

# AGRICULTURE/ HORTICULTURE

## INDUCTION



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# What do I use these cards for?

## We want to keep you safe on our property (workplace).

To ensure this happens we want you to read through these Induction Cards and ensure you understand the following:

- The emergency procedures
- Your responsibilities
- The site rules
- The common hazard and risk controls for this property

If you have any queries or are unsure of anything, please discuss it with the Property Manager or the person that showed you these Cards.

For all other health and safety related assistance, please call HazardCo on 0800 555 339.

0800 555 339



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# Property rules

- No unauthorised access to the property
- All visitors to the property are to complete an induction
- You will leave the property immediately if asked to do so by the property manager/supervisor
- Keep off all plant, machinery, equipment and structures unless authorised
- No unauthorised animals on the property
- You will not bring children onto the property unless authorised

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# Emergency procedures

## In the event of an injury **STAY CALM!**

- › Shut down all plant, machinery and equipment
- › Provide first aid (do not leave patient)

## **DIAL 111** and

- › Provide your property address
- › Identify the service you need  
(Fire, Police, Ambulance)
- › Have someone meet the emergency services
- › Call HazardCo on 0800 555 339

## **IN THE EVENT OF AN EMERGENCY**

- Gas leak › Chemical spill › Electrical event  
› Earthquake › Fire

- › Shut down all plant, machinery and equipment
- › Seek shelter (if earthquake)
- › Evacuate site (all other emergencies)
- › Proceed to assembly point  
(Hazard Board or other safe area)
- › DIAL 111 and follow the above steps

Report ALL events (injury/illness  
/incident/near miss) to HazardCo  
on 0800 555 339



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# Airborne contaminants

- + Undertake air monitoring to determine whether there are any risks to workers' health
- + Ensure all workers are suitably trained and competent in all tasks they are doing
- + Appropriate PPE to be worn eg eye protection, respirators. Regularly monitor and review to ensure PPE is being used correctly



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# Animals

- + Be cautious of animals, be aware of potential dangers
- + Wear/use appropriate PPE
- + Ask before entering animal enclosures/keep gates closed
- + Keep animals calm, use gentle movements/handling and approach correctly
- + Always know your escape plan and quick exit points



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# Children

- + Children should not be brought to or enter the property
- + If children ARE on the property, they must be directly supervised at all times
- + Do not let children climb on equipment or structures
- + Do not leave children in vehicles



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# Electricity

- + Keep clear of electrical wiring/fences
- + Check leads and plugs are in good condition
- + Always use a residual-current device (RCD)
- + Treat all electrical equipment as live
- + Keep at least 4m away from overhead power lines



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# Fatigue

- + Be aware of hours worked and your own fatigue levels
- + Eat well, keep hydrated and get sufficient sleep
- + Take regular breaks during the work day



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# Hand tools

- + Maintain tools in good condition
- + Keep hands clear of blades and moving parts
- + Wear appropriate PPE
- + Only suitably trained and competent workers to use tools
- + Before use, inspect tools to determine they are functioning correctly and in good working order



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# Hazardous substances

- + Suitably trained, experienced and/or licensed handlers only
- + Always refer to the Safety Data Sheet (SDS)
- + Store and handle as required by SDS and Hazardous Substances Regulations
- + Select and use correct PPE listed on the SDS
- + Ensure correct first aid is available as per the SDS

**HAZARDOUS  
SUBSTANCES**



**SDS**

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# Ladders

- + Only suitably trained and competent workers to work at height
- + Only use ladders for short duration work
- + Commercial grade ladders only
- + Set up correctly for your task eg use the 1-out 4-up rule
- + Do not stand below workers using ladders



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# Manual handling

- + Bend knees and lift with your legs
- + Keep your back straight and use the correct muscles
- + Use extra people or mechanical aids for heavy loads
- + Take appropriate breaks and where possible, rotate jobs/tasks
- + Review manual handling to ensure correct technique is used



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# Noise

- + Replace noisy plant, machinery or equipment
- + Ensure PPE is fitted, worn and used correctly eg earmuffs, earplugs
- + Keep a distance from the noise source
- + Limit time exposed to noise and/or ensure job rotation



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# Open waterways

- + Identify all creeks, rivers, effluent ponds and dams, and keep clear
- + Ensure effluent pond/s are fully fenced to protect workers and visitors
- + If children ARE on the property, they must be directly supervised at all times



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## Plant, machinery and equipment

- + Keep visible to the operator at all times
- + Only trained and competent operators to operate plant, machinery and equipment
- + Do not use any plant, machinery and equipment without permission
- + Always wear suitable PPE for the task
- + Immediately report any defects/problems to your supervisor
- + Avoid steep terrain, especially when wet
- + Do not enter 'no-go' zones of the property

