



SAFETY INDUCTION INFORMATION FOR PICKING AND PACKING SHED WORKERS IN HORTICULTURAL INDUSTRIES

HEALTH AND SAFETY - WE SHARE RESPONSIBILITY

Worker

Supervisor

Supervisor's contact number

Company

Welcome to work on our farm,

We hope that you find your work here interesting and rewarding. The health and safety of all the people who work and live on this farm is the most important responsibility that we all share.

It is important that you understand our work health and safety responsibilities. We want you to also understand the commitment that we as owners/managers of this farm have made to ensure your health and safety and the health and safety of all others who may enter our farm.

Your safety is also your responsibility. If you feel that you cannot do a job safely, don't do it. Let your supervisor know about the problem and we will work together to fix the problem or find a safe way to complete the job.

1. HAZARDS ON THE FARM

Attached is a farm map. Marked on the farm map you will find hazards that we have identified, which may affect the work that you do on the farm, or may be particularly hazardous to your work. These include:

- Powerlines
- Dams, irrigation equipment and wet or boggy areas
- Dry Weather Only roads
- High Traffic Areas
- Other

2. WORK CLOTHES

You are expected to come to work dressed in suitable clothes, which do not pose a safety risk. These include:

- Suitable work boots with non-slip soles for work on the farm or packing shed.
- Jeans, trousers, overalls or sensible work shorts.
- Long sleeved shirt (preferably), buttoned at the wrist, or rolled up so that no loose ends can be caught in machinery or on protruding materials.
- Shirts tucked into trousers, and no loose clothing that could be caught in machinery, including cords of jackets etc.
- A wide brimmed hat for outdoor work.
- Clean clothes.
- Suitable wet weather gear when it is wet.
- Sunglasses. They will help protect your eyes from UV damage, dust and other foreign objects. In some circumstances where colour discrimination is a critical element, you may be asked not to wear some types of sunglasses.
- Long hair should be tied back, out of the way of machinery.
- Other

3. FOOD AND WATER

It is most important to make sure that you have plenty of clean drinking water during the workday, especially in hot weather.

- Have a large water bottle filled with cool drinking water each day.
- Surface and dam water on the farm is NOT suitable for drinking. It may be contaminated by pesticides or animal waste.
- Drinking water and water bottles can be filled at:

4. HYGIENE

Good personal hygiene will help to reduce the risk of illness due to infection or contamination with hazardous chemicals that you may be exposed to.

Ensure that you wash your hands before meals. Also wash your hands after handling chemicals, handling food waste, visiting the toilet, handling animals and handling rubbish.

Make sure that your work clothes are washed regularly. You will need to wash them daily if you're working outdoors where pesticides are used. Never re-wear clothes that have not been washed and are contaminated with pesticides.

DO NOT smoke inside buildings, farm vehicles, cabined machines or when involved in handling produce of any type.

Keep up to date with your tetanus vaccinations.

DO NOT be in possession of, consume or be suffering the effects of alcohol or any illicit/illegal drug.

Advise your manager of any medical condition that may affect your work or prescribed medications that you need to take in work time. This is most important if you need to take asthma medication or if you are highly allergic to things like bee stings.

Toilets available for your use are located at

Other

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective clothing and equipment is provided for your protection for some work. You must use these as instructed. Clean them properly after use and keep them in good order.

You must let your supervisor know if protective equipment is damaged, not available, or if you are having difficulty using the equipment provided. Protective equipment includes wearing or using:

Ear muffs or plugs where noise is a problem.

A helmet for head protection when riding motorbikes and quads.

Protective gloves, respirator and overalls when handling pesticides or when using chemicals.

A facemask or respirator when dust is a problem and you suffer from asthma or other respiratory condition.

Eye protection where insects and twigs may cause eye injury.

Sunscreen when you are working outdoors in direct sunlight.

Other

6. FATIGUE

There are certain times of the year when we are very busy on this farm, especially during picking. At these times fatigue can affect the way we work.

Take short breaks to reduce fatigue during these busy times. Fatigue increases the risk of incidents and injury for operators of machinery as reflex times will be slowed and concentration lost.

When working at night or long hours, it is especially important to be alert. Ensure that you get enough sleep and arrive at work fresh.

Other

7. CHERRY PICKER OPERATION AND MAINTENANCE

Hazards relate to falls, the risk of electrocution, overloading, loss of control when operating the cherry picker on steep un-even ground, the cherry picker toppling when it is overloaded and the operator falling or being crushed.

DO NOT use or operate a cherry picker without authorisation or being familiar with the Operator's Manual, hazards and safety controls.

DO NOT use or operate a cherry picker or any other machinery unless you have been trained and instructed in its safe use.

DO NOT overload the cherry picker basket or operate it with more than one person in the basket.

Before first using a cherry picker, at the start of the day you must complete a prestart safety check. This includes checking the level of fuel, oil, water, transmission/hydraulic fluid; condition and operation of controls and safety/emergency stop and the condition of tyres, brakes, brake locks, hinge pins and guards.

