



## 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.				

HAZARDS	Y	N	ACTION NEEDED	REVIEW
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.				

HAZARDS	Y	N	ACTION NEEDED	REVIEW
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: