

Flavourwave

Contractor Corporate Induction

946 Numurkah Road, Katunga Vic 3640



Welcome to Flavourwave

This online induction outlines:

- 🍅 Our expectations of you as a Contractor working at Flavourwave.
- 🍅 Your responsibilities as a Contractor working at Flavourwave.

Following this induction, you will be required to download the induction pack which contains copies of the policies referred to in this presentation as well as answer some questions relating to this presentation.

All Contractors working at Flavourwave are required to download and read all of Flavourwave's policies prior to commencement of work at Flavourwave.

NUMURKAH ROAD



- Flavourwave Pty Ltd has a growing facility in Katunga.
- Flavourwave supplies major retailers, such as Coles, Woolworths and Aldi, with quality packed cherry tomatoes and truss tomatoes all year round.
- Flavourwave Pty Ltd farm has been growing cherry tomatoes in Katunga since February 2014.
- In 2018, Flavourwave built a new state-of-the art greenhouse facility





Flavourwave's Vision

Our Vision

“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”

Flavourwave's Values

**Teamwork:**

We consider everyone at Flavourwave as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.

**Leadership:**

We lead ourselves and we lead others to deliver our vision.

**Passion:**

We are passionate about Flavourwave and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.

**Reliability:**

We can be relied upon to do what we say we will do and what we need to do.

**Ethics:**

We have the highest ethical standards and value honesty, responsibility and accountability in all we do.

All Contractors are responsible for undertaking their duties in a manner that is consistent with the provisions of the Code of Conduct Policy, including but not limited to:

Contractors must:

- Obey any lawful and reasonable direction from a person of authority.
- Behaving with honesty & integrity towards all Flavourwave staff and visitors.
- Adhere to company policy and procedure at all times.
- Treat everyone with respect and courtesy.
- Maintain company confidentiality and privacy.
- Carry out your work efficiently, economically and effectively.

Flavourwave Property:

- Use Flavourwave resources efficiently, carefully and honestly.
- No member of staff is to use or remove Flavourwave resources for private purposes, this includes but is not limited to fruit, tea, coffee, milk and toilet paper.



Workplace Health & Safety

At Flavourwave, we make every effort to protect employees, contractors and visitors from accidents and injury and promote health, safety and wellbeing. The health and safety of our people will at all times remain our first priority.

Contractors must:

- Follow all safety procedures and instructions.
- Report all hazards to their Supervisor.
- Not put themselves at risk through their behaviours or omissions.
- Actively cooperate with all reasonable efforts by management to improve safety at Flavourwave.
- Comply with individual legislative requirements.

For more information please refer to your copy of the Workplace Health and Safety Policy at the end of this presentation.

Incident and Injury

All Contractors are responsible for immediately reporting any incidents and injuries to their nearest Supervisor.

Contractors must:

- Report all incidents and injuries to their Supervisor as soon as they are aware.
- Assist in the completion and submission of the Incident / Injury notification form as soon as possible.
- Not tamper or alter with First Aid equipment or supplies.
- Fully and truthfully cooperate with all investigations.

First Aid Officers and Fire Wardens



Mark
Senior Grower



Mario
Junior Grower



Sugeesha
Crop Care
Supervisor



Harpreet
Crop Care
Leading Hand



Ricky
Picking
Supervisor



Aaron
Picking
Leading Hand

Flavourwave is committed to providing a safe and healthy work environment for all Employees, contractors and visitors. An individual's fitness for work may be affected by a variety of reasons including, but not limited to, the adverse effects of hydration, fatigue, skin protection, stress, alcohol and other drugs.

Contractors must:

- Present themselves to work and throughout the work period in a fit for work condition which enables them to carry out their duties without risk to themselves or others.
- Manage their own hydration status by consuming enough water for their body and their working conditions.
- Report any incidents or concerns about their own fitness for work where Contractors feel they may be effected by dehydration, fatigue, stress, drugs and/or alcohol to their Supervisor immediately.

Contractors must:

- Notify their Supervisor of any use of medication which may impair their fitness for work.
- Not participate in the unauthorised sale or supply of alcohol, prescription, non-prescription or illegal drugs in the work place or during the working period.
- These actions are illegal and will result into being removed from site, in addition to being reported to the Victorian Police.

Flavourwave endeavours to provide a working environment that promotes fairness, equity and respect and is free from discrimination, bullying and harassment for all.

Harassment

Under federal and state legislation, harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, nationality or ethnic origin, sex, disability, sexual preference or some other characteristic specified under antidiscrimination or human rights legislation.

