

## HG Retail Employee Checklist -

Name: \_\_\_\_\_ Store: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date Commenced: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Send To			
Type of Form	HG Retail Office	HR Initiatives	Employee File
Induction Checklist sent to HR Manager and kept in staff file			
Uniform Agreement			
ATO Tax Declaration			
Bank Account Details			
Original Job Application			
Tobacco Form			
Driver Declaration Form sent to Office Manager			

### Previous Experience/Qualifications

Food Safety Experience: \_\_\_\_\_

First Aid Officer: \_\_\_\_\_

W.H.S.O. Officer: \_\_\_\_\_

Forklift Licence: \_\_\_\_\_

Any other related qualifications: \_\_\_\_\_

### Department Qualifications

Front End	
Deli/Gourmet	
Fresh Produce	
Grocery	
Dairy Freezer	
Stockroom	
Administration	

# Insurance Aid General Brokers

(Proprietor: Insurance Aid General Brokers Partnership Pty Ltd. ACN: 097 567 710 ABN: 37 097 567 710)  
AFS LICENCE NO: 239049

## Drivers Declaration

Insured \_\_\_\_\_

Nominated Driver \_\_\_\_\_

Policy Number \_\_\_\_\_

DOB \_\_\_\_\_

### **In the previous period of insurance have you or any other person insured or covered by this policy:-**

Received any driving offences or speeding infringements (other than parking fines)?

Yes ☐ No ☐

Had their driving licence cancelled or suspended?

Yes ☐ No ☐

Had any insurance declined, cancelled or voided, or an insurance renewal rejected?

Yes ☐ No ☐

Had any claims rejected or special conditions imposed?

Yes ☐ No ☐

Been charged with any criminal offence?

Yes ☐ No ☐

Been convicted of arson, theft, fraud or malicious damage and/or any drug related offence?

Yes ☐ No ☐

### **The following questions apply to each vehicle insured by this policy**

Has the usage of the vehicle been changed (i.e. Private, Business of trade use)?

Yes ☐ No ☐

Has the vehicle been modified?

Yes ☐ No ☐

Has the stereo system been changed, replaced or upgraded?

Yes ☐ No ☐

Does the vehicle currently require repairs or maintenance to make it roadworthy?

Yes ☐ No ☐

If the premium has not been paid by the due date has any accident or theft happened after that date?

Yes ☐ No ☐

Has any of the information shown on this certificate changed?

Yes ☐ No ☐

### **If you have answered YES to any of the above, please give details:-**

PLEASE INCLUDE DATE OF INCIDENT FULL DETAILS, INSURER AND PERSON AT FAULT (IF A CLAIM)

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I hereby state that the information above is true and correct.

\_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Signed

Date

**2.1 Front End Manual Handling****- ALL**

- ◆ When moving items from the stockroom to the checkouts, for example, cold drinks always use a trolley.
- ◆ Always follow the five steps to safe lifting
  1. Size up the load
  2. Stay close to the load
  3. Always bend your knees
  4. Lift the object using your legs
  5. Turn by moving your feet, not twisting your back
- ◆ Ensure anti-fatigue mats are still springy underfoot
- ◆ Allow the conveyor belt to carry the items as close as possible to the scanner
- ◆ When scanning, avoid constant bending and twisting of wrists
- ◆ Do not pack bags that are too heavy for you or the customer to lift. Move bags with both hands and without bending or twisting your back.
- ◆ Place bags at the rear of the bag table and then gradually fill the table toward you. This minimises stretching and lifting
- ◆ Wherever possible, alternate your working posture during your shift, for example, rotate between left and right checkouts. Every 2 hours is preferable
- ◆ When handling change or cash drawers, do not carry too much in one load. Make several trips or ask for help.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

## Job Safe Practices

### 4.1 Deli Meat Slicers

### Deli

- ◆ Check that equipment is in safe operational condition prior to use. For example, ensure the power cable and plug are not frayed or damaged.
- ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
- ◆ Ensure the slicer is stable and on solid support.
- ◆ Ensure guards are in place before turning on the slicer.
- ◆ Keep hands, arms, hair and loose clothing clear of all moving parts.
- ◆ Always allow the last slice device to grip and push meat. Do not use your hand.
- ◆ Ensure blades are always sharp. Arrange for sharpening through your Store Manager.
- ◆ Ensure the blade is returned to the zero setting immediately after use.
- ◆ Ensure the power is switched off before cleaning or clearing blockages.
- ◆ Always wear slash proof gloves on both hands when cleaning the slicer

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### 4.2 Chicken Oven

### Deli

- ◆ Check that equipment is in safe operational condition prior to use. For example, ensure the power cable and plug are not frayed or damaged.
- ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
- ◆ Always wear heat resistant gloves when loading or unloading a hot oven
- ◆ Allow steam to clear by holding the oven door slightly ajar before opening fully.
- ◆ Ask for assistance if required when moving crates of chickens from the coolroom to the oven.
- ◆ Always clean fat spills from the floor immediately
- ◆ Ask for assistance if the oven must be moved
- ◆ Check exhaust fans and advise Store Manager if cleaning is necessary
- ◆ Always wear heat resistant gloves when cleaning the oven
- ◆ Ensure only approved cleaning chemicals are used.

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**4.3 Deli Manual Handling****All/Stock**

- ◆ When moving items from the stockroom to the deli, for example, carton of chickens always use a trolley.
- ◆ Always follow the five steps to safe lifting
  1. Size up the load
  2. Stay close to the load
  3. Always bend your knees
  4. Lift the object using your legs
  5. Turn by moving your feet, not twisting your back
- ◆ Always store heavier or bulky stock, for example, crates of chicken, hams or bacon on middle shelving with lighter stock on higher or lower shelves.
- ◆ When reaching into the deli case to serve or clean, rest one hand on the case to support some of your body weight
- ◆ Ask for assistance when lifting heavy items such as crates of chickens
- ◆ After assessing the quantity of chicken crates and weight and your capability of moving the load, there are options available to move the load:

Use a trolley to move the load, ask for assistance in moving the stock onto the trolley

Use the hook provided to move the crates, remain in an upright position with your arm extended out and drag the crates
- ◆ Use safety step (not a milk crate) to reach items stored above shoulder height.
- ◆ Wherever possible, regularly change your posture during your shift by alternating between different tasks. For example rotate between cleaning tasks and serving.

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## Job Safe Practices

### 5.1 General Using Knives

**All**

- ◆ Use knives for their intended purpose only.
- ◆ Keep knives sharp to avoid using excess pressure during cutting
- ◆ Ensure cutting benches are clean and that you are not near any electrical cords or cables
- ◆ Always wear a slash proof glove when using and cleaning knives
- ◆ Don't leave knives on the bench or soaking in the sink or a bucket
- ◆ After use, return knives to an allocated storage location such as a magnetic wall mounted knife holder

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### 5.2 Grocery/Stockroom Manual Handling

**ALL**

- ◆ Always follow the five steps to safe lifting
  1. Size up the load
  2. Stay close to the load
  3. Always bend your knees
  4. Lift the object using your legs
  5. Turn by moving your feet, not twisting your back
- ◆ Use mechanical assistance to move stock. For example, use trolleys or pallet jacks. Ask for assistance if required
- ◆ Do not overload trolleys. Make sure you have a clear vision of your path at all times. Push the load where practical, instead of pulling, if required ask for assistance
- ◆ Always store heavier or bulky stock on middle shelving with lighter stock on higher or lower shelves.
- ◆ Wherever possible, alternate between heavy and light manual handling duties during your shift. Rotate presentation and cleaning with heavier lifting tasks.
- ◆ Always use a safety step or platform ladder where you must reach above shoulder height. Minimise bending by working from a trolley.
- ◆ Ask for assistance for heavy lifting e.g. lifting empty pallets. Empty pallets are not to be stored or left on their sides at any time.
- ◆ When moving empty pallets always use mechanical assistance, e.g. pallet jack, never lift or drag an empty pallet on your own.
- ◆ There should be a minimum of two people when stacking pallets on top of each other, always ask for assistance, never stack an empty pallet by yourself.

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### 5.3 General Safety Step

**ALL**

- ◆ Use the safety step in all instances where you must reach above your head. Use a platform ladder if you cannot easily reach items from the safety step.
- ◆ Under no circumstances stand on a milk crate, trolley, box or carton. Always use the safety step.
- ◆ The safety step has been designed for use on its own. Do not use stacked safety steps.
- ◆ Ensure that the safety step is in good order and free from defects.
- ◆ When you need to access fixtures, place the safety step close to the fixture allowing enough room to carry a box in front of you.
- ◆ When stepping on the safety step, step firmly on to the middle or it may move away from you.
- ◆ Take care when stepping down from the safety step. Step down backwards. Do not step forward or sideways, as there is a danger of falling.

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**5.4 General – Housekeeping****ALL**

- ◆ Keep all areas free from hazards. For example grapes, lettuce leaves, liquids in customer areas, rubbish, chicken fat, ice build up in freezers.
- ◆ You must sporadically view the floor to ensure that there are no trip or slip hazards. If hazards are identified, please remove or clean up the relevant mess.
- ◆ Always return products and equipment to their correct location. Remember to rinse out mops and empty buckets.
- ◆ Empty waste bins throughout the day to avoid overflowing
- ◆ Never leave pallets on their side in the stockroom and not stacked more than 10 high.
- ◆ Always store pallet jacks underneath pallets.
- ◆ Ensure trolleys are regularly collected from footpaths and other areas of the carpark. Refer to JSP 9.1 Trolley Collecting
- ◆ Always keep staff room amenities clean and tidy, for example toilets, lockers, kitchen sink, benches and tables.
- ◆ Always keep fire exits, fire equipment, stairs and landings free of blockages and trip hazards.

**Cleaning up spills**

- ◆ Always ensure a staff member stands near the spill while safety signs are located to warn of the spill.
- ◆ Wipe, sweep or mop up the spill immediately. Make sure water is fully squeezed out of mop before using. Remove safety signs only when area is completely dry.

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### 5.5 Carton Cutters

**ALL**

- ◆ Only use cutters provided by the store.
- ◆ Always use a sharp blade.
- ◆ Always cut away from body parts including your stomach, thighs and your free hand. Rotating cartons will help.
- ◆ Always keep your eyes on your work
- ◆ Always retract the blade after use.
- ◆ Store the carton cutter in a safe place when not in use. Never leave a cutter unattended in a selling area.
- ◆ Dispose of used cutter blades in a sealable tin. Never dispose of cutter blades into the general rubbish.

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### 5.6 Emptying a Cardboard Bale

**ALL**

- ◆ Open the compactor section of the cardboard baler
- ◆ Secure the tie around the bale
- ◆ Remove the bale from the compactor by pulling the bale out onto a manual pallet jack
- ◆ Wheel the pallet jack onto the goods hoist
- ◆ Take the manual pallet jack with the bale on it to the receiving area or where the bales are stored for pick up
- ◆ Remove the bale from the pallet jack by pushing the bale off the pallet jack
- ◆ Never clean lift the bale, at times the bale should be pulled or pushed.
- ◆ Ask for assistance if needed.

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### 5.7 General Working in the coolroom/freezer

**ALL**

- ◆ If you are working in the coolroom/freezer for periods of longer than 10 minutes, wear the jacket and gloves provided.
- ◆ Ensure the emergency bell is in working order when entering the coolroom
- ◆ Close cool room and freezer doors to prevent build up of ice on the floor.
- ◆ Clean spills immediately to prevent liquid forming ice on the floor.
- ◆ If ice has built up, advise the store manager and arrange to have it removed immediately

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### 5.8 General Stock Platform Ladder

**ALL**

- ◆ Check that the ladder is in a safe operational condition prior to use.
- ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
- ◆ Ensure the work area is clear and the ladder is secured, close to and side on to the fixture.
- ◆ Do not move the ladder while you, or another person, are on it.
- ◆ Keep your body within the safety rails of the ladder
- ◆ While descending the ladder, rest the load on the platform to free your hands so you can hold onto the rails.
- ◆ Observe all manual handling techniques.
- ◆ Do not leave ladder unattended in customer areas.

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### 5.9 General Sweep Log

**ALL**

- ◆ All team members are responsible for ensuring that the floor is free from hazards
- ◆ As stated in the general housekeeping practice, you need to observe the shop floor as you manoeuvre around the store to ensure it is free from rubbish, plastic, obstacles, produce scraps, ice build up, chicken fat/oils.
- ◆ The sweep log is to be initialled every 15 minutes to confirm that this is the case within the store.
- ◆ This is best practice to ensure the safety of staff and customers.

