

# HEALTH AND SAFETY IN HORTICULTURE

A Manual for production horticulturists  
to meet the requirements of

The Health and Safety in Employment Act  
1992, amendments of 1993, 1998 and, 2002  
and the Health and Safety in Employment  
Regulations of 1993 and 1995

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## INTRODUCTION

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The Health and Safety in Employment Act 1992 became law on 1 April 1993. It is administered by the Department of Labour. The Act states that its aims include promoting the prevention of harm to people at work and other people in or near a place of work, and promoting excellence in health and safety management. This Manual is designed to introduce you to the requirements of the Act, its amendments of 1993, 1998, and 2003 and, and the Health and Safety Regulations of 1993 and 1995. If you would like a copy of the Act, amendments and Regulations for yourself, you can download them from [www.osh.dol.govt.nz/law/hse-information.shtml](http://www.osh.dol.govt.nz/law/hse-information.shtml), buy them from your nearest branch of the Department of Labour, or from a Bennetts Government Bookshop. If you wish to read the legislation, and perhaps copy parts of it, ask at your local Public Library.

The legislation imposes duties on the self-employed, employers, principals (who engage contractors for example), contractors, supervisors (who 'control a place of work'), sub-contractors, and employees. Some sections may affect people in more than one of these capacities. Duties imposed by the Act may affect several people at once. For example, for any task there are specific duties for employers, supervisors, and employees.

This Manual is not a definitive Occupational Health and Safety interpretation; it is an outline of the requirements, and aims to assist production horticulturists to meet their legal obligations under the legislation. We urge you to:

1. Study the material in this Manual.
2. Fill in the blank areas in the Appendices. These have been left blank so that you can personalise the Manual for your property and operation. Note that Appendix B parts 8 and 9 are entirely blank. Make as many photocopies of them as you need to complete the hazard identification process for your property.
3. Check if you need to change any of the material we have printed to make it more appropriate to you. You may like to rewrite some sections completely to show what you will actually do.
4. For each of your employees, make up an Employee Manual in a plastic-sleeve folder. Each Employee Manual should contain:
  - (a) A photocopy of Appendix I.
  - (b) Photocopies of the sections of Appendix B relevant to particular employees.
  - (c) A photocopy of Appendix E after you have completed it.
  - (d) A photocopy of Appendix H after you have completed it.
  - (e) A photocopy of Appendix J after you have completed it.
5. Inform, train, and supervise your employees in health and safety matters as we describe in the Manual. You'll do some of this when you give them their own Employee Manuals as described above.
6. Continue to look for new hazards in the future, and decide how best to overcome them.

7. Make sure that staff use appropriate protective equipment, and that they use it correctly.
8. Prepare a minor accident book as explained in Appendix J, and explain to staff where it is and how to fill it in. Set up a system for recording Serious Harm type accidents or near misses - using the form in Appendix J. Investigate and report as appropriate any accidents that do occur. Again, the relevant form is in Appendix J.

To get the best from this Manual, **read it carefully, complete the blank parts**, and **change any other parts** so that it best reflects your operation. **Refer to the appendices** regularly, and **revise them when necessary**. If you are in a hurry to find a particular section, try the Quick Reference section on page 5 instead of the Contents page - page 4.

There is a Checklist at the back of the Manual. Use it to record your progress with the various issues raised here.

## **DISCLAIMER**

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This is intended as a commentary only on the Health and Safety in Employment Act, its amendments, and the Health and Safety in Employment Regulations. It is in no way meant to be anything more than an introductory guideline to that legislation.

Neither Horticulture NZ, nor Lifetime Learning (NZ) Ltd, nor any sponsors can accept any responsibility under the Health and Safety in Employment Act, or under any other legislation for reliance directly or indirectly on this material.

# 1. THE LEGISLATION

## EMPLOYER RESPONSIBILITIES

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This section of your Manual introduces you to your legal responsibilities under the Health and Safety in Employment Act 1992, its amendments of 1993, 1998, and, 2003 and the Health and Safety in Employment Regulations 1993 and 1995. We paraphrase the legislation except where we show quote marks. The numbers in square brackets at the start of paragraphs refer to the clause numbers of the Act. The Appendices referred to are at the end of this Manual. You will amend and add to them so that they contain both the detailed descriptions of how you will meet the requirements of the legislation, and the documentation needed to demonstrate that you have done, and are continuing to do so.

**The requirements of the legislation are shown in bold print.** How you will meet those requirements is shown in normal print.

- [6] You need to **'take all practicable steps to ensure the safety of employees while at work; and in particular'** to -
- (a) **Provide and maintain a safe working environment.**
  - (b) **Provide and maintain facilities for your employee's health and safety.**
  - (c) **Ensure that plant that your staff uses is safe to be used.**
  - (d) **Ensure that employees are not exposed to hazards caused by the arrangement and organisation of work, moving, storage, or use of things at the worksite or near the worksite if they are in your control.**
  - (e) **Develop procedures for your employees to follow if emergencies occur at work.**

[Regulations 1995 - 4, 5] You need to **provide an adequate number, and in good condition and so that your employees have convenient access - Toilets, hand washing facilities, showering facilities for those using agrichemicals, emergency exits from the workplace, first aid facilities, light, fresh air, and sheltered meal facilities.**

To comply with Clause 6 and the Regulations you will:

- (a) Identify any hazards in your workplace (Appendices A and B), and point out those hazards to your employees (Appendix D). You will also show employees how to eliminate, isolate or minimise hazards as shown in Appendix B.
- (b) Provide protective equipment as necessary (Appendix E). Provide ablution facilities, a first aid kit, and meal area and tell employees how to access them (Appendix D).
- (c) Check all plant and equipment's safety, monitor it periodically, and have a procedure for employees to report any problems (Appendix F).
- (d) As for section (a). You also need to organise work so that staff do not become stressed or fatigued from such causes as long periods of repetitive or monotonous work. Vary work, and maintain interest and enthusiasm in your staff.
- (e) Establish emergency procedures (Appendix H), and make sure that employees are familiar with them (Appendices D and I).

**[Regulations 1995 - 6] If an employee 'feels indisposed', you must allow them to rest in a suitable area you provide and maintain for that purpose, or ensure that they leave the place of work if that is what you consider appropriate.**

Make sure that your Policy Statements (Appendix K) explain your policy, and make sure that you maintain such an area if you choose to do so.

**[Regulations 1995 - 7,8] You must make sure that all employees have convenient access to drinking water, and that the place of work is kept clean and tidy.**

Make sure that you tell employees where they may obtain drinking water as part of your induction training. Make sure that someone takes responsibility for the cleanliness and hygiene of the place of work. This includes, for example, cleaning the toilets and hand washing facilities regularly.

**[7] You need to set up systems to identify existing and new hazards to employees at work, and to assess each of these hazards to check if it is a significant hazard or not.**

- \* **A hazard is anything that is an actual or potential cause or source of harm, including mental and physical fatigue.**
- \* **A significant hazard is an actual or potential cause or source of serious harm, or harm that increases the more you are exposed to the hazard, or harm that may not be detected until some time after exposure to the hazard.**
- \* **Harm means any illness or injury.**
- \* **Serious harm includes:**
  - **Death.**
  - **Loss of bodily function caused by such things as respiratory disease, noise-induced hearing loss, dermatological disease, poisoning, chemical or hot metal burn to an eye, penetrating wound to an eye, bone fracture, laceration, or crushing.**
  - **Amputation of a body part (for example, a finger tip).**
  - **Burns needing specialist treatment.**
  - **Loss of consciousness through lack of oxygen.**
  - **Loss of consciousness or acute illness needing medical treatment from chemical poisoning.**
  - **Any harm causing 48 hours of hospitalisation within 7 days of the harm happening.**
  - **Any other harm so designated by Order in Council.**

You will set up your hazard identification system and identify the hazards on your property in Appendices A and B. Appendix B also details remedial action to take.

**[8, 9, 10] You need to decide and inform employees how to eliminate, isolate, or minimise significant hazards, in that order of priority.**

- **To eliminate a hazard means to do away with it completely; for example, to use a different method or safer materials – perhaps a spray replaced with one that is safer for users.**

- **To isolate a hazard means to separate the hazard from anyone on the worksite; for example, by erecting guards and shields.**
- **To minimise a hazard means: to make sure as far as you can that the hazard will not harm people; for example, to supply protective clothing and equipment and to ensure that employees use it correctly; to monitor employee exposure to particular hazards, and if appropriate get their consent to monitor their health in relation to the hazard. (This could include, for example, sending employees who work in noisy situations for hearing tests, and sending employees who use organo-phosphate sprays for blood tests.) Where protective clothing and equipment is required, you must supply it unless your employee specifically asks to supply and use their own.**

You will use Appendix B to show how you will eliminate, isolate, or minimise hazards.

- [11] If you do monitor employees' health, you need to make the results known to employees affected. If there are several employees, they need to know how they compare with the others, but in such a way that no information about specific employees is divulged. You can contact the Department of Labour's Departmental Medical Practitioners or Health Nurses for practical advice.**

This is covered in Appendix G.

- [12] You must inform employees - so that they are likely to understand**
- (a) What to do in an emergency. (Appendix H)**
  - (b) What hazards they may be exposed to while at work. (Appendix B)**
  - (c) How to work so that they don't endanger other people who may be on the worksite. (Appendix B)**
  - (d) How to access protective clothing and equipment. (Appendix E)**

To be sure that employees understand this information, you need to discuss it with them, hand them an Employee Health and Safety Manual (Appendix I), and make sure that they read and understand it. Further discussion may be necessary at this stage. Permanent staff would need the entire Manual, but casual staff need only the sections immediately relevant to them. Let employees know that you expect the Manual to be returned when they leave your employment.

You must make sure that health and safety representatives can access sufficient information to do their jobs as representatives. Section 19 explains more about health and safety representatives.

