

## STEP BACK AND ASSESS BEFORE STARTING ANY WORK

Date	Policy implemented	By	Next review date
07 <sup>th</sup> January 2022	07 <sup>th</sup> January 2022	G. Stuart	January 2023

Before starting ANY task on the vineyard, you MUST firstly assess the task for ANY risk to your health or health to others. The following is a guide of questions to ask yourself (**this is not a form to fill out**) to assist you to make an informed decision on whether your safety and the safety of others is at risk or not.

All employees are to follow this every time they start work either in the morning, or moving to a new task:

**If you answer no to any of these points listed below, THEN DO NOT START THE JOB - SEE YOUR SUPERVISOR IMMEDIATELY.**

1. What is the task?
2. Have I been trained adequately to do the job safely?
3. Have I been instructed on the risk factors involved that may cause harm to my safety/health if I do not do my task safely?
4. Do I feel that I can carry out the task safely and without harm to myself or others?
5. Do I feel that I will be risk free of injury or harm to my safety whilst carrying out my task?
6. Am I wearing/prepared with all the personal protection equipment I need to safely carry out and complete my task?
7. Am I competent to carry out the task?
8. Do I understand that if I am not doing my task safely, I might suffer or cause a team member an injury or harm to myself/themselves?
9. If I identify a risk element that has not been previously exposed by Garshey's Team Beautiful management/supervisor, I will bring it to my supervisors' attention immediately.
10. Do I understand that by not working safely, and I cause an injury or harm to myself or others that I may be:
  - a. Denied compensation to my injury
  - b. I might be liable to pay for the injury rehabilitation to myself and/or others
  - c. My employment will be terminated immediately.

**ALL TEAM MEMBERS MUST ANSWER (HONESTLY) YES BEFORE STARTING ANY WORK IN THE VINEYARD.**