Knowing your health and safety responsibilities

A practical guide for farmers and growers

The new health and safety legislation states that everyone has a role to play in managing health and safety risks. In this guide we'll explain who is responsible for what.

There are four key roles, each with different health and safety responsibilities:

1. The Person Conducting Business or Undertaking (PCBU)
2. Officers
3. Managers and team leaders
4. Workers

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1. PCBU

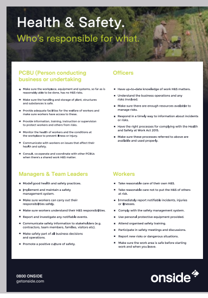
'PCBU' is a term used throughout the legislation to describe all types of working arrangements. In most cases, it simply means a business or company.

Their responsibilities, so long as they are reasonably able to be done, are:

- Make sure the workplace, equipment and systems have no H&S risks.
- Make sure the handling and storage of plant, structures and substances is safe.
- Provide adequate facilities for the welfare of workers.
- Provide information, training, instruction or supervision to protect workers and others from risks.
- Monitor the health of workers and the conditions at the workplace to prevent illness or injury.
- Communicate with workers on issues that affect their health and safety.
- Consult, co-operate and coordinate with other PCBUs when there's a shared work H&S matter.

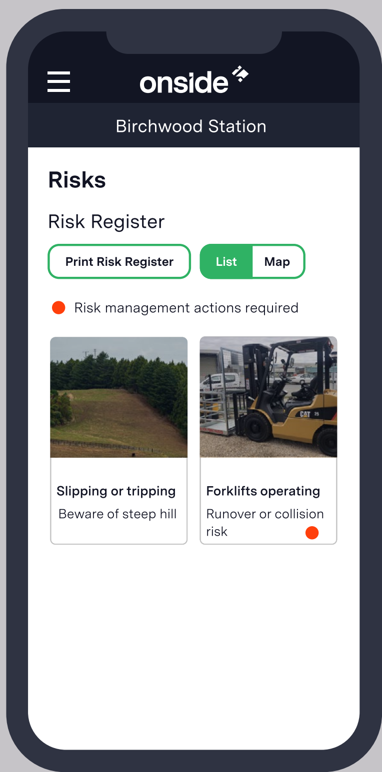
Tip

At the back of this guide there's a handy wall poster to help you and your team understand their responsibilities. Print it out and pin it to your noticeboard so everyone knows what they need to do.



Tip

- Many of the PCBU's responsibilities involve making sure risks are well managed and communicated. The Onside risk register enables you to identify, assess, control and review risks.
- Make sure your team, contractors and visitors use the mobile app as this ensures all information on risks is communicated efficiently.



2. Officers

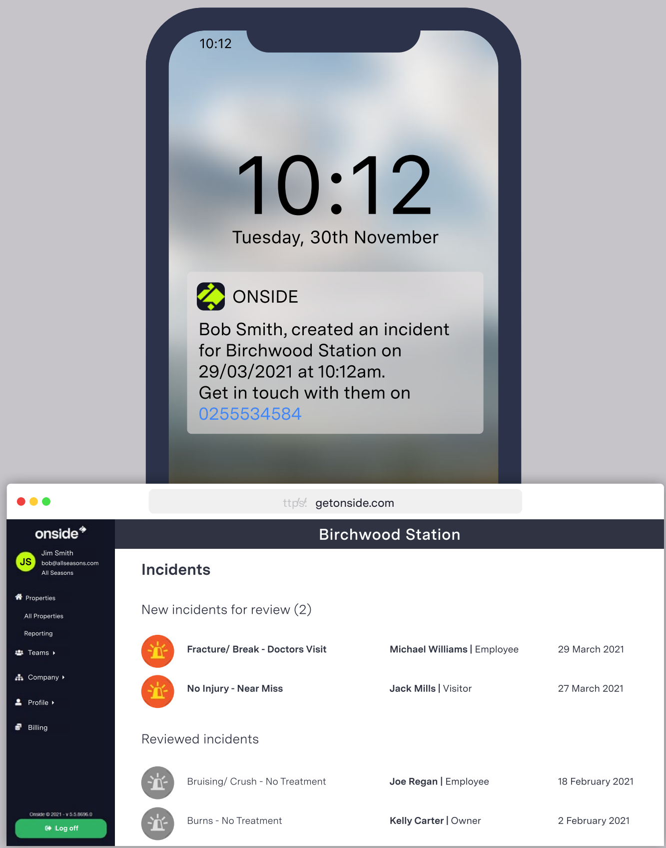
Officers are the owners, directors or partners who have significant influence over the management of the business (they could also be managers).

The officers must:

- Use the Onside reporting feature to download a summary of the risks and incidents that have been logged each month.
- Take note if no incidents have been reported — it's not always a good thing. Encouraging your team to report incidents is the fastest way to improve your safety management as you can learn from mistakes and near misses.
- Have up-to-date knowledge of work H&S matters.
- Understand the business operations and any risks involved.
- Make sure there are enough resources available to manage risks.
- Respond in a timely way to any information about an incident or risks that is received.
- Have the right processes for complying with the Health and Safety at Work Act 2015.
- Make sure the processes mentioned above are available and used properly.