- [13] You need to train staff for any tasks they undertake, or ensure that they are working under the close supervision of someone who is experienced at that task. You also need to make sure that staff are trained in the safe use of equipment and materials, and that they know how to use appropriate safety clothing and equipment, and how to work without the risk of injury to other people who may be on the site.**



We recommend that you keep a Training Register (Appendix C) showing when each employee is trained in a particular task and by whom. When employees are trained in particular tasks, give them the relevant hazard sheet or sheets (Appendix B) to place in their Health and Safety Manuals.

**[15] You need to take all practicable steps to ensure that your employees do not harm other people by their action or their inaction.**

Remind your staff of clause 19 of the Act - which is on page 3 of their Health and Safety Manuals. (Appendix I) Please also see the attached Department of Labour Fact Sheet "If visitors to my farm are injured, am I liable"

**[16] As someone in charge of a place of work, you need to take all practicable steps to ensure that people in or near the place of work are not harmed by hazards at the worksite. When you are not present, you delegate the responsibility of being in charge of a place of work to a supervisor, foreman, or leading hand, and they need to assume this responsibility. The person in charge of the place of work must also warn anyone they know to be legally in the area of any unusual hazards of which they should be aware.**

Keep checking that employees are following the safe procedures you have taught them, and that they are using appropriate protective equipment. Have signage asking all visitors to report to an appropriate location where you can inform them of any hazards. Many organisations have visitors read a safety card, and sign that they have read and understood it. Also, see the Department of Labour Fact Sheet at the end of this section.

**[17] As a self employed person, you have a duty to ensure that no action or inaction harms you - or anyone else.**

When you're working, use the procedures that you have identified as being safe.

**[18] You need to take all practicable steps to ensure that contractors and their employees who come onto your property are not harmed.**

Discuss any specific hazards associated with your site with contractors and their staff, and give them any relevant hazard sheets (Appendix B part 8). You may also think it good practice to ask to see the contractor's Health and Safety Plan before contracting with them.

**[19] The first part of Section 19 of the Act is about the duties of employees, and we cover them in a later section of this manual.**

**Section 19 A is about Employee participation. The purpose is to ask employees to participate in processes relating to health and safety so that all available expertise can be called on, and so that the experience of employees who face the health and safety issues is used. You need to provide reasonable opportunities for employees to work on improvements to health and safety. If a health and safety committee or representative make a recommendation, you must adopt it, or give a written explanation explaining your reasons for not doing so.**

**If you have more than 30 employees, you must develop a participation system, and you must also do so if you have less than 30 employees, and one or more of them, or a union representing them asks for it. You need to co-operate in good faith with employees who wish to be involved, and a union of unions representing them, to develop the system. The system will provide for an agreed number of paid days to attend relevant training in health and safety matters. The minimum is normally two days paid leave for this purpose. Section 19F contains information as to the number of days an employer must fund depending on the number of employees as at first of April each year.**

We advise you to consider developing a small health and safety committee even if your workforce is under 30. Get the committee to agree some working principles and print them up for future reference. Make sure that minutes or notes are kept of all meetings, and that they contain any Action items agreed to with a date, and person who will be responsible for carrying them out. Encourage one or more of your employees to get involved in some of the approved training courses.

When you introduce your staff to the sections of Appendix B in their Health and Safety Manuals, encourage them to look for and think about extra hazards, and how to eliminate, isolate, or minimise them. If necessary, add their ideas to the hazard sheets, and inform other employees! Likewise, encourage them to think of ways of improving your Emergency Procedures. Practice emergency procedures from time to time - a fire evacuation from the packhouse for example - and review procedures in the light of experience.

- [25] You need to maintain a record of accidents that cause serious harm, and advise the Department of Labour of any such accidents as soon as possible (by fax or phone), sending them a copy of the form within 7 days.**

We advise you to keep a notebook (called "The Minor Accident Book") of minor accidents so that you can see if any patterns emerge. You are required to keep a record of "Serious Harm" accidents. The form on page 2 of Appendix J is specified by the 1993 Regulations. It is available online from the Department of Labour. Make sure that you complete all questions, particularly the last two, and amend your Hazard register (Appendix B) if necessary. For investigating any Serious Harm type accidents, a copy of the Department of Labour form is also supplied in Appendix J.

- [26] If a 'serious harm' accident occurs, you need to make sure that nobody interferes with the accident site until you have contacted the Department of Labour and found out if they wish to inspect the accident site. The exceptions to this are:**
- (a) To save life, prevent harm to, or relieve the suffering of any person.**
  - (b) To maintain access to an essential service or utility.**
  - (c) To prevent serious damage to or loss of property.**

You need to include non-interference in an accident site in your staff training (Appendix C). It features on page 8 of the Employee Health and Safety Manual. If in any doubt about contacting the Department, call them and ask – 0800 20 90 20

- [31] You must allow inspectors of the Department of Labour to enter your property to inspect plant and equipment, ask questions, take photographs and measurements and inspect your documentation and copy it. You do not however have to let them into or through your home unless they have a warrant from a District Court Judge to do so.
- [32] You may, of course, ask to see the inspectors' certificate of appointment.
- [35] Departmental Medical Practitioners have similar powers of entry, and so on, as inspectors.
- [36] Departmental Medical Practitioners may also require employees to be medically examined or to provide samples for analysis if they believe that the employees have been affected by exposure to a hazard.
- [37] Departmental Medical Practitioners may suspend employees from their work if they believe that the employees' health is at risk from their employment. The suspension notice may mean that you need to find different work for that employee, or to ensure that they do not undertake specified tasks.
- [39] You must comply with any improvement notice issued by an inspector.
- [41] You must comply with any prohibition notice issued by an inspector. Inspectors issue prohibition notices where they believe that a hazard exists because of a failure to comply with part of the Act. You must eliminate the hazard, or minimise the chances of it causing harm before continuing with that process, or using that piece of plant or equipment again.
- [46] You may appeal against inspectors' notices to the District Court within 14 days of the notice being given.
- [46A] Trained and competent health and safety representatives may issue hazard notices. They may also inform an inspector that they have done so. Where such a notice has been issued, the employer and the representative must deal with each other in good faith to resolve the issue.
- [49, 50] The Courts can impose penalties of up to two years in prison and/or a fine of up to \$500,000.00 for breaches of various sections of the Act.
- [51] If you, or an employee, accidentally cause harm to someone while trying to prevent harm occurring to them, you are not committing an offence.
- [59] You may be required to pay a levy to finance the administration of this Act.
- The levy will be collected by IRD as part of your ACC levy.
- [Regulations 1995 - 54-61] Make sure, if you are an employer, or someone 'in charge of a place of work', that employees under the age of 15 don't
- \* work where construction work, logging, or any work likely to harm their health or safety is occurring

- \* lift weights or perform tasks likely to affect their health or safety
- \* work or assist with using any machinery
- \* drive or ride on a tractor (unless they are over 12 and have been trained, or are being trained)

**Make sure that employees under the age of 16 don't work between the hours of 10 pm and 6 am.**

**[Regulations 1995 - 62-64] Any accommodation that you provide for staff must be suitable for its purpose and maintained in good order. Sufficient drinking water needs to be supplied, and cooking facilities, or all meals must be supplied.**



## IF VISITORS TO MY FARM ARE INJURED, AM I LIABLE?

Under section 16 of the Health and Safety in Employment Act 1992, people who control workplaces, including farmers, have a simple duty to warn visitors who have permission to be on their properties of any work-related, out-of-the-ordinary hazards that they know about that may cause serious harm.

Under section 16 of the Act, farmers have two types of duties:

- A duty to warn authorised visitors
- A full duty to employees, contractors and their employees, people in the vicinity of the place of work and people who are paying customers (this is explained later).

You are not liable if anyone comes on to your land without your permission and suffers harm, whether from a work-related hazard or for any other reason.

This fact sheet answers questions you may have about this law.

### Duty to warn

You have a duty to warn authorised visitors of work-related, out-of-the-ordinary hazards.

### What is meant by an authorised visitor?

This is anyone who comes on to your farm with your express permission. It includes people who come for leisure or recreational activities. It also includes people on your property who are doing work that is unrelated to your work, such as research workers.

### What about workers who have legal authority to go on my property?

Your duty to warn expands to people who are legally authorised to be on your property, but only where they have given you oral notice of their visit. People in this situation include employees of electrical companies, Department of Conservation workers and local authorities.

### What is meant by a work-related, out-of-the-ordinary hazard?

This is a hazard that:

- arises from some work activity on the farm;

- wouldn't normally be expected to be on a farm; and
- could cause a person serious harm.

Examples might be:

- trees being felled;
- blasting;
- earthmoving machinery operating; or
- where pest control operators are working.

Natural hazards are excluded. You are not liable for warning visitors of natural hazards on your farm, such as:

- bluffs;
- landslides;
- rivers;
- swamps;
- wasp nests, etc.

### What sort of warning should I give and when?

You need only give a verbal warning about the hazard. You need to do this at the time you give that person express permission to go on to your land. If a group of people are involved, it's sufficient to give the warning to a representative of that group.

The warning can be given by your farm manager if he or she is the person giving permission.

### Full duty

The relationship changes if people pay to use your land for any purpose. In this case the people become your customers, and you have a full duty to take "all practicable steps" to ensure that they are not harmed by any hazard arising on the farm.

This would include situations where people pay to use your land in situations such as camping, horse trekking, "pick your own" fruit, or where a tour operator pays for tourists to visit a scenic site on your land.

You also have a full duty to other groups:

- all employees who work for you (e.g. farmhands, fruit pickers)
- all contractors you engage and their employees (e.g. for shearing, fencing, tree felling)
- all people buying or inspecting goods offered for sale (e.g. farm produce, craft items)

- all people in the vicinity of a place of work (e.g. driving on a road alongside a paddock where you are spraying chemicals).

