



Worker Health and Safety

Am I ready checklist

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