Tip

- If your management team use Onside then they have the resources needed to manage risks and can easily keep up-to-date with what's going on in the business.
- Use the Onside reporting feature to download a summary of the risks and incidents that have been logged each month.
- Take note if no incidents have been reported — it's not always a good thing. Encouraging your team to report incidents is the fastest way to improve your safety management as you can learn from mistakes and near misses.



3. Managers and team leaders

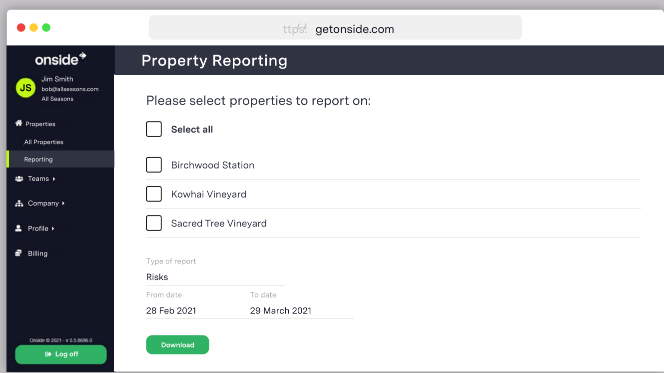
This group covers anyone who has other workers reporting to them.

The managers and team leaders must:

- Use Onside to quickly respond to and manage risks and incidents that are reported by your team.
- Use the Onside reporting feature to run a risk and incident report once a week. Review these with your team at weekly team meetings. Get your team's ideas on how to manage new risks and implement actions quickly.
- Demonstrate good health and safety practices.
- Implement and maintain a safety management system.
- Make sure workers are able to carry out their responsibilities safely.
- Make sure workers understand their H&S responsibilities.
- Report and investigate any notifiable events.
- Communicate safety information to stakeholders (including contractors, team members, families, visitors etc).
- Make safety part of all business decisions and operations.
- Promote a positive culture of safety.

Tip

- Ensure your whole team have the Onside mobile app and know how to use it.
- Encourage your team to log any risks they see or incidents that occur.
- Use Onside to quickly respond to and manage risks and incidents that are reported by your team.
- Use the Onside reporting feature to run a risk and incident report once a week. Review these with your team at weekly team meetings. Get your team's ideas on how to manage new risks and implement actions quickly.



4. Workers

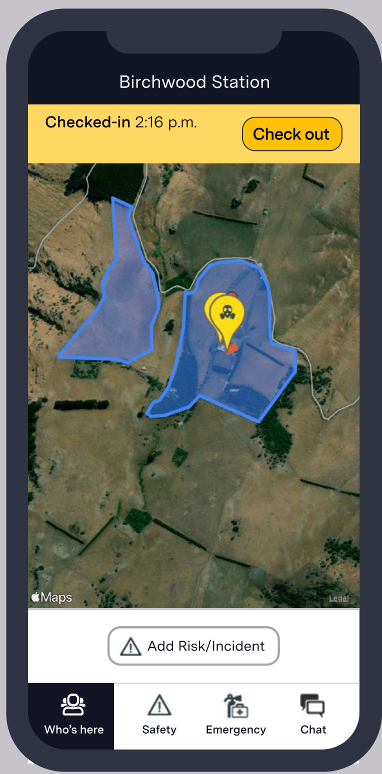
This covers all other employees or contractors.

The workers responsibilities are to:

- Take reasonable care of their own H&S.
- Take reasonable care not to put the H&S of others at risk.
- Immediately report notifiable incidents, injuries or illnesses.
- Comply with the safety management system.
- Use personal protective equipment provided.
- Attend organised safety training.
- Participate in safety meetings and discussions.
- Report new risks or dangerous situations.
- Make sure the work area is safe before starting work and when leaving the area.

Tip

Encourage your team to take a proactive approach to logging risks and incidents on the Onside mobile app, right when they happen. That way information is recorded while it is fresh.



Health & Safety.

Who’s responsible for what.

PCBU (Person conducting business or undertaking

- Make sure the workplace, equipment and systems, so far as is reasonably able to be done, has no H&S risks.
- Make sure the handling and storage of plant, structures and substances is safe.
- Provide adequate facilities for the welfare of workers and make sure workers have access to these.
- Provide information, training, instruction or supervision to protect workers and others from risks.
- Monitor the health of workers and the conditions at the workplace to prevent illness or injury.
- Communicate with workers on issues that affect their health and safety.
- Consult, co-operate and coordinate with other PCBUs when there’s a shared work H&S matter.

Officers

- Have up-to-date knowledge of work H&S matters.
- Understand the business operations and any risks involved.
- Make sure there are enough resources available to manage risks.
- Respond in a timely way to information about incidents or risks.
- Have the right processes for complying with the Health and Safety at Work Act 2015.
- Make sure these processes referred to above are available and used properly.

Managers & Team Leaders

- Model good health and safety practices.
- Implement and maintain a safety management system.
- Make sure workers can carry out their responsibilities safely.
- Make sure workers understand their H&S responsibilities.
- Report and investigate any notifiable events.
- Communicate safety information to stakeholders (e.g. contractors, team members, families, visitors etc).
- Make safety part of all business decisions and operations.
- Promote a positive culture of safety.

Workers

- Take reasonable care of their own H&S.
- Take reasonable care not to put the H&S of others at risk.
- Immediately report notifiable incidents, injuries or illnesses.
- Comply with the safety management system.
- Use personal protective equipment provided.
- Attend organised safety training.
- Participate in safety meetings and discussions.
- Report new risks or dangerous situations.
- Make sure the work area is safe before starting work and when you leave.

Managing risks and hazards

A practical guide for farmers and growers

Risk management is about stopping people getting hurt. If risks are reported immediately they can be well managed.

There are 4 things you need to do to manage risks and hazards on your property:

1. Identify risks
2. Assess risks
3. Control risks
4. Review risks

1. How to identify risks

Get everyone on the property (your team, contractors and other visitors) to report new risks that could cause injury or illness right when they see them.

To quickly get your risk register up-to-date, think back to any incidents that have occurred, or do a quick walk around your property with your team. You'll probably find some less obvious risks that need to be dealt with.

Tip

- Encourage everyone (your team, contractors and other visitors) to log risks and incidents using the Onside app.
- Think of near misses as free safety lessons. If everyone logs near misses then risks can be identified, assessed and controlled before anyone gets hurt.

2. How to assess risks

Once a risk has been reported, you need to assess how bad it is.

There are two parts to a risk assessment:

- **Harm category**
  This means the severity of the risk (how bad it is).
- **Risk likelihood**
  This means the chance of the risk causing harm.

A good way to assess risk likelihood is to think how often people will be exposed. A good way to assess harm category is to consider what the worst case scenario might be.

Tip

To assess risks using Onside on the web, select the property, then the risk. Scroll down to the risk management section and add the risk management details to complete the assessment.

3. How to control risks

Identify the controls you can put in place to lower the likelihood, or even eliminate the chance of a risk hurting someone or making them ill.

The diagram below is a good way to think about controls.

Tip

Record your controls in Onside on the web. Select the property, then the risk, scroll down to the risk management section and add the 'risk management actions'. If all actions have been taken to reduce or eliminate the risk, check the 'I have completed all actions' box to close the recording loop.

4. How to review risks

Once you have your controls in place, all you need to do is review these every so often to ensure they are working well — especially when you have a new project on the go or have purchased new equipment.

The diagram below provides a quick guide to how often you should review risks and controls based on the severity of the risk.

How often should you review risks?	
3 months If risk could cause a **fatality or permanent disability**	**6 months** If risk could cause **time off work**
9 months If risk could mean a **doctors visit**	**12 months** If a risk could mean **first aid treatment**

When reviewing risks, keep these points in mind:

- Review both old and new risks.
- Make sure the reviewer knows what they're doing.
- Involve anyone who will be exposed to the risk in the review.
- Use the latest industry information like codes of practice and good practice guidelines.
- Get expert help if you need to. It costs less than the cost of an incident.

Tip

Use the Onside reporting feature to download a summary of your risks so you can quickly check their status.

The legal fine print. The Health and Safety at Work Act 2015 requires a person conducting a business or undertaking (PCBU) to ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. Don't worry if this sounds complicated, the 4 steps described above will help you meet your legal requirements.

Managing incidents

A practical guide for farmers and growers

In a busy workplace things go wrong - find out how and when to record and investigate workplace incidents.

There are 4 things you need to do to manage incidents that occur on your property:

1. Prepare
2. Respond
3. Record
4. Investigate

1. How to prepare

Being prepared for an incident will reduce the impact or even save someone's life.

Here's what to do to ensure you are well prepared:

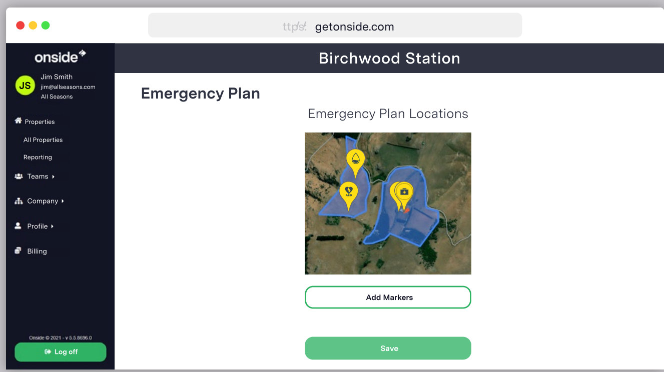
- Check first aid kits are available, well stocked, placed strategically around the property, in vehicles, and everyone knows where they are.
- Make sure you have trained and current first aiders available at all times.
- Check fire extinguishers are accessible, placed strategically around the property, and everyone knows where they are and how to use them.
- Identify a place where a helicopter can safely land.

The New Zealand Red Cross have a great app that gives simple instructions on how to administer first aid. It is free, so encourage all of your team to download it. Search 'NZ First Aid' in the App Store and Google Play Store.

