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# HEALTH AND SAFETY KIT-SET MANUAL

Prepared by Seasonal Solutions Cooperative Limited (SSCO) for the use by its members with Recognised Seasonal Employed personnel supplied by Seasonal Solutions

**Reviewed June – September 2016**

This kit can be used for all Health and Safety aspects you are responsible for and can be applied to all personnel and contractors working on your property.

**Enquiries to: SSCO phone 03-440-2038**

**Disclaimer:**

The information in this manual is given in good faith. SSCO accepts no responsibility for the use or misuse of the contents. The information given in this manual on legislative issues is not intended to replace the legal documents.

The user of this manual has permission to “personalise” the Health and Safety system advocated in this manual for their own workplace, provided that they retain the responsibility to ensure that their obligations under the relevant Acts have been met. SSCO will not be responsible for any information added to this manual by other persons.

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## Letter to Members

Dear Member

### An Accident Reporting System for use with RSE workers on your worksite.

As the employer of the RSE workers who work on your workplace, SSCO has a responsibility to the employees and the statutory authorities in NZ and Vanuatu to ensure their work safety while they are on your property. The health and safety of the men in your local care is of paramount importance to us all.

This means that SSCO has to be satisfied, and able to satisfy the Labour Departments in NZ and Vanuatu, that the Health and Safety systems you have in place on your worksite(s) are adequate. The consequences of not being able to do that are considerable to you, to SSCO, and to New Zealand.

The worst-case “scenario” is that SSCO will no longer be able to recruit the seasonal labour the horticulture and viticulture industries require for maintaining and harvesting fruit. This would be disastrous for all of us.

In order to protect our ability to recruit, it may mean that we are no longer able to provide seasonal workers to employers whose Health and Safety systems are minimal and ineffective, and whose workplaces could be deemed unsafe.

We are aware that a number of our members already have more than adequate Health and Safety systems in place. Some participate in ACC’s Workplace Management Practices scheme and have reached the highest Tertiary level, which gives them a 20% discount on their ACC premiums. The system we are recommending provides the basic requirements of that scheme but without much of the paperwork it generates.

It is important that we work together in this, so in order to ensure that we do not get into this situation we have put together a Health and Safety system that, if implemented, will meet your needs keep our Cooperative safe and ensures the safety of your RSE workers. We do hope that this kit-set assists you in enhancing your Health and Safety systems.

Yours sincerely



**Helen Axby**  
Chief Executive Officer  
Seasonal Solutions Cooperative Limited

## Introduction – the rationale

It is timely that this kit-set manual is being made available to help you comply with the Health and Safety at Work Act (HSWA) 2015 which came into effect on 4 April 2016, and how it relates to you.

### The Change from Hazard Management to Risk Management

The Salvation Army's slogan "We are all in this together" is a reminder that Health and Safety in the Workplace is everyone's responsibility, and when a Health and Safety system fails the results can be catastrophic, as happened at Pike River in 2010.

The Health and Safety at Work Act 2015 came out of the Commission on Pike River, and is designed to make sure that employers and employees work together to create a workplace that is as safe as it can be. The intention of the Act is to make sure that everyone who works on a worksite "owns" both the system and the implementation of it, but as always, it must begin at the "top."

### The PCBU – "Person Conducting a Business or Undertaking"

The HSWA broadens the definition of an "employer" and at the same time clarifies and tightens the responsibilities for health and safety that go with it.

A PCBU will have the primary duty of care for ensuring that as far as is reasonably practicable, the health and safety of workers engaged in the business or undertaking. The title has been drafted to capture the way modern working relationships as being interconnected, often with one person wearing more than one "hat" e.g. the owner of a small vineyard may also be the manager and/or supervisor. Or the owner may be living overseas, delegating day-to-day running to a manager or contractor.

The duty for PCBU's who manage or control a workplace is to ensure that there are no risks to health and safety of any person coming onto the workplace and leaving it. This includes contactors, visitors, and volunteers as well as employees.

The new law requires "due diligence" of PCBU's to ensure that the company they own or manage will comply with the HSWA. It applies to company directors, chief executives and managers. They are expected to keep up to date with Health and Safety matters, understand the operational hazards that exist on their workplace(s) and ensure that there are appropriate resources available to keep the workplace and those who enter and exit it are kept as safe as practicably possible. The new law increases the level of penalties, and gives greater clarity to the courts in identifying and fining individuals and companies.

What about the workers? The HSWA requires PCBU's (those we usually identify as employers) to consult with workers about health and safety. This shouldn't be anything new. However, the definition of "worker" has been widened to include contractors, sub-contractors and their

employees as well. This takes us into the change from “Hazard Management” to “Risk Management” and the knowledge that everyone involved in a workplace is involved and has a duty of care that must work together to ensure the safety of all who enter and exit a workplace.

## Risk Management

The change from “Hazard Management” to “Risk Management” requires **employers** to think differently about the identification of hazards and how to manage them, and requires all **employees** to take a meaningful part in this process.

The hazards on the workplace may be the same, but the way they are identified, assessed, and controls put in place, is different.

At present, employers can make a list of hazards they know about in their workplace, and devise ways of managing them, largely without involving the employees who, for example, use the tools or machinery. This is “hazard management.”

“Risk Management” requires employers to sit down with their employees who operate the tools or machinery, to have a say in what the dangers are, how they can be managed safely, and assess the level of risk each hazard creates.

As the ones doing the work they will have knowledge of the potential dangers involved in operating particular pieces of machinery, so they are often best placed to assess the risks and how they operate them safely. They may even be the ones to develop SOP’s (Standard Operating Procedures). As an example, the workers of a vineyard contractor introduced a pneumatic pruning system, and as a result of the SOP’s developed by the workers who operated the system, in 9 years of operation there has not been one incident or accident when this equipment has been in operation.

Working this way gives employees a “stake” in the operation and workplace, and a reason for making sure the system they have helped to put together works safely. This is the major step that “Risk Management” puts into the process of hazard identification and management.

## Good Things Take Time

The change to a better and safer way of doing things in the workplace may take a little more of your time, but if implemented, it will work. The workplace will become safer and soon it will just be “the way we do things here”, and become “business as usual.” Those who come onto the workplace will soon realize it and get on board. When that happens the word will get out, people will want to work for you and importantly productivity can increase as a result.

As a valued member of SSCO we offer this practical kit-set manual to help you:

- Create a practical Health and Safety system in your workplace.
- Help you implement the major changes the Health and Safety at Work Act 2015 (HSWA) has introduced.
- Help future-proof existing Health and Safety systems you already have in place.



## A Practical Reporting System

### The 4 Main Components of a Practical and Health and Safety System

- Accident Reporting System (with Accident Register)
- Emergency System
- Hazard Register
- Hazard Reporting System

These need to be subject to review regularly, and especially after a critical incident.

### Contractors

In addition to the four components above, you need to have a system in place to safely manage contractors who may come onto your worksite. Your employees have to be kept informed and safe from hazards that a contractor's work may bring on site. The contractor's employees need to know the hazards they will meet on your worksite.

All these are interlinked and need to be coordinated in order to remain effective. For example, an accident may lead to a change in the way you do things, to prevent the same thing happening again.

### The Primary Functions of an Accident Reporting System

- To minimize the chances of accidents happening
- To deal with accidents effectively when they do happen
- To minimize the possibility of the same thing happening again

In addition to this, and particularly important to employers, an effective system, adequately reported, will help in other ways:

- Verify that the accident did occur at work
- Clarify your responsibility as regards payment of wages for up to the first 5 days after the accident (consequent upon receiving ACC medical certificate)
- Minimize the impact of an investigation by WorkSafe NZ

### Timeframe

- Accidents must be reported as soon as is practicable after they happen, and recorded
- Accidents must be investigated within 7 days
- Notifiable events (formerly "Serious Harm") accidents must be reported to WorkSafe NZ within 48 hours. In the case of a major accident, this will be done as immediately as reasonably practicable. The two-day rule covers the possibility of post-accident deterioration of the victim's health that may develop into a serious harm condition.

*Health and Safety is everyone's responsibility, so with these systems in place, and the processes understood by staff, you will be on the way to developing a safety conscious culture in your workplace that becomes a "business as usual" scenario that new workers pick up very quickly when they join your team. The flow-on effect is usually a decrease in the number of accidents.*

## Worksite Induction

The following is an example of what you can use when inducting workers onto your property. There will be areas, equipment, machinery and chemicals specific to your operation that require induction. There is also a Worker Health and Safety Induction form you may wish to use.

Under the RSE scheme regulations SSCO as the employer of the RSE workers must have a copy of this completed induction form. Along with this SSCO must conduct its own health and safety induction of the RSE workers when they arrive into region. You do not have to complete anything in this regard.

## Joining Routine and Health and Safety Induction

Welcome to *[Enter Your Property or Business Operation]*

### Joining Routine

In the joining folder/sleeve you will find a number of forms to fill in, including a Health and Safety Induction Form. Note – the first 4 forms are not applicable to RSE workers because SSCO takes care of these.

- **Application Form** – a Next of Kin information in case of an accident
- **Contract** – 2 copies (one for you and one for us)
- **Wages information Form** – IRD number and bank account number for payroll
- **IRD Form** – IRD number and code
- **Health and Safety Induction Form** – to be signed and dated (*see pro-forma below*)
- **Kiwi saver forms** (as required).

We ask you to complete these forms on arrival, though you may like to read through the contract overnight if you wish.

### Overseas workers

- We are required by law to ascertain your right to work in NZ
- We need to see your work permit/visa before we can proceed with the joining routine and allow you to work for us. Note – Record the type of visa, country of origin, and expiry date of visa. It may be in a passport, or an electronically produced version. You should also check these details on Immigration NZ on-line Visa View:  
<http://www.immigration.govt.nz/employers/resources/visaview>

### Australian Workers

- Do not need a Work Visa and are eligible for Kiwi saver

### Tax code

- **M** if this is your main job. **MSL** if you have a student loan
- **SEC** if this is your secondary job. **SECSL** if you have a student loan

### Rates of Pay

- **Minimum wage** is currently NZ\$.....per hour + 8% holiday pay, paid with wages.
- **Kiwi saver** – you do not have to register for Kiwi saver unless you are already on it. If you choose to opt out you will need to fill in KS2 and KS10 forms, unless you are going to be working less than 28 days. The minimum Kiwi saver contribution is 4%.

## Health and Safety Induction

We are required to under the HSWA 2015 to give you a briefing about health and safety.

- This covers – the **emergency procedures** and the likely **hazards** you may meet on the worksite
- General health and safety considerations

**We take reasonably practicable steps to ensure your safety, but we rely on your co-operation in the area of health and safety. It is everyone's responsibility to keep safe at work.**

### Emergency Procedures

*(Attached is copy of the company emergency procedures – refer to Emergency Procedures Section in this kit).*

### Hazards you may meet on the worksite

*(Give a brief run-down on the hazards on your worksite).*

## General Considerations

**More often than not health and safety is the business of using common sense.**

**Appropriate clothing.** Please wear clothing that is appropriate to the weather and the outdoors, and the season. It will be necessary to bring a range of clothing with you, as the mornings can be cold, and the afternoons can get very hot.

**Food and Drink.** Please bring sufficient food for morning and afternoon smoko and lunch. Sufficient non-alcoholic liquid to get you through the day, especially in summer.

**Shoes.** No open toed sandals, please.

**Cover up.** UV rays are very powerful in this area, so please, wear hats, long sleeved garments, and use sunblock regularly.

**Gloves.** Gloves appropriate to the task will be provided.

**Watch where you walk.** There can be unseen hazards (like rabbit holes) around.

**Rubbish Disposal.** Please be very careful about the use of cigarettes, and the disposal of cigarette stubs, glass bottles, plastic and non-bio-degradable rubbish. If there is no rubbish container accessible, please take your personal rubbish (e.g. lunch packaging) home.

**Accidents.** If you hurt yourself at work, report the accident immediately to the supervisor. This is particularly important if it means you have to take time off. Unless a work-related accident is reported at the time it occurs, we are under no obligation to accept it as work-related for ACC wage compensation purposes.

**Listen to what your body is telling you.** Many accidents due to repetitive tasks (e.g. using secateurs) are avoidable if people take note of the onset of real pain (not just general discomfort when muscles are being used extensively).

**Exercises.** Take a few minutes at the end of each hour to do bending and stretching exercises. These

help to take the strain out of repetitive tasks.

- BE SENSIBLE
- KEEP ALERT ABOUT WHAT IS GOING ON AROUND YOU
- LOOK OUT FOR YOURSELF AND YOUR NEIGHBOUR
- DON'T TRY TO BEAT THE CLOCK OR OVERDO THINGS
- AND WE WILL ALL STAY SAFE

[Any Questions?](#)

Please sign the Induction form to verify that you have received and understood the Health and Safety briefing. Abide by the rules and keep yourself safe.

