

## Yenda Group – Annual Contractor Induction

<b>Contractor Trading Name</b>			
<b>Contractor Representative</b>		<b>Job Title</b>	
<b>Email Address</b>		<b>ABN</b>	
<b>Landline</b>		<b>Mobile</b>	

The “**Yenda Group**” is a term used to include the businesses of:

- a) Yenda Producers Co – operative Society Ltd;
- b) Spencer and Bennett – Yenda Prods Pty Ltd;
- c) Riverina Water Engineering; and
- d) Yenda Prods Grain.

All businesses included within the Yenda Group consider Work, Health and Safety and Quality Assurance Management as main priorities when conducting business and should be at the forefront of any business decisions. It is also the expectation of the Yenda Group that any contractors engaged should also hold the same values.

Contractors who are compliant with the requirements of the induction form are included in the “Approved Contractors Register” and can be engaged by any of the four businesses within the Yenda Group. A contractor does **NOT** need to complete an induction for each business within the Yenda Group.

### A GUIDE to completing the Induction Form

The induction form includes the following sections:

- a) **Section A** – This is to be completed by any contractor with a Yenda Group representative that will be performing work on any of the Yenda Group owned sites;
- b) **Section B** – This is to be completed by any contractor that will be performing work on their own work premises or a work premises not controlled by the Yenda Group;
- c) **Section C** – To be completed by any logistics / carrier company who is primarily engaged by the Yenda Group for freight;
- d) **Section D** – To be completed by **ALL** contractors and includes the following sections:
  - a. Insurance Requirements;
  - b. Quality Assurance Management System Requirements;
  - c. Safe Work Method Statements; and
  - d. Employee of Contractor – Register.
- e) **Section E** – Contractors Declaration, to be completed by all contractors;
- f) **Annexure A** – Yenda Group’s Policy & Procedure – Work, Health and Safety;
- g) **Annexure B** – Yenda Group’s Hazard Reporting Form;
- h) **Annexure C** – Yenda Group’s Smoking Policy; and
- i) **Annexure D** – Yenda Groups Quality Assurance Statement.

Note: Some contractors may be required to complete both Section A and Section B.

## SECTION A

To be completed by Contractors working ONSITE	YES	NO
1. Organisation overview and site tour (including site map)		
2. Yenda Group WHS Policy and Procedures (refer to Annexure A)		
3. Injury reporting method and personnel		
4. Know who the first aid officer is and location of first aid kit		
5. How to report a hazard or WHS concern (refer to Annexure B)		
6. Emergency procedures explained (assembly point, exits, contacts)		
7. Insurance Certificates Required - copies provided (Refer to Page 4)		
8. Quality Assurance System Requirements – (Refer to page 4)		
9. Safe Work Method Statement – copies provided (Refer to page 4)		
10. All employees of contractor have been inducted (Refer to page 5)		

## SECTION B

To be completed by Contractors working OFFSITE	YES	NO
1. Third Party organisation overview and site tour (including site map)		
2. Contractor's or Third Party WHS Policy and Procedures		
3. Contractor's or Third Party Injury reporting method and personnel		
4. Know who the first aid officer is and location of first aid kit		
5. How to report a hazard or WHS concern (Third Party Form)		
6. Emergency procedures explained (assembly point, exits, contacts)		
7. Insurance Certificates Provided (Refer to Page 4)		
8. Quality Assurance System Requirements – (Refer to page 4)		
9. Safe Work Method Statement (Refer to page 4)		
10. All required employees have been inducted (Refer to page 5)		

## SECTION C

To be completed by Carrier or Logistic Company	YES	NO
1. Do your drivers conduct pre-trip inspections on the vehicles?		
2. Do your drivers conduct a self-assessment on being fit for duty?		
3. Does your company conduct regular license checks on drivers?		
4. Does your company regularly monitor driving hours?		
5. Does your company have a speed compliance policy?		
6. Does your company have a WH&S policy?		
7. Does your company have a Drug and Alcohol policy?		
8. Is Random or Periodic Drug and Alcohol testing part of the Policy?		
9. Is your company in NHVAS Mass Management?		
10. Is your company in NHVAS Maintenance Management?		
11. Is your company in NHVAS Fatigue Management?		
12. Is your company part of the Truck Safe Program?		
13. Does your company ensure all PPE in all trucks and in good order?		
14. Does your company have all training records?		
15. Does your company have procedures such as SWMS?		
16. Does your company have risk assessments for loading / unloading?		
17. Are systems in place to report and act on incidents and accidents?		
18. Does your company have a working at heights policy?		
19. Do your trucks have weighing devices fitted?		
20. Are Maintenance schedules completed within OEM requirements?		
21. Are all critical operational / wearing parts of tipping trailers checked?		
22. Are all the above information and certificates available on request?		
23. Do all your sub-contractors comply with the above requirements?		

