



# ORCHARD HEALTH & SAFETY PROCEDURES

Reviewed 2021 (Date)

Jan 2021 CK/SE

December 2021

Reviewed December **2022**

*The person responsible for workers health, safety, food safety and welfare is. **Chloe King***

Document reviewed December 2023



## Health and Safety Policy Statement

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- This policy outlines the on-orchard commitment to orchard health and safety.
- It shall be reviewed annually, updated, signed and dated by a management representative.
- It shall be made available to all employees, visitors, contractors

**MUBWONS** is committed to maintaining a safe and healthy work environment for our employees and any other persons within our workplace.

Health and safety is everyone's business and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

We will ensure the safety of our employees by;

- Providing and maintaining a safe working environment
- Ensuring all machinery, equipment, tools are safe to use and fit for the purpose
- Ensuring our staff are not exposed to unmanaged or uncontrolled hazards
- Ensuring we are prepared for emergencies that may occur

**To achieve this, we will:**

- 1 Regularly identify and control all hazards in our workplace. Where there are significant hazards, we will take all practicable steps to eliminate, isolate and minimise these hazards to prevent any injury or damage.
- 2 Inform all employees of these hazards and their controls.
- 3 Ensure our employees are properly trained and supervised.
- 4 Ensure our employees know what to do in an emergency.
- 5 Record all our incidents and accidents that occur and take practicable steps to prevent these events for reoccurring.
- 6 Provide the right tools and safety equipment for the job.
- 7 Involve our employees in health and safety.

Signed

Scott Ellison

A handwritten signature in black ink, appearing to read 'S.E.', is written over a horizontal line.

The Manager Dated **December 2021**

Reviewed December 2023



## Health and Safety Responsibilities

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### MANAGER

**Must ensure;**

1. The safety of all persons working under their control.

**This means;**

1. Ensuring that health and safety procedures and safe work practices are followed and adhered to.
2. Taking necessary steps to ensure the above is met.
3. Ensuring that staff have the tools and information necessary to do their job safely.
4. Sub-Contractors health and safety is monitored and managed.

### ORCHARD SUPERVISOR (sometimes the Orchard Manager)

**Must ensure;**

1. The safety of all persons working within their team.

**This means;**

1. Openly communicating to employees in such a way that is understood;
2. Making sure employees know how to do their job safely though;
3. Ensuring each new employee receives an induction;
4. Receives on-the-job training - and records are kept;
5. Ensuring supervision is provided at all times.
6. Is aware of the hazards or risks;
7. Provided with the right safety gear and tools for the job;
8. Knows their responsibilities;
9. Knows how to report near misses and accidents;
10. Knows what to do if there is an emergency.
11. Ensuring hazards are managed.
12. Ensuring tools, machinery etc are maintained and checked/serviced regularly.
13. Managing staff behaviour correctly.
14. Allowing the opportunity for safety to be discussed regularly.
15. Assisting in accident investigation.

### EMPLOYEES / SUBCONTRACTORS

**Must ensure;**

1. They do not compromise the safety of themselves or others.

**This means;**

1. Behaving and acting safely;
2. Following our safety procedures and rules;
3. Wearing protective equipment provided;
4. Reporting near misses, accidents and unsafe situations;
5. Actively participate in health and safety.

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### General Orchard Safety Rules

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1. Safety checks must be completed prior to work commencing.
2. Employees may only enter orchards that they are authorized to be working within.
3. Employees must remain within designated work areas on the orchard.
4. Safety procedures and safe work practices must be followed at all times.
5. A Supervisor will be appointed and be on the orchard at all times, and be clearly identifiable.
6. Only those employee's who are trained in operating machinery can use any orchard machinery.
7. All incidents, near misses and accidents must be reported immediately.
8. A trained First Aid Person, and first aid supplies will be available on the orchard at all times.
9. Employees working on their own, must have a clear communication plan in place.
10. Orchard Hygiene requirements **must** be followed at all times
11. Employees must be aware of other contractors working within the same area, and ensure that there is clear communication between themselves to maintain a safe working distance.
12. Employees must follow and adhere to any orchard warning signs.
13. In high risk areas (ie; loading bay) or if operating machinery, Employees must wear High Visibility Clothing.
14. Toilets are all clearly identified and must be used.
15. Absolutely no smoking under the canopy or near fruit at any time.
16. Unsafe behaviour will not be tolerated.
17. On exiting the orchard – a check must be completed to ensure that all rubbish is removed.



## Incident Reporting

### What is a Near Miss?

Something that nearly happened - whew that was close. No injury.

### What is an Accident?

Event that cause injury or harm to a person.

#### a) Incident Reporting

All near misses, incidents, accident and injuries must be reported to the Supervisor immediately.

**The Incident Report Form and Accident Register** must be completed and signed by both the employee involved and the supervisor. This must be completed **within 24 hours**.

#### Reference:

- *Incident Report Form*
- *Accident Register*
- *Serious Harm Notification Form (MBIE/Worksafe NZ)*

#### b) Visits to the Doctor

Where an employee needs to visit the Doctor as a result of a work-place injury ensure the following;

- That copies of any ACC forms are attached to the Incident Report Form and provided to the Orchard Manager/Supervisor.
- Follow-up is held with the employee after their visit to the Doctor to find out status. Try to do asap.
- Where an employee is unable to return to work, then rehabilitation will be expected to assist in an early return to work.

#### c) Serious Harm Injuries

**A Serious Harm injury is an injury that results in the following:**

- Death or an injury that results in permanent or temporary severe loss of bodily function ie; respiratory disease, noise-induced hearing loss, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing;
- Amputation of body part;
- Burns;
- Loss of consciousness;
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance;
- Person is hospitalised for 48 hours or more, commencing within 7 days of the harm's occurrence.

All serious harm accidents must be notified to Worksafe NZ immediately. Accident must also be notified on the prescribed form within 7 days of the accident occurring.

#### d) Accident Investigation

All incidents, near misses and accidents must be investigated to identify the cause (hazard) and what corrective actions need to be taken to prevent further harm.



Identify the causes and where necessary create an action plan to address any hazards identified.

**When investigating:**

**1. Identify the hazards involved**

**Consider**

- Equipment, material used
- Work practices and procedures
- The environment
- Health issues
- Staff behaviour
- Are the hazards likely to cause serious harm?

**2. Assess the hazard controls that are in place?**

**Consider**

- Has the hazard been identified? Is it recorded on the hazard register?
- What controls were in place, and why didn't they work?
- What is needed?
- Is there a need to train or inform employees?

**3. Decide on future action**

- Use the Action Plan and outline key actions that need to be done to prevent further accidents or incidents. **If able**, take immediate preventative actions
- Identify who should do and by when.
- Consider whether the hazard register and site orchard maps need to be updated

**4. Inform others**

- Inform everyone that needs to know; not only those directly involved.
- Ensure that a copy of the Accident Investigation is provided to Seeka Representative.

**5. Follow-up**

- Check that the actions have been completed.

***All staff and subcontractors will be expected to participate in any accident/incident investigation.***



## Managing Hazards in the Orchard

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### a) Procedure

A risk assessment will be undertaken in each of the following situations.

- If it has not been done before ie; on a new orchard that has not been assessed before.
- When a new hazard/risk is identified
- Introduction of a new chemical or substance.
- When there is a change in the workplace
- After an incident
- At regularly scheduled times or review periods.

### b) Identifying hazards and unsafe situations

All potential and actual hazards or risks must be identified and recorded on the health and safety risk assessment form.

#### STEP 1: Identify the hazard

A **hazard** is anything that can cause harm.

- Identify the hazard.
- All hazards should be recorded individually.

#### STEP 2: Assess Risk

The **Risk** is a combination of the probability that a particular outcome will occur and the severity of the harm involved.

- Rate the risk as high, medium or low, depending on how likely the hazard is to cause harm and how serious that harm might be.
- The risk is **LOW** - if it is most unlikely that hazard would arise under the controlled conditions listed, and even if it did, the outcome is not serious.
- The risk is **MEDIUM** - if it is more likely that hazard might actually occur and the outcome could be more serious.
- The risk is **HIGH** - if the hazard is likely to arise and that results could be serious.

#### STEP 3: Control (Eliminate, Isolate or Minimise)

Evaluate each hazard to determine whether it is practicable to:

- **Eliminate** the hazard (Get rid of, remove the hazard), if not then
- **Isolate** the hazard (Confine, totally enclose, separate, the hazard), if not, then
- **Minimise** the hazard (Reduce, decrease, downgrade the hazard).
- Indicate on the Risk Assessment Form, under E, I, or M the hazard control measure. Some hazards may use more than one hazard control.

#### STEP 4: Regular Review

- Regularly review all hazards and controls (at least annually).
- Adjust the controls if necessary.



- Incorporate any new hazards into relevant Risk Assessment Form, identify controls/practices and inform all employees.
- Record the dates checked and sign the relevant Risk Assessment Record Form annually.

**c) Orchard Specific Hazards – Orchard Maps**

Each orchard shall have an orchard map. These maps will highlight any specific hazards that need to be considered when entering or working within the orchard ie; gullies, overhead hazards, steep banks, drains, slopes.

This information shall be communicated to employees, as well as information around boundaries, blocks, prohibited and protected areas

**d) Protecting other people**

Necessary warning signage will be placed in areas where there is machinery operating to warn others who may be entering the orchard. This may involve tractor operating signs, truck operating signs, spraying signs.





## **Employee Induction & Training**

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a) All employees and subcontractors will receive an Induction and Health and Safety training to ensure they know how to do their job safely.

b) **Employee Start-up**

Prior to an employee starting there are certain employment processes that need to be completed. It is essential that a double-check is made to ensure that the following is completed.

- Employment Agreement completed
- IR330 completed
- Personnel Record / Bank Account Details
- Proof of Work Permit obtained
- Proof of specific training licences, requirements.

c) **Orchard Induction**

Any person working within the orchard must receive an induction prior to them starting.

The induction will cover:

- Orchard Health and Safety Procedures and Rules
- Clear explanation of the hazards and the risks - site specific and task specific
- What to do if they have an accident
- Where to get first aid or help
- What to do in an emergency
- Reporting in sick and leave
- Orientation of facilities
- Orchard Hygiene

On arrival at the Orchard, each Supervisor must ensure that the induction is completed prior to work starting.

Each employee and subcontractor must sign-off that they have received an induction on the training record / Employee Acknowledgement Form.

d) **Health and Safety Training**

Training shall include the following:

- Hazards and Precautions – verbal and visual identification of key health and safety risks.
- Safe Work Procedures or practices – checking understanding.
- Personal Protective Equipment to be worn
- Emergency Procedures
- Safety Gear required
- Health and safety manual read and understood

Employees must sign a training record to demonstrate that they have been briefed and understand health and safety information provided to them.

e) **On-the-job Training**

On-the-job training provides a hands on approach to clearly explain how to do the job properly and safely.

Employees must sign-off on the **Orchard Employee Record** or **Individual Training Record** that they have been provided with on-the-job training relevant to the task they will be undertaking.



No untrained employee shall be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience and training (unless closely supervised by someone with such experience).

If an employee moves onto another task, then further on-the-job training is required. This needs to be signed-off on the Orchard Employee Record.

**f) Supervision**

Until such time as the Supervisor is confident that the employee is competent in undertaking the task, direct and constant supervision must be provided.

**g) Clear Communication**

The Supervisor must ensure that the employee understands the information that has been given to them.

The Supervisor will test their knowledge and understanding by asking questions about what has been told to them, and by demonstrating how to complete the task.

If the Supervisor is not confident that the employee is clear on the instructions provided, tell them again. Repeat as necessary.

Use interpreters if required. Get help to get the message across.



## **Personal Protective Equipment / Gear**

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Personal protection equipment will be provided where the hazard is unable to be eliminated or isolated, and provides additional protection to the employee.

**Workers have no choice.....  
if they need to wear it, they must wear it!**

- Make sure that employees have the right gear to do the job.
- Daily check - clothing, footwear, safety gear, sun protection.
- Check safety gear regularly to ensure it is still fit for the purpose.
- Safety gear to be returned at the end of employment.
- If continual failure to wear - then follow disciplinary process.
- Refer to risk assessment form to see what sort of Safety Gear is required.

## **Orchard Hygiene**

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All workers shall receive hygiene training and a record of this must also be kept.

PSA Orchard Hygiene Procedures must be followed at all times and is specific to the work being undertaken.