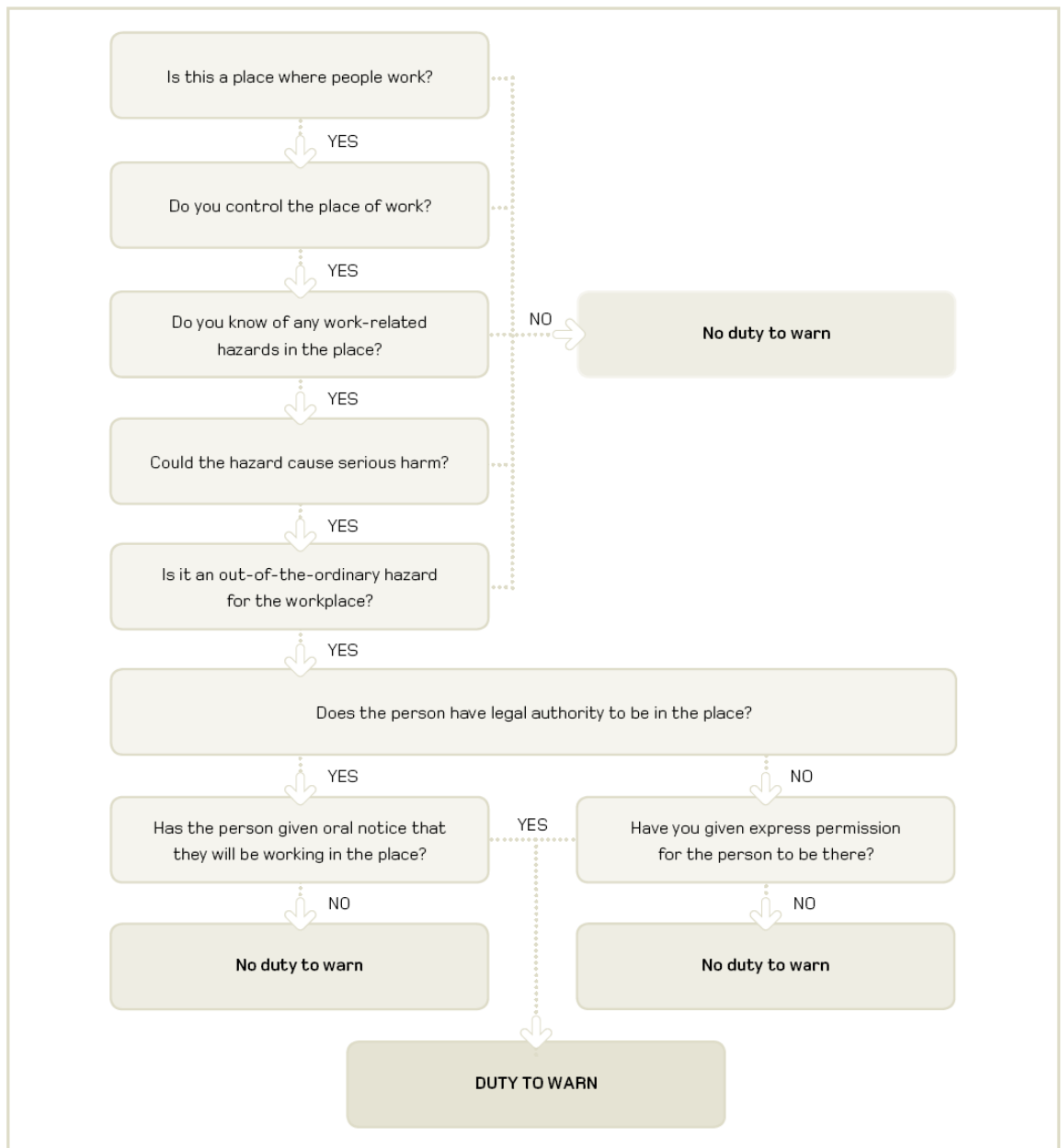
**What is meant by “all practicable steps”?**

It means things that can reasonably be done to ensure that people are not harmed. It might also mean restricting access to certain areas of your farm, e.g. where chemical spraying is being done, or setting weight limits on bridges.

But remember, you are only required to take steps in respect of circumstances you know or ought reasonably to know about.

This fact sheet highlights the duties under section 16 of the Health and Safety in Employment Act 1992 only. Other duties may be owed under other provisions of the Act, e.g. as an employer, self employed person or principal.

**When do I have a duty to warn people about hazards?**



## **EMPLOYEE RESPONSIBILITIES**

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Section 19 of the Act says:

**'Duties of employees** - Every employee shall take all practicable steps to ensure -

- (a) The employee's safety while at work (including by using suitable protective clothing and suitable protective equipment provided by the employer or, if section 10(4) applies, suitable protective clothing provided by the employee himself or herself); and
- (b) That no action or inaction of the employee while at work causes harm to any other person.'

You need to stress to employees that they have a legal responsibility to avoid accidents. This means that it may be an offence under the Act for them to do such things as:

1. Using machinery or equipment they have not been trained to use.
2. Failing either to use the correct safety equipment or protective clothing, or to take any safety precautions you have asked them to. This includes such things as keeping covered from the sun, and wearing hearing protection when driving tractors.
3. Using machinery or equipment they suspect, or know, to be in an unsafe condition. Indeed, the new (2003) Section 28A explicitly give employees the right to refuse to do work likely to cause serious harm.
4. Taking risks, or safety-shortcuts in their work.
5. Encouraging or allowing others to do any of these things.

Employees who are supervising other staff, or 'in charge of a place of work' have further responsibilities as we have already discussed.

## 2. HAZARD IDENTIFICATION

There are three options to choose from for a systematic hazard identification process. They are:

1. Hazard Identification by Area - suitable for static worksites such as factories.
2. Hazard Identification by Work Analysis - identifying occupations and work done, then the hazards faced.
3. Hazard Identification by Process - suitable for technical processes.

Because many horticultural employees can be expected to undertake a range of different types of work at several locations on the property, the Work Analysis is generally the best option, and that is what is used in this Manual. The other options may be appropriate for some specialised forms of horticulture such as protected cropping, but Work Analysis will also work well for them.

To undertake hazard identification by work analysis, you need to:

1. List all the tasks that people carry out. We have started the list for you in Appendix A, with some common horticultural tasks. **Remember that you need to complete the list** with the other tasks undertaken on your property. A good check is to look at all the materials, plant, machinery and equipment you have, and make sure that you have listed tasks involving each item.
2. List the tasks or steps involved in doing each task. This has been started in the sheets in Appendix B, but you need to **check that they fit accurately for your operation, and change them if not**. You also need to **photocopy extra copies of the blank section 9, and complete sheets for extra tasks you have identified**.
3. List the hazards involved with each task, and check that staff can think of no other hazards. We have started, but you need to **discuss our sheets with your employees and amend as necessary, and complete your own sheets**.

Having identified and listed the hazards, you need to decide for each how best to eliminate, isolate or minimise the hazard. We have made suggestions in the sheets we have completed in Appendix B, but remember that **you must check them carefully to ensure that our suggestions are appropriate to your operation. Make any changes necessary**. You will also need to **complete this section of the hazard sheets you have started**.

Hazard identification and control is an on-going process. If you buy a new piece of equipment, or start to use new methods or materials, **take a new hazard sheet and complete it**. Make sure that you **give copies of the new sheets to any employees involved**.

**Review the hazard sheets regularly** making sure that all the information they contain is still relevant. **Make any revisions necessary, and replace the sheets in employee handbooks**. The bottom of each sheet contains a space for a date, so



date each one, and make sure that only the most recent version is used. If you do not carry out this review more frequently, make sure that it happens annually.

NOTE: As an aid to hazard identification, when you've listed the steps required to complete a task, look for these types of hazard:

Chemical

Noise

Radiation

Electrical

Lighting

Vibration

Temperature

Biological

Ergonomic

Physical

Miscellaneous (including work-related stress)

## **APPENDIX A: HAZARD IDENTIFICATION & TASK INDEX**

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### **Hazard Identification**

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The author of this Manual identified and considered some common horticultural tasks. Each task was broken down into steps, and hazards were identified for each step. Suggested ways of eliminating, isolating and minimising each hazard were written into the appropriate column. The sheets (Appendix B) were then circulated to a number of people experienced in these tasks. Their comments and suggestions were incorporated into the published version.

The tasks covered in this way are listed in the Task Index on the next page. The section in the Task Index called "Site-specific Hazards" does not relate to specific tasks, but to hazards caused by the specific site occupied by your property. Some examples could include:

Overhead or buried electric cables, gas or water mains,	
Steep slopes,	Blind corners,
Ditches or gullies,	Rocks or boulders,
Boggy or slippery ground,	Sewer outfalls.

Remember that these are only a few examples - what can you think of that may be a hazard relevant to part or all of your property?

#### **Horticulturists using this package are asked to:**

1. Consider each task sheet. Check:
  - That all steps **you** take to do a task are covered,
  - That all hazards are identified, and
  - That the best ways of eliminating, isolating and/or minimising each hazard are covered. Make sure that the manual says what it is that you will actually do.

Make any changes necessary.  
Discuss each hazard sheet with relevant employees and ask them to make the same checks. Again, make any changes necessary.
2. Add to the Task Index (on the next page) all the tasks done on your property not covered so far.  
Show your list to employees, and ask for any suggestions - add any relevant tasks identified.
3. Complete Hazard sheets (Appendix B part 9) for each task that you identified above.  
Show these to your employees, and make any changes needed from their suggestions.  
Always keep a spare copy of the blank sheets to photocopy in case you need more.
4. Complete the Site-specific Hazards sheet in Appendix B part 9; discuss these sheets with your employees and amend as necessary.
5. If you have a packhouse, complete a hazard identification process for it and include it in your manual (Appendix B Part 9). We particularly draw your

attention to this because the Regulations of 1995 have a section 17 about cleaning, maintaining and repairing machinery. This says that if the machine could injure someone by moving while being cleaned, maintained or repaired, you must develop and use a procedure to immobilise it at those times. You must also make sure that anyone doing this work is properly trained. Write up your immobilising and cleaning or maintenance procedure in the Appendix.

