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**PUKEKAKA STATION LTD**

**FARM**

**HEALTH**

**&**

**SAFETY**

**PROGRAMME**

**693 PUKEOKAHU ROAD R D 3 TAIHAPE**

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# **PUKEKAKA STATION LTD**

**MANAGER: ROB STRATTON**

**PHYSICAL ADDRESS: 693 PUKEOKAHU ROAD R D 3  
TAIHAPE**

**EMAIL: pukekaka@inspire.net.nz**

**PHONE: 06 388 0052                      027 271 0206**

**DATE:                                      OCTOBER 2014**

**FARM TYPE:                              SHEEP & BEEF**

**AREA:                                        1108 HA**

**STOCK:                                     10500 STOCK UNITS**

**WOOLSHED:                              5 STAND**

**STAFF  
EMPLOYED:                              2 (TWO) PERMANENT**

**RURAL NUMBER:                        693**

# Monthly Health & Safety Checklist

Checklist	Yes/No	Comment
<b>Health &amp; Safety Policy</b> <ul style="list-style-type: none"> <li>• Signed</li> </ul>		
<b>Code of Conduct:</b> <ul style="list-style-type: none"> <li>• All employees signed &amp; up to date</li> <li>• New employees induction up to date</li> </ul>		
<b>Hazards:</b> <ul style="list-style-type: none"> <li>• Master Hazard list up to date</li> <li>• Hazard controls up to date</li> </ul>		
<b>Vehicle Maintenance:</b> <ul style="list-style-type: none"> <li>• Maintenance being done</li> </ul>		
<b>Staff Training:</b> <ul style="list-style-type: none"> <li>• Staff training identified</li> <li>• Staff training completed</li> </ul>		
<b>Emergency Procedures:</b> <ul style="list-style-type: none"> <li>• Staff familiar with emergency procedures</li> <li>• Information current</li> <li>• Farm has GPS readings</li> </ul>		
<b>Accident/Incident Recording/Reporting:</b> <ul style="list-style-type: none"> <li>• Register up to date</li> <li>• Staff aware of responsibilities</li> </ul>		
<b>Contractors:</b> <ul style="list-style-type: none"> <li>• Contractors acknowledgement forms complete</li> </ul>		

**Employer Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Hazard Map



# ***HEALTH & SAFETY POLICY***

***FOR***

## ***PUKEKAKA STATION LTD***

***The Management of PUKEKAKA STATION LTD is committed to provide for all staff and others a working environment that is as far as reasonably practicable free from hazards.***

***To achieve this all Staff, Contractors Sub-contractors and Others will be required to abide by a Code of Conduct or, where relevant, specific instruction to prevent any person being harmed.***

***All relevant Acts, Regulations, Codes of Practice, Guidelines and Employment Contracts will be implemented where reasonably practicable to do so. All accidents and incidents will be recorded and reported.***

***Safety and safe work practices with PUKEKAKA STATION LTD is not negotiable and failure to abide by any agreed rule will be viewed as a serious misconduct.***

***The Management of PUKEKAKA STATION LTD supports the safe and early return to work of injured employees.***

**For: PUKEKAKA STATION LTD**

***Signed: Rob Stratton***

***Dated: 14<sup>th</sup> October 2014***

# **FARM HEALTH & SAFETY CODE OF CONDUCT**

## **PUKEKAKA STATION LTD**

- 1.) **The Code of Conduct has been compiled by the Management of this Farm to comply with the requirements of the Health and Safety in Employment Act 1992 (HSE Act)**
- 2.) **We will actively promote the Code of Conduct to ensure the working environment on this Farm is as far as reasonably practicable free from hazards.**
- 3.) **All Staff will have the Code of Conduct for this Farm explained to them and be made fully aware of its importance.**
- 4.) **All Staff will be required to sign and date a copy of the Code of Conduct.**
- 5.) **All Staff will be given a signed and dated copy of the Code of Conduct.**
- 6.) **The Code of Conduct will be discussed by Management and Staff at regular meetings.**
- 7.) **The Code of Conduct is to be reviewed annually or as required.**
- 8.) **Non-compliance with any of the Code of Conduct will be viewed as serious misconduct.**

