

Roles and responsibilities in agriculture

APPROVED CODE OF PRACTICE

April 2027



New Zealand Government
Te Kāwanatanga o Aotearoa

WORKSAFE
Mahi Haumarū Aotearoa



NOTICE OF APPROVAL

WorkSafe New Zealand leads the national effort to improve health and safety at work in New Zealand, aiming to reduce the high number of work-related deaths, injuries, and illnesses. One of its main focus areas is agriculture.

The ACOP for *Roles and responsibilities in agriculture* sets out how farm owners, farmers, workers and contractors can work together to meet their health and safety duties under the Health and Safety at Work Act 2015. It provides agriculture-specific, practical guidance for farm work environments, including clarity of responsibilities where contractors are present.

This ACOP applies to animal production, arable farming, horticulture, viticulture and mixed farming operations. It does not apply to purely domestic or recreational activities that are unrelated to farm work.

WorkSafe developed this ACOP in consultation with industry and other stakeholders to support improved understanding of roles and responsibilities, particularly for smaller farming operations.

Accordingly, I, Brooke van Velden, being satisfied that the consultation requirements of section 222(2) of the Health and Safety at Work Act 2015 have been met, approve the code of practice for *Roles and responsibilities in agriculture* under section 222 of the Health and Safety at Work Act 2015.



Hon Brooke van Velden
Minister for Workplace Relations and Safety

31 August 2026

FOREWORD

The New Zealand agriculture sector is one of New Zealand's most economically and historically significant sectors.

Unfortunately, agriculture remains one of Aotearoa New Zealand's highest harm industries, with fatalities and serious injuries occurring far too often. Farm work is carried out across variable environments and involves mixed tasks, equipment and work arrangements. These conditions increase risk and make it critical that farmers, workers and contractors have a clear understanding of health and safety responsibilities.

We've heard from the sector that farmers are seeking greater clarity about how responsibilities apply, particularly when multiple people are involved and/or when contractors are present on farm.

The *Approved code of practice (ACOP) for roles and responsibilities in agriculture* has been developed to respond to these challenges. It provides clear, plain-language expectations for animal production, arable, horticulture and mixed farming operations, with practical scenarios to help people understand and apply their responsibilities in real-world farm settings.

This ACOP provides clear expectations to all involved – farmers, managers, contractors, suppliers and workers – on their roles in maintaining safety. By improving understanding of how to consult, cooperate and coordinate with other people on the farm, this ACOP supports safer farms and better outcomes so everyone can return home healthy and safe at the end of the day.

We would like to thank the farmers, workers, industry representatives and others across the agricultural sector who contributed their time, experience and expertise.

Your input has been invaluable in shaping an ACOP that is practical, relevant and grounded in real farm work, helping to support safer farms so everyone can return home healthy and safe.



Murray Jagger
Chair



Sharon Thompson
Chief Executive

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PART A

Introduction

IN THIS PART:

- 1.0** About this document
- 2.0** Terms used in this ACOP

1.0

About this document

IN THIS SECTION:

- 1.1** Who is this ACOP for?
- 1.2** What does this ACOP cover?
- 1.3** How should this ACOP be used?
- 1.4** How is this document structured?
- 1.5** Supporting information

This ACOP has been written as if the HSW Amendment Act 2026 changes to HSWA section 226 (Use of approved codes of practice in proceedings) applies. This amendment is known as safe harbour and does not come into effect until 1 April 2027.

As this ACOP was approved before this date, it does not have safe harbour status. It will need to be reapproved after 1 April 2027, once the legislative changes take effect. Until such time as the ACOP is reapproved, taking the actions in the ACOP provides evidence that you have met your legal duty.

1.1 Who is this ACOP for?

- 1.1.1 This approved code of practice (ACOP) is for people and businesses involved in agricultural work, including farmers, farm workers, contractors, and suppliers and installers who work on farms.
- 1.1.2 This ACOP applies across agricultural settings, including livestock farming, dairy farming, arable farming, horticulture, viticulture, and mixed farming operations.

