

## New Zealand Food Network – Volunteer Health & Safety Induction

**Welcome to NZFN** – we hope you enjoy your time with us. As part of you being on site we need you to abide by our site Health & Safety Rules. Key messages from the overall site H&S are:

- **Professional Standards (for full detail see 1.1 Team member and Contractor Health & Safety Induction Policy)**
  - NZFN considers harassment in any form unacceptable and will not tolerate harassment under any circumstances. NZFN believes that all workers have the right to work in an environment which is free of harassment.
  - Any complaints of harassment will be treated seriously and confidentially. Please raise any issues with the person who arranged your group to come to NZFN.
  
- **Drug and Alcohol Policy**
  - NZFN recognises that workers who attend work while under the influence of drugs and/or alcohol places all others on site at risk because of their actions. This policy is on the main notice board and clearly defines:
    - The types of drug and alcohol testing performed on our sites (random, post incident or reasonable cause).
    - The way in which these tests are undertaken, NZFN and workers responsibilities for compliance, and the possible ramifications of non-compliance.
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- **Smoke Free Policy**
  - Smoking is prohibited within all NZFN buildings.
  - Smoking is permitted in the designated outdoor smoking areas only.
  - This area is a privilege and smokers must keep it clean and tidy at all times, using the ash trays and rubbish bins provided.
  
- **Site Access**
  - If you are in a vehicle, please park in the main carpark 18 Underwood Street.
  - Is through the reception door only, do not use inwards goods or despatch doors
  - Please have each individual sign-in on the sign-in pad at reception before proceeding to the warehouse.
  
- **Mobile Phones**
  - Personal calls are discouraged during work hours – but if you do need to make or take a call – please ensure it is safe to do so.
  - Mobile phone use while driving is not permitted as per NZ Law.
  
- **PPE**
  - Hi Visibility Clothing – a safety vest that is worn over your normal clothing, supplied by NZFN. We will also supply other PPE as required e.g. safety glasses, gloves, dust masks, etc.
  - Closed toe safety shoes.
  
- **Injury Management**
  - Should an incident or accident occur follow the reporting and procedures as directed by your NZFN contact.
  - Take reasonable care for your own health and safety and, that your acts or omissions do not adversely affect the health and safety of other persons.

- **Toilets**

- Your supervisor will show you where the toilets are located, these can be accessed from the warehouse or the office.

- **Cafeteria**

- There is a lunchroom fully equipped to store, prepare and heat meals that you bring with you.
- There is also filtered water, hot water, tea and coffee available.

***Safer Rules – NZFN has created a set of Safer Rules. These rules are non-negotiable and apply to all people on site at NZFN – see below.***



**Always look out for your workmates**



**Tell us what is dangerous, dodgy or different**



**MHE ALWAYS have right of way**



**Zero Drugs - Zero Alcohol**



**Report all injuries and near hits**



**Never interfere with safety devices**

**Site Map of location of assembly points**