In general the following applies:

### **Personal Hygiene**

- Smoking and eating shall take place away from any vines, canopies, produce or produce handling equipment.
- Hands shall be washed with soap and water before and after eating, smoking and toilet breaks.
- Disinfecting soles of footwear where necessary.
- Cuts and grazes shall be covered at all times with a waterproof dressing. Gloves shall be worn if necessary.
- Workers shall not cough or sneeze over food.
- Toilets must be used – defecation or urination in the orchard and/or under the canopy is not allowed.
- Hair shall be tied back and fingernails must be kept short and clean.
- No rubbish is to be left in the orchard or placed in harvest bins/bags.
- Workers shall wear appropriate clean clothing and appropriate footwear.
- Personal jewellery that is likely to be a hazard around machinery or food shall be removed.

### **Operational Hygiene**

- No plant material to be removed from the orchard.
- Picking bags/bins shall not be used for anything other than harvesting product
- Grazing of livestock under the canopy is prohibited during harvest or at spraying times.
- Animals must be kept away from any bins
- Produce suspected of being contaminated must be separated and discarded.
- Picking bins shall be clean and free from any debris or damage.

### **Sickness reporting**



- Anybody suffering from symptoms of an infectious disease (eg; nausea, abdominal cramps, vomiting) shall report to their supervisor and be excluded from work.
- Staff who have a confirmed infectious disease shall have a medical clearance before returning to work.

### **Equipment and Machinery**

- Any equipment is clean before beginning operations. Equipment is disinfected between rows and blocks.
- Machinery to be hosed off before it leaves the orchard to remove any vegetative material.
- Contractors visiting multiple properties may consider use of disinfectants after cleaning or prior to property entry.
- Bins shall be inspected prior to use and cleaned if necessary
- Truck decks are to be cleaned at the start and finish of the season and as necessary.
- Harvesting equipment shall be cleaned and maintained = bags washed, dried, aired and stored in a clean pest free environment.
- Orchard equipment must be maintained and inspected at all times.
- Chemicals are to be stored in the correct locations at all times, and not near containers that hold any produce.

Use of disinfecting solution to be determined by the Orchard Manager.

### **Safety of Other People**

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We have a duty to ensure the following persons are **NOT HARMED** in our workplace:

- People in the vicinity of the workplace
- People who are lawfully at work
- People who are in the place with express or implied consent, and have paid to be there, or are buying or inspecting goods.

We have a duty to ensure the following people are advised of significant hazards that we would not reasonably expect to find on our premises:

- Persons who are authorised to be there.
- Peoples who are on site under the authority of an Act ie: Trustpower, OSH, ACC.

We do not have a duty to:

- Trespassers

### **Trainees/Loaned Workers/Persons Carrying Out Work Experience**

Trainees, loaded workers and persons doing work experience are to be treated as through they are our employees.

### **Safety of Visitors**

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#### **Visitors**



**All visitors must report to the Supervisor on their arrival. All unauthorised visitors must be removed immediately from the orchard**

**Visitors must be;**

- Supervised
- Advised of hazards, risks and safety precautions
- Advised of what to do should an emergency arise.
- If present within an area of significant safety risk, be provided with high-viz gear.

### **Managing Sub-Contractors**

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As a principal, Mubwons are required to take all practicable steps to ensure the safety of Sub-Contractors, who are working on behalf of the company.

To achieve this, all sub-contractors will be advised of;

- 1 All specific hazards they may be exposed to, and the hazard controls, whilst the sub-contractor is undertaking work within the work environment;
- 2 Emergency and evacuation procedures.

The Supervisor must regularly monitor Sub-Contractors to ensure safe work practices are followed and that Mubwons own health and safety practices are in place and are being followed.

### **Machinery & Tools**

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All machinery and tools that are required to be used within the orchard must meet all safety standards and be fit for the purpose.

Regular safety maintenance checks shall be completed and recorded on necessary checklists.

All operators of any machinery/ tools must be fully trained and competent to use.

The Supervisor must ensure that regular safety checks are undertaken throughout the use of tools.

### **Employee Participation**

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The Supervisor must ensure that there is adequate opportunity to discuss health and safety within the team on a regular basis. Whilst it may be difficult to hold specific meetings as such in the Orchard, the Supervisor must find a structured way to discuss health and safety;

The Supervisor will discuss the following;

- Performance - how the team is performing?
- Health and Safety issues
- New and existing hazards
- Raise awareness
- Provide opportunity for your team to raise any safety concerns
- Remind staff of expected behaviour



- Discuss accidents or near misses that may have occurred
- Identify opportunities for improvement.



## Emergency Procedures

**Normal assembly point is the Orchard Loading Bay/Mubwons LTD Trailer (Site Office)**

Prior to the commencement of work, consideration should also be given to emergencies that may occur throughout the duration of the work.

Potential emergencies that may occur within the orchard are:

- Accident or Incidents
- Medical Emergency
- Chemical Exposure
- Insects and Animals
- Fire
- Flammable/LPG Explosion
- Natural Emergencies ie; flood, tornado, earthquake, Tsunami
- Working at Heights – contact with Power
- Working Alone

### First Aid Kits

- ◆ **Appropriate First Aid Kits shall always be available on-site at all times while work is in progress.**
- ◆ **Employees must know where it is located and have easy access to it.**
  - **First aid kits located:**
  - 1) **In trailer**
  - 2) **In trolley**
  - 3) **In Scott's Ute**
- ◆ First aid kits must be routinely serviced and checked.

### Trained First Aid Officers

- **There must be Trained First Aid Officer available on-site at all times while work is in progress. Employees must know who this is and how to contact them in an emergency.**

Below is an overview of potential emergency procedures:

Emergency Numbers		
Type of Emergency	Contact	Number
All emergencies		111
Animal Emergency	SPCA	07 5780245
Aviation emergencies, incidents and accidents	Civil Aviation Authority (CAA)	0508 ACCIDENT (0508 222 433) 0508 4SAFETY (0508 472 338)
Chemical Spills	Poisons and Hazardous Chemicals	0800 764 766



Emergency Numbers		
Type of Emergency	Contact	Number
<b>Poisoning</b>		
<b>Chemical spills &amp; pollution</b>	<b>Environmental Pollution</b>	0800 73 83 93
<b>Council land</b> , buildings, animal control, building consents, resource consents, environmental pollution & spills, council roads	<b>District Council Emergencies &amp; After-Hours</b>	<b>Bay of Plenty Regional Council</b> 0800 884 880 Tauranga 07 577 7000 Western BOP 07 571 8008 Thames 07 866 4776 Far North District Council 0800 920 029 Opotiki District Council 07 315 3030
<b>Fire</b>	<b>NZ Fire Service</b>	<b>111</b>
<b>Forest</b> , marine, plant & animal, DOC land & reserves, natural or historic places, environmental pollution & spills	<b>Department of Conservation emergencies</b>	0800 36 24 68
<b>Gas</b> and electrical emergencies & incidents	<b>Energy Safety</b>	0800 10 44 77
<b>Gas leaks</b>	<b>Gas</b>	Emergencies Dial 111 Genisis 0800 300 400 Nova Gas 0800 668 211 Vector Ltd 0800 80 23 32
<b>Medical</b>	<b>Ambulance</b>	<b>111</b>
<b>Medical advice</b>	<b>Local Doctors &amp; Medical Centres</b>	Maketu - 07 533 2040 Mount Medical Centre- 07 575 3073 Bayfair Doctors- 572 6800 Te Puke Medical Centre - 07 573 9511 Central Med – 07 928 8000 14 <sup>th</sup> Avenue Medical Centre – 07 578 5125 Tara Road Doctors 07 542 2277
<b>Personal Safety, Theft, Unsafe Situations</b>	<b>Police</b>	<b>111</b>
<b>Power</b>	<b>Power Supply Authority Faults (24 hour)</b>	Genisis 0800 300 400 TrustPower 0800 87 87 87





Emergency Numbers		
Type of Emergency	Contact	Number
<b>Power-line</b> incidents & emergencies, hedge trimming	<b>Powerco</b>	Emergencies 0800 272727 All enquiries 0800 769 372
<b>Power-line</b> incidents & emergencies, hedge trimming	<b>Transpower</b>	04 495 7000
<b>Stress</b> , Workplace Incident & Accident, Debriefing, External Confidential Support	<b>Employee Assistance Programme</b>	0800 327 669
<b>Stress</b> , Workplace Incident & Accident, Debriefing, External Confidential Support	<b>Mental Health Crisis Centre</b>	07 577 6452
<b>Workplace Incidents</b> - all emergencies & incidents involving employees, contractors, visitors and place of work	<b>Scott Ellison</b>	027 4234873
<b>Workplace Injuries</b> - Serious Harm Accidents	<b>Workplace NZ</b>	0800 209 020

# Emergency procedures

## Stop, think, act!

The first priority in the event of an emergency is for the safety of all people present