1.2 What does this ACOP cover?

- 1.2.1 This ACOP sets out actions for:
 - persons conducting a business or undertaking (PCBUs) to consult, cooperate and coordinate with other PCBUs on a farm who have the same health and safety duty
 - PCBUs who have young people on the farm
 - workers in relation to the worker duties and PPE duties covered in this document.
- 1.2.2 The duties covered in this ACOP are:
 - **Health and Safety at Work Act 2015 (HSWA) section 34: PCBU must consult other PCBUs with the same duty**
 - **HSWA section 45: Duties of workers**
 - **Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (GRWM Regulations) Part 4: Young persons at workplace**
- 1.2.3 Where other sections or regulations are mentioned, these will be referenced.

1.3 How should this ACOP be used?

- 1.3.1 This ACOP applies only to the circumstances and actions described in each section. It does not set out actions for every risk or activity that may arise on a farm.
- 1.3.2 You are not required to follow what is outlined in this or any ACOP. Compliance with it is not mandatory. But section 226(2) of HSWA provides that if you follow all the actions in this ACOP that are relevant to your circumstances, you are considered to have met the stated legal duty.
- 1.3.3 This ACOP sets out one way to comply with legal duties. As a duty holder, you can choose to meet your HSWA duties in other ways, as long as you achieve a standard of health and safety that is at least equal to what is described in this ACOP.

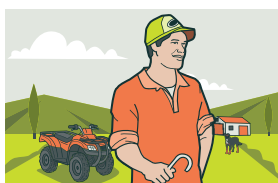
1.3.4 Determine what actions are relevant to your situation by asking:

- What is your role?
- What are the roles of any other PCBU's?
- What is the work you are doing?
- What are the work conditions?
- What are the work risks, including the critical risks?
- What is your degree of influence and control?

1.4 How is this document structured?

- 1.4.1 This document is structured around common agricultural work situations and the different people or businesses involved in that work. Section 2 explains how the terms in this ACOP are used.
- 1.4.2 For each part, the ACOP identifies the legal duty or duties covered by that section, and the actions (described in tables) that a duty holder may take to comply with those duties. It also provides examples showing how those actions may be applied in different circumstances.
- 1.4.3 The actions describe practical steps that provide one way duty holders can comply with the specified duty in the stated circumstances. Duty holders need to consider the actual work, workplace, people, hazards, and risks involved. Where circumstances differ, further or different actions may be required to comply with HSWA or regulations.
- 1.4.4 The examples in this ACOP show **how you might** take the required actions in different situations on different farms. They do not describe all actions required to meet all your health and safety duties, and do not replace the actions set out in each section.
- 1.4.5 This ACOP is split into parts (for farmers, farm workers, contractors and suppliers or installers) to help you find the part of the document most relevant to the work you do (Figure 1). A person or business may have more than one role, and the HSWA duties that apply will depend on the circumstances.

Farmers



See Part B

Farm workers



See Part C

Contractors



See Part D

Suppliers and installers



See Part E

FIGURE 1: Agriculture roles

- 1.4.6 For each role, this ACOP sets out the legal duty/duties and the steps to meet those duties and provide illustrative examples (Figure 2).