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### 6.1 Fresh Produce – Cutting Fresh Produce

- FPO

- ◆ Keep knives sharp to avoid using excessive pressure during cutting
- ◆ Always wear a slash proof glove on the hand holding the fresh produce when using cutting implements.
- ◆ Always wear slash proof gloves when cleaning cutting implements.
- ◆ Ensure cutting benches are clean and that you are not near any electrical cords or cables.
- ◆ Do not 'hack', 'slash' or force the knife through the produce. Always use smooth movements.
- ◆ After use, return knives to an allocated storage location such as a wall mounted magnetic knife strip.
- ◆ Avoid cutting produce continuously for long periods.
- ◆ Never throw knives or engage in any dangerous behaviour with knives.

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Signature \_\_\_\_\_

Date \_\_\_\_\_



### 6.2 Fresh Produce – Manual Handling

### All/Stock

- ◆ Always follow the five steps to safe lifting
  1. Size up the load
  2. Stay close to the load
  3. Always bend your knees
  4. Lift the object using your legs
  5. Turn by moving your feet, not twisting your back
- ◆ Always store heavier items for example boxes of apples in the middle shelving with lighter stock on the higher or lower shelves.
- ◆ Work at waist height where possible.
- ◆ Use the safety step to access higher shelves.
- ◆ Where practical, allow clearance around pallets, trolleys and bins. This gives easier access to stock and minimises double handling.
- ◆ Do not overload trolleys. Make sure you have a clear vision of your path at all time. Push the load where practical, instead of pulling.
- ◆ Ask for assistance when lifting heavy or awkward items. For example large bags of potatoes.

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Date \_\_\_\_\_

**8.2 Stockroom – Electric Pallet Jack**

**Grocery/Stock**

- ◆ Check that the equipment is in a safe and operational condition prior to use by performing a daily pre-operational check.
- ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
- ◆ Ensure that the load is within the weight limits of the equipment and that it is secure and stacked safely.
- ◆ Ensure both tines (forks) are positioned fully under the pallet. Place loads **central on forks**, flush with the pallet and evenly balanced.
- ◆ **Travel with the load** no more than a few centimetres off the ground
- ◆ Plan the route you are going to take and ensure you have clear vision of your path at all times.
- ◆ Do not operate equipment with wet or greasy hands.
- ◆ Only carry **loads that are within the limits** of the **pallet jack**.
- ◆ Give way to pedestrians and move at a safe speed to allow for stopping time.
- ◆ Proceed with caution when moving around blind spots, corners and doorways and avoid sudden stopping that may unbalance the load.
- ◆ Ensure battery charging only takes place in a well ventilated area, away from stock.
- ◆ Follow all other WARNING labels on the machine.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**8.3 Stockroom – Forklift****Grocery/Stock**

- ◆ Only licensed operators may drive a forklift.
- ◆ Check that the equipment is in a safe and operational condition prior to use by performing a daily pre-operational check.
- ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
- ◆ If the forklift has a seatbelt, this seatbelt must be worn at all times while using the forklift.
- ◆ Ensure that the load is within the weight limits of the equipment and that it is secure and stacked safely.
- ◆ Ensure both tines (forks) are positioned fully under the pallet.
- ◆ Plan the route you are going to take and ensure you have clear vision of your path at all times.
- ◆ Raise the load to a level that enables travel with the load as close as possible to the ground.
- ◆ Give way to pedestrians and move at a safe speed to allow for stopping time.
- ◆ Proceed with caution when moving around blind spots, corners and doorways and avoid sudden stopping that may unbalance the load.
- ◆ Do not carry passengers on the forklift
- ◆ Be aware of and avoid overhead power lines
- ◆ Always store the forklift on flat ground with the key removed, the forks in their lowest position and with the handbrake fully engaged.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

### 8.4 Stockroom – Electric Walkie Stacker

### Grocery/Stock

#### Before operation:

1. Only employees with a current ***Pedestrian Forklift*** competency are to operate this equipment.
  2. **Evidence of training** must be located in the Walkie Stacker Manual before unsupervised operations performed.
  3. **A Pre-Operational safety check** is to be completed at the commencement of each working day or shift. Eg check for leaks, operational tests.
  4. Tag out the **Walkie Stacker** and immediately report to the store manager any faults.
  5. Ensure the **pathway is clear and free** of obstacles / pedestrians.
  6. Ensure that **Signage** displaying restricting access during operations is **clearly visible** at all entry points to area of operations
- 
- ◆ Check that the equipment is in a safe and operational condition prior to use by performing a daily pre-operational check.
  - ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
  - ◆ Ensure that the load is within the weight limits of the equipment and that it is secure and stacked safely.
  - ◆ Ensure both tines (forks) are positioned fully under the pallet. Place loads **central on forks**, flush with the pallet and evenly balanced.
  - ◆ **Travel with the load** no more than a few centimetres off the ground
  - ◆ Plan the route you are going to take and ensure you have clear vision of your path at all times.
  - ◆ Be aware of height limitations, for example coolroom doors.
  - ◆ Do not operate equipment with wet or greasy hands.