Refer to Pro-Forma 1 – **Health and Safety Induction Form** – [page 14](#)

**This form is to be completed by each employee with name and signature, dated and signed by the person giving the induction.**

## RSE Worker Health and Safety Induction Process

### Health and Safety Induction

- All RSE staff must undergo a Health and Safety induction for each property they work on **prior** to their beginning work.
- The induction is compulsory even if staff are only going to be working for you for a day.
- The induction should cover potential hazards to the employee along with any actions they are expected to take e.g. wear protective gloves etc.
- SSCO will provide a form that must be signed by each staff member as they are inducted.
- A copy of this form needs to then be faxed or scanned to SSCO with (or before) the wages for the week.
- Email to [jeremia@ssco.co.nz](mailto:jeremia@ssco.co.nz) or fax to 03 440 2260

Pro-Forma 1: - **Health and Safety Induction Form**

Name of Property or business operation: \_\_\_\_\_

**Declaration** - *I have read and understand the contents of this document. I also understand specific 'on the job' Health and Safety Training will be given to me by growers on whose property I will be working.*

The following workers have been inducted on my property:

Worker	Signature	Date

*Pro-Forma 1: - Health and Safety Induction Form*

Signed by Member or Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## ACCIDENT REGISTER – CONTENTS

1. Accident Register – Contents and Uses
2. Accident Register – Requirements
3. Accident Reporting Routine
4. Critical Incident Process Diagram
5. Accident Investigation Process Diagram – aid to asking the right questions
6. Accident Investigation – What to do
7. Serious Harm Accidents – rules at the accident scene
8. Sickness, Injury and ACC claims – a procedure

Pro-Forma 2: - **Accident Register Summary Form**

Pro-Forma 3: - **Accident Investigation Form**

Pro-Forma 4: - **Serious Accident or Serious Harm Form**

Pro-Forma 5: - **Discomfort and Pain Report Form**

## Accident Register – Contents and Uses

This section of the Health and Safety Kit covers accidents and near miss accidents. It contains a number of pro-forma and diagrams that will help you navigate your way through the accident reporting process. It also provides you with the documents you will need to maintain and review the accidents that occur on your worksite.

## Accident Investigation Reports

Maintaining these documents may seem like an un-necessary chore, but they are important. Completed accident reports and investigation must be completed, kept safe and the accidents or incidents (including near misses) should be reviewed regularly (at least once a year) to identify any trends in the recorded accidents.

If a serious notifiable “event” occurs, one that results in an investigation by WorkSafe NZ, the documents will become vital evidence, if the event leads to an allegation of unsafe practices or a prosecution for negligence.

## Keeping and Archiving Accident Reports and Documentation

It is highly advisable that accident investigation reports and documentation (including such things as Medical Certificates, ACC documents, diary notes and reviews) be kept for a number of years.

This may seem to be a waste of time, but occasionally a complaint is not made at the time of an accident, and may only emerge if the accident victim cannot get back to work quickly and blames the employer. There have also been instances of malicious reporting, and a WorkSafe NZ inspector can appear at an hour’s notice to investigate an accident that may have occurred months before. The complaint may be anonymous, and Inspectors are not at liberty to name the complainant.

## Review Reports

Reviewing the accidents that have occurred on your worksite will help you to look at your systems objectively, and make any necessary changes that will minimize the likelihood of particular types of accidents recurring. E.g. if there have been a number of back sprains, it may alert you to look at:

- How people are bending and lifting.
- Do they need specialist training in lifting?
- Can the task be done differently and more safely?

## Notifiable Events (formerly Serious Harm)

The term “Notifiable Event” in the HSWA 2015 replaces the long-standing “Serious Harm” accident, and broadens its scope considerably. There are 4 categories of Notifiable Event.

- **Death** - No real change to the law.
- **Injury** - No real change to the categories included in Serious Harm, e.g. amputation, loss of consciousness, etc.
- **Illness** - If a person contracts an illness as a result of work., e.g. chemical poisoning
- **Incident** - Any serious threat to health and safety at work as a result of a work situation. This broadens the requirement to report to WorkSafe by including such things as Unsafe equipment, systems, or practices.



A Notifiable Event may begin with an accident or incident at work, or may develop into the category of a serious situation if the injured person's condition deteriorates; e.g. concussion or complications.

The accident reporting process may go up a gear, especially if other statutory authorities (police, fire, ambulance) become involved.

A detailed accident investigation pro-forma (on page 27) to be used in this situation, together with clear instructions about maintaining the accident scene until the site is declared safe or other and more detailed examinations by outside authorities have taken place.

## Accident Register – Requirements

All Employers are required by law (HSWA 2015) to have an accident register that records all accidents (and near misses) on their workplace(s)/worksites.

An Accident Register has the following basic components:

- A covering statement about what it contains and how to use it.
- A reporting diagram so that the process is easily understandable.
- An Accident/Incident Summary register (a summary overview, including the question – does it need to be recorded in the Hazard Register).
- Accident Investigation forms (completed as required after any accident investigations).
- Accident Investigation and Accident Summary pro-forma, ready for use.

The Accident Register can be personalised with supplementary material that may be helpful to those using it in your particular workplace. E.g. site maps, diagrams.

**The attached Pro-Forma pages provide a starter-kit for creating a formal Accident Register, if none exists in your organisation. These forms can also be used to up-date or standardize the system you already have in place.**

### Please note:

It is advisable to record all accidents and incidents in your diary to confirm the time of events and incidents. These records will be useful if any accidents come to the attention of statutory authorities, and may be entered as evidence in any legal proceedings.

The information in the Accident Register is likely to have links with other information or records you keep within your organization, such as:

- **New Hazard Register** – New Hazards may come to light as contributing factors to accidents
- **Hazard Register** – Hazards identified may need to be incorporated in your Hazard Register on a permanent or temporary basis, indicating their significance.
- **Emergency Procedures** – These may have to be updated following an accident investigation.
- **Accident Reviews** – These need to be done regularly (6 months or annually) to identify any trends that may result in changes to the way you operate.

## Accident Reporting Routine

All accidents must be reported **immediately** to the Supervisor, Manager or Employer and Seasonal Solutions for RSE workers.

### Assess Situation

- Who is injured – extent of injuries?
- Can this be handled locally (E.g. by a First-Aider)?
- Attend to the injured party (First-Aider).
- Make as comfortable as possible.

### Immediate Action

- Inform Senior Management (and if serious send for them).
- Dial 111 (provide rapid number to guide emergency services to the location).
- Secure the site (to prevent others getting injured, and pending any investigation).
- Take photographs (using work mobile phone camera).
- Send someone to the property gate to guide emergency services to the site.
- Inform WorkSafe NZ (MBIE, formerly OSH) if a Notifiable Injury (“serious harm”) has occurred (see p.16 for notifiable injury definition).

### Secondary Action

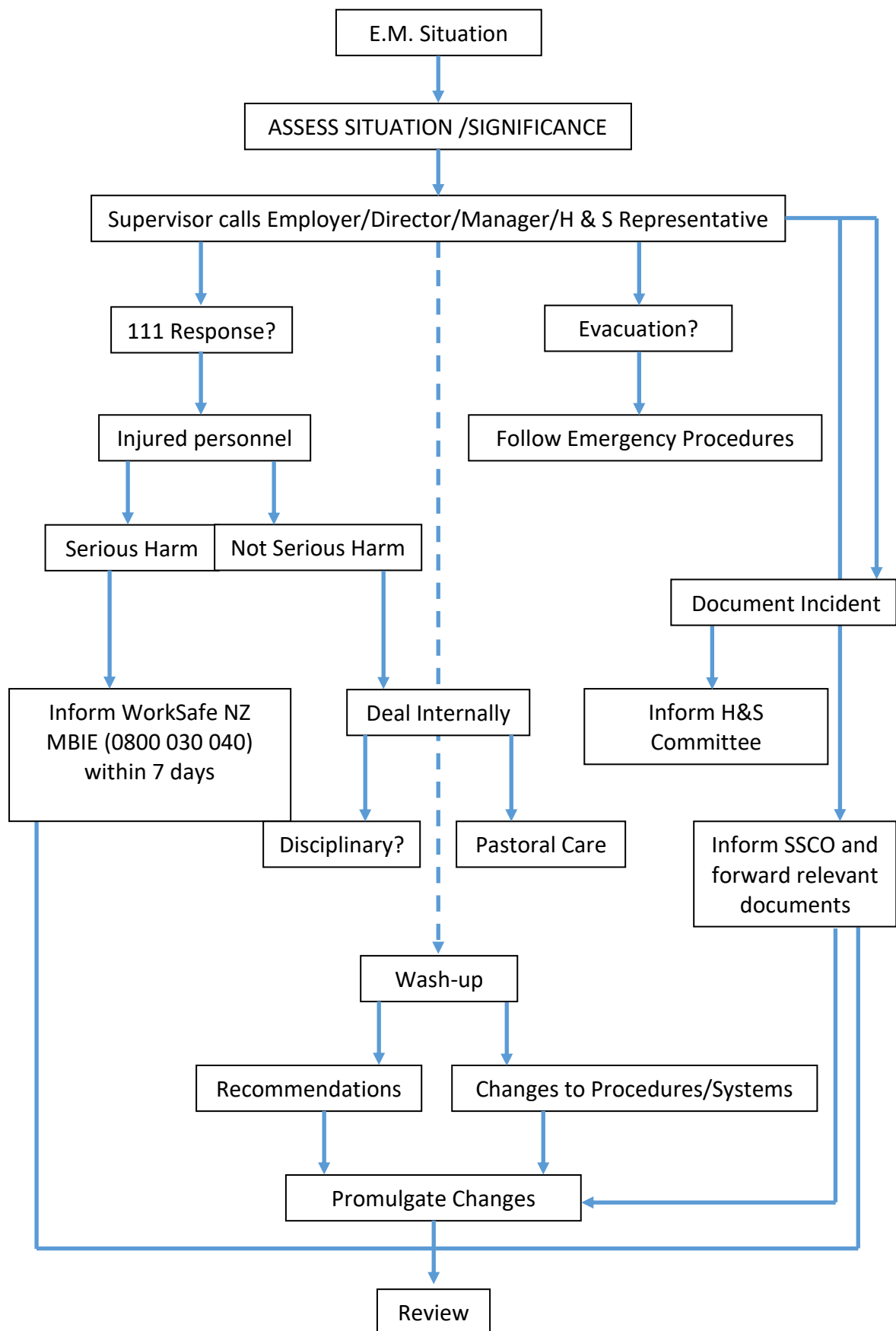
- Do an on-site investigation (Employer or Health & Safety Representative).
- Record date/time/location in diary with brief statement of what occurred.
- Talk to witnesses who may have seen the accident, and if a vehicle or machinery was involved talk to the driver or operator.
- Assist Emergency services as necessary.

### Definition of Notifiable Injury

- a. Permanent loss of bodily function (e.g. death, amputation).
- b. Temporary severe loss of bodily function (e.g. unconsciousness, can’t see clearly, loss of hearing, fractures, inhaled noxious substances).

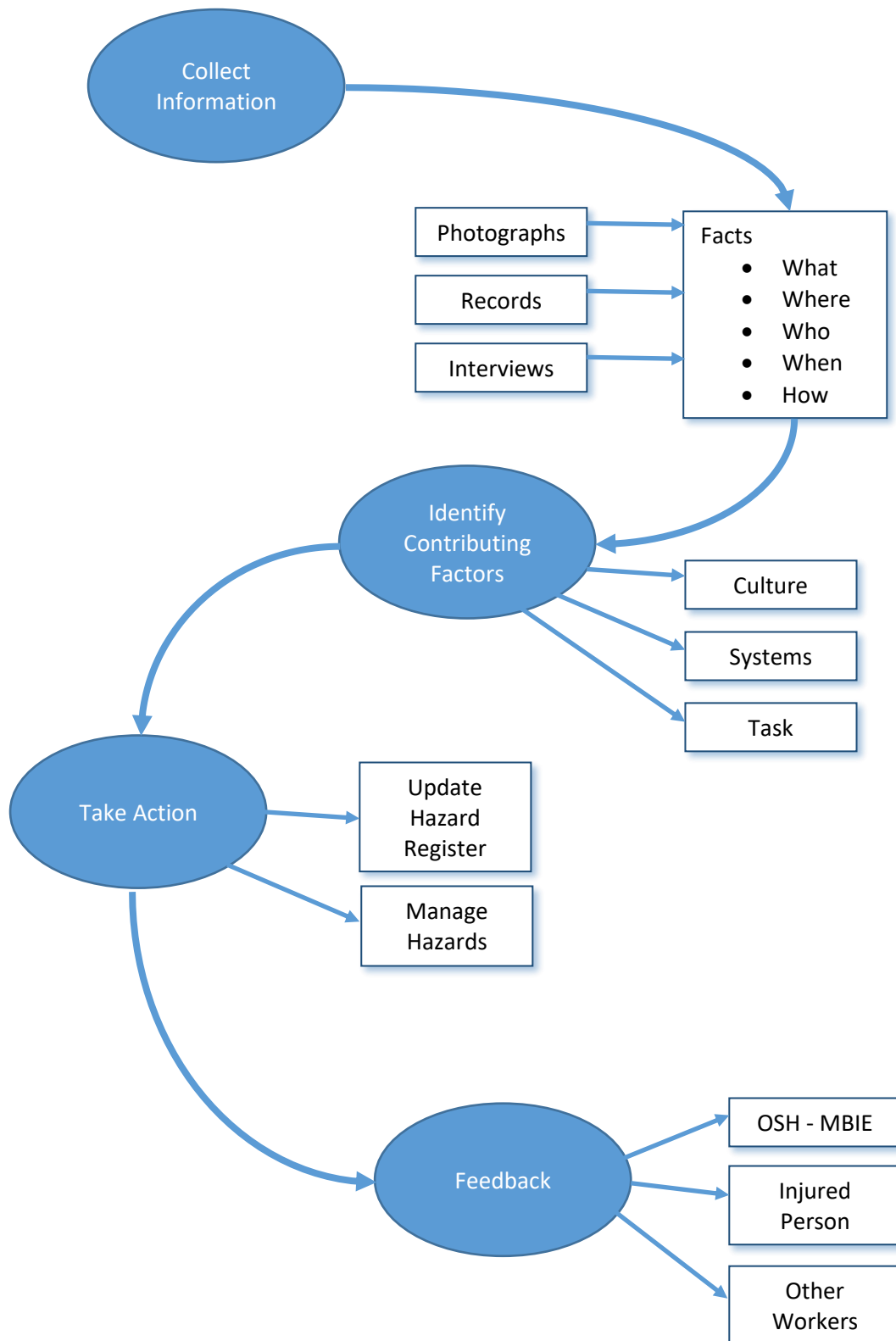
**It is important to remain claim, and to record what has occurred, which will then become part of any formal accident investigation which may have to go to MBIE WorkSafe NZ. This must be done within 7 days of the accident.**

## Critical Incident Process – Diagram



## Accident Investigation Process Diagram – aid to asking the right questions

It is an Employer's job to investigate incidents or injuries and as a health and safety representative you may be asked to assist.



