

## **STEP BACK AND ASSESS BEFORE STARTING ANY WORK (updated: 26<sup>th</sup> March 2020)**

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

It is a legal responsibility of the workplace provider (Garshey's) and each employee NEVER to carry out a task without first assessing and minimising any risks to injury/health.

Before starting ANY task on the vineyard, you MUST firstly assess the task for ANY risk to your health or health to others.

**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 identified the risks to myself and others around me and instituted a plan to eliminate as much as possible anything that may cause injury whilst I carry out this task?
3. Have I been trained adequately to do the job safely?
4. 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?
5. Do I feel that I can carry out the task safely and without harm to myself or others?
6. Do I feel that I will be risk free of injury or harm to my safety whilst carrying out my task?
7. Am I wearing/prepared with all the personal protection equipment I need to safely carry out and complete my task?
8. Am I competent to carry out the task?
9. 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?
10. 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.
11. 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.