



# **FOODBANK SA & NT HEALTH & SAFETY**

# THINK SAFETY

**FOODBANK SA & NT IS COMMITTED TO PROVIDING A SAFE WORKING ENVIRONMENT.**

**We will ensure that we conduct our operations in a manner that does not put the health and safety of any person at risk.**

When you volunteer with us here at Foodbank, it goes without saying that you will return home healthy and without injury. But unfortunately, incidents do happen, so we have to always **think safety** while completing our duties and be aware of potential hazards.

Some of the main threats to your safety, to consider and be aware of, include:

- » manual handling,
- » safety when driving,
- » being observant and cautious of forklifts operating in our warehouses and;
- » slips, trips and falls.

Incidents can be prevented, everyone is responsible for their health, safety and wellbeing. It is most important to be aware of your surroundings, read, understand and follow our policies and procedures and make responsible decisions about your health.

If something looks too heavy, ask for help, if you are feeling tired on the road, have a rest, and if items are not properly packed and loaded, it is your right to refuse to pick them up.



# MANUAL HANDLING

Manual Handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or move an object. Manual handling injuries are one of the most common forms of injuries in the workplace but by following some basic safety steps, occurrence of manual handling injuries can be dramatically reduced.

## HERE ARE OUR STEPS FOR BETTER MANUAL HANDLING:

**STEP 1:** Plan and check for dangers to yourself or others.

**STEP 2:** Check your balance and position. Is the load balanced? is it stable? Is it within your weights? Is it easy to grip?

**STEP 3:** When lifting items use your leg muscles – not your back. Squat down, bending at the hips and knees only. Your feet should be wide apart, head and back upright. Slowly lift by straightening your hips and knees. Keep abdominal muscles tight and bear the load in close to your body.

**STEP 4:** Do not jerk- keep the movement smooth. DO NOT twist, turn or bend your back when lifting, carrying or lowering any load. Take rests when required.

**STEP 5:** When moving your load, move from your feet. Smoothly and carefully move your legs and feet when turning or lowering the load. Avoid twisting at your waist.



CHECK SURROUNDINGS FOR DANGERS



CHECK BALANCE AND POSITION



LIFT WITH YOUR LEGS – NOT YOUR BACK



DO NOT TWIST WHEN CARRYING



CAREFULLY LOWER THE LOAD

# MANUAL HANDLING



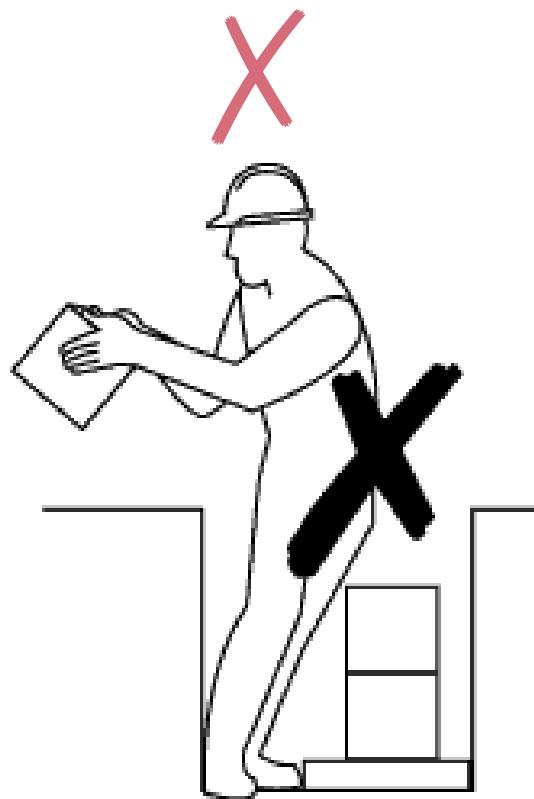
**DO NOT USE YOUR BACK**



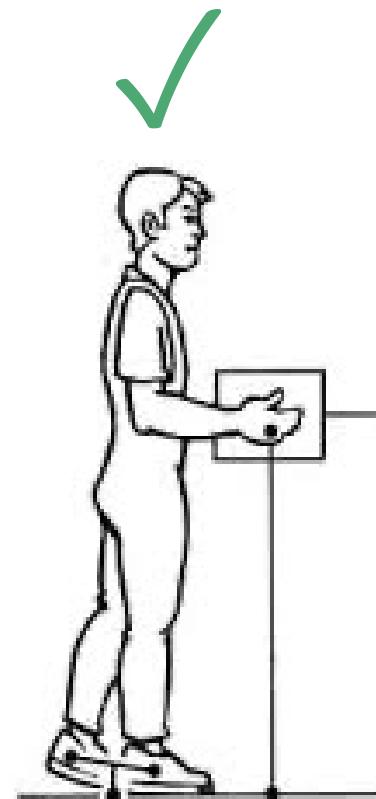
**DO USE YOUR LEGS**



# MANUAL HANDLING



**DO NOT TWIST WHEN LIFTING**



**DO TURN WITH LEGS**

# MANUAL HANDLING



To prevent manual handling injuries, it is important to ensure every volunteer is informed of the correct lifting and moving procedures.