## Accident Investigation – including Serious Harm (Notifiable) Injury

*Only people with appropriate skills and experience should investigate accidents. It may be helpful in some situations to adopt a group approach that will bring a range of skills and perspectives, but think very carefully before implementing this kind of approach, as it may add confusion to an already complex situation.*

- For all accidents, use the accident investigation pro-forma – [page 27](#)
- For Notifiable Events (death, Injury etc.), use the pro-forma – [page 28](#)

### **GATHER ALL THE FACTS:** What happened?

- Interview witnesses and describe events in detail.
- Take photos on your mobile device, or take photos with a digital camera.
- Draw diagrams if they will be useful.
- Collect physical evidence as appropriate.
- Has it been necessary to report the accident to MBIE “WorkSafe NZ”?

*Note: Be sure you understand the sequence of events fully before analyzing what happened and drawing any premature conclusions.*

### **IDENTIFY ALL THE HAZARDS INVOLVED:** Consider:

- The Equipment/material being used.
- Work practices and procedures.
- Company policies in place (e.g. qualified to use the equipment?)
- The work environment.
- Health issues.

*Note: Ask yourself if the hazards are significant – i.e. likely to cause serious injury.*

### **ASSESS THE HAZARD CONTROLS IN PLACE:** From your Hazard Register, ask:

- What controls were in place?
- Why didn’t they work?
- Is there a need to train or inform employees for this task?

### **DECIDE ON FUTURE ACTION:**

- Does the equipment (if there is any) at the center of the accident need to be taken out of commission pending the outcome of an investigation? Or:
- Is the area where the accident occurred safe?

*Note: Describe fully what needs to be done to prevent further accidents or incidents.*

### **INFORM ALL THOSE AFFECTED:**

- Circulate a report or a summary of the findings, as appropriate.

*Note: This needs to go to those who need to know, not just those directly affected.*

### **FOLLOW UP:** Accountability

- Agree on a date when any agreed recommendations will be implemented
- Check whether this has happened. Did the changes (if any) work?

### **REVIEW AT ALL STAGES**

## Notifiable Events (Death, Injury, or Incidents) – rules at the accident scene

Where a person(s) is seriously injured or harmed while at work, no one is allowed onto the accident scene for any reason unless specifically authorised. This is to prevent any alterations to the scene.

The only exceptions are:

- When authorised by a 'WorkSafe NZ' Inspector.
- To save life, prevent further harm or relieve suffering.
- To maintain the general public's access to essential services or utilities.
- To prevent serious damage or loss of property.
- When the accident involves a motor vehicle on the highway.
- When the accident is being investigated under other legislation, e.g. Transport, Energy, Defense Force, or by the Police.

Evidence of authorization may be required.

## Sickness, Injury and ACC claims – a procedure

The business of handling sickness, injury and ACC claims, can become a minefield for the unwary, however experienced they are, especially when it comes to dealing with statutory authorities.

For growers who have RSE workers on their property, there are extra considerations to the communication chain, since SSCO is technically the "Employer" of all the RSE workers.

**It means SSCO and the employee's Advocate must be kept informed of any sickness or work-related injury, for both wages, ACC, and pastoral care reasons.**

This guide is designed to help cover all the bases for sickness and accurate injury reporting, whether work-related or not. It is especially important to get this right if there is a workplace injury that could involve Payroll, ACC and/or MBIE (WorkSafe NZ).

## Reporting in Sick

Workers are expected to let their supervisor know if they are unfit for work at least **30 minutes** before the start of work.

Those with an entitlement to sick leave can use their sick leave entitlement (5 days per year after 6 months' continuous service) when they or a dependent is sick. The following rules set down by the MBIE apply. **For RSE workers employed by SSCO and working on your property, these general rules must be read in conjunction with SSCO's Employment Agreement.**

- If a worker is off sick or injured for **three calendar days**, a medical certificate must be provided as proof of illness or injury. *So if an employee is sick on Friday, a medical certificate must be provided on the following Monday, even though this may only be the second working day of sickness.*
- If no proof of sickness is produced, you have the right not to pay sick pay until a medical certificate, or other proof, is provided.

- If no contact with the grower is made for three days, an employee is deemed to have abandoned their work, without notice, and their Employment Agreement is terminated.
- The grower also has the right under the Health and Safety Act, **after one day's absence for sickness**, to require a **Certificate of clearance** from a doctor, stating that in the doctor's opinion the worker is fit to return to work. ***So if workers take a day off, saying they are sick, when they return, they may be sent away to the doctor, at their own expense, for a certificate saying that they are fit to work, before being allowed to work.***
- If the Grower/Employer comes to believe that sick leave entitlement has been misused, it has the right to deal with the matter through its disciplinary process. For RSE workers, this will be handled by the SSCO appointed Advocate and/or Pastoral Care person.

#### *Reporting in Sick by TEXT*

A Text message is NOT sufficient to advise an employer of the inability to work. More information than can be put on a text is needed, e.g. how long you expect to be away, whether you will be visiting the Doctor, and how we can help in any way. An initial text message should be followed up by a telephone call to assess the situation, and advise you of what you need to do.

#### *RSE Workers Visits to the Doctor*

Insurance is in place to pay for the visit to the doctor. RSE workers need to take their "Orbit" card with them when they go to the doctor, physiotherapist, or to the chemist to collect prescribed medication.

**NOTE:** For all visits to the Doctor by RSE workers, they must tell the doctor that their "Employer" is SSCO for the Medical Certificate purposes. This is especially important if it is an ACC related visit.

#### *Work Related Accidents & Injuries*

There are clear procedures to be followed for workplace injuries. The following points are emphasised:

- Any injury or accident at work (however minor) must be reported **accurately** to the supervisor immediately, or as soon as practicable after it occurs.
- The Supervisor will record it in a diary or incident book, and an Accident Investigation Form will be completed as soon as is practicable afterwards.
- For RSE workers, the SSCO Advocate must to be informed as soon as is practicable, as the Advocate may be involved in being with the worker at the doctor, and will be involved in any liaison between the grower, the medical services, ACC or WorkSafe NZ. **SSCO will need a copy of the Accident Investigation report, and any medical certificates for their records and for payroll.**
- Staff who work alone (e.g. tractor drivers) must record in their diary any injury incurred while at work, and report it to management as soon as practicable.

*The reasons for accurate reporting of injuries are that if ACC become involved, they and the company, will need proof that the accident has occurred at work. This is especially important if the injury does not need immediate medical attention, but does not clear up within a few days.*

***If it has not been reported, the employer may not accept it as work-related.***

## ACC Claims

The communication between the Grower, SSCO and ACC are important.

- If a work related claim is made, a copy of the claim (completed by the doctor) must be handed to the Grower/Employer **no later than one working day after filing the claim. For an RSE Worker this will need to be copied and sent to SSCO.**
- ACC will contact the Grower and/or SSCO to seek confirmation that the injury happened at work.
- ACC subsidise the Doctors visit, including subsidising such things prescribed by the Doctor. E.g. Prescription medicine, Physio, X-rays.
- ACC will make a full investigation into Gradual Onset claims such as Carpal Tunnel, as these may require surgery at some time in the future. Questionnaires are sent to the GP, employee, and the Employer/Grower. This may take time.

**If an accident/injury is work-related**, the Grower must pay the first week of compensation at the ACC rate of 80% normal pay for 5 working days. *This is why it is SO important to have the injury recorded in the diary or accident book at the time it happened.*

*Employees are entitled to top this amount by using 20% of their available sick leave in order to make a full week's pay.*

**If an injury is not work-related** (if it happened at home or elsewhere as a result of an accident) employees must use their own sick and/or holiday entitlement for the first week off work.

**If an employee is not fit to return to work after one week** a return visit to the Doctor is required. The Doctor will inform ACC, who will then organise to pay wage compensation at 80% of the daily rate of pay. This applies to both work related and non-work related accidents. ACC will work with Growers and/or SSCO to establish the correct wage compensation.

**A "Certificate of Clearance" from the GP** stating that a worker is fully recovered from sickness or an injury may be required before a worker is allowed to return to work. In all cases, it is important for the Grower/Employer to know that, in the doctor's opinion, and for the safety and well-being of the worker, and those who work with him/her, that people are fit for work. It will be required for those who have had a work-related injury, and have been on ACC wage compensation for any period of time.

## Accident Reporting to Seasonal Solutions Cooperative

**For those of you with SSCO RSE workers.**

SSCO is the "Employer" of RSE workers contracted to work in your workplace(s), so there is a dual responsibility (overlapping duties) between you and SSCO for the health and safety of those workers.

As with their pay routine, so also there needs to be close liaison between the on-site employer and SSCO on matters of RSE worker health and safety. You must report accidents or near misses to SSCO by first phoning the Operations Manager:



**John Hardy** – Otago and South Canterbury, 021-876-444 [john@ssco.co.nz](mailto:john@ssco.co.nz)

**Alister McKenzie** – Marlborough and Canterbury, 027-492-3335 [alister@ssco.co.nz](mailto:alister@ssco.co.nz)

If either of these people cannot be reached you can also contact the local Advocate, phone the office in Alexandra 03-440-2028 or Ieremia (HSC) 0275387255.

Legal Compliance with this is embedded in the Health and Safety at Work Act 2015.

Local growers of SSCO contracted RSE workers are already required to comply with the following routines:

- Complete on-site Inductions of RSE workers on arrival each season (even if they are returning workers from previous years) and forward copies of completed and signed Induction forms to SSCO.
- Forward copies of any accident reports (and any ACC documentation) to SSCO if they involve your RSE workers, especially where there are any “serious harm” issues. This is to be done as soon as is practicable after the event.

In addition to this, so that SSCO to be kept regularly up to date on the Health and Safety of its RSE workers on your worksite, the following routine is followed:

- Complete and send to SSCO a copy of the Accident Investigation form and/or the (Notifiable Event) Serious Harm Form (refer to Pro-Forma 3 and 4) along with a copy of the ACC form if a claim is made. Notify them of any accidents, incidents, or near misses that have occurred involving RSE workers on your worksite(s).

**This will keep everyone informed and compliant with the requirements of the Health and Safety at Work Act (HSWA), as it relates to RSE workers contracted out to your workplace (“overlapping duties”).**

Pro-Forma 2: - **Accident Register Summary Form**

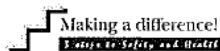
Name (WHO)	Time & Date (WHEN)		Description of Injury (WHAT)	Where and How Accident or Incident Happened	Recorded into Hazard Register (tick)	
					Yes	No

*Pro-Forma 2: - Accident Register Summary Form*

**Note:** All accidents and near misses must also be recorded on an Accident Investigation or Serious Accident and Serious Harm form. Serious Harm accidents must be notified as soon as possible to the nearest Department of Labour office and SSCO if a RSE Worker. The forms are to be forwarded within 7 days.

# Pro-Forma 3: - Accident Investigation Form

Health and Safety Manual



## Accident Investigation

DEPARTMENT OF  
LABOUR  
TE TARI MAHI

Name of organisation: ..... Branch/department: .....

### PARTICULARS OF ACCIDENT

Date of accident	Time	Location	Date reported
MTWTFSS (circle)			

### THE INJURED PERSON

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

### DAMAGED PROPERTY

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

### THE ACCIDENT

<b>Description</b>
Describe what happened (space overleaf for diagram — essential for all vehicle accidents)

#### Analysis

What were the causes of the accident?

HOW BAD COULD IT HAVE BEEN?	WHAT IS THE CHANCE OF IT HAPPENING AGAIN?
<input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor	<input type="checkbox"/> Minor <input type="checkbox"/> Occasional <input type="checkbox"/> Rare

#### Prevention

What action has or will be taken to prevent a recurrence? Tick items already actioned	By whom	When
Use space overleaf if required		

### TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/Hospital
Accident investigated by	Date	OSH advised YES / NO   Date

Pro-Forma 4: - **Serious Accident or Serious Harm Form**

1. Particulars of employer, self-employed person or principal:

\_\_\_\_\_  
(Business name, postal address and telephone number)

2. The person reporting is: ☐ an employer ☐ a principal ☐ a self-employed person

3. Location of place of work:

\_\_\_\_\_  
(E.g. shop, shed, unit nos., floor, building, street nos. and names, locality/suburb or vehicle)

4. Personal data of injured person:

Name \_\_\_\_\_

Residential address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex (M/F) \_\_\_\_\_

5. Occupation or job title of injured person:

- \_\_\_\_\_  
6. The injured person is: ☐ an employee ☐ a contractor ☐ self-employed ☐ other

7. Period of employment of injured person:

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

8. Injury treatment: ☐ None ☐ First aid only ☐ Doctor, no hospitalisation ☐ Hospitalisation

9. Time and date of harm: Time \_\_\_\_\_ am/pm Date \_\_\_\_\_

Hours worked since arrival at work: \_\_\_\_\_

Shift: ☐ Day ☐ Afternoon ☐ Night

10. Mechanism of accident/ serious harm:

- |   |  |
|---|--|
| <input type="checkbox"/> fall, trip or slip           | <input type="checkbox"/> hitting objects with part of the body |
| <input type="checkbox"/> sound or pressure            | <input type="checkbox"/> being hit by moving objects           |
| <input type="checkbox"/> body stressing               | <input type="checkbox"/> mental stress                         |
| <input type="checkbox"/> heat, radiation or energy    | <input type="checkbox"/> biological factors                    |
| <input type="checkbox"/> chemicals or other substance |  |

11. Agency of accident/ serious harm:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> machinery or fixed plant | <input type="checkbox"/> mobile plant or transport   | <input type="checkbox"/> material or substance |
| <input type="checkbox"/> powered equipment tool   | <input type="checkbox"/> non-powered hand tool       | <input type="checkbox"/> chemical product      |
| <input type="checkbox"/> bacteria or virus        | <input type="checkbox"/> animal, human or biological |  |
| <input type="checkbox"/> environmental exposure   |  |  |

12. Body part:

- |                                |   |  |                              |
|--------------------------------|---|--|------------------------------|
| <input type="checkbox"/> head  | <input type="checkbox"/> neck               | <input type="checkbox"/> arm             | <input type="checkbox"/> leg |
| <input type="checkbox"/> trunk | <input type="checkbox"/> multiple locations | <input type="checkbox"/> internal organs |                              |

13. Nature of injury or disease (specify all):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> fatal                        | <input type="checkbox"/> fracture of spine                | <input type="checkbox"/> other fracture |
| <input type="checkbox"/> dislocation sprain           | <input type="checkbox"/> strain head                      |   |
| <input type="checkbox"/> internal injury              | <input type="checkbox"/> injury                           |   |
| <input type="checkbox"/> open wound                   | <input type="checkbox"/> superficial injury               |   |
| <input type="checkbox"/> bruising or crushing         | <input type="checkbox"/> foreign body                     |   |
| <input type="checkbox"/> burns                        | <input type="checkbox"/> amputation, includes eye         |   |
| <input type="checkbox"/> nerves/spinal chord          | <input type="checkbox"/> puncture wound                   |   |
| <input type="checkbox"/> poisoning or toxic agents    | <input type="checkbox"/> multiple injuries                |   |
| <input type="checkbox"/> artificial aid damage        | <input type="checkbox"/> disease, skin                    |   |
| <input type="checkbox"/> disease, nervous system      | <input type="checkbox"/> disease, musculoskeletal system  |   |
| <input type="checkbox"/> disease, digestive system    | <input type="checkbox"/> disease, infectious or parasitic |   |
| <input type="checkbox"/> disease, respiratory system  | <input type="checkbox"/> disease, circulatory system      |   |
| <input type="checkbox"/> tumour (malignant or benign) | <input type="checkbox"/> mental disorder                  |   |

14. Where and how did the accident/serious harm happen? (If not enough room attach separate sheet):

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15. If notification is from an employer:

(a) Has an investigation been carried out?    Yes    No

(b) Was a significant hazard involved?        Yes    No

Your Name:

---

Position:

---

Signature:

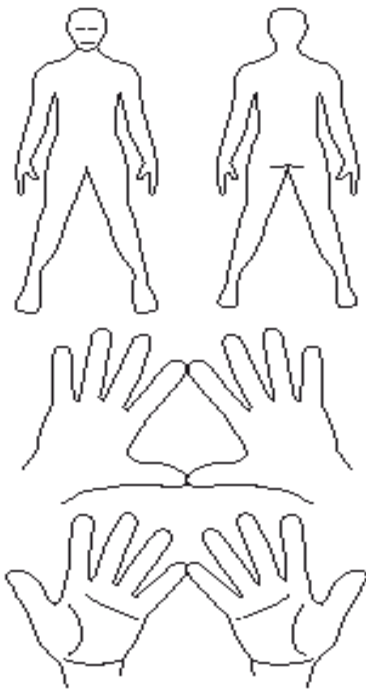
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Date:

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*Pro-Forma 4: - Serious Accident or Serious Harm Form*

## Pro Forma 5: - Discomfort and Pain Report Form

Name: _____ Job Title: _____	
Date: _____	
When did you first notice discomfort?	
Length of time at present job: _____	
Has anything contributed to this: _____	
Identify where the discomfort is occurring. Tick the appropriate box and shade in the areas most affected on the body diagram:	
<b>Head:</b> Front <input type="checkbox"/> Back <input type="checkbox"/>  <b>Neck:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>  <b>Shoulders:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>  <b>Back:</b> Upper <input type="checkbox"/> Mid <input type="checkbox"/> Lower <input type="checkbox"/>  <b>Knees:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>	<div style="text-align: center;">  </div> <b>Elbows:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>  <b>Forearms:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>  <b>Ankles:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>  <b>Feet:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>  <b>Hands:</b> Left <input type="checkbox"/> Right <input type="checkbox"/>  <b>Fingers:</b>
Describe how it feels now (e.g. aching, pins and needles, painful, tight):	
Signed: _____ Date: _____	

*Pro-Forma 5: - Discomfort and Pain Report Form*

Recommendations: \_\_\_\_\_

Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

## NEW HAZARDS REGISTER – CONTENTS

1. New Hazards Register – Purpose and Uses
2. New Hazards Reporting Procedures – Diagram

Pro-Forma 6: - **New Hazards Summary Form**

Pro-Forma 7: - **Hazards Notification Form**



## New Hazards Register – Purpose and Uses

New Hazards in the workplace may arise from time to time. These are some of the reasons:

- New Equipment being used may present additional hazards.
- The Landscape may change as a result of natural causes or earthworks
- Different processes being employed may bring additional hazards.

So that all those on the worksite can remain as safe as possible, they need to be aware of any hazards they may encounter, especially new ones.

A **New Hazards Register** (which can be a separate Register or a part of the Hazard Register) should be kept to register, monitor, and deal with any new hazards that may crop up from time to time. Some may be temporary, and some may need to be added to the general Hazard Register for as long as the hazard remains. Each Hazard must be classified on the basis of the likelihood of injury or harm to health.

Under the Risk Management approach, each hazard must be considered at a meeting of Employers and Employees to decide how best to classify it and manage it, using the Risk Matrix template for all Hazard classification. That is:

- How likely is it to cause injury or harm to health?
- How it to be is managed? (E. Eliminate, M. Minimise (Isolation included under Minimise)
- Does it need to go into the general Hazard Register?

## Notifying Hazards or Potential Hazards

Any hazard (or potential hazard) in the workplace must be reported immediately to supervisors or the employer. Failure to do so may result in an accident, and this is regarded as serious misconduct.

“New Hazards” forms are available from the Supervisor or Grower for this purpose. Unless urgency is involved, the new hazard will be dealt with by consultation between the Employer and Employees at a Health and Safety meeting.

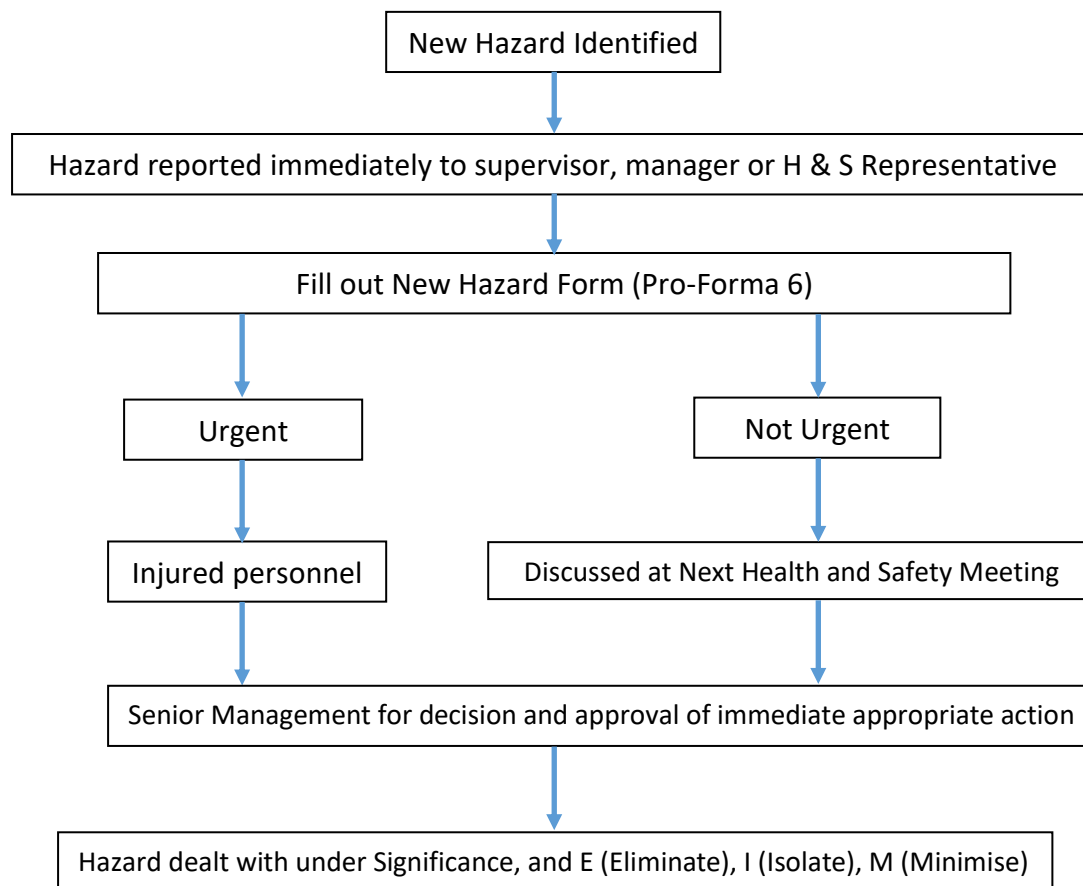
If urgent, the matter should be taken direct to the H&S Representative/HR Manager or to Senior Management.

New Equipment or new processes introduced will be the subject of a consultation between Employer and Employees (especially those directly involved) before they are activated.

If a “new hazard” becomes apparent as a result of an accident, (and this includes “near misses”), it must be reported to management, and after consultation, be dealt with effectively, and reviewed from time to time.

## New Hazards Reporting Procedures – Diagram

The following diagram illustrates the process for handling new hazards. The pro forma on [pages 35 and 36](#) are for your use to notify new hazards. The pro-forma becomes the working document.



Information on the New Hazard disseminated to the workforce as appropriate:

- a. Verbal notification to those directly involved working near the hazard.
- b. Memo to all or part of the workforce.
- c. Short notice on all payslips.
- d. Minutes of Health and Safety Consultation (distributed to staff).
- e. Hazard Register update (as decided).
- f. Staff Handbook update (if the hazard is likely to be a permanent feature).

**Note:** Three questions have to be addressed, in accordance with the HSWA 2015

1. What level of risk does this hazard pose?
2. Can the hazard be Eliminated (E) or Minimised (M)?
3. Does the hazard need to be recorded in the Hazard Register?

## Pro-Forma 6: - **New Hazards Summary Form**

As part of your hazard identification process, please include this form in your staff handbook or worker's files so to be available if a worker comes across a new hazard which needs to be reported to the supervisor, manager or H & S representative.

Pro-Forma 6: - New Hazards Summary From

### Pro-Forma 7: - **Hazards Notification Form**

If you observe an unsafe condition or hazardous work practice, please complete this form and hand it to YOUR SUPERVISOR. Immediate health and safety hazards will be dealt with urgently – other matters will be raised for consideration at the next health and safety meeting.

<b>Number:</b>	
<b>Name:</b>	<b>Date:</b>
<b>Details of unsafe/unhealthy situation:</b>	
<b>Date of occurrence:</b>	
<b>Suggested solutions:</b>	

<b>Steps taken to rectify the unsafe/unhealthy situation:</b>
<b>Date of completion:</b>
<b>Discussed at Health &amp; Safety meeting (date):</b>
<b>Signed (H &amp; S Representative/Supervisor):</b>
<b>Date:</b>

*Pro-Forma 7: - Hazards Notification Form*

## HAZARD CONTROL REGISTER – CONTENTS

1. Hazard Control Register Introduction
2. Hazard Control Register - key term definitions
3. Creating a Hazards Control Register
4. Duty to Warn people about Hazards – Diagram
5. Stretching Exercises for Workers
6. Completed Hazard Control Register Page - Example

Pro-Forma 8: - **Hazard Control Register Form**

Pro-Forma 9: - **Hazard Control Register Letter to Employees**

## Hazard Control Register Introduction

### **It is a legal requirement that we keep a Hazard Control Register.**

All staff members are expected to be familiar with the specific hazards that can be encountered in their workplace.

