ORCHARD HEALTH & SAFETY POLICY

Zespri Grower Manual

ORCHARD HEALTH & SAFETY POLICY

is committed to maintaining a safe and healthy working environment for the protection and wellbeing of employees and other persons coming onto the orchard.

Health and safety is everyone’s concern, and all employees, contractors and sub-contractors are expected to share in the commitment to avoid accidents and incidents, which may cause personal injury, property damage, and loss.

GLOBALG.A.P certification/requirements are global principles-based standards and do not constitute a full or complete statement of legal responsibilities.

I shall ensure the safety of employees by:

- Providing and maintaining a health and safe work environment.
- Providing access to adequate facilities to ensure the health and safety of employees
- Providing and maintaining safe plant and structures
- Providing any information, training, instruction, or supervision that is necessary to protect all persons from risk at work.
- Where necessary, monitor the health of workers and the conditions of the workplace

To achieve this I shall:

- Systematically identify and control all orchard hazards.
- Take all practicable steps to eliminate, isolate or minimise hazards to prevent injury or damage.
- Inform all employees of all orchard hazards and the controls in place.
- Ensure all employees are appropriately trained and supervised.
- Inform all employees of the orchards emergency and evacuation procedures.
- Ensure that appropriate re-entry intervals are sign-posted and maintained on the orchard (at least 48 hours for any pregnant women)
- Record all incidents and accidents, and take all practicable steps to prevent these events from happening.
- Monitor orchard health and safety issues
- Ensure all employees are given reasonable opportunities to participate in processes for the improvement of health and safety on the orchard
- Review this health and safety policy and any associated procedures on an annual basis to ensure ongoing best practice.

Signed: ____________________________ Dated: ____________________________
ORCHARD SOCIAL RESPONSIBILITY

POLICY

is committed to ethical trading fundamentals, operating a socially and environmentally responsible business and protecting the rights of workers.

Every person is a unique individual and has the right to be treated with respect, fairness and dignity and to work in a safe, healthy and non-threatening work place.

In addition, we recognize the importance of caring for and protecting the environment in which we live and do business and therefore are committed to reducing waste, minimizing emissions, controlling hazardous substances and protecting our environment.

In order to demonstrate commitment to the above shall;

- Comply with all applicable laws and regulations, specifically with regard to:
  - Employment
  - Environment
  - Health and Safety
  - Immigration
  - Human Rights
- Preclude the use of forced, bonded or compulsory labour
- Allow freedom of association and respect the right to collective bargaining
- Provide a safe and healthy work environment for all employees and contractors
- Ensure that minors are only employed under circumstances which protect them from physical risk and ensure their education and human development is not compromised
- Prohibit discrimination in the workplace and ensure workers are to be treated with respect, fairness and dignity
- Pay fair and legal wages, including benefits, holidays and breaks, and force no person to work unacceptable hours
- Ensure all employees understand their responsibilities related to respecting and protecting our environment
- Do not tolerate or engage in bribery, corruption, or unethical practices
- Ensure all employees and employee representatives (if applicable) are aware of the complaints / suggestions procedure and will not be penalized for initiating one.
- Review this policy annually and any associated procedures as necessary to ensure ongoing best practice

Signed by Management: __________________________ Dated: __________________________

Signed by Employee Representative: _______________ Dated: __________________________
# ORCHARD WORKER WELFARE CHECKLIST

All owners, contractors and managers involved in the growing, picking, and onward movement of kiwifruit can use this checklist to assist in compliance to national legislation and internationally recognized ethical guidelines.

GLOBALG.A.P certification/requirements are global principles-based standards and do not constitute a full or complete statement of legal responsibilities. Applicable laws in the jurisdiction in which the orchard is located supersede GLOBALG.A.P requirements. Zespri strongly recommends that MSOs seek professional legal advice to understand their legal responsibilities and ensure that they comply.

## Evidence to show compliance

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| 1. | Ensure that workers are legally eligible to work in NZ:  
- Keep copies of overseas employees passport/ work visas on file (Note: it is illegal to hold originals)  
- Check NZ citizens are over 15  
- Under 15 NZ citizens can only work out of school hours. |
| 2. | Provide employees with Employment Agreements (contracts) and keep signed copies on file. This should cover:  
- See Individual Employment Agreement Guidelines |
| 3. | Ensure wages, benefits, working hours and leave entitlements comply with laws and regulations. Keep copies of payslips outlining pay rate and hours worked/volumes:  
- See Work Hours / Leave Entitlements Guideline  
- See Wages and Time Record Form  
- See [https://www.employment.govt.nz/hours-and-wages](https://www.employment.govt.nz/hours-and-wages) |
| 4. | Make available copies of important information in alternative languages (e.g. Accident & Emergency Procedures, Health, Safety and Hygiene Rules).  
- Consider using Google Translate or similar |
| 5. | Provide employees with opportunities to participate in developing Health, Safety and Hygiene procedures and other areas of employee interest:  
- Keep copies of minutes/notes from meetings with employees  
- See ‘Employee Participation Guidelines’ |
| 6. | Allow employees to be members of unions if they so wish (freedom of association).  
- See ‘Freedom of Association / Collective Bargaining Guideline’ |
| 7. | Prevent exploitation of children in employment;  
- See ‘Employment of Children Guideline’ |
| 8. | Protect and enhance the environment in which we work:  
- See ‘Environmental Care and Protection Plan’ |
| 9. | Ensure employees are not exposed to bullying, discrimination, harassment, bribery or corruption while at work;  
- See ‘Bullying, Discrimination, Harassment, Bribery & Corruption Guideline’ |

Reference websites:
- Employment New Zealand: [http://employment.govt.nz](http://employment.govt.nz)
ORCHARD HYGIENE POLICY

Zespri Grower Manual

is committed to maintaining a hygienic working environment on the orchard(s) to protect both staff and product.

I shall:

- Ensure a hygiene risk assessment is undertaken for the orchard(s), is reviewed annually and updated as needed.
- Ensure all employees receive appropriate hygiene training based on the hygiene risk assessment and comply with the orchards hygiene rules at all times.
- Ensure all employees, contractors and visitors are made aware of the hygiene rules of the orchard.
- Ensure that product segregation procedures are in place in case of contamination.
- Ensure the appropriate hygiene instructions are visible on the orchard.
- Ensure appropriate facilities have been supplied in order to maintain staff hygiene.
- Ensure any equipment needed to maintain a hygienic working environment is available.
- Ensure that staff are adequately supervised to make sure that hygiene instructions are complied with.
- Review this Hygiene Policy and any associated procedures on an annual basis to ensure ongoing best practice.

Signed: ________________________________ Dated: _____________________
1.1) PURPOSE

To manage hazards within the orchard through a formal process of hazard identification, assessment and implementation of effective controls.

Only by identifying the hazards can the appropriate controls be developed. Hazards are often obvious, but a systematic risk assessment ensures that all risks and control options are identified. A risk assessment is a proactive orchard management tool and is a key requirement of the GLOBALG.A.P. Standard. It may also be required under New Zealand law if you have employees or contractors working on your site.

GLOBALG.A.P certification/requirements are global principles-based standards and do not constitute a full or complete statement of legal responsibilities. Applicable laws in the jurisdiction in which the orchard is located supersede GLOBALG.A.P requirements. Zespri strongly recommends that MSOs seek professional legal advice to understand their legal responsibilities and ensure that they comply.

New health and safety legislation came into force on 1 April 2016 in New Zealand; Zespri strongly recommends that MSOs discuss this legislation with their professional advisors and business partners to ensure that they are fully compliant.

1.2) WHAT IS A RISK ASSESSMENT

A careful examination of what, in your work, could cause harm to the product, environment and/or people. A risk assessment allows you to evaluate whether or not you have taken sufficient precautions or should do more to prevent harm.

1.3) WHEN TO CARRY OUT A RISK ASSESSMENT

A risk assessment shall be undertaken/reviewed:

- If it has not been done before.
- When a new hazard or an increase in risk is identified.
- When a change to the workplace / work practices occurs.
- After an identified incident.
- At regularly scheduled times appropriate to the workplace (at least annually).
- Prior to a “Greenfields” development.

1.4) HOW TO UNDERTAKE A RISK ASSESSMENT

Risk assessment should follow the standard HACCP (Hazard Analysis Critical Control Point) principles that identifies hazards in a systematic way, assesses the risk and then puts controls in place to manage the risk. Once controls are in place these need to be monitored to ensure they are effective. A sample template is attached for ease of reference, but this may not include all elements required for your site.

STEP 1: Identify Hazards

A hazard is anything that can cause harm. Work through each step of the process (i.e., what is done on the orchard at each point in the year), and identify any hazards associated with those steps. Walking around the orchard and thinking about what is done over the year is a good visual prompt for identifying hazards. You may also find it useful to ask other people that work on or visit the orchard as to what they think potential hazards might be.

- Identify the hazard.
- Record each hazard individually.
STEP 2: Assess Risk

The risk is a combination of the probability of occurrence and the severity of the possible harm.

