

# STEP 3B MANAGE THE RISK



## GROWERS CHECKLIST FOR MANAGING CONTRACTORS

The purpose of this checklist is to ensure the orchard Health & Safety Plan works in conjunction with any contractor Health & Safety processes. All parties are required to consult, cooperate and coordinate with other PCBU's on orchard, and the first step to undertaking this is communication.

### GROWER

#### POSSIBLE QUESTIONS YOU COULD ASK

##### Have I:

Checked where the contractor will be going/working?

Received their contact details?

Told them about any expected or unexpected risks?

Told them about other work activity on the orchard that could pose a risk to them?

##### Asked:

- What they are going to be doing?
- What risk this poses to others?
- How we are going to manage and communicate those risks?

##### Told them about:

- Orchard rules (e.g. speed limits, alcohol)
- Any expectations of their behaviour on orchard?

Told them about any relevant emergency procedures?

Determined appropriate time in/time out reporting?

Made a back-up plan with the contractor if there's no phone coverage?

Made a note of what I told them?

##### Also consider

- Printing and marking up a orchard map to show hazards
- Getting the contractor to call in at the farmhouse or phone before starting work
- Helping them across rough terrain using an appropriate vehicle

##### Use of sub-contractors

##### Asked:

- Do you plan to use sub-contractors?
- What are the Health & Safety procedures you have put in place to ensure any sub-contractors utilised are made aware of all risks and these risks are managed?