Some hazards are “worksite specific.” This means they are not likely to be encountered outside the orchard or vineyard.

Some hazards can be encountered anywhere, and the majority of them simply require people to be sensible and vigilant. It may mean little more than watching where you put your feet, not going too near the edge of a terrace, or driving without due care and attention.

It is a “WorkSafe NZ” requirement that all members of staff sign an Induction Register to say that they have been made aware of all the hazards that can be encountered in the place where they work. The main purpose of this is to protect staff from avoidable injury, and to safeguard everyone from allegations that accidents occurred because “Nobody told me.....!”

- Please read through this **Hazard Control Register**, and your **Staff Handbook, which may have more general information on Health and Safety.**
- On your first day, you will be “buddied” with an experienced member of the group, who will go through the Register with you.
- When you have been made familiar with the rules and practices in place and informed about the hazards you may encounter, please sign the Induction Register.

### Avoidable Injuries “Gradual Onset” injuries

As in all workplaces, there are often tasks that involve repetitive actions (e.g. using secateurs and loppers) for several hours a day.

These are not hazards as such, but the activity can lead to the development over a period of time of things like Carpal Tunnel and/or Trigger Finger, and when lifting wires, Thoracic Sprains or shoulder muscle damage. These are called “Gradual Onset” injuries. They are generally avoidable if people take time out to do simple exercises when, for example, they are pruning trees or vines.

Regular exercises help prevent damage to hands and wrists through RSI, and everyone should take care not to over-tax the body when lifting wires. Also, correct stance is important, and can help avoid injuries to the back. As a general rule of thumb, 5-minutes exercise, once an hour, is helpful in preventing these gradual onset injuries.

It is largely a matter of “listening” to what your body is telling you. However, your supervisor will remind you regularly of the need to do your exercises!

**Exercise templates are available from ACC - see examples on [pages 42 – 44](#)**

## Hazard Control Register - key term definitions

**In the Hazard Register there are a number of terms that need to be explained.**

### Hazard

The Law defines a “hazard” as: an activity, circumstance, event, happening, process, situation, or substance (whether caused within or outside the workplace) that is an **actual or potential source of harm**.

- It includes a situation where a person’s behaviour may be the cause of harm to a person, or another person.
- This includes physical or mental fatigue, drugs, traumatic shock, or another temporary condition that affects a person’s behaviour. *So a person in “shock” may be a hazard to themselves or other people working with them.*

### Notifiable death, Injury, Illness, Incident (formerly Serious Harm)

**Notifiable Events (see full definitions on p.18)** as defined by the HSWA 2015 includes:

- Death
- Amputation
- Permanent loss of bodily function
- Temporary severe loss of bodily function. E.g. loss of consciousness
- Severe burns
- Acute illness, and any harm as a result of work that causes a person to be hospitalised for more than 48 hours within 7 days of the harm’s occurrence.
- Health and Safety at work is seriously threatened or compromised as a result of a situation at work

### Significant Hazard

A **Significant Hazard** is one that is an Actual, or Potential cause of:

- **Serious Injury** (i.e. death, amputation)
- Harm that is more than trivial and becomes more severe depending on the length of exposure to it.
- Harm that may not be detected until a significant time after exposure to the hazard.

Each hazard on the worksite has to be given a risk assessment based on the likelihood of injury or harm to health. Against each hazard in the register, there is a “bullet” indicating whether injury or harm is likely or not. Those which have a high risk potential are regarded as significant and *must by law* be controlled by either being **Eliminated (E) or Minimised (M)**. Non-significant hazards may also be similarly classified.

### Control – Hierarchy of controls – Eliminate, Minimise (E. M.)

If you’ve identified and assessed a hazard as significant i.e. potentially likely to have major consequences to health and safety, it must be controlled using the hierarchy of controls. A significant

hazard should be eliminated, and if that isn't possible or practical, controls should be put in place that are reasonably practicable, to minimise the hazard (this includes the possibility of isolating it). If it is not a significant hazard, the employer must still take reasonably practicable steps to ensure the task, or place, or the equipment, is safe for employees to use.

**There are 4 levels in the Hierarchy of Controls (from high to low).**

- 1. Eliminate.** These are hazards we ought to be able to get rid of, either by doing things another way, or by removing the problem altogether.
- 2. Minimise.** Things we have to live with as part of the job. Things we need to keep out of harm's way, like chemical sprays. We minimise their effect by our Hazard controls. (E.g. isolate, safety guards, using sunblock in summer, hard hats, safety glasses, ear defenders, gloves etc).
- 3. Personal Protection Equipment (PPE),** Periodically assessed, serviced or replaced and fit for use.
- 4. Signage.** This is the lowest level control, and is not by itself considered an adequate control.

## Induction

This means having the hazards explained so that you are aware of them and know how to avoid them if at all possible. After being inducted, you are expected to sign the register, acknowledging that you have had them explained. **This makes every staff member as responsible as management for the safety of everyone. It is a shared responsibility.**

**Remember “Sod’s Law” always applies. “If it can happen..... it will!”**

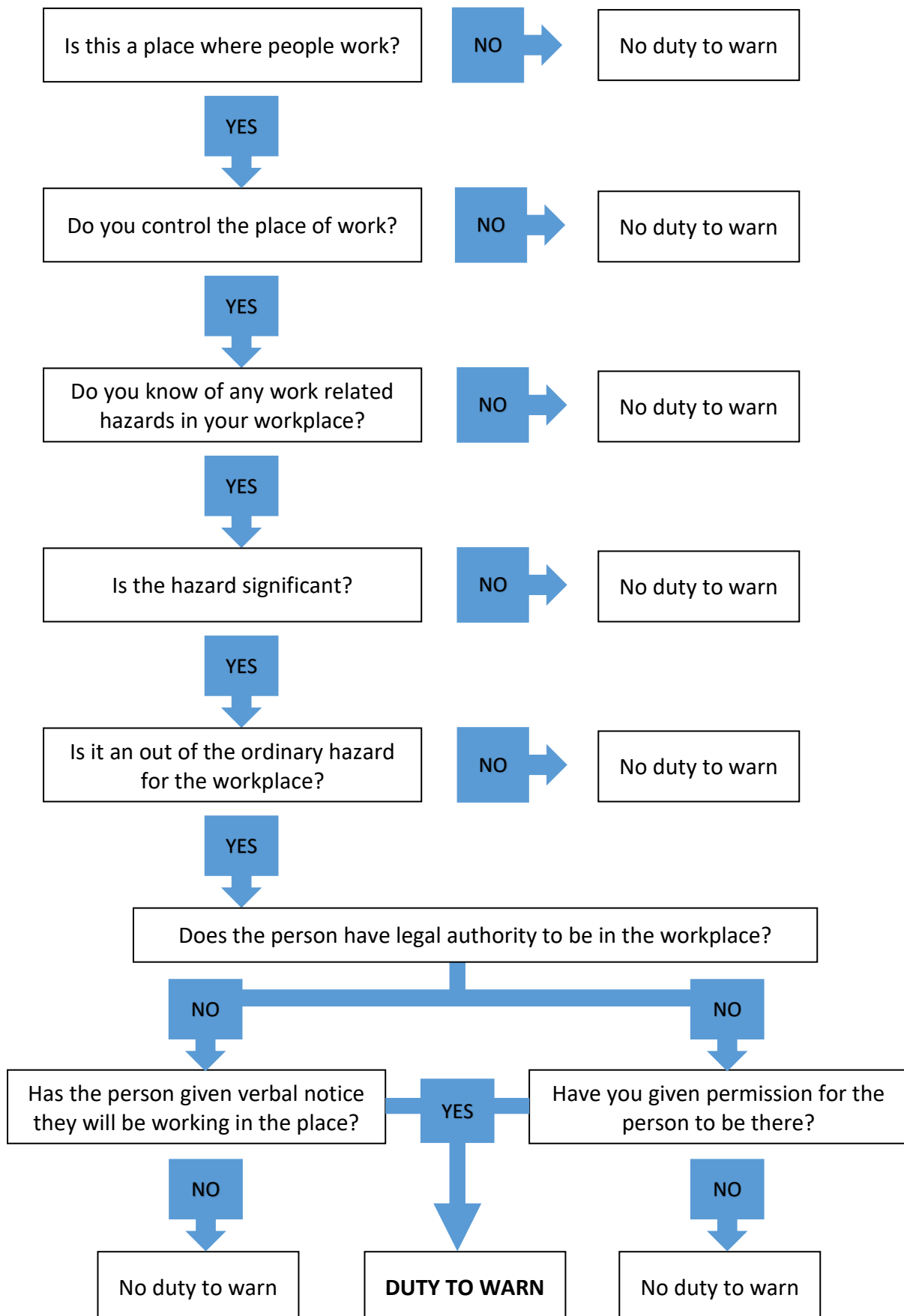
## Creating a Hazards Control Register

If you haven't already created a Hazards Control Register, it is important under the new legislation to your employees in creating one. This is a positive method as it ensures everyone's buy-in to identifying, reporting and managing hazards in your workplace.

Pro-forma 9 is an example of a draft letter you could give to employees along with their pay slip or separately.



## Duty to warn people about Hazards – Diagram



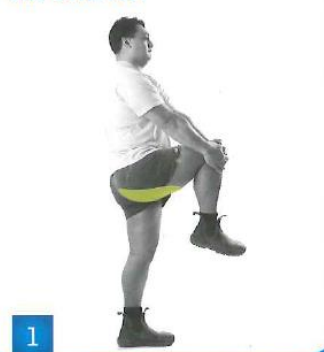
# Stretches for manual workers

- Your body is designed to move. Holding static postures can lead to unnecessary build up of tension.
- **At least hourly (every 15 minutes is ideal): STOP, DROP and SHAKE.** Relax your neck and shoulders; drop your arms to restore normal circulation.
- Before you start your shift follow the stretches, then regularly stop and stretch throughout your day.
- Stretches should be performed on both sides.
- Take a movement to the point of stretch and hold for 10-15 seconds.
- The green glow on the photos gives an indication of where you should feel each exercise, however this will vary from person to person.
- Should you feel pain or unexpected tension do not continue that stretch. Consult your health professional.

For more information visit  
[www.habitatwork.co.nz](http://www.habitatwork.co.nz)



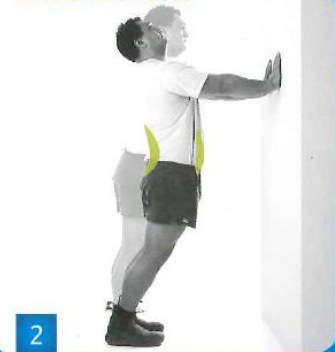
### HIP STRETCH



1

- Stand tall on one leg.
- Pull opposite knee up towards chest keeping an upright position.

### BACK EXTENSION



2

- Stand with feet hip-width apart, leaning on a stable surface.
- Curve backwards to stretch back into extension.

### LONG CALF STRETCH



5

- Lean into a wall with one foot in front of the other (shoulder width apart).
- Lean onto front leg, heels on the ground, back knee straight.

### SHORT CALF STRETCH



6

- Lean into a wall with one foot in front of the other (toes forwards).
- Lean onto front leg, heels on the ground, bend back knee.

### TRICEPS STRETCH



9

- Sit tall, reach for the ceiling.
- Take one hand down back, with the palm flat.
- Use other hand to gently pull elbow in to increase the stretch.

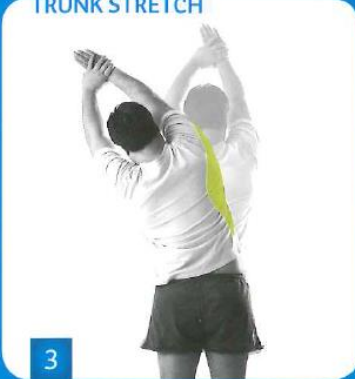
### SEMI SQUAT



10

- Stand with feet hip-width apart, shoulders relaxed.
- Bend knees, head up, bottom out.
- Aim to keep knees over your toes.
- Hold 3-5 seconds, repeat 10 times.

### TRUNK STRETCH



3

- Stand with feet hip-width apart.
- Reach up, clasp wrist.
- Breathe in, as you breathe out lean sideways towards the bent arm.

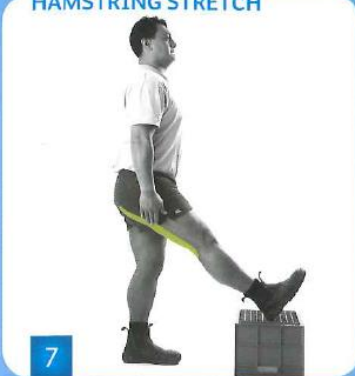
### FRONT THIGH STRETCH



4

- Using support, stand on one leg.
- Keep knees side-by-side, bring heel towards your buttock.
- Try to keep your back straight.

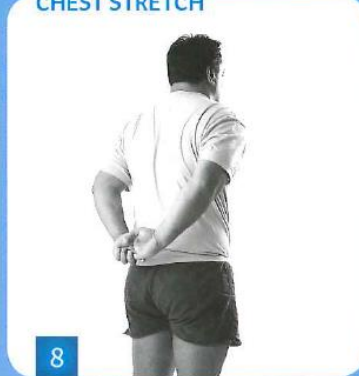
### HAMSTRING STRETCH



7

- Stand with one heel on a stable surface, knees slightly bent.
- Bend forwards gently.
- Keep head up and bottom out/back.

