



## PACKING & PROCESSING BUILDINGS AND PLANT SELF ASSESSMENTS

Location:

Date:

Completed By:

| HAZARDS  | Y | N | ACTION NEEDED | REVIEW |
|--|---|---|---------------|--------|
| <b>Packing Shed Infrastructure</b>   |   |   |               |        |
| There is good lighting in the shed for all work.   |   |   |               |        |
| There is good airflow and ventilation in the packing shed.   |   |   |               |        |
| The design of the packing shed allows for good movement of workers and work flow.  |   |   |               |        |
| The packing shed is kept clean and dry to prevent the risk of slips, trips and falls.                                      |   |   |               |        |
| The packing shed power boards are fitted with Residual Current Device (RCD) installed on power circuits.                   |   |   |               |        |
| The RCD is regularly inspected and tested.   |   |   |               |        |
| Cement floors can carry appropriate weights without cracking or potholing.   |   |   |               |        |
| There are no cracks or potholes in the floor causing trip hazards.   |   |   |               |        |
| There are appropriate fire extinguishers in the shed.  |   |   |               |        |
| The packing shed doors and fire exits are fitted with signs that meet required NZ Standards and building fire regulations. |   |   |               |        |
| <b>Unloading/ Loading Area</b>   |   |   |               |        |
| There is good lighting in the loading/ unloading area.   |   |   |               |        |

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| Bins and crates are stacked properly and not too high to prevent the risk of bins toppling.                             |   |   |               |        |
| Unloading machinery is guarded to prevent worker entanglement.  |   |   |               |        |
| Traffic is managed to prevent collision when unloading bins.  |   |   |               |        |
| Bin tippers and floatation tanks are designed and guarded to prevent workers falling in.                                |   |   |               |        |
| <b>Machinery and Plant</b>  |   |   |               |        |
| All mechanical moving parts which pose a risk of operator entanglement are properly guarded.                            |   |   |               |        |
| There Is good lighting above the sorting and packing tables.  |   |   |               |        |
| The working height for fruit grading and packing is at a good height or adjustable to accommodate the height of worker. |   |   |               |        |
| The design of the packing lines minimises the amount of lifting and bending e.g. when lifting boxes, stacking pallets.  |   |   |               |        |
| The floor surface is acceptable or mats are used when standing for long periods of time to prevent or reduce fatigue.   |   |   |               |        |
| Emergency Stop buttons located near and in reach of the operator.   |   |   |               |        |
| Emergency Stop buttons are regularly tested.  |   |   |               |        |
| Sorting and grading machinery be locked out and tagged during maintenance.  |   |   |               |        |
| Ear muffs or plugs available where required for all workers exposed to loud noise.                                      |   |   |               |        |
| There are safety signs warning of hazards and they are positioned at an appropriate height.                             |   |   |               |        |

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| All glass light tubes and bulbs are covered to protect from broken glass.  |   |   |               |        |
| Lifting aids, trolleys and pallet jacks available and used to reduce injury when lifting.                            |   |   |               |        |
| Post-harvest treatment sprays and dips enclosed and ventilated to prevent fumes and splash to workers.               |   |   |               |        |
| Packing lines long enough to allow post-harvest treatment to dry on treated produce before being packed.             |   |   |               |        |
| PPE is provided and worn by workers packing and handling treated produce as required on the pesticide product label. |   |   |               |        |
| There is sufficient room for pallet shrink wrapping and strapping machines.  |   |   |               |        |
| Automatic wrapping and strapping machines are guarded.   |   |   |               |        |
| Pedestrian traffic is kept away from pallet wrapping and strapping machinery.  |   |   |               |        |
| There is good room for assembling and storing produce packing trays and cartons.                                     |   |   |               |        |
| <b>Employee Amenities</b>  |   |   |               |        |
| Employee amenities, including First Aid, meal rooms, hand washing and toilet facilities are available.               |   |   |               |        |
| All amenities are kept clean and hygienic.   |   |   |               |        |
| Soap is available for washing hands.   |   |   |               |        |
| There is potable drinking water for workers available in amenity rooms or packing sheds.                             |   |   |               |        |
| <b>Forklifts</b>   |   |   |               |        |
| All forklifts are fitted with a Falling Object Protection (FOPS).  |   |   |               |        |

