

MEREFIELD FOODS / FIRST SUPERVISED SHIFT

Start with support. *Know when to pause.*

Your sample task: manually pack sealed oat-slice pouches into cartons, under the agreed supervision.

Supervisor: _____

How to reach them: _____

Induction point: _____

Assembly point: _____

01 Check in before entering

Meet your supervisor at the induction point. If they are unavailable, wait there. Tell them before handling food if you have vomiting, diarrhoea or think you have a foodborne illness.

02 Get ready with your supervisor

Follow the demonstrated clothing and hygiene routine. Wash with soap and warm running water, rinse and dry thoroughly with a single-use towel. Repeat after toilet use or if your hands could contaminate food.

Locate the walking route, exit, assembly point and first-aid contact. Practise how to raise a concern.

03 Do only the task you have been shown

Watch the demonstration. Practise manual cartoning under the agreed supervision. Do not operate, adjust, clean or clear machinery, interfere with guards, or decide whether product can be released or reworked.

Torn pouch? Different label? Possible contamination? Unsafe or unsure?

Pause. Step clear if safe. Ask.

Stop your task and tell your supervisor what you noticed. Do not try to fix the problem. If they are unavailable, keep the task paused. Restart only when they confirm the concern is addressed and controls and supervision are in place.

Before continuing, show and explain

Where do you get help? What is your task? When must you pause? The supervisor observes practice, records learning needs and arranges follow-up. Reading this sheet or answering questions does not authorise independent work.

Fictional demonstration only. Use with a complete site induction and task instruction after site-specific review and approval. This sample is not a competency assessment or compliance certificate.

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Guidance: WorkSafe Victoria and FSANZ. Full source links are provided with this sample.

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