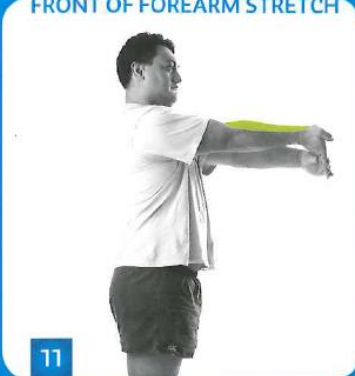
### CHEST STRETCH



8

- Interlink hands behind back.
- Draw shoulder blades down and back.
- Lift hands away from the body to stretch the chest.

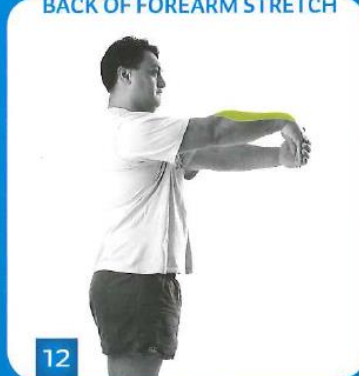
### FRONT OF FOREARM STRETCH



11

- Relax shoulders, elbow bent, bend wrist, keep palm facing up.
- Hold hand and gently straighten elbow stretching fingers back and down.

### BACK OF FOREARM STRETCH



12

- Relax shoulders, elbow bent, bend wrist with palm facing down.
- Hold hand and gently straighten elbow, stretching fingers back and down.





## WARM UP & STRETCH FOR OUR WORKPLACE



### COMPANY NAME

#### Employee Name

This resource contains important information for your workplace. Keep a copy handy.

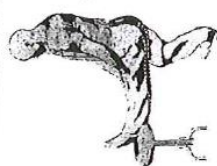
You can also go to [www.aacc.co.nz/smarttips](http://www.aacc.co.nz/smarttips) to customise sport specific information.

### INSTRUCTIONS FOR EXERCISES

- Stop every hour and do an exercise that makes your body move in the opposite direction to which you have been working
- Try to do all the stretches at least once a day
- Stretches should be done 2-3 times each side
- Hold stretches for 10-15 seconds (unless indicated otherwise)
- Breathe out slowly as you stretch
- Make sure you feel the stretch only in the specified areas
- Only hold stretches that feel good
- Let go of stretches gently.

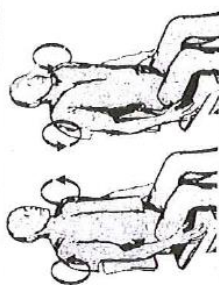
### WARM-UP/COOL-DOWN

- If your work is very strenuous, start work gently and build up (to allow a warm-up period)
- If this is not possible, start with a few minutes of light aerobic activity to warm the body up before commencing work
- If your work is very strenuous at the end of the work day, cool down with some light aerobic exercise and static stretches.



**HAMSTRING STRETCH**

- Place one foot on a raised surface
- Keep this knee straight
- Gently bend the supporting knee
- Keep your back straight.



**SHOULDER ROTATION**

- Stand or sit upright with arms relaxed by sides
- Roll shoulders in large backwards circles
- Repeat six times.



**FRONT OF FOREARM STRETCH**

- Hold arm straight out in front with wrist facing up
- Bend wrist backwards as far as possible
- Apply gentle stretch with opposite hand
- Repeat other side.



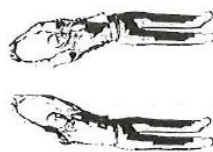
**BACK OF FOREARM STRETCH**

- Hold arm straight out in front with palm facing down
- Bend wrist forwards as far as possible
- Apply gentle stretch with opposite hand
- Repeat other side.



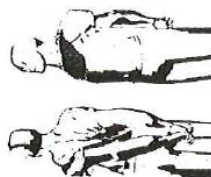
**STANDING BACK EXTENSION**

- Place hands on top of buttocks
- Lean backwards over your hands
- Return slowly to upright after exercise.



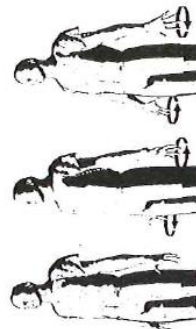
**SIDE BEND**

- Stand with feet apart
- Clasp hands above head and push upwards
- Lean gently to the side
- Repeat other side.



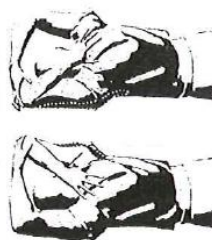
**CHEST STRETCH**

- With straight arms, interlace fingers behind back
- Turn elbows inward
- Gently lift arms.



**ARM TWIST**

- Relax arms down to side
- Twist both arms inwards as far as possible for 3 seconds
- Twist both arms outwards as far as possible for 3 seconds
- Repeat 3 times.



**UPPER ARM/TRICEPS STRETCH**

- Place hand on top of upper back
- Hold elbow with opposite hand
- Gently pull elbow behind head
- Repeat other side.

### Example of a Hazard Control Register Form

Hazard	Potential Harm	Significant		E	I	M	Hazard Controls	Training	Dates Reviewed		
		Yes	No								
<b>NATURAL HAZARDS</b>							<ul style="list-style-type: none"> <li>• Staff informed to bring drinking water</li> </ul>				
<b>Weather</b>	<b>Sun</b> Sunburn, Dehydration Melanoma	•					<ul style="list-style-type: none"> <li>• Sunscreen provided</li> <li>• Wear longsleeved clothes</li> </ul>				
	<b>Wind</b> Windburn, Dust Broken Posts etc.	•					<ul style="list-style-type: none"> <li>• Appropriate clothing for conditions</li> <li>• Cover up</li> </ul>	None	11.07	5.08	12.09
	<b>Cold</b> Windchill	•					<ul style="list-style-type: none"> <li>• Move elsewhere</li> <li>• Rules in place for abandoning work for extreme heat/cold</li> </ul>				
	<b>Rain</b>										
<b>Landscape</b>							Supervisor Instructions and behaving responsibly, e.g.				
• Perimeter Roads	Slippery when wet		•				<ul style="list-style-type: none"> <li>• Not going near water</li> </ul>	None	11.07		
• Dams	Drowning		•				<ul style="list-style-type: none"> <li>• Not going up or down terrace banks</li> </ul>				
• Terraces and Banks	Falls	•					<ul style="list-style-type: none"> <li>• Rabbit holes filled in (esp.G. Hills)</li> </ul>				
• Rabbit Holes	Ankle breaks and sprains	•					<ul style="list-style-type: none"> <li>• Vehicle controls in place, e.g.signs</li> </ul>				
• Large Stones	Vehicle hazard	•					<ul style="list-style-type: none"> <li>• No parking in these areas</li> </ul>			11.08	
• Loose dirt							Willows GH, Black Poplar CG				11.11
• Trees	Could fall down in high wind		•				<ul style="list-style-type: none"> <li>• Highwater Ski Slope: Only one full bin during harvest</li> </ul>				02.10
• Steep Slopes	Tractor hazard - driver and others.	•					<ul style="list-style-type: none"> <li>• Pipeclay Terr. No vehicle use when wet or after rain</li> </ul>				02.13
<b>Dust (windblown / vehicle)</b>	Poor visibility leading to Vehicle accident	•					<ul style="list-style-type: none"> <li>• Vehicle speed controls in place</li> <li>• Speed notice signs in place</li> </ul>	None	11.07	5.08	12.09
	Eye irritant/damage	•					<ul style="list-style-type: none"> <li>• Move to another location</li> </ul>				
<b>Insect Bites/Stings</b>	Red Back & White Tail Spiders and Bee/Wasp stings	•					<ul style="list-style-type: none"> <li>• Recognition information available</li> <li>• Emergency procedures in place</li> <li>• Wear gloves on certain vineyards</li> <li>• Anti-venom available at Dunstan Hosp.</li> </ul>	<ul style="list-style-type: none"> <li>• Identification</li> <li>• First Aid</li> </ul>	11.07	5.08	12.09
<b>Fire</b>	Damage to people and equipment	•					<ul style="list-style-type: none"> <li>• Policy on use of matches/lighters</li> <li>• Emergency procedures in place</li> <li>• Obey all ORC Fire ban notices</li> <li>• Disciplinary procedures in place</li> </ul>	<ul style="list-style-type: none"> <li>• Induction and briefing from Staff Handbook by Supervisor</li> </ul>	11.07	5.08	Feb-13

Pro-Forma 8: - **Hazard Control Register Form**

Hazard	Potential Harm	Significant		E	M	Hazard Controls	Training required	Review	Review
		Yes	No						
-									

**E = Eliminate**

**M = Minimise**

*Pro-Forma 8: - Hazard Control Register Form*

## Pro-Forma 9: - Hazard Control Register Letter to Employees

**Dear Staff Member**

### **HAZARDS CONTROL REGISTER**

We are at present setting up the Hazards Control Register as required by MBIE (WorkSafe NZ), so that all the hazards (or potential hazards) staff may encounter at work are identified.

The purpose is to help us to be aware of what can happen (or go wrong), so that we can go some way to being ready to face an incident occurring on our property.

We welcome any input from staff which will be discussed at a Health and Safety meeting that will involve us and (all) employees. Decisions will be made about the identified risks the hazards present, whether they are significant, and how they can best be managed. The end result will become “our” Hazard Register, because we will all have had a part in its creation.

The Register will become part of the induction process for new workers and a reminder to those of us who have been here for a while.

Please speak with your supervisor or the manager or write down anything you may be concerned about. Then we can finalise a list to discuss. Thank you for your co-operation.

Kind regards,

**Enter your name**

**Enter your property or business**

*Pro-Forma 9: - Hazards Control Register Letter to Employees*

## EMERGENCY – CONTENTS

1. Emergencies – Introduction and Overview
2. Emergency Drills
3. Emergency Critical Incident Process – Diagram
4. Chemical Spill Emergency Procedure - Diagram

Pro Forma 10: - **Emergency Procedures**

Example 1 - Chemical Spill Response Plan

Example 2 - Chemical Manifest



## Emergencies – Introduction

Emergencies come in all shapes and sizes, and every workplace is different. It is therefore impossible in a manual for general use to set up a “one-size-fits-all” emergency routine.

Each employer must tailor the basic template contained in this folder to suit their particular situation and circumstance.

What is contained in this manual are the basic things to think about including as you develop a practical and effective Emergency Response system.

**What is paramount is that you have a practical emergency response system in place, that it is tested (emergency drills) and reviewed regularly.**

There are a number of common “scenarios” within the Horticulture and Viticulture industries.

- Orchard Blocks
- Vineyard Blocks
- Machinery Sheds
- Pack houses
- Wineries
- Chemical storage sheds
- Offices
- Research facilities
- Storage areas
- Cool stores.

There needs to be an emergency response plan that will work for the various situations (outdoor, indoor) and all staff must be familiar with it and know what to do in a real emergency.

Staff need to be fully conversant with:

- Where they are (Property name, location, block, building).
- What the Rapid number is (if applicable).
- The assembly point.
- Who is trained in First Aid
- An up-to-date list of all employees.
- Where the key information is held.

This manual contains what needs to be considered when developing a response plan for:  
Fire, Earthquake, Major Chemical Spill, Serious accident.

**Note:** *Some of the information contained in this section overlaps with what is contained in the accident register section.*

## Emergency Drill

Emergency Drills are to be carried out on a regular basis.

Although FIRE is not a usual hazard on an orchard or vineyard, there may be places, e.g. buildings, offices, wineries, machinery sheds, or chemical stores where such events can occur. It is essential that all staff know what to do in the event of a real emergency.

### Essential Information

<b>You are (property name, building, block):</b>
<b>The Rapid Number is:</b>
<b>Your Assembly Point Is:</b>
<b>This information is held by (name):</b>

### Conducting a Drill

Any order for an emergency drill will begin with “**FOR EXERCISE, FOR EXERCISE**” so as to distinguish it from the real thing.

Managers or Supervisors are to: -

- Instruct staff to proceed to the **Assembly Point** (by car or on foot).
- **Send someone to the gate**, or on the road to guide emergency services to the scene.
- **Take a Roll Call at the Assembly Point** to make sure all staff are accounted for.
- Inform Senior Management (using the words “For exercise” at the beginning of the report).
- Have the number of the Emergency Services/Medical Services, BUT DO NOT MAKE THE CALL.

### Exercise scenario

To make an emergency drill more realistic the following suggestions are made:

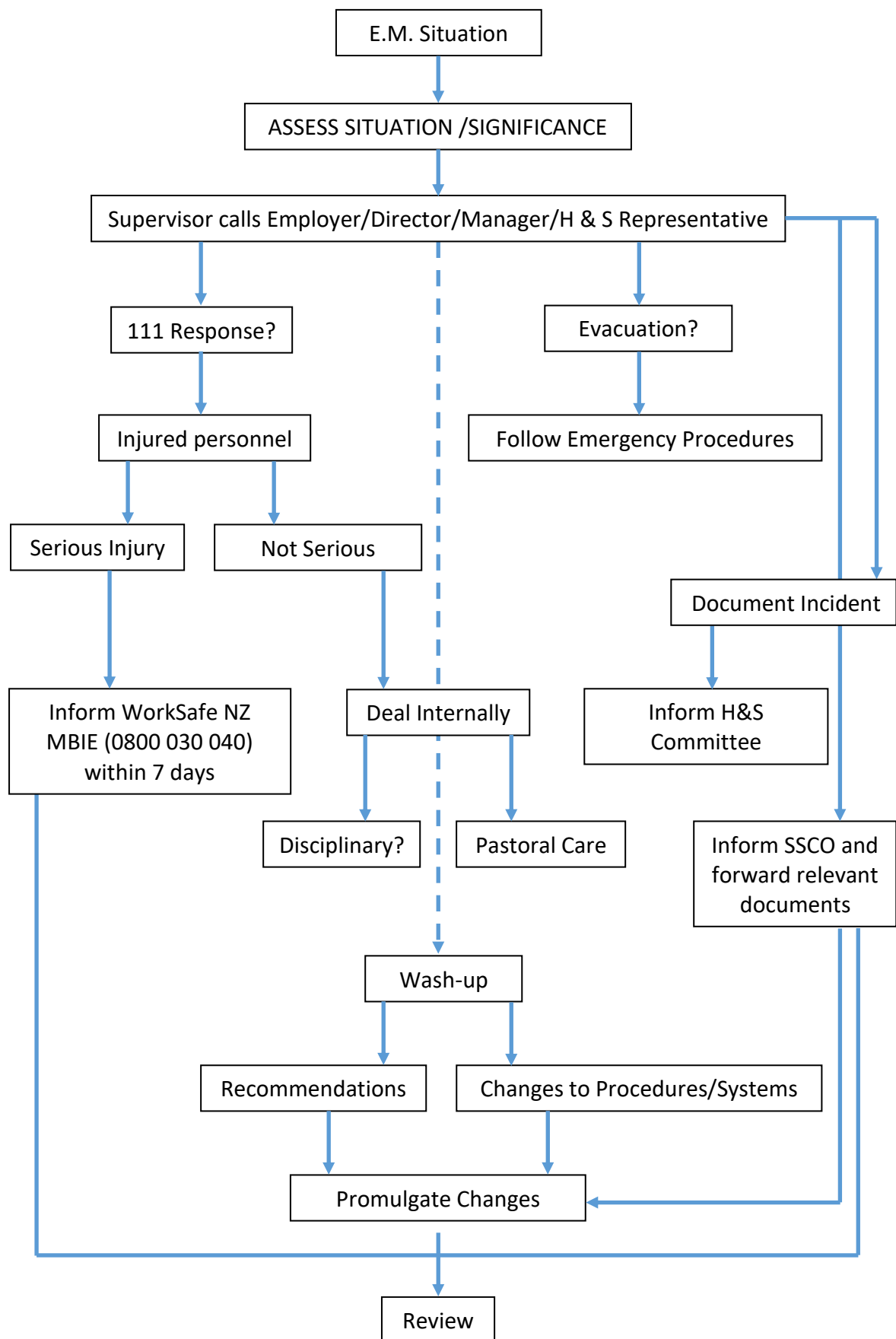
- Plan the Drill ahead but do not tell the staff (except those who will be doing role play).
- Choose a person to act as the injured worker.
- Be ready with the First Aid Kit (Trained First Aider)
- Inform Management (if they are not at the worksite – and using the words “For Exercise” at the beginning of the call).
- Have the **Site Details** and **Rapid Number** on hand.
- Send someone to the gate or nearest road to guide emergency services to the injury site.

*As Vineyards and Orchards are large places, with people often scattered over a large area, try to conduct exercises at a time that will cause least disruption, e.g. just before lunch or the end of work. This does not invalidate the drill. The purpose is to make sure everyone knows what to do.*

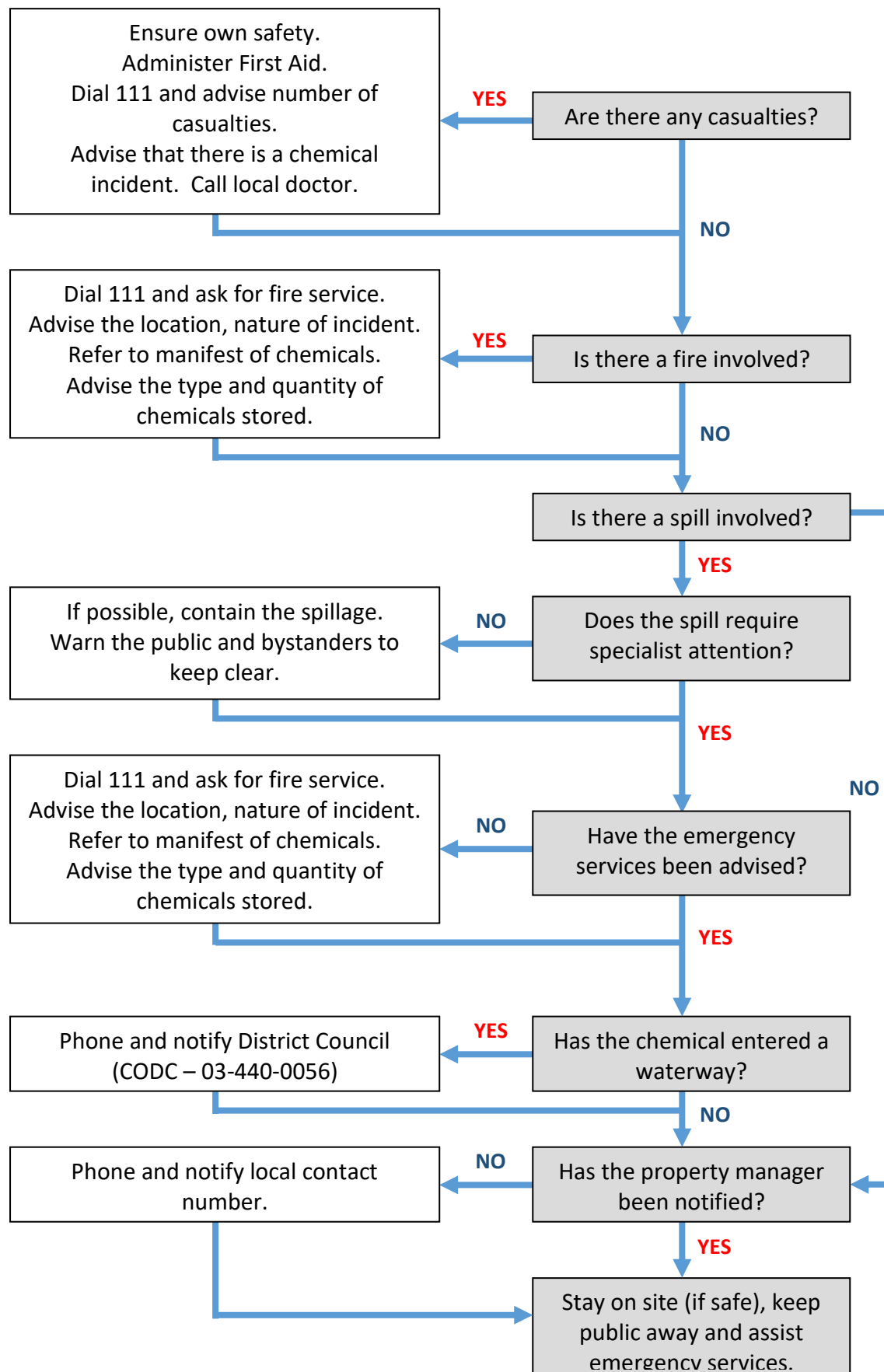
### Post-Exercise – Wash up

After the drill, have a briefing over smoko involving all staff who took part and any health and safety representatives – What went well; What could have been done better. This will get everyone on board and help create a safety conscious culture in the workplace.

## Emergency Critical Incident Process – Diagram



## Chemical Spill Emergency Procedure – Diagram



## Pro-Forma 10: - **Emergency Procedure Form**

In any emergency or accident, the priorities are:

1. To save life.
2. To keep others safe and maintain access for essential services.
3. To prevent damage to property.

In any emergency, keep calm so that you can best:

- a. Prevent further injury or damage.
- b. Assist anyone in distress as much as possible.
- c. Get appropriate assistance.

Secure the accident scene (it may be evidence).

### **FOR REPORTING ACCIDENTS, YOU SHOULD KNOW:**

<b>The property name:</b>	
<b>The address – Rapid Number and Road Name:</b>	
<b>Nearest land line telephone or cell phone:</b>	
<b>Nearest house and vehicle:</b>	
<b>Location of First Aid or Medical Kit:</b>	

If an ambulance is necessary: **Dial 111**

If medical assistance is required, the nearest **Medical Centre** is:

<b>Name:</b>	<b>Phone Number:</b>
<b>In all situations call –</b>	
<b>Employer:</b>	<b>Phone Number:</b>
<b>Supervisor:</b>	<b>Phone Number:</b>

*Pro-Forma 10: - Emergency Procedure Form*

## Example 1 - Chemical Spill Response Plan

### Chemical Spill Emergency Response Plan

This document is to be read in conjunction with the Emergency Procedures found in the Health and Safety Manual or the Staff Handbook located in the main office.

PROPERTY / BLOCK	CHEMICAL STORE LOCATION
Point Road	Inside workshop on back wall in cupboard.
The Terrace	Green shed left of driveway entrance.
Home Paddock	Building next to pump shed beside the dam.
Cliffs	Tin shed on left side of tractor shed.
Back Gully	Inside shed in middle bay along rear wall.

## Example 2 - Chemical Manifest

### Chemical Manifest

This manifest contains a list of the maximum quantity of chemicals that are held in each chemical shed at any one time.

Please contact the Manager if you find stock is low or you plan to deposit chemicals into the shed that exceed the maximum or are not shown on this list.

Company Name:	
Emergency Contact Name & Number:	
24/7 Emergency Number:	

Property / Block	Trade Name	Chemical Name	HSNO Class	Maximum Quantity
E.g. Point Road	Roundup	Glyphosate	6.1D, 6.4D, 9.1B	200 litres



## CONTRACTORS – CONTENTS

1. Guide to Using Contractors
  - a. Understanding the Use of Contractors and Contract Labour
  - b. Health and Safety at Work Act 2015
2. Procedures for Selecting and Monitoring Health and Safety for Contractors
3. Contractor Induction Checklist

Pro Forma 11: - **Contractor Induction Record Form**

Pro Forma 12: - **Contractors Weekly Check-off Form when Working on a Property**

Pro Forma 13: - **Post Contractor Performance Evaluation Form**

Pro Forma 14: - **Sample Letter to Prospective Contractor**

Pro Forma 15: - **Sample Contractor Agreement**

## Guide to Using Contractors

### Understanding the Use of Contractors and Contract Labour

The use of contractors and contract labour remains a particular minefield for the unwary. Knowing your rights and responsibilities is very important, and there are a lot of “urban myths” around that could be costly if you get it wrong and things go pear-shaped.

The “urban myths” include the widespread belief that growers can contract out of their legal duties by getting a contractor or sub-contractor in to employ labour for work on a worksite, or getting self-employed people in to do certain tasks.

“Assumption is the mother of all foul-ups!”

It is sometimes assumed that bringing in a contractor to do such things as harvesting, pruning, or employing a fencing contractor, absolves the grower or owner of all responsibility for the health and safety of contractors and their staff when they are on your worksite. This is not the case!

A classic “what if” situation is the annual servicing of frost-fighting windmill for those who have them on vineyards.

Often contracted mechanics arrive unannounced, are working alone, nowhere near your staff. Are you responsible for their safety? More important, if your staff are not made aware of their presence on the worksite, and a windmill being tested at full throttle breaks, hurling propeller blades in all directions, who is responsible for the safety of your team? ALL ARE!

- The contractor should have advised they were coming on that day, and advised you of the possible risks involved in what he/she was doing.
- The crew should have been notified of the new temporary hazard, and been found work in another area.
- The contractor should have been informed of any additional risk as a result of coming onto your property (e.g. spraying).

Everyone involved in that operation have a legal as well as moral responsibility for health and safety.

The most important thing to note is that you cannot contract out of your responsibilities under the Health and Safety at Work Act 2015. Everything that follows stems from that basic premise.

### The Health and Safety at Work Act 2015

The objective of the HSWA 2015 is to promote the prevention of harm to all persons at work, and other persons in, or in the vicinity of, a place of work. To achieve this, the Act requires those who offer work to promote standards of excellence in health and safety management, defining hazards and harm, imposing various duties of care on persons responsible.

It recognises that successful management of health and safety is best achieved through good faith and co-operation, which is the basic premise underpinning the NZ Employment Act.

The HSWA requires Employers to take “reasonably practicable steps” to ensure the safety of all who are on their worksite. In addition to those who normally work on the site, it includes contractors, sub-contractors, employees of both contractors and sub-contractors, and visitors and volunteers.

The HSWA also recognises all who enter a worksite, or are in the vicinity of a worksite, have a responsibility to take “reasonably practicable steps” to keep themselves safe as well, and to ensure that others on the worksite are kept safe.

The HSWA has more and bigger teeth to deal with non-compliance.

The HSWA works in tandem with the Employment Act, which is based on “Fair Play”.

The HSWA places duties of care on 5 separate categories of person:

- Employees
- Employers
- Self-employed persons
- Principals
- Persons who control places of work

**Note:** A person (which includes a company) can have duties under one or more sections of the HSWA at any one time. E.g. a Principal who lets out a contract, while owning a duty as principal, may also be an employer with their own employees, and so will owe a duty as an employer as well.

The first 3 categories above are self-explanatory. The latter two categories (principals and “controllers”) are not so well understood, and these are the ones that particularly affect growers and owners.