Sexual Harassment

Any sexual behaviour which offends you, or makes you feel humiliated or intimidated including, but not limited to, sexual advances and requests for sexual favours.

Workplace Bullying

Verbal, physical, social or psychological abuse by your employer (or manager), another person or group of people at work.

- Contractors are encouraged to take any questions or complaints about discrimination, harassment or bullying to their supervisor, or Human Resources.

What to do if you are being harassed:

- If you can, tell the person(s) to stop. You should also tell them that you do not like what they are doing and that it is not OK with you or with management. If they do not stop, you should tell your Supervisor if you can. Your Supervisor should take action to prevent further harassment. Should you not be able to approach your Supervisor, you can speak with another Supervisor or the Human Resources Department.
- Complaints will be investigated impartially in a confidential and prompt manner. An contractor who makes a complaint and any witnesses involved will not be victimised or disadvantaged.

All Contractors must adhere to Flavourwave's hygiene policy and it's related procedures. This is to ensure that pests and diseases are not transferred between the greenhouses or from areas outside of Flavourwave.

- Contractors must observe and comply with signage that is posted around Flavourwave regarding hygiene.
- All Contractors MUST wash their hands after going to the toilet, handling and eating food, blowing their nose, smoking, handling waste food and rubbish and any other act that could cause microbial cross-contamination.
- Do not smoke, eat food, chew gum or spit in food processing and handling areas.
- Follow all guidelines out lined in the Flavourwave Hygiene Policy.
- Electronic devices such as music listening devices and cameras are not permitted in the greenhouses or packing shed. The only items allowed are Contractor work mobile phone jumpers/jackets, hats, sunglasses and water bottles.

For more information please refer to your copy of the Hygiene Policy at the end of this presentation.

Information systems contain the intellectual property of our organisation which need to be protected and as such guidelines are in place to ensure the security of these systems.

Contractor Responsibilities:

- Email and Internet activities are to be confined only to Flavourwave's business related activities.
- All electronic communications originating from Flavourwave Contractors must not:
 - Contain inflammatory, harassing or defamatory language.
 - Be disruptive to the operation of Flavourwave.
 - Convey any material which would reflect poorly on Flavourwave's reputation or its general public image.
- Contractors must check with their Manager before downloading programs and content from the internet.
- Flavourwave Contractors are not to disclose any confidential material to any unauthorised person/s via any means.

For more information please refer to your copy of the IT & Communications Policy at the end of this presentation.

Use of mobile phones

- Mobile phones are allowed on site and to be used by Contractors when needed.
- Mobile phones are not allowed to be used whilst operating any machinery at Flavourwave this includes but is not limited to:
 - Driving motor vehicles
 - Operating a forklift
 - Driving a tractor
 - Working on a work platform
 - Operating the merlo
 - Using the quad bike
 - Operating the telescopic handler
 - Using any kind of machinery or vehicles that are bought to a Flavourwave site
- Mobile phones are not to be used by Contractors when walking in shared zones.



- Smoking is **not permitted** in any greenhouse, office area or building of Flavourwave.
- Smoking is only allowed at **designated break times** and in **designated smoking areas**.
- There is no smoking permitted in Flavourwave vehicles, including but not limited to, forklifts and trucks.
- All cigarette butts are to be **disposed of in the provide ashtrays** in the designated smoking area. These ashtrays are for **cigarette butts only** and not for general rubbish.



Hazardous and Dangerous Goods

Flavour'wave safe systems of work aim to eliminate any risk exposure to its staff including contractors who are engaged in the use, storage and handling of hazardous and dangerous goods.

In situations where the risks cannot be eliminated, controls must be used to minimise the risks.

- A Hazardous Substances/Dangerous Goods Register is held on Flavourwave premises which includes Safety Data Sheets (SDS's) and Hazardous Substances/Dangerous Goods Risk Assessments.
- If safe hazardous substance storage facilities are not available, only the amount required for the task on that day should be kept on site.
- Contractors must comply with the requirements of the Workplace Health and Safety Legislation in regards to management of hazardous and dangerous goods.