- Rate the risk - as high, medium or low, depending on how likely the hazard is to cause harm and how serious that harm might be.
  - LOW - unlikely that hazard would arise under the controlled conditions listed, and even if it did, the outcome would not be serious.
  - MEDIUM - more likely that hazard would actually occur and/or the outcome could be more serious (e.g. for Health and safety a moderate injury that will take more than two days to heal).
  - HIGH - if the hazard is likely to occur and/or that the outcome could be more serious (e.g. for health and safety long time to heal, permanent injury or death).

STEP 3: Control (Eliminate, Isolate or Minimise)

- Evaluate each hazard to determine appropriate control or action.
  - Eliminate (E) the hazard (remove the hazard), if it cannot be eliminated then
  - Isolate (I) the hazard (confine, totally enclose, separate, the hazard), if it cannot be isolated then
  - Minimise (M) the hazard (reduce, decrease, downgrade the hazard and risk of occurrence).

- Indicate on the Risk Assessment Form, under E, I, or M the type of control used. Some hazards may use more than one hazard control.

- Detail how the hazard is going to be controlled in hazard control column.(e.g. if access to agrichemicals is your hazard then you can isolate the hazard by ensuring the spray shed remains locked).

STEP 4: Regular Review

- Review all hazards, risks, and controls regularly (at least annually).
- Adjust the risk assessment if necessary.
- Include any new hazards identified on the relevant Risk Assessment Form, list controls / practices. Inform all employees / contractors /workers.
- Provide an easy process for employees, contractors or visitors to advise you of hazards that they may encounter while on your orchard.
- Record the dates checked and sign the relevant Risk Assessment Record Form annually.

1.5) RECORDS

Zespri GAP requires MSOs to complete 6 risk assessments. An additional risk assessment is required if organic matter is used on the orchard.

- Site Risk Assessment Form
- Food Fraud and Food Defence Risk Assessment Form
- Organic Matter Risk Assessment Form
- Water Quality Risk Assessment Form
- Water Conservation Risk Assessment Form
- Hygiene Risk Assessment Form
- Health & Safety Risk Assessment Form
SITE RISK ASSESSMENT NOTES

2.1) WHY IS IT IMPORTANT
To identify and control hazards to ensure that the site and the environment in which the fruit is grown is free of past and potential contamination or damage, and is designed and maintained to produce food-safe, productive and sustainable produce. A Site Risk Assessment is used to justify that the site is appropriate to be used for growing kiwifruit.

2.2) WHEN IS A SITE RISK ASSESSMENT NEEDED
An initial site risk assessment is needed for every orchard. (NOTE: One form can cover multiple orchards, as long as all risks for each orchard are considered).
“Greenfield” developments must be specifically considered prior to planting. Once the structures are in place it is particularly difficult to rectify any resulting issues.
After an initial assessment is completed the form should be reviewed and signed at least annually and when:
- A crop is introduced onto a new site
- Whenever new plantings are introduced onto current sites
- Whenever any new risks are introduced (e.g. changes in the operations of neighbouring properties)

NOTE: Even if no changes are made as a result of the annual review the risk assessment must be signed as evidence of a review having taken place.

2.3) WHAT TO CONSIDER FOR A SITE RISK ASSESSMENT
The completion of a Site Risk Assessment covers multiple control points under the GLOBALG.A.P standard and hence a number of factors shall to be considered to ensure that all areas are compliant. The following shall be included in every Site Risk Assessment

A) Prior land usage:
- Previous crops - previous use of herbicides and pesticides with long-term effects.
- Industrial use: former vehicle parks may have petroleum contamination.
- Landfill or mining sites: unacceptable wastes in the subsoil that could contaminate crops, or subject to sudden subsidence.
- Previous chemical / fertiliser storage sites

B) Current land usage:
- Chemical storage – Contamination of soil/ flood risk
- Fertiliser storage – Contamination of environment/ flood risk
- Waste control – Cross contamination, environmental damage
- Vegetation types – harbouring pests

C) Soil suitability:
- Susceptibility to erosion - uneven losses of topsoil that may affect crop yields and land and water downstream.
- Chemical suitability - missing minerals/acidity incorrect.
- Landform drainage patterns - poor drainage increasing bacterial risk
- Conformation & slope - erosion of the soil
- Wind exposure - excessive wind speeds can cause crop losses
D) Susceptibility to disease:
- Sources of inoculum nearby
- Presence of vectors of disease
- Environmental conditions conducive to proliferation of disease

E) Environ:
- Dust, smoke or noise caused by machinery
- Dust, smoke, fumes from nearby industry (e.g. roads),
- Silt or chemical-laden runoff from upstream farming,
- Susceptibility to flooding
- Adjacent farming activities (horticultural, industrial, farming)
- Availability of labour and inputs
- Susceptibility to flooding or other major event
- Domestic and wild animal activity
- People movement
- Vehicle movement

NOTE: See Food Defence and Food Fraud Risk Assessment for deliberate or supply damage
FOOD DEFENCE AND FOOD FRAUD RISK ASSESSMENT NOTES

3.1) WHY IS IT IMPORTANT

Food Defence is about protecting your orchard and produce against potential threats of deliberate sabotage resulting in unsafe food whereas Food Fraud is about protecting your orchard and produce against the ill effects of counterfeit products.

Both deliberate sabotage and counterfeit product use can ultimately affect the quality and safety of the fruit if not managed effectively.

3.2) WHEN IS A FOOD FRAUD AND FOOD DEFENSE RISK ASSESSMENT NEEDED

An initial risk assessment is needed for every orchard. One assessment form can cover multiple orchards, as long as all risks for each orchard are considered.

After an initial assessment is completed the assessment should be reviewed and signed at least annually and when there are any changes to the orchard operations that may introduce new hazards. Even if no changes are made as a result of the annual review the risk assessment must be signed as evidence of a review having taken place.

3.3) WHAT TO CONSIDER FOR A FOOD FRAUD AND FOOD DEFENSE RISK ASSESSMENT

Food Defence: Part of ensuring product security is having knowledge of who will be accessing the orchard and when (specifically at harvest). This should include keeping information to ensure all employees are following orchard procedures and that all contractors used are either GAP compliant, or provide you with the assurances needed. Contractors in turn are required to keep a list of all those staff they employ. This information needs to be accessible.

The most likely way product could be deliberately harmed on a kiwifruit orchard is through contamination of inputs. Therefore the controls you have around the purchase, storage and use of inputs is important.

Consider the following areas and questions when looking at the security of your orchard operations:

- Physical site security: How easy is it for unwanted persons to access the product or inputs such as agrichemicals and water and tamper with it? Is there any fencing? Is there any signage? Are there limited entry points?
- Security of employees and contractors: What information is held on who has access to the orchard? When and under what supervision? Are pre-employment checks in place? Are there contractual arrangements and do they cover orchard security? Is there a policy for escorting visitors?
- Inputs security: How secure are the inputs going into the site (fertiliser, sprays, water)? Is there a system of traceability of all inputs (invoices, application records)? Is the water source secure?
- Barriers or controls: Can specific controls be put in place to restrict access during specific times of the year (i.e. during harvest)? What controls are in place for when product is most vulnerable to deliberate contamination (in the bins prior to trucking to the packhouse)?
**Food Fraud:** Supply of sub-standard or counterfeit produce or inputs that has the potential to affect the food-safety and/or quality of your fruit. Consider all inputs into your orchard:

- Plant propagation material
- Plant protection products
- Fertiliser
- Organic matter
- Water

3.4) Corrective Action

Under the GLOBALG.A.P regulations when a potential breach of security is identified then certain processes need to be in place to ensure the safety of product is not compromised. To cover this requirement Zespri has provided a “Notification of Potential Product Contamination Form”. All MSOs must complete this form if there is any incident identified that may potentially impact upon the safety of the product. In addition notification should be made to the authorities as appropriate to the situation.
ORGANIC MATTER RISK ASSESSMENT

NOTES

4.1) WHY IS IT IMPORTANT?
Use of organic matter presents a number of risks to the environment and the fruit itself. These issues must be identified and controlled in order to ensure that vine health and the environment are looked after and fruit remains safe to eat.

4.2) WHEN IS AN ORGANIC MATTER RISK ASSESSMENT NEEDED?
When any organic matter/fertiliser is used or stored on the orchard.
- Review annually or if any changes in the use of organic fertiliser occurs.
- The risk assessment does not have to be completed if no organic matter / fertiliser is used or stored on the orchard.