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| All bins, crates and pallets stacked to reduce falling/ toppling.   |   |   |               |        |
| When loading at night, there is good lighting in the loading area.  |   |   |               |        |
| The area where forklifts are operating is free of obstacles.  |   |   |               |        |
| The maximum lifting capacity (SWL) of the forklift clearly placard.   |   |   |               |        |
| The forklift controls clearly labelled e.g. tilt up / down lever.   |   |   |               |        |
| Forklifts are routinely checked and serviced  |   |   |               |        |
| There is a designated are out of the packing shed for parking and charging electric forklifts and batteries away from pedestrian and other traffic. |   |   |               |        |
| All forklifts are fitted with an audible and functioning reversing alarm.   |   |   |               |        |
| <b>Cool Rooms</b>   |   |   |               |        |
| All cool rooms have good lighting   |   |   |               |        |
| Cool room floors are kept dry and clean to prevent build-up of mould.   |   |   |               |        |
| Controlled atmosphere cool rooms have good ventilation, exhaust and purging systems.  |   |   |               |        |
| Cool rooms used as controlled/ modified atmosphere stores been identified as Confined Spaces.   |   |   |               |        |
| Controlled atmosphere cool rooms are properly ventilated/ exhausted before workers enter.   |   |   |               |        |
| All refrigeration systems and motors checked to reduce risk explosion in ethylene storages and ripening rooms.                                      |   |   |               |        |

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| There is a door lock disabling system and alarm fitted to all cool room doors to enable a person locked inside to escape if the door is closed and locked. |   |   |               |        |
| <b>Trucks and Transport</b>  |   |   |               |        |
| There is a fall arrest system in place on trucks to prevent workers and drivers falling when working on tops of truck trailers securing and tarping loads. |   |   |               |        |
| Loading bays are well lit when delivering/ unloading or loading produce at night.  |   |   |               |        |
| All truck drivers and workers involved loading produce wear appropriate work boots.  |   |   |               |        |
| Truck drivers and produce carriers plan for sufficient time to reduce fatigue when driving long distances.   |   |   |               |        |
| High visibility vests worn when loading or unloading trucks.   |   |   |               |        |
| All trucks fitted with audible reversing alarms.   |   |   |               |        |
| <b>Policy and Practice</b>   |   |   |               |        |
| All workers been trained and instructed in the operation of machinery and packing shed equipment.  |   |   |               |        |
| All forklift truck operators are certified for operating forklifts.  |   |   |               |        |
| All workers that enter and work in Confined Spaces and controlled atmosphere cool rooms have been properly trained.  |   |   |               |        |
| A procedure been developed for working in Confined Spaces.   |   |   |               |        |
| There are known and observed rules regarding working in Confined Spaces.   |   |   |               |        |

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| There is an observer is located outside when people are working in a Confined Space. Modified atmosphere cool rooms have been checked that they are safe to enter.   |   |   |               |        |
| There is a rule that all children are not allowed in the packing shed and storage areas.   |   |   |               |        |
| There is a known and observed policy that internal combustion engine fork lifts are not left idling in cool rooms or other confined spaces where exhaust fumes can build up creating a dangerous toxic atmosphere. |   |   |               |        |
| There is a policy and plan that is known and observed by all workers, that pedestrians have right of way in areas in where forklifts are used.   |   |   |               |        |
| There is a No Smoking policy for enclosed areas including amenity, packing and storage sheds.  |   |   |               |        |
| There is a policy and a maximum height pallets and crates are stacked to prevent toppling.   |   |   |               |        |
| Job rotation is practiced where required to help prevent repetitive strain injury.   |   |   |               |        |
| An Emergency Plan including evacuation and an assembly point been developed in case of an emergency in the packing shed. (Section 4 of SSCO Audit toolkit)   |   |   |               |        |

All required actions completed? Y / N

Reviewed by:

Sign:

Date: