

Development of an OH&S induction training video for the post harvest sector of the seafood industry

Bryan Skepper



SEAFOOD SERVICES
AUSTRALIA



Australian Government

**Fisheries Research and
Development Corporation**

Project No. 2003/415

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Non-technical Summary

2003/415	Development of an OH&S training video for the post harvest sector of the seafood industry
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PRINCIPAL INVESTIGATOR: Bryan Skepper
ADDRESS: Administration Manager and Company Secretary
Sydney Fish Market Pty Ltd
Locked Bag 247
PYRMONT NSW 2009
Telephone: 02 9004 1102 Fax: 02 9004 1182

OBJECTIVES:

1. To develop and produce an OHS training video for the post harvest sector of industry that meets the requirements of the Occupational Health and Safety Act and is compatible with the competency requirements of the Seafood Industry Training Package.
2. A user guide and workbook was also to be produced.

NON-TECHNICAL SUMMARY:

OUTCOMES ACHIEVED

The output of this project is the Occupational Health and Safety Induction DVD for the Post Harvest Sector of the Australian Seafood Industry (ISBN 978-0-9804231-0-5) plus a Workbook Companion to the DVD (ISBN 978-0-9804231-1-2) that can be used by seafood businesses and individuals who work in the post harvest sector. Use of this resource material by business owners, managers and employees will assist in the achievement of the following project outcomes:

1. Improved knowledge of OHS obligations and skills;
2. Improved compliance with OHS legislation, thus reducing the risk of prosecutions and fines;
3. Reduced number of workplace accidents, illnesses and injuries; and
4. As a consequence, reduced cost of workers compensation insurance premiums.

Occupational Health and Safety issues are becoming extremely important in today's commercial environment with state Occupational Health and Safety Acts imposing high penalties for failing to provide a safe place of work.

Prior to this project, there was no industry specific induction training video available for use in the wholesale and retail sectors of the Seafood Industry.

Sydney Fish market Pty Ltd has implemented its own OHS Management System that is certified to *AS: NZS 4801:2001 Occupational Health and Safety Management Systems*, and accordingly, has internal systems in place

that were able, with minor amendment, to be adapted to form the basis of a training resource video for the industry.

By taking advantage of this, plus the fact that almost all operations could be filmed on the one site (Sydney Fish Market), it has been possible to develop an industry specific OHS Induction Training DVD and Workbook on a relatively small budget.

A Technical Advisory Committee comprising the following, guided the project:

Bryan Skepper	Administration Manager, Sydney Fish Market Pty Ltd (Principal Investigator)
Mark Boulter	Quality Safety and Environmental Manager Sydney Fish Market Pty Ltd
Michael Kitchiner	Master Fish Merchants Association of Australia
Roy Palmer	Seafood Services Australia
Tanya Adams	Taylor Health and Safety Pty Ltd

In addition, David Milne of the Australian Maritime College was consulted to ensure that the DVD and Workbook met the requirements of the Seafood Industry Training Package.

The output of the project is an OHS Induction Training DVD with the following modules:

1. General Induction.

This module provides a general OHS Induction covering topics such as legislative requirements; duties of the employer and employee; employee consultation; risk management and reporting; OHS hierarchy of control, workers compensation etc.

2. Seafood Industry Hazards

This module builds on the information contained in Module 1 and covers industry specific risks and hazards such as:

- Manual handling
- Filleting and shucking
- Slips trips and falls
- Personal protective equipment
- Hot and cold work
- Violence and bullying
- Shift work and fatigue
- Emergency procedures
- First aid etc.

3. Contractors

Module 3 explores the issues involved when contractors (electricians, refrigeration mechanics, construction workers etc) are undertaking work in the workplace.

An enhanced (over that originally proposed) Workbook Companion with worked examples and templates has been developed as it added considerable value to the finished product.

Use of this resource material will assist business owners, managers and employees to:

1. Improve their knowledge of their OHS obligations and skills;
2. Improve their level of compliance with OHS legislation, thus reducing the risk of prosecutions and fines;
3. Reduce the number of workplace accidents, illnesses and injuries; and
4. As a consequence, reduce the cost of workers compensation insurance premiums.

By far the most important outcome is the potential to reduce workplace accidents and injuries.

KEYWORDS: **Occupational Health & Safety Induction DVD For the Post Harvest Sector of the Australian Seafood Industry; Occupational Health and Safety Training; OHS training video**

Note: Outcomes are the results, impacts or consequences of actions by the SSA and it's R&D partners on the fishing industry and Australia's economic, environmental and social resources. **Outputs** are the goods and services (mainly knowledge, processes and technology) that the SSA and its R&D partners produce for external organisations and individuals.

Acknowledgements

Funding and project management

The Australian Government's Fisheries Research and Development Corporation (FRDC) provided funding for this project through the Seafood Industry Development Fund administered by Seafood Services Australia (SSA). Sydney Fish Market Pty. Ltd. (SFM) and the Master Fish Merchants Association of Australia (MFMA) also provided funding for the project.

Bryan Skepper and Mark Boulter from Sydney Fish Market managed this project. We wish to acknowledge the following people for the assistance they gave in the production of this training resource.

Scripting and editing

Tanya Adams, Taylored Health and Safety Pty. Ltd.
Michael Kitchener, Master Fish Merchants Association of Australia
David Milne, Australian Maritime College
Craig Murray, Sydney Fish Market Pty. Ltd.
Roy Palmer, Seafood Services Australia/Tigrey Pty. Ltd.
Fiona Weigall, Health & Safety Matters Pty. Ltd.
Elephant Productions Pty. Ltd.

Production

Elephant Productions Pty. Ltd.

The staff from Sydney Fish Market, and its many retail tenancies plus Jo DeBelin and the staff from JD Exports Pty. Ltd. for their assistance during filming.

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Background

Occupational Health and Safety issues are becoming extremely important in today's commercial environment with state Occupational Health and Safety Acts imposing high penalties for failing to provide a safe place of work.

In 2002, WorkCover NSW, through its Retail Industry Reference Group formed a Seafood Industry Working Party to develop strategies to improve OHS management in the post-harvest sector of the NSW seafood industry. The Working Party identified a need to undertake research into manual handling as a first priority and WorkCover allocated funds to undertake this study.

One of the key recommendations from this research was *“To better manage the risks associated with manual handling and other OHS hazards, a strategic, co-ordinated and national approach is recommended. This should include the following key areas as the foundation for improvements:*

- *Development and implementation of OHS management systems*
- *Improved designs and layout of premises*
- *Increased awareness of manual handling and other OHS risks*
- *OHS Education and training for all people working in the industry*
- *On-going information dissemination and support for OHS”¹*

Following on from this study, the Master Fish Merchants Association of Australia, with the support of Sydney Fish Market Pty Ltd was successful in securing WorkCover funding to employ an extension officer to work with seafood retailers and wholesalers to assist in the implementation of OHS management systems.

However an essential step in achieving a safe work environment is to ensure that employees and contractors are inducted into the workplace so that they understand their own responsibilities, are aware of the hazards, and have an understanding of the systems in place to control the risks associated with these hazards.

Prior to this project, there was no industry specific induction training video available for use in the wholesale and retail sectors of the Seafood Industry.

Sydney Fish market Pty Ltd has implemented its own OHS Management System that is certified to *AS: NZS 4801:2001 Occupational Health and Safety Management Systems* and accordingly, has internal programs that were able, with minor amendment, to be adapted to form the basis of a training resource video for the industry.

In developing this project there was widespread consultation with industry via the Seafood Services Australia Industry Network, and this consultation

¹ WorkCover NSW, Manual Handling Methods in the Retail Seafood Industry Final Report, September 2002.

process confirmed considerable support for the project provided the outcome was:

- Consistent with the competency unit “SFICORE104A – Meet Workplace Health and Safety Requirements” in the Seafood Industry Training Package; and
- Structured in such a way that it is compatible with the work being undertaken in FRDC 2002/231

As a consequence, funding was provided from the Seafood Industry Development Fund (administered by seafood Services Australia Ltd on behalf of the Fisheries Research and Development Corporation) for the production of such a video.

Need

The need for an industry specific OHS induction training video was clearly identified in the WorkCover NSW funded research project on Manual Handling Methods in the NSW Seafood Industry.

This need was reinforced during industry consultation and discussions at Seafood Services Australia Industry Network meetings and comments received on the final draft of the DVD when it was sent to selected industry participants for peer review. One such comment was *“the DVD covers most aspects of OHS and combined with a workbook will be a fantastic resource for all processors.”* *“This part of induction into the post harvest sector is usually done badly by most companies. This DVD will help them.”*²

Further, prior to this DVD there was no industry specific OHS induction training resource that could be used by training providers to assist in the delivery of the competency unit “SFICORE104A – Meet Workplace Health and Safety Requirements” in the Seafood Industry Training Package.

Objectives

The objective of the project was to develop and produce an OHS Induction Training Video for the post-harvest sector of the seafood industry that meets the requirements of the various Occupational Health and Safety Acts and is compatible with the requirements of the Seafood Industry Training Package.

To this end, it was intended that a video would be produced that would have three modules:

- General OHS Induction
- Manual Handling
- Contractor Induction

² Martin Perkins, Queensland Seafood Marketers Association.

A user guide and workbook was also to be produced. During the course of the project it became apparent that the best form of delivery would be a DVD with the following modules:

1. General Induction.

This module provides a general OHS Induction covering topics such as legislative requirements; duties of the employer and employee; employee consultation; risk management and reporting; OHS hierarchy of control, workers compensation etc.

2. Seafood Industry Hazards

This module builds on the information contained in Module 1 and covers industry specific risks and hazards such as:

- Manual handling
- Filleting and shucking
- Slips trips and falls
- Personal protective equipment
- Hot and cold work
- Violence and bullying
- Shift work and fatigue
- Emergency procedures
- First aid etc.

3. Contractors

Module 3 explores the issues involved when contractors (electricians, refrigeration mechanics, construction workers etc) are undertaking work in the workplace.

Further it was decided that instead of producing a Workbook that would simply include the trainers running sheet and guide to use of the DVD and a very basic assessment process to the Seafood Industry Training Package module *SFICORE104A – Meet Workplace Health and Safety Requirements*, it would be preferable to produce an enhanced workbook with worked examples and templates as it would add considerable value to the finished product. This has been achieved.

Methods

To ensure that the objectives of the project were achieved and that the technical content of the DVD and workbook was correct, a technical Advisory Committee was formed comprising:

Bryan Skepper	Administration Manager, Sydney Fish Market Pty Ltd (Principal Investigator)
Mark Boulter	Quality Safety and Environmental Manager Sydney Fish Market Pty Ltd
Michael Kitchiner	Master Fish Merchants Association of Australia
Roy Palmer	Seafood Services Australia
Tanya Adams	Taylor Health and Safety Pty Ltd

In addition, David Milne of the Australian Maritime College was consulted to ensure that the DVD and Workbook met the requirements of the Seafood Industry Training Package.

The development of the DVD was divided into three stages:

Stage 1

A meeting of the Technical Advisory Committee was held at Sydney Fish Market to workshop the basic script outline and scope of the DVD. This workshop resulted in a scoping document that was used as a basis for calling tenders for the production of the DVD from three production houses with experience in developing training videos. The successful tender for this work was from Elephant Productions Pty Ltd due largely to their extensive experience in this field plus having produced training videos for the catching sector of the seafood industry (eg FRDC 2002/231).

The basic script outline was then provided to Elephant Productions who produced the first draft of the script that was revised on a number of occasions by the Technical Advisory Committee.

David Milne, from the Australian Maritime College reviewed the draft script and advised *“The video appears to cover pretty well the required content of the Seafood Industry Training Package unit SFICORE106A & B (core unit).”* The AMC made a number of suggested changes to cover any identified gaps and these have been incorporated into the script.

Comments on the script were also obtained from the consultants who undertook the WorkCover NSW study into Manual Handling Methods in the Retail Seafood Industry, Health and Safety Matters Pty Ltd. Their advice was *“The script and video appear to provide an excellent summary of the key requirements for this sector of the industry. It outlines a range of the hazards in the sector and explains in clear language and with good vision how the hazards should be managed.”*

Once the script was finalised to the point that filming could commence (Milestone 1), the project moved to the next stage.

Stage 2

Stage 2 involved filming and editing of the DVD, based on the script developed under Stage 1.

To minimise costs, filming was undertaken at Sydney Fish Market (using SFM and tenant staff as “actors”) as most processes from unloading of vessels and transport vehicles to retail and wholesale activities take place on the site.

Stage 3

Once filming was completed, Elephant Productions Pty Ltd edited the footage into a first draft of the DVD. The Project Steering committee reviewed this draft and various changes made. In addition the draft DVD was shown in part at a Seafood Services Australia Industry Network meeting to obtain feedback.

One of the main changes was to divide each module of the DVD into chapters in order to break them down into smaller discrete units that could be used as small “bite sized chunks” in an induction /training session.

Once editing had reached an advanced stage, copies of the DVD were sent to a selection of businesses in all states with a feedback form seeking comments (Annexure 4). Feedback received was extremely favourable. No negative comments were received that could not be addressed in the final edit of the DVD (Milestone 2).

Results/Discussion

One of the main challenges in delivering the outcome of this project was the time taken to consult widely with industry on the development of the script and to obtain industry feedback. This meant that it was necessary to vary the initial milestone dates on a number of occasions, however this was essential in order that a high quality product could be delivered on a small budget.

Benefits

Given the small total budget for this project, we are extremely confident that the resultant Occupational Health & Safety Induction DVD for the Post Harvest Sector of the Australian Seafood Industry and Workbook Companion will deliver on the stated project objectives and fill a much needed gap in training resources to assist businesses in the post harvest sector of the Seafood Industry meet their obligations under Occupational Health and Safety Legislation.

An added benefit is that it will serve as a valuable training resource for training providers delivering courses under the Seafood Industry Training Package.

Further Development

The full value of this project will only be realised if the Occupational Health & Safety Induction DVD for the Post Harvest Sector of the Australian Seafood Industry and Workbook Companion are available for use by industry and training providers.

It is therefore recommended that:

1. Copies of the Occupational Health & Safety Induction DVD for the Post Harvest Sector of the Australian Seafood Industry plus Workbook Companion are made available for sale via the Seafood Services

- Australia Bookshop facility. Pricing should be kept to a minimum to encourage use.
2. Consideration is given to the possibility of establishing an e-learning version of the DVD and workbook on the SSA website/industry portal. This would enable individuals and companies to access the resource on a user pays basis.
 3. SSA (through its Seafood Industry Network) continues to develop a strategically focused plan to deliver OHS initiatives to industry.

Planned outcomes

The output of this project is Occupational Health & Safety Induction DVD for the Post Harvest Sector of the Australian Seafood Industry plus Workbook Companion that can be used by businesses and individuals who work in the post harvest sector. Use of this resource material will assist business owners, managers and employees to:

1. Improve their knowledge of their OHS obligations and skills;
2. Improve their level of compliance with OHS legislation, thus reducing the risk of prosecutions and fines;
3. Reduce the number of workplace accidents, illnesses and injuries; and
4. As a consequence, reduce the cost of workers compensation insurance premiums.

By far the most important outcome is the potential to reduce workplace accidents and injuries.

Conclusion

The output of this project is Occupational Health & Safety Induction DVD for the Post Harvest Sector of the Australian Seafood Industry and Workbook Companion that meets the requirements of the various states Occupational Health and Safety Acts and is compatible with the competency requirements of the Seafood Industry Training package.

It is recommended that copies of the Occupational Health & Safety Induction DVD for the Post Harvest Sector of the Australian Seafood Industry plus Workbook Companion are made available for sale via the Seafood Services Australia Bookshop facility. Pricing should be kept to a minimum to encourage use.