NEW ZEALAND RED CROSS RĪPEKA WHERO AOTEAROA

Tip

The Onside emergency plan contains key information needed to respond to an incident. Log the locations of first aid kits, fire extinguishers and helicopter landing coordinates into the Onside emergency plan. This information is available via the Onside mobile app to anyone signed into your property.



2. How to respond

First, make sure the scene is safe so no one else gets hurt — including you!

Treat any injured people by providing first aid and/or calling emergency services (dial 111).

If first aid is required and you don't know what to do, check the Red Cross app for guidance.

NEW ZEALAND RED CROSS RĪPEKA WHERO AOTEAROA

Tip

Use your eyes, ears and nose to try and establish what has happened. Check for overhead hazards, someone calling for help or chemical spills.

3. How to record

All incidents, including near misses, dangerous situations and unsafe behaviours should be recorded right away while it is fresh in everyone's mind, so key details aren't missed.

Recording incidents, particularly near misses, is the fastest way to improve your safety plan as risks can be identified and managed before anyone gets hurt.

If a notifiable event occurs, WorkSafe NZ must notified immediately.

If you've decided the incident is notifiable, the scene must be secured and left as it is until WorkSafe NZ say it's OK to proceed.

WORKSAFE NEW ZEALAND | MAHI HAUMARU AOTEAROA

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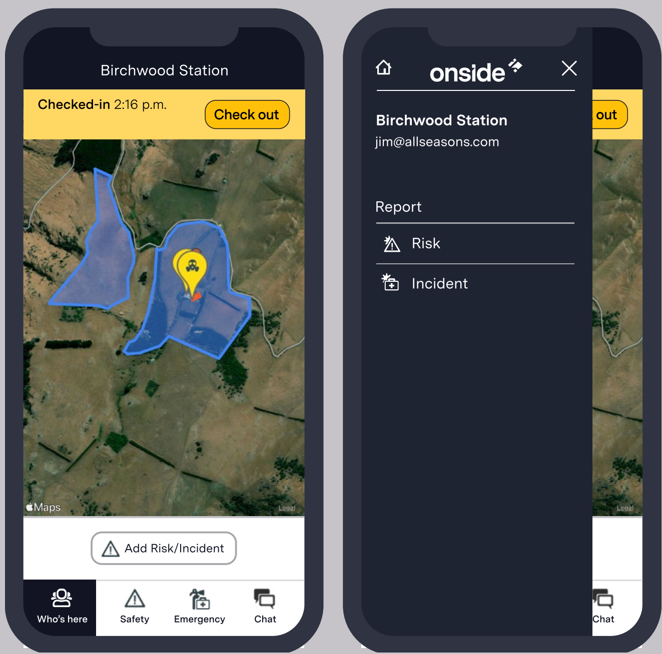
Tip

To find out if the incident is classified as notifiable, check out the flow diagram at the back of this guide.

Tip

- Get your team, visitors and contractors to log any incidents that occur in the Onside mobile app.
- To log an incident, select '**Report a risk or incident**' from the home screen, then '**Report an incident**', then complete the form.
- Mark the location and take some photos on the app to help with the investigation.
- Once a month, use the Onside reporting feature to review incidents that have been recorded. You can see the types of incidents that are occurring and address key risks before they cause problems.



4. How to investigate

Once an incident has been recorded investigate it as soon as possible to ensure key details aren't missed.

The level of the investigation required is based on the potential severity or actual severity of the incident. The chart below provides a guide to the level of investigation needed.

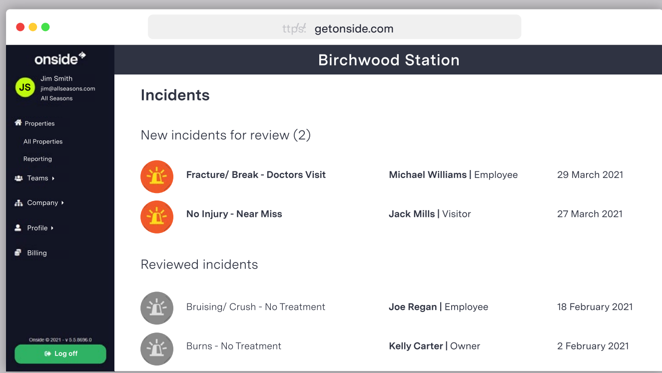
Severity		Level of investigation
Fatality or permanent disability (actual or near miss)	→	**Full investigation** (use the Onside software and Investigation Form)
Time off work / Doctors visit (actual or near miss)	→	**Investigation** (use the Onside software)
First Aid (actual or near miss)	→	**No investigation required**

During the investigation, establish all the root causes of the incident and the associated risks then check if the risk is on the risk register:

- **If yes -** review how you are controlling the risk and the corrective actions required to ensure it won't happen again. Update the controls in the risk register based on your findings.
- **If no -** add the risk to the risk register and decide on the best controls.

Tip

- When an incident is recorded in Onside, an alert is sent via the mobile app to all property admins.
- Investigate the incident by logging into Onside on the web, select the property where the incident occurred and click on the incidents tab. The incident will be sitting there waiting to be reviewed.
- Once you've completed your review, Onside will ask if the risks associated with the incident are in the risk register. If they're not, Onside prompts you to add them.



Working with contractors and visitors

A practical guide for farmers and growers

Managing contractors and visitors can feel like a complicated process — especially on properties with lots of entry points and where risks frequently change.

In this guide, we'll take you through the 4 simple steps to managing contractors on your property:

1. Select
2. Induct
3. Monitor
4. Evaluate

1. How to select a contractor

When using contractors you'll want the work to be cost effective, completed efficiently and of a high standard.

You also need to be comfortable the job will be done safely. If an incident occurs it wastes time, costs money and causes headaches on both sides, not to mention someone could get hurt!

Here's what to do:

All potential contractors need to provide evidence of their safety plan, their ability to complete the work and details of any risks they will create on your property.

This is what you need to ask for:

Low risk work	High risk work (e.g. construction)
• Current health and safety policy • Evidence of training and competency • Public or general liability insurance • Any risks they are bringing	• Current health and safety policy • Evidence of competency • Public or general liability insurance • Any risks they are bringing • Site specific safety plan (SSSP)

Contractors who have robust safety systems in place will already have this information on hand, so it won't be a big deal to provide it.

Tip

Add the risks contractors bring to your property to your Onside risk register so your team and other visitor know what to watch out for when they're on site.

2. How to induct a contractor

Managing contractors is a two-way process. You need to know about the risks they create and they need to know about yours.

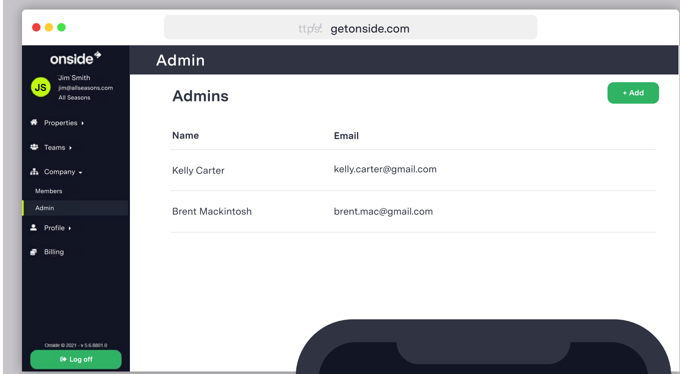
An induction process communicates the risks you've identified on your property and any information they need to stay safe. It's a good idea to keep a record of contractors who've been inducted for future reference.

Tip

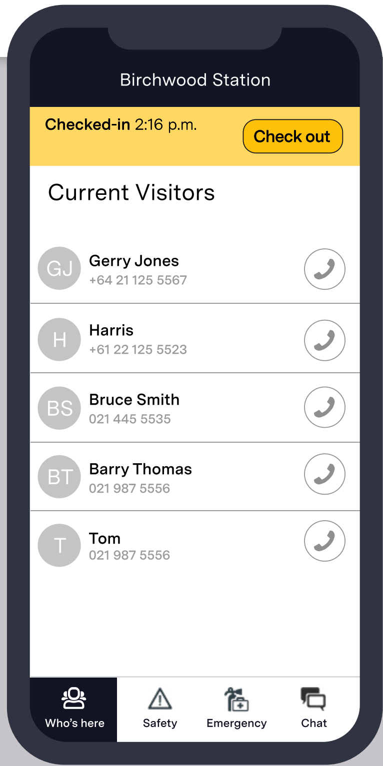
Invite contractors to use the Onside mobile app so they can self-induct when they arrive. This is quick, easy, won't cost them anything, and they can use the app on any property that uses Onside.

Tip

Add your team to your Onside account and make sure they have the app on their phones so they'll receive alerts when contractors arrive.



All of your team members can access a list of who's on the property, their details and how long they stayed.