4.3) WHAT TO CONSIDER FOR AN ORGANIC MATTER RISK ASSESSMENT?
Consider all possible ways in which the organic matter may contaminate the fruit and therefore pose a risk to human health, as well as risk of odour and contamination of the environment. Consider:

A) Source / composition
- Lack of care by suppliers (see food defence and food fraud risk assessment)
- Wrong source of organic matter (animal/plant) used
- Incomplete composting process
- Potential sources of PSA used
- Potential Weed/seed content not eliminated
- Heavy metal contaminated ingredients used
- Pesticide contaminated ingredients used

B) Transport
- Spillage from the vehicle not prevented
- Contamination during transport

C) Storage
- Poor moisture control, spillage
- Pest access
- Location vulnerable to floods/slips (See site risk assessment)
- Cross contamination – chemicals, fertilisers
- Physical contamination – glass, debris

D) Use on the orchard
- Applicator not qualified
- Incorrect application timing
- Incorrect quantities applied
5.1) WHY IS IT IMPORTANT?
Fruit can become contaminated by water on an orchard. Contamination of food is taken incredibly seriously by our customers, and some even conduct their own testing in market. A water risk assessment is used to determine what action is needed to ensure water used on the orchard does not pose a risk to food safety.

5. 2) WHEN IS A WATER QUALITY RISK ASSESSMENT NEEDED?
A risk assessment must be undertaken if water is used for either irrigation, fertigation, frost protection, or spray application.
- The form supplied lists some of the typical overall risks, but there will be risks unique to your site that must also be identified and addressed.
- Review annually or when there are changes in the use of water (e.g. change of water source or equipment used)

Be aware that water testing only indicates the condition of the water at the time of the test. Therefore good practices should always be in place, and a risk assessment helps to identify what controls (including water testing) are needed specifically for your orchard.

5. 3) WHAT TO CONSIDER FOR A WATER QUALITY RISK ASSESSMENT?
All chemical (nutrients, such as nitrates, phosphates, and agrichemicals), microbial (e-coli), and physical (dirt) risks to food safety and human health from the water applied to the crop. Consider:

A) When the water is used
- The time relative to harvest that the water is used. The closer to harvest the higher the risk

B) How the water is used
- Is water applied to the fruit, vines or the ground - Water used for irrigation applied directly to the fruit will be higher risk than water applied to the ground or to the vines when there is no fruit.

C) Water source
- Where is the water drawn from: e.g. town supply, river, groundwater (underground), surface water (rivers, lakes), and captured water (dams or rainwater tanks).

D) Contamination sources
- Agrichemical, or other, residues (If it is open to the air it may be contaminated by spray drift)
  - Microbial pollutants (wildlife (e.g. ducks), stock, sewage storage or distribution, fertilizers, drains).
  - Neighbouring operations (e.g. factories or farms upstream)
  - Sediments from past activities: build-up in ponds or tanks (Supports bacterial growth), sediments sprayed on fruit, chemicals in sediment
  - Rubbish breaking down in the water (chemical), supporting bacterial growth (biological).
E) **Equipment used for application**
- Well maintained and appropriate for the orchard operation: no cracks or holes where contaminants can get in, rust, paint, oil residue
- Pipe condition and design: cracks in the pipes, places where water can stagnate in the pipes
- Storage conditions: heat in a storage tank, stagnation of water, sedimentation, pest access

F) **Variation of Water quality**
- Has the water been treated?
- Past results of water tests – do they show acceptable results?
- Seasonal Variations: low water levels concentrating contamination, flood events bringing in sediment and wash-off from surrounding areas.
- Any unexpected events that may contaminate the water

G) **Use of water for Plant Protection**
- Dissolved soil, organic matter or minerals, or residual agrichemicals in the water can neutralize or react with the chemicals.

### 5. 4) RISK MITIGATION OPTIONS

Refer to water testing procedure for corrective action options.
6.1) WHY IS IT IMPORTANT?

Fresh clean water availability is declining globally. Customers increasingly require that their food is supplied with minimal impact to the environment and our ecosystems are reliant on it. Environmental water includes groundwater, rivers, ponds and dams. Using water in a sustainable way ensures an ongoing, good, clean supply of water for your orchard. This means minimising the wastage of water and ensuring that orchard activities do not contaminate environmental water.

6.2) WHEN IS A WATER CONSERVATION RISK ASSESSMENT NEEDED?

A risk assessment is needed for all orchards as there is always the potential for contamination of environmental water (either on or nearby the orchard) regardless if water is used on the orchard or not. If water is also used for irrigation purposes then use in regards to water conservation must be considered.

- Review annually or if any changes in the use of water impact activity occurs.

6.3) WHAT TO CONSIDER FOR A WATER CONSERVATION RISK ASSESSMENT?

- Consider all orchard activities which may result in:
  - inefficient water use
  - contamination of environmental water

A) Orchard activities

- Agrichemical and fertiliser use
- Waste disposal
- Agrichemical and fertiliser storage
- Construction
- Cleaning
- Facilities
- People

B) Water use structures

- Potential for overuse of one water source
- Water use system condition – design and maintenance
- Potential to collect and store water in times of high availability

C) Excessive or incorrect timing of irrigation

- Effects of water use when water levels are low
- Potential for over-watering (wastage and leaching)
- Irrigation timing effect on evaporation
- Irrigation timing relative to agrichemical and fertiliser application: potential for run-off
HYGIENE RISK ASSESSMENT NOTES

7.1) WHY IS IT IMPORTANT?

There have been significant food poisoning events caused by fruit and vegetables in recent times. If this happened the impact on sales would be significant. A hygiene risk assessment in the first step of many in the supply chain completed in order to mitigate the risk of contaminated food making people sick. Our customers require robust procedures to be in place to prevent contamination. To do this hygiene risks must be identified and controlled.

7. 2) WHEN IS A HYGIENE RISK ASSESSMENT NEEDED?

For any operation where people are either handling a product or are in close proximity to a product that will be consumed.

- It should be reviewed at least annually or when there are changes in orchard operations that affect the hygiene risks of the orchard.

7. 3) WHAT SHOULD BE CONSIDERED IN A HYGIENE RISK ASSESSMENT?

Consider:

A) People (identify the people likely to enter the orchard, risks associated, and measures to control the risks). Examples of risks:
- Training levels – risks if not trained, control procedures
- Procedure failure – failure to respond to hygiene risk reported by staff
- Are workers aware of hygiene including illness reporting, covering of cuts, notification if there possible contamination of fruit with body fluids, and facilities available on the orchard procedures (i.e. Hepatitis B, Nora virus and other illnesses can transfer onto the fruit)?
- Gloves – unclean, breaking apart (orchard supplies gloves, type of gloves – not latex or gloves that fray easily – procedure to keep gloves clean when removed), stored away from contaminants

B) Equipment (list equipment, risks to that equipment including picking bags, gloves, tools, aprons, and control measures). Examples:
- Is equipment kept clean and well maintained in order to avoid contamination – records? Policy?
- Equipment storage-e.g. contamination (store in a dry area free of insect, rodents, birds and mammals, chemicals, fertilisers)
- Bins – damage, wood splinters – e.g. contamination (maintained in a good condition, kept dry, clean and stored securely away from chemicals, maintenance records kept)
- Sanitising – list sanitising products, procedures, risks, controls

C) Vehicles (list vehicle types, risks, and controls. Examples:
- Unclean vehicles - cross contamination of bacteria, foreign matter - are vehicles washed down before entering or leaving the orchard?

D) Orchard Facilities (list facilities, risks to those facilities and control measures for those risks)
- Do all workers have ready access to clean toilet facilities?
- Are all required facilities provided in order for workers to maintain hygienic practices (e.g. hand washing facilities, sanitizers)?
- Are wash down facilities available for equipment / vehicles?
- Is there signage showing correct hand washing procedures displayed in all toilet facilities in pictographic form?
- Are canteens situated so potential of cross-contamination is minimised?

E) Water used (by people), Examples:
- For hand washing – available, potable
- For drinking/cooking - available, potable
HEALTH & SAFETY RISK ASSESSMENT NOTES

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- New health and safety legislation came into force on 1 April 2016 in New Zealand; Zespri strongly recommends that MSOs discuss this legislation with their professional advisors and business partners to ensure that they are fully compliant.

8.1) WHY IS IT IMPORTANT?

Everyone should be able to return home from work healthy and safe. Under New Zealand law if anyone gets injured on an orchard through negligence, anyone making decisions that affect health and safety are personally liable.

Therefore MSOs shall be proactive in identifying and managing risks so everyone is safe and healthy. The business will also need to engage workers in health and safety matters and implement effective participation practices to allow workers to contribute to health and safety on an ongoing basis, as well as liaising with business partners, service providers and contractors to ensure that appropriate health and safety protocols are in place.

8.2) WHEN IS A HEALTH & SAFETY RISK ASSESSMENT NEEDED?

A Health & Safety Risk Assessment is needed for every orchard regardless if the majority of work is undertaken by contractors.

- The risk assessment will vary considerably with the number of workers, size of the operation, type of equipment used, work carried out, and many other factors.
- It must be reviewed at least annually, when a new hazard is identified, or if there are changes in orchard operations or physical features of the orchard.
- Ensure your workers are engaged in the hazard identification process.

8.3) WHAT SHOULD BE CONSIDERED IN A HEALTH & SAFETY RISK ASSESSMENT?

All risks to the health and safety of anyone working on, or visiting the orchard at any time of year. This includes any equipment or machinery that may be brought in from time to time. Types of injury risks might include without limitation falling, tripping, muscular stress, cuts, hit by a moving object, crush injury.

Listed below are some areas to consider, however this is not an exhaustive list and MSOs should seek professional advice to ensure that they are fully compliant with New Zealand law.

A) Equipment / machinery

- Equipment type
- Equipment condition
- Equipment design – e.g. bending, twisting, repetitive actions that may cause injury
- Transport within the orchard – is it safe and secure? WOF standard?
- Machinery working nearby
B) Training
- Awareness of health and safety risks
- Health and safety culture
- Hazard signage
- Operators of machinery – competency and qualifications
- Availability of first aid person

C) Facilities
- Distance to emergency equipment
- Availability of emergency equipment

D) Worker Welfare
- Shelter provided
- Hours worked
- Provision of appropriate breaks
- Availability of water
- Bullying and harassment culture
- Personal protective equipment

E) Manual Handling / Repetitive tasks
- Repetitive tasks
- Excessive lifting and carrying
- Unsafe lifting and carrying
- Working in uncomfortable angles

F) Working Environment
- Ground condition (holes, bumps etc.)
- Pergola condition unstable
- Control of loading and unloading

G) Chemicals
- Availability of information (e.g. MSDS)
- Competency of staff using chemicals
- Availability of first aid equipment for chemical related injuries
- Appropriate signage for during and after spray application
- Chemical storage
- Chemical transport

H) Hazard identification and management

I) Communications with employees, contractors and visitors to the orchard
# Complaint / Suggestion Record Form

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<tbody>
<tr>
<td>Name of person giving complaint/suggestion</td>
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<td>Associated GAP Control Point/s Reference</td>
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**Details of complaint/suggestion**
- Details of the incident,
- Persons involved,
- Reason for the complaint / suggestion,
- Details of the complainant,
- Timeframe for complaint / suggestion resolution
- Other relevant details

**Action Taken/Resolution** (what has been done to follow up on the complaint/suggestion)

**Resolved By**

**Date Resolved**

**Date Parties Informed of Outcome** (e.g. complainant, others affected)
1) PURPOSE

To ensure all employees entering the orchard are healthy and adhere to good hygiene practices whilst handling fruit in order to avoid contamination of the product and the spread of disease, both plant and human.

2) PROCEDURE

2.1) Orchard Hygiene Policy

- This is an outline of your on-orchard commitment to Orchard Hygiene
- The Policy should be reviewed annually, updated, signed and dated by a management representative.

2.2) Orchard Hygiene Rules

- These detail the orchard hygiene requirements that all employees working on the orchard must adhere to.
- The Hygiene Rules must be reviewed as needed and at least annually and updated in line with the Orchards Hygiene Risk Assessment.
- The employer shall ensure all employees read, understand and follow the Orchard Hygiene Rules, and sign and date the Health, Safety & Hygiene Acknowledgement Form.
- The rules form an integral part of the Hygiene training for all employees.

2.3) Employee Hygiene Training

- All employees shall receive hygiene training and a record of training must be kept (Group Training Record or Individual Induction/Training Form).
- Any other orchard specific hygiene risks or requirements shall be included in this training. This includes those identified in the Hygiene Risk Assessment as well as Psa-V hygiene requirements.
- Training programmes should combine:
  - Reading and acknowledging the Hygiene Policy and Rules.
  - Verbal/visual identification of key hygiene risks.
- All training shall be recorded using the Group Training Record, Individual Induction/Training Record Form or a similar record sheet.
- No untrained employees shall be permitted to work on the orchard.

3) RECORDS

- Orchard Hygiene Policy
- Orchard Hygiene Rules
- Group Training Record Form
- Employee Induction/Training Record Form
ORCHARD HEALTH & SAFETY PROCEDURE

1) PURPOSE

To ensure all persons working on the orchard are aware of all orchard specific Health and Safety requirements, in line with the Health and Safety at Work Act 2015 (HSWA).

New health and safety legislation came into force on 1 April 2016 in New Zealand; Zespri strongly recommends that MSOs discuss this legislation with their professional advisors and business partners to ensure that they are fully compliant.

GLOBALG.A.P certification/requirements are global principles-based standards and do not constitute a full or complete statement of legal responsibilities. Applicable laws in the jurisdiction in which the orchard is located supersede GLOBALG.A.P requirements. Zespri strongly recommends that MSOs seek professional legal advice to understand their legal responsibilities and ensure that they comply.

KEY TERMS

A person conducting a business or undertaking (PCBU) - means a person conducting a business or undertaking whether the person conducts a business or undertaking alone or with others; and whether or not the business or undertaking is conducted for profit or gain. For the purposes of this document, an orchard owner, contractor or subcontractor are all considered PCBUs.

Primary Duty of Care - means that a business has the primary responsibility for the health and safety of workers and others influenced by its work and it must ensure so far as is reasonably practicable, the health and safety of its workers and any other workers who are influenced or directed by the business.

Officer – An officer is a person who holds a very senior leadership position and has the ability to significantly influence the management of a PCBU. Organisations can have more than one officer. Officers are:
- company directors (even if they do not have ‘director’ in the title)
- any partner in a partnership (other than a limited partnership)
- any general partner in a limited partnership
- any person who holds a position comparable to a director in a body corporate or an unincorporated body
- any person who exercises significant influence over the management of the business or undertaking (eg the Chief Executive).

Every officer has a duty – it is not a joint duty. Officers have a duty because they make policy and investment decisions that can affect workers’ health and safety. People in senior leadership positions have an important role in leading health and safety culture throughout a PCBU.

Notifiable Event: is defined in the Health and Safety at Work Act 2015 as death, or a notifiable injury or illness; or a notifiable incident.

Notifiable injury or illness:
1. Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid)
   (a) Amputation of body part.
   (b) Serious head injury
   (c) Serious eye injury
   (d) Serious burn
   (e) the separation of skin from an underlying tissues (such as de-gloving or scalping)
   (f) A spinal injury
   (g) The loss of a bodily function
   (h) Serious lacerations
2. An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
3. An injury or illness that requires, or would usually require medical treatment within 48 hours of exposure to a substance
4. Any serious infection to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work
   (a) with micro-organisms’
   (b) that involves providing treatment or care to a person; or
   (c) that involves contact with human blood or bodily substances; or
   (d) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal carcasses, or animal waste products; or
   (e) that involves handling or contact with fish or marine mammals
5. Any other injury or illness decalred by regulations to be a notifiable injury or illness

Notifiable incident;
1. Means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk arising from an immediate or imminent exposure to;
   (a) an escape, a spillage, or a leakage of a substance; or
   (b) an implosion, explosion, or fire; or
   (c) an escape of gas or steam; or
   (d) an escape of a pressurized substance; or
   (e) an electric shock; or
   (f) the fall or release from a height of any plant, substance, or thing; or
   (g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorized for used in accordance with regulations; or
   (h) the collapse or partial collapse of a structure; or
   (i) the collapse or failure of an excavation or any shoring supporting an excavations; or
   (j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
   (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
   (l) a collision between 2 vessel capsize, or the inrush of water into a vessel; or
   (m) any other incident declared by regulations to be a notifiable incident

2) PROCEDURE

2.1) Orchard Health & Safety Policy (refer to GAP resources)
   ☑ Outlines the on-orchard commitment to orchard health & safety.
   ☑ Is reviewed annually, updated, signed and dated by a management representative.
   ☑ Is displayed and available to all contactors, employees, visitors and other parties.

2.2) Orchard Health & Safety Rules (refer to GAP resources)
   ☑ These detail the Health & Safety Rules for the orchard that all contactors, employees, visitors and other parties working on the orchard must adhere to.
   ☑ Are reviewed as needed and at least annually and updated in line with Orchards Health & Safety Risk Assessment.
   ☑ Ensure all employees read, understand and follow the Orchard Health & Safety Rules, and sign and date the Health, Safety & Hygiene Acknowledgement Form.
   ☑ To improve communication of the Orchard Health & Safety Rules, certain examples should be visible around the orchard to remind employees and contractors of their duties.
   ☑ The rules form an integral part of the Health & Safety training for all employees and will be presented in conjunction with the Health and Safety Procedures.
   ☑ The rules are available to all contactors, employees, visitors and other parties.
2.3) **Hazard and Risk Assessment** *(refer to risk assessment procedure GAP resources for risk assessment form)*

- Identify and understand what the orchard specific health and safety risks are; particularly those that have the potential to cause people serious injury or illness. Determine what is reasonable, practical and what is able to be done to eliminate or, where they can’t be eliminated, minimise those risks.
- List all orchard specific hazards in the Health and Safety Risk Assessment *(refer to GAP resources)*.
- Employees will be made aware of the hazards and work in accordance with their supervisor’s instructions.
- Employees shall have a clear understanding of the orchard map showing knowledge of boundaries, blocks, prohibited and protected areas.

2.4) **Emergency and Evacuation Procedures**

- Ensure all employees are aware of the orchard emergency and evacuation procedures.
- The Orchard Accident and Emergency Plan will be made available which lists orchard location, emergency contact numbers and the emergency and evacuation procedure.
- Notify all workers of the location of the Accident and Emergency Plan and nearest phone.
- Identify a safe designated assembly area and conduct an evacuation drill annually.

