

STEP 3A MANAGE THE RISK



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 for health and safety of all people working on their orchard.

Make it a personal statement of the importance of H&S to you and your company - something like making sure no person gets hurt and everyone goes home safe is a common statement.

Describe your commitment to this

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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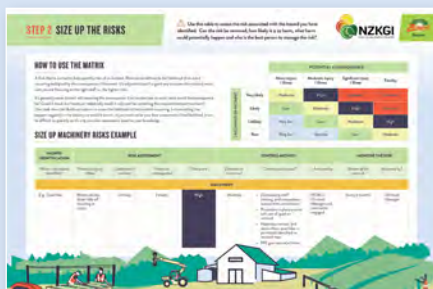
Who else is involved in working or visiting the orchard?

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.e. Acme Contractors	i.e. John Smith	i.e. General Labour

Risks and their controls

The risks are recorded as per Step 2. All workers must be made aware of the risks on the property. Refer to Step 2 or any other risk/hazard register that exists for your orchard.



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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 (i.e. the use of pictures/images etc).

Describe how you communicate H&S with other parties



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Emergency Response

Your emergency response plan should include a clear description 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).

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

Incident Reporting

If there is an incident or there is a new hazard found, how do these get reported and appropriately addressed?

Describe your incident reporting process.



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Training and Competency

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

The site induction should include all known risks 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 is also required.

TRAINING NEEDS REQUIREMENTS

Fill in the table below including any additional work activities that may take place on your orchard

WORK ACTIVITY	SITE INDUCTION	FIRST AID	GROWSAFE/ APPROVED HANDLER	MANUAL HANDLING	DRIVERS LICENCE	OSH CERT (FORKLIFT)	OTHER
i.e. Pruning	Yes	Yes (for one of the work party)	No	Yes	No	No	NA
General visitor							
Tractor driving							
Spraying							
Tying down							
Quad/LUV							



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STAFF TRAINING RECORD



STAFF NAME:

ORCHARD:

- > Initially assess new staff, if new to the task fill out the “in training” section and ensure they are supervised.
- > If after initial assessment it is clear the new staff member is experienced, fill out the “trained” section and they may work unsupervised.
- > Once “in training” staff are assessed as competent they become “trained” and can work unsupervised.
- > Staff that are very competent and good at teaching others the job can be marked as “able to train others”.
- > Ensure staff and their manager both sign and initial the form to show that they have reached that training level.
- > Keep these sheets as training records.

TASK DESCRIPTION	IN TRAINING (DATE AND INITIALS)	TRAINED (DATE AND INITIALS)	ABLE TO TRAIN OTHERS (DATE AND INITIALS)	STAFF SIGNATURE	MANAGER SIGNATURE
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		
	Date:	Date:	Date:		
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	Date:	Date:	Date:		
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	Mngr int.	Mngr int.	Mngr int.		

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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 when higher risk activities are being undertaken the monitoring should be more frequent and thorough. Use the 'Step 4' template to help you with this.

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

Describe how you monitor H&S on your orchard.

[illegible]

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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.

Describe your orchard performance measures.

Review

The H&S Plan should be reviewed on a regular basis. As a minimum, an annual review as well as a review after any serious events or significant changes to operations would be considered good practice.