## **Task Index**

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Each task has a hazard identification sheet in Appendix B. The task numbers shown here relate to the Part number of Appendix B.

1. Drive Tractors
2. Use Tractor Implements
3. Drive Forklifts
4. Lifting
5. Use Agrichemicals
6. Workshop Duties and Light Construction
7. Use a Chainsaw
8. Site Specific Hazards
9. Extra Tasks You Identify (photocopy extra sheets as needed)

### 3. HAZARDS

## APPENDIX B: HAZARD SHEETS

### Task: Drive Tractors

- Read the tractor's handbook, and any notices on the tractor, and follow all safety instructions and advice.

Steps	Hazards (X= Significant)	Actions
Getting on and off the tractor	X - Slipping or tripping and falling	Minimise - Scrape any mud etc off boots first. Use hand holds. Get off facing seat. Move one foot at a time. Don't rush. Special care at the end of the day when you could be tired.
Hook up to implement	X - Back injury	Minimise - Use correct linkage procedure (left, right then centre). Check that all lynch pins are fitted correctly. Back up tractor squarely. Check that the tractor PTO is in neutral. Linkage end of implement on block if appropriate. Telescopic part of PTO serviced so that it slides freely. Tractor spline clean and covered when not in use.
	Fingers caught in lynch pins etc	Use extra care.
Travel to the job	X - Traffic accidents	Minimise - Check that you know where all the controls are for this particular tractor, how to use them, and that they are all working. Take care of people, animals, cyclists, and vehicles that may cut in. Tractor brakes may not be perfect. Take extra care on a wet or greasy road with a heavy load, remember that roads may be particularly greasy for the first half hour or so after summer rains. Keep left, remember that people in parked cars can open doors suddenly. Watch for cyclists trying to slipstream or get a tow, stop if necessary. Be aware of machinery width and its swing as you turn.
Travel from the job	X - Traffic accidents	As above. Remember that most tractor accidents in New Zealand occur travelling to and from the job - not on the job. Remember that you may be tired, and concentrating less. Clean mud and debris off before travelling on road. Check independent brakes.
Use	X - Hearing loss	Minimise - Always wear correctly graded hearing protection
	X - Being jolted out of seat	Isolate - Always wear safety belt if fitted.

	X - Debris in eyes	Minimise - Wear safety glasses or goggles.
	X - Injury by PTO shaft	Minimise - Check that guards and shields are in place and functional. Check that the PTO shaft is the correct length, and properly locked home onto the tractor spline. Check the area carefully for anything that could be caught by the shaft or equipment it turns - e.g. twine, wire, tapes, netting. Remove any such items before you start. No loose or floppy clothing. Long hair covered or tied up. Put PTO out of gear and wait for shaft to stop turning before leaving tractor seat or if people approach within 2 metres.
	X - Injury by hydraulic arms and equipment	Minimise - Only move hydraulic controls from seat. Only move hydraulic controls when other people are beyond 2 metres. Extra care for two person hook-up. Most experienced operator of that machine operates the tractor. Leave hydraulic equipment on the ground when leaving the tractor.
	X - Melanoma	Minimise - Wear hats, long sleeves etc, sunblock on exposed areas. Safety dark glasses in glare conditions.
	X - Equipment break down, pieces falling off etc.	Minimise - Check correct category of pin is always used. Check lynch pins. Visual check of all welds, nuts etc, shields and guards in place. Any unusual noises or items seen checked immediately, reported or fixed.
	X - Poisoning from exhaust fumes	Minimise - Check that fumes do not go into cab. Report problems or fix them.
	X - Tractor spinning	Minimise - Always check that independent brakes are locked together and working evenly after finishing row work. Regular checks for even adjustment, report problems or fix them.
	X - Falling asleep and so losing control	Minimise - Concentrate. Stop work if you are in an unfit mental or physical condition to continue. Check that enough fresh air circulates in cab. Take special care driving home.
	X - Being run over	Minimise - Always park the tractor securely before leaving the seat. Brakes on, gears in neutral and fully release the clutch before standing.

	X - Tractor rolling	<p>Minimise - Drive carefully within your training and experience. Roll frames may not be fitted to older and horticultural tractors. Always use seat belts if fitted.</p> <p>Select a suitable gear in which you can go right up or down a slope. Check that the gear you select does not allow the tractor to freewheel down slopes (Multipower). Drive at a speed suitable to the conditions.</p> <p>Choose the least steep part, watch for wet or slippery areas. Remember: on a slope it is always safest to turn SLOWLY and UPHILL. Check that the front will stay on the ground. Fit extra front weights if necessary, or reverse up hill.</p>
	X - Back injury	<p>Minimise - Adjust seat to suit you. Sit comfortably and relaxed. Make sure that you can reach the controls comfortably. Stop and stretch occasionally.</p>
Towing	X - Jackknife causing a crash	<p>Minimise - Turn carefully. Descend slopes on gentlest gradient, avoiding wet or slippery areas. Check before starting that the tractor is adequate to tow the load.</p>
Using snig chain to pull out trees	X - Back somersault	<p>Minimise - Use a low hitch point. Safest to hitch to the front of the tractor if the chain is long enough and no damage will be done to the underside of the tractor. Stop if front of tractor lifts at all.</p>
Using 4 wheel drives	X - Jackknife	<p>Minimise - Turn carefully. Watch that your feet do not get trapped by a centre pivot tractor.</p>
Maintenance	X - Mechanical injury	<p>Minimise - Ensure the engine is stopped and vehicle parked securely.</p>
	X - Skinned knuckles, punctures etc.	<p>Minimise - Use the correct socket or ring spanner. Pull spanners towards you.</p>
	X - Crushing	<p>Minimise - Securely prop hydraulic equipment if you need to work with any part of your body under it - or use a pit. Securely park if you remove a wheel. Use solid blocks under the axle as a support in case of a jackknife.</p>

### Task: Use Tractor Implements

- Please delete implements not applicable to your site, and add in information for extra implements on site.
- Note: The sheets "Driving Tractors" also applies to all these tasks.
- Read the handbook for each implement you use, and any instructions printed on the implement, and follow all safety instructions.

Implement	Hazards (X= Significant)	Actions
Back Blade	X - Neck or back injury through turning to see work	Minimise - Be aware of this problem, change the side you look over if possible, stretch and exercise when appropriate.
	X - Injury when adjusting angles of blade	Minimise - Use the correct procedure. Special caution on slopes. Make sure the hydraulics are high enough so the blade doesn't jam.
Sub-soiler	X - Back injury hooking up	Minimise - It is a 2 person job to lift this machine up and hook it up, and to take it off the tractor and lower to the ground again.
Rippers	X - Back injury hooking up	Minimise - Take care to align tractor correctly.
	X - Electrocutation	Minimise - Check first for underground services.
Rotary hoe and slicer	X - Falling asleep on tractor (The slow rate of travel increases this problem)	Minimise - Alertness and concentration.
	X - Electrocutation	Minimise - Check first for underground services.
	Flap could be dropped on self	Care when adjusting the flap
	X - Flesh punctures or cuts when unwrapping wire or packing case strapping from rotors	Minimise - Take extra care when doing this job. Wear gloves, carry hacksaw blade, knife and side cutters.
Rotary slasher and mower mulcher	X - Flying objects	Minimise - Check that all parts of the machine are firmly attached. Check area for debris and remove before starting work. Check that all guards and shields are in place and firmly attached. Wear appropriate clothes for protection.
	X - People and animals being hit	Minimise - Take extra care.
Hay mower	X - Injury when lowering cutter arm from travel position	Minimise - Hold the lever really firmly when releasing the catch.
Roller	X - Crushing at hook up	Minimise - Take special care with the drawbar stand.
	X - Crushing while transferring roller to trailer and back to tractor	Minimise - Use the correct procedure - Roller's weight evenly distributed, and secured to trailer before it is unhitched from the tractor. It must be secured to the tractor again before undoing fastenings for off-loading.

	X - Extra danger of traffic accidents	Minimise - Remember that the machine is extra heavy and wide. Travel at a suitable speed.
	X - Runaway in operation	Minimise - Realise the width and weight. Look out for slopes or loose or slippery ground.
Cultivators and levelling bars	X - Extra danger of traffic accidents	Minimise - Be aware of the size of this implement. Check that the 3 point linkage stabilising system is tight.
Post hole digger	X - Pinched hands and body and strained back from hook up	Minimise - Two people to hook up this machine.
	X - Injury during travel	Minimise - Check that the auger is strapped up and the 3 point linkage stabilising system is tight.
	X - Neck injury through turning	Minimise - Be aware of this problem, stretch and exercise when appropriate.
	X - Crushing assistant	Isolate - Stop PTO while assistant lines up to hole. Assistant to move well clear before PTO is re-engaged.
	X - Electrocution	Minimise - Check first for underground services in the area.
Fertiliser spreader	X - Back injury loading fertiliser into spreader	Minimise - Use safe lifting technique. Keep fertiliser on truck or trailer.
	X - Loss of steering	Minimise - Ensure front weights are on tractor, and do not overfill the hopper.
	X - PTO causing injury	Minimise - PTO shields in place. PTO connected properly - until clips engage. Correct length shaft used. Always disengage PTO and wait for shaft to stop turning before leaving tractor seat, or trying to clear blockages
Post driver	X - Hand and other injuries	Minimise - Always hold posts only on the sides. Wear gloves, eye and hearing protection. Concentrate all the time. Communication with driver particularly important. Sort signals out first, stop and check if in doubt. Driver and operator both watch for overhead cables and obstructions.
Front end loader	X - Electrocution	Minimise - Check carefully first for overhead services in the area.
	X - Injury to other people	Minimise - Careful communication with any other staff before the job begins, agree on signals to be used, stop and check if necessary. Use the controls correctly. Exclude people who do not need to be near.
	X - Injury from branches	Minimise - Wear a helmet if branches could whip at you.
	X - Hearing and eyes	Minimise - Wear hearing protection and safety glasses.
	X - Lurching, jarring	Minimise - Drive into material at a reasonable speed to collect a load. Use the seat belt if fitted.



