

# STEP 4 MONITOR & CONTROL



Use this template to monitor Health & Safety matters on your orchard. It could be used as the basis to a discussion with your staff/contractors.

Date: \_\_\_\_\_

Attendees: \_\_\_\_\_

Who should I talk to?	How often should I talk to them?
Neighbours, staff, orchard managers	At least Monthly if not weekly
Contractors & Sub-contractor	At the beginning and end of a contract for work/each season
Visitors	As/when required

What should we talk about?	
Have any accidents/incidents occurred on the orchard over period since last meeting?	
Safety updates everyone should be aware of	
Training/re-training required for any staff members?	
Any new hazards or risks identified on orchard?	
Any control measures that need to be reviewed/updated?	
General discussion around Health & Safety on orchard	

