

H&S PLAN FOR GROWERS GUIDELINE

This guideline has been developed to prompt thoughts and consideration in what growers need to do to meet their obligations in the health and safety of all people working on their orchard.

State of intent/purpose/ commitment – H&S policy statement

Personal statement of the importance of H&S to you and your company
Making sure no person gets hurt, everyone goes home safe is a common statement.

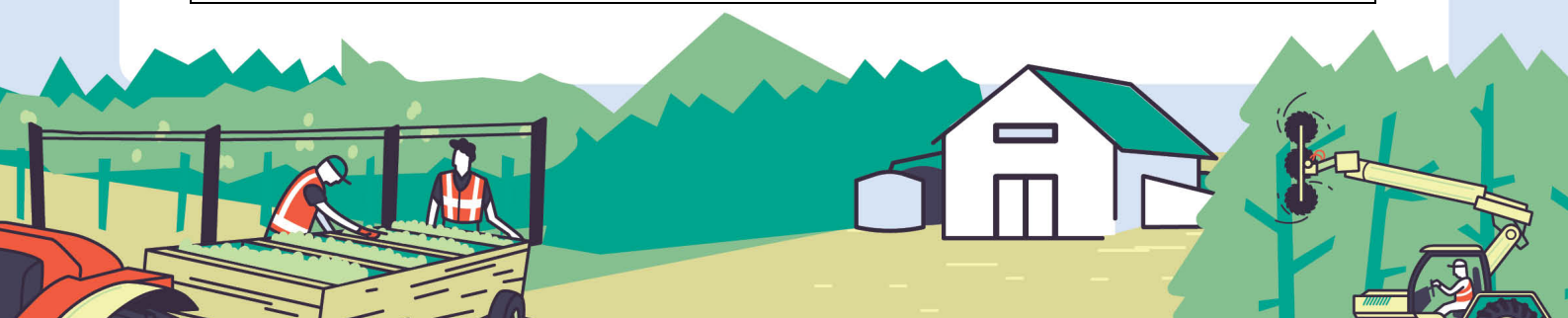
Who else is involved in working or visiting the orchard?

Identifying who is approved to be working on your orchard and who else might likely visit your orchard will help you to confirm all possible risks on your orchard including those introduced when particular tasks are being undertaken. (I.e. shelter trimmer)

Company Name	Key Contact Person	Tasks they are approved to perform on your orchard
<i>le Acme Contractors</i>	<i>le Sylvester Cat</i>	<i>le General labour</i>

Risks and their controls

Describe how you identify the risks, who will manage them and what the measures are to control them. The focus should be on risks that can cause serious injuries, even if the probability of it occurring is low.



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Communication

It is critical that all people working on an orchard are clear on the risks and who is managing what. With multiple parties working on an orchard there is a chance that work by one party could present real risk to another.

You should describe in this H&S plan how you communicate the risks and controls with all other parties. This can be through several different ways such as daily morning meetings, induction, signage, telephone or even text messages.

Communication needs to be effective and that means ensuring that the message is understood by those you are wanting to communicate with. Consider that some people will have English as a second language and may need additional support to help them understand (ie the use of pictures/images etc)

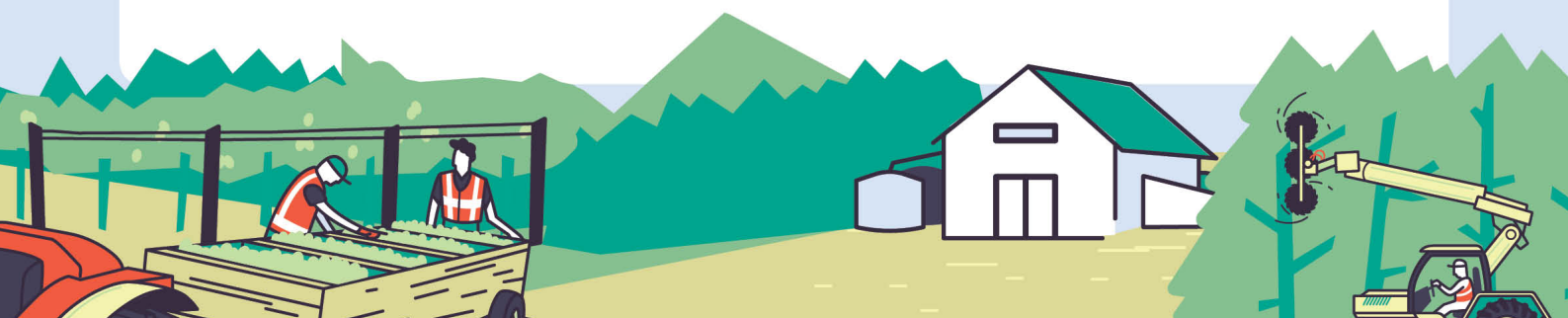
Emergency Response

Describe in detail what steps to take if there is an emergency event.

This should include clear description of location for any emergency services to easily find your location (i.e. GPS coordinates). Include where first aid supplies are and location of anything else that might provide assistance (i.e. landline phone).

Incident Reporting

If there is an incident or there is a new hazard found, how does these get reported and appropriately addressed? Acknowledgement of observations of good practice in H&S can also be included here.



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Training and Competency

Describe your training requirements for the orchard. As a minimum it should include completing a site induction/familiarisation.

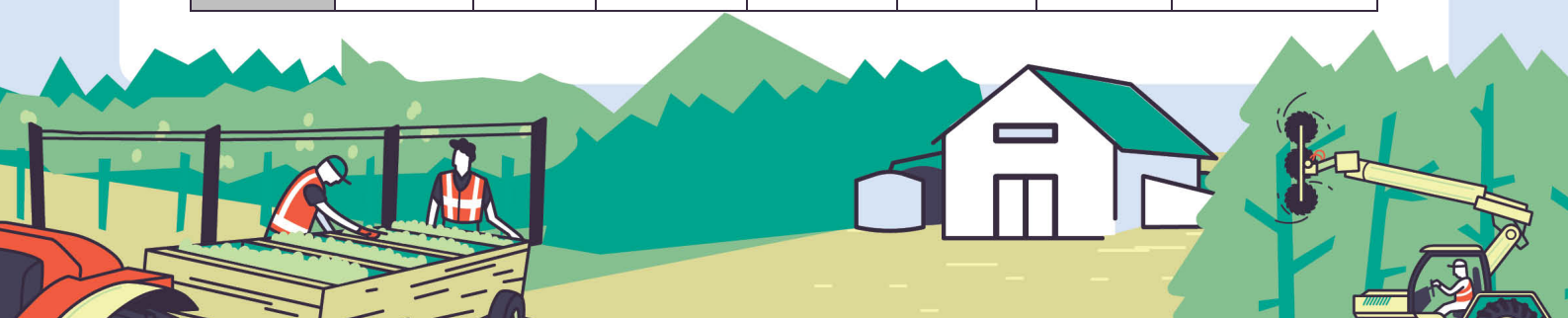
For any high risk work you should look to have assurance of both training and competency of the workers doing the task. It might be that training is captured by your contractors. Consider a minimum of one person on site with First Aid training.

Any training that you have completed or your team have completed should be recorded, this can include 'on the job training'. Refer to Worksafe guide (insert as appendix?)

The site induction should include all permanent risks know and how to identify any temporary risks that change throughout the season or day to day. How the risks that are identified need to be managed should also be covered. An overview of emergency procedures are also required.

Training Needs Requirements

Work Activity	Site induction	First Aid	Growsafe/ Approved Handler	Manual Handling	Drivers Licence	OSH cert (forklift)	Other
Pruning	Yes	Yes (for one of the work party)	No	Yes	No	No	
Tying Down	Yes	Yes (for one of the work party)	No	Yes	No	No	
ATV	Yes	Yes	No	No	No	No	NZQA approved ATV training course and a separate competency assessment
Spraying	Yes	Yes	Yes	No	Yes	No	
Forklift operation	Yes	Yes	No	No	Yes	Yes	
Shelter trimming	Yes	Yes	No	No	Yes (+HT licence?)	No	
Tractor driving							Approved training course and competency assessment



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Monitoring

As part of ensuring work is completed safely, growers should ensure appropriate monitoring of work takes place.

Monitoring should be risk based and therefore when higher risk activities are being undertaken the monitoring should be more frequent and thorough.

Consider developing a calendar or monitoring programme that you plan ahead, work to and maintain records of.

Performance Measures

To help drive the correct focus and behaviour of all workers, it's useful to develop specific H&S performance measures that you can then review on a regular basis and make sure all parties are meeting the desired standards.

An example of this could be sign in process: 100% of all workers sign in and out of the register each day they are on the orchard.

Review

The H&S Plan should be reviewed on a regular basis. An annual review as well as a review after any serious events or significant changes to operations.

Appendix

Worksafe Training records template
Table of hazards
Risk matrix

