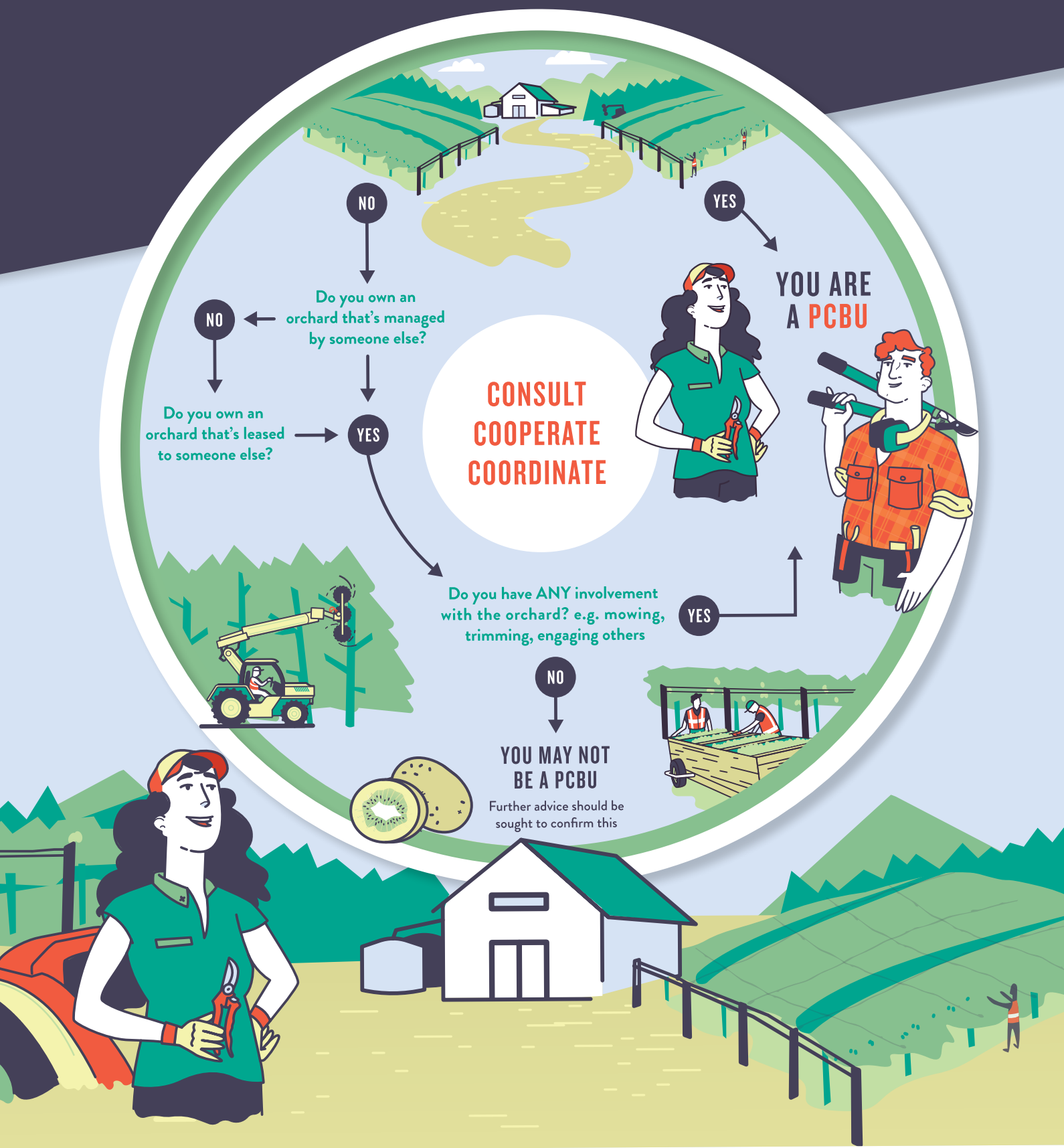


# DO YOU OWN & MANAGE YOUR ORCHARD?

KNOW YOUR HEALTH & SAFETY RESPONSIBILITIES




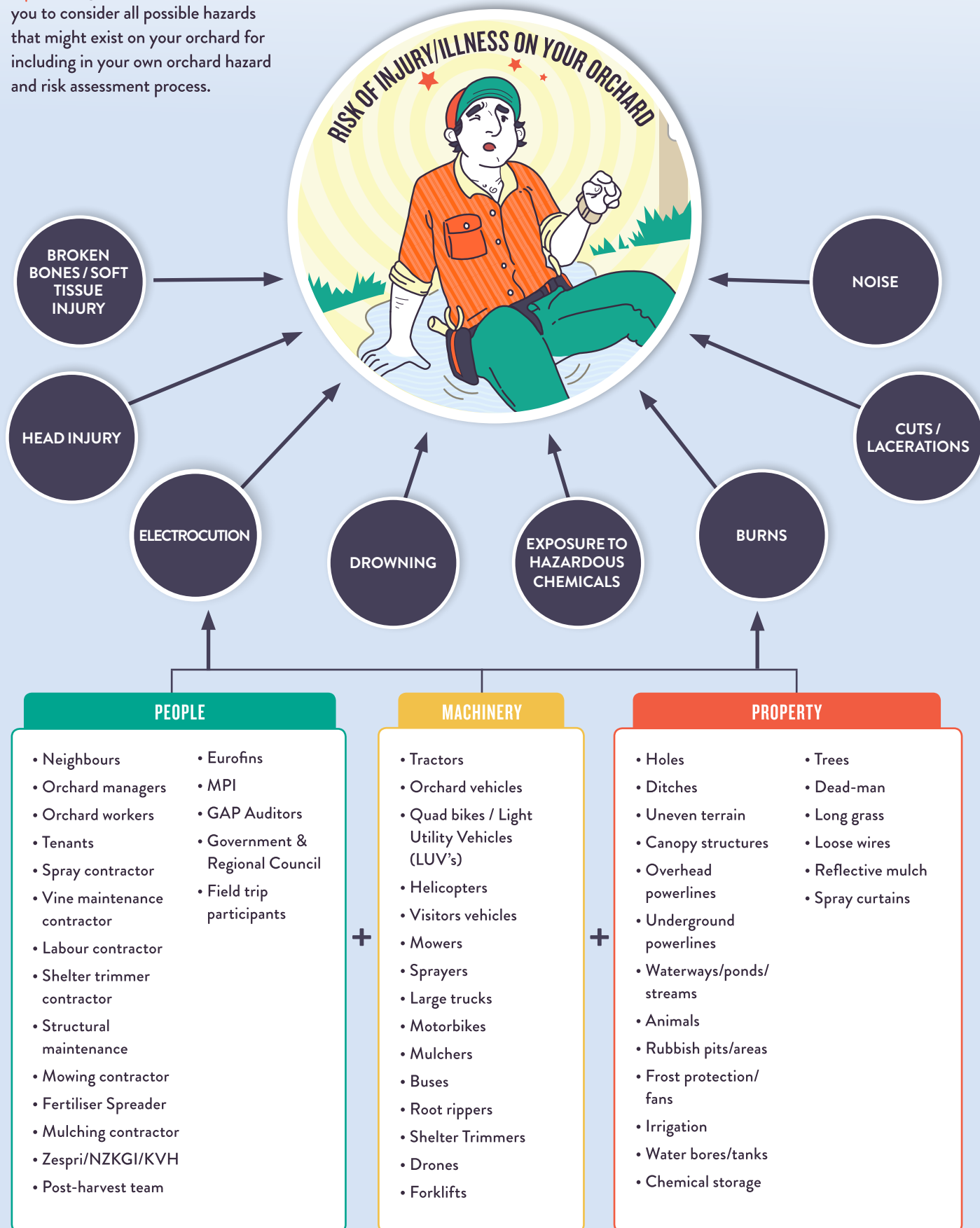
Orchards are complex - but knowing your health and safety responsibilities is as easy as **CONSULT**, **COOPERATE** and **COORDINATE**.