2.5) **Injury / Illness / Incident**

- The employer must ensure a complete first aid kit is available and accessible to all workers in the vicinity of work being undertaken.
- All accidents and incidents will be investigated. Near misses should be recorded as these are often an indicator of potential harm or hazard.
- Ensure all staff are aware of the correct procedures for a notifiable event (see terms at the beginning of this procedure).
- In the event of an incident/accident, the following process should be followed:
  1. All injuries, illnesses and incidents shall be notified to management immediately. If not notified on the day it happens, then it may not be accepted as a work related injury.
  2. Assess the scene, if it is safe for you to approach, see to the injured person, call for assistance (Orchard Accident & Emergency Plan for contacts) or dial 111 (emergency services).
  3. All notifiable events must be notified to Worksafe as soon as possible. Seek approval from Worksafe before releasing or disturbing the scene Note: if more than one PCBU is involved, only 1 PCBU needs to notify Worksafe.
     - A notification must be done via the fastest means whether it be by phone or in writing (including email/electronically).
     - If notifying by phone, this will need to be followed up in writing if required by Worksafe, within 48 hours of being informed of the requirement.
  4. All accidents / incidents including serious and non-serious harm accidents shall be recorded on the Orchard Accident / Incident Register.
  5. Inform all employees of the outcome of the accident / incident investigation, i.e. new hazard identified and the hazard controls put in place.
  6. Replace any first aid items used.
2.6) Employee Health & Safety Training

- All workers will receive Health and Safety training, and a record kept, including trainer name, trainee name and signature, content and date.
- The following is included in the Health & Safety Training:
  - Health & Safety procedures and rules
  - Communication of orchard specific hazards identified in the Orchard Health and Safety Risk Assessment.
  - Emergency and Evacuation procedures as per the Orchard Accident and Emergency Plan.
- Training programmes should combine:
  - Reading and acknowledging the Health and Safety Procedures and Rules (Employee’s Acknowledgement Form).
  - Verbal/visual identification of key health and safety risks.
  - Further external training (GROWSAFE) to support on orchard activities where necessary.
- No untrained employees shall be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience and training (unless under supervision).
- Maintain training records to demonstrate all staff have read and understood the Health & Safety Rules – use the Group Training Record, Employee Induction/Training Record Form or similar record sheet.
- Verify competencies of all employees and sign off on the employees training record.

2.7) Employee Participation (refer to GAP resources: Employee Participation Procedure)

- Employers must provide reasonable opportunities for employees to participate in ongoing processes for the improvement of health and safety,
- Employees are expected to actively participate in health and safety matters. This is covered under the Health and Safety at Work Act 2015 (HSWA).
- Employers, employees who wish to be involved, and unions representing them are required to co-operate in good faith and develop, agree, implement and maintain a participation system.

2.8) Contractors and Sub-Contractors

- A contractor is defined as: a person engage by any other person (otherwise than as an employee) to do any work for gain or reward.
- When the orchard owner/manager is the “PCBU”, they must take all practicable steps for a contractor’s safety (and the safety of any employees of that contractor) including advising each contractor:
  - of all specific hazards and the hazard controls in place on the orchard.
  - of the accident, emergency and evacuation procedures for the orchard.
  - that the contractor is responsible for any hazards that they may create whilst on the orchard.
  - that the contractor must advise the orchard manager of all notifiable injury / illness or incidents to self or others whilst on the orchard.
  - that the contractor must provide documentation to confirm they have complied with their responsibilities under the HSWA.
- The orchard owner / manager shall ensure the following is given to all contractors / sub-contractors:
  - Agreement outlining the contractor’s health & safety responsibilities.
  - List (and map if available) of orchard hazards as defined in the Orchard Health and Safety Risk Assessment and procedures.
Identify and list the preferred contractors (those who meet all the health and safety requirements). Review preferred contractors list annually.

Send two copies of the Contractor’s Agreement to the preferred contractor. One copy to be signed and returned with a copy of their Health and Safety Plan.

Under the HSWA a contractor or subcontractor is also considered a PCBU.

### 2.9 Duty of PCBU who manages or controls workplace

A PCBU who manages or controls a workplace must ensure, so far as is reasonably practicable, that the orchard, the means of entering and exiting the orchard, and anything arising from the orchard are without risks to the health and safety of any person.

Orchard owners/managers have a duty to ensure the following persons are NOT HARMED while on the orchard and are advised of any significant hazards;

- an employee; or
- a contractor or subcontractor and employees of; or
- an employee of a labour hire company; or
- an apprentice; or
- a person gaining work experience; or
- a volunteer* worker; or
- a PCBU is a worker if the PCBU is an individual who carries out work in that business or undertaking
- visitors or people who are on the orchard with express or implied consent, or are buying or inspecting goods.
- persons who are on site under the authority of an Act, e.g. Power Company, Worksafe, ACC.

*NB: there are some instances where a volunteer is not included as a worker (refer to guidance on volunteers at [www.business.govt.nz/worksafe](http://www.business.govt.nz/worksafe)).

Orchard owners/managers do not have a duty to:

- Trespassers
- Persons on site for recreation or leisure (if they were not authorised to be there)

### 3) RECORDS

- Orchard Health & Safety Rules
- Group Training Record Form
- Employee Induction/Training Record Form
- Contractor’s Agreement
- Orchard Health, Safety & Hygiene Acknowledgement Form
- Wages/Time Record Form
- Orchard Accident / Incident Register Form

### 4) REFERENCES

- Health and Safety at Work Act 2015 (HSWA)
- Health and Safety at Work Regulations 2016
INDIVIDUAL EMPLOYMENT CONTRACT

GUIDELINES

Anyone responsible for employing staff can use the checklist below as a guide to what should be included in an employment contract to ensure GAP requirements are met. This document is a guide to compliance only and do not constitute a full or complete statement of legal responsibilities. Applicable laws in the jurisdiction in which the orchard is located supersede GLOBALG.A.P requirements. Zespri strongly recommends that MSOs seek professional legal advice to understand their legal responsibilities and ensure that they comply.

<table>
<thead>
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<th>Requirements</th>
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<tbody>
<tr>
<td>Employer’s name</td>
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<tr>
<td>Employee’s Full name, Nationality and Date of birth</td>
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<tr>
<td>Position</td>
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<tr>
<td>Job Description</td>
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<tr>
<td>Place of Work</td>
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<td>Working Hours and break entitlements</td>
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<td>Wage rate, pay period and day of pay and payment method</td>
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<td>Public Holidays</td>
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<td>Period of employment (permanent, temporary etc.)</td>
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<tr>
<td>Notice periods and statement around employees being free to leave in accordance with these</td>
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<tr>
<td>An explanation of services available to help resolve employment relationship problems; specifically a reference to the fact that personal grievances must be lodged within 90 days of any incidents occurring</td>
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<tr>
<td>Refer to GAP Resources - Disciplinary Guidelines</td>
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<tr>
<td>Immigrants legal status (are they legally eligible to work in NZ):</td>
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<tr>
<td>Date of entry</td>
<td></td>
</tr>
<tr>
<td>Details of employees passport/ work visas (Note: it is illegal to hold originals)</td>
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<tr>
<td>Check NZ citizens are over 15</td>
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<tr>
<td>Freedom of association and the right to collective bargaining without punishment, retaliation or discrimination.</td>
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<tr>
<td>Refer to GAP Resources – Freedom of Association / Collective Bargaining Guidelines</td>
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<tr>
<td>Rights in contracting out situations</td>
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<tr>
<td>Restructuring due to transfer; opportunity given to the employee to comment on the proposal, consider and respond.</td>
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</tr>
<tr>
<td>Negotiations with new employer; employer to require an offer of a similar position in restructuring situations.</td>
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<tr>
<td>No transfer of employment; a provision for redundancy to be paid if the employee chooses not to transfer to the new employer or is not offered employment</td>
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<tr>
<td>Discrimination procedure</td>
<td></td>
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<tr>
<td>Refer to GAP Resources – Bullying, Harassment, Discrimination, Bribery and Corruption Guidelines</td>
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<tr>
<td>Complaints Procedure</td>
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<tr>
<td>Refer to GAP Resources - Complaints Procedure and Form</td>
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<tr>
<td>A signature from both the employer and employee</td>
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</tbody>
</table>
ORCHARD HEALTH & SAFETY RULES

New health and safety legislation came into force on 1 April 2016 in New Zealand; Zespri strongly recommends that MSOs discuss this legislation with their professional advisors and business partners to ensure that they are fully compliant.

While at work, all employees and contractors shall take all practicable steps to ensure their own safety and the safety of others, including using safety equipment as instructed. They shall carry out work in a manner that will not endanger themselves, other employees or anyone else.