# HEALTH & SAFETY CODE OF CONDUCT

FOR

## PUKEKAKA STATION LTD

### General:

1. Follow and obey all instructions for the workplace/farm. **If in doubt, ask!**
2. Report immediately any condition or practice you think might cause damage to equipment or injuries to anyone on the farm.
3. Whenever you or the equipment you operate is involved in an accident or incident, regardless of how minor, report and record it on day of occurrence in the Farm Health and Safety Manual and inform Owners. Get first-aid promptly if needed.
4. Put everything you use in its proper place. Keep work items clean and orderly.
5. Use the correct tools and equipment for the job and use them as safely as possible.
6. Use, adjust, alter and repair equipment only when authorised.
7. Wear approved personal protective equipment (PPE) as directed. Keep PPE correctly maintained and in good working condition.
8. Do not take unnecessary risks in the workplace, avoid distracting others while they are working. Horseplay will not be tolerated at any time on this farm.
9. Whenever possible when lifting or lowering, bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible.  
*Always get help for heavy loads.*
10. Obey all rules, signs and instructions. **If in doubt at all, ask!**
11. Know the emergency procedures, location of the fire extinguishers and their use.
12. Maintain safe work practices and keep yourself and others safe.
13. Handle all chemicals with care. Read the labels and follow the instructions.
14. Respect the '**No Smoking**' areas in the workplace - this includes vehicles.
15. Always look out for hazards and remember to remove them, guard against them and warn others about them.

**Remember: Eliminate, Isolate and Minimise.**



16. Sun bloc and hats to be worn by Staff as appropriate.
17. **NO** firearms on the property without consent and firearms licence at all times
18. **Drugs & Alcohol:** Using, or being under the influence of illegal drugs, or alcohol, at work can result in termination of employment.

#### **Vehicles and Machinery:**

19. Speed limit on the road is 40km/hr with orange flashing light on
20. Keep all machine guards in place, replace any guards removed for cleaning.
21. Whenever P.T.O. driven equipment is being used, the operator will **not** leave the driving platform until all drives are disengaged and stationary.
22. At any time when equipment or machinery becomes jammed, the operator/driver **will not** under **any** circumstances attempt to clear the obstruction without first turning the machine off. Seek assistance if required.
23. All hydraulic equipment will be lowered to the ground when not in use, including front end loader and silage forks.
24. No Employee's children or visitors will ride on or use any farm vehicles or equipment, unless authorised to do so and or under constant supervision.
25. All tractors and machinery will be mounted and dis-mounted correctly, and no Staff to jump/climb off moving vehicle at any time.
26. Daily, before use, all tractors and farm bikes will have the 5 (five) step check carried out using the checklist provided. Brakes, fuel, water, oil, visual check. Tyres on bikes.
27. Periodically, Employee shall check thoroughly, clean and service both two and four wheeled bikes and tractor(s), identify and report any faults to Employer on farm vehicle maintenance sheets
28. **Chainsaw:** Whenever Staff use a chainsaw, all PPE gear supplied must be worn at all times, ie Hat, visor, ear muffs, chaps and steel capped boots

**Woolshed:**

- 29. Children must be supervised at all times during shearing, crutching etc.
- 30. Only trained staff to operate press.

