

# HARVEST JOB START UP



Start Date: / /		Started by:	
Grower:	KPIN:		CK OB
Address:		Trucking:	
Grower Ph Number:			TICK
Staff introductions - Team Leader to the Grower and staff			
Hazard Assessment Checklist reviewed with hazard map:			
Site Plan Induction:	YES / NO	Parking and Access:	
Telephone - onsite? (Location & Number)			
First Aid Kit Location:			
Emergency Contacts - Team Leader:			
Orchard Manager - Phone:			
Toilets & Washing Facilities:			
Use Cellphone (Reception?):			
First Aider(S) identified:			
Training completed by all staff:			
All staff aware of Task requirements:			
Bincards Provided:	Y or N	Map:	Y or N Maturity Areas:
HAZARDS AND EMERGENCY			
	TICK/Comments		TICK/Comments
Rabbit Holes		Clean up Spraying	
Allergies (Bee stings)		Aware of Emergency Procedures	
Uneven surfaces			
Drains/Drop offs			
Broken Structures			
ORCHARD HYGIENE REQUIREMENTS			TICK
1	Contractor has sign in register for staff and visitors; also recording transient people onsite		
2	Contractor is recording handwashing, and illness checks (Covid-19 protocols)		
3	Smoking <b>ONLY</b> in designated areas - 2 metre separation (covid-19 protocols)		
4	Adequate hand washing facilities - single use paper towels		
5	Only toilet facilities provided must be used. These must be sanitized frequently.		
6	All rubbish to be removed from orchard or place in bins provided.		
7	No sick staff onsite - sore throat, runny nose, fever, persistent cough (Covid-19 protocols)		
8	Cuts grazes must be covered at all times.		
9	Any product contaminated with blood must be highlighted, quarantined and disposed of.		
10	No fruit off the ground to be placed in the bins.		
11	Hands and fingernails kept clean and nails kept short.		
12	Only eat in designated areas, 2 metre distance Covid-19 unless living together		
13	Cough or Sneeze into your elbow - wash your hands (Covid-19 Protocols)		
14	Any livestock removed from harvest area at least six weeks prior to harvest		
15	No dogs <b>MUST</b> not be loose on property - tied up is acceptable		
16	Harvesting equipment to be kept clean - sanitised as per Covid-19 Protocols		
17	Process in place for staff to report feeling ill, sent home and report to healthline.		
Comments:			