	X - Material falling on you	Minimise - Check carefully that the load is stable and can't fall on you. Watch as you raise it higher. Off-load if there is too much material in the container.
	X - Overturning	Minimise - Keep loader as low as possible when travelling. Travel, particularly when turning, slowly when loaded. Travel straight with a raised loader.
	X - Crushing	Minimise - Lower to the ground when not in use.
Seed drill	X - Travelling to and from site	Minimise - Be aware that this is a very wide machine. Special watch for parked cars and cyclists.
	X - Damage to hands or body if clothes caught.	Minimise - Keep guards over cogs.
	X - Hands being damaged by lid	Minimise - Keep hands clear when closing spring-loaded lid.
Ploughs and disc harrows	X - Cuts	Minimise - Take special care with blades when servicing and adjusting.
Forks		See separate sheet: Appendix B Part 3: Drive Forklifts.
Sprayers		See separate sheet: Appendix B Part 5: Use Agrichemicals.



**Task: Drive Forklifts**

- Note: This sheet includes special forklifts, and tractors with front or rear fork hoists.
- Complete a course so that you hold a recognised Forklift Safety Certificate. You will need a NZ Police issued licence if you drive registered forklifts on public roads. You should follow the OSH Safety Code for Forklifts.

<b>Steps</b>	<b>Hazards (X= Significant)</b>	<b>Actions</b>
Operating	X - Injury to people	Minimise - Don't carry passengers on the machine or load. Train people to approach so that the driver sees and acknowledges them. Be prepared to stop if anyone walks across the site. Keep a good look out in front and behind.
	X - Overturning	Minimise - Avoid working across slopes. Watch carefully for rubbish on the floor, and remove it. Have the forks as low as possible when travelling - especially when turning. Turn slowly. Special care on unstable ground.
	X - Noise	Minimise - Wear hearing protection at all times.
	X - Machine bounce	Minimise - Check tyre pressures. Choose safest route to travel, and use appropriate speed.
	X - Electrocution	Minimise - Check area carefully for overhead services. Follow regulations regarding using machinery below electric cables.
	X - Material falling on you	Minimise - Check that the load is secure on the forks. Tie the top layer of a pallet if necessary.
Parking	X - Crushing, tripping	Minimise - Park securely with the forks parallel along the ground.



Task: **Use agrichemicals**

- Note: Always read the labels of each agrichemical you are going to use, and follow their safety instructions.
- Complete a GROWSAFE<sup>®</sup> course.

Steps	Hazards (X= Significant)	Actions
Storage	X - Poisoning	Minimise - Store agrichemicals locked up in the store at all times. Leave agrichemicals in the original containers with the labels intact. Check that the store is placarded HAZCHEM 2WE.
Spraying (mixing)	X - Poisoning through inhalation, dermal absorption, ingestion	Minimise - Read the labels for all materials used, especially when using a new material or new formulation. Also follow the recommendations in the Agrichemicals Users' Code of Practice and Appendices. People who will spray with organo-phosphate insecticides for more than 30 hours a month should have a base cholinesterase blood test before the spraying season, and another test if they experience any health problems during the spraying season. Wear safety equipment. (Gloves, overalls - cotton or disposable - boots, face mask or safety glasses, respirator- check that respirator has the correct cartridge for the job, and that the time the cartridge has been used for has been recorded. After use, clean the respirator and seal the cartridges away. Surgical gloves could be worn under other gloves in case you need to take a top glove off.) Take care not to splash as you pour from the concentrate container - use a container of appropriate size. You may need to open a second cap to prevent 'gulping'. Triple rinse the measure and any empty containers. Lock them and the concentrate back into the chemical store. Dispose of any residues safely. Wash face, hands and arms after using chemicals. Dispose of or change overalls daily.
Spraying	X - The public, including children moving into at-risk areas	Minimise - Use appropriate timing, and tact in dealing with them. Contact neighbours before spraying. Use placards as appropriate.
	X - Poisoning	Minimise - Check rig completely for leaks and fix if necessary. Wear correct protective clothes and equipment. Ensure that washing facilities - water, soap and towels - are available. Clean blocked nozzles with a sliver of wood - <b>don't</b> blow through them. Work to minimise contamination of yourself and others from drift.
	X - Weather	Minimise - Knock off spraying in wind or foggy conditions when drift becomes a problem. Use low pressure and large droplet size.
	X - Contamination	Minimise - Clean all equipment and all safety equipment thoroughly so that residues do not contaminate waterways.
Spraying with hand guns	X - Back injury - lifting hoses	Minimise - Use rigs with booms to carry hoses above obstructions. Use a safe lifting technique.



Task: **Workshop Duties & Light construction**

<b>Steps</b>	<b>Hazards (X= Significant)</b>	<b>Actions</b>
Service battery	X - Burns	Minimise - Take off metal jewellery. Don't touch any other metal with spanner that is on battery strap nuts. Hold and carry battery upright so acid does not spill out.
	X - Explosions	Minimise - Remove caps of batteries being charged. Have no sparks or naked flames - cigarettes etc - near charging battery.
Electrical equipment	X - Electrocution	Minimise - Use isolating transformers or earth leakage circuit breakers whenever working outdoors with electric equipment. Keep flexes dry. Check flexes regularly for damage, and discard if damaged. Stop using and report any faulty electric equipment. Extra care not to damage cables with skillsaws or other cutting tools.
	X - Cuts from skillsaws	Minimise - Check that blade guard is working properly. Hold the saw properly. Unplug before carrying out any maintenance.
	X - Damage to hearing and sight	Minimise - Use hearing and eye protection whenever using skillsaw.
	X - Drill - catching and jerking you around or hurting wrist	Minimise - Firm grip, be aware that this problem can occur. Check that the chuck is tightened properly.
Welding	X - Burns	Minimise - Wear leather gloves. Have trousers outside boots. Think before touching anything. Be conscious of where the tip of the rod is. Have cold water nearby to cool any injury.
Arc Welding	X - Radiation burns	Minimise - Wear long sleeves and trousers, shirt done up. Use an arc-welding mask at all times. Ensure that no-one else watches - eye damage can occur at a considerable distance.
	X - Electrocution	Minimise - Do not use the arc welder outside in wet weather.
Gas welding	X - Explosions and fires	Minimise - Connect cylinders correctly. Check hoses are not damaged. Turn controls on and off correctly. Prevent oil coming close to any fittings.
Hand tools	X - Cuts, bruises and contusions	Minimise - Use hand tools only for the purpose for which they were designed. Check that they are in good condition before starting. Use each tool correctly, as you have been trained. If you have not yet been trained, find out how to use the tool correctly. Pull tools towards you if possible rather than pushing away. Use hammers to hit the object you are aiming at - not yourself. Start nails gently while you are holding them. Hit harder when you have released them.

Formwork	X - Hitting hands	Minimise - Tap pegs gently when holding them.
	X - Tripping over bracing	Minimise - Be aware that there are obstacles around. Look where you are going.
	X - Tears and cuts on nails	Minimise - Make sure that nails' points are not sticking out. Be aware that heads will have been left proud to make it easy to break down the formwork. Take special care.
Concrete work	X - Eye damage	Minimise - Don't make it splash, stand to the side of the mixer. Wear safety goggles.
	X - Hearing damage	Minimise - Wear hearing protection.
	X - Mechanical injury from mixer drum or cog behind	Minimise - Don't wear long, floppy clothes, or loose flowing hair. Stay clear of the back of the mixer. Keep the shovel clear of the drum.
	X - Back injury	Minimise - Use reasonable sized shovels full. Move only small amounts of material with the screed board, shovel excess away if necessary.
	X - Dermatitis and skin cracking	Minimise - Keep hands clean, keep concrete away from skin. Wash off any concrete that does get on your skin. Wear gloves and use barrier cream.
	X - Back injury or strains when barrowing	Minimise - Take reasonable sized load. Watch out for obstructions that could stop the barrow.





### Task: Use a Chainsaw

- Maintaining horticulture shelter belts and felling trees are examples of notifiable work under the Regulations of 1995. You have to give notice in writing to your nearest OSH office at least 24 hours before you plan to start such work giving the nature and location of the work, your name, address and contact details, when you plan to start the work, and how long you think it will take.
- Follow OSH's 'Safety Code for Forest Operations Part 3 - Logging', & Guides to Safety with Chainsaws and in Tree Felling.

Steps	Hazards (X= Significant)	Actions
Maintenance	X - Pieces vibrating off, extra effort needed with blunt chain (exhaustion, cuts)	Minimise - Thorough regular maintenance essential. Includes sharpening, tensioning chain, filing depth guides, checking chain brake, and that all screws, nuts etc are tight.
	X - Cuts while sharpening the chain - slipping, particularly in winter	Minimise - Use vice and correct sharpening technique. Turn the chain the right way. Use the chain guard when the bar need not be exposed.
	X - Fuelling up - fire or explosion	Minimise - No smoking. Do not overfill. Move away from filling site before starting saw. Keep fuel container out of sunlight.
	X - Debris blown in eyes when cleaning with air hose	Minimise - Direct air away, wear eye protection.
Starting	X - Injury to legs from chain	Minimise - Use correct starting technique. Wear chaps or safety trousers and safety boots.
	X - Back strain and injury	Minimise - Use correct starting technique, keep the saw well maintained.
	Cord hits knuckles from compression lock	Use correct starting technique. Specially on large saws when cold.
Use - general	X - Eye injury, hearing damage, head injury, cuts	Minimise - Always wear safety boots or shoes, eye protection, hearing protection, hard hat, and chaps or chainsaw trousers. Hold the saw with both hands, front hand in mitt, or with thumb under wrap around bar to minimise danger from kickback. Keep a look out for objects that could interfere with the tip of the bar and cause kickback. Use the saw only below shoulder height.
Steps	Hazards (X = Significant)	Actions
	X - Back strain and injury	Minimise - Work with the saw held comfortably - close to your body. Use appropriate sized saw.
	X - Trips and slips leading to falls	Minimise - Check soles of boots, and footing before sawing. Remove obstacles. Move around with hand away from trigger if the saw is running.
Use - felling	X - People entering the area and being injured	Minimise - Have a second person on site when felling to ensure that nobody approaches.