31. **I have read, understood and agree to abide by the Health and Safety Policy and the above Health and Safety Code of Conduct**

*Signed: - Rob Stratton*  
PUKEKAKA STATION LTD

*Date: 14<sup>th</sup> October 2014*



**STAFF ACKNOWLEDGEMENT**

- 1. This is to certify that I have read or otherwise had fully explained to me the Code of Conduct and Procedures of the Health & Safety Programme adopted by PUKEKAKA STATION LTD*
- 2. That I fully understand everything that I have read or otherwise have had fully explained to me.*
- 3. I will abide by the Code of Conduct*

<u>Date</u>	<u>Name</u>	<u>Signature</u>

DAUL  
SHARLAND  
LIMITED

# **HAZARD IDENTIFICATION**

## **PUKEKAKA STATION LTD**

- 1.) **Farm walk to identify and record hazards on Master List**
- 2.) **Determine the significance of the hazard. Significance is determined before any risk ratings are applied**

**SIGNIFICANT HAZARD: A significant hazard is a hazard that could cause :**

- **Serious harm ( can be illness or injury ) including death, amputation, fractures or serious burns or**
- **Harm that occurs when someone is repeatedly exposed to a hazard, or exposed to high levels of a hazard, such as noise or chemical exposure, or**
- **Harm that isn't detectable until a long time after exposure, such as asbestos**

- 3.) **Hazards considered significant are transferred to Significant Hazard List**
- 4.) **Determine action and /or control to eliminate, isolate or minimize hazards**
- 5.) **Master hazard and significant hazard list to be reviewed/re assessed on a regular and on going basis ( three/six monthly)**
- 6.) **Daily Hazards are to be recorded on the Hazard Board located in the cowshed**

### **PERSONAL PROTECTIVE EQUIPMENT:**

- 7.) **When new employees start, they are issued with a Farm Bike Helmet, wet weather gear and any other PPE as appropriate. Employees must consult with Management for replacement PPE gear. As per the Farm Code of Conduct, employees must wear the correct PPE gear for the specific task.**

# MASTER HAZARD LIST

HAZARD	RATING	HAZARD	RATING
<b>VEHICLES AND MACHINERY</b>			
<b>Farm MUVs 4wd x 2</b>			
	High	<b>Implements: ( Hydraulic Mounted )</b>	
		Post Rammer –Fencepro	High
		Front End Loader	Low
		Grader Blade	Low
		Hay Forks	Low
<b>Farm Vehicles</b>			
		FEL Bucket	Low
Mitsubishi triton 4wd	Low	Round Bale Feeder	Low
		Soft Hands	Low
		Log Splitter	Low
<b>Tractors</b>			
		<b>Implements: ( Trailed/Trailing )</b>	
Massey Fergusson 107 FEL 4wd	Medium		
		<b>Implements: ATV ( Mounted/Trailed )</b>	
<b>Implements: ( PTO Driven )</b>			
		Bike Trailers x 2	Low
Spray Unit	Low		
		<b>Other</b>	
		Farm Traile r– 2 tonne tandem	Low

# MASTER HAZARD LIST

HAZARD	RATING	HAZARD	RATING
<b>WOOLSHED – 5 stand open board</b>			
<b>Main Entrance</b>		<b>Penning Up Area</b>	
Steps	Low	Catching Pens	Low
Landing/Loading Bay	Low	Lift/Swing Gates	Low
Door	Low	Counter Weights	Low
Ramp	Low	Nylon Ropes	Low
		Grating	Low
		Rails	Low
		Sheep Ramp	Low
<b>Wool Room/Floor</b>		Pens	Low
Floor	Low		
Wool Press ( Electric )	Low	<b>Grinding Room/Area</b>	
Wires/Ropes	Low	Floor	Low
Pins/Clips	Low	Grinder/Guards	Low
Fadges/Bins	Low	Signs	Low
Wool Table	Low		
Wool Bales	Low		
Bale Hooks	Low		
Bale Barrow	Low		
Scales	Low		
Switch Board	Low		
		<b>Smoko Room/Area</b>	
		Zip	Low
<b>Shearing Board</b>		Tables/Chairs	Low
Floor	Low		
Machines	Low		
Spline Drives	Low		
Elbow Leathers	Low		
Electric Leads/Cords	Low		
Starter Cords	Low		
Port Holes	Low		
<b>Load Out Bay/Area</b>			
Door	Low		
Ramp	Low		
Steps	Low		

