



**SERVICE  
FOODS**

BEHIND EVERY  
GREAT CHEF

# Occupational Health & Safety Policy

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Service Foods Limited

# OBJECTIVE

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Service Foods is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

**1.1 Health and Safety Policy:** Service Foods have developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of H&S at senior level reinforces its importance to Service Foods' commercial objectives and legal obligations.

**1.2 Policy Authorised by the Directors:** The Directors will formally sign and date the current written policy and display it in the designated areas. A Director will formally approve the policy and procedures.

A Director reviews the documented health and safety policy every second year.

**1.3 Policy Incorporates Management Commitment to Comply with Relevant Legislation:** Service Foods health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Health and Safety at Work Act 2015 and associated Regulations
- Accident Compensation Act 2001
- Relevant Codes of Practice
- AS/NZS 4804 ~ Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

**1.4 Policy Includes Management Responsibilities:** Service Foods has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the H&S controls as well as assisting in H&S planning.

Service Foods H&S policy is to inform employees and contractors (workers) and other interested parties that H&S is an integral part of its operations. All workers are encouraged to be actively involved in the review and continual improvement of H&S performance reinforces this.

# GENERAL RESPONSIBILITIES:

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## EMPLOYERS SHALL

- Provide and maintain a safe working environment
- Provide and maintain safe plant and systems of work (including, but not limited to, identifying, assessing and controlling hazards)
- Provide information, instruction and supervision of workers
- Ensure the safe use, storage and handling of substances
- Provide adequate facilities for workers
- Consult with workers in respect of health and safety matters
- Consult, co-operate and co-ordinate their activities with other Personas Conducting a Business or Undertaking where required by law to do so as to ensure health and safety.

## SENIOR MANAGEMENT

Where senior managers are visibly committed to H&S, workplaces have lower rates of work-related injury and illness. Leadership and commitment are visible by

- The executive team and Board involved in assessing the effectiveness of the H&S management system
- The appropriate and responsible allocation resources to ensure health and safety
- Allocating and actively reviewing responsibilities, authority and accountability
- Carefully planning and following through decisions related to health and safety
- Assessing health and safety performance of every aspect of the business and implementing continuous improvement
- Regularly reviewing H&S
- Integrating H&S into all decision making
- Consulting with employees over H& S matters
- Developing written policies and procedures

## MANAGERS AND SUPERVISORS HAVE RESPONSIBILITIES ON BEHALF OF SERVICE FOODS TO

- Act as role models
- Ensure that workers have the information, instruction, training and supervision that they need to work safely
- Report and record workplace incidents and injuries without delay
- Consult with workers on H& S matters
- Maintain a safe working environment

## **SERVICE FOODS' COMPLIANCE MANAGER WILL**

- Formally approve the Occupational Health and Safety Procedures
- Assist in developing preventive strategies
- Assist in identifying, assessing and controlling hazards
- Assist in Workplace Inspections, audits and incident investigation
- Coordinate the collection, recording and analysis of H&S data
- Facilitate rehabilitation of injured workers
- Perform the functions assigned to Senior Staff.

## **1.5 INDIVIDUAL EMPLOYEES' RESPONSIBILITIES TO HEALTH AND SAFETY**

### **EMPLOYEES WILL:**

- Comply with relevant legislation, regulations, and codes of practice, standards and safe operating procedures either statutory or established by our organisation.
- Adhere to all safe working procedures in accordance with instructions.
- Take reasonable care of themselves and others who may be affected by their actions.
- Ensure that they are accountable and responsible for health and safety within their areas of responsibility.
- Use the appropriate personal protective equipment and attend training that will help to work safely.
- Accurate reporting, recording and investigation of all work-related accidents and near-miss incidents.
- Immediately report any damage or difficulties with personal protective equipment.

## **1.6 CONSULTATION WITH EMPLOYEE REPRESENTATIVES**

Service Foods is committed to consultation and cooperation between management and employees, and employee representatives to any change or input to the health and safety policy that will affect the workplace.

It is the responsibility and accountability of the managers to ensure that the outcomes are achieved in a timely manner

## **1.7 REPORTING AND RECORDING OF WORKPLACE INCIDENTS AND INJURIES**

Service Foods has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

## **1.8 CONTINUOUS IMPROVEMENT IN HEALTH AND SAFETY**

Service Foods H&S processes are subject to regular reviews when factors likely to affect the degree of risks from hazards, such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

It is the responsibility and accountability of management to ensure that the outcomes are achieved in a timely manner.

Service Foods will continue to access best practice information and integrate this into H&S improvement and will continue to monitor developments in design and Personal Protective Equipment to ensure that our plant and staff remain as safe as possible

Over time new information may come to light which may require the H&S assessment to be repeated. Regularly repeating the assessment process, with rigorous acceptability criteria, also promotes continual improvement in managing H&S.

Staff who “go above and beyond” from what is generally described as their normal duties are formally recognised. The situations where recognition is given include, but not limited to, identifying a new hazard, assisting in any accident /incident affecting a fellow staff member or advocating a positive change in procedures. This is managed through the following

1. At the next appropriate staff meeting the appropriate manager provides a brief explanation of the significant contribution and offers congratulations. This is recorded in the meeting minutes.
2. Depending on the significance of the contribution the manager may offer a token of appreciation.

## **1.9 MANAGERS UNDERSTAND HEALTH AND SAFETY MANAGEMENT**

The Service Foods management team are responsible for the development, promotion and implementation of H&S policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. The Compliance Manager or a suitability trained member of staff will conduct first day induction and the Departmental Manager is responsible for communicating and training employees H&S within their work environment on an ongoing basis.

Various seminars, briefings conferences and training sessions are attended as and when necessary and available.

## **1.10 MANAGEMENT SUPPORT OF EARLY RETURN TO WORK OF INJURED EMPLOYEES**

Service Foods supports the early return to work (RTW) of injured employees. The primary criterion for enabling any RTW is to gain endorsement by a medical physician that the injured employee is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

It is the responsibility and accountability of the Compliance Manager with the help of Human Resources to ensure that the outcomes are achieved in a timely manner.