Appendix 1 - Intellectual Property

Ownership of the Project Material vests with the Fisheries Research and Development Corporation and Sydney Fish Market Pty Ltd in accordance with the research Project Agreement for Project Number: 2003/415.

Appendix 2 - Staff

Bryan Skepper and Mark Boulter from Sydney Fish Market managed the project. We wish to acknowledge the following people for the assistance they gave in the production of this training resource.

Scripting and editing

Tanya Adams, Taylored Health and Safety Pty Ltd
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Elephant Productions Pty Ltd

Production

Elephant Productions Pty Ltd
The staff from Sydney Fish Market and its many retail tenancies
Jo DeBelin and the staff from JD Exports Pty. Ltd.

Reviewers

Damian Cappo, Cappo Bros
Allan Jennings, Commercial Fishermen's Cooperative
Phillip Neuss, Coffs Harbour Fishermen's Cooperative
Martin Perkins, Queensland Seafood Marketers Association

Appendix 3 – Final Version of DVD Script

Sydney Fish Market

Occupational Health & Safety For the Post Harvest Sector

Module 1

Elephant Productions: Draft 4 (changes post-edit)

VIDEO

SUPER:

Occupational Health & Safety For The Post Harvest Sector

OVERLAY SHOTS OF FISHING BOATS AND GENERAL SFM MARKET-FLOOR ACTIVITY.

BUSY SHOTS OF MANY PEOPLE WORKING AT SFM.

WHOLESALE
RETAIL
MARKET
UNLOADING TRUCKS
FORKLIFTS

SUPER:

OHS Responsibilities and Communication

AUDIO

1. VOICE OVER:
The post harvest sector of the seafood industry provides productive and rewarding employment to more than 10,000 people throughout Australia.
2. Occupational health and safety are of the utmost importance at every step in the seafood supply chain – from deckie’s working the oceans, to the post harvest sector where the catch is brought to market and ultimately sold to the consumer.
3. The post-harvest workplace is busy, with lots of people working hard to accomplish a wide variety of tasks. It involves safe systems of work based on risk assessments of manual handling, hazardous substances, and many other things that must be understood and implemented on a daily basis to ensure every person working on or visiting the site is not injured.
4. Everyone in the industry shares the legal responsibility for making the workplace safe and without risk to health by complying with all the relevant Acts and Regulations

EMPLOYEES UNDERGOING OHS TRAINING.

SHOT OF THE COVER OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS BOOKS

SUPER:

Employers Responsibilities

- (a) provide and maintain systems of work, and working environments, that are safe and without risks to health;
- (b) maintain places of work in a safe condition, & ensure safe entrances and exits;
- (c) make arrangements for safe use, handling, storage and transport of plant and substances;
- (d) provide information, instruction, training and supervision necessary to ensure health and safety of employees;
- (e) provide adequate facilities for the welfare of employees.

This DVD is to be used as part of your induction for a new employee. Please also refer to the workbook and be aware that you need to familiarise yourself with your state's legal requirements.

- 5. Employers must provide appropriate induction and ongoing training and maintain accurate signed off records that document their employees understanding of Safe Work Practices. Employees must follow those practices precisely.
- 6. The specific details of the shared responsibilities are covered by legislation in the Occupational Health and Safety Act and Regulation.
- 7. Employers, including where appropriate the Board of Directors and senior management, have a duty of care to ensure the health, safety and welfare of their employees when at work.
 - They must provide and maintain systems of work, and working environments, that are safe and minimise risks to health –such as having a safe procedure for the operation of your forklifts when working alongside people;
 - They must maintain places of work under their control in a safe condition, and ensuring safe entrances and exits -such as minimizing ice build up on the floor in freezer stores;
 - making arrangements for ensuring the safe use, handling, storage and transport of plant and chemicals – by having the appropriate personal protective equipment available;
 - providing the necessary information, instruction, training and supervision to ensure the health and safety of employees – such as training on how to lift properly; and
 - providing adequate facilities for the welfare of employees – such as

		first aid facilities.
CUT TO SHOTS OF CONTRACTORS AND VISITORS IN THE WORKPLACE.	8.	Employers and self-employed people must ensure the safety of people who are not their employees but are visiting or working at their workplace, including customers.
EMPLOYEES WORKING IN VARIOUS JOBS AT SFM	9.	Employees must take reasonable care of their own health and safety and of the health and safety of others in the workplace. They must co-operate with employers in their efforts to comply with occupational health and safety requirements.
GENERAL SHOTS OF PEOPLE AT WORK IN A VARIETY OF JOBS IN AN AROUND SFM.	10.	Workplace health and safety is a team effort. Employers and workers must: <ul style="list-style-type: none"> • ensure they only use items provided for health and safety in the right way, • assist with all requests to minimise risks in the workplace, • and must not disrupt the workplace by creating health and safety fears.
PACKAGE OF SHOTS SHOWING EMPLOYEES AND MANAGEMENT COMMUNICATING – INFORMAL WORKPLACE CONVERSATIONS, FORMAL MEETINGS, NOTICES ON PIN UP BOARDS AND EMAILS ON COMPUTERS.	11.	Good communication is essential to maintaining health and safety. Employers must consult with employees about Occupational Health and Safety matters
	12.	**DELETED**
	13.	Things like changing work systems or practices, purchasing new plant or chemicals, undertaking risk assessments or introducing risk control measures should all be done in consultation with employees.
CUT TO SHOTS OF AN OHS MEETING IN PROGRESS.	14.	Consultation can be done in a number of ways. In a larger company it may be via an OHS committee comprising senior management and elected employee representatives. They should meet regularly to discuss all health and safety issues and assist in the development and monitoring of safe work procedures.

CUT TO A TOOLBOX MEETING BEING CONDUCTED WITH EMPLOYEES MAKING SUGGESTIONS AND A LIVELY DISCUSSION AMONGST THE GROUP.

CUT TO A SHOT OF AN EMPLOYEE APPROACHING HIS SUPERVISOR AND INITIATING A SAFETY-RELATED DISCUSSION. THE SUPERVISOR MAKES A NOTE OF WHAT WAS DISCUSSED. CUT TO THE SUPERVISOR IN AN OHS MEETING REFERRING TO HIS NOTES AS HE RAISES THE EMPLOYEE'S IDEA.

SUPER:
The Importance of Training

ADD SHOT OF THE OHS REGULATION 2001 BOOK.

CUT TO SHOTS OF SOME ON-SITE TRAINING BEING DONE AT SFM (ERGONOMIC TRAINING FOR OFFICE STAFF, RISK ASSESSMENT WORKSHOP FOR MARKET FLOOR OR SEAFOOD SCHOOL)

SUPER:
OHS Regulation 31
SHOT OF COMMITTEE MEMBERS INVOLVED IN OHS TRAINING COURSE.

CUT TO A SHOT OF AN ATTENDANCE SHEET DETAILING AN EMPLOYEE'S TRAINING HISTORY.

DIP TO BLACK

SUPER:
Risk Management & Reporting

15. In smaller businesses elected safety reps should be appointed. Staff can turn to these people to liaise with management on safety matters. Alternatively, regular discussions should be conducted to ensure everyone in the workplace has the opportunity to contribute their thoughts and ideas.

16. Safety should be in everybody's thoughts every day. Whenever you have an OHS-related concern or suggestion for improvement, raise it with your supervisor or OHS Representative immediately so they can take action.

17. ****deleted****

18. ****deleted****

19. ****deleted****

20. Training is essential to ensure the health and safety of everyone in the workplace.

Employers must provide instruction, training and information to all employees, specifically in regard to risk control, reporting of health and safety issues and accessing relevant health and safety information.

21. If you have elected OHS committee members and representatives they must attend specific training courses as soon as practicable after the person is first appointed as a member of the committee or first elected as a representative.

22. ****deleted****

23. All training, whether conducted internally or provided externally, must be recorded. The workbook contains more information about training requirements.

//transition sting//

24. ****deleted****

GENERAL SHOTS OF PEOPLE WORKING AT SFM.	25.	One of the major hazards in your industry is manual handling. Much of the work involves lifting and moving large fish crates and heavy boxes, lifting and handling large fish, packing and sorting seafood and filleting fish.
PEOPLE INVOLVED IN MANUAL HANDLING: LIFTING CRATES AND BOXES, LIFTING BIG FISH, PACKING AND SORTING PRODUCT, FILLETING FISH.	26.	Other common types of hazards include: chemicals, such as cleaning detergents and sanitizers; plant and equipment from power tools to forklifts and other vehicles; hot and cold work; and the potential for being spiked by certain species of seafood.
PEOPLE USING DETERGENTS AND SANITIZERS TO WASH DOWN WORK AREAS, PEOPLE USING POWER TOOLS, FORKLIFTS, SHOTS OF SOME OF THE MORE EXOTIC SEAFOOD SPECIES SEEN AT SFM (WITH SPIKES AND POINTY BITS).	27.	**deleted**
GENERAL SHOTS OF PEOPLE WORKING SAFELY AT SFM.	28.	Where hazards are identified a risk assessment must be carried out on each one. These risk assessments identify control measures already in place or that could be put in place to eliminate the risk Risk assessments should be used as a guide to address the issues in order of priority.
SUPER:	29.	**deleted**
Hazard Identification And Risk Assessment	30.	**deleted**
OHS REPRESENTATIVES DOING HAZARD IDENTIFICATION AND RISK ASSESSMENT AT SFM.	31.	Once the risk assessment is completed you must then address how to reduce the risks. Risk control is accomplished using a clearly defined 'hierarchy of control' that stipulates the measures to be taken, and the order in which they are to be implemented.
SUPER:	32.	** 35 – 39 WILL BE AMENDED ACCORDING TO THE GRAPHIC WHICH WILL BE PROVIDED BY TANIA ADAMS.**
Hierarchy of Risk Control	The first level is Substitution. If possible, use a less hazardous process, plant or substance to do the same work in order to eliminate or reduce the potential for injury or illness	
SUPER:		
Substitution		

SUPER:	Isolation	33.	The next level is Isolation. If possible separate the hazard from the person with physical barriers, distance or time.
SUPER:	Engineering	34.	The next level is Engineering. It may be possible to minimise the risk by using engineering controls, such as automatic controls or guarding on plant;
SUPER:	Administration	35.	The next level is Administration. The risk may be able to be controlled by organising safer work practices, providing appropriate training, instruction and supervision, and implementing systems to manage health and safety.
SUPER:	Personal Protective Equipment	36.	The last level is Personal Protective Equipment. Whilst it is extremely effective it must never be relied on as the sole measure for controlling risks
CUT TO SHOTS OF SOMEONE UNPACKING BULK BINS OF FISH.		37.	Typically, a combination of measures is used to minimise the risk to the lowest practicable level.
SUPER:	<ul style="list-style-type: none"> • Substitution (different packaging) • Engineering (sorting tables) • Administration: (manual handling training) • PPE (gloves) 	38.	For example, to control the risk associated with unpacking bulk bins of fish, the first control measure applied could be to assess whether the product was available in smaller units. This would be Substitution. If this wasn't feasible then an Engineering solution might be devised, such as the installation of sorting tables to minimise bending. This could be combined with Administration, in the form of safety inductions, training, written work procedures and Personal Protective Equipment, such as gloves.
		39.	**deleted**
		40.	**deleted**
		41.	**deleted**

SUPER:
 Incident Reporting
 CUT TO SOMEONE WITNESSING A MINOR
 INCIDENT (A SMALL SPILL OF CLEANING
 CHEMICALS FOR EXAMPLE)

CUT TO SHOT OF AN INCIDENT REPORT
 FORM.
 CUT TO SUPERVISOR OR OHS REP
 CONDUCTING AN INVESTIGATION INTO
 THE INCIDENT, RECORDING THE
 FINDINGS AND SENDING THE VARIOUS
 NOTIFICATION FORMS TO THE
 ADMINISTRATION MANAGER.
 COPY OF INCIDENT GRAPHS FROM OHS
 COMMITTEE – (ask Mark Boulter for this
 graph).

SUPER:
 Correcting Hazards

CUT TO SHOT OF RISK ASSESSMENT
 TEMPLATE FORM AND RISK-RANKING
 CHART

CUT TO SHOTS OF VARIOUS SAFETY
 SIGNAGE ADVISING OF AREA SPECIFIC
 HAZARDS (EG SLIPPERY FLOOR,
 CHEMICALS, GLOVES ETC).

SUPER:
**Workplace Injury Management &
 Compensation**

- 42. ****deleted****
 - 43. If incidents injuries or discomfort do occur, all personnel, contractors and visitors who witness the incident are required to make prompt and accurate reports. As well as specific incidents, if you notice you feel discomfort with a task or have trouble with a certain job at work it's also important to tell your supervisor so that the job can be made easier and safer.
 - 44. Reporting incidents and discomfort is essential to preventing them from recurring. If Management is not aware of an incident, or of a task that is awkward or difficult, preventative measures cannot be taken to ensure it doesn't happen again. And if it does happen again, next time it could be more serious than before.
 - 45. Every report of a near miss or a seemingly insignificant incident helps build better understanding of the hazards in the workplace, and helps the ongoing development of more effective preventative measures.
 - 46. When an incident highlights the presence of a hazard a risk assessment must be undertaken on that activity. Any risk control measures identified during the assessment should be implemented. Some workplaces use a combination of risk assessment forms and risk-ranking charts during the assessment process.
 - 47. Another critical element of risk management is the provision of accurate signage to identify area-specific hazards, different work areas and personal protective equipment requirements.
- [**50a and 50b were 132 and 137 in draft 3.1**]**
 50a

CUT TO A WORKER WHO HAS AN INJURY. QUICK OVERVIEW OF THE PROCESS: AT THE DOCTOR, DOING SOME REHAB, THEN RETURNING TO WORK.

In the event of an employee sustaining a work-related injury or illness workers compensation provides valuable protection. It enables injured workers to receive weekly payments to cover loss of earning capacity, payment of medical expenses and vocational rehabilitation expenses, if necessary to assist them return to work.

50f

In some states there are obligations on employers to report certain types of injuries to the relevant authorities. It is the employer's responsibility to be aware of these obligations.

PACKAGE OF GENERAL SHOTS SHOWING PEOPLE INVOLVED IN A WIDE VARIETY OF JOBS AROUND SFM.

48. The post harvest sector of the seafood industry presents a range of potential hazards. However, with the correct use of risk management and reporting procedures these hazards can be eliminated, reduced and controlled so that they do not pose a threat to the health and safety of the people working in or visiting the workplace.

DIP TO BLACK

//transition sting//

Module 2

<p>SUPER: SEAFOOD INDUSTRY HAZARDS</p>	<p>49. The post harvest sector of the seafood industry presents a number of potential hazards which must be properly managed to ensure they do not compromise workplace health and safety.</p>
<p>SUPER: Manual Handling</p> <p>SHOTS OF PEOPLE DOING THE TASKS LISTED IN THE V/O:</p> <ul style="list-style-type: none"> • LIFTING AND MOVING HEAVY BOXES • LIFTING AND HANDLING LARGE FISH • PACKING AND SORTING SEAFOOD • FILLETING FISH • SHOVELLING ICE 	<p>50. One of the major hazards is manual handling, with a number of tasks posing the risk of musculoskeletal injury such as back injuries and arm and wrist strains.</p> <p>51. Fish crates and coffins are heavy and awkward to handle due to their size and width.</p> <p>52. Polystyrene boxes have no handles and are difficult to grip for the initial lift. Large fish don't have any handles either and they are slippery as well as heavy, making them even more difficult to handle. Shovelling ice is a repetitive task that can cause problems through inappropriate twisting and bending.</p>
<p>SUPER: <u>Key Factors</u> Loads (weights and forces) Postures and Movements Duration of task</p>	<p>53. The key factors contributing to these risks are:</p> <ul style="list-style-type: none"> • the heavy loads typically handled by one person • the postures and movements adopted to move the loads • and the duration and frequency of the manual handling tasks
<p>SUPER: Crate Handling</p> <p>CUT TO SHOTS OF DIFFERENT TYPES OF BOXES, FISH CRATES POLY BOXES, COFFINS ETC</p>	<p>54. Seafood products are moved throughout the supply chain in a variety of boxes and crates. Lifting, moving, stacking and moving them again is a big part of</p>

