

Contractor Induction Manual

WPp004



This manual outlines the requirements for contractors and their employees.

New Contractors

- Must complete Business Information including a brief safety questionnaire, sent to the Company's contact person by email on the initial engagement.
- All persons attending site must check-in using the Darwalla's  **onside** platform to acknowledge and agree to comply with the [Visitors Biosecurity Requirements](#)
- Ensure all persons attending site read the *Contractor Induction Manual* and complete the *Contractor Induction Assessment*.
- Send copies of Insurances (e.g. Work Cover, Public Liability) to compliance@darwalla.com.au

Existing Contractors

- Ensure all persons attending site read the *Contractor Induction Manual* and complete the *Contractor Induction Assessment*.
- All persons attending site must check-in using the Darwalla's  **onside** platform to acknowledge and agree to comply with the [Visitors Biosecurity Requirements](#)
- Send updated copies of Insurances to compliance@darwalla.com.au when renewed. An automatic email reminder will be sent out 30 days prior to expiry.

On arrival to site, you must contact your Darwalla Representative to verify that you have completed the Contractor Induction Process. All people entering a Darwalla site **MUST** check-in using the Darwalla's  **onside** platform prior to undertaking any work.

Note:

If the New or Existing Contractors requested information is not received prior to arrival on site it must be provided prior to entry.

Contractor Induction

Introduction to Darwalla and your commitments as a contractor



Darwalla is committed to working in partnership with our contractors to provide a safe workplace for staff, contractors and other persons coming onto our sites to visit or work. It is expected that contractors performing work on Darwalla sites will do so in accordance with the Workplace Health and Safety legislation, Biosecurity and Animal Welfare Standards. Darwalla Contract Administrators and safety personnel are available to help the Contractor in all endeavours.

Darwalla is not responsible for any losses to plant, equipment or materials delivered to the site, although will endeavour to keep the materials in a safe place.

In addition to complying with all local safety regulations, the contractor, their employees and any sub-contractors also agree to the following:

Work Start and Finish Requirements

All contractors prior to beginning work must:



- Contact the Darwalla Representative to advise arrival on site
- Check-in using the Darwalla's  onside platform each day
- On leaving the site contractors must:
 - Ensure that the work has been completed as required and/or the site has been left in a suitable state with regard to safety, food hygiene and housekeeping
 - Check-out using the Darwalla's  onside platform each day

Work Plan

Contractors shall provide a Work Plan as required by Workplace Health and Safety Legislation.



The Work Plan should outline the hazards, control measures, requirements, personal protective equipment etc. relevant to the job. Where applicable **Contractors must supply a copy of relevant Licences and insurance details.**

These documents are to be supplied to the Darwalla Representative for approval, **prior to work commencing.**

Darwalla Site Entry Rules

- Smoking is only permitted in the designated areas in accordance with Company Policy.
- Mobile phones are not to be used in or around the silos, near the gas filling station, fuelling areas or any activities or any flammable or explosive atmospheres.

Personal Protective Equipment



- Hearing protection is mandatory in the production areas of the site (where signed). Contractors are expected to provide their own hearing protection.
- Safety Boots must be worn by all contractors performing work on site.
- Other PPE is to be provided and worn by contractors as necessary for the work being performed.
- High Visibility clothing is to be worn in designated areas at all times

Drugs and Alcohol



The following behaviour is forbidden, as per the Darwalla's Drugs and Alcohol Policy:

- Working or reporting for work under the influence of drugs or alcohol.
- Bringing drugs or alcohol onto Darwalla workplaces.

- Any person on prescribed medication, which may have an impact or restrict a person's performance, should notify the Darwalla Representative.

Biosecurity

The production of top quality poultry is Darwalla's main goal. A key element in achieving this goal is disease management and prevention. You can play an important role in keeping our poultry disease free by following some simple bio-security guidelines:



- Do not enter a poultry shed or farm unless authorised by your Darwalla representative.
- Dip your boots in footbaths in front of entrances to sheds or other areas,
- Tools of trade must be cleaned / disinfected between sheds/farms.
- Must inform your Darwalla representative if you have had any contact with any avian species (birds), pigs or any biological materials associated with poultry in the previous 48 hours. Do not enter sheds/farms/facilities until you have been cleared to do so.
- Employees, contractors, and visitors to Darwalla's Rearing, Breeder and Hatchery complexes are required to shower onto and off each production unit and wear provided clothes and footwear.
- A serious breach of bio security guidelines may result in termination of the contract or removal of the worker from the site.