You should report to the manager any malfunction or condition likely to affect safe operation and not use any machine, which cannot be repaired before use. This includes guards that are damaged or missing, or where there are exposed moving parts of machines causing safety hazard.

Slow down, lower the basket and drive slowly when turning or moving over rough or uneven ground.

Keep the work platform clean of trash and fruit that may get caught under foot controls.

Be aware of overhead powerlines which may cross orchards – maintain at least a three metre distance from overhead powerlines. Use a trained safety observer when picking near or under overhead powerlines.

Lower cherry picker baskets and follow safe transport routes that have been established to avoid powerlines.

When leaving a machine with the engine running, you must ensure that equipment is disengaged, the machine is in PARK and the brake set.

Whenever you remove a guard to undertake machinery maintenance, or to clear a blockage, you must replace that guard after finishing the repair and/or before restarting the machine.

Before working under machinery you must ensure that the machine is adequately blocked and supported. powerlines.

Other

8. SAFE USE OF PICKING LADDERS

Inspect the ladder for damage before use.

Only use a ladder if you are physically capable of doing so.

Always maintain three points of contact with the ladder. This means two hands and one foot or two feet and one hand on the ladder at all times.

Do not over-reach away from the ladder while using it, instead move the ladder so that the fruits to be picked are within reach.

When climbing down, remain facing the ladder and climb to the bottom rung before stepping off.

9. TRACTOR AND MACHINERY OPERATION AND MAINTENANCE

Do not operate any tractor, cherry picker, truck or fork lift unless you are properly licensed, trained, instructed and you have proper certification (for example – High Risk Work Licence where required).

Do not ride unrestrained in vehicles or on the back of utes or on trailers.

Before using any vehicle or machine for the first time each day, you must complete a safety check. This includes checking the level of fuel, oil, water, transmission fluid and the condition of tyres, brakes and guards.

You should report to the manager any malfunction or condition likely to affect the safe operation of any machine, which cannot be repaired before use. This includes guards that are damaged or missing, or where there are exposed moving parts of machines causing safety hazard.

When leaving a machine with the engine running, you must ensure that equipment is disengaged, the machine is in PARK and the handbrake set.

Whenever you remove a guard to service, maintain, clean or to clear a blockage, you must replace that guard after finishing the repair and/or before restarting the machine.

Before working under machinery you must ensure that the machine is properly blocked and supported.

Keep in mind the need to be aware of the location of overhead powerlines when operating and moving tall machinery.

When operating any plant, machinery and forklifts, take care of and watch for other vehicles and pedestrian traffic.

Make sure that any fold down Tractor Roll-Over Protective Structures (ROPS) are erected when leaving and using the tractor outside the orchard.

Only use chainsaws, ladders and pruning equipment as instructed by your supervisor.

Other

10. RIDING MOTORBIKES AND QUADS

Motorbikes and quads contribute to many injuries on farm. You should:

NOT ride motorbikes or quads on farm unless you have been authorised to do so.

Wear suitable clothing including tough trousers and boots. A helmet should be worn and work or riding gloves may be needed.

Before setting out at the beginning of the day, check fuel, check the tyres, guards and chain tension and check that the brakes are in good working order.

Read the rider's manual for any motorbike or quad that you ride.

No passengers or children are allowed to ride on quads.

The speed limit for all vehicles on this farm is _____ km/h.

Only ride the quads in areas that have been designated as safe.

No Go areas on the farm are

Other

11. SNAKES

Snakes can be found in fields and orchards. They may also be found in and around long grass, irrigation equipment, dams and other cool areas. Many snakes are poisonous and people are often bitten by snakes when annoying, chasing or trying to kill snakes.

If you come across a snake, move away quickly and let the snake move away. If other workers are nearby, let them know where the snake has gone.

If bitten by a snake, place a firm pad over the bite, bandage securely and keep the limb as still as possible. Use the communication system to get help quickly.

12. WORKING IN PACKING SHEDS

Packing sheds are very busy noisy places, often with many people, vehicles, forklifts and trucks working in close proximity to one another, delivering and moving produce onto pallets, into cool rooms and loading trucks.

Ensure that guards are in place on washing, grading and packing lines before starting work.

Check that Emergency Stop buttons are working and they are in easy reach.

Report any mechanical or electrical hazards to your supervisor immediately.

Packing shed floors can get wet and slippery. Report slippery areas that can be hazardous, especially around cool rooms, washing and grading lines and machinery.

Keep floors clean of fruit and rubbish.

Take care when moving around the packing shed. Use only designated walkways.

Stay clear of stacked pallets and bins.

Stay clear of fork lifts moving produce.

Do not enter cool rooms unless you have been instructed by your supervisor.

Other

13. PRODUCE AND GENERAL CARRIERS

Drivers must contact the owner/manager on or before arrival to receive despatch or delivery instructions.

All truck drivers and operators must be wearing appropriate work boots and clothing.

Plan and allow sufficient time to reduce fatigue when driving long distances.

High visibility clothing is to be worn at night.

When loading or unloading produce at night, ensure that there is adequate light in the loading bay area.