If something looks too heavy, ask for help. It is your right to refuse to pick them up.

**X DON'T LIFT BULKY OR HEAVY LOADS ALONE.**  
Doing so puts great stress on your low back muscles and spine.

**✓ DO LIFT HEAVY LOADS AS A TEAM.**  
This reduces the risk to personal injury

**✓ DO USE MANUAL LIFTING AIDS.**  
Hand trucks, dolly's or forklifts are available to do the heavy lifting. Doing this is a safe and smart way to work, it is much less work and less risk of injury. **Forklift use is by trained operators only.**

# SAFETY IN THE WAREHOUSE

## NO MOBILE PHONE USE IN THE WAREHOUSE

For safety reasons mobile phones are not to be used on the Warehouse floor.

Mobile devices are a distraction and have the potential to contribute to workplace accidents that have significant consequences.

In order to eliminate this risk, phones are not to be used on the warehouse floor.

This includes while being on a tour in the warehouse.

Photos must not be taken in the warehouse either.



## NO USE OF DEVICES IN THE WAREHOUSE

# SAFETY IN THE WAREHOUSE

## WHAT TO WEAR

For the safety of yourself and others it is important that all visitors wear appropriate attire when in the Foodbank Warehouse to ensure everyone's safety.

### WHEN VISITING AND WORKING IN THE WAREHOUSE PLEASE ENSURE:

- Closed-toe sneaker style shoes are worn at all times. NO thongs, sandals or open-toed shoes are permitted.
- Comfortable clothing is worn appropriate to the season. It can get hot or cold in the warehouse.

Foodbank SA & NT will provide hi-visibility vests for visitors, which must be worn at all times.



# SAFETY IN THE WAREHOUSE

## FORKLIFT & MACHINE SAFETY

The Foodbank SA & NT warehouse is the bustling heart of the organisation, large donations of food are delivered for storage, then distributed and delivered to our welfare agencies, hubs and schools.

There is a lot of traffic and movement in the warehouse and it is essential to be alert and look after your own and others safety. Importantly, forklifts operate in the warehouse, which pose a risk to your safety.

### THERE ARE FIVE SIMPLE TIPS FOR FORKLIFT SAFETY:

1. Always wear Hi-Vis
2. Stay within barriers/walkways provided
3. Give forklifts right-of-way
4. Stop, look and listen
5. Follow ALL safety signs and instructions from Foodbank SA & NT staff

In a forklift area, you must always be alert! Expect a forklift to appear at any time, and anywhere! Never assume the forklift driver has seen you – ensure eye contact is made.

Additionally, **NO** volunteers are allowed to operate the forklifts or bin tipper at any time and must stay clear of moving parts. Only trained and assigned staff members may operate these.



# SAFETY IN THE WAREHOUSE

## REPORTING INCIDENTS & NEAR-MISSES

While every precaution is taken to prevent incidents and near misses a serious incident may still happen despite our best efforts to operate a safe workplace, and if it does then there are specific steps that you should take.

**Incident:** An incident is any work-related fatality or serious injury or illness and must be reported immediately, whether it involves a worker, volunteer or member of the public.