## SECTION D

Insurance Requirements				
	1	2	3	4
<b>Insurance Policy Name</b>	<b>Public &amp; Product Liability</b>	<b>Professional Indemnity</b>	<b>Workers Compensation</b>	<b>Transit (Carrier Only)</b>
<b>Insurance Policy Number</b>				
<b>Expiry Date</b>				
<b>Limit of Cover</b>				
<b>COC Provided</b>				

Quality Assurance Performance and Approach	YES	NO
1. Do you have a documented quality system in place		
2. Is it 3 <sup>rd</sup> party accredited – if so by whom		
3. If your company does not have a formal quality system, are you prepared to adopt the use of the Yenda Groups Quality Management System		
4. Please provide contact details of your companies nominated person who has overall responsibility for Quality Management	Name: Phone:	

Safe Work Method Statements – Name of Operation / Plant & Equipment Item	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

## SECTION D

Employee of Contractor – Register			
Employee Name	Induction Date	Employee Signature	Yenda Group Rep Signature

## SECTION E

I declare that all employees and agents, who are representatives of the business above are:

- a) Fully understanding of the WH & S and Quality Assurance requirements of the Yenda Group, the business that they represent and will ensure that safety and quality is at the forefront of their work;
- b) All representatives hold a valid license / certificate to enable them to perform the function in which they are contracted and a copy of the license / certificate is provided to the Yenda Group;
- c) All Safe Work Method Statements (SWMS) are current and reviewed on a timely basis;
- d) All insurance policies and certificates are valid and a current copy provided to the Yenda Group;
- e)
- f) I am authorised to sign on behalf of the business as a representative; and
- g) Any changes that affect any item listed on this induction will be notified to the Yenda Group as soon as practical to ensure that there is no misrepresentation by the Contractor.

Contractor Name	
Contractor Signature	
Contractor Position	
Date	
Next Annual Induction Scheduled (Date)	
Office Use Only	
Received by Yenda Group Office	
Yenda Group Approved Contractor Register	

Inducted at:	Yenda	Leeton	Griffith	Fruit & Case	Grain Silos
Contractor Signature					
Yenda Group Employee					

**Office Use Only – Approved contractors are to be added to the approved contractors register once induction is completed. The approved contractors register can be located on the Yenda Groups shared network <http://companyweb/SitePages/Home.aspx>**

## ANNEXURE A

### ***POLICY & PROCEDURE*** **Work, Health and Safety**

#### **Introduction of Policy**

Work, Health and Safety is as at the forefront for the Yenda Group and this policy is to ensure that all Yenda Group employees understand what is expected to ensure that employees are able to perform their work roles in a safe environment.

## Purpose and Scope of Policy

The Yenda Group is committed to ensuring the health, safety and welfare of all employees, contractors and visitors. In fulfilling this obligation, the Yenda Group will consider work health and safety in all activities conducted at the workplace.

## Commencement of Policy

This Policy will commence from 18<sup>th</sup> of May 2016 and supersedes any previous policy whether written or implied.

## Work, Health and Safety in the Workplace

To achieve the desired outcome of this policy, the Yenda Group will:

- Develop and implement work health and safety programs to ensure all risks to health and safety at the workplace are identified, assessed, eliminated or controlled.
- Consult with employees and implement agreed WHS consultative arrangements to improve the management of work health and safety.
- Communicate with government and community bodies on work health and safety issues as required.
- Comply with relevant work health and safety legislative requirements.
- Provide adequate information, instruction training and supervision to ensure all employees and contractors can undertake their duties safely.
- Provide safe systems of work to reduce accidents and incidents and the risk of injury to personnel.
- Ensure all visitors to the workplace are informed and instructed on site safety requirements and provided with adequate supervision and necessary protective equipment.

All Managers and supervisors will ensure the objectives of this policy are implemented and integrated into the day to day work practices.

All employees have a responsibility to take care for the health and safety of themselves and others and to comply with company work health and safety policy and procedures.

