



Health, Safety and Environmental Policy

Background

All staff and volunteers agree to abide by the Foodcore Nutrition Services Incorporated (Foodcore) Health, Safety and Environmental policy at all times when they are working in a Foodcore capacity.

Foodcore is a not-for-profit, non-government health promotion charity that formed on 15 July 1994.




Foodcore™
Nutrition Services

Our Vision A sustainable equitable healthy food environment

Our Purpose To provide nutrition and food service support

Our Mission We advocate for healthy food environments by providing support and education to empower communities

Our Values

-  **Collaboration**
Working together to achieve more
-  **Excellence**
Being innovative, passionate and evidence based
-  **Integrity**
Acting with honesty, courage and accountability

Our Objects

- To promote the provision of healthy food environments where we work, learn and play
- Being a leader in influencing policy and advocating for healthy food environments consistent with the Australian Dietary Guidelines
- To advocate for the relationship between food and wellbeing
- To provide evidence-based advice, training and support to create healthy food environments and viable food services
- To engage and collaborate with key stakeholders and organisations with objects similar to the objects of the Association

Policy review

Current policy: 25 June 2024

Previous review: 18 September 2021

Previous review: 28 June 2019

Previous review: 3 April 2017

Originally adopted: 11 February 2003

Our policies

Business of Foodcore is guided by the Constitution; Strategic Business Plan; Code of Conduct and Health, Safety and Environmental Policy.

1. Work safe

Foodcore is committed to improving the health of staff, volunteers and the community through safe practices in its workplace and wider community.

- Staff, volunteers and participants of training sessions will have access to equipment that reduces the necessity to lift heavy objects e.g. trolleys and will be shown the correct method of lifting to avoid injury
- Staff, volunteers and participants involved in Foodcore event and training, including practical kitchen training sessions, will be shown the correct method of lifting to avoid injury; will be provided with equipment in good working order; must wear protective clothing and enclosed shoes; long hair must be tied back; must wear a hat
- The Department of Education (DOE) provides office housing for Foodcore. As such:
 - DOE is responsible for providing and maintaining a safe and healthy work environment in its workplaces, within the framework of the Occupational Safety and Health Act 1984 and the Workers' Compensation and Rehabilitation Act 1981
 - Foodcore staff and volunteers will comply with the current Occupational Safety and Health legislation at all times; and will follow DOE guidelines and procedures.

2. Food and catering

Foodcore understands and recognises the importance of good nutrition and the role it plays in maintaining and improving health. Foodcore will actively promote healthy catering practices across all projects and events.

- Foodcore will role model healthy catering and eating practices by:
 - a) ensuring that food provided at events, training and other activities of Foodcore reflects the objectives of Foodcore
 - b) not consuming or promoting unhealthy food and drinks (e.g. sugary drinks, energy drinks, confectionery) whilst working in a Foodcore capacity at events, training and other activities
- Items that encourage unhealthy eating (e.g. deep fryers, high fat packaged snack foods, confectionery and sugary drinks) will not be provided for fundraising purposes, prizes, awards or gifts
- Staff and volunteers who provide catering on behalf of Foodcore will:
 - a) receive food handler training commensurate with the level of activity performed, in accordance with the national Food Safety Standards
 - b) always include water
 - c) include a range of healthy foods consistent with the Australian Dietary Guidelines and Australian Guide to Healthy Eating
 - d) include foods reduced in fat, sodium and sugar, and high in fibre
 - e) cater for dietary requirements
 - f) will adopt practices that support the environment, where possible e.g. tap water and cups rather than bottled water.
- Foodcore will give preference to food companies/caterers that provide healthy alternatives, e.g. products registered under the Star Choice™ Food Registration Program.

3. Tobacco and e-cigarettes

Foodcore recognises that smoke-free and vape-free environments protect non-users from the harmful effects of environmental tobacco smoke (ETS) and vaping and contribute to reducing tobacco and vaping consumption levels. Foodcore will encourage quitting attempts and discourage the uptake of smoking and vaping, particularly by young people.

- All indoor and designated outdoor areas (seated areas/audience areas) under the control of the Foodcore will be 100% smoke-free and vape-free
- All Foodcore activities and events (including training, presentations, fundraising events, meetings, social occasions) will be 100% smoke-free and vape-free
- Tobacco and vaping products will not be sold by Foodcore or on any premises under its control or be used for prizes or fundraising purposes
- Any person, either employed by or representing Foodcore in any capacity, will refrain from smoking or vaping whilst acting in an official capacity.

4. Sun Protection

Foodcore recognises that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimise exposure where ever possible.

- Conduct activities of Foodcore either inside or under cover; utilise natural shade areas
- Staff and volunteers representing Foodcore will always act as a positive role model by adopting sun protection behaviours.

5. Alcohol and Other Drugs

In the interest of health and safety, Foodcore will actively promote, encourage and support strategies to minimise harm from alcohol and other drug use.

- All events and activities held by Foodcore will be alcohol-free
- Water will be readily available and provided free of charge at all events and activities
- Alcohol will not be used for prizes, awards or gifts
- Staff, volunteers and participants known to be under the influence of alcohol or other drugs will not be permitted to participate in Foodcore events and activities.

6. Environmental sustainability

In the interests of supporting the Department of Educations Sustainable Schools WA and the framework for Education for Sustainability (EfS) Foodcore staff and volunteers will actively support a 'culture of sustainability' by:

- Practicing co-mingled recycling in all main kitchens or where co-mingled recycling receptacles have been placed
- Ensuring appropriate disposal of workplace items into bins specified such as printer toner and cartridges; batteries; bread tags
- Repurposing disused ICT equipment by donating to a volunteer agency who repurposes the items for other use (Mandurah Musketeers). Ensuring documentation is acquired for appropriate cleaning of devices
- Reduce paper use by:

- ensuring default printer settings on computers printer are for double sided, grey scale only
 - not printing reports for external agencies, sending via email only
 - ensuring a footer is inserted at the base of emails stating *'Please consider the environment before printing this message'*
 - consistently investigating alternate methods for reducing paper use i.e. labels on envelopes v's printing onto envelopes
- Encouraging the use of personal drinking vessels at meetings and events i.e. own water bottles, coffee cups
 - Choose suppliers of goods who advocate for sustainable practices.

7. Review

This policy will be reviewed every two years.

- Staff and volunteers will be made aware of the policy; staff contracts will reference the policy
- Breaches will be addressed by the Chief Executive Officer in consultation with the Board.