GLOBALG.A.P certification/requirements are global principles-based standards and do not constitute a full or complete statement of legal responsibilities. Applicable laws in the jurisdiction in which the orchard is located supersede GLOBALG.A.P requirements. Zespri strongly recommends that MSOs seek professional legal advice to understand their legal responsibilities and ensure that they comply.

a) General;

Staff shall

- Never undertake a task if they feel it is unsafe.
- Be aware of all hazards on the property on which they are working.
- Undertake health and safety training before starting work
- Communicate any health and safety related concerns to their supervisor.
- Not perform any task, operate any machinery or deal with any substance without prior experience and/or training.
-_____________________________________________________________________________
-_____________________________________________________________________________

b) Emergencies;

Staff shall:

- Dial 111 in an emergency.
- Be familiar with the accident and emergency plan for the orchard and know the location of the procedure and the nearest phone.
-_____________________________________________________________________________


c) Injury / illness / Incident;

Staff shall:

- Report all injury / illnesses / incidents immediately to a supervisor including near misses that could have resulted in injury / illness / or incident.
- Know where to access a first aid kit and be familiar with its contents.
-_____________________________________________________________________________
e) Hazards;

Staff shall:

- Be aware of the hazards and work in accordance with their supervisor’s instructions in order to avoid being harmed. Potential hazards on the orchard may include machinery in operation, vehicle traffic, wires, rabbit holes, uneven ground, kiwifruit canes and debris and spray drift.
- Have a clear understanding of the orchard(s) map showing knowledge of boundaries, blocks, prohibited and protected areas.
- Report all new or unidentified hazards to management.
- ____________________________
ORCHARD HYGIENE RULES

While at work, all employees and contractors shall take all practicable steps to ensure good hygiene practices are followed to avoid product contamination and disease transmission.

The hygiene rules for the orchard are:

PERSONAL HYGIENE
- Smoking, eating and drinking shall take place away from the fruit or fruit handling equipment.
- Hands shall be washed with soap and water before starting work, after breaks, using restrooms, after eating, smoking, or handling contaminated material.
- Cuts/grazes shall be covered at all times by waterproof dressings. Gloves to be worn where necessary.
- Workers shall not cough or sneeze over food, pick or scratch their nose.
- Defecation or urination anywhere except designated toilets is strictly prohibited.
- Hair should be tied back and fingernails must be kept short & clean with no nail polish or false nails.
- No rubbish is to be left on the orchard or placed in harvest bins/ bags.
- Appropriate clean clothing and appropriate footwear shall be worn.
- Personal effects (e.g. jewellery, watches, clothing with sequins or studs that are likely hazards or could contaminate or damage product) are to be removed.
- All allergens capable of causing serious harm (e.g. nuts, celery and peaches) are to be eaten away from produce and hands washed before handling fruit.
- People moving between orchards shall clean down footwear, and sanitise hands prior to leaving the orchard and entering a new one.
- People moving between orchards shall ensure that any debris on clothing is removed prior to leaving one orchard and entering a new one.
- Only approved sanitizers are to be used by staff

OPERATIONAL HYGIENE
- Picking bins/ bags shall not be used for anything other than harvesting fruit.
- Picking bins shall be clean and free from debris or damage.
- Grazing of livestock under the canopy is prohibited during harvest or at spraying times.
- Animals must be kept away from harvest bins.
- Produce must be stored appropriately.
- Any risk of contamination to product must be reported immediately and separated and discarded as needed.
NOTIFICATION

- Anybody suffering from symptoms of infectious disease (e.g. nausea, abdominal cramps, vomiting) shall report to their supervisor and be excluded from work.

- Anybody with a confirmed infectious disease shall notify management and have a medical clearance before returning to work.

- Anyone becomes aware of any potential product contamination with bodily fluids shall notify management immediately.

- Anybody suffering from symptoms of infectious disease (e.g. nausea, abdominal cramps, vomiting) shall report to their supervisor and be excluded from work.

- Anybody with a confirmed infectious disease shall notify management and have a medical clearance before returning to work.

- Anyone becomes aware of any potential product contamination with bodily fluids shall notify management immediately.

- ________________________________________________________________

- ________________________________________________________________

- ________________________________________________________________

EQUIPMENT AND CLEANING

- Bins and other harvest equipment shall be inspected prior to use and cleaned if necessary.

- Truck decks are to be cleaned at the start and finish of the season and as necessary.

- Harvesting equipment shall be cleaned and maintained - bags washed, dried, aired and stored in a clean pest free environment.

- Tractors are to be maintained to reduce the possibility of contamination of fruit.

- Regular equipment inspection shall take place.

- Where cleaning materials are used instructions on strength etc. will be followed.

- Chemicals are not to be stored near fruit or containers that will hold fruit.

- Only approved sanitizers are to be used for sanitising equipment or any fruit contact surface.

- ________________________________________________________________

- ________________________________________________________________

- ________________________________________________________________

NOTE:

- Blank lines have been added to allow this to be tailored to your specific orchard needs / requirements.
I have read and understood the:

- Orchard Health & Safety Policy and Rules
- Orchard Hygiene Policy and Rules
- Orchard Accident & Emergency Plan
- Hazards and associated risks as identified by the MSO

In particular I have an obligation to:

- Seek legal advice to ensure full compliance to NZ Health and Safety Legislation.
- Ensure my actions do not cause harm to myself or any other person.
- Use suitable protective clothing and equipment provided, as required to complete tasks.
- Know the orchard hazards I may be exposed to and the measures in place to control these.
- Be aware of the accident and emergency procedures including accident / Incident reporting requirements for the orchard.

Signed:
Name: ____________________________ Position: ____________________________

Signed:
Name: ____________________________ Position: ____________________________

Signed:
Name: ____________________________ Position: ____________________________

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Signed:
Name: ____________________________ Position: ____________________________
# HYGIENE RISK ASSESSMENT FORM

RISK ASSESSMENT for: **KPIN/s**

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## STEP 1: Identify Hazards

<table>
<thead>
<tr>
<th>Source</th>
<th>Hazard</th>
<th>Risk</th>
<th>E</th>
<th>I</th>
<th>M</th>
<th>Hazard Control</th>
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</thead>
<tbody>
<tr>
<td><strong>People</strong></td>
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<tr>
<td>Staff lack of training</td>
<td>- Failure to prevent contamination of fruit</td>
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<td>Staff training to include hygiene rules</td>
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<td></td>
<td>- Lack of awareness of rules / not following hygiene rules</td>
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<td>Monitor staff while working</td>
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<td>- Failure to report illness or other (e.g. blood)</td>
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<td>Staff made aware of notification rules</td>
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<tr>
<td>Staff transmissible</td>
<td>- Spread of disease to other people</td>
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<td>Staff training to include hygiene rules</td>
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<td>disease</td>
<td>- Contamination of fruit</td>
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<td>Staff made aware of notification rules</td>
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<td>Traceability procedures in place</td>
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<td><strong>Equipment</strong></td>
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<tr>
<td>Bins (previous use)</td>
<td>- Biological contamination</td>
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<td>Check bins prior to use</td>
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<td></td>
<td>- Chemical contamination</td>
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<td>Picking bags (previous</td>
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<td>Check bags prior to use</td>
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HYGEINE RISK ASSESSMENT FORM Page 1 of 3
<table>
<thead>
<tr>
<th>Source</th>
<th>Hazard</th>
<th>Risk</th>
<th>E</th>
<th>I</th>
<th>M</th>
<th>Hazard Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unclean/ damaged gloves</td>
<td>- Biological contamination</td>
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<td>Train staff to ask for replacements</td>
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<td></td>
<td>- Chemical contamination</td>
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<td></td>
<td></td>
<td>Check gloves prior to issuing to staff</td>
</tr>
<tr>
<td>Equipment stored in unhygienic conditions</td>
<td>- Pest access</td>
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<td></td>
<td>Ensure all equipment stored in a clean, dry place</td>
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<tr>
<td></td>
<td>- Damp encourage bacterial growth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cleaning schedule</td>
</tr>
<tr>
<td></td>
<td>- Deterioration of condition of equipment</td>
<td></td>
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</tr>
<tr>
<td>Sanitizing procedures (wrong chemicals, poor rinsing)</td>
<td>- Biological contamination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff training</td>
</tr>
<tr>
<td></td>
<td>- Chemical contamination</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Unclean vehicles</td>
<td>- Biological contamination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Check vehicles before use</td>
</tr>
<tr>
<td></td>
<td>- Chemical contamination</td>
<td></td>
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<tr>
<td></td>
<td>- Physical contamination</td>
<td></td>
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<td>Facilities</td>
<td></td>
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</tr>
<tr>
<td>Toilet and handwash facilities unavailable</td>
<td>- Staff unable to use facilities/ wash their hands</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Visual check of all hygiene facilities prior to picking</td>
</tr>
<tr>
<td></td>
<td>- Biological contamination of fruit</td>
<td></td>
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<td></td>
<td>- Spread of illness</td>
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<tr>
<td>Toilet and handwash facilities unclean/poorly maintained</td>
<td>- Cross-contamination from unhygienic facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ensure clean water for handwashing</td>
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<tr>
<td></td>
<td>- Biological contamination of fruit</td>
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<td></td>
<td></td>
<td>Visual check of all hygiene facilities prior to picking</td>
</tr>
<tr>
<td></td>
<td>- Spread of illness</td>
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<tr>
<td>Source</td>
<td>Hazard</td>
<td>Risk</td>
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<td>Hazard Control</td>
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<tr>
<td>No signage for handwashing present</td>
<td>- Hand-washing procedures not followed</td>
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<td>Annual GAP audit</td>
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<tr>
<td></td>
<td>- Biological contamination of fruit</td>
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<td>Visual check of all hygiene facilities prior to picking</td>
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<td></td>
<td>- Spread of illness</td>
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<tr>
<td>Cross contamination to or from eating areas</td>
<td>- Unwell staff</td>
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<td></td>
<td>Staff training</td>
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<tr>
<td></td>
<td>- Contaminated fruit</td>
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<td></td>
<td></td>
<td>Hygiene signage present</td>
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<tr>
<td>Wash-down facilities for equipment not available</td>
<td>- Equipment not cleaned properly – potential for cross contamination</td>
<td></td>
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<td></td>
<td>Facilities for handwashing provided</td>
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<tr>
<td><strong>Water use</strong></td>
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<tr>
<td>Water for handwashing not food-safe</td>
<td>- Unwell staff</td>
<td></td>
<td></td>
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<td></td>
<td>Water tested</td>
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<tr>
<td></td>
<td>- Contaminated fruit</td>
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<td></td>
<td>Sanitiser provided as well as soap and water</td>
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<tr>
<td>Water for drinking/ cooking not food-safe</td>
<td>- Unwell staff</td>
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<td>Water tested</td>
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<td></td>
<td>- Contaminated fruit</td>
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<td>Water from another source provided</td>
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</table>