SUPER:

Substitution
Isolation
Engineering
Administration

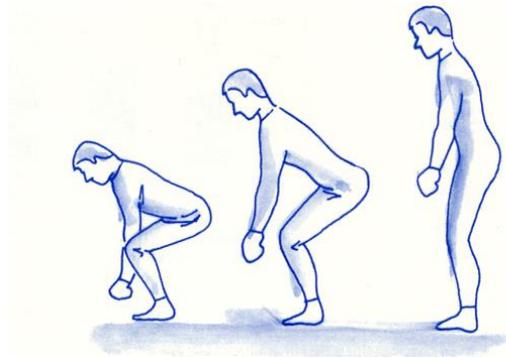
SHOT OF AN EMPLOYEE STACKING FISH CRATES FIVE HIGH

SHOT OF A DOUBLE STACK OF PALLETS BEING UNLOADED SO THAT EACH STACK IS THEN OF A SUITABLE HEIGHT FOR UNLOADING.

CUT TO SOMEONE LIFTING CORRECTLY, USING HIS LEGS, KEEPING HIS BACK STRAIGHT.

SHOT OF TWO PEOPLE LIFTING CRATES TOGETHER.

FOR SHOT OF CORRECT LIFTING, MAKE SURE THIS IS A SEMI-SQUAT AND NOT A DEEP SQUAT. SEMI-SQUAT IS ILLUSTRATED BELOW:



AS ILLUSTRATED,

the work. It is also an activity which causes more than its fair share of injuries.

55. To eliminate or reduce the risk of injury the hierarchy of control must be applied. Look for ways to:
- substitute different forms of packaging such as using smaller crates with less fish in each crate;
 - isolate the person from the forces and loads;
 - install engineering solutions, such as more suitable bench heights and well designed or purpose-built trolleys;
 - and also look for ways to provide administrative solutions such as manual handling training, providing sufficient staff to cover peak periods; and rotating staff through repetitive tasks.

56. Crates should be stacked so that the risk associated with lifting heavy loads from a height is minimised.

57. When lifting heavy crates and boxes, remember that your biggest muscles are in your legs, so use them. Bend into a semi-squat, poking your bottom out and bending at the hips and the knees. Your knees should be bent no more than 90 degrees. Keep your back straight and don't twist during the lift. And don't strain.

Never try to lift from a deep squat because it will place huge stress on your knees, and impair your balance.

Wherever possible suitable equipment and/or team lifting should be done to

SUPER:

Handling Large Fish

CUT TO PEOPLE HANDLING LARGE FISH.
SLIDING FISH ALONG A TABLE RATHER
THAN LIFTING **WEARING GLOVES**

CUT TO LARGE FISH BEING LIFTED BY
FORKLIFT.

(WE DO NOT LIFT FISH IN THIS WAY AT SFM. SO
HARD BIT TO FILM HERE, THOUGH IT IS DONE BY
INDUSTRY. FORKLIFT'S ARE USED TO MOVE BIG
FISH AROUND ON PALLETS. ALSO SOME
RETAILERS ON SITE USE LARGE TROLLEYS)

BULK BINS OF FISH ARE EMPTIED BY
BEING TIPPED OVER, EITHER BY A FLT
OR BY A PURPOSE BUILT TIPPING
DEVICE

SHOTS EMPHASISING THE HEIGHT OF
THE TABLES AND BENCHES. SEE
PEOPLE WORKING COMFORTABLY WITH
LOADS AT THE HEIGHT.

SHOT OF PETER'S (?) USING A TABLE
TROLLEY FOR SWORDFISH OR TUNA

SUPER:

Double Handling

CUT TO A WORKER UNSTACKING A
STACK TO REACH THE BOTTOM CRATE,

move large fish crates or to lift down
from high stacks but if you are doing
team lifting, make sure the lift is well
planned and co-ordinated (such as by
counting the lift) to reduce the risk of
one person taking an uneven load.

58. Wherever possible team lifting should
be done to move large fish crates or to
lift down from high stacks.

59. Large fish are very difficult to handle
due to a combination of their weight,
shape and slippery surfaces.

60. Gloves are recommended when
handling fish to reduce the likelihood of
cold desensitising the hands, reducing
co-ordination and reflexes and
increasing the risk of over exertion.
Gloves also afford protection from cuts
and scratches.

61. Forklifts should be used to move heavy
fish.
Forklift jib attachments can be used to
lift and lower heavy fish in and out of
bulk bins and coffins.

62. The heights of tables and benches
should be such that forward bending
and leaning is not required to reach the
loads. The height of the tables should
hold the load at approximately waist
height.

63. Other types of trolley are another way of
moving large fish so they can be slid on
and off at a comfortable height.

64. Repetitive handling of crates and boxes
adds unnecessary effort and increases
the risk of strains and other injuries.
Reduce the need for double handling by

THEN RESTACKING IT.	stacking products in like stacks, and keeping them in those stacks as much as possible.
SUPER: Re-Icing CUT TO SOMEONE SHOVELLING ICE	65. The seafood industry uses lots of ice to keep products fresh and attractive. But continually re-icing takes a lot of manual effort. Ice is heavy, when it is compacted it is hard to break, and twisting or bending while shovelling can cause serious injuries.
SHOT OF SOMEONE ACCESSING ICE FROM APPROPRIATE CONTAINERS.	66. Store ice in containers that provide easy access with doors and drop down sides and do not require leaning or climbing in to reach the ice.
SHOT OF SOMEONE USING FRESH ICE INSTEAD OF CHIPPING COMPACTED ICE	67. Use fresh ice as much as possible to reduce the need to chip the ice repetitively before shovelling. Wherever possible, move ice in an ice bin to reduce manual handling. Provide job rotation for this task to reduce the workload.
SHOT OF REFRIGERATED CABINET.	68. Refrigerated cabinets are an alternative to ice beds on display tables.
SHOT OF A 50MM ICE BED COMPARED TO A 300MM ICE BED.	69. Use thinner ice beds in the displays. A 50millimetre thick bed of ice rather than 300 millimetres will require much less manual handling.
SUPER: Heights And Design Of Tables	70. The height and design of display tables and retail counters can reduce many manual handling risks.
SHOTS OF DISPLAY TABLES OF THE APPROPRIATE DIMENSIONS.	71. Display cases should be a maximum depth of about 750–800 millimetres and a height of 900 millimetres, adjusted for the level of ice that will usually be

SUPER:

Filleting And Shucking

CUT TO PEOPLE FILLETING FISH AND SHUCKING OYSTERS.

SHOT SHOWING THE DEPTH OF THE SINKS.

SHOTS OF ADJUSTABLE BENCHES IF AVAILABLE , AND FIXED BENCHES AT THE APPROPRIATE HEIGHTS.

SHOT OF A FILLETER STANDING ON A RAISED PLATFORM.

FILLETTERS IN ACTION WITH SUFFICIENT SPACE AROUND FOR FREE ARM MOVEMENTS.

FILLETTERS CHOOSING FROM A SELECTION OF DIFFERENT KNIFE HANDLES.

CLOSE UPS OF THE FILLETTER'S HANDS USING THEIR PREFERRED KNIVES .

[Most knives I saw in use by filleters seemed to be a poor design and required the person using their wrists/fingers in extreme deviation/bending.. it may be better to show an illustration of wrist/hand postures showing the difference between bent and not so bent wrists. I can find some pictures of general wrist postures for you if that would help?

(Fi Wigall)]

applied.