**IF YOU CANNOT  
SEE THE  
OPERATOR  
THEY  
CANNOT  
SEE  
YOU**



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# Power tools

- + Only suitably trained and competent operators to use power tools
- + Check and maintain tools before use - especially safety guards
- + Ensure RCDs are used
- + Select and use the correct PPE
- + Ensure the correct tool is selected for the task and conditions



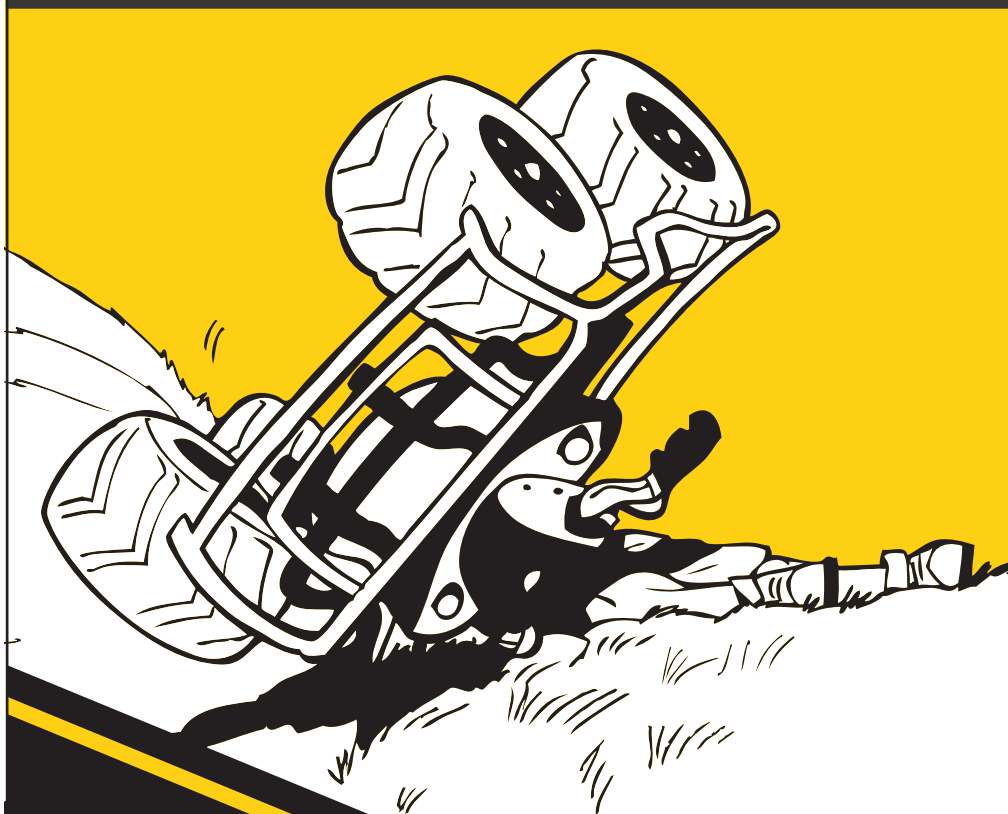
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# Quad/Motorbikes

- + Do not use without permission
- + Suitably trained and competent operators only
- + Always wear approved helmet and footwear
- + Drive to the appropriate speed for the task/conditions/terrain
- + Identify dangerous areas and establish no-go zones
- + Do not carry passengers on bikes designed for one person



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# Stress

- + Share your concerns/worries with others
- + Eat well, exercise and get sufficient sleep
- + Take time out from the property/job



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# Sun and weather

- + Use a broad-spectrum sunscreen SPF30+
- + Drink plenty of water in hot weather
- + Wear hats, sunglasses, long sleeved shirts and long pants
- + Take regular breaks during the work day
- + Be aware that extreme weather changes the work environment
- + Use appropriate equipment/vehicle
- + Wear appropriate PPE and dress for the conditions
- + Ensure all workers know the property and do not enter no-go areas



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# Traffic

- + If you can't see the driver the driver can't see you
- + Follow delivery and loading procedures
- + Ensure visitors/workers are kept away from moving vehicles
- + Adhere to posted speed limits



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## Trips, slips and falls:

- + Keep your work area clean and tidy
- + Access ways must be kept clear
- + Wear appropriate PPE eg safety footwear, for the conditions and task
- + Provide appropriate handrails and non-slip surfaces or mats
- + Ensure structures, yards, sheds etc are maintained to eliminate trip hazards



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## INDUCTION REGISTER

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