

Campbell Arnott's Health, Safety & Environment Supplier Requirements

Campbell Arnott's is introducing revised procedures for the management of contractors, suppliers, and visitors, to more fully integrate safety into the way we operate, which will affect the way these groups work with our sites.

All products and services must comply with Occupational Health and Safety legislative requirements, Codes of Practice, National and Australian Standards, as well as Campbell Arnott's Policies and Procedures

Definitions

Campbell Arnott's includes the following business groups Campbell Australasia Pty Ltd and Arnott's biscuits Limited.

Passengers: People who the suppliers bring to site other than its personnel eg family and friends.

Personnel: The supplier's employees, agents, and subcontractors (including work experience students and delivery drivers), who perform the Services at Campbell Arnott's sites.

Services: The activities performed on site as agreed between Campbell Arnott's and the Supplier. This may include (but is not limited to): the delivery and collection of materials, products, goods, equipment or other items.

Supplier: A supplier of goods or related services to Campbell Arnott's that are used in production processes.

What do I need to do to work with Campbell Arnott's?

General obligations

- The Supplier is responsible for completing and supervising tasks in a manner that does not place its Personnel, Campbell Arnott's employees, or visitors at risk.
 - The Supplier is responsible for ensuring that all its Personnel understand and comply with Campbell Arnott's OHS requirements.
 - If Suppliers bring Passengers to sites the Passengers must remain in vehicle or be accompanied to a designated area eg reception or canteen areas. Campbell Arnott's reserves the right to refuse entry to its sites by Passengers.
 - Any incidents (including any near misses) involving a Supplier at a Campbell Arnott's site must be reported immediately to their site contact. If the normal contact is not available, the notification must be made to another member of the site leadership team.
 - Adequate safety signage must be provided to inform of any hazard created by work performed. All site signage and directions must be followed. Appropriate safety equipment must be used where a hazard results from work undertaken, or from hazards present on Campbell Arnott's sites.
 - In carrying out work, Personnel must not restrict or impede emergency evacuation routes or access to fire extinguishers, hoses or doors.
- Suppliers are responsible for cleaning and removing any spill or waste packaging material resulting from their activities, in a safe and environmentally sound manner.
 - For other specific risks, additional OH&S and Environmental requirements may be agreed between Campbell Arnott's and the Supplier.

Suppliers

- A contract for the supply of goods, materials or ingredients, that does not require work on site, apart from the delivery or pick up of goods, materials or ingredients or their packaging and or containers specified in the contract.
- The term shall include but is not limited to:
 - Raw material supplies such as flour, sugar, flavourings etc;
 - Packaging materials such as cases, trays, rewind etc;
 - Engineering materials and spare parts;
 - Waste management, container recycling, pallet management and other goods deliveries.
- Suppliers from which items are purchased only (ie they do not attend the site for deliveries or pick ups) are excluded from the scope of this guideline.

Contractors

- A person or group of people who are not employees of Campbell Arnott's but are engaged to perform work for Campbell Arnott's. The term shall include engineering, maintenance and service Contractors and related Subcontractors such as but not limited to:
 - Civil works, earthworks, building construction, plant and equipment installation etc;
 - Installation, repair and maintenance of electrical and mechanical services, air-conditioning etc;
 - Pest control, cleaning, painting and other service providers.

Contractors must:

- Comply with all Health, Safety and GMP requirements of Campbell Arnott's while working on site.
- Complete the [Contractors Documentation Verification Form](#), the [Contractors Health and Safety & GMP Agreement](#) and provide supporting documentation prior to being first engaged and then on an annual basis.
- Ensure the requirements of any Health, Safety and GMP policies, procedures, Safe Work Method Statements (SWMS) and other relevant documents and information are communicated to all employees and Subcontractors.
- Ensure all Contractor employees and Subcontractors who will perform work at the site attend site induction prior to commencing work and on an annual basis thereafter.
- Report all hazards, incidents and near hits to the



Campbell Arnott's Health, Safety & Environment Supplier Requirements

Campbell Arnott's Contractor Coordinator.

Contractor's Employees

- Participate in the site induction program and observe the site Health, Safety and GMP rules.
- Work safely as outlined in the Induction and specific Health, Safety and GMP procedures, SWMS etc.
- Comply with all Health, Safety and GMP requirements of Arnott, including conditions of the Contractors' Clearance to Work while working on site.
- Report any hazards, incidents or near hits to the Campbell Arnott's Contractor Coordinator.

Personal safety

Clothing and personal equipment

- The Supplier must ensure its personnel dress appropriately (eg long trousers with no pockets, metal studs and clothing that does not pull) for each task and wear fully closed-in footwear at all times.
- The Supplier is responsible for providing suitable protective clothing and equipment for all its Personnel according to the nature of the work, and also for ensuring that they are worn as and when appropriate.
- Most Campbell Arnott's sites require the use of high visibility clothing in vehicle traffic areas. The Supplier will ensure its Personnel have high visibility clothing and that it is worn as the outer garment.

No smoking policy

The Supplier will ensure that its Personnel observe the smoking restrictions in force on Campbell Arnott's premises.

Drugs/Alcohol

- Personnel will not be permitted to enter or work on Campbell Arnott's premises if they are under the influence of illegal drugs or in an intoxicated state.
- If Personnel are assessed or considered to be affected by alcohol and/or drugs they must be immediately removed from the workplace or work area.
- It is Campbell Arnott's policy that manufacturing/ warehousing areas, and their adjoining offices are dry work sites. Alcoholic beverages are not permitted to be brought into or consumed on site, unless specifically requested or allowed by site management.

Harassment or discrimination

- Campbell Arnott's will not engage in or tolerate any form of harassment or bullying in its workplace or directed at its employees wherever they may be working.
- The Supplier must ensure that its Personnel comply at all times with all laws regarding harassment and discrimination.

- In particular, the Supplier will assist Campbell Arnott's to provide an environment in which employees, contractors, suppliers, customers and visitors can work without interference caused by harassment or unlawful discrimination.

Manual handling

Manual handling has been identified as one of the key risks within the food manufacturing and supply industry. Campbell Arnott's will be working closely with our Suppliers to ensure that any goods supplied are appropriate for transport and handling at the work site.

- As Suppliers, you will appreciate there are many risk factors in manual handling materials. These factors include the weight of the product, the dimensions of the product and also the frequency with which the product is handled. It is therefore imperative that we work together to identify the best dimensions and weight of products.
- Although weight should not be used to prescribe absolute limits, there is some evidence that the risk of back injury increases significantly with objects above the range of 16-20 kg. Depending on the dimensions of the product and the frequency of use, it is advisable to keep the load below or within this range.
- Where the product is being used frequently bulk containers or delivery systems should be considered.
- Where products have handles, Suppliers are to ensure:
 - the handles have sufficient strength to move the load
 - where possible the packaging is balanced and load stable when lifted.
- The [National Standard for Manual Tasks \(2007\)](#) and the [National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work \(2007\)](#) provide guidelines on managing manual handling.

Chemical and substances management

- Wherever possible, Suppliers of goods should ensure they are non hazardous and not classified as dangerous.
- Suppliers must provide up to date accurate Material Safety Data Sheets (MSDS) for all chemicals that are used or supplied to Campbell Arnott's sites.
- The MSDS must comply with the [NOHSC National Code of Practice for the Preparation of Material Safety Data Sheets \(MSDS\) \(NOHSC: 2011 \(2003\)\)](#).
- MSDSs are valid for five years from the date of issue. It is the Supplier's responsibility to ensure valid MSDS's are always provided, regardless of the country of origin. They must include Australian emergency contact details.
- All chemicals supplied or brought to site must be correctly labeled, refer to [NOHSC National Code of Practice for the Labelling of Workplace Substances \[NOHSC:2012\(1994\)\]](#)
- Campbell Arnott's may request Suppliers to provide MSDSs and other relevant information to nominated third parties



Campbell Arnott's Health, Safety & Environment Supplier Requirements

(such as Chemwatch), to assist in the management of supplied items.

Working at heights

- Where possible, the need to work at heights (over 1.2 metres with an unprotected edge) should be eliminated.
- Suppliers whose Personnel are required to work at heights (e.g. on trucks) must provide effective risk controls and ensure they use these controls to keep their Personnel safe.

Traffic management and mobile phones

- Traffic management requirements must be observed at all times.
- Vehicles must use only recognised entrances and exits when entering or leaving Campbell Arnott's sites.
- Personnel must only park in areas designated by the site contact.
- Designated walkways must be used to prevent collisions with mobile plant such as forklifts and vehicles.
- Some sites have flour and sugar silos, which require mobile phones to be turned off whilst in the vicinity. Suppliers must observe this warning signage.
- Suppliers must ensure their Personnel comply with all speed limits, traffic flows and other specific traffic management rules.
- Vehicles are to be immobilised prior to loading or unloading.
- Suppliers must comply with all instructions of Campbell Arnott's staff unless the instruction would result in an injury or safety risk. If a Supplier believes an instruction by Campbell Arnott's would result in an injury or create a safety risk they must immediately address that concern with their site contact.
- Only Suppliers undertaking approved works are permitted on site.

Plant and equipment

- All plant and equipment including vehicles brought to site by Suppliers will remain under the control and be the sole responsibility of the Supplier at all times. The Supplier must ensure that its Personnel are qualified and competent to use such plant and equipment that it is properly maintained and safe to use.
- Campbell Arnott's plant and equipment is not to be used by Personnel, unless by prior arrangement.
- Supplier plant and equipment must not be left unattended.

Emergency response and management

- Suppliers are required to observe and comply with all emergency response and management requirements.
- Directions from members of site Emergency Response Teams are to be followed at all times.
- In the event of an emergency, Suppliers may be refused entry to sites to minimize potential hazards to site and supplier personnel.

Site security

- Campbell Arnott's sites have security measures installed to protect personnel and company property, including electronic surveillance systems such as cameras. Personnel may be recorded by cameras while on site.
- Sites with electronic access systems will make arrangements with Suppliers as required. Access is automatically recorded and may be monitored to ensure that access is being used appropriately.
- Suppliers may be required to submit to inspections of vehicles, bags, containers etc on entry and exit from sites.
- After hours access must be arranged in advance with site contacts.

