safety-and-health-topics">https://www.commerce.wa.gov.au/worksafe/safety-and-health-topics</a>
WorkSafe Tasmania	<a href="https://worksafe.tas.gov.au/topics/forms-and-publications">https://worksafe.tas.gov.au/topics/forms-and-publications</a>
Comcare	<a href="http://www.comcare.gov.au/training">http://www.comcare.gov.au/training</a>
Safe Work Australia	<a href="https://www.safeworkaustralia.gov.au/safety-topic">https://www.safeworkaustralia.gov.au/safety-topic</a>

#### Agriculture / farming resources:

Organisation	Website Link
SafeWork NSW	<a href="https://www.safework.nsw.gov.au/your-industry/agriculture,-forestry-and-fishing">https://www.safework.nsw.gov.au/your-industry/agriculture,-forestry-and-fishing</a>
Workplace Health and Safety Queensland	<a href="https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards/agriculture">https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards/agriculture</a>
WorkSafe Victoria	<a href="https://www.worksafe.vic.gov.au/agriculture">https://www.worksafe.vic.gov.au/agriculture</a>
SafeWork SA	<a href="https://www.safework.sa.gov.au/industry/agriculture">https://www.safework.sa.gov.au/industry/agriculture</a>
NT WorkSafe	<a href="https://worksafe.nt.gov.au/forms-and-resources/bulletins/tractor-and-rural-machinery-safety">https://worksafe.nt.gov.au/forms-and-resources/bulletins/tractor-and-rural-machinery-safety</a>
WorkSafe WA	<a href="https://www.commerce.wa.gov.au/worksafe/agriculture-forestry-and-fishing">https://www.commerce.wa.gov.au/worksafe/agriculture-forestry-and-fishing</a>
WorkSafe Tasmania	<a href="https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-by-industry/agriculture,-forest-and-fishing-industry">https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-by-industry/agriculture,-forest-and-fishing-industry</a>
Safe Work Australia	<a href="https://www.safeworkaustralia.gov.au/safety-topic/industry-and-business/agriculture">https://www.safeworkaustralia.gov.au/safety-topic/industry-and-business/agriculture</a>