- A Principal is a person who engages any person to do work (other than an employee). This covers owners who engage contractors and sub-contractors. The principal may not be on site, and may even be overseas.
- A “Controller” includes a person who is an owner, leaseholder, occupier of a place or a person who owns plant such as machinery and vehicles in the place of work.

A Principal’s duties and a “controllers” duties are in many ways similar.

A “controller” must make sure that no hazards that are in the place of work (i.e. already there) or arise in the place of work (i.e. come to be in the place) including plant hazards, harm their employees, their contractors, any sub-contractors, and the employees of contractors and sub-contractors.

This means that the “controller” must ensure that any hazards arising from machinery (including tasks and procedures) the contractor brings on site and uses (e.g. tractors, diggers etc.) are safely managed, and that the controller’s employees are made aware of any new hazards they may encounter while the contractor is on site.

The “controller” also has a duty to ensure that the contractor and/or sub-contractors employees, and persons in the vicinity of the worksite, do not come to harm. For example, a controller must take reasonably practicable steps to ensure that a hazard such as a spray does not drift outside the boundary, and that near neighbours are made aware that spraying is happening or going to happen.

A principal must take reasonably practicable steps to ensure that contractor, sub-contractors and their employees do not come to harm when on the worksite. This does not mean the principal must be

there to oversee the work all the time, but must be able to prove that the work has been contracted to a reputable contractor who can be trusted to operate safely and not put your staff at risk.

### **A general rule of thumb**

A Controller's duties generally relate to hazards that arise from the owner or grower's own work.

A Principal's duties generally relate to the activities of the contractor, sub-contractor and the staff they bring with them (including the hazards they bring with them).

Often the Principal and the Controller are the same person!

### **Acknowledgment**

The contents of this article are based on the article, "Duties and Principal/Contractor on person who controls a place of work under the HSE Act 1992 by Sharon McDonald and Ron Burt from the Nelson Marlborough Viticulture Industry.

## **Procedures for Selection and Monitoring of Health and Safety for Contractors**

The purpose of this procedure is to recommend processes for monitoring health and safety performance of contractors undertaking work on your property.

### **Selection Criteria**

- Is the contractor a legitimate operator? (e.g. Professional Body qualifications, Experience etc.)
- Does the contractor have documented procedures in place for hazardous work?
- Are the contractor's staff trained, competent, and/or experienced in the kind of work that is expected of them.

### **Induction**

A health and safety induction is to be organised by the contractor in conjunction with your Health and Safety representative. The induction is to include:

- The hazards likely to be encountered on the worksite
- Emergency procedures
- Safety requirements (including PPE)
- Restricted areas
- Security
- After hours' work
- Other relevant rules

Contractors will be expected to sign off that they have been properly inducted, and a record copy will be kept by the person inducting the contractor in the appropriate file.

## Routine Contract Monitoring

The contractor is to ensure that health and safety is discussed at all site meetings with staff. The outcomes of the meetings are to be noted for the record (formally, or diary, taped on smart phone etc.). Such on site discussions should include matters such as: compliance, hazard management issues, difficult or steep terrain, infectious or notifiable diseases, interaction with staff as regards safety distances or margins, hazardous substances, employee safety training, incidents, emergency preparedness and other safety matters as appropriate.

## Post Contract Evaluation

Major post-contract evaluation should include a section on health and safety. This should include the evaluation of levels of compliance, outstanding safety matters or hazards encountered which need to be managed by you, and any recommendations for possible future changes in your health and safety operations.

## Relevant Legislation

Health and Safety at Work Act 2015 (HSWA).

ACC regulations and “WorkSafe” NZ Management Practices standards.

## Contractor Induction Checklist

The purpose of the induction process is to ensure that all parties are on the same page. The key to it is communication between the parties, e.g. exchanging information about safety and risks, requiring certain standards of operation while on site. The “signing off” provides some legal protection if something goes wrong and ends in a prosecution.

It is in your own best interests as Principal and/or Controller to:

- a. Check out how prospective contractors handle health and safety:
  - Do they have a health and safety plan/policy?
  - Do they have good emergency systems in place?
  - Do they have a good track record as regards accidents?
  - Do they have adequate training programme?
  - Are their staff appropriately qualified?
- b. Are your own staff facilities (e.g. shelter, toilets and drinking water) adequate and available?
- c. Advise the contractor of your workplace hazards, and any “on the day” hazards.
- d. Co-ordinate the activities of your staff and the contractor’s staff to minimise any hazardous situations that could arise.
- e. Monitor contractor(s) performance in health and safety, carrying out periodic checks.
- f. Record and Report accidents or incidents resulting in serious harm to any of your employees, contractors or their employees to “WorkSafe” NZ.

## Minimum Requirements

Make certain that you cover the following minimum requirements with contractors:

- Have you outlined your health and safety policy?
- Have you explained how to get in and out of the building (especially if the contractor is working outside normal working hours)?
- Have you introduced key personnel or a “minder”?
- Have you explained your smoking policy?
- Have you detailed the hazards on site and their controls?
- Have you asked what hazards the contractor will bring to the site and how they plan to control them?
- Have you explained that the contractor cannot use your equipment on site (if you allow a contractor to use your equipment you become responsible for ensuring they are competent to use it)?
- Have you explained your emergency and evacuation procedures?
- Have you explained the reporting requirements for hazards and accidents?
- Do you know the contractors First Aid arrangements, especially if they are working outside normal working hours?

Pro Forma 11: - **Contractor Induction Record Form**

**Contractor Induction Record From**

The property name: \_\_\_\_\_

Contractor Name:			
Contracting Date:			
	DATE	CONTRACTOR SIGNED	OWNER SIGNED
Hazards			
Identified Hazards			
Emergency Procedures			
Safety Requirements (PPE)			
Restricted Areas			
Security			
After Hours Work			
Other Relevant Rules			

*Pro-Forma 11: - Contractor Induction Record From*

Pro Forma 12: - **Contractors Weekly Check-off Form when Working on a Property**

**Contractors Weekly Check-off Form**

**Working on (enter the property name):** \_\_\_\_\_

Contractor Name:	
Week Ending:	
Job	
Location	
H&S Compliant	
PPE Worn	
Other Work Safety	
Accidents Reported	
Comments	
Feedback to Hazard Register	
Matters Reported to H&S	
Contractor signed:	
Owner/Manager signed:	

*Pro-Forma 12: - Contractors Weekly Check-off Form*



Pro Forma 13: - **Post Contractor Performance Evaluation Form**

## Post Contractor Performance Evaluation Form

**Property name:** \_\_\_\_\_

**Contractor name:** \_\_\_\_\_

Performance Measure	Definition	Score	Scoring Criteria
Time Management	Did the contractor plan and progress work? Was the contractor proactive in resolving issues?	10	<b>Excellent</b> – significant savings in time achieved.
		8	<b>Good</b> – proactive and potential delays minimised by contractor.
		5/6	<b>Acceptable</b> – delays neither caused nor minimised by contractor.
		3	<b>Poor</b> – delays caused or exacerbated by contractor.
		1	<b>Unacceptable</b> – major delays caused by contractor.
Financial Management	Did the contractor manage costs? Was cost reporting timely and accurate? Were changes agreed too?	10	<b>Excellent</b> – identified major cost savings.
		8	<b>Good</b> – proactive in managing all cost issues.
		5/6	<b>Acceptable</b> .
		3	<b>Poor</b> – management was reactive and at time adversarial.
		1	<b>Unacceptable</b> – management was adversarial and unknown costs.
Health & Safety	Did the contractor manage health & safety? Consider the quality of documentation, compliance and reporting.	10	<b>Excellent</b> – H&S was exemplary with no concerns.
		8	<b>Good</b> – only very minor issues or concerns.
		5/6	<b>Acceptable</b> – a minor incident of site safety auditing.
		3	<b>Poor</b> – reportable incidents not carried out.
		1	<b>Unacceptable</b> – contractor suspended after major incident.
Subcontractor Management	Were subcontractors appointed at the right time? Did the contractor control their performance?	10	<b>Excellent</b> – subcontractors involved early with excellent coordination.
		8	<b>Good</b> – subcontractors involved at the right time and well managed.
		5/6	<b>Acceptable</b> – some issues due to later appointments or coordination.
		3	<b>Poor</b> – number of issues from late appointments & lack of coordinating.
		1	<b>Unacceptable</b> – major issues due to no timely appointments and/or coordination.

Workmanship Quality	Was a high quality of workmanship achieved?	10 8 5/6 3 1	<b>Excellent</b> – right first time and no wastage. <b>Good</b> – a couple of minor snags. <b>Acceptable</b> – some minor re-working required. <b>Poor</b> – significant number of reworks required. <b>Unacceptable</b> – major rework required.
Making Good Defects	Did the contractor resolve and repair defects that occurred?	10 8 5/6 3 1	<b>Excellent</b> – all defects resolved promptly without issues. <b>Good</b> – all defects resolved within agreed timeline of a week - month. <b>Acceptable</b> – all defects resolved between 1 – 3 months. <b>Poor</b> – defects outstanding for over 3 months and some not resolved. <b>Unacceptable</b> – major defects not resolved and contractor unwilling.
Collaborative Approach	Was the contractor team player and contributed to group discussion to resolve issues?	10 8 5/6 3 1	<b>Excellent</b> – contractor took the lead in team work. <b>Good</b> – contractor was a positive contributor to team work. <b>Acceptable</b> – contractor worked well with team, but did not add value. <b>Poor</b> – contractor required instruction. <b>Unacceptable</b> – adversarial approach and disputes.
Contractor Design	Did the contractor work with consultants?	10 8 5/6 3 1	<b>Excellent</b> – provided advance knowledge. <b>Good</b> – provided in accordance with agreed program. <b>Acceptable</b> – provided sufficient time with consultants. <b>Poor</b> – little interaction which resulted in misunderstandings. <b>Unacceptable</b> – only involved when pressured. Operated on own.
Customer Satisfaction	Are you and your own staff satisfied with the contractor's workmanship and relationship?	10 8 5/6 3 1	<b>Excellent</b> – feedback exceeded expectations. <b>Good</b> – feedback was positive. <b>Acceptable</b> – feedback was reserved and guarded. <b>Poor</b> – feedback of dissatisfaction in a number of areas. <b>Unacceptable</b> – major dissatisfaction wanting a refund or job done again.
Contractor Performance	Consider the contractor's communication, planning and organisation of site issues.	10 8 5/6 3 1	<b>Excellent</b> – exemplary in all areas of project. <b>Good</b> – good in all areas of project. <b>Acceptable</b> – some issues and room for improvement. <b>Poor</b> – several issues due to poor performance in some areas. <b>Unacceptable</b> – major issues due poor performance in many areas.

Pro-Forma 13: - Post Contractor Performance Evaluation Form

## Pro Forma 14: - **Sample Letter to Prospective Contractor**

Date:

Dear [Enter Contractors Name],

### **HEALTH AND SAFETY SYSTEMS**

As principal to the proposed contract, we have a duty under the Health and Safety in the Workplace Act 2015 (HSWA) to take reasonably practicable steps to ensure the safety of all contractors and their employees while on our site. To do this we require all our contractors to comply with the HSWA.

Please find enclosed a copy of our Hazard Register, which details the kind of hazards members of your company and employees may encounter when working on our worksite(s), and the rules we have in place to ensure the safety of our staff, and yours.

We also have a duty to inform our employees of any additional hazards they might encounter while you are working on our worksite. Could you please forward to us a copy of your Hazards information and/or policy statement, so that we inform our employees of any additional hazards our employees may encounter, and the rules you have in place for staying safe.

We will then all be in a position to assure our staff and our clients that the work being carried out by your employees (and sub-contractors) will be done in a safe manner for the benefit of both our staff and yours.

We ask that you take time to read through the attached documents so that you can brief members of your staff prior to them coming onto our worksite(s), and sign and return the enclosed undertaking as evidence that you are aware of our Health and Safety Policy and requirements.

Yours sincerely,

**Enter your name**

**Enter your property or business**

*Pro-Forma 14: - Sample Letter to Prospective Contractor*

## **CONTRACTORS AGREEMENT**

Date: \_\_\_\_\_

Contractors Name: \_\_\_\_\_

Contract for the Period: \_\_\_\_\_

To comply with the Health and Safety in the Workplace Act 2015 (HSWA), we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:

- Safety policy;
- Hazards and the hazard controls; and
- Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety in the Workplace Act 2015. In particular:

- Contractors are to comply with all regulations, enactments and codes of practice (approved or voluntary) applying to the trade or profession within which they operate.
- We, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace.
- All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
- Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under Section 25 of the Health and Safety in the Workplace Act 2015, are to be reported to us, as the Principal.
- All safety clothing/equipment required to minimise the risk of injury is to be provided, accessible to and used by any person engaged in the workplace.

3. Before commencing work on our premises, all contractors must ensure that any employees of the contractor, subcontractors on our premises, or if an individual, they are conversant with:

- Emergency procedures (to be followed in the event of an emergency).
- Safety rules and procedures.
- Hazards which have been identified, and the hazard controls.

4. We as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

**I agree to abide by all the above conditions, on behalf of:**

**Contractor's  
Name:**

**Contractor's  
Signature:**

**Date:**

**Contact  
Number(s):**

**Sign both copies and return with your Health and Safety Management Plan/Manual**

*Pro-Forma 15: - Sample Contractor Agreement*