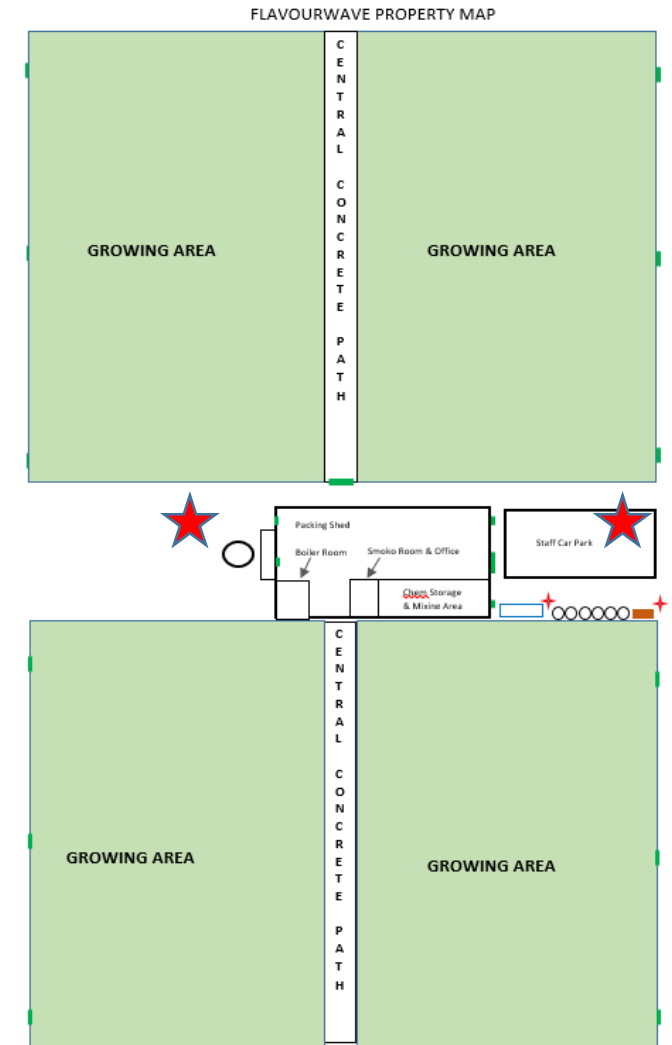
Hazardous and Dangerous Goods

- Contractors will not bring chemicals, compressed gasses, fuels, cleaning agents, glues, etc. onto site without the permission of the Flavourwave Supervisor so they can be included in Flavourwave's Hazardous & Dangerous Goods Register.
- If a Contractor is required to bring hazardous and dangerous goods to site, they must be trained and signed off on Flavourwave's SOP396 Managing Hazardous & Dangerous Goods.
- Contractors are to conduct risk assessments and establish control measures for hazardous and dangerous goods in consultation with the Flavourwave Supervisor and Flavourwave Health and Safety Representative (HSR), where applicable.
- The Contractor will be responsible to provide a supplier's Safety Data Sheet (SDS) for each product to the Flavourwave Supervisor and ensure that all such products are properly labelled.

Emergency Evacuation

There are **two** Emergency Evacuation Assembly Areas at Flavourwave:

- One is located at the South of the Packhouse at the **start of the staff carpark**.
- The other is located North of the Packhouse **between the two Glasshouses**.





Identification of Contractors at Flavourwave

All Contractors are required to be easily identified when on Flavourwave premises. Certain clothing and attire is used at Flavourwave for identification of key personnel.

Around the Farm:

- 🍅 It is a requirement of all Contractors on the Farm to wear high visibility clothing which can be made up of a vest or a shirt.
- 🍅 If a Contractor arrives on site without high-visibility attire, Flavourwave can provide an orange high-visibility vest to the Contractor for the duration of their assignment at Flavourwave.

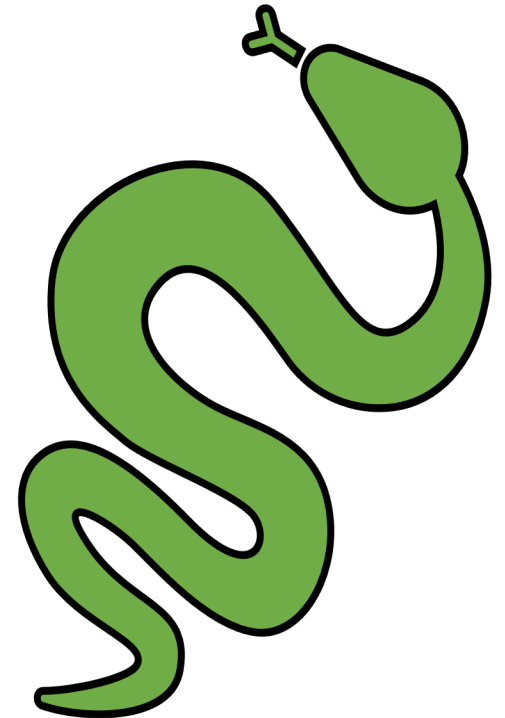


Contractor Orange High-Visibility Vest

Working in a rural environment, snakes can be attracted to greenhouse because they provide warmth and shelter to snakes.