#10

# MASTER HAZARD LIST

HAZARD	RATING	HAZARD	RATING
<b>ANIMAL HANDLING FACILITIES</b>			
<b>Sheep Yards – 6 sets</b>		<b>Cattle Yards – 2 sets</b>	
Gates & Catches/Latches	Low	Weighing Platform	Low
Rails	Low	Cat Walk	Low
Drafting Race & Gates	Low	Cattle Crush/Head Bail	Low
Dagging Plant	Low	Bolts	Low
Yard Surface	Low	Nails	Low
Loading Ramp – Wood	Low	Rails	Low
Crush	Low	Gates	Low
Loading Race	Low	Latches/Catches	Low
Weighing Platform	Low	Yard Surface	Low
		Loading Ramp/Race	Low
		Animals	Low
		Drafting Race	Low
		Slippery Concrete	Medium
<b>Killing Shed</b>	Low		
<b>Sheep Dip – Spray Race</b>	Low		

## MASTER HAZARD LIST

HAZARD	RATING	HAZARD	RATING
<b>WORKSHOP</b>			
<b>Electric Hand Tools</b>		<b>Chainsaw(s) x 2 – Stihl</b>	<b>High</b>
Angle Grinder	Low		
Electric Drill(s)	Low		
<b>Power Operated Equipment</b>		<b>Spray Chemicals - Lockable</b>	
Bench Grinder	Medium	Round Up	Low
Air Compressor	Low	MCPA	Low
Staple Gun	Medium	Thistle Spray	Low
		Sheep Dip & Drenches	Low
<b>Other Equipment</b>		<b>Miscellaneous</b>	
Brush Cutter	Medium	Hand Tools	Low
Water Blaster – Petrol	Low	Fencing Gear	Low
Post Hole Borer – Petrol	Low	Oils	Low



# MASTER HAZARD LIST

HAZARD	RATING	HAZARD	RATING
<b>FARM GENERAL</b>			
<b>Natural Hazards</b>			
		<b>In Paddocks</b>	
Tracks/Races	Low	Bull Holes	Low
Hills/Gullies/Bluffs	Low	Offal Hole	Low
Steep Faces	Low	Farm Rubbish	Low
Slips/Tomos	Low	Metal Pit	Low
River	Low	Stumps	Low
Creeks/Streams	Low		
Drains	Low		
Dams	Low		
Crossings	Low	<b>Animals</b>	
Culverts	Low	Cattle	Low
Bridge	Low	Sheep	Low
Power Poles	Low	Bulls	Low
Overhead Wires	Low		
Air Strip	Low		
Southern Corner	Medium		
<b>Farm Water System</b>		<b>Buildings</b>	
Gravity Fed	Low	Hay barns & Hay sheds	Low
Water Tanks	Low	Storage Shed	Low
Troughs	Low	Implement Shed	Low
		Loading Race / Bank	Low
<b>Fences – Solar Power</b>		<b>Fuel Storage</b>	
Tapes / Wires	Low	Diesel – 450 Litres – on stand	Low
Barb	Low	Petrol – 450 Litres – on stand	Low
Gateways	Low		
		<b>Miscellaneous</b>	
		Road	Low
<b>Trees</b>		Stock on Road	Low
Shelter	Low	UV Rays	Low
Plantations	Low		
Bush – Native	Low		

# **SIGNIFICANT HAZARD MANAGEMENT**

## **PUKEKAKA STATION LTD**

### **HAZARD MANAGEMENT PROCESS**

- 1) **SIGNIFICANT HAZARD: A significant hazard is a hazard that could cause :**
  - **Serious harm ( can be illness or injury ) including death, amputation, fractures or serious burns or**
  - **Harm that occurs when someone is repeatedly exposed to a hazard, or exposed to high levels of a hazard, such as noise or chemical exposure, or**
  - **Harm that isn't detectable until a long time after exposure, such as asbestos**
- 2.) **Determine action and / or control to Eliminate, Isolate or Minimise Significant Hazards**
- 3.) **All Significant Hazards to be reviewed / assessed on a regular and on going basis. ( three / six monthly )**

