



**Oakey Beef Exports Pty. Ltd.**  
ABN: 57 009 677 598  
Oakey Connection Rd  
Po Box 156  
Oakey, QLD, 4401  
Phone: (07) 4892 0000  
Fax: (07) 4892 0095

## VISITOR INDUCTION & HEALTH DECLARATION

*It is a requirement of entry that before you enter the Site / Plant and or Operational areas you **MUST** read and acknowledge the following procedures. These procedures are designed to protect your health and safety and the food safety of our customers. If there are any issues that you do not understand, please ask to have any points clarified.*

- You **MUST** follow the Company Staff member's instructions at all times.
- You **MUST** not be affected by alcohol or any non prescribed illegal drug.
- You **MUST** not bring prohibited items or cameras on Site/Plant.
- You **MUST** not wear jewellery in production areas i.e.: watches, earrings, rings, studs etc
- You **MUST** conduct yourself in a proper manner, no skylarking, fighting etc.
- You **MUST** wear appropriate personal protective equipment (PPE) as provided by the company staff member.
- Consumption of food and drink is restricted to the canteen/dining room, main office area or specific areas.
- If driving onto the Site/Plant, **GIVE WAY** to pedestrians and forklifts, **OBSERVE** the signed speed limit.
- Security **MAY** inspect your vehicle or bags on departure.
- You **MUST** not remove any company property from the Site/Plant.
- You **MUST** wash your hands, boots and wear appropriate clothing, hair covering when entering production areas.
- You **MUST** only smoke in designated smoking areas.
- All visitors to site must obey the traffic management plan and walk on the designated walkways as identified on the site plan.

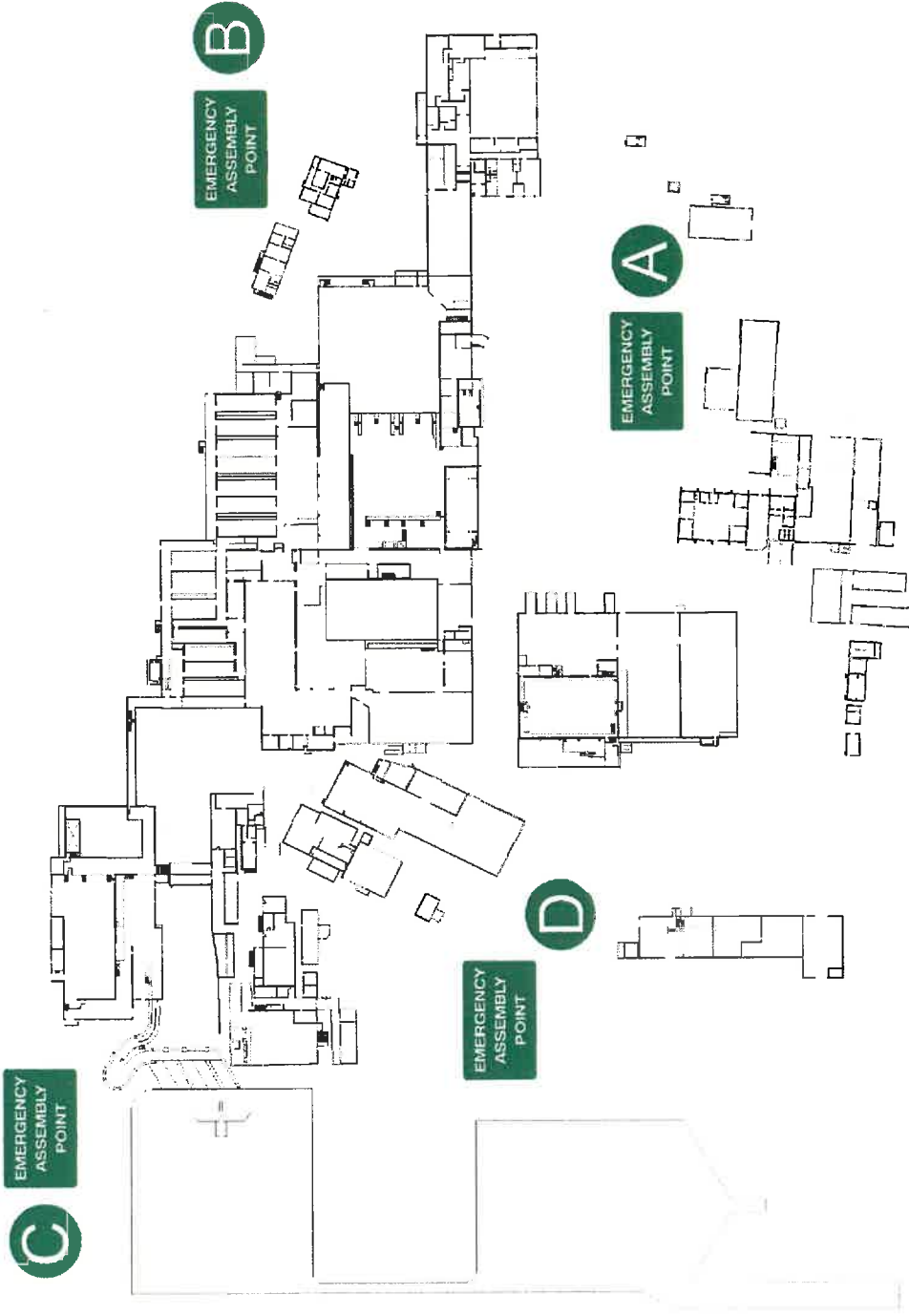
### BIOLOGICAL /ENVIRONMENTAL/CHEMICAL HAZARDS EXIST ON THIS SITE

- Should an emergency such as a chemical leak (ammonia)/spill or fire arise, a warning alarm will sound, at which time you must prepare to evacuate.
- If emergency evacuation is necessary, the warning tone will change, and You **MUST** accompany the Group Leader/Company Staff member to an identified assembly area of the plant.
- You **MUST** remain at the assembly area until the area safety warden gives the all clear.
- It may be necessary in the event of an ammonia leak to attend a lock down muster area, in the event an evacuation is not possible. Please follow the instructions and guidance of your Group Leader/Company Representative.
- If in the event a bleach like smell in the air is detected your Group Leader/ Company Representative **MUST** be notified immediately for the appropriate action to be taken.

WHS 06 - VISITOR HEALTH DECLARATION AND INDUCTION - Ver. 2.1 - Released: 16/04/2018 2:43 PM By: chiggins

Oakey Beef Exports Pty Ltd		WHS 06 – Visitor Health Declaration and Induction		Issue Number: 2.1	
Authorised By: HR Manager	Amendment: <b>WHS 25/2018</b>	Date Reviewed 16/04/2018	Date of next Revision: 16/04/2019	Page 1 of 6	