This guide provides direction on identifying hazards that exist on your orchard which will help to form your Health and Safety plan.




# STEP 1 IDENTIFY THE HAZARDS

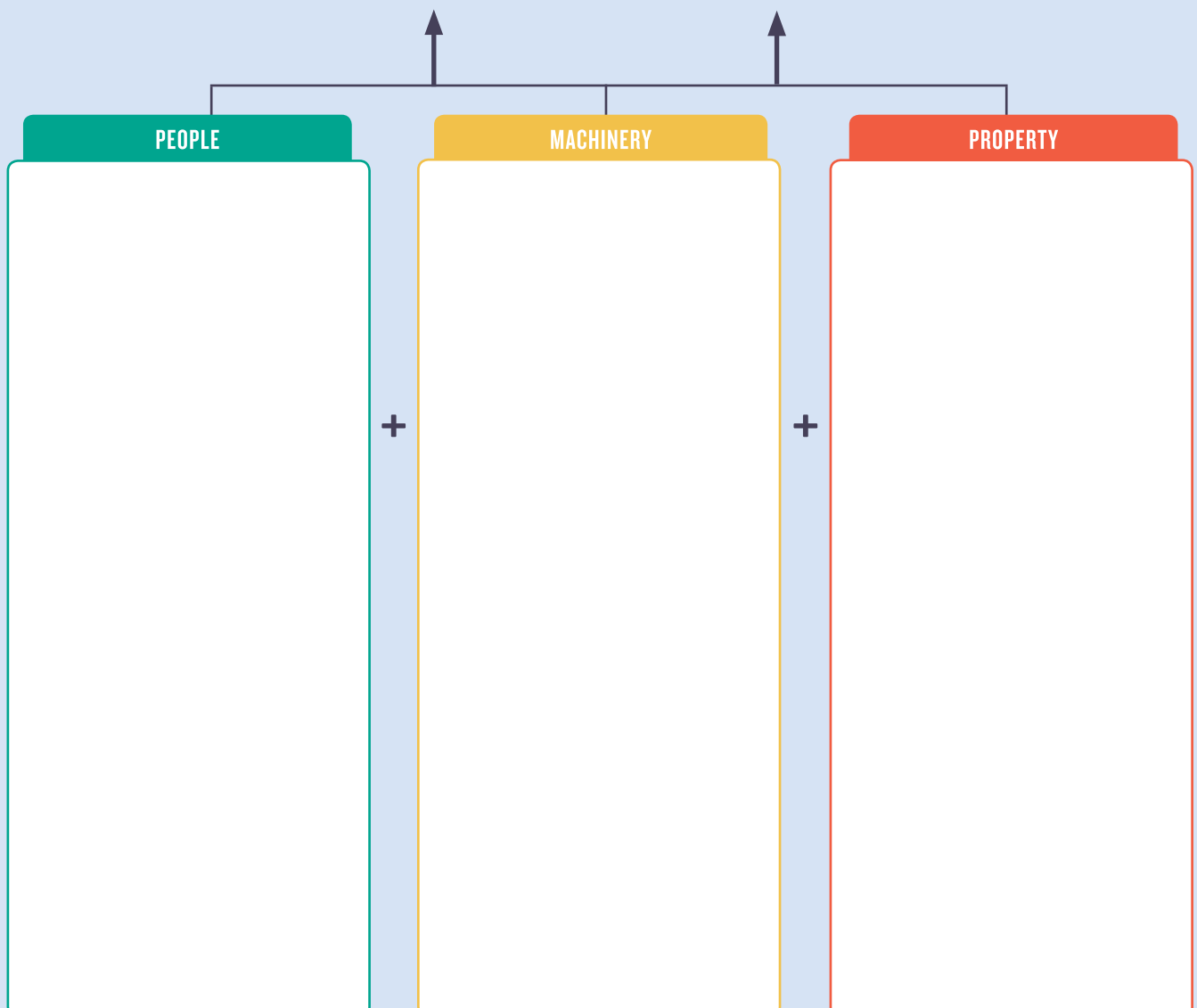
 This guide is to help prompt you to consider all possible hazards that might exist on your orchard for including in your own orchard hazard and risk assessment process.



