



HEALTH & SAFETY POLICY

Effective Date: 14 January 2019

Policy Owner & Contact: Health Safety & Product Compliance Manager

This policy applies to: All CAJ van der Voort Group (CAJ) employees, contractors, customers and visitors, both the Pack - House and Orchards

This signed policy confirms our commitment to making CAJ van der Voort workplaces safe and healthy work environments.

DISPLAYED

This policy will be displayed at each work location within the CAJ van der Voort Group.

PURPOSE & AIM

CAJ is committed to providing a safe and healthy working environment for all people involved in our business.

This Health & Safety Policy (Policy) expresses our commitment to health and safety in the workplace.

If you work at CAJ in any capacity, including employees and contractors, whether on a full-time, part-time or casual basis, on or off-site, or if you are a customer or visitor visiting our workplace or an event we have organised, then this Policy applies to you and you must familiarise yourself with, and comply with, the current Policy.

This Policy is subject to relevant NZ legislation. This Policy may be reviewed, varied, added to or withdrawn by CAJ at any time, at our absolute discretion.

CAJ's PLEDGE TO WORKPLACE HEALTH & SAFETY

We promote a culture which endeavours to control the risks of harm to our people through or at work.

In order to meet our commitment to workplace health & safety, CAJ takes all reasonably practicable steps to:

- ensure workplace health and safety is implemented and maintained at any of the premises controlled by us;
 - ensure a HSE Management System is implemented, that continually improves our workplace health and safety and risk management process;
 - monitor workplace conditions and identify and respond to any risks as they arise;
 - integrate health and safety into the organisations planning cycle so that measurable safety objectives and targets can be set, plans formulated and performance measured on a regular basis;
 - consult, communicate and empower employees to cultivate a positive culture of health and safety and support the active management of risks to health and safety in their own work area;
 - ensure all people, including contractors, are held accountable for fulfilling their health and safety responsibilities;
 - provide appropriate training, instruction and supervision to people regarding workplace health and safety related matters;
 - make available appropriate first aid facilities, supplies, and personnel trained to administer first aid;
 - assign resources to meet the commitments of this Policy; and
 - review and, where possible, improve policies, management systems and practices relating to health and safety.
- Providing and maintaining a safe working environment



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YOUR PLEDGE TO WORKPLACE HEALTH & SAFETY

Workplace health and safety is a joint responsibility of all persons in the CAJ workplace and you are responsible for ensuring your own health and safety, as well as the health and safety of others.

This means you will need to:

- work in a safe and responsible manner, and not in a way that places you or others in a position of risk to safety or health;
- follow safe work practices and methods and abide by all applicable safe working instructions, directions and procedures;
- wear all assigned safety clothes and equipment, where appropriate;
- only use materials, equipment and vehicles that you have been approved to use;
- not interfere with or misuse any plant, equipment, vehicles or any other materials provided by CAJ;
- ensure all plant, equipment and vehicles are safe to use before operating;
- assist in identifying and assessing risks and implementing risk control measures;
- take reasonable steps to maintain your immediate work area in a tidy and safe condition;
- attend regular training dealing with workplace health and safety;
- immediately report any:
 - unsafe plant, equipment or vehicles, or working conditions or unsafe work practices you become aware of;
 - injuries or illnesses (however minor) and any 'near misses';
 - any breach of this Policy;
- co-operate with CAJ regarding any workplace health and safety-related matter

CONSEQUENCES OF BREACHING THIS POLICY

CAJ retains the discretion to commence disciplinary action for breaches of this Policy.

Disciplinary action may include a written warning, counselling, suspension or the cessation of a person's employment with CAJ.

Jackie van der Voort
Post Harvest Manager

Date:

14/01/19