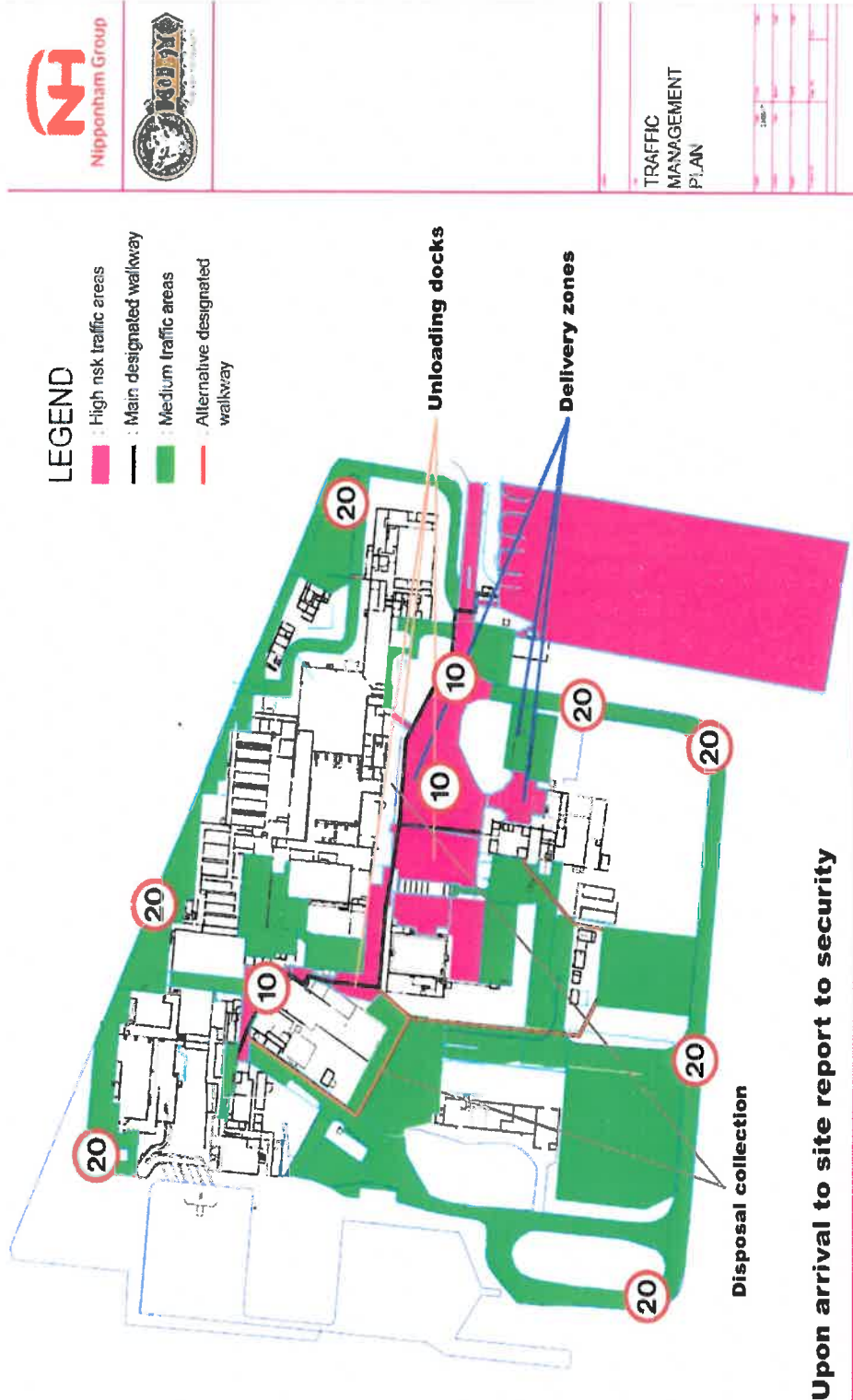
EVACUATION DIAGRAM



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**Oakley Beef Exports Pty. Ltd.**  
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 Fax: (07) 4692 0096



**Upon arrival to site report to security**

<b>Oakley Beef Exports Pty Ltd</b>	<b>WHS 06 – Visitor Health Declaration and Induction</b>	<b>Issue Number: 2.1</b>
<b>Authorised By: HR Manager</b>	<b>Amendment: WHS 25/2018</b>	<b>Date Reviewed: 16/04/2018</b>
		<b>Date of next Revision: 16/04/2019</b>
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## HEALTH DECLARATION

Please indicate your Q fever Status: Are you vaccinated from Q fever? (Circle) Yes.    No.

**NOTE: If you answer "No" you MUST wear a P2 protective mask (PPE)**

Yes.    No.

- Are you suffering from an infectious illness? e.g. Conjunctivitis
- Are you suffering from an infectious skin condition? e.g. Dermatitis, Eczema
- Are you suffering from an infectious or notifiable disease? eg. Hepatitis, Tuberculosis


Please give details if you have answered **YES** to any of the above questions:

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- If you are to visit a production area please complete the Loose Items Register on the back of this page.
- If you are undertaking any work activities (e.g. maintenance) in production areas you **MUST** not come into contact with any meat or meat product.
- You **MUST** inform your Group leader/ Company Staff member if you believe you have touched or contaminated a product/s.
- You **MUST** leave the work area clean of any contaminating material; you must advise Group leader/ Company Staff member that you have completed your task.

In signing this visitor induction form, I verify that, I have read and that I fully understand the information and requirements included in the induction procedure, to which, I agree to abide by. I understand that it is my responsibility to behave in a safe manner at all times and abide by all safety instructions and obligations. I may be removed from the Site/Plant, if, I do not follow the above rules and or Workplace Health and Safety Policies and Procedures.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Contact Number whilst on site: \_\_\_\_\_

In the presence of:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Oakey Beef Exports Representative)



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**Loose Items Register (to be completed if visiting a production area)**

No.	Description of Item	Sign Out.	Sign In.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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Oakey Beef Exports Pty Ltd - Office use only:

This completed form **MUST** be returned to the Workplace Health & Safety Officer for record keeping.

Documentation completed and uploaded to system: YES

All of the documentation must be kept on record for 5 years, from the date of commencement.

**ATTENTION: Security Guard.**

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Contact must be made with relevant company representative before visitor is admitted on site.

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