## STEP 1 IDENTIFY THE HAZARDS



 Are there any unique hazards on your orchard in addition to those listed that should be added?



## STEP 2 SIZE UP THE RISKS

⚠ Use this table to assess the risk associated with the hazard you have identified. Can the risk be removed, how likely it is to harm, what harm could potentially happen and who is the best person to manage the risk?



### HOW TO USE THE MATRIX

A Risk Matrix is a tool to help quantify risks of an incident. Risks can be defined as the likelihood of an event occurring multiplied by the consequence of the event. It's subjective but it's a good way to assess the risks and make sure you are focussing on the right stuff i.e. the highest risks.

It's generally easier to start with assessing the consequence, if an incident was to occur, what would the consequence be? Could it result in a fatality or realistically would it only ever be something that required medical treatment? Then look down the likelihood column to assess the likelihood of that incident occurring, is it something that happens regularly in the industry or would it be rare. It just needs to be your best assessment of the likelihood, it can be difficult to quantify so it's only your best assessment based on your knowledge.


### SIZE UP MACHINERY RISKS EXAMPLE

		POTENTIAL CONSEQUENCE			
		Minor injury/illness	Moderate injury/illness	Significant injury/illness	Fatality
LIKELIHOOD OF INCIDENT	Very likely	Moderate	High	Extreme	Extreme
	Likely	Low	Moderate	High	Extreme
	Unlikely	Very low	Low	Moderate	High
	Rare	Very low	Very low	Low	Moderate

HAZARD IDENTIFICATION	RISK ASSESSMENT				CONTROL METHOD			MONITOR THE RISK	
What is the hazard identified?	Potential injury/illness	Likelihood of incident	Potential consequence	Risk score	Eliminate or minimise?	Control put in place?	Actioned by?	Review of the controls	Actioned by?
MACHINERY									
E.g. Quad bike	Rolled vehicle, driver falls off resulting in injury	Unlikely	Fatality	High	Minimise	<ul style="list-style-type: none"> <li>Compulsory staff training, and competency assessments undertaken</li> <li>Procedure in place around safe use of quad on orchard</li> <li>Hazardous terrain and areas where quad bike is permitted identified on orchard map</li> <li>PPE gear worn at all times</li> </ul>	PCBU's – Orchard Manager and contractor engaged	Every 6 months	Orchard Manager



## STEP 2 SIZE UP THE RISKS

 Use this table to assess the risk associated with the hazard you have identified. Can the risk be removed, how likely it is to harm, what harm could potentially happen and who is the best person to manage the risk?

[illegible]

## STEP 2 SIZE UP THE RISKS

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### SIZE UP PEOPLE RISKS EXAMPLE

		POTENTIAL CONSEQUENCE			
		Minor injury/illness	Moderate injury/illness	Significant injury/illness	Fatality
LIKELIHOOD OF INCIDENT	Very likely	Moderate	High	Extreme	Extreme
	Likely	Low	Moderate	High	Extreme
	Unlikely	Very low	Low	Moderate	High
	Rare	Very low	Very low	Low	Moderate