# SIGNIFICANT HAZARDS

HAZARD	ACTION TO BE TAKEN	WH	DATE
<b>VEHICLES</b>			
Farm MUV's	<b>MAINTENANCE: Serviced every 100hrs by Taihape Honda</b> <b>Refer to Farm Code of Conduct</b>		
<b>Tractors</b>			
Massey Fergusson	<b>MAINTENANCE: Serviced every 300hrs by TRC Feilding</b> <b>Refer to Farm Code of Conduct</b>		
<b>Farm Vehicles</b>			
Mitsubishi Triton	<b>Certificated to WOF</b>		
<b>MACHINERY</b>			
PTO Driven	<b>Correctly covered</b>		
Hydraulic	<b>Trained staff only to use</b>		

## SIGNIFICANT HAZARDS

HAZARD	ACTION TO BE TAKEN	WH	DATE
<b>WORKSHOP</b>			
<b>WOOLSHED</b>			
<b>SHEEP YARDS</b>			
<b>CATTLE YARDS</b>			
<b>FARM GENERAL</b>			

# FARM VEHICLE MAINTENANCE

## PUKEKAKA STATION LTD

- 1.) **Regular maintenance checks to be conducted on all farm bikes and tractors ( daily/weekly/fortnightly/monthly or prior to use ) as required by Owner to include the following:**
  - \* **Fuel**
  - \* **Oil**
  - \* **Water/Brakes on Farm Bike/ATV**
  - \* **Tyres**
  - \* **Visual Check**
- 2.) **Farm Vehicle Maintenance Sheets (FVMS) to be filled in, signed and dated at time of the checks.**
- 3.) **Any faults identified are to be recorded on the Farm Vehicle Maintenance Sheet(s) and reported to the Owner.**
- 4.) **All other equipment/machinery/implements to be checked as per the Owner/Operator Manual prior to use, any faults identified, to be recorded and reported as in (3) above. F.V.M. Sheets to be completed as in (2).**
- 5.) **Owner to determine schedule/timing for any identified faults/repairs to be carried out. F.V.M. Sheets to be completed, dated and signed by Owner after repairs carried out.**

## FARM VEHICLE MAINTANENCE SHEET

<b>Tractor</b>	Date		Date		Date		Date		Date		Date		Date	
..... <b>Hp 4WD</b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>Outside</b>														
Engine oil - level & leaks														
Back End oil – level & leaks														
Greasing														
Radiator – fins, belt and coolant														
Tyres – wheel nuts and damage														
Body panels														
Birds nests														
<b>Inside</b>														
Seat belt														
Steering														
Mirrors														
Controls/Pedals														
Wipers														
Brakes test														
Gauges/Switches														
Air Conditioner/Heater														
Lights														
<b>Initials:</b>														

## FARM VEHICLE MAINTENANCE SHEET

<b>Tractor</b>	Date		Date		Date		Date		Date		Date		Date	
..... <b>Hp 4WD</b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>Outside</b>														
Engine oil - level & leaks														
Back End oil – level & leaks														
Greasing														
Radiator – fins, belt and coolant														
Tyres – wheel nuts and damage														
Body panels														
Birds nests														
<b>Inside</b>														
Seat belt														
Steering														
Mirrors														
Controls/Pedals														
Wipers														
Brakes test														
Gauges/Switches														
Air Conditioner/Heater														
Lights														
<b>Initials:</b>														

# FARM VEHICLE MAINTENANCE SHEET

ATV .....	Date	Date	Date	Date	Date	Date	Date	Date
Engine oil – level & leaks								
Tyres – wheel nuts and damage								
Body panels								
Steering								
Gears								
Brakes								
Gauges/Switches								
Cables								
Lights								
Drive shafts (damages boots)								
Wheel Bearings								
Chassis								
<b>Initials:</b>								