72. Fish filleting and oyster shucking are amongst the most repetitive tasks in the seafood industry. They have very short cycles that continue throughout the shift. The speed of the filleters' wrist and finger movements, the extreme joint positions, the force required, and the impact of the constant immersion of hands in cold water all combine to make this a demanding job.
73. There are a number of ways in which the risks can be reduced.
74. Sinks should be designed to reduce depth and reach distances.
75. Ideally the bench heights should be adjustable, but if this is not possible, benches should be between 850–950mm high, depending on the heights of the filleters. Shorter employees may need to raise their height by standing on a stable, non-slip platform, large enough to provide a safe working area.
76. There should be enough space around each filleter for free arm movement and posture changes.
77. Filleters, when purchasing their knives, should select ones that allow the wrist and hand to work without excessive bending and without pressure on one joint, such as the thumb or index finger.
78. Due to the highly repetitive nature of filleting and shucking this work should be interspersed with regular breaks and

SUPER:

Slips Trips & Falls

SHOTS OF WET WORK AREAS, DROPS OF WATER DRIPPING FROM ICE, TRIP HAZARDS ON FLOORS (CRATES PROTRUDING INTO WORK WAYS, HOSES LAYING ACROSS ACCESS WAYS.

SHOTS OF LIGHTING INSIDE A COOLROOM.

SUPER:

Personal Protective Equipment

SHOTS OF PEOPLE WEARING VARIOUS KINDS OF PPE.

rotations onto other tasks that do not require the same force and repetition.

79. The post harvest workplace is a potentially slippery place, so slips, trips and falls represent a major hazard.

80. The most effective ways to manage these risks is through a commitment to good housekeeping. Keep all work areas clear and free from trip hazards. Before and after every job make sure the work area is clean and tidy. Put tools and materials away in their proper place, remove waste, clean up spills, and keep the work area clean, tidy and safe for everybody using it.

81. The premises should be laid out to minimize the movement of product and ice through customer areas. Non-slip surfaces should be installed where appropriate.

82. Wet and icy floors can be dangerous. Coolrooms typically have ice and water on the floor, especially if the icemaker is located inside. These conditions can increase the risk of slips when staff are pushing or handling loads.

83. Freezers and cool rooms should be fitted with non locking doors, or locks that can be undone from the inside, and a bell or alarm on the inside. They should have internally operable and emergency lighting and clear escape routes.

84. Approved safety footwear is essential. Waterproof, steel toed boots with non slip soles are the best option.

Alternatives can include:

- Steel toed gum boots
- Waterproof leather industrial boots
- freezer boots, which are warm, supportive and water repellent.

CUT TO SOMEONE USING CLEANING
 DETERGENTS AND SANITIZERS.
 CUT TO SAME PERSON ACCESSING THE
 MSDS FOR ANOTHER TYPE OF
 CHEMICAL (HARD COPY OR ON PC?)
 CUT TO DETAIL OF THE MSDS TO SEE
 THE TYPE OF INFORMATION IT
 CONTAINS.

SUPER:
 Allergies
 WORKER WEARING RUBBER GLOVES

- Additional protective clothing for freezer work includes heavy duty water proof and windproof coats, and heavy duty gloves
85. For general protection from water and ice wear a waterproof long apron fastened around their neck and covering from the chest to below the knees.
 86. Eye protection such as goggles should be worn wherever chemicals are being used, such as in a crate washing area or when plant and equipment is being cleaned.
 87. Ear protection should be worn wherever noise is an issue, such as near the ice plant and refrigeration plant rooms.
 88. Rubber gloves provide protection from the cold and also from spikes when sorting fish.
It is recommended that filleters wear appropriate slash proof gloves
 89. Cleaning detergents and sanitizers are chemical substances so there must be Material Safety Data Sheets available near where they are being used and stored. These Data Sheets – commonly referred to as MSDS - provide all the relevant safety and usage information and all staff must be made familiar with the risks and how to manage them. Refer to them for any chemical products you are required to use and observe all the manufacturer’s instructions on both the chemicals label and the MSDS. When using chemicals it is necessary to wear the appropriate PPE. These may include appropriate gloves, footwear, skin and clothing protection in the form of an apron and possible breathing equipment or appropriately ventilated area in the case of chlorine.
 90. Handling some sea animals can cause allergic reactions, so always wear gloves to minimise the risk.

<p>WHILST HANDLING FISH. WORKER CHECKING AN MSDS BEFORE USING A CHEMICAL SUBSTANCE.</p>	<p>91. Allergic reactions can also occur as a result of handling some chemical substances such as sodium metabisulphite.</p>
<p>SUPER: Plant & Equipment SHOT OF PEOPLE USING A VARIETY OF PLANT AND EQUIPMENT AT SFM</p>	<p>92. Always be sure to check the MSDS before using any chemical and observe the safety precautions stated on the sheet.</p>
<p>CUT TO SOMEONE ASSESSING WHETHER OR NOT THE HAND TROLLEY HE HAS IS SUITABLE FOR SHIFTING THE LOAD HE HAS TO MOVE. HE REALISES IT ISN'T APPROPRIATE SO HE GOES OFF TO GET A PALLET JACK.</p>	<p>93. Every workplace in the post harvest sector of the seafood industry uses a variety of plant and equipment – ranging from refrigeration units, forklifts and vehicles through to trolleys and power tools.</p>
<p>CUT TO SOMEONE CHECKING A PIECE OF EQUIPMENT (POWER TOOL OR FORKLIFT)</p>	<p>94. Every piece of plant and equipment must be suitable for the task. Do not use an incorrect piece of plant or equipment as a shortcut or a time saver. For instance, if the trolley you have is not suitable for the load you intend to move, don't use it. Take the time to get a trolley appropriate for the task.</p>
<p>CUT TO SOMEONE CHECKING A PIECE OF EQUIPMENT (POWER TOOL OR FORKLIFT)</p>	<p>95. All plant and equipment must be correctly maintained and regularly checked, following a set maintenance plan, to prevent failure during use.</p>
<p>CUT TO SOMEONE CHECKING THE GUARDS ON A PIECE OF MACHINERY (EXAMPLE? PLANT ROOM)</p>	<p>96. Inspections, maintenance and cleaning must be carried out according to the procedures recommended by the designer or manufacturer, or developed by a competent person (as defined in the OHS Regulations). All safety features and warning devices of plant must be maintained and regularly tested.</p>
<p>FLT TIPPING A BIN INTO A TRAILER</p>	<p>97. Guards must not be removed from machinery. If any guards are missing do not attempt to operate the machinery. Report defective or missing guards to your supervisor immediately. Safe working distances, or exclusion zones may be required for some machinery.</p>

CUT TO FORKLIFT OPERATOR. CLOSE UP OF HIS FORKLIFT OPERATOR'S LICENCE.	98. Plant, equipment and vehicles can only be operated by personnel who have received adequate information and training and are supervised to the extent necessary to minimise the risks to health and safety. Taking photocopies of relevant licences, as proof of competency, is recommended.
SUPER: Hot & Cold Work: SHOT OF DEEP FRYERS AT SFM	99. Depending on the nature of your workplace you may be exposed to various types of hot work. Some sites have retail premises where cooking is done, often including deep fryers. Always operate the fryer according to instructions and be particularly careful about housekeeping around the fryer. Many accidents happen from slips and falls on the floor near the fryer due to the fats and grease, and due to people knocking basket handles or other people as they move past the fryer Everyone involved in cooking must be made aware of burns procedures.
CU TO SOMEONE DRIPPING TONGS INTO THE OIL (AND RETRIEVING THEM...HOW?).	100 In the event of a burn apply cold running water immediately. If the burn is serious medical treatment must be obtained as soon as possible. 101 If you drop the tongs in the deep fryer don't put your hand in to retrieve them. As silly as this sounds, it has happened.
BAINE MARIE – LIGHTS AND STEAM	102 Be aware of the potential for steam burns from things like dim sim steamers and bain-maries. Be careful of the light above and the steam and heat below.
CUT TO SOMEONE CLEANING COOKING EQUIPMENT	103 All cooking machinery is to be well cleaned to eliminate potential fires (as well as food safety issues) and well maintained to prevent any possible accident. When cleaning hot implements or emptying fryers use special gloves and be very careful of splashes to you and others around you.