**STEP 4: Review:** Date:__________Sign:_______ Date:__________Sign:_______ Date:__________Sign:_______ Date:__________Sign:_______
HEALTH & SAFETY RISK ASSESSMENT FORM

New health and safety legislation came into force on 1 April 2016 in New Zealand; Zespri strongly recommends that MSOs discuss this legislation with their professional advisors and business partners to ensure that they are fully compliant.

GLOBALG.A.P certification/requirements are global principles-based standards and do not constitute a full or complete statement of legal responsibilities. Applicable laws in the jurisdiction in which the orchard is located supersede GLOBALG.A.P requirements. Zespri strongly recommends that MSOs seek professional legal advice to understand their legal responsibilities and ensure that they comply.

RISK ASSESSMENT for:

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<tr>
<th>Source</th>
<th>Hazard</th>
<th>Risk</th>
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<th>Hazard Control</th>
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<tbody>
<tr>
<td>Training</td>
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<td>Lack of awareness of health and safety risks</td>
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<tr>
<td>- Unsafe work actions – all injuries</td>
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<tr>
<td>- Unsafe work behavior - all injuries</td>
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<tr>
<td>- Employees working in unsafe conditions - all injuries / death</td>
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<tr>
<td>Operators of equipment</td>
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<tr>
<td>- Unskilled equipment use- all injuries / death</td>
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<tr>
<td>Trained first aider not available</td>
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<tr>
<td>- Further injury / death due to first aid delay</td>
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</tbody>
</table>

- Staff training including hazard awareness, equipment use, notification, rules
- Meetings with staff
- Training provided
- Regular checks of competency
- Ensure always have first aider present
- Consider training more staff
<table>
<thead>
<tr>
<th>Source</th>
<th>Hazard</th>
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<th>Hazard Control</th>
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<tbody>
<tr>
<td><strong>Equipment</strong></td>
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<tr>
<td>Poor Condition</td>
<td>Equipment fails at important moment, does not function as it should — fatigue, crushing, cutting, burns, repeat strain injury / death</td>
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<td></td>
<td>- Equipment maintenance / regular checks</td>
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<tr>
<td>Lack of mechanical aids or poor design</td>
<td>Unnecessary twisting, bending, repetitive actions — fatigue, crushing, cutting, burns, repeat strain injury / death</td>
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<td></td>
<td></td>
<td>- Check all equipment appropriate for task</td>
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<tr>
<td>Transport / Vehicles</td>
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<tr>
<td>Unfit vehicles</td>
<td>all injuries / death resulting from vehicle accident</td>
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<td>- Vehicle maintenance</td>
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<td>- Ensure WOFs up to date</td>
</tr>
<tr>
<td>Transport activity near where working</td>
<td>Run — over, snagged, crushed by vehicle — all injuries / death</td>
<td></td>
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<td></td>
<td>- Staff awareness</td>
</tr>
<tr>
<td></td>
<td>Exhaust exposure - poisoning</td>
<td></td>
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<td>- Hazards marked on map and communicated</td>
</tr>
<tr>
<td>Exhaust from vehicles working nearby</td>
<td>Exhaust exposure - poisoning</td>
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<td>Source</td>
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<tr>
<td>Facilities</td>
<td>Lack of facilities</td>
<td>- Illness due to unable to use toilets, and clean hands</td>
<td></td>
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<td></td>
<td>- Provide facilities as required by GAP</td>
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<td></td>
<td>- Check facilities regularly</td>
</tr>
<tr>
<td></td>
<td>Distance to emergency equipment</td>
<td>- Further injury / death due to first aid delay</td>
<td></td>
<td></td>
<td></td>
<td>- Ensure emergency equipment located appropriately</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>- Review need for additional equipment</td>
</tr>
<tr>
<td></td>
<td>Lack of emergency equipment</td>
<td>- Further injury / death due to first aid delay</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>- Chemical poisoning</td>
</tr>
<tr>
<td>Worker Welfare</td>
<td>Lack of shelter</td>
<td>- Sunburn/ dehydration / cold</td>
<td></td>
<td></td>
<td></td>
<td>- Provide some shelter</td>
</tr>
<tr>
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<td></td>
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<td></td>
<td>- Restrict working hours to weather conditions</td>
</tr>
<tr>
<td></td>
<td>Excessive work hours / Lack of breaks</td>
<td>- Fatigue</td>
<td></td>
<td></td>
<td></td>
<td>- Monitor staff to ensure breaks are taken</td>
</tr>
<tr>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>- Inability to work safely</td>
</tr>
<tr>
<td></td>
<td>Unavailable water</td>
<td>- Fatigue</td>
<td></td>
<td></td>
<td></td>
<td>- Provide water to staff, if no potable source on the orchard then provide bottled water</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>- Damage to general health</td>
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<td></td>
<td>- Inability to work safely</td>
</tr>
<tr>
<td></td>
<td>Bullying and harassment culture</td>
<td>- Poor health/ depression</td>
<td></td>
<td></td>
<td></td>
<td>- Complaints / suggestions process</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>- Inability to work safely</td>
</tr>
<tr>
<td>Source</td>
<td>Hazard</td>
<td>Risk</td>
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<td>I</td>
<td>M</td>
<td>Hazard Control</td>
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</tr>
<tr>
<td>Manual Handling</td>
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</tr>
</tbody>
</table>
| Excessive / unsafe lifting and carrying | - Strains and sprains  
- Broken bones                                                                 |      |   |   |   |                                                                                |
| Working in uncomfortable angles | - Strains and sprains  
- Repetitive injury                                                              |      |   |   |   |                                                                                |
| Repetitive tasks               | - Strains and sprains  
- Repetitive injury                                                              |      |   |   |   |                                                                                |
| Working environment            |                                                                        |      |   |   |   |                                                                                |
| No hazard signage             | - Unsafe actions – all injury types  
- Death / injury                                                                |      |   |   |   | - Regularly check orchard for hazards  
- Signpost any hazards as appropriate  
- Ensure staff are trained in hazard awareness |
| Uneven ground                 | Strains and sprains  
Broken bones                                                                 |      |   |   |   | - Staff training  
- Smooth ground where practical  
- Check condition of pergola structure  
- Repair where needed |
| Orchard structure (trellis) heights | Falling unstable structures – all injuries  
- Unstable loads                                                                 |      |   |   |   |                                                                                |
| Unstable loads                 | Crushing / death by unstable loads                                      |      |   |   |   | - Check wires regularly  
- Identify where needed  
- Staff training to look out for wires |
| Wires                         | Eye injury / face injury                                                 |      |   |   |   |                                                                                |
### Manual Handling Chemicals

<table>
<thead>
<tr>
<th>Source</th>
<th>Hazard</th>
<th>Risk</th>
<th>E</th>
<th>I</th>
<th>M</th>
<th>Hazard Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of re-entry signage</td>
<td>Chemical poisoning</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Spray Plan maintained</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>M</td>
<td>- Don’t spray without re-entry signage in place</td>
</tr>
<tr>
<td>No info on chemicals available-MSDS</td>
<td>Incorrect use of chemicals – chemical poisoning</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Ensure MSDS available before product use</td>
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<tr>
<td></td>
<td>Incorrect treatment for chemical poisoning</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Train staff in commonly used products</td>
</tr>
<tr>
<td>Use of chemicals</td>
<td>Chemical poisoning</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Only trained staff permitted to access and use chemicals on site</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>M</td>
<td>- Medical checks offered</td>
</tr>
<tr>
<td>No/ inappropriate PPE</td>
<td>Failure to protect user from chemicals – chemical poisoning</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Don’t spray without access to appropriate PPE\</td>
</tr>
<tr>
<td>Poor / untidy storage</td>
<td>Chemical leakage - chemical poisoning</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Staff training to include what PPE to use</td>
</tr>
<tr>
<td></td>
<td>Injury from tripping/lifting/twisting</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Comply with GAP storage requirements</td>
</tr>
<tr>
<td></td>
<td>Handling externally contaminated containers - Chemical poisoning</td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>- Maintain a Spray Plan</td>
</tr>
<tr>
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<td>M</td>
<td>- Spray in correct weather conditions</td>
</tr>
</tbody>
</table>

### STEP 4: Review:

Date: ___________ Sign: ___________ Date: ___________ Sign: ___________ Date: ___________ Sign: ___________
COMPLAINTS / SUGGESTIONS PROCEDURE

1) PURPOSE

To ensure that complaints and suggestions are adequately recorded, investigated and that actions are implemented.