ATV .....	Date	Date	Date	Date	Date	Date	Date	Date
Engine oil – level & leaks								
Tyres – wheel nuts and damage								
Body panels								
Steering								
Gears								
Brakes								
Gauges/Switches								
Cables								
Lights								
Drive shafts (damages boots)								
Wheel Bearings								
Chassis								
<b>Initials:</b>								

# FARM VEHICLE MAINTENANCE SHEET

<b>2 Wheeler .....</b>	Date	Date	Date	Date	Date	Date	Date	Date
Engine oil – level & leaks								
Tyres – damage								
Body panels								
Steering								
Gears								
Brakes								
Gauges/Switches								
Cables								
Lights								
Chain (checked and oiled)								
Wheel bearings								
<b>Initials:</b>								

PAUL SHARLAND LIMITED

<b>2 Wheeler .....</b>	Date	Date	Date	Date	Date	Date	Date	Date
Engine oil – level & leaks								
Tyres – damage								
Body panels								
Steering								
Gears								
Brakes								
Gauges/Switches								
Cables								
Lights								
Chain (checked and oiled)								
Wheel bearings								
<b>Initials:</b>								



# FARM TRAINING PROGRAMME

## PUKEKAKA STATION LTD

**Training on this Farm will ensure each person is able to carry out their tasks safely and efficiently without constant supervision thereby improving productivity and reducing accidents, injuries and ill health.**

**It is the policy of this farm to conduct training when and as required. Training on this Farm is on-going and will be conducted on a continuous basis as identified by Staff and Management.**

**All Staff will be required to demonstrate to the satisfaction of Management that they are proficient in the correct work methods and techniques for the safe use, of all vehicles, machinery, equipment and tools, currently used on this farm.**

- 1.] Any Employee who feels they are not confident with the use of any piece of equipment, machinery or tool used on this farm/workplace has a duty to inform Management so that adequate training can be organised as and when practical
- 2.] Full training will be given to any Staff member who, is in the opinion of Management not proficient in the skills of the above
- 3.] All training will be recorded onto each Employee's Training Record Sheet and in the Farm Training Programme.
- 4.] Training will be conducted 'on-farm' where possible using existing resources or written material supplied with new machinery or collected at previous training.
- 5.] Training will be conducted on a regular basis both on the farm, using the experience, expertise and skills of current Staff and Management and at courses, training days/seminars, field days etc.
- 6.] Training will be organised and paid for by Management where there is an identified need for specialist training in that area.
- 7.] All Staff will have training in the correct care and maintenance of all vehicles, machinery, equipment and tools used on this farm, including any preventative, routine, regular or annual maintenance that is required per Operator's Manual or Owner's Handbook.
- 8.] All Staff and Management are to meet on a regular basis to discuss current and future training needs and any on-going requirements.

<b>Training Record</b>			For the Year:		
Employee:			Farm Name:		
<b>Formal Courses</b>					
Training Topic or Course	Due Date	Trainer	Completed	Passed (if applicable)	Signed
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	

<b>Training Record</b>			For the Year:		
Employee:			Farm Name:		
<b>Skills Needs</b>					
Key skills	No Experience	Has some experience but needs further practice under supervision	Fully Competent	Signed	Date

# EMERGENCY PROCEDURES

## IMPORTANT TELEPHONE NUMBERS

### FIRE POLICE AMBULANCE

# 111

Pukekaka Station is located at 693 Pukeokahu Road Taihape. The Rural Number is 693

### OTHER IMPORTANT TELEPHONE NUMBERS

Doctor 06 3880926

Poisons Contact 0800 764 766

Ambulance 111

Pollution Hotline 0800 738 393

Fire 111

Gas and Petroleum 0800 734 567

Police 111

Electricity Faults

Hospital 06 356 9169

Civil Defence 06 356 8199

Medic Alert (04) 472 2999

MBIE 04 901 1499

**GPS CO-ORDINATES    Latitude    39    661288**

**Longitude    175 995909**

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# EMERGENCY PROCEDURES PLAN

## PUKEKAKA STATION LTD

### IN THE EVENT OF AN EMERGENCY:

If necessary, remove victims and personnel from immediate danger.