CUT TO PEOPLE RE-ICING PRODUCT AND WORKING IN FREEZERS AND CHILLERS.

SUPER:

Violence & Bullying

SUPER:

Alcohol & Drugs

CUT TO SHOT OF SOME BEER CANS, LIQUOR BOTTLE'S, CANNABIS LEAVES AND GENERIC PILLS.

SUPER:

Cash Security

(front cover of workcover cash handling code of practice)

104 Remember, oil and water do make surfaces very slippery so be careful to prevent spills onto the floor whenever you are cleaning cooking equipment.

105 You may also be exposed to cold work in the form of re-icing, and working in freezers and chillers.
Cold work should be organized to minimise risk: provide breaks, and rotate or share the work to limit the exposure of individual employees.

106 Employees should be trained about the hazards and the risk controls and should have suitable clothes for working in cold conditions.

107 Remember that internal combustion forklifts are not permitted in freezers or chillers as they can lead to a dangerous build up of carbon monoxide in the enclosed space.

108 Violence and Bullying has no place at work.
It is imperative that an anti-Violence/Bullying/Harassment Policy be established and a grievance process set up to deal with any incidents of violence, threats or aggression.
All staff must be aware of the policy and understand their personal responsibility in eliminating violence and bullying in the workplace.

109 Your company should have an Alcohol & Drugs policy. Alcohol and non-prescription drugs are not permitted on work sites. Any person affected by alcohol or drugs will not be allowed to work on site because of the hazard they pose to themselves and their workmates.

110 Cash handling is another risk to be aware of.
Employers should obtain the relevant code of practice and carry out their own risk assessment and control procedures,

SUPER:
Electrical Testing
CUT TO SOMEONE CHECKING THE DATE
ON THE LEAD ON A POWER TOOL.

commensurate to the risk posed.
111 If you use electrical equipment carry out pre-start visual checks. Make sure the date on the tag is current. If it is out of date, or any faults are observed, take the equipment out of service and report it immediately.

SUPER:
Incident Reporting Procedure
CUT TO SOMEONE FILLING AN INCIDENT
REPORT

112 If you observe any health or safety incidents you must report them promptly and accurately using your workplace's incident reporting system.

113 Reporting incidents is the first step to preventing them from recurring. Every report helps improve the workplace's OHS system, and ensures you and your workmates will be even better protected in the future.

SUPER:
Shiftwork
CUT TO PEOPLE WORKING NIGHTSHIFT
AT SFM

114 Many seafood workplaces require personnel to work night shifts.

115 Fatigue management is essential to ensuring your fitness to work. To work safely you must be mentally alert, wide awake and aware of your surroundings.

116 If you are a night shift worker this is going to be more difficult, because the human body does its best sleeping at night. To get the best sleep possible during the day, make sure that your bedroom has black-out curtains to keep out the light, and the temperature is kept between 17 to 21, which is the optimum temperature range to help you sleep.

117 Night work and extended hours which carry into the night period are particularly hazardous. Fatigue can lead to accidents and near misses so it is imperative that there be a minimum gap of 10 hours between shifts.

DIP TO BLACK

//transition sting//

SUPER:

Emergency Procedures

CUT TO EMPLOYEE LOOKING AT THE SITE'S EMERGENCY EVACUATION PLAN – EMERGENCY EXISTS, MUSTER POINTS AND SO ON.

CUT TO EMPLOYEE LOOKING FOR THE FIRE FIGHTING EQUIPMENT NEAREST TO HIS WORK AREA.

RE-ENACTMENT OF SOMEONE FINDING A FIE (SOME SMOKE BILLOWING FROM A BEHIND A STACK OF CRATES). HE RAISES THE ALARM (BY VOICE?) THEN LOOKS FOR THE NEAREST FIRE EXTINGUISHER..

CUT TO PEOPLE ASSEMBLING AT A MUSTER POINT.

SUPER:

Workplace First Aid

CUT TO SHOT OF FIRST AID KITS ON SITE AT SFM.
CUT TO A TRAINED FIRST-AIDER APPLYING A DRESSING TO A MINOR WOUND.

119 Emergency situations are rare, but they can happen. Incidents such as refrigeration gas leaks, fires, accidents, and chemical spills all require an immediate and effective response. It is essential that you know how to respond immediately in case an emergency does occur.

120

- You must be familiar with your site's emergency response plan, including the location of emergency exits, muster points, how to raise the alarm and who the appropriate officers are.

121 You must have an evacuation plan, and practice it regularly. If you are part of a large retail site or shopping center you will need to comply with the master evacuation plan.

122 Your site induction will provide you with information on the location of the different types of extinguishers, spill kits, first aid rooms and kits.

123 ****deleted****

124 If you discover a fire raise the alarm immediately. Do not attempt to fight the fire unless you have had appropriate training, know how to use the equipment, and have a clear line of retreat.

125 Do not leave your muster point until you have been accounted for by the area warden or your supervisor, and do not return to your work area until the all-clear has been given.

126 First Aid is an essential component of risk management. The employer must provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise in the workplace, and - if more than 25 people are employed at the site—the employer must also ensure trained first aid personnel are on hand.

LIST IS INSIDE ALL FIRST AID KITS, OR ON THE WALL NEXT TO THEM, WHICH WOULD PROBABLY BE BETTER SHOT	127	A register of first aid kit locations, and personnel with first aid qualifications must be maintained so all personnel can access this information quickly when it is needed.
DIP TO BLACK	128	//transition sting//
SUPER: Workplace Injury Management & Compensation	129	**moved to 50a**
CUT TO A WORKER WHO HAS AN INJURY. QUICK OVERVIEW OF THE PROCESS: AT THE DOCTOR, DOING SOME REHAB, THEN RETURNING TO WORK. CUT TO THE WORKER REPORTING THE INJURY TO HIS SUPERVISOR. SEE DETAILS BEING RECORDED IN 'Register of Injuries'.	130	The workers compensation system depends on accurate reporting. All injuries must be reported promptly, no matter how minor they may appear. The employee's name, the date and cause of the injury must be recorded in the employer's Register of Injuries
CUT TO THE WORKER AT THE DOCTOR'S OFFICE BEING GIVEN INITIAL TREATMENT. CUT TO HIM AT THE REHAB PROVIDER ENGAGED IN AN ONGOING REHAB PROGRAM.	131	A core element of worker's compensation is Injury Management and rehabilitation. This process aims to ensure the prompt, safe and durable return-to-work of an injured worker. It includes treatment of the injury, rehabilitation back to work, retraining into a new skill or new job, management of the workers compensation claim and the employment practices of an employer.
CUT TO HIM AT THE WORKPLACE BEING RETRAINED IN A NEW SKILL	132	The employer must provide assistance in the process of rehabilitation, where and when required. The rehabilitation process should aim to return employees to pre-injury condition and provide appropriate rehabilitation and return to work programs.
CUT TO HIM AT THE WORKPLACE BEING RETRAINED IN A NEW SKILL	133	The employer and employee are obliged to follow the rehabilitation plan to facilitate the early and safe return to work of injured employees. It is vitally important that both the employee and employer are committed to following through on the plan.

DIP TO BLACK

CUT TO A CLOSING PACKAGE OF HERO SHOTS SHOWING MANY DIFFERENT EMPLOYEES DOING A WIDE VARIETY OF TASKS.

134 ****moved to 50b****

135 *//transition sting//*

136 The post harvest sector of the seafood industry provides an essential service to the community, and provides productive and rewarding employment for many people.

To ensure we can continue to do this work we all need to make health and safety part of every task we do.

Thanks for your attention during this induction session. The time you have just invested will help you look after yourself, and your workmates, to the best of your ability.