HAZARD IDENTIFICATION	RISK ASSESSMENT				CONTROL METHOD			MONITOR THE RISK	
What is the hazard identified?	Potential injury/illness	Likelihood of incident	Potential consequence	Risk score	Eliminate or minimise?	Control put in place?	Actioned by?	Review of the controls	Actioned by?
PEOPLE									
Spray contractor and visitors on orchard at same time	Inhalation of contaminants	Very likely	Moderate injury/illness	High	Minimise	<ul style="list-style-type: none"> <li>Induction and sign in procedures in place and mandatory for all visitors to the orchard</li> <li>All visitors to wear high vis vests while on orchard</li> <li>Traffic management on orchard</li> <li>"No go" areas clearly identified and communicated to all parties</li> </ul>	PCBU's – Orchard Manager and spray contractor	Every 3 months	Orchard Manager



## STEP 2 SIZE UP THE RISKS

 Use this table to assess the risk associated with the hazard you have identified. Can the risk be removed, how likely it is to harm, what harm could potentially happen and who is the best person to manage the risk?



HAZARD IDENTIFICATION	RISK ASSESSMENT				CONTROL METHOD			MONITOR THE RISK	
What is the hazard identified?	Potential injury/illness	Likelihood of incident	Potential consequence	Risk score	Eliminate or minimise?	Control put in place?	Actioned by?	Review of the controls	Actioned by?
PEOPLE									



## STEP 2 SIZE UP THE RISKS

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### SIZE UP PROPERTY RISKS EXAMPLE

		POTENTIAL CONSEQUENCE			
		Minor injury/illness	Moderate injury/illness	Significant injury/illness	Fatality
LIKELIHOOD OF INCIDENT	Very likely	Moderate	High	Extreme	Extreme
	Likely	Low	Moderate	High	Extreme
	Unlikely	Very low	Low	Moderate	High
	Rare	Very low	Very low	Low	Moderate

HAZARD IDENTIFICATION	RISK ASSESSMENT				CONTROL METHOD			MONITOR THE RISK	
	What is the hazard identified?	Potential injury/illness	Likelihood of incident	Potential consequence	Risk score	Eliminate or minimise?	Control put in place?	Actioned by?	Review of the controls
PROPERTY									
	Powerline running through orchard (overhead & underground)	Electrocution and/or death	Rare	Fatality	Moderate	Minimise	<ul style="list-style-type: none"> <li>Procedure in place and staff training undertaken</li> <li>All powerlines identified as hazards on orchard map</li> <li>Underground powerlines marked with spray paint and signage</li> <li>"Caution overhead" signs placed around orchard</li> </ul>	Orchard Manager	Every 6 months
								Orchard Manager	



## STEP 2 SIZE UP THE RISKS

 Use this table to assess the risk associated with the hazard you have identified. Can the risk be removed, how likely it is to harm, what harm could potentially happen and who is the best person to manage the risk?



HAZARD IDENTIFICATION	RISK ASSESSMENT				CONTROL METHOD			MONITOR THE RISK	
	Potential injury/illness	Likelihood of incident	Potential consequence	Risk score	Eliminate or minimise?	Control put in place?	Actioned by?	Review of the controls	Actioned by?
PROPERTY									

## 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

[illegible]

## STEP 3A MANAGE THE RISK

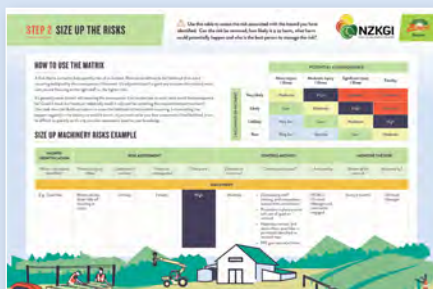
### Who else is involved in working or visiting the orchard?

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.



## STEP 3A MANAGE THE RISK



### 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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## STEP 3A MANAGE THE RISK



### 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.

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### 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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## STEP 3A MANAGE THE RISK



### 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							



## STEP 3A MANAGE THE RISK

## 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:		
	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.		



## STEP 3A MANAGE THE RISK



## 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]

## STEP 3A MANAGE THE RISK



### 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.

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### 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.

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## 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?



## 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 and/or 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 the period since the 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?	



## NOTES

[illegible]

## NOTES

[illegible]