

GIBBS FARMS

Safety Management Plan

Prepared: January 2017

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Our Commitment to Health and Safety

Gibbs Farms is committed to ensuring that everyone that works in its facilities goes home safely at the end of every working day.

We recognise that our facilities have risks associated with them.

We are committed to providing a safe work environment by identifying those risks and then eliminating or minimising them.

We are also committed to ensuring that visitors to our facilities have an experience that is both enjoyable and safe.

We will make sure that our employees and contractors know how to do their jobs, handle machinery, equipment and materials correctly and that they can safely use vehicles and equipment.

We will communicate regularly with all employees and contractors and ensure that everyone understands how things are to be done.

We will ensure that everything we do complies with health and safety law and regulations, and when things change we will make sure that our health and safety systems still do what they are meant to do and update them if they don't.

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ANNEX A: EMERGENCY RESPONSE PROCEDURE

Section 1. Health and Safety Management System

Purpose

The purpose in having a Safety Management System (SMS) is to ensure that:

- Everyone working in our facilities is thinking about safety
- People know what they are meant to be doing
- Everyone is trained for the jobs they do
- Hazards and risks are identified and managed
- Equipment is regularly serviced
- Visitors are made aware of relevant hazards/risks
- Contractors have safety management systems for their work
- Workers wellbeing and environment is monitored

Content

Safety Management Plan – outlines how high standards of safety will be achieved

Safe Working Procedures (SWP's) –written instructions that set out how our activities are to be performed safely.

Tools and Forms – documents and tools that are used regularly for safety purposes

Hazard Registers – outlines the key hazards that have been identified in each work area and how these hazards are to be controlled.

Review and Improvement

In order to ensure that we continually improve our safety management system, the following annual safety improvement plan will be followed. This plan will be reviewed annually and revised as necessary. When reviewing the plan, we will consider the following:

- Success in meeting health & safety objectives
- Any incidents that occurred
- Any changes to our farming, artistic and construction activities, such as people or equipment that could impact on safety
- Any changes in legislation, or recognised good practice

Section 2. Risk Management

There are three basic stages to the management of risk in the workplace:

1. **Identifying the hazards:** identifying hazards which could cause harm;
2. **Risk assessment:** assessing the risk which may arise from those hazards; and
3. **Risk control:** deciding on ways to eliminate or minimise risks.

In this safety management system, the **Hazard and Risk Register** is where the systematic process of recording hazards, risks, and controls (eliminate or minimise) is documented.

However, it needs to be recognised that some hazards and risks can become apparent unexpectedly, and a deliberate process isn't appropriate. In these situations, a simplified process is useful – a process that enables the management of any sort of risk in a systematic way.

For these situations we use the 'SLAM' process: Stop → Look → Assess → Manage.

1. STOP

Stop what you're doing and think:

- What needs to be done?
- Has this happened before?
- Can I do this myself or do I need help?

2. LOOK

Look around and identify any hazards:

- What can cause me harm?
- How can it harm me?
- Can it harm anyone else

3. ASSESS

Assess the risk posed by each hazard using the table below.

- What is the likelihood of the hazard causing me or others harm?
- How severe are the consequences if the hazard does cause harm?

'Risk = Likelihood x Consequence'

Likelihood	Consequence		
	Slight	Serious	Major
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High

4. MANAGE

Manage the risk you have identified by implementing control measures.

- If the risk is high, do you really need to do the job or is there a safer way to do it?
- Can you reduce your exposure to the risk; e.g. spend less time exposed to loud noise?
- Can the task be done away from people at risk?
- Can the risk be reduced through following safe work procedures or further training?
- Can the risk be reduced through warnings?
- Is appropriate Personal Protective Equipment (PPE) available; e.g. hearing protection?

Section 3: Workplace Inspections

Workplace inspections will be completed regularly, and as part of daily work, to ensure that any new hazards are identified and that existing ones continue to be controlled effectively. This will involve a workplace tour looking specifically for the following:

- Any new hazards that have the potential to cause serious or major harm
- Any hazard controls that aren't working
- Confirm that workers are following our safety rules and procedures

Extra time will be spent on any particularly hazardous areas. Once the inspection is completed, any necessary actions will be taken and communicated to others as required.

Section 4: Roles and Responsibilities

PCBU'S Responsibilities

The legal definitions and responsibilities of a Person Conducting Business or Undertaking (PCBU), Officers, and Workers are set out under the new legislation. The practical responsibilities in the workplace are as follows:

- Providing and maintaining a work environment, equipment and systems of work that are without risks to health and safety
- Ensuring the safe use, handling and storage of plant, structures and substances
- Providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- Providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury.

Manager's Responsibilities

The Farm Manager's health and safety responsibilities include:

- Implementing and maintaining the Farm wide safety management system
- Ensuring that employees and other workers are capable of carrying out their responsibilities safely
- Ensuring that all Supervisors and workers understand their responsibilities
- Reporting and investigating notifiable events
- Communicating safety information to families, workers, contractors and visitors as appropriate
- Promoting a positive workshop safety culture

Workers' Responsibilities

Workers health and safety responsibilities include:

- Taking reasonable care of their own health and safety
- Taking reasonable care not to adversely affect the health and safety of others
- Reporting notifiable incidents, injuries, or illnesses immediately
- Complying with the Company safety management system
- Using personal protective equipment provided
- Attending organised safety training

- Participating in safety meetings and discussions
- Reporting any new hazards
- Helping to promote a positive Workshop safety culture

Section 5: Employee engagement and participation

Gibbs Farms has made a commitment to ensuring that everyone that works in our facilities goes home safely at the end of every working day. One of the ways we meet this commitment is by engaging with people who work in our facilities and providing ways for them to participate in health and safety management. This is important because:

- employees and contractors are our eyes and ears, especially when it comes to risk,
- employees are more likely to work safely if they are actively engaged in the process,
- it encourages everyone to take ownership,
- health and safety becomes easier because the workload is shared,
- it will improve our health and safety practices, and
- it's our legal responsibility to make it happen

We will include health and safety discussions at our regular Tool box meetings and record any decisions we make. By doing this, everyone who works in our facilities will be given the opportunity to discuss and contribute to decisions on health and safety, including:

- identifying hazards and managing risks,
- the adequacy of welfare facilities, monitoring health and work conditions,
- providing information and training,
- how any issues around health and safety will be resolved, and,
- how any changes to our operation may affect the health and safety of workers

We therefore undertake to provide people who work in our facilities with:

- information on health and safety matters,
- enough time to consider the issues,
- reasonable opportunities to express their views and contribute to relevant decision-making,

We further undertake to take employees' views into account, and advise them of any decisions and outcomes that may affect them in a timely manner.

Section 6: Employee Management

Job Descriptions

All employees (except casual employees) will have a job description provided to them at the time of their employment. The job description will include a description of their work, their responsibilities for their own safety and that of others, and the required knowledge, qualifications or skills and experience for that position.

Competency

We will not let an employee carry out a task unsupervised until we are sure that they can do it safely. Competency will be checked by watching the employee conduct the task in a controlled environment, or through other verification of competency.

A copy of the employee's relevant qualifications and licenses will be kept in their employment file. If the employee does not have qualifications that cover their responsibilities, a competency checklist will be completed and kept instead.

Training and Supervision

All new employees must complete a safety induction before starting work. A record of the induction will be kept in their file. If when checking an employee's competency, it is identified that they cannot do a task safely, they will be provided training and then supervised until they can.

All employees will be supervised to some degree; the extent of the supervision will be dependent on individual requirements.

Communication

We will regularly communicate with our employees on safety matters. Whenever an event occurs that could impact on safety we will discuss these with our employees and advise of any necessary changes. We will also regularly seek employee's feedback on safety matters and ensure they understand that their input is valued.

Key safety communication either to or from employees will be documented.

Fitness for Work

All employees and contractors must be physically and mentally able to do their job, in a way that doesn't compromise their own safety or that of others. Workers will be advised of factors that could affect their fitness to work during their induction. We will monitor workers for signs of exhaustion, illness, psychological/ emotional issues and alcohol/drug use as part of normal supervision. We will stop the worker from working if we think that they can no longer do the job safely.

Section 7: Emergency Management

The ability to manage an emergency quickly and effectively is an essential part of our safety management system. It is the Farm Manager's responsibility to ensure that all managers, workers and contractors understand what to do during an emergency.

Common emergency scenarios include:

- Fire
- Flood
- Severe trauma or illness
- Hazardous substances spill
- Electric shock
- Mobile equipment or vehicle collision

Emergency Response Procedure

Any emergency is to be managed by following the Emergency Contact Response Procedure, which is contained at Annex A. This procedure is to be explained to workers and contractors as part of their induction process. Visitors are also to be informed of what they need to do during an emergency unless they are under direct supervision.

A copy of the Emergency Contact Procedure is to be kept in the Farm Office, Barn and the Supervisor work areas.

First Aid Equipment & Training

An appropriate First Aid Kit will be kept on each of the Farms Quad Bikes and MUV's, and at the Farm Office, Barn and in each Company vehicle and at any other areas where high risk activities are occurring. The kits will be checked for completeness during Farm inspections.

We will try to ensure that at least three people who works on the Farm has a current first aid qualification.

Communications

Cell phones or radio-telephones will be carried where there is coverage onsite and when working off site. Opportunities to improve communications will be taken as it is practicable to do so.

Emergency numbers will be pre-programmed into cell phones.

Section 8: Maintenance

The maintenance of vehicles, machinery and other items of equipment that require regular maintenance will be managed via the Suppliers Maintenance Register. Servicing intervals and requirements will be as per the manufacturer's specifications.

The general serviceability of all equipment will be checked prior to use.

Maintenance and repair work will only be carried out by qualified people or competent people.

Section 9: Notifiable Event Reporting and Investigation

WorkSafe NZ will be informed by the fastest means possible (e.g. phone call, email, or fax) of all notifiable events arising from work in the workshop or during Company work that is carried out off-site. Notifiable events are:

- a. the death of a person; or
- b. a notifiable injury or illness; (see Appendix 1) or
- c. a notifiable incident (see Appendix 1).

An up-to-date register of workplace accidents and incidents will be kept. The register must include all accidents or incidents that harmed or might have harmed (a near miss) any person at work.

- Complete an accident reporting form for all accidents or incidents.
- Investigate the cause of all accidents or incidents
- Keep a copy of the written notice in your accident register.

Investigation Process

All accidents and incidents will be investigated using the following process:

1. Find out what happened.
2. Identify the cause (5Y's)
3. Identify and implement measures to stop it happening again
4. Communicate the changes to employees and contractors and anyone else who needs to know.

Section 10: Contractor Management

Contractors, sub-contractors, and their employees who enter the property for work related purposes are workers on our farm. We will consult, co-operate, and co-ordinate with them to ensure that they remain safe while working in our facilities. We will achieve this by:

- Ensuring they are capable of managing the risk associated with the work they are contracted to do, and that they tell us of any risks to themselves or others associated with their work;
- Ensuring they are aware of common farm hazards, as well as any specific hazards in the area of their work;
- Informing them of what is to happen if there is an emergency while they are on the property.

This process will be managed using the **Gibbs Farm Terms of Access** document for Contractors, Sub-contractors or their employees.

Section 11: Visitors

Visitors to the Farm

The safety of visitors to the Farm (both work and non-work related) will be managed by providing them with safety-related information before they enter the workplace. For Open Day visitors, this will be done by ensuring compliance with the Gibbs Farm Terms of Access document that is sent prior to the visit. This includes:

- Ensuring they are aware of common Farm hazards, as well as any specific hazards in the area of the Farm that they will be visiting;
- Informing them of what is to happen if there is an emergency while they are on the property.

Visitors to the Office only

Visitors to the Office and its immediate surrounds do not need to go through an induction process.

Escorted Visitors

Visitors who will be escorted while on they are in the Farm do not need to go through an induction process. The person escorting the visitor is to ensure the safety of the visitor by informing them of risks specific to the location and physically ensuring they are kept safe throughout their visit.

Section 12: Hazardous Substances

Competency

Workers will not handle hazardous substances unless they are competent to do so. Competency requirements vary depending on the classification and quantity of the product being used. These may include:

- Approved handler certificate, and/or
- Controlled substance license

We will check competency requirements at the following link if we are uncertain what level is required: www.hazardoussubstances.govt.nz/hsno-calculator .

Storage

Chemicals and fuels will be stored in an area that is flood free, away from water bodies, soundly constructed, well ventilated and able to contain a leak or spill. Chemicals will be locked away when not in use and separated in accordance with Material Safety Data Sheet (MSDS) requirements.

Warning signs will be placed in accordance with WorkSafe chemical and fuel handling guidelines.

Handling

Chemicals and fuels will be handled in accordance with our Hazardous Substances Safe Work Procedure.

Disposal

Chemicals and fuels will be disposed of in accordance with the products MSDS.

Emergencies

Emergencies involving hazardous substances will be managed in accordance with the Emergency Response Procedure and relevant MSDS.