If necessary, follow First Aid procedures to sustain life.

**Dial 111** and ask for service you require ( Fire, Ambulance, Police )

**Give your name, what the emergency is and where to send help.....**

PUKEKAKA STATION LTD is located at

**693 Pukeokahu Road  
TAIHAPE**

The Rural Number is 693

**GPS Co-ordinates for the farm are:**

**Latitude 39 39 865**

**Longitude 175 58 610**

A list of other phone numbers and contacts is attached for other emergencies.

In the event of an emergency contact the Managers:

Rob & Marie Stratton

**Phone (06) 388 0052  
(027) 271 0206**

## **Further Procedures:**

**First Aid** is available, Paul & Mary have done basic First Aid courses

**Evacuation Plan:** In the event of an emergency eg earthquake, volcanic eruption, major electrical storm, vehicle accident, flood or other serious accident, all persons on the farm at that time will go to the assembly point at the woolshed

### **GPS Co-ordinates for this point**

<b>Latitude</b>	<b>39</b>	<b>39</b>	<b>865</b>
<b>Longitude</b>	<b>175</b>	<b>58</b>	<b>610</b>

**First Aid and Fire Extinguishers** are located at the cowshed and in each of the farmhouses. All Farm emergency equipment including first aid kits and fire extinguishers are checked and replenished as necessary by the Owners.

All Staff are to be familiar with the Farm Emergency procedures included in the Farm Health and Safety folder at the cowshed. All staff are to be familiar with how to switch/turnoff the main electricity to the farm, the main water supply and operate emergency equipment.

Staff have emergency responsibilities assigned to them and are trained how to carry out those tasks in an emergency:

Notify Owners, other staff and neighbours

Alert emergency services

Shut off electricity, water etc

Save records as required

All Staff shall take responsibility for their own families, dependants and assets in the event of an emergency at their allocated house.

All Staff shall maintain their own First Aid kits and Civil Defence survival kits (“B –Ready Kit”) in their allocated houses.

All Staff are to be familiar with Civil Defence procedures listed in the back cover of the Telephone Directory.

If Staff have to work “off farm”, they inform other staff of their expected return time. After that time has elapsed and they have not returned or “called in”, a staff member either phones the Owners or goes to check for the overdue staff member.

An emergency drill for all staff and family members is to be conducted at least annually. These drills are to be recorded and a note made of any further improvements or training needed.

**Important telephone numbers and contacts:**

Fire	111
Ambulance	111
Police	111
Police ( non-emergency)	(06) 388 2170
Animal Emergencies	Ministry of Agriculture & Forestry 0800 80 99 66
Civil Defence	06 356 8199
Electric Power Lines	Genesis 0800 436 249
Gas Emergencies	NGC 0800 734 567 Genesis 0800 436 249
Doctor	
Medic Alert	04 472 2999
Palmerston North Hospital	06 356 9169
Poisons and Hazardous Chemicals	0800 764 766
Horizons Regional Council	0508 446 749
Pollution Hotline	0800 738 393
Veterinarian	06 3880863

# EMERGENCY DRILL RECORDS

## PUKEKAKA STATION LTD

<b>DATE</b>	<b>DETAILS</b>
14 <sup>th</sup> Oct 2014	Rob, Marie, Jack and Paul Sharland discussed emergency and evacuation procedures,. The farm has GPS co-ordinates and staff are trained in First Aid