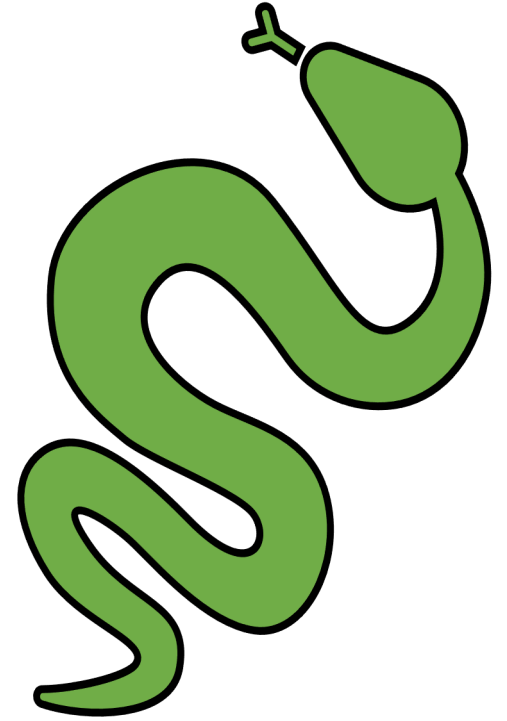
DON'T PANIC

Snakes will try to avoid you as long as you do not approach.



If you see a snake, remember:

- **DO NOT APPROACH THE SNAKE.**
- Keep eye contact with the snake;
- Take note of location and physical appearance of snake;
- Notify any Contractor in the vicinity of the snake; and
- Report to supervisor immediately.





Emergency Evacuations

Flavourwave's emergency evacuation procedure applies to all people on site.

In the event you become aware of an emergency, notify the nearest Flavourwave Supervisor immediately.

In the event of an Emergency Evacuation, you are required to follow the below procedures:

1. Don't panic!
2. At all times follow the instructions of your Flavourwave Supervisor who is a designated Zone Warden.
3. On hearing the evacuation alarm, immediately prepare to leave.
4. If you are working in a greenhouse, immediately move toward the centre path to await further instruction.
5. If instructed to do so by a Zone Warden, leave the area by the nearest and safest exit route.
6. After leaving the evacuated area, do not return to collect belongings.
7. Assist any person with a disability to leave the evacuated area.
8. Walk quickly and calmly to the designated assembly area as advised by the Zone Warden.
9. Do not re-enter the evacuated area until instructed to do so by the Area Warden.



Area Specific Induction

In addition to this induction, area specific inductions will also be conducted by your Supervisor.

During this area specific induction, the Supervisor will outline information relating to:

- Farm hygiene;
- Traffic management;
- Emergency evacuations;
- Facilities around Flavourwave; and
- Any other relevant information specific to the area you are working in.

It is your responsibility to ensure that all of the information on the sheet is covered by your Supervisor.



Please download and read all policies before proceeding to the quiz.

- POL001 [Code of Conduct Policy](#)
- POL002 [Equity at Work Policy](#)
- POL003 [Hygiene](#)
- POL004 [Information Technology & Communication Policy](#)
- POL008 [Environmental Policy](#)
- POL011 [Workplace Health & Safety Policy](#)
- POL013 [Fit for Work](#)
- POL014 [Incident and Injury Reporting Policy](#)
- POL015 Traffic Management Policy
- POL016 Contractor & Consultant Management Policy
- POL017 [Hazardous and Dangerous Goods Policy](#)
- POL018 [Heavy Vehicle National Law Chain of Responsibility Policy](#)
- POL019 [Infectious disease policy](#)
- POL020 [Whistle-blower policy](#)
- POL022 [Human Rights Policy](#)

INDUCTION QUIZ

- In order to complete the Induction, we need you to get a full score in the Induction quiz.
- The Induction quiz has questions with multiple choice answers.
- On completion of the quiz, please click on **VIEW SCORE**
- This will show any incorrect responses (if any) you may have selected.
- Close this browser tab and select **EDIT YOUR RESPONSE** to amend your incorrect answers. (if any)

[TAKE THE QUIZ NOW](#)

Thank you
for participating in
Flavourwave's
Contractor Corporate
Induction