	X - Power lines, phone lines (electrocution, and tree being swung from expected path)	Minimise - Meet legislation concerning working near power lines (an example of notifiable work under the Regulations). Check the area thoroughly, advise electricity authority if power needs to be disconnected while branches are removed from around cables. Calculate where trees <i>could</i> hit power lines, and take the tree down in pieces if this could be a problem.
	X - Loss of control of saw (muscle strain, kickback cuts)	Minimise - Be aware that larger saws perhaps used for felling have extra torque, that could move you around. Be alert for kickback - the tip is further away than you may be used to.
	X - Trees falling in the wrong direction (crushing fellow workers, property etc)	Minimise - Treat each tree individually, look at it carefully, allow for the wind effects. Use wedges and/or winch. Have a choice of clear retreat paths. Use special care and techniques with hollow trees and those leaning.
	X - Barber chair	Minimise - Be aware that leaning straight grained trees can spring back. Use boring and special felling techniques to relieve the tension. Pay special attention to side retreat paths.
	X - Widow makers, cones etc	Minimise - Check carefully for debris such as dead branches that could dislodge and fall on you while sawing. Remove them first if practicable.
	Hookups	Remove interfering material first.
	X - Terrain - causing slips, or the tree's sliding	Minimise - Inspect the terrain carefully, and make the best use of it you can.
	X - Nails, wire, staples and other metal debris in the tree, concrete etc	Minimise - Check the outside of the tree carefully. Be aware that hard objects may be completely inside the tree, they are more likely to damage your saw than injure you!
	X - The tree crushing someone after falling	Minimise - Don't allow anyone to approach for some minutes after it has fallen - allow it time to settle.
	X - Half cut tree falling suddenly or unpredictably	Minimise - Be aware that the people do sometimes start to fell a tree, and not finish. Check carefully.
Use - cutting up	X - Flick back, crushing	Minimise - Be aware that tension related problems can occur. Think before each cut - could this branch be supporting the tree's weight? Is it under tension? Recognise danger situations, and relieve tension slowly.
Use - pruning	X - Burns from exhaust while climbing	Minimise - Ensure that the guards are in place. Wear suitable clothes.
	X - Kickback	Minimise - Special look out for obstructions that could cause kickback.
	X - Branches and other debris falling	Minimise - Check carefully for debris, and preferably remove first. Know where branches are going to fall. Cut them up in manageable pieces.
	X - People entering the area	As for felling.









## 4. STAFF TRAINING

### APPENDIX C: TRAINING AND TRAINING REGISTER

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To demonstrate that you have “taken all reasonable steps” to ensure that your employees work safely, you need to train them carefully, and keep a record of that training. Keep a sheet (after these two introductory pages) for each staff member, showing which tasks they have been trained in, who gave the training, where the training was given, and when. Ask your staff to initial the sheet to indicate that they have received the training. Check that the trainers you use keep records of the content of the training they give. Give preference where you can to trainers using competency based training and assessment against unit standards.

If you employ a lot of casual staff for harvesting, you may wish to keep records of groups that are trained in particular skills rather than have individual sheets for each employee. This is fine. The thing is to have records of the training that people have had in case an investigation is carried out by OSH.

Experienced staff may already be competent at many of the tasks, and will initial with no training - providing that you are confident of their competence. You need to introduce staff to the Site-specific Hazard sheets as part of your induction training.

Remember that training is an on-going process. Repeat training sessions will be needed for some tasks and aspects.

You also need to check that your employees have understood the training. Ask them questions, and have them demonstrate the safe procedures they have been taught.

Some ideas to help with your training in safety matters are:

1. NZHITO On-Job training packages in a range of tasks.
2. Polytechnic and private provider courses.
3. Resources from The Accident Compensation Corporation (ACC) available through [www.acc.co.nz/publications](http://www.acc.co.nz/publications) (for example, machinery and equipment safety, safer work habits, vehicle safety).
4. Resources from the Department of Labour available through [www.osh.dol.govt.nz/index.html](http://www.osh.dol.govt.nz/index.html) (ATVs, elevating work platforms, and many others)
5. **Forklifts:** Department of Labour recognised trainers and publications “Approved Code of Practice for Training of Operators/Instructors of Powered Industrial Forklifts”, and “No 1 Safety Code for Front Loading Forklift Trucks”.
7. **Agrichemicals:** GROWSAFE course by the New Zealand Agrichemical Education Trust, PO Box 10-232, Wellington. [www.growsafe.co.nz](http://www.growsafe.co.nz)

Other references are “Novachem Agrichemical Manual”, available through [www.agrichemical.co.nz](http://www.agrichemical.co.nz)













## APPENDIX D: INFORM STAFF OF FACILITIES, HAZARDS AND EMERGENCY PROCEDURES

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You need to give your employees certain information about health and safety matters in such a way that you believe they understand it. Thus you may use written material for some people, tell others, and use a combination with others. For example, give them the written material to read and then discuss it with them.

For new employees you need to make a checklist of things you tell them while you are inducting or orienting them to your property and business. With established employees, it would be a good idea to use the same checklist when you introduce them to this health and safety material.

Please add to this checklist. We believe that you should:

1. Point out hazards associated with the work staff do, and explain how to eliminate, isolate, or minimise each significant hazard. (Use the relevant sections of Appendix B, and keep a record of which sections have gone to different employees in Appendix C.)
2. Point out any hazards associated with your property, and explain how to avoid them. (Use Appendix B part 8.)
3. Encourage staff to tell you about any hazards they identify. Explain when and how they should do this.
4. Explain how to report any faulty equipment. (Use Appendix F.)
5. Show staff where to find any safety equipment they need, and how to use and maintain it correctly. (Use Appendix E.)
6. Show staff where the toilet and ablution facilities are. Explain to them how to obtain drinking water when they need it at work. Explain your policy and procedures if staff feel unwell at work.
7. Show staff where the first aid materials are, and where they can use a phone to call for help if necessary.
8. Teach staff the procedures you expect them to use in the event of an emergency. (Use Appendix H.)
9. Tell staff of any health monitoring or testing you will be doing, and how the results will be presented. (Use Appendices F and G.)
10. Explain your accident reporting procedure, and when to use it. (Use Appendix J.)
11. Remind staff that they have a responsibility for not causing accidents or injury to other people. (In Appendix I.)
12. Remind staff not to interfere in an accident site except in certain circumstances. (In Appendix I.)

We encourage you to use Appendix I, the Employee Health and Safety Manual, when you are running through this checklist. When you've finished, have your staff initial the relevant sections in the page of the training register (Appendix C) that refers to them.

## 5. PROTECTIVE EQUIPMENT

### APPENDIX E: PROTECTIVE EQUIPMENT

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**Note to employees:** It is a condition of your employment here that you use the protective equipment we have discussed during your training. When you have finished using any protective equipment, clean it, carry out any maintenance necessary, and replace it in the correct place as detailed below. If there are any problems such as wear or damage to any equipment, please let us know immediately, using the procedure described in Appendix F.

#### 1. Protection for using agrichemicals.

Respirators are kept \_\_\_\_\_

\_\_\_\_\_

Record the time the cartridge is used for by \_\_\_\_\_

\_\_\_\_\_

Spare filters and cartridges are kept \_\_\_\_\_

\_\_\_\_\_

Waterproof clothing is kept \_\_\_\_\_

\_\_\_\_\_

Gumboots are kept \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 2. Driving tractors

Ear muffs are kept \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 3. Using handtools

Isolating transformers or electric cut-outs are kept \_\_\_\_\_

\_\_\_\_\_

Safety glasses are kept \_\_\_\_\_







## 6. MONITORING

### **APPENDIX F: MONITORING STAFF AND EQUIPMENT SAFETY, AND STAFF REPORTING PROCEDURES FOR PROBLEMS**

---

Here you need to set out your policy for this area. We have made a few suggestions, but we re-emphasise the need for you to make changes so that this appendix says exactly what you will do and what you want done.

**Equipment inspections:** *All equipment will be inspected for its safety during July and August by the manager or by people delegated for this job by the manager. Any repairs or modifications needed will be made at this time.*

Note: You need to be very specific here. Some equipment may need daily inspections, some weekly, some monthly or six-monthly. Specify when, and by whom for each piece of equipment. Also have a recording system so that you can demonstrate that this happens. One way is to maintain a log book for each piece of equipment.

**Monitoring staff procedures:** *All staff who are in any kind of supervisory role will bear safety in mind at all times. If they see any unsafe action or procedure, they will inform the person or people involved. If they see the same unsafe action or procedure again, they will report it to their supervisor for further action.*

**Reporting procedures:** *Any staff finding anything that makes a piece of plant or equipment unsafe in any way must report it to management at once. Do this*

*by telling (name) \_\_\_\_\_ at (time and place)*

*\_\_\_\_\_, or by putting*

*their concerns in writing and leaving the paper in*

\_\_\_\_\_

## **APPENDIX G: RESULTS OF HEALTH MONITORING**

---

Change and complete this page so that it matches your proposed practice.