Ensure that trucks are fitted with audible reversing alarms.

Do not climb onto the top of trucks without fall prevention in place.

Forklift operators are to be trained and have proper High Risk Work Licences for forklift truck operation.

Other

14. INJURY REPORTING

We keep a farm Injury Register on this farm and would like any injury or illness that results from your work on this farm recorded in this register. We record all injuries/ illness whether minor or major.

Notify the owner manager of all injury.

You will find an Injury Register forms located at

15. GENERAL

The law requires that the Person Conducting a Business or Undertaking (PCBU) provides and maintains a safe workplace and safe work systems (training, instruction, information and supervision). Workers must follow all reasonable safety instructions given to them; work safely so they don't injure themselves or other people at work.

Watch out for visitors and other people at the workplace, especially children who live on the farm.

To help us both meet these obligations, you are expected to advise the owner / manager of any safety hazard or problem that you come across.

The law requires that the safety of visitors and contractors who enter this workplace be assured. You must look out for hazards to health and safety for family members, contractors and others who enter the farm.

You are also required to cooperate with our health and safety program, and comply with our requirements to protect your own safety and the safety of others.

Friends, families or relatives are not allowed on farm unless by prior approval and they have been properly inducted by the Company.

After chemicals are applied, a certain period of time must lapse before fruit and vegetables are safe to harvest and eat. This period is known as the withholding period. Do not harvest or eat any fruit that you have not been asked to or permitted to, as the withholding period may not have lapsed.

After chemicals are applied on the farm, a certain period of time must lapse before it is safe to work in this area. This period of time is known as the re-entry period. This will vary with each chemical applied. Your supervisor will instruct you as to when areas are safe to enter.

Staff use of personal mobile phones is discretionary. We understand that some urgent calls need to be taken, however if you are receiving regular or non-urgent calls we will ask that these be taken at meal breaks. Continued abuse will result in you being asked to turn off the telephone and not carry it with you.

Personal music devices or similar that involve any type of speaker or ear-piece in or near your ear are not permitted during work hours on the farm or in the packing shed.

There are children on this farm. Their safety must be a high priority. Please be careful when driving vehicles or machinery, never reversing without checking for children.

Children are not permitted to ride on tractors or other farm machinery.

Children and passengers are not permitted to ride on quads.

Children are not allowed in the packing shed.

16. READY FOR EMERGENCIES

In the case of an emergency, assess any further danger, provide First Aid as required, and notify your supervisor or **Dial Triple Zero - 000** for fire brigade, ambulance or police for further assistance.

The emergency evacuation and assembly point is

First Aid kits are located

Trained and designated First Aid officer/s are

Emergency telephone numbers are located at the telephones at

The UHF/VHF channel used on the farm is

The bush fire brigade channel is

Fire extinguishers are located

Fire blankets are located

17. CONTACT DETAILS

Police: 000

Ambulance: 000

Fire: 000

Doctor:

Supervisor:

Poison information: 13 11 26

Other

The safety of people on this farm is our highest priority and takes precedence over everything else – especially when we are under pressure!

I have read and understood the policies and procedures outlined in this safety induction pack and agree to abide by them. I am not aware of any limitations that will prevent me from carrying out the work as described.

Worker's name

Worker's signature

Date (DD/MM/YYYY)

Contractor's name

Contractor's signature

Date (DD/MM/YYYY)

DISCLAIMER

This document does not, in any way, excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others. Legislative requirements vary between states and territories, therefore, it is necessary to check with the relevant State or Territory occupational health and safety authority for appropriate information.

FARM EMERGENCIES DIAL 000

Address:

Phone: **Mobile:**

UHF channel: **GPS location:**

Airstrip details:

Nearest town:

Directions:

Gate description:

If the person is injured, can you describe?

- Danger risk or further danger?
- Responsiveness/unresponsiveness?
- Airway clear or blocked?
- Breathing/not breathing?
- Pulse/no pulse?
- Bleeding?
- Burns?
- Patient suffers medical conditions (for example – asthma, diabetes, allergies)?
- Patient taking special medications?

Keep the patient warm. DO NOT move an injured person unless in danger or advised by medical personnel.

Completing this Emergency Card may help someone direct emergency services to an accident site in the event of an emergency. Complete the details on both columns of the card and place on the wall next to your phones and two-way radios.

Remember, an emergency may occur at night or during storms. Children may have to make the emergency call.

IMPORTANT EMERGENCY NUMBERS

- State Emergency Services 132 500
- Origin Energy 13 23 56
- Poisons Information Centre 131 126
- Dial Before You Dig 1100
- Family GP
- Neighbours
- Animal Disease Hotline 1800 675 888
- Local Vet
- LHPA
- Lifeline 13 11 14
- Rural Support Line 1800 201 123

The Rural Mental Health Support Line is supported by NSW Health. They can provide advice and support when you are worried about someone close to you, or when you need to talk with someone. The service also provides advice to agencies assisting people in rural areas.

Other important numbers:

.....

.....

.....

.....

.....

.....

This Emergency Card has been provided by:

