



RHPP (Regional Harm Prevention Pilot)- Horticulture - Citrus Inspector Interaction Tool

Date of visit: _____ Inspector Name: _____

COMPANY DETAILS

Registered Bus. Name:

Trading As:

ABN

Address

Phone No.

Email:

PCBU Rep

Worker Rep

Workers Comp Policy Number:

How many workers work in this workplace?

0-5 workers

6-10 workers

10 or more workers

How many of these workers are Contractors?

0-5 workers

6-10 workers

10 or more workers

CONTRACTORS DETAILS

Registered Bus. Name:

Trading As:

ABN

Address

Phone No. Email:

PCBU Rep

Worker Rep

Workers Comp Policy Number:

How do you choose your Contractor/Labour Hire PCBU?

Advertising Cold call

Word of mouth

Other (Please explain)

	Yes	No
Is the Business Arrangement Documented? <i>Contract?</i>		
How often do you have communication with your labour supplier while their workers are in your workplace?		
Does your labour supplier visit/inspect the workplace prior to their workers commencing work here?		
Do you know when the workers are in the workplace on a day to day basis? <i>Timekeeping?</i>		
Do you know who the workers are in your workplace on a day to day basis? <i>Attendee list?</i>		
How are the workers supervised while on site? <i>By whom what percentage of working day?</i>		
Do you conduct inductions for new workers attending the workplace?		
Is it documented?		
What does the induction program include? Please list:		
What nationalities are the workers in the workplace?		
Do they understand and speak English?		

Conversation guide/prompts.

Information instruction and training on general site WHS policies and procedures.

Task specific information and training where required. SOP's?

Responsibilities or roles of key people in the workplace

Incident and hazard report procedures

Arrangements for consulting with workers

Emergency, evacuation and First Aid

Task specific information instruction and training where required. SOP's?

What would you say were the main hazards to you and your worker's safety?

- Lifting and carrying or putting down objects (picking bags, ladders)
- Repetitive movements (picking)
- Sustained/ awkward postures (picking)
- Exposure to chemicals
- Exposure to sun/heat
- Slips, trips and falls (ladders)
- Tractors, forklifts or other plant
- Being caught in machinery
- Noise (eg tractors)
- Isolated working
- Environment, snakes etc
- Quad Bikes

Other _____

Workers Compensation	Yes	No
<p>Do you know what to do when one of your workers is injured at work?</p> <p><i>Associated with this inspection, ensure the business has a Return to Work Program, a register of injuries, and an "If you get injured at work" poster.</i></p> <p><i>Conversation guide</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> First aid and/or transport where required to medical treatment <input type="checkbox"/> Name of the insurer <input type="checkbox"/> Complete a Workers compensation claim form (if requested) <input type="checkbox"/> Complete the <i>Register of Injuries</i> <input type="checkbox"/> Notify SafeWork NSW immediately for serious injuries <input type="checkbox"/> Notify the insurer within 48 hours of the incident 		
Chemicals	Yes	No
Do you use hazardous chemicals?		
Do you have a hazardous chemical register available?		
Do you have safety data sheets for hazardous chemicals? (<i>current and available to workers?</i>)		
Is the required, appropriate PPE available?		

Exposure to Solar Ultraviolet Radiation	Yes	No
Are the workers provided with:		
• Training in sun safety		
• Long sleeve shirts		
• Long trousers/shorts		
• Breathable shirts		
• Close fitted sunglasses		
• Hats (covers face, head, ears & neck)		
• Water proof sun screen		
• Do you monitor whether workers use the above supplied items?		

Mobile Plant	Yes	No
Does the PCBU operate mobile plant ie Tractor, Forklift, Quad Bike, mobile elevated work platforms		
Are your Forklift truck drivers licenced? <i>(are licences available?)</i>		
Have the plant operators been trained to operate the other mobile plant at this site? <i>Tractors, quads</i>		
Does the PCBU have traffic management systems in place?		
If so what is in place? <input type="checkbox"/> Traffic management plan <input type="checkbox"/> Physical barriers <input type="checkbox"/> Posted speed limits <input type="checkbox"/> Marked loading/unloading areas <input type="checkbox"/> Signs and road markings <input type="checkbox"/> Lighting		
Are tractors fitted with ROPS? <i>If not consider Imp Notice (cl.216)</i>		
Is all plant adequately guarded? <i>In particular PTO output shafts on tractors Consider Imp Notice (c1208)</i>		
Is plant adequately maintained? <i>Consider general condition, brakes, tyres, prestart checklists</i>		
Does plant have safe access and egress to prevent slips and falls?		
Are Quad bikes fitted with OPD's?		
Do Quad bike operators wear helmets?		
Do EWP operators wear safety harnesses?		
Do workers travel on bin trailers? <i>Not recommended. But if so fitted with platform and hand rails or handholds to safely accommodate this? Platforms should be behind axle.</i>		
Work at Heights/ Ladders	Yes	No
Are workers trained in the use of picking ladders? What form does this take?		
Are ladders adequately maintained? <i>Not bent, cracked, foot plates with spikes in place?</i>		
Are ladders manufactured to Australian Standard AS1892.1? <i>Recommended, in particular treads/rungs should be corrugated, serrated or coated with skid resistant material to prevent slips and falls ie: no round smooth pipe rungs</i> <i>Look for AS sticker or stamp</i>		
Are workers instructed in the use of a picking bag including employing 3 points of contact when climbing up and down ladders?		

Are picking bags in serviceable condition, free from rips and tears, shoulder straps with padding intact? Adjustable straps and fasteners in working order?		
Do workers wear closed in, non- slip foot wear?		

Additional Information	Yes	No
Does the PCBU consult with their workers?		
Does the PCBU prohibit children in the workplace?		
Does the PCBU have procedures in place for incidents or emergencies?		
Does the PCBU have an emergency plan?		
Does the PCBU have a first aid kit in the workplace?		
Does the site have amenities? Toilets and access to running water?		

Publications for distribution:

- *Safety induction information for picking and packing shed workers in the Horticultural industry*
- *The basics your rights at work fact sheet*
- *Incident notification fact sheet*
- *If you get injured at work poster*
- *Standard return to work program (cat 2)*
- *Workers comp guide for employers*
- *Tractors pub? Farm machinery fact sheet*
- *Child safety on farms*
- *Farm safety Self Assessment tool*
- *Small bus safety rebate info*
- *Quad bike safety imp program, rebate info*