Raise the alarm

Turn to the relevant page to confirm what to do

### Emergency phone numbers

Dial 111 for Fire/Police/Ambulance

1. Call from a safe place
2. Use a cordless or mobile phone if practical
3. Tell the operator which emergency service you want
4. Wait until that service answers
5. Give the following address (*manager to complete*):

(Street number) : \_\_\_\_\_ (Street name) : \_\_\_\_\_ (Suburb) : \_\_\_\_\_

(Nearest City/Town) : \_\_\_\_\_ (Region) : \_\_\_\_\_

6. Do not hang up until told to do so by the emergency service
7. Make sure someone is available to direct the emergency service to the scene

Immediately after calling 111, activate the emergency procedure

Use an alternative phone if emergency services ask you to keep the line available



## Physical Endangerment/ Medical Emergency

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### In the event that a person is seriously injured or killed:

- 1 Ensure your own safety 1<sup>st</sup>! Is it safe to help!
- 2 Tend to the persons immediate needs. Apply First Aid or dial for emergency services - 111
- 3 Secure the scene
- 4 Contact Your Supervisor
- 5 Isolate any hazards ie; Power & gas provider
- 6 If stock injured, contact the Vet or SPCA.
- 7 Follow our internal accident reporting procedures.
- 8 Debrief staff - provide support.



## Chemicals/Poisons

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If an accident occurs involving chemical contamination, unless you are very clear on what is required, contact the National Poisons Centre. The phone number is listed on the previous page.

Try to identify the chemical or drug involved so that correct information can be obtained.

### Accidents Involving Chemicals

The correct procedure should be:

- 1 Stay calm - help others to stay calm.
- 2 Protect yourself from poisoning, especially if there is smoke, fumes or a lot of chemical spilt.
- 3 Check to see if the person is conscious by talking to them.
- 4 If resuscitation is required, use the mouth-to-nose technique to minimise chance the rescuer may become contaminated by the poison.
- 5 When a pulse is established, call for urgent medical attention, and;
- 6 Identify the poison/chemical and call the National Poison Centre for advice.

### Poison is Swallowed (Ingestion)

- 1 Don't assume the advice on the container is correct.
- 2 **In all cases contact the National Poisons Centre or doctor before providing any assistance.**
- 3 It is not advisable to make the person vomit. In some cases this may even be dangerous.
- 4 Do not give fluids unless advised by the National Poisons Centre.



## 5 Follow First Aid

### Splashes in the Eye

Eyes can be quickly damaged if liquids or powders are splashed in them.

- 1 Water is recommended for flushing the eyes after exposure to any chemical or product.
- 2 Flush the eye(s) with copious amounts of water. Keep flushing for at least 20 minutes and sometimes longer. Use a glass or low pressure running water.
- 3 Always allow the water to run from the nose to the ear so that the chemical is not flushed into the other eye.
- 4 While flushing, carefully lift the upper and lower lids so the water can flush away from chemicals from under the eyelids.
- 5 If contact lenses are worn, these should be removed while flushing is in progress.
- 6 If corrosive products eg; acids or alkalis, are splashed in the eye(s) do not hesitate to call an ambulance. Ambulance officers can assist with flushing while you are travelling to the hospital.
- 7 **Whenever something is splashed in your eyes you should go to the nearest hospital or medical centre, so that an assessment of the eye(s) can be made. Do this AFTER flushing.**

### Skin Exposure

- 1 Remove the person from the source of the chemical and immediately flush the affected skin with copious amounts of water.
- 2 Remove contaminated clothing and jewellery, unless there is burnt skin, or the clothing is stuck to the skin.
- 3 If a large area of the skin has been exposed, call an ambulance whilst still flushing the affected area.
- 4 If only a small area is involved, continue flushing with water for 15-20 minutes. If pain, swelling, or irritation persists, seek medical attention from a hospital or medical centre.



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### Insects and Animals

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- 1 If you are bitten or stung, wash the bite with mild soap (if available) and water.
- 2 Local application of an ice pack over the area may be helpful in reducing pain and swelling.
- 3 Any open wounds should be treated by a doctor, especially if foreign material is present.
- 4 Watch for allergic reaction.
- 5 If signs of infection develop, redness of the skin, itchy hive-like areas, difficulty breathing or swallowing, or a general feeling of illness develops, a doctor should be consulted as soon as possible.





## Spider Bites

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- 1 If possible, keep the spider for positive identification.
- 2 Wash the bite with mild soap and water.
- 3 Apply an icepack over the area to relieve pain and swelling if they occur.
- 4 If signs of infection develop, redness of the skin, swelling; tenderness; abdominal pain; or localised sweating around the bite area, medical attention should be sought, as these symptoms may indicate a serious bit.



## Fire & Explosion

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- 1 Raise the alarm... notify others in the area of fire risk.
- 2 Dial 111
- 3 Watch for hazards in the area that pose as a further safety risk ie; petrol, diesel, chemicals, combustibles.
- 4 Assemble at designated assembly point.
- 5 Do a "head-count" to make sure everyone is accounted for.



## Natural Emergencies

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The precautions for natural emergencies will obviously depend on the nature, timing and severity of the event, and the physical aspects of the orchard itself (ie; susceptibility to flooding or storm damage).

**During all emergencies you should turn on your radio for advice and information.  
The newscasts will be your best source of information.**

The essential thing is to be aware of the actual and potential harm in any event;

- Remember to "count heads" and make sure everyone is accounted for. Have an assembly point located so everyone knows where to get to.
- Be aware of hazards that may be arise ie; power. Disconnect power.
- Leave room for escape if events start happening quicker or more severely than anticipated.
- Have a communication plan in place so can make contact with people based at various places within the orchard.



## Earthquake

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### If indoors ...

- Drop to the floor
- Take cover under a solid object, for example a table and then hold onto it until the shaking ceases. Many unnecessary injuries result from people fleeing a building during an earthquake.
- When you are satisfied the shaking has ceased leave the building and go to a clear area away from poles, overhead wires and trees.
- Disconnect electrical gas and water mains if your building has been damaged. Extinguish all fires.

### If in a vehicle ...

- Stop immediately and remain in the vehicle.

### If Outdoors in a clear area ...

- Move away from buildings or objects that could fall on top of you.
- If you can take shelter under a strong structure where there is no risk of object falling on top of you.
- Drop to the ground. Cover your head
- Watch for powerlines.
- Move away from stock as they may be spooked.
- When the earthquake has subsided, assemble at the assembly point to “count heads”.
- Watch for hazards that may have created as a result of the earthquake. Turn off power if practicable

## Tsunami

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Seismic activity originating from Mayor Island or White Island could generate Tsunami that would reach the mainland and could have an effect on the coastline of our Districts.

The entire east coast of New Zealand is at risk from distant Tsunami

### What to do when a TSUNAMI threatens



- Go immediately to high ground at least 35 metres above sea level or as far inland as possible (not less than 1.5 km if possible).
- Even a relatively low Tsunami can travel long distances inland over low lying ground and harbours are susceptible to the danger as well.
- Get away from the coastline as far as is practicable. It is prudent to expect the worst in these situations
- Remember, if you are at the beach and you feel an earthquake, move away from the sea immediately and uphill if possible **as the probability of a tsunami arriving onshore in the immediate future is HIGH.**

**REMEMBER a tsunami is a wave or series of waves so forceful that its behavior cannot be controlled or prevented by any man made means.**

### **Storm Threats**

The predominant weather pattern over our Districts is westerly and the climate generally mild with high sunshine hours. We experience between 1200 to 1600 mm of rainfall per year.

The risk of a damaging storm affecting our Districts is considered moderate to high. Storm conditions do not normally present a major threat to life. The flooding risk is considered to be low to medium owing to the absence of major rivers in our Districts

### **What to do when a Storm strikes**

- Do not enter the orchard area.
- Stay indoors, close curtains and shelter in the strongest part of the building.
- If possible choose an area that has no exterior windows, such as a hallway.
- Open windows slightly on the sheltered side of the building. This will equalize the pressure within the building.
- Raise or remove valuables and dangerous chemicals.
- Avoid flooded areas.

In our area the storms we experience are often localised. The rainfall intensities during these events can be high. This in turn can cause flooding.

To alleviate the effects of these events, ensure that spouting, down-pipes and storm water drainage is clear of obstructions such as leaves and rubbish.

If it is safe to do so, check that the storm water grate on the street frontage nearest to your house is not blocked as undrained runoff has damaged properties in the past.

### **Documentation**

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It is critical that clear and accurate health and safety documentation is kept.