Peter Calabria

Managing Director, Yenda Prods  
(Person Conducting a Business or Undertaking – PCBU)

**ANNEXURE B**

<b>Yenda Producers Co-operative Society Limited</b>						
<b>ABN – 79 134 587 268</b>						
<b>Hazard Report Form</b>						
Date Submitted:		Submitted By:		Signed:		
<b>BRANCH</b>	YENDA	LEETON	GRIFFITH	FRUIT & CASE	GRAIN SILOS	
Hazard Location within Branch:						
Submitted to <sup>1</sup> :						

<b>List any hazard or potential risk to personnel, environment, equipment or property</b>	
<b>What is the Hazard?</b>  <i>Example: Broken Machine Guard</i>	<b>Why is it a Hazard?</b> <i>(What could happen if not fixed or isolated?)</i>  <i>Example: Could result in lacerated or amputated fingers / hands.</i>

<b>What should be done to eliminate or control the risk?</b>					
<i>Note: Refer to Potential Risk Assessment and Matrix on page 10</i>					
Risk Control	Proposed Solution/s (include both short & Long term solutions)	Who	When	Effective?	
				Initials	Date

<sup>1</sup> Submitter must notify the Branch Managers immediately and pass onto WH & S committee.



What is the potential risk of the Hazard?						
<b>Risk Assessment</b>	<b>Risk Assessment Steps:</b>		<b>Risk Assessment Matrix</b> ( to determine Risk Priority)			
	1) <b>CONSEQUENCE/S:</b> How severely could the Hazard injure or cause illness		<b>Step 1) CONSEQUENCE/S</b> How severely could someone be injured?			
	2) <b>LIKELIHOOD:</b> How likely is the consequence (in step 1) going to happen					
	3) <b>FIND THE RISK PRIORITY NUMBER</b> at the intersection of the selected consequence & likelihood		<b>Step 2) LIKELIHOOD</b> How likely is the consequence going to happen?	<b>Death or Disability</b>	<b>Long term Illness/ Serious Injury</b>	<b>Lost time injury / First Aid</b>
	<b>Risk Priority</b>					
	Priority 1 - Highest priority					
	Priority 2 - .....					
Priority 3 - .....						
Priority 4 - .....						
Priority 5 - .....						
Priority 6 – Lowest priority						
		<b>Extremely High:-</b> Very likely to happen	<b>1</b>	<b>2</b>	<b>3</b>	
		<b>High:-</b> Likely to happen	<b>2</b>	<b>3</b>	<b>4</b>	
		<b>Medium:-</b> May happen sometime	<b>3</b>	<b>4</b>	<b>5</b>	
		<b>Low:-</b> Unlikely to happen	<b>4</b>	<b>5</b>	<b>6</b>	

To be completed by WH & S member / committee	
<b>Control Measure Effective</b>	Yes <span style="margin-left: 100px;">No</span>
If No, What is the proposed control measure?  <div style="text-align: center;"> </div>	
<b>Control Action Taken</b> <i>(include by who)</i>	
<b>Date Effected</b>	
Submitted and Reviewed by WH & S Committee during the meeting held:	

## ANNEXURE C

### *POLICY & PROCEDURE*

## Smoking

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### **Introduction of Policy**

The following policy is to ensure that all work place participants understand the expectations of the Yenda Group in relation to smoking at each of the sites. A work place participant includes all employees of the Yenda Group, contractors, agents, visitors and customers.

### **Purpose and Scope of Policy**

The Yenda Group of businesses aims to provide workplace participants with a healthy work environment. To minimize the risks associated with smoking and exposure to passive smoking in the workplace, the Yenda Group has adopted a policy of providing a smoke-free workplace.

### **Commencement of Policy**

This Policy will commence from 18<sup>th</sup> of May 2016. It replaces all other smoking policies of the Yenda Group of businesses (whether written or not) with the exception of the Code of Conduct.

### **Smoke Free Areas**

Smoking is prohibited in:

- All Yenda Group buildings and Yenda Group vehicles; and
- All outdoor areas other than those areas designated as smoking areas under this Policy.

No-smoking signs have been installed in areas already designated as smoke free. Similar no-smoking signs will be installed in areas which become smoke free under this policy. These signs should be observed at all times.

Smoking should only take place in a designated smoking area and during designated break times.

### **Designated smoking areas**

The Yenda Group operates in a restricted smoking environment however the company recognises the need to accommodate the needs of both smokers and non-smokers.

Please refer to management of The Yenda Group for the designated smoking areas at each branch.

Special arrangements may be made to accommodate smoking breaks during periods of overtime.

It is the responsibility of the workplace participants using these areas to ensure that cigarette butts are disposed of properly using the receptacles provided.

Yenda Group employees working offsite (i.e. away from the Yenda Group branches) must adhere to the smoking policy of the work site in which they are performing their duties.