2) PROCEDURE

Who and what can initiate a complaint/suggestion?

- Complaints/suggestions may come from anyone including employees, contractors, neighbors, visitors, packhouse staff, Zespri, customers and the public.
- A complaint/suggestion may be made in relation to any issue, e.g. spray drift, unidentified hazards, poor signage, out of date maps, wrong bin cards being used, unsafe working conditions etc.
- Any complaints/suggestions received should be recorded, investigated and the full details of the action taken documented.
- Employees must be made aware of the complaint/suggestion procedure regularly, making it clear they will not be penalized for raising a complaint or suggestion.

2.2) Complaint/Suggestion Process

- Any staff receiving a complaint/suggestion must inform the person in charge.
- The MSO and Legal Entity must be notified of the complaint/suggestion.
- The MSO must collect as much information about the complaint/suggestion as possible.
- All staff members found to be responsible for any actions associated with the complaint/suggestion are to be informed and an explanation obtained.
- The complaint/suggestion is to be investigated and the appropriate action taken within the agreed timeframe.
- All parties involved in the complaint/suggestion are to be informed of the outcome.
- The details of the complaint/suggestion and resulting actions are to be recorded on the Complaint/Suggestion Record Form. All sections of the form must be completed.
- Records of all complaints are to be kept for a minimum period of 6 years.

3) RECORDS

- Complaint / Suggestion Record Form
ORCHARD ACCIDENT & EMERGENCY PLAN

IN AN EMERGENCY DIAL 111

Orchard Address:

Location of the nearest phone:

Orchard Emergency Contact Person:

Phone Number:

Location of the nearest first aid kit:

EMERGENCY AND EVACUATION PROCEDURE

1) Prevention of harm to all persons on site
2) Raise the alarm
3) Contact Emergency Services on 111
4) Do not put yourself or anyone else at any unnecessary risk
5) Evacuate the building or area
6) Assemble at

7) Check all persons are accounted for
# ORCHARD ACCIDENT / INCIDENT REGISTER FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Time &amp; Date</th>
<th>Injury Description</th>
<th>When and How the Accident or Incident Happened</th>
<th>Recorded into Hazard Register</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

⇒ Note: All serious harm accidents must also be recorded on a DOL Accident and Injury Form and forwarded to nearest DOL Office within 7 days of the event.
# INDUCTION/TRAINING RECORD FORM

(for MSOs & permanent employees)

**Name:**

**Work Start Date:**

## INDUCTION TRAINING

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Date of Induction Completed</th>
<th>Trainee Signed</th>
<th>Trainer Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Rules</td>
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<tr>
<td>Hazards and Emergencies</td>
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<tr>
<td>Emergency Procedures/Evacuation</td>
<td></td>
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<tr>
<td>Accident and Incident Reporting and Recording</td>
<td></td>
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<tr>
<td>Hygiene Rules</td>
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</tbody>
</table>

## TRAINING

### Under Training

**Received instruction on safety rules and hazards including safe operating procedures & practices. Can only work under supervision.**

<table>
<thead>
<tr>
<th>Manual Handling</th>
<th>Date</th>
<th>Trainee Signed</th>
<th>Trainer name or certificate reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hygiene</td>
<td></td>
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<tr>
<td>Good Agricultural Practice (GAP)</td>
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<tr>
<td>FarmSafe</td>
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<tr>
<td>GROWSAFE</td>
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<tr>
<td>Forklift DOL Cert. &amp;/or F endorsement</td>
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<tr>
<td>Drivers licence</td>
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<tr>
<td>Hort Cert.</td>
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</tbody>
</table>

**Fully Competent**

**Fully trained and able to operate unsupervised.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Trainee Signed</th>
<th>Trainer name or certificate reference</th>
</tr>
</thead>
</table>

NB. For external training, manager/owner should sign to verify that the appropriate certificate is held.
# GROUP TRAINING RECORD FORM

Used to record any relevant training given to temporary or permanent workers in a group format.

**Training Session Title:**

**DATE:**

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Training Session Content</th>
<th>Trainees Signature</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Trainer Name: ____________________________________________

Signed: ________________________________________________

Date: ________________________________________________
# WAGES / TIME RECORD FORM

<table>
<thead>
<tr>
<th>Date Started</th>
<th>Hours Worked (Standard)</th>
<th>Name:</th>
<th>Age (if under 20):</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W T F S S</td>
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</table>

**IMPORTANT:** Record standard hours above or complete irregular hours below.

<table>
<thead>
<tr>
<th>Phone No.</th>
<th>Date Started:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone No.</th>
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<table>
<thead>
<tr>
<th>Agreement</th>
<th>Expiry Date:</th>
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<thead>
<tr>
<th>Occupation:</th>
<th>Classification:</th>
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<thead>
<tr>
<th>Week Ending</th>
<th>Hours Worked (Irregular)</th>
<th>Total Hours</th>
<th>Total Bays</th>
<th>Ordinary Time Pay</th>
<th>Top Up to Minimum Wage (if applicable)</th>
<th>Leave / Holiday Pay</th>
<th>Taxable Allowance (if applicable)</th>
<th>Gross $ for Pay Period</th>
<th>PAYE</th>
<th>Total Net Pay</th>
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©ZGL2016 WAGES/TIME RECORD FROM Page 1 of 1
EQUIPMENT & MACHINERY MAINTENANCE RECORD FORM

Type of Equipment/Machinery:

(Circle)
- Tractor
- Forklift
- ATV
- Trailer
- Spray applicator
- Fertiliser applicator
- Mulcher
- Other .......

Make/Model: ...........................................................................................................................................

Owned by: ............................................................................................................................................... OR

Leased by: ............................................................................................................................................... Hired ......................................................................................................................................................

Service record:

<table>
<thead>
<tr>
<th>Date</th>
<th>Serviced by</th>
<th>Brief details of work undertaken</th>
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<tbody>
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</table>

Tractor/Forklift Checklist

- [ ] Steering
- [ ] Brakes
- [ ] Clutch
- [ ] Hydraulic forks, certified
- [ ] Oil
- [ ] Fuel
- [ ] Tyres

- [ ] Cleaned
- [ ] PTO guard/cover
- [ ] Reversing beepers
- [ ] Flashing light
- [ ] Horn
- [ ] Operator Safety equipment
## Sprayer Maintenance Checklist

### Pump
- Oil
- Pressure Compensator
- Leaks
- Pressure gauge
- Flow check
- Bolts
- Filter - suction
- Filter - high pressure

### Fan
- Gearbox oil
- Safety covers
- Bolts
- Fan clutch (if fitted)
- Bearings

### General
- Universal joints
- Driveshaft grease
- Driveshaft cover
- Driveshaft length
- Hitch point
- Mixing venturi(s)
- Control unit
- Tractor rev counter

### Nozzles
- Leaks
- Spray pattern

## Sprayer Calibration Checklist

- Growsafe® certified Calibrator check
  
  Calibrator’s certificate number: ________
- Travel speed measured
- Pressure checked
- Pump flow check
- Nozzle flows checked
- Agitation system check
- Air/spray plume matched to canopy
- Flow meter (if fitted) calibrated

## Sprayer Service & Calibration Checklist

<table>
<thead>
<tr>
<th>Date</th>
<th>Serviced/Calibrated by</th>
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</table>
# INVENTORY RECORD FORM

**Name (MSO/Contractor):**

<table>
<thead>
<tr>
<th>PRODUCT NAME</th>
<th>Date Purchased</th>
<th>Quantity Purchased</th>
<th>Batch No</th>
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**KPIN/s:**

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<thead>
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**Date Used**

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<tr>
<th>Date Used</th>
<th>MSD Available?</th>
<th>YES</th>
<th>NO</th>
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**Quantity Used**

| Quantity Used |               | |
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**Date Finished**

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<tr>
<th>Date Finished</th>
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