



Worker Health and Safety

Am I ready checklist

Control Point	Description	Tick Appropriate Box	Option
2.1 GAP – Risk Assessment, Communication and Procedures			
2.1.1 There is a written health and safety risk assessment covering all risks to employees	There must be a completed Health and Safety Risk Assessment documented that is appropriate for conditions on the orchard and covers the risks of employees while working on an orchard. The assessment must be reviewed annually to ensure that it remains relevant and appropriate to the activities undertaken. This also applies for sole operators as they must consider their own HS as well as growers, visitors or the general public.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.2 There is a written health and safety policy	There must be a documented health and safety policy that covers the activities the contractor is involved in. This must be signed by the director/management.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.3 There are written health and safety rules for the contracting business	The health, safety and hygiene rules shall include the points identified in the risk assessment and detail the management's responsibilities for the health, safety of employee's visitors and consumers with the relevant action areas concerned with clear and viable targets. This shall include accident and emergency procedures, hygiene procedures, dealing with any identified risks in the working situation, etc. The policy shall be reviewed and updated when the risk assessment changes at least every 12 months.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.4 The health and safety rules include issues identified in the health and safety risk assessment	The health and safety procedures/rules shall address the points identified in the risk assessment and shall be appropriate for the orchard operations. They could also include accident and emergency procedures and contingency plans, dealing with any identified risks in the working situation, etc. The procedures shall be reviewed annually and updated when the risk assessment changes.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.5 A member of management is identifiable as responsible for workers health, safety, food safety and welfare	Documentation is available that demonstrates that a clearly identified, named member of management has the responsibility for ensuring compliance with, and implementation of existing, and relevant national and local regulations on workers' health, safety, food safety and welfare. A clear organisational structure identifying the job functions and responsibilities of at least those employees whose activities affect food safety shall be established, implemented, and maintained. For example, employment agreements for pickers and policies for management. The person responsible must be identified on the Health & Safety Policy as the person responsible for workers health, safety, food safety and welfare.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.6 Accident and emergency procedures for the contracting business are available	Accident and Emergency Procedures must be documented and available that cover as a minimum: the contact person, an up to date list of emergency contact numbers, where to find the nearest available phone, how to contact medical services, the location of first aid, how to report accidents and dangerous incidents.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



Worker Health and Safety

Am I ready checklist

Control Point	Description	Tick Appropriate Box	Option
2.1.7 Accident and emergency procedures are communicated to all staff	Accident procedures shall be clearly displayed in a visible location for workers, visitors and subcontractors in the predominant languages of the workforce and/or pictograms. The procedures must be communicated to all staff (i.e. part of their induction training).	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.8 Are accidents and incidents recorded? Review incidents since the last inspection and detail issues	When accidents do occur, it is vital employers learn from these incidents and take reasonable steps to reduce the risk of injury, illness and fatality in the future. This is done by keeping records of every workplace accident that occurs, regardless of how serious. Any accident that poses a risk to personnel or property, or requires medical attention and/or a police investigation, must be reported. Whether the incident happens to a permanent employee, agency worker, contractor, visitor or customer – the event must be documented.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.9 Have there been any notifiable events?	Under the new Health and Safety at Work Act that came in 4 April 2016, certain events must be notified to the regulator – WorkSafe New Zealand. https://www.sitesafe.org.nz/guides-resources/practical-safety-advice/notifiable-events/	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.2 Health & Safety Training			
2.2.1 Workers have received health and safety training based on the health and safety rules	Conduct health and safety training with all staff according to the requirements of the documented risk assessment. Use the Health and Safety and Accident and Emergency Procedures in the training.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.2.2 There are records kept of health and safety training that include the topic, trainer, date, names and signatures	Training records must be kept for health & safety and accident & emergency training detailing the topic, trainer, date, names and signatures of staff.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.2.3 Workers who are operating dangerous or complex equipment have certificates of competence, and/or details of other qualifications	Ensure that staff have the appropriate training, competencies and/or licenses required for operating other equipment. This must be listed in the Health and Safety Risk Assessment.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.2.4 There is always at least one person trained in first aid present on the orchard whenever on-orchard activities are being carried out	Ensure that there is always someone with a first aid certificate present on the orchard whenever work is being carried out	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



Worker Health and Safety

Am I ready checklist

Control Point	Description	Tick Appropriate Box	Option
2.3 Hazards and First Aid			
2.3.1 There are procedures available for all equipment and machinery to ensure safe handling by operators Have job safety analysis (or similar) of operators been completed to ensure ongoing competency?	Keep records on the maintenance of all machinery used. Operating procedures shall include having records that identify workers who carry out such tasks, show proof of competence e.g job safety analysis, certificates of training and/or records of training with proof of attendance. This shall include compliance with applicable legislation.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
2.3.2 Any transport provided for workers on the orchard and between orchards is safe and compliant with national regulations	Vehicles or vessels shall be safe for workers and, when used to transport workers on public roads, shall comply with national safety regulations	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY if applicable
2.3.3 There is a complete first aid kit available close to the place where work is being carried out	Ensure that a first aid kit is always available whenever on-orchard activities are carried out. This needs to be accessible to all staff and in the vicinity of the work being carried out	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY