

# Ethical Sourcing

## Packing Shed Hazards

*Coles is committed to the responsible manufacture and provision of goods and services. Packing sheds present a number of hazards to workers' health and safety which need to be identified, assessed and controlled. This Packing Shed Hazards document outlines Coles' expectations of any Supplier to proactively manage work health and safety risks and provides an example checklist to assist in identification and management.*

## Supplier Guidelines

### 1 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
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 or implementing the most effective control measure that is reasonably practicable
4. **Reviewing control measures:** ensuring control measures are working as planned.

Deciding what is 'reasonably practicable' to protect people from harm requires taking into account and weighing up all relevant matters including:

- 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
- The availability and suitability of ways to eliminate or minimise the risk.

### 2 Record Keeping

It is good practice to keep records of risk management activities while they remain relevant. Keeping records of the risk management process demonstrates compliance, proactive safety management and may help when undertaking subsequent risk assessments. See overleaf for an example of a packing shed hazard checklist.

### 3 Queries and Feedback

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

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### Further Information

Refer to the table below of 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.

Organisation	Document/ Resource	Website Link
Safe Work Australia	Agriculture	<a href="https://www.safeworkaustralia.gov.au/agriculture">https://www.safeworkaustralia.gov.au/agriculture</a>
SafeWork NSW	Manage workplace safety	<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	Workplace hazards	<a href="https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards">https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards</a>
WorkSafe Victoria	Agriculture	<a href="https://www.worksafe.vic.gov.au/agriculture">https://www.worksafe.vic.gov.au/agriculture</a>
WorkSafe ACT	Farm safety	<a href="https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/4220/kw/agriculture">https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/4220/kw/agriculture</a>
SafeWork SA	Agriculture	<a href="https://www.safework.sa.gov.au/industry/agriculture">https://www.safework.sa.gov.au/industry/agriculture</a>
NT WorkSafe	Forms and resources	<a href="https://worksafe.nt.gov.au/forms-and-resources">https://worksafe.nt.gov.au/forms-and-resources</a>
WorkSafe WA	Agriculture	<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	Forms and publications	<a href="https://worksafe.tas.gov.au/topics/forms-and-publications">https://worksafe.tas.gov.au/topics/forms-and-publications</a>
Comcare	Education and training	<a href="http://www.comcare.gov.au/about/training">http://www.comcare.gov.au/about/training</a>

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### Example Packing Shed Hazard Checklist

<b>Owner / Manager</b>	
<b>Property address</b>	
<b>Completed by</b>	
<b>Date completed</b>	

Packing Shed Infrastructure					
Hazard	Compliant? Y/N	Action Planned	Person Responsible	Target Date	Completed Date
There is good lighting in the shed for all work.					
There is good airflow and ventilation in the packing shed.					
There is sufficient open space and ventilation to allow exhaust fumes from trucks and forklifts to escape without affecting worker health.					
The design of the packing shed allow for good movement of workers and traffic flow.					
The packing shed is kept clean and dry to prevent the risk of slips, trips and falls.					
Does the packing shed have an earth floor that may create dust hazards?					
The packing shed power boards are fitted with Residual Current Device (RCD) installed on power circuits.					
The RCD is regularly inspected and tested.					
Cement floors are capable of carrying appropriate weights without cracking or potholing.					
There are no cracks or potholes in the floor causing trip hazards.					
There are appropriate fire extinguishers in the shed.					
The packing shed doors and fire exits are fitted with signs that meet required Australian Standards and building fire regulations.					

Unloading/ Loading Area					
Hazard	Compliant? Y/N	Action Planned	Person Responsible	Target Date	Completed Date
There is good light in the loading/					

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unloading area.					
Bins and crates are stacked properly and not too high to prevent the risk of bins toppling.					
Unloading machinery is guarded to prevent worker entanglement.					
Traffic is managed to prevent collision when unloading bins.					
Bin tippers and floatation tanks are designed and guarded to prevent workers falling in.					
<b>Grading and Packing</b>					
All mechanical moving parts which pose a risk of operator entanglement are properly guarded.					
There is good lighting above the sorting and packing tables.					
The working height for fruit grading and packing is at a good height or adjustable to accommodate the height of worker.					
The design of the packing lines minimise the amount of lifting and bending (e.g. when lifting boxes, stacking pallets).					
The floor surface is acceptable or mats are used when standing for long periods of time to prevent or reduce fatigue.					
Emergency Stop buttons are located near and in reach of the operator.					
Emergency Stop buttons are regularly tested.					
Sorting and grading machinery are locked out and tagged during maintenance.					
Earmuffs or plugs are available where required for all workers exposed to loud noise.					