Module 3: Contractors

<p>SUPER: Contractors CUT TO SHOTS OF VARIOUS CONTRACTORS WORKING ON SITE.</p>	<p>137 If you are a contractor working on a seafood industry site you must be qualified and licensed to undertake the task for which you have been engaged.</p> <p>138 You must provide evidence of : <ul style="list-style-type: none"> • Occupational Health and Safety systems in place; • workers compensation insurance; • public liability insurances; and • signed contracts, if required in the terms of your agreement. <p>You must also undergo an induction for the site you are going to be working on.</p> <p>139 You must provide your own Job Safety Analysis or safe work statement for the job you intend to do. The documentation will be reviewed by the relevant person in the company you are working for.</p> </p>
<p>CUT TO SHOTS OF COMPONENTS OF A SUBBY PACK</p>	<p>140 If you don't have the necessary paperwork you might benefit from 'Subby Pack' - a Workcover NSW tool to help small businesses in the construction industry manage occupational health and safety. It provides pro-forma documents that can be adapted to meet most contractor's needs.</p>
<p>CUT TO SHOT OF SOMEONE CHECKING THE GUARDS ON A MACHINE.</p>	<p>141 If you are required to operate machinery ensure that all guarding is securely in place before use.</p> <p>142 Do not remove guards from machinery. If any guards are missing do not attempt to operate the</p>

machinery. Report defective or missing guards to your supervisor immediately.

143 NEVER assume a piece of machinery is isolated because it is stopped

NEVER ride or climb on conveyors

NEVER wear loose clothing near moving machinery

NEVER attempt to remove material caught in a piece of machinery until it is isolated

SUPER:
Explosive Powered Tools

144 Explosive powered tools must not be used at any time without written permission from the appropriate manager. This permission shall only be given after a formal risk assessment has been completed.

145 Explosive powered tools shall only be used by fully licensed operators and then only in compliance with relevant statutory requirements. These tools must be kept in a double locked storage container when not in use.

CUT TO SOMEONE HANGING A
PERSONAL DANGER TAG.

146 No equipment is to be worked on until all energy sources are isolated at their point of supply.

147 Danger Tags are used to alert others to the presence of someone working on plant or machinery. No one is allowed to remove another person's Danger Tag.

148 Danger Tags and Locks are for the personal protection of individual employees. Any switch, valve or other device with a danger tag attached must not be operated.

SHOT OF SOMEONE HANGING AN OUT OF SERVICE TAG.	149	Out Of Service tags are placed on equipment to indicate that it is not useable. Anyone can place an Out of Service tag, but it can only be removed by a person competent to confirm that the repairs have been performed and the plant or equipment is safe to restart.
SHOTS OF ELECTRICAL EQUIPMENT APPROPRIATELY TAGGED.	150	Contractors are not permitted to touch any isolations. Only authorised staff are permitted to isolate and de-isolate equipment.
SHOTS OF ELECTRICAL EQUIPMENT APPROPRIATELY TAGGED.	151	All electrical appliances and leads must be approved and have a current Safety Inspection tag fitted.
SHOTS OF ELECTRICAL EQUIPMENT APPROPRIATELY TAGGED.	152	Avoid working with electrical equipment in a damp environment unless the equipment is designed for safe use under such conditions.
SHOTS OF ELECTRICAL EQUIPMENT APPROPRIATELY TAGGED.	153	Never overload power circuits by putting an excessive number of power boards on one power point. Be aware that double adaptors are prohibited on many sites.
SUPER: PERMITS TO WORK CONTRACTORS SIGNING IN AT ENGINEERING MANAGERS OFFICE BEFORE STARTING WORK	154	Most workplaces use a 'permit to work' system to ensure any potentially hazardous activities are done in a safe and controlled manner.
SUPER: PERMITS TO WORK CONTRACTORS SIGNING IN AT ENGINEERING MANAGERS OFFICE BEFORE STARTING WORK	155	These permits typically cover Hot Work, Confined Spaces, Working From Height and Disruption to Services. As a contractor you must be aware of the permit system at the place you are working. If in doubt, check with your site contact before carrying out the task.
CUT TO SHOTS OF SIGNAGE AND BARRIERS.	156	When signage and physical barriers are required make sure they are suitable for the job and convey the message required in an appropriate manner.
CLOSING SHOTS OF CONTRACTORS INVOLVED IN A VARIETY OF TASKS.	157	This brief induction session has alerted you to some of the main safety issues you will need to be aware of on this site.

158 Thanks for your attention. Please continue to pay attention to the health and safety aspects of every job you do, for your own sake, and the sake of the people working here with you.

Appendix 4 – Reviewer’s letter and checklist

Dear

Re: SIDF 2003/415 – Development of an OH&S induction training CD/Video for the post harvest sector of the seafood industry

For some time now we have been working on the above project that has been funded by the Fisheries Research and Development Corporation through the Seafood Industry Development Fund administered by Seafood Services Australia. Sydney Fish Market Pty Ltd and the Master Fish Merchants Association of Australia have provided additional funding for the project.

Development of the DVD has been under the guidance of a Project Steering Committee comprising:

- Bryan Skepper, Administration Manager SFM
- Roy Palmer, Seafood Services Australia
- Mark Boulter, Quality, Safety and Environmental Manager, SFM
- Michael Kitchener, Master Fish Merchants Association of Australia
- Tanya Adams, Director, Taylored health and Safety Pty Ltd

We have now reached the stage where we are seeking your assistance in reviewing the enclosed draft DVD and providing feedback on the enclosed form. When reviewing the DVD you will notice the following:

1. The sound quality and voice over will vary in its clarity. This is because the copy of the DVD that you have been provided is still in draft format. This will be rectified when the production is finalised and the voice over and sound totally remixed.
2. If you view the DVD by clicking on the “Play All” button, then it will play entire DVD commencing from Module 1.

3. Alternatively you can click on the “Modules” button and select which module you wish to view. If you use this method then you will notice that Module 1 has an introduction from Grahame Turk, Managing Director Sydney Fish Market Pty Ltd. This is a personalised intro that SFM intends to use for its own purposes only (ie it will not appear in the DVD that will be available to the broader industry). However there is a potential for individual businesses to have their own personalised introduction similar to this on a user pays basis.
4. A workbook will also be produced to accompany the DVD. This workbook is currently in the process of being written and will include useful examples and sample forms to complement the information in the DVD.

On behalf of the Project Steering Committee I wish to thank you in advance for taking the time to review the DVD and providing your comments. In particular we are interested in receiving your comments on the content and structure of the DVD, including any suggestions for improvement.

Finally, in appreciation of you taking the time to provide your comments, we will send you a complementary copy of the DVD and workbook once they have been finalised.

Yours sincerely

Bryan Skepper
ADMINISTRATION MANAGER

REVIEW

SIDF 2003/415 – Development of an OH&S induction training CD/Video for the post harvest sector of the seafood industry.

We are seeking your assistance in reviewing this DVD and would be grateful if you would view the DVD and then complete this form. The form should then be faxed to 02 9004 1182 marked for attention of Bryan Skepper.

Name	
Company	
Address	
Telephone	()
Fax	()
Email	
Review:	
Does the DVD cover all relevant areas needed for your business? Yes / No	
If No give details	
Do you think this DVD covers all major Post Harvest OH&S issues? Yes / No	
If 'No' what is missing?	
Bearing in mind that the sound quality is still in draft format, were you happy with quality of the DVD? Yes / No	
If 'no' please explain	
Were you happy with the script? Yes / No	
If 'no' please explain	
Will you use this DVD in your business? Yes / No	
If 'no' please explain reasons	

Are you confident that you are aware of your obligations under the OH&S Act?		Yes / No
Would you like additional assistance regarding OH&S? Yes / No		
If "Yes" provide details		
Please make a comment on your impression of the DVD		
Are there any other areas where Seafood Services Australia can assist you?		

Signed:.....Date:../...../2005

Thank you taking the time to Review the OH&S induction training DVD for the post harvest sector of the seafood industry.

For your efforts in this regard we will forward a complementary copy of the DVD and workbook as soon as production has been completed.