- ◆ Ensure **Pedestrian access is restricted** during the use of the Forklift/Walkie Stacker at all times. Place do not enter, electric walkie-stacker sign up on the stock room door leading into the store and across the back dock entry.
- ◆ Only carry **loads that are within the limits** of the **Walkie Stacker**
- ◆ Do not use damaged pallets
- ◆ Give way to pedestrians and move at a safe speed to allow for stopping time.
- ◆ Proceed with caution when moving around blind spots, corners and doorways and avoid sudden stopping that may unbalance the load. Operate at a safe speed and brake gently. Turn at a controlled speed to avoid rollover.
- ◆ When operating the Walkie Stacker, slow down and sound the horn at the stockroom entry and positions where vision is obstructed.
- ◆ Operate the machinery in a safe manner, avoiding curbs and potholes whilst using outdoors.
- ◆ Ensure battery charging only takes place in a well ventilated area, away from stock.
- ◆ Follow all other WARNING labels on the machine.

### **After operation**

When leaving a walkie stacker unattended:

- a. Park on level ground.
- b. Lower the fork arms so they are as close as possible to the operating surface.
- c. Turn off the power and remove the key. Place the key into the lockable key box
- i. **Never leave the Walkie Stacker with the keys in the ignition**
- d. **Never let an unauthorized person operated the Walkie Stacker**

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Signature \_\_\_\_\_

Date \_\_\_\_\_

### 8.5 Stockroom – Manual Pallet Jack

### Grocery/Stock

- ◆ Check that the equipment is in a safe operational condition prior to use.
- ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
- ◆ Never ride on a pallet jack.
- ◆ Line the pallet jack up with the pallet and ensure the forks are in their lowest position.
- ◆ Avoid jerky movements when pushing the pallet jack under the pallet.
- ◆ Do not overload the pallet jack. If it is difficult to move ask for assistance or breakdown the load.
- ◆ Plan the route you are going to take and ensure you have clear vision of your path at all times.
- ◆ Move at a safe speed to allow for stopping time.
- ◆ Proceed with caution when moving around blind spots, corners or doorways.
- ◆ Ensure your feet are clear of the pallet when lowering the pallet jack.
- ◆ Always store pallet jack underneath pallets.

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### 8.6 Stockroom – Dock Leveller & Hydraulic Hoist EQ - GRO

- ◆ Only trained operators may use the Dock Leveller and Hydraulic Hoist
- ◆ Check that equipment is in safe operational condition prior to use.
- ◆ If equipment is found to be faulty, do not use it. Report it to the Store Manager so that a Maintenance Form can be completed and suitable Out of Order signage can be applied.
- ◆ Under no circumstances are staff allowed off a raised dock area when there is vehicle movement.
- ◆ Ensure the equipment flaps are securely placed on the truck before unloading.
- ◆ Ensure hands and feet are free of pinch points at all times.
- ◆ Observe and comply with the load limits of the equipment at all times.
- ◆ Do not move the platform or ride on the hydraulic hoist at any time.

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### 8.7 Stockroom – Hydraulic Hoist Cleaning

**SSO**

- ◆ Only a senior management team member should clean under hydraulic hoists.
- ◆ Check with a qualified contractor that the hoist has a functioning locking mechanism.
- ◆ Check that the equipment is in a safe operational condition prior to use.
- ◆ Ensure that no load is on the table prior to engaging the locking mechanism.
- ◆ Ensure a second person is present to monitor the area for any transport or inadvertent operation of the hoist.
- ◆ Engage the locking mechanism by raising the hoist to its full height and then flipping the yellow locking chock into place.
- ◆ Stand clear of the hoist while lowering the hoist until the rollers rest firmly against the chock.
- ◆ Once cleaning has been completed remove the locking mechanism by using the reverse of the instructions above.

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### 9.1 Trolley Collection

**ALL**

- ◆ Ensure all trolley collectors wear the personal protective equipment (PPE) provided;
  - Reflective safety vest
  - Hat and sunscreen during daylight hours
  - Raincoat (under reflective vest) during wet weather
- ◆ Ensure you maintain appropriate fluid intake during hot weather to avoid dehydration.
- ◆ Ensure you wear fully enclosed shoes and a reflective vest at all times.
- ◆ Move a quantity of trolleys that you are physically comfortable with. Do not attempt to move more than ten (10) trolleys on the flat at one time.
- ◆ Move a quantity of trolleys that you are physically comfortable with. Do not attempt to move more than seven (7) trolleys up a ramp at one time.
- ◆ Plan the safest route to the trolley bay before moving the trolleys.
- ◆ Hold the handle of the trolley train with both hands so the load is evenly distributed.
- ◆ Push trolleys rather than pull them.
- ◆ Only use the purpose designed trolley strap to secure trolleys. Never use an elasticised 'octopus' strap.

*I understand that my signature below indicates that I have read this document and have been shown and understand the relevant topic and feel I have a competent and suitable knowledge of the area.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### 10.1 Scales Taring

ALL

#### Scales Taring Training

In all situations, the weights and measures Act requires that selling of food by weight must include a tare weight check of any packaging or receptacle used, on the scales used to determine the net sell weight of the product.

This is done by any one of the following ways:

- Daily at start of day (e.g. if a certain type of packaging or receptacle is the only item to be used for weighing goods on the scales ie. A slab sheet)
- Automatically via a pre-tared PLU number at the point of packing or at the register (the latter is especially important for goods that the customer packs themselves into standard bag, such as fresh bulk mushrooms) or
- Manually by pressing the relevant scales tare button and allowing the scale to read zero, after placing the container/packaging onto the scale, before any product is actually weighed on it.

**[If zero does not show on the scale whilst the container/packaging is on after the tare button is pushed, then seek advice from a management team member]**

#### Definitions:

- Gross Weight - is the whole total weight of the item.
- Net Weight - is gross minus things like packaging - in other words, just the weight of the product.
- Tare Weight - Actual, computed, or estimated [weight](#) of the [container](#) and/or [packaging](#). In wholesale and retail [trade](#), it is the weight of [box](#), packaging, wrapping, strapping, etc. Tare weight plus [net weight equals gross weight](#)

### 10.1 Scales Taring

All

#### **MANAGEMENT AND STAFF SIGN OFF CHECK SHEET**

I have had instruction and understand the following procedures and have been able to demonstrate the following procedures.

Staff does understand:

- ☐ Procedures to level off a scale with bubble indicator
- ☐ That a daily scale check is a daily retail requirement
- ☐ Use of 1kg stamped test weight to check accuracy of scale
- ☐ Certification sticker under or on scales is up to date with authority
- ☐ Process to zero scales using taring system
- ☐ Understand terminology like net weight, gross weight, tare weight (for packaging)
- ☐ That tare weights are applicable for all size trays, tubs and bags
- ☐ Daily product checks of gross weight in store packs are needed

*I understand that my signature below indicates that I have read this document and have been shown and understand the relevant topic and feel I have a competent and suitable knowledge of the area.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Store Induction and Training Checklist

### Training Manual Version Number 4, April 2014

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand that my signature on the items listed below indicates that I have read this document and have been shown and understand the relevant topic and feel I have a competent and suitable knowledge of the area.*

*I \_\_\_\_\_ (Trainers Name) acknowledge that the above stated employee has received the training as stated below and has a competent and suitable knowledge of this training.*

Job Safe Practices Checklist	Date	Employee Signature	Trainer Signature
HG Retail Checklist			
Drivers Declaration			
Uniform Agreement			
2.1 Front End Manual Handling			
2.2 Register Procedures			
4.1 Deli Meat Slicers			
4.2 Deli Chicken Oven			
4.3 Deli Manual Handling			
5.1 Using Knives			
5.2 Grocery Manual Handling			
5.3 General Safety Step			
5.5 General Carton Cutters			
5.4 General Housekeeping			
5.6 Emptying a Cardboard Bale			
5.7 Working in the Coo Iroom			
5.8 Platform Ladder			
5.9 General Sweep Log			
6.1 Fresh Produce Cutting			
6.2 Fresh Produce Manual Handling			
8.2 Electric Pallet Jack			
8.3 Forklift			
8.4 Walkie Stacker			
8.5 Manual Pallet Jack			
8.6 Dock Leveler and Hoist			
8.7 Hydraulic Hoist Cleaning			
9.1 Trolley Collection			
10.1 Taring Scales and Products			