## **Choosing to quit smoking**

The Yenda Group will provide support to the employees of the Yenda Group wishing to quit smoking. The Yenda Group will provide access to 'Quit programs'. Where appropriate and based on the attitude of the participant and the cost of the program, management may subsidise the cost of the program or products including patches, gum or lozenges. Employees should discuss this with their supervisor who will seek approval from the senior management of the Yenda Group.

The Yenda Group may alter the nature of the support provided at its absolute discretion.

## **Breach of this Policy**

All workplace participants are required to comply with this Policy at all times. If a workplace participant breaches this policy they may be subjected to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with the Yenda Group terminated or not renewed.

## **Variations**

The Yenda Group reserves the right to vary, replace or terminate this policy from time to time.

## **Associated documents**

- Code of Conduct
- Driving and Vehicle Safety Policy

# Emergency Evacuation Plan—Yenda Branch

indicates zone of work as defined by drawing da02

**ASSEMBLY AREA #2**

Workshop  
lot 787

lot 43

Smoko Hut

offices

sales area

fertiliser shed

existing shed

existing shed

existing shed

lot 3, dp 841492

**ASSEMBLY AREA #1**

**HAZMAT BOX**

**ROLLER DOOR**

site plan

scale 1:1000 @ A3

mirrool avenue

PP

lawn & trees

PP

lawn & trees

PP

lawn & trees

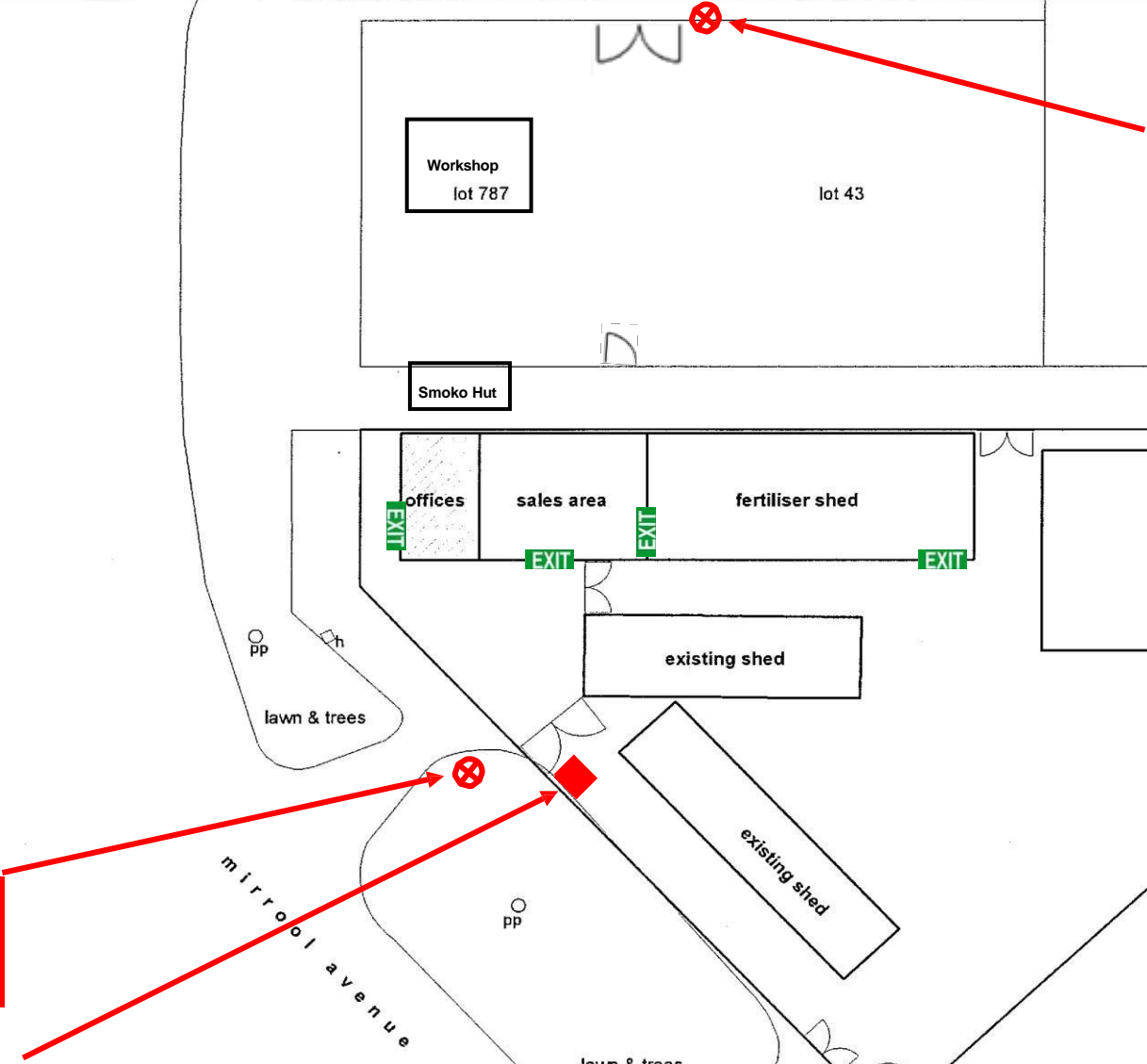


EXIT

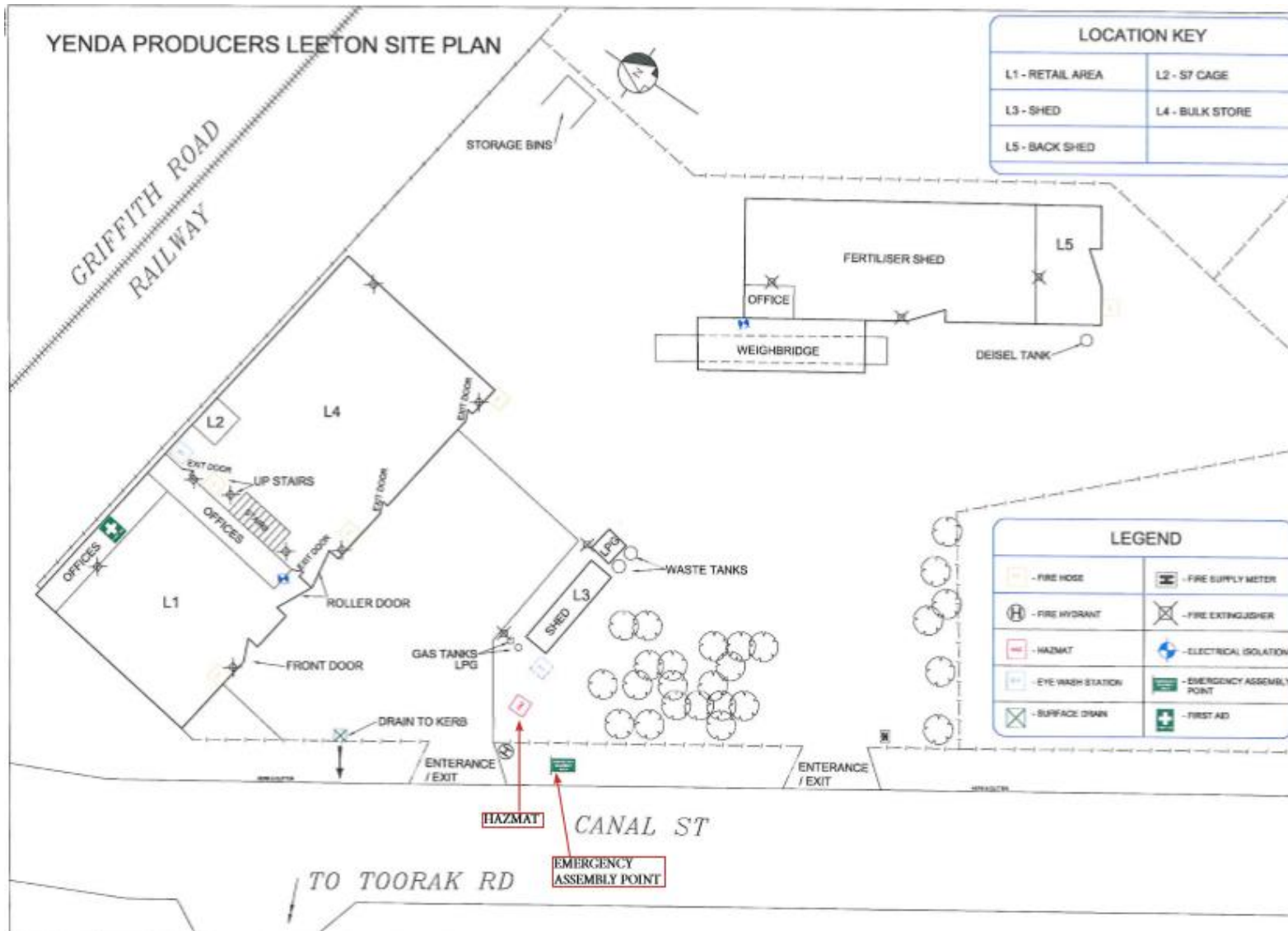
EXIT

EXIT

EXIT



# Emergency Evacuation Plan—Leeton Branch



# Emergency Evacuation Plan—Griffith Branch