**Cholinesterase tests:** People who may be using organo-phosphate agrichemicals for pest control for 30 hours or more in any month of the year will go at our expense for a blood test to establish their base cholinesterase levels. We will arrange an appointment at \_\_\_\_\_ at a mutually agreed time.

The results of this test will be retained by the staff member's medical practitioner. If further tests are required on medical advice, or after the possibility of poisoning, the staff member's medical practitioner will inform the staff member of the results.

**Hearing tests:**

**Eyesight tests:**

## 7. EMERGENCY PROCEDURES

### APPENDIX H: EMERGENCY PLANS AND PROCEDURES

---

In any emergency you need to remain calm so that you can best:

1. Prevent further injury or damage.
2. Assist, as much as possible, anyone in distress.
3. Get appropriate assistance.

This property is called \_\_\_\_\_

The address is \_\_\_\_\_

The rural number is \_\_\_\_\_

In emergencies, use the phone at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **If there is an accident involving injury,**

- \* Ensure that nobody else will be injured
- \* Give first aid, or seek help from someone who is trained to do so.
- \* Dial 111 and call an ambulance, giving the address.
- \* Report the incident to the boss or person in charge at the time.

#### **Bomb threat**

- \* If you find something that you believe could be a bomb or contain explosives, cordon the area off and keep everyone out.
- \* Dial 111 and inform the Police that you believe there may be a bomb and give the address.

#### **Chemical Poisoning**

- \* Look on the label for First Aid treatments, and follow them.
- \* Dial 111 and call for an ambulance and give the address.
- \* If in doubt as to the treatment, call the National Poisons centre at Dunedin, phone 0800 POISON (0800 764 766). Their website is at [www.poisons.co.nz](http://www.poisons.co.nz)

**Chemical spill**

- \* Dial 111 and inform the Fire Service that there has been a chemical spill and give the address and emergency number.
- \* State what the chemical is if you know, and give any other information they require.
- \* Cordon off the area and prevent anyone entering.
- \* If the spill is spreading, use sand or soil to build a barrier and contain it.
- \* Be careful that you are not overcome by fumes if you do this.

**Earthquake**

- \* Stay in what you think is the safest place near you while the quake is on.
- \* Be aware that aftershocks can bring building and other material down.
- \* Check for items that could fall on people, or electric cables that have fallen or been exposed and could still be live.
- \* When you have made the area as safe as possible, contact the Civil Defence headquarters (details are in the back of the yellow page section of your phone book).

**Electrocution**

- \* Disconnect the power source and ensure that it is safe to approach.
- \* Use CPR if someone has stopped breathing and you know how to.
- \* Cool burns with cold water.
- \* Dial 111 and ask for an ambulance if someone is injured. Keep them warm and calm until the ambulance arrives.
- \* Contact the Power Supply Authority as soon as possible.

**Explosion**

- \* Be aware that buildings and other material could be falling for some time after the explosion, and that fires could start.
- \* Check for items that could fall on people, or electric cables that have fallen or been exposed and could still be live.
- \* If anyone could be trapped, dial 111 and ask for ambulances and the Fire Service to help get them out.
- \* If people are or could be injured, ask for ambulances.

**Fire**

- \* Check that nobody is left in a burning building or vehicle.
- \* Dial 111, and inform the Fire Service that there is a fire at (The address is)

\_\_\_\_\_

- \* There is a phone in \_\_\_\_\_ that can be used for this purpose.

- \* Give the Fire Service information about the kind of fire.
- \* If you can do so safely, and you know what type of fire it is, and what to use on that type of fire, attempt to put the fire out.
- \* Have someone meet the Fire Service at the gate, and take them to where they are needed.

Evacuation Procedure and Muster Area: \_\_\_\_\_

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**Structure collapse**

- \* If you think that people may be trapped, dial 111 and ask for Ambulance and Fire Service.
- \* Explain the nature of the emergency and the address and rural emergency number (if relevant).
- \* Make sure that nobody goes near in case of further collapse.

# HEALTH AND SAFETY IN HORTICULTURE

A Manual for horticulture employees  
to meet the requirements of

The Health and Safety in Employment Act  
1992, amendments of 1993, 1998 and, 2002  
and the Health and Safety in Employment  
Regulations of 1993 and 1995

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Employee: \_\_\_\_\_

Address: \_\_\_\_\_

**PLEASE MAKE COPIES OF THIS MANUAL FOR EMPLOYEES AS REQUIRED**

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### Appendices

B	Hazard sheets for tasks and areas
E	Selection and use of protective clothing, equipment and safety devices
H	Emergency plans and procedures
J	Procedures for reporting accidents

## INTRODUCTION

---

The Health and Safety in Employment Act 1992 came into force on 1 April 1993. It is administered by the Department of Labour. The Act states that its aims include promoting the prevention of harm to people at work and other people in or near a place of work, and promoting excellence in health and safety management.

This Manual is designed to introduce you to your role in meeting the requirements of the Act, its amendments of 1993, 1998, and 2003 and, and the Health and Safety Regulations of 1993 and 1995.

The legislation imposes duties on the self-employed, employers, contractors, supervisors (who 'control a place of work'), sub-contractors, and employees. Some sections may affect you in more than one of these capacities; for example, as an employee, and as a supervisor. Duties imposed by the legislation may affect several people at once. For example, for any task there are specific duties for employers, supervisors, and employees.

Study this Manual, and follow its instructions. If there is anything you don't understand, or that you are unsure about, ask your boss.

You can write notes on this Manual, but remember that it is your employer's property. When you stop working here, you must return this Manual to your employer.

## YOUR RESPONSIBILITIES

---

Section 19 of the Act says:

**'Duties of employees** - Every employee shall take all practicable steps to ensure -

- (a) The employee's safety while at work (including by using suitable protective clothing and suitable protective equipment provided by the employer or, if section 10(4) applies, suitable protective clothing provided by the employee himself or herself); and
- (b) That no action or inaction of the employee while at work causes harm to any other person.'

This means that you have a legal responsibility to avoid accidents. You need to take responsibility for keeping yourself safe at work, and for making sure that you don't endanger anyone else. Thus it may be an offence under the Act for you to do such things as:

1. Use machinery or equipment you have not been trained to use.
2. Fail to use the correct safety equipment or protective clothing, or fail to take any safety precautions you have been told about. This includes, for example, failing to keep yourself protected from sunburn while working outside.
3. Use machinery or equipment you suspect or know to be in an unsafe condition. Indeed, the new (2003) Section 28A explicitly gives you the right to refuse to do work likely to cause serious harm. If something give you concern in this area, you need to discuss it in good faith with your boss, and any Health and Safety representatives.
4. Take risks or safety-shortcuts in your work.
5. Encourage or allow others to do any of these things.

Make sure that you always follow the procedures detailed for different jobs and sites in Appendix B.

Employees who are supervising other staff, or 'in charge of a place of work' have further responsibilities to ensure that staff you are supervising are working safely and using any necessary safety equipment.

## **STATEMENT OF INTENT**

---

This business recognises its staff as a major resource, and is committed to the concept of excellence in health and safety management aimed at maintaining the health and safety of all employees while at work, and others legally in the workplace. We encourage the use of safe working principles and philosophies by all staff.

The main purpose of this Manual is to reduce the risk of accidents in the workplace.

We ask you to become involved in developing and implementing these safety programmes.

If you have any suggestions about how we can make this a safer place to work, please tell us immediately.

## **HEALTH AND SAFETY OBJECTIVES**

---

Our health and safety objectives are:

- ¥ To provide and maintain safe and healthy working conditions.
- ¥ To consult with and involve staff in the development of health and safety plans, procedures and systems.
- ¥ To provide appropriate protective and safety equipment, training, instructions and supervision to enable staff to work effectively and safely.
- ¥ To maintain accident records to encourage staff awareness of safe working practices.
- ¥ To maintain training records for each employee.

## **RESPONSIBILITIES AND ACCOUNTABILITY**

It is the responsibility of all staff to ensure that their jobs are performed safely and without injury to themselves, other members of the staff or the general public. Every staff member is to comply with our safety rules as a condition of employment.

Supervisors have responsibilities to ensure that:

- ¥ Staff are trained in, and use, safe methods of work for all jobs.
- ¥ Staff show they understand that accident prevention is an essential part of their job.
- ¥ Staff comply with all relevant health and safety rules, codes of practice, standards, statutory acts and regulations.
- ¥ Staff know whom to contact should they require assistance or advice.

All supervisors and staff have a responsibility to help create a concern for the safety of people by personal example.

## **PROTECTIVE CLOTHING, EQUIPMENT AND SAFETY DEVICES**

Where we can't eliminate or isolate a hazard completely, we plan to minimise hazards. Do this by wearing appropriate protective clothing or equipment and using suitable safety devices, and safe work methods.

It is your responsibility to wear appropriate protective clothing and safety devices, and to ensure that such equipment is in good condition before starting work.

Appendix E tells you more about finding and using protective clothing, equipment and safety devices. Appendix B notes when such devices should be used.

## **HEALTH AND SAFETY MONITORING**

---

Where we have to monitor your health, for example, by blood tests for spraying with certain insecticides, then the results of any such monitoring will be given to you. However, in giving out such information, your privacy is respected.

## **EMERGENCY PLANS**

---

We need to avoid panic in such an emergency as a fire or earthquake. The best way to avoid panic is to know what to do to be helpful and constructive.

Your specific procedures are given in Appendix H. Please make yourself very familiar with them so that you respond instinctively in an emergency.

## **TRAINING**

---

You will receive training to help you to work effectively and safely. Instruction may be given in a formal setting or on-the-job, in group sessions or on a one-to-one basis.

There will be an emphasis on safety in all your training.

## **UNSAFE EQUIPMENT**

---

If you find anything that makes a piece of plant or equipment unsafe in any way, please report it at once as per the procedure written below by your supervisor. Do not continue to use unsafe plant or equipment.

Report it by....