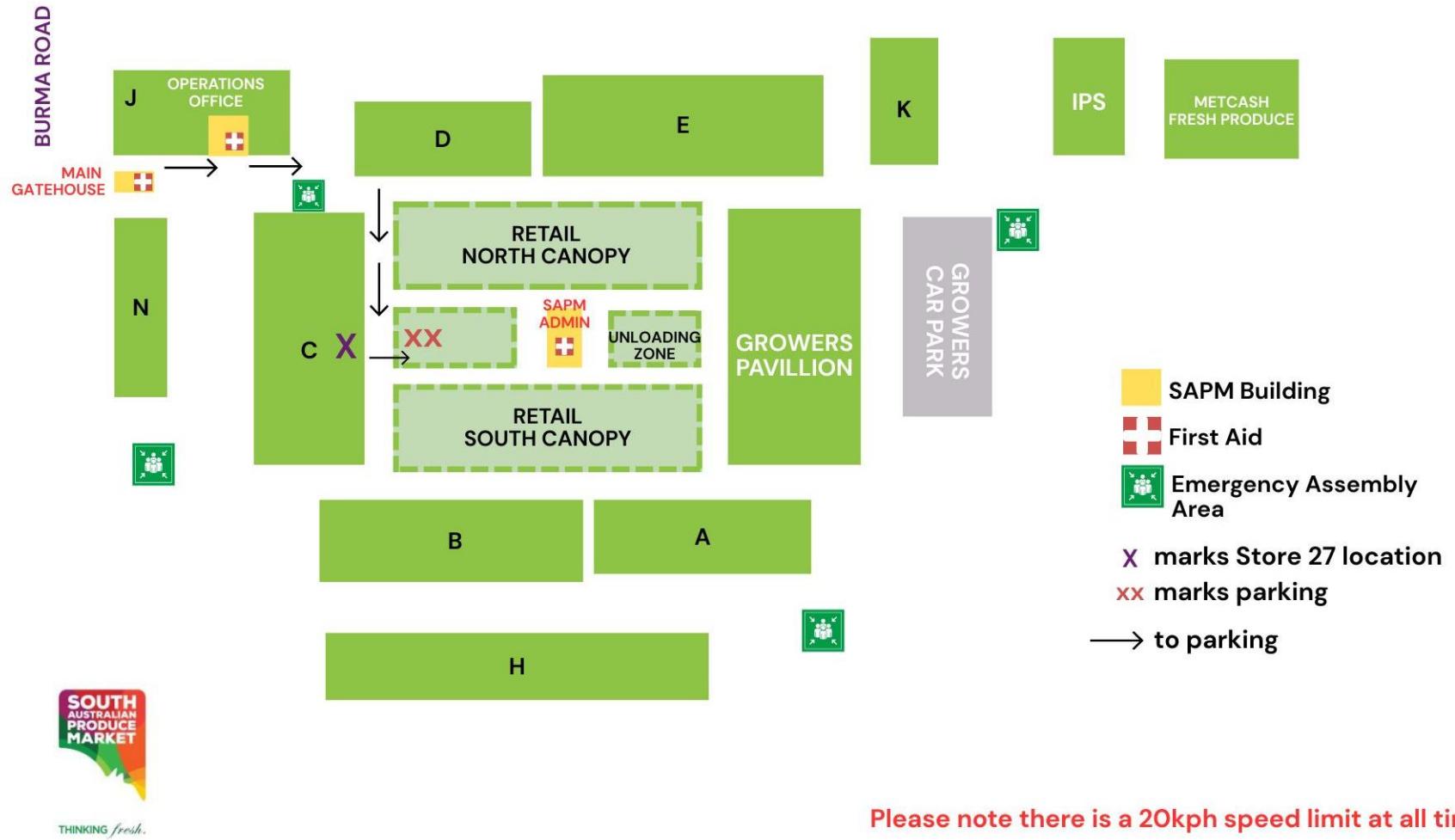
**Near Miss:** A near miss is an unplanned incident which does not cause injury or damage but has the potential to do so if left.

### THE STEPS YOU SHOULD TAKE IF YOU ENCOUNTER AN INCIDENT OR NEAR MISS:

1. Report the incident or near miss to a Supervisor and provide any witnesses.
2. Ask the Supervisor for an Incident Report to complete.
3. Follow the instructions of the Supervisor.
4. Advise of incidents or near misses immediately, no matter how minor they seem.
5. If it is a serious injury, illness or emergency call 000 immediately.
6. If in a Foodbank vehicle, check the glove box for the necessary steps to follow.



# South Australian Produce Market Map



# EMERGENCY EVACUATION PROCEDURE

In the event of a fire or other dangerous situation you may need to evacuate the premises. If an evacuation is required, please follow the instructions below and listen to the Chief Warden.

## **IF YOU DISCOVER A FIRE OR ARE AWARE OF A DANGEROUS SITUATION, PLEASE:**

**RAISE THE ALARM** and notify the Chief Fire Warden or a Foodbank staff member.

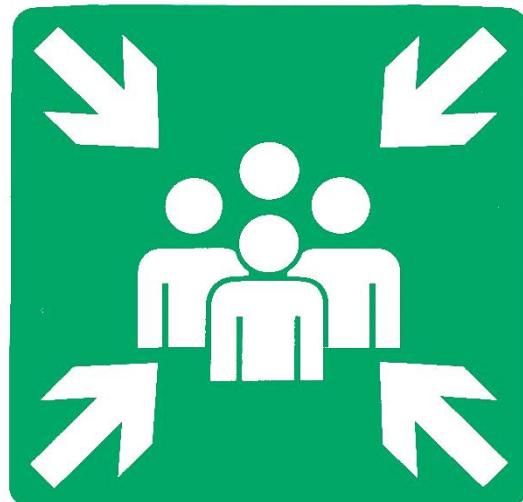
**IMMEDIATELY EVACUATE** the building by the nearest available exit when you hear the alarm (three long beeps)

**DO NOT** collect or go looking for your personal items.

**SAFELY MOVE** to the Assembly Point located on the far side of the carpark under the 'Foodbank' sign (refer site plan near exits and in this manual).

**WAIT** for the Chief Warden to conduct a head count and follow further instructions.

**DO NOT** leave the Assembly Point or enter the building until officially informed that it is safe to do so by the Fire Wardens.



**Thank you for joining us in our mission to end  
hunger in South Australia and the Northern  
Territory.**



**Any Questions?**

Contact Jennifer Taylor or your Supervisor  
E: [corporatevolunteer@foodbanksa.org.au](mailto:corporatevolunteer@foodbanksa.org.au)  
P: 08 8351 1136 Ext 232

[www.foodbank.org.au](http://www.foodbank.org.au)