3. How to monitor a contractor

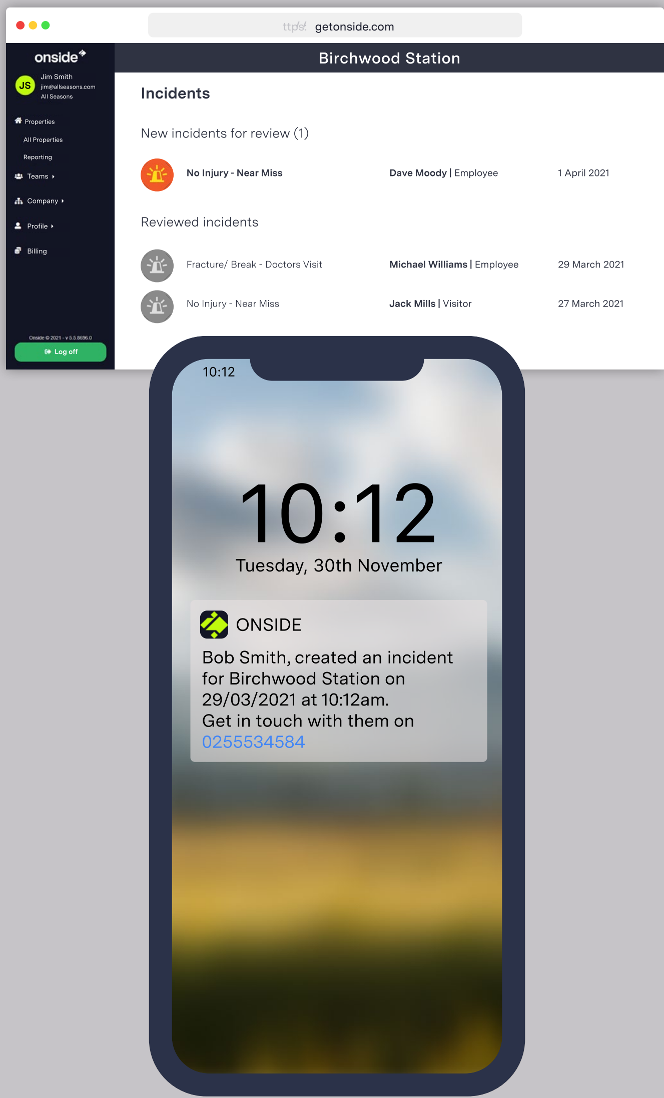
When contractors are on your property, you want to be sure they're working safely and that no one is at risk of injury.

If you or your team notice something unsafe, here's what you need to do:

- **Discuss the issue with the contractor**
- **Agree on a workable solution**
- **Implement the solution and continue to monitor**
- **Record the incident with photos if necessary**

Tip

Use the 'report an incident' feature in the Onside app to report and record unsafe situations as a near miss to make them aware.



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4. How to evaluate contractors’ work

When the job’s done or at the end of each season it makes sense to evaluate the performance of your contractors.

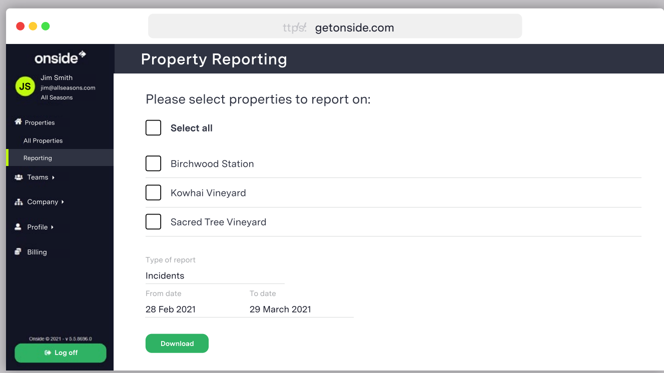
You want to always make sure:

1. Timeframes were met
2. The work was of a high standard
3. You got value for money
4. The job was conducted safely

From a safety standpoint, the purpose of this evaluation is to look for ways to improve, and to make sure that risks have been well managed.

Tip

Use the Onside reporting feature once a month to review any incidents involving contractors. This will highlight issues you need to address. You can also download the visits history for your property.



Planning for an emergency

A practical guide for farmers and growers

Emergencies are serious, unexpected, and often dangerous situations requiring immediate action. They're usually the result of human error, technological or mechanical failure or a natural disaster.

Emergencies typically occur without warning so it is important to be ready. These are the three things you need to do to get ready for an emergency on your property:

1. Plan
2. Practice
3. Review

1. How to plan

In an emergency there's usually only a small amount of time to take action. Planning for an emergency means people can respond in a quick and organised way.

The first thing to do is **identify** the different situations that could require an emergency response on your property. The most common types of emergencies are:

- Medical
- Fire
- Chemical spills
- Incidents involving vehicles or machinery
- Electrocution
- Natural disasters
- Drownings

Next, put a plan in place for the emergencies that are relevant to your business. Plans should include these three things:

1 Key contact information

2 Items needed to respond

3 The steps needed to manage the emergency

Tip

Onside has plan templates for the most common emergencies that could occur on your property that you can download.

2. How to practice

Once your plan is in place, you need to make sure it works.

Test your plans and train your team so they know how to handle any type of emergency. It's best to test each plan at least **once-a-year**.

Tip

- Every 2 months, choose one of your plans and practice it with your team. The best time to practice your plan is when you have your team together in a toolbox meeting.
- Keep the practice session short n' sweet but make sure it's interactive. If your team are involved they're more likely to remember what to do if the real thing happens.