Refer to Quarantine Declaration for further information at the end of this document

Animal Welfare



Darwalla is committed to ensuring all of our chickens are treated humanely at all times. Handling birds must be in accordance with the Australian Code of Practice for the Welfare of Animals/Animal Care and Protection Act 2001.

CRUELTY TO BIRDS WILL NOT BE TOLERATED.

Any person found being cruel to any live bird will face disciplinary action.

Reporting Accidents / Incidents & Near Misses



Darwalla investigates all accidents that occur on its sites and we expect the co-operation of the contractor and contractors' employees to ascertain the cause to prevent a similar accident.

- All accidents / Incidents and near misses must be reported within two (2) hours of the occurrence to the Darwalla Representative (e.g. in person or via phone call) along with a notification to compliance@darwalla.com.au
- All observed Hazards must be reported to the Darwalla Representative within 24 hours.

Emergency Procedures



- Evacuation Assembly Points have been designated and will be communicated to you by the Darwalla Representative.
- On hearing the alert to evacuate move to the Assembly Area.
- Follow all instructions given by Darwalla personnel.

Work Standards



Any work performed for Darwalla is to meet, as a minimum, the relevant Australian Standard, legislation, regulations, Darwalla Procedures (hot work, isolation, confined spaces).

Note: All hot work and confined space work, must be undertaken by competent and licensed personnel and a permit is required to be completed **prior** to the commencement of the work.

Hot Work, Open Flame, Flame Cutting, Grinding.



- No hot work will be permitted unless a **Hot Work permit** is issued by a Darwalla Representative or delegate.
- The hot work permit conditions must be followed at all times.
- The hot work permit must be displayed during the work.
- Smoking regulations must be obeyed;
- There shall be no open fires on the site; and
- Where gas cylinders, including LPG, are kept on site, they must be stored upright in a secure and safe place. Unless there are specific local requirements, storage should be in accordance with the guidelines contained in Australian Standards.

Confined Space



- No Confined space work will be permitted unless a **Confined Space work permit** is issued by a Darwalla Representative or delegate.
- The Confined Space work permit conditions must be followed at all times.
- The Confined Space work permit must be displayed during the work.
- Person performing Confined Space Work must be trained and competent.
- Person performing Confined Space Work must have a spotter at all times who also must be trained and competent.

Hazardous Materials



Any operation involving hazardous materials or supplies can be performed only with the permission of the Darwalla Representative. This applies to paints, flammable liquids, gases, acids, explosives, strong oxidising materials, and any other hazardous or poisonous materials. Requirements contained within the SDS's must be followed at all times.

Use of Company Services



- The contractor must agree with Darwalla which services can be used e.g. electricity, gas, compressed air vacuum.
- In addition, the contractor must comply with any arrangements regarding the use of these services e.g. all electrical leads to operate with earth leakage protection.
- Where necessary, any equipment or tools loaned by Darwalla must be returned to Darwalla in the same condition as it was received for any necessary servicing, maintenance or repairs, with any fault clearly identified.

Storage of Plant and Equipment

- The contractor must make provision for the safe and secure storage of all equipment used and kept on site. The contractor must comply with local security arrangements.

Safety of Machinery



- Darwalla has established a lock out procedure for machinery requiring cleaning, maintenance or repair work.
- Machinery must be Isolated (Locked Out) and tagged prior to any cleaning, maintenance or repair work commencing. Locks will be provided for work undertaken at the production facility at Mt Cotton. For work on farm, or at the other facilities, locks must be provided by the contractor.
- All machinery and plant brought onto Darwalla premises must be fully guarded and protected in accordance with statutory requirements. AS4024.1 - 2019 Safety of Machinery also provides appropriate standards to be achieved.

- Contractors must not remove any guards from Darwalla plant without the prior permission of the Authorising Manager or a nominated Representative.
- Where guards are removed from machinery at any time for maintenance, repair or inspection, they must be properly replaced before the machine is used again.

Electrical Equipment



- All wiring, whether it is temporary or permanent, must be made safe and in compliance with the Australian Standards, codes and local wiring rules;
- Panel boxes, switchgear etc. must be kept locked;
- Under no circumstances will live, bare wiring or terminals be permitted; and
- Electrical equipment brought into any hazardous area where flammable vapours or dusts are present, must comply with the relevant sections of Australian Standards, in particular HB13-2007 - Electrical Equipment for Hazardous Areas.

Explosive power Tools



- Explosive power tools can only be brought onto the premises with the specific approval of the Darwalla Representative.
- Rigid safety controls must be maintained for the use of such equipment.
- Such tools are only to be used by persons who have been given thorough instruction and training in their proper use and are suitably licensed to operate such equipment.
- Tools and explosive charges must be securely locked up when not in use.

Power Tools



- Electric power tools and extension leads must only be used in conjunction with an earth leakage circuit breaker;
- Guards must be kept in place;
- Tools shall not be left, unattended where they create a hazard or unauthorised personnel can use them; and
- Electric tools or extension leads should not be used in areas where flammable liquids or explosive dusts may be present
- Electric tools or extension leads used on Darwalla sites' must be tagged and in test

Working on Roofs



Contractors must:

- When working on roofs that may be brittle (such as asbestos) or soft (such as aluminium), use crawling boards or roofing ladders;
- When working close to the edge of roofs, use guard rails or safety harnesses;
- Not obstruct any doors leading to the roof as they may be an escape route;
- Not throw anything to the ground from the roof;
- Not obstruct gutters and downpipes with anything, including rubbish, product etc.

Drains & Sewers



- If any drain/sewer cover is removed, it must be adequately highlighted and access to the area restricted. The cover must be replaced at the conclusion of work or whenever the area is unattended. **Compliance with confined spaces regulations is mandatory.**
- Nothing is to be deposited down any drains on Darwalla sites, either by cleaning tools and equipment, or disposal of substances; Every effort must be made to prevent product, chemicals, soil being washed into drains or sewers.

Fire and Explosion Prevention

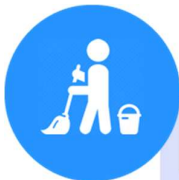
Contractors must:



- Provide fire extinguishers or other approved fire protection equipment as necessary for the operation;
- Take all precautions to prevent fires and fire-breeding conditions;
- Instruct their employees in the proper method of raising an alarm;
- Ensure employees are aware of the evacuation procedure including signal, escape routes and assembly points.

Housekeeping

Contractors must:



- Maintain good housekeeping conditions;
- Clean up all waste after every job;
- Store materials and supplies carefully so as not to expose any part of the building, construction or personnel to any risk of danger; and
- Not obstruct fire exits, aisles or create tripping or slipping hazards.

Control of Hazards

Contractors must:



- Properly protect excavations, floor openings and hazardous areas. These must be properly protected with barriers and warning signs;
- Provide adequate lighting for hazardous areas; and
- Secure dangerous materials, supplies or equipment.

Special Hazardous Operations

Many operations are hazardous. There are widely accepted standards, procedures and safe practices that can greatly reduce the hazards of any particular operation. For instance, hard hats are required on all construction sites and in some areas of building alterations; goggles and other protection are needed when working with acids and caustics; safe spray painting requires good ventilation and explosion proof electrical equipment.

It is expected that the contractor will be familiar with safety standards applicable to the operations and that proper safeguards will be employed.

Some of the operations deemed hazardous, where special precautions are needed are:



- Rigging, hoisting, working on or erecting scaffolding, working overhead;
- Cleaning the interior of tanks; entering pits or other areas where the atmosphere may be hazardous, or where oxygen may be deficient
- Spray painting
- Excavating
- Loading or unloading of flammable liquids
- Working on, or around moving equipment
- Cleaning with acids or caustic materials; and
- Use of compressed air

WPf060 Permit to work on site must be completed by the person performing any high-risk work listed below **prior** to the work commencing:

- Working at Heights
- Access to roof or ceiling spaces
- Trenching or excavation work
- Crane operation
- Energy isolation (Gas, Water, Electricity)
- Working on Expanded Polystyrene (EPS) Panels

Traffic Management



- All sites have specific Traffic Management Plans in place, which must be followed by all workers entering the sites.
- Access to the specific Traffic Management Plans will be allowed once check-in using the Darwalla's **onside** platform.
- Pedestrians must be kept at a safe distance from working Powered Mobile Equipment.

Environment

Darwalla is committed to recycling when and where practical. This includes recycling of paper/cardboard and metals. All other waste is to be disposed of in the waste bins provided. Environmental impacts also include noise, odour and light pollution.

Privacy of Information

The contractor will keep confidential any information regarding Darwalla's operations. The only person permitted to provide information to the media is the CEO



Congratulations – you have now completed the Contractor Induction section

Please remember to use the Darwalla's **onside platform to check in/out when you visit a Darwalla's site.**

Documentation

WPf003 Confined Space Risk Assessment
WPf004 Hot work Permit
WPf060 Permit to work on Site

Associated Documents:

Workplace Health and Safety Act
WPp002 Chemical Storage & Handling
WPp005 Visitor and Contractor Induction Procedure
WPp027 High Risk Work Procedures
WPp031 Traffic Management Plan