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Hazard	Compliant? Y/N	Action Planned	Person Responsible	Target Date	Completed Date
There are safety signs warning of hazards and they are positioned at an appropriate height.					
All glass light tubes and bulbs are covered to protect from broken glass.					
Lifting aids, trolleys and pallet jacks are available and used to reduce injury when lifting.					
Post-harvest treatment sprays and dips are enclosed and ventilated to prevent fumes and splash to workers.					
Packing lines are long enough to allow post-harvest treatment to dry on treated produce before being packed.					
PPE is provided and worn by workers packing and handling treated produce as required on the pesticide product label.					
There is sufficient room for pallet shrink wrapping and strapping machines.					
Automatic wrapping and strapping machines are guarded.					
Pedestrian traffic is kept away from pallet wrapping and strapping machinery.					
There is good room for assembling and storing produce packing trays and cartons.					
Employee Amenities					
Employee amenities, including First Aid, meal rooms, hand washing and toilet facilities are available.					
All amenities are kept clean and hygienic.					
Soap is available for washing hands.					
There is potable drinking water for workers available in amenity rooms or packing sheds.					

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Forklifts					
Hazard	Compliant? Y/N	Action Planned	Person Responsible	Target Date	Completed Date
All forklifts are fitted with a Falling Object Protection (FOPS).					
All bins, crates and pallets are stacked to reduce falling/ toppling.					
When loading at night, there is good lighting in the loading area.					
The area where forklifts are operating is free of obstacles.					
The maximum lifting capacity (SWL) of the forklift is clearly placarded.					
The forklift controls are clearly labelled (e.g. tilt up / down lever).					
All chains and slings meet the load requirements, comply with Australian Standards and are regularly inspected and checked for wear.					
There is a designated area out of the packing shed for parking and charging electric forklifts and batteries away from pedestrian and other traffic.					
All forklifts are fitted with an audible and functioning reversing alarm.					
Cool Rooms					
All cool rooms have good lighting.					
Cool room floors are kept dry and clean to prevent buildup of mould.					
Controlled atmosphere cool rooms have good ventilation, exhaust and purging systems.					
Cool rooms used as controlled/ modified atmosphere stores have been identified as Confined Spaces.					
Controlled atmosphere cool rooms are properly ventilated/ exhausted before workers enter.					
All refrigeration systems and motors are checked to reduce risk explosion in ethylene storages and ripening rooms.					

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Trucks and Transport					
Hazard	Compliant? Y/N	Action Planned	Person Responsible	Target Date	Completed Date
There is a fall arrest system in place on trucks to prevent workers and drivers falling when working on tops of truck trailers securing and tarping loads.					
Loading bays are well lit when delivering, unloading or loading produce at night.					
All truck drivers and workers involved in loading produce wear appropriate work boots.					
Truck drivers and produce carriers plan for sufficient time to reduce fatigue when driving long distances.					
High visibility vests are worn when loading or unloading trucks at night.					
All trucks are fitted with audible reversing alarms.					
Policy and Practice					
All workers have been trained and instructed in the operation of machinery and packing shed equipment.					
All forklift truck operators have High Risk Work Licences endorsed (LF) for operating forklifts.					
All workers that enter and work in Confined Spaces and controlled atmosphere cool rooms have been properly trained.					
A procedure has been developed for working in Confined Spaces.					
There are known and observed rules regarding working in Confined Spaces.					
There is an observer located outside when people are working in a Confined Space. Modified atmosphere cool rooms have been checked that they are safe to enter.					

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Hazard	Risk Level	Action Planned	Person Responsible	Target Date	Completed Date
There is a rule that all children are not allowed in the packing shed and storage areas.					
There is a known and observed policy that internal combustion engine forklifts are not left idling in cool rooms or other Confined Spaces where exhaust fumes can build up, creating a dangerous toxic atmosphere.					
There is a policy and plan that is known and observed by all workers, that pedestrians have right of way in areas in where forklifts are used.					
There is a No Smoking policy for enclosed areas including amenity, packing and storage sheds.					
There is a policy that specifies a maximum height at which pallets and crates are stacked to prevent toppling.					
Job rotation is practiced where required to help prevent repetitive strain injury.					
An Emergency Plan including evacuation and an assembly point has been developed in case of an emergency in the packing shed.					
<b>Next Review Date</b>		<b>Address</b>	<b>Person Responsible</b>		