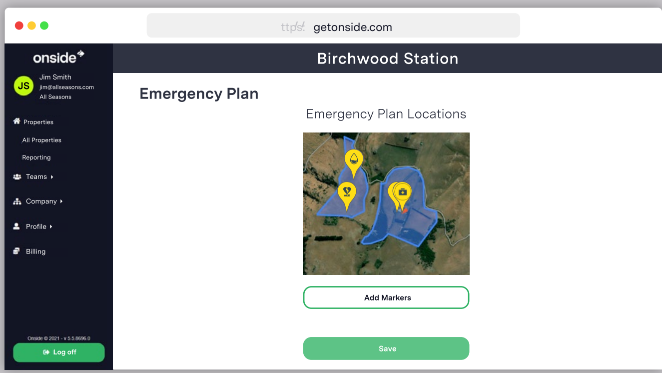
3. How to review

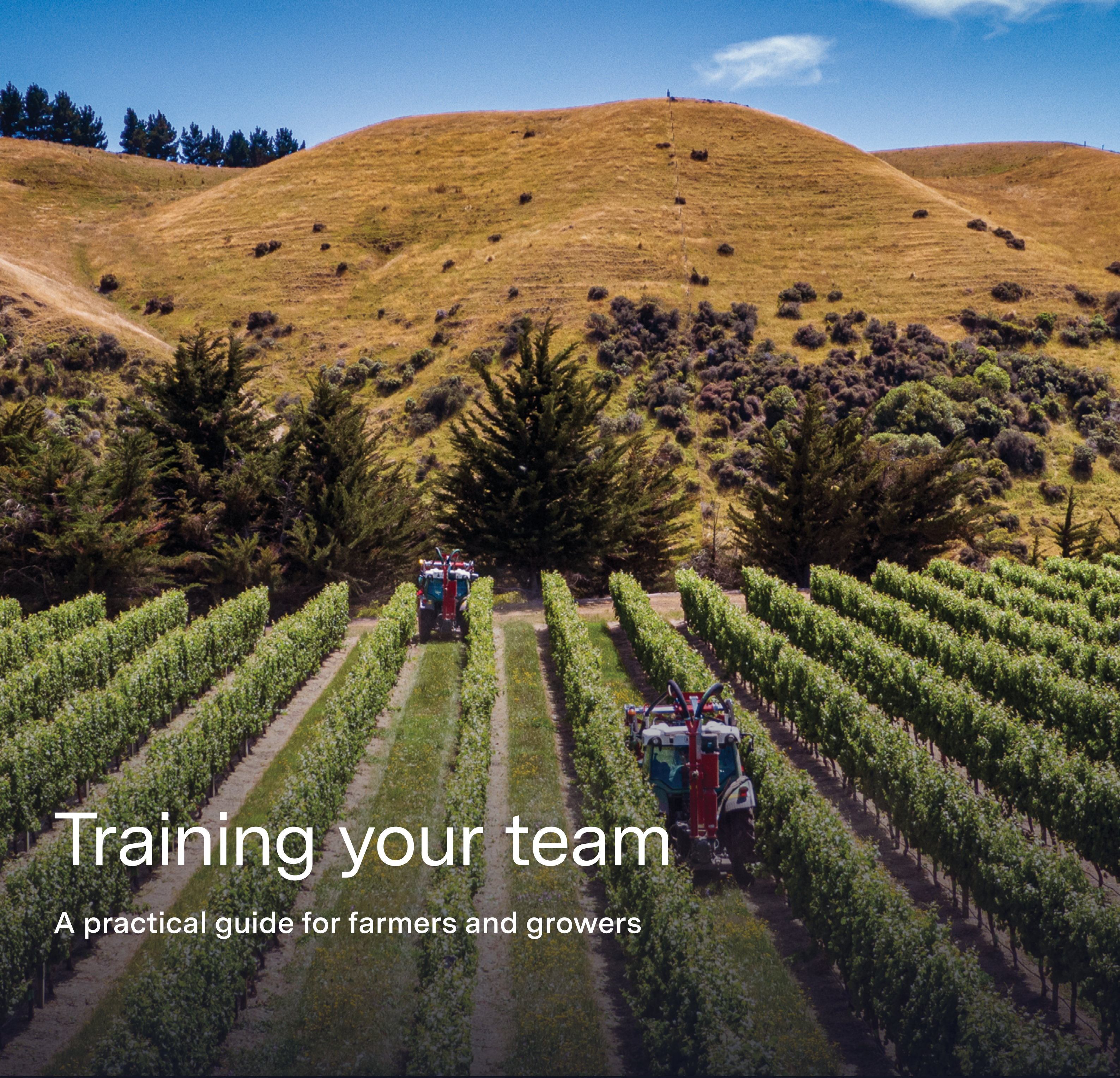
After you've practiced a plan or had to carry out the real thing, review what went well and what could be improved.

Make any changes you think are needed so your emergency plans continue to improve.

Tip

- During a review is a good time to make sure fire extinguishers are in the right places and first aid kits are well stocked.
- Also check the information in your Onside emergency plan is up-to-date.





Training your team

A practical guide for farmers and growers

Making sure your team are trained and competent is an important part of running a good business. Mistakes and injuries cost you money.

People that are properly trained are more productive, make less mistakes and enjoy their job more. There are 4 things you need to do to get your team are trained and competent:

1 Induct
2 Assess
3 Train
4 Record
5 Evaluate

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1. How to induct

Take the time to properly induct new employees to your business. This is the first step towards injury and accident prevention.

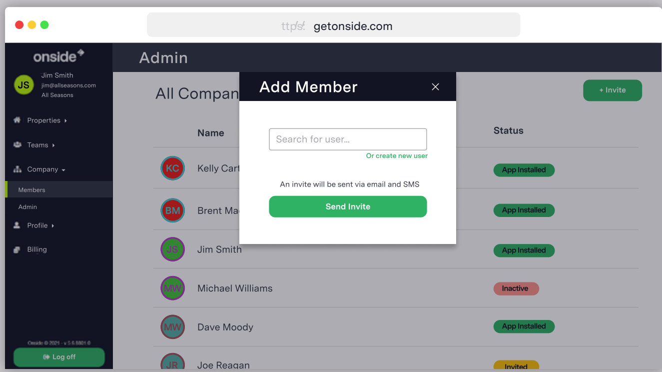
Explain all the hazardous situations they could come across, and the specific health and safety requirements for each situation.

From a health and safety standpoint, the induction should cover:

- This is what you need to ask for:
- Emergency procedures
- How to report an injury or accident
- Hazards and their risks (tasks, plant, equipment and substances)
- Employer and employee responsibilities
- Information about health and safety meetings
- Employee/management consultation process
- Personal protective equipment maintenance and use
- The work injury claims process

Tip

Invite new team members to use Onside. This will provide an easy platform that ensures everyone knows what to do.



2. How to assess

Once you've inducted new team members you'll first need to assess their skill level in the tasks they need to complete, and then provide any training or upskilling that's needed.

Assessing new team members can be done using written tests, questionnaires, practical task assessments or by external training providers. The simplest way to assess competency is to watch the person doing the job or task.

Record the competency of your team using these 4 simple categories:

1 Needs training

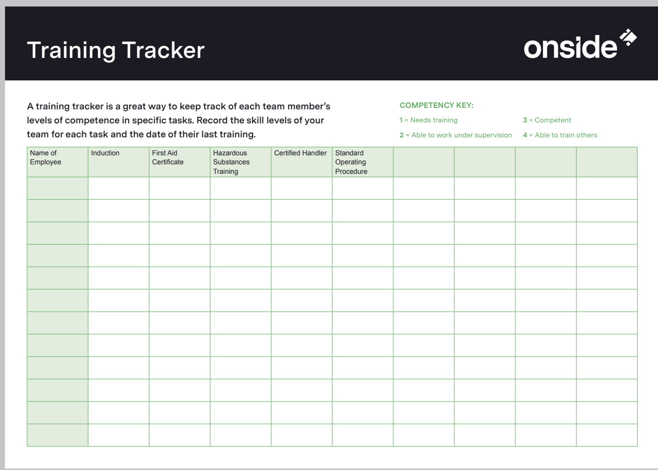
2 Able to work under supervision

3 Competent

4 Able to train others

Tip

A training matrix is a great way to keep track of each team member's level of competence in specific tasks. We've put one together for you to make sense of your categories. Grab it at the link below.



Training Tracker

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A training tracker is a great way to keep track of each team member's levels of competence in specific tasks. Record the skill levels of your team for each task and the date of their last training.

COMPETENCY KEY:

1 = Needs training

3 = Competent

2 = Able to work under supervision

4 = Able to train others

Name of Employee	Induction	First Aid Certificate	Hazardous Substances Training	Certified Handler	Standard Operating Procedure				

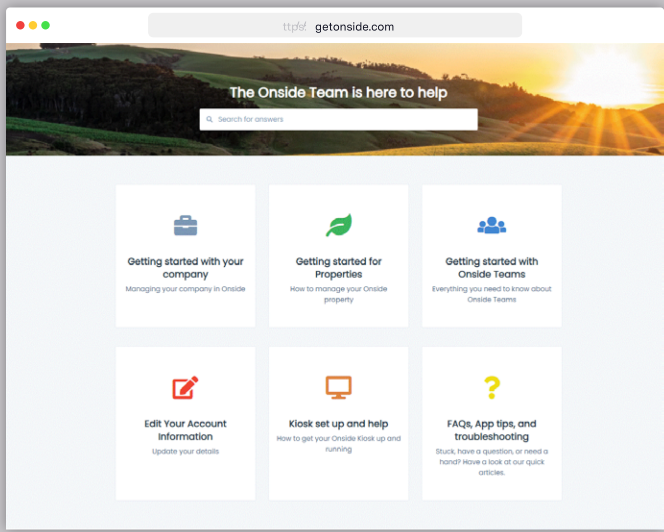
3. How to train

Training can be completed by members of your team that are qualified or competent, or by an external provider or trainer.

Verbal and written explanations are useful for explaining what needs to be done. Written documents with pictures are another way of presenting information, and are better than words alone. **But the best way to teach people is to get out and show them how to do the job.**

Tip

Onside has lots of standard operating procedures that can be used when training your team and conducting assessments. Check out our Knowledge Base to see what's available. Let us know if there's something missing and we'll fill the gap.



4. How to record

It is important to keep a record of team training and competency. If something does go wrong you need to prove that person had been inducted, assessed and trained.

You should also keep a copy of induction forms, relevant licences and certificates including issue dates and renewal dates for each member of your team.

Tip

The simplest and cheapest way to store training records is to create a folder in your computer for each employee. Save copies of the various records and update them as required.