# ACCIDENT/INCIDENT REPORTING

## PUKEKAKA STATION LTD

- 1.) In the event of an accident/incident and after taking appropriate action to render first-aid and notify emergency services as required, the scene is to be made secure and left undisturbed as far as possible, pending an investigation.
- 2.) All accidents/incidents to be reported on day of occurrence into accident register at cowshed and reported to the farm Owners.
- 3.) All serious harm accidents to be reported to Worksafe New Zealand in Palmerston North as soon as possible after the event.
- 4.) Notice of accident/serious harm form in writing to be sent to Worksafe New Zealand in Palmerston North within 7 (seven) days of accident.
- 5.) All serious harm accidents will be investigated as well as all incident/accidents that create or cause over \$500.00 of damage to repair or replace.
- 6.) Staff to review with Management all incident/accidents to ensure that controls in place are adequate
- 7.) When a new hazard is identified as a result of an incident/accident it must be recorded on the hazard board and controls put in place



## Contractor Acknowledgement

	Contractor	Principal
<b>Name</b>		The Client
<b>Phone</b>		
<b>Role</b>		

**I HAVE BEEN:**

**Shown/Given a farm map**

**Shown/advised of areas to stay away from**

**Advised about hazards I will be exposed to while working on this farm**

**Made aware of safety signs**

**Advised where first aid equipment is kept**

**I AGREE :**

**To inform management of any hazards I find on the farm**

**To abide by farm speed limits**

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# HEALTH AND SAFETY AUDIT FORM

**Employer:** \_\_\_\_\_

<b>Audit performed by:</b>		<b>Position:</b>	
		<b>Date:</b>	
Topic	Requirement	Tick or X	Action Required
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Manual/Programme Current</li> <li>• H &amp; S Records current</li> </ul>		
<b>Health &amp; Safety Policy and Objectives</b>	<ul style="list-style-type: none"> <li>• Policy current</li> <li>• Objectives appropriate</li> <li>• Objectives clear</li> <li>• Objectives being met</li> </ul>		

<b>Health &amp; Safety Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsibilities clear</li> <li>• Responsibilities being performed</li> </ul>		
<b>Hazard ID, assessment and control forms</b>	<ul style="list-style-type: none"> <li>• Forms being completed</li> <li>• Current and new hazards being regularly reviewed</li> <li>• Controls being effectively performed</li> </ul>		
<b>Hazard Schedule</b>	<ul style="list-style-type: none"> <li>• Schedule current</li> <li>• Current schedule is being reviewed by staff</li> </ul>		
<b>Accident Reporting</b>	<ul style="list-style-type: none"> <li>• All accidents/incidents being reported by staff</li> <li>• Accident reporting procedures being followed by staff</li> <li>• Accident register being completed</li> <li>• MBOBIE advised of accidents</li> </ul>		

<p><b>Accident Investigation</b></p>	<ul style="list-style-type: none"> <li>• Accidents being adequately investigated</li> <li>• New hazards being identified and recorded</li> <li>• MBOBIE procedures being followed</li> </ul>		
<p><b>Rehabilitation Plan</b></p>	<ul style="list-style-type: none"> <li>• Does a rehab plan exist</li> <li>• Is it documented</li> <li>• Is it available to staff</li> <li>• Is the plan being followed</li> </ul>		
<p><b>Emergency Procedures</b></p>	<ul style="list-style-type: none"> <li>• Emergency procedures documented</li> <li>• Emergency procedures available to staff</li> </ul>		

<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>• Induction training being completed by all new staff</li> <li>• Staff training records current</li> </ul>		
<p><b>Visitor Policy</b></p>	<ul style="list-style-type: none"> <li>• Visitor policy documented</li> <li>• Visitor procedures documented</li> <li>• Signing-in procedures established</li> </ul>		
<p><b>Contractors</b></p>	<ul style="list-style-type: none"> <li>• Health &amp; Safety discussions held</li> <li>• Contractors advised of hazards</li> <li>• Contractors signed acknowledgement</li> </ul>		