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## ACCIDENTS

---

All accidents at work that result in harm or might have resulted in harm in different circumstances, are to be reported and investigated by management. The main purpose of any investigation is to establish if the accident was the result of a hazard so that steps can be taken to prevent such an accident occurring again.

When there has been an accident that has seriously harmed someone, as a rule, the scene of the accident is not to be interfered with. Exceptions to this rule are that you can move things:

- ¥ To save life, prevent harm or relieve suffering
- ¥ To maintain access of the general public to essential services or utilities
- ¥ To prevent serious damage or loss of property
- ¥ Where the accident involves a motor vehicle on a public highway
- ¥ Where the accident is being investigated by the police

The procedures for reporting accidents are shown in Appendix J.

Remember: If someone has been seriously injured, give them all the assistance you can, but leave the accident site as unchanged as possible so that investigators can try to prevent a similar accident occurring again.





## 9. REPORTING ACCIDENTS

### APPENDIX J: ACCIDENT REPORTING

---

#### Staff

If you have an accident that makes you stop work for a few minutes, for example, to wash a cut or put a band aid on it please make a note in the

Minor Accident Book. This is located at: \_\_\_\_\_

You need to write:

- Your name,
- The date and time,
- Where you were, and what you were doing, and
- The nature of the accident, including what caused it if you know.

Remember that if a minor accident were to develop complications and become more of a problem, this entry in the book helps show for ACC purposes that the accident occurred at work.

If there is an accident where serious harm\* occurs, make sure your supervisor or the manager has enough information to fill in the forms

on the next pages. A supply of forms is kept at \_\_\_\_\_

Remember that one copy of the forms is filed at \_\_\_\_\_,  
and the other is mailed immediately to OSH. The address of the local

OSH office is: \_\_\_\_\_

#### Employers

Where someone is injured and needs medical attention, (or if there is a "near miss" where someone could have been injured) you need to:

1. Give any first aid needed, and get the injured to assistance.
2. Inform the Department of Labour at once by phone (24 hours service) or fax.  
Phone number: \_\_\_\_\_
3. Fill in the report form (on the next page). Mail one copy to OSH within seven days and file one.
4. Investigate to find out how the accident happened, and see if you can prevent a similar accident occurring again - set up any necessary systems. Copy the form on the next page but one for Accident Investigations.
5. Keep the accident site untouched if an OSH inspector is coming to investigate.

\* Serious harm has a rather complicated legal definition. We suggest that a form is filled in if someone seeks first aid or medical help, and is off work for more than four hours for treatment or recuperation.

## NOTICE OR RECORD OF ACCIDENT / SERIOUS HARM

- Complete this form and forward it to your nearest OSH office within 7 days of incident.
- Keep a copy for your own records.

**1 Particulars of employer: (Business name and address)**


**2 Location of place of work:**


Shop, shed, unit no, floor, building; Street no and name;  
Locality/suburb

**3 Personal data of injured person:**

Name	
Residential address	

Date of birth  Sex (M/F)

**4 Occupation or job title of injured person:**

--

**5 Period of employment of injured person:**

- 1<sup>st</sup> week                       1<sup>st</sup> month                       1-6 months  
 6 months - 1 year                       1-5 years                       Over 5 years  
 non-employee

**6 Treatment of injury:**

- Nil                       First Aid                       Doctor (not hospitalised)  
 Hospitalisation

**7 Time and date of accident/serious harm**

Time  am/pm

Date

Shift     Day                       Afternoon                       Night

Hours worked since arrival at work

**8 Mechanism of accident/serious harm**

- Fall, trip or slip                       Hitting objects with part of body  
 Sound or pressure                       Being hit by moving objects  
 Body stressing                       Heat, radiation or energy  
 Biological factors                       Chemicals or other substances  
 Mental stress

**Completed by:** Employer or employer's representative (delete which is not applicable)

Name and position  Signature  Date

**9 Agency of accident/serious harm:**

- Machinery or (mainly) fixed plant  
 Mobile plant or transport  
 Powered equipment, tools or appliances  
 Non-powered handtools, appliances and equipment  
 Chemical or chemical products  
 Material or substance  
 Environmental agency  
 Animal, human or biological agency (no bacteria or virus)  
 Bacteria or virus

**10 Body part:**

- Head                       Neck                       Trunk  
 Upper Limb                       Lower limbs                       Multiple locations  
 Systemic (internal organs)

**11 Nature of injury or disease: (specify all)**

- Fracture of spine                       Puncture wound  
 Other fractures                       Poisoning and toxic effects  
 Dislocation                       Multiple injuries  
 Sprain or strain                       Damage to artificial aid  
 Head injury                       Disease, nervous system  
 Internal injury of trunk                       Disease, musculoskeletal system  
 Amputation, incl. Eye                       Disease, skin  
 Open wound                       Disease, digestive system  
 Bruising or crushing                       Disease, respiratory system  
 Foreign body                       Disease, circulatory system  
 Burns                       Tumour (malignant or benign)  
 Nerves or spinal cord                       Mental disorder

**12 Where and how did the accident/harm happen?**

If not enough room, attach separate sheet or sheets

**13 Has an investigation been carried out?**

Was a significant hazard involved? Yes/no

Yes/no

## ACCIDENT INVESTIGATION

NAME OF  
ORGANISATION

BRANCH/DEPARTMENT

### PARTICULARS OF ACCIDENT

Date of accident M T W T F S S	Time	Location	Date reported
-----------------------------------	------	----------	---------------

### THE INJURED PERSON

Name		Address		
Age	Phone number			
Date of accident		Length of employment – at plant on job		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

### DAMAGED PROPERTY

Property/material damaged	Nature of damage
	Object/substance inflicting damage

### THE ACCIDENT

	Describe what happened (space overleaf for diagram - essential for all vehicle accidents)			
	What were the causes of the accident?			
HOW BAD COULD IT HAVE BEEN? <input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor		WHAT IS THE CHANCE OF IT HAPPENING AGAIN? <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare		
	What action has or will be taken to prevent a recurrent? Use space overleaf if required	Tick items already actioned	By whom	When

### TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	OSH advised <input type="checkbox"/> Yes <input type="checkbox"/> No	Date

## 10. POLICIES

### APPENDIX K: POLICY STATEMENTS

---

In this section you need to set down the policies that dictate health and safety matters on your property. **You will need to edit these pages extensively to make them meet your needs.** We offer a few suggestions - things you may consider making into policies - and a brief model policy statement.

#### Suggestions

1. Only staff who have completed a GROWSAFE<sup>®</sup> course do any spraying, enter the spray store, or handle agrichemicals.
2. Only staff with a licence to drive them on the road, drive any vehicle on the property.
3. If you have an isolated block of land, staff working on it must carry a cell phone or radio telephone.
4. There will be a fire drill every six months.
5. Equipment is marked if operators should wear eye or hearing protection to use it.

This is also the place to state your policies around having or developing a formal Health and Safety committee with elected representatives. Remember that an employee or union representative can ask for this to be done, so it is probably a good idea to get in first!

#### Model Statement

Management of this property is committed to the concept of excellence in Health and Safety management. It is our policy to do business in such a way as to minimise the possibility of illness or injury to staff, to members of the public who may come onto worksites, and to the wider community. We actively encourage our employees to work safely at all times. Employees must share our commitment to excellence in health and safety management, and follow the rules laid down in our Manuals, specifically:

1. Use all safety equipment specified by our Manuals or by supervisors. Take responsibility for checking that safety equipment needed is on hand and in good condition.
2. Report any accidents or near-misses to a superior as soon as possible.
3. Report any unsafe machinery or equipment to a superior as soon as possible.
4. Fully participate in safety training courses provided.
5. Work so that their actions, or failure to take actions do not threaten the health or safety of themselves or other people.

We will provide

1. Recommended safety equipment and facilities, and information on how to get and use them.
2. Training for employees, with an emphasis on health and safety.
3. Information relating to the hazards associated with any kind of work undertaken and how to Eliminate, Isolate or Minimise any Significant Hazards.
4. Supervisors committed to safety in the workplace.

## CHECKLIST

---

### Tick the boxes as you complete each task

(Note: You may wish to include step 5 with steps 1-4)

- 1. Add extra tasks you do in your enterprise to the Task Index (Appendix A)
- 2. Create "Hazard Identification Sheets" for each task you added at step 1 (Appendix B part 9).
- 3. Check and amend as necessary Appendix B part
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
- 4. Examine each site for site specific hazards and complete a sheet for Appendix B part 8.
- 5. Discuss with your employees the Task Index (Appendix A) and each Hazard Identification Sheet (Appendix B). Incorporate their relevant suggestions in your final version.
- 6. Set up a Training Register with a separate sheet for each employee (Appendix C).
- 7. Set up an Induction Training for new employees (Appendix D). Use it for each new employee and record it in your Training Register.
- 8. Complete Appendix E, explaining where all protective and safety equipment is kept. Check regularly that the equipment is all there, and in good condition.
- 9. Amend Appendix F appropriately for your enterprise.
- 10. Amend Appendix G appropriately for your enterprise.
- 11. Amend Appendix H appropriately for your enterprise.
- 12. Check Appendix J. Set up a Minor Accident Book and add details to the Appendix. Set up an accident reporting and investigation procedure and record details in the Appendix.
- 13. Set up an Employee Health and Safety Manual for each of your employees. Do this by checking and photocopying Appendix I, adding photocopies of the parts of Appendix B relevant to specific employees, and photocopies of the completed Appendices E, H, and J. We suggest a plastic-sleeve folder for each Employee Health and Safety Manual. Work with your employees to familiarise them with the contents.
- 14. Set up and use procedures for identifying new hazards in the future - and developing ways of overcoming those hazards.
- 15. Complete Appendix K, detailing how you will proceed with Health and Safety matters in the future.
- 16. Consider adding material relevant to any Health and Safety Committee that you consider setting up.