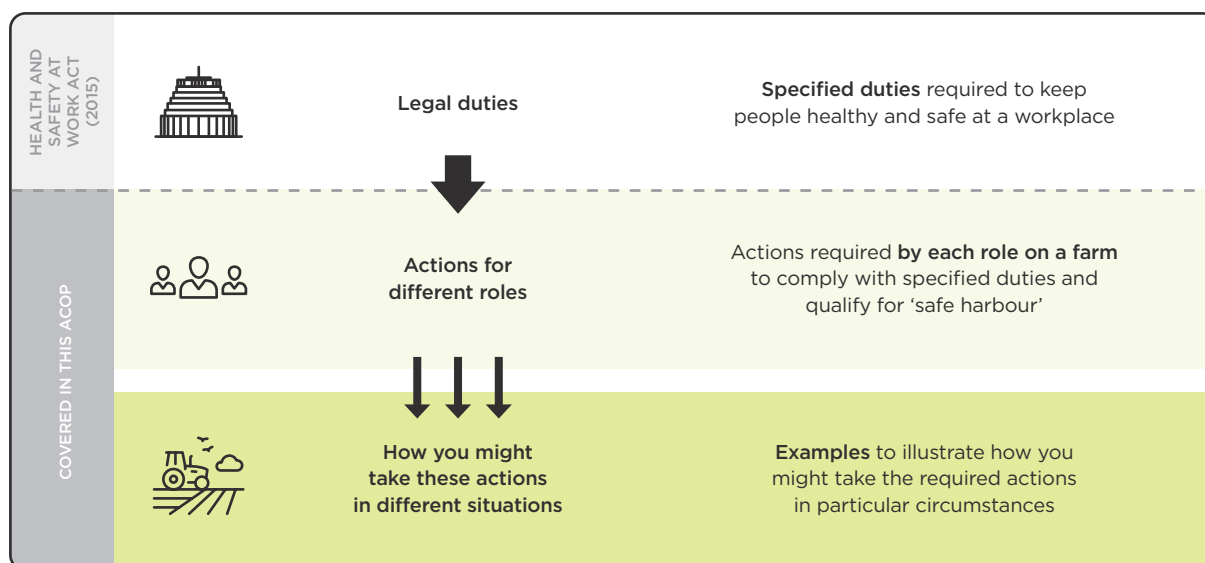


FIGURE 2: What is covered in this ACOP

1.5 Supporting information

- 1.5.1 You can find links to supporting health and safety information on this online [Resources](#) page.
- 1.5.2 The material linked to from the [Resources](#) page is additional information only. It is not part of this ACOP and therefore does not form part of the actions you need to take in order to be treated as if you have complied with your HSWA duties.

2.0

Terms used in this ACOP

IN THIS SECTION:

- 2.1** Overview of agriculture roles
- 2.2** Overview of HSWA duty holder roles
- 2.3** Overlapping duties
- 2.4** Illustrative example managing recreational and non-recreational activities on the farm

2.1 Overview of agriculture roles

- 2.1.1 This ACOP uses the following terms to describe common roles in agricultural work. These terms are used for the purposes of this document only.
- 2.1.2 Table 1 explains how these terms are used in this ACOP. These descriptions are for the purposes of this document only. They do not replace the legal meaning of duty holder terms in HSWA.

TERM	WHAT THIS TERM MEANS IN THIS DOCUMENT
Farmer	In this ACOP, farmer means the PCBU who operates the farm. This may include an owner-operator, a sharemilking or contract-milking business where that business is a PCBU, or a business engaged to manage and control farm operations on behalf of an owner. This also covers horticulture growers. More than one PCBU may have duties on a farm.
Landowner (who is not also the farmer)	A person or entity that owns farmland but is not the PCBU operating the farm.
Farm worker	In this ACOP, farm worker means a person who is a worker within the meaning of section 19 of HSWA, and who carries out farm work. Depending on the circumstances, this may include an employee, temporary or seasonal worker, apprentice, trainee, volunteer worker, manager, contractor, or an employee of a contractor.
Contractor	For the purposes of this ACOP, contractor generally means a PCBU engaged to carry out work or provide services on a farm. Depending on the circumstances, a contractor may also be a worker under HSWA.
Supplier/installer of farming equipment	For the purposes of this ACOP, supplier or installer means a person or business supplying or installing plant, substances, structures, or other products for use on farms. This part of the ACOP only covers duties relating to working with other duty holders on the farm. It does not cover all upstream duties that may apply under sections 39 to 43 of HSWA.

TABLE 1:
Agriculture roles
in this ACOP

2.2 Overview of HSWA duty holder roles

- 2.2.1 People on a farm may have different duty holder roles under HSWA. The duties that apply depend on the work being done and the person's level of influence and control in the circumstances.
- 2.2.2 A person may have more than one role at the same time. For example, a farmer may also be a worker. A contractor may be a PCBU and, in some circumstances, may also be a worker.
- 2.2.3 You need to identify which HSWA duties apply to you in your circumstances.

PCBU

- 2.2.4 HSWA uses the term ‘person conducting a business or undertaking’ (PCBU) for the main duty holder. The PCBU can be an individual or an entity such as a company. Ownership models vary in agriculture, and there may be more than one PCBU on the farm.
- 2.2.5 When the terms ‘the farmer’ or ‘the contractor’ are used in this ACOP, they refer to a PCBU. Seek legal advice if you are unsure whether you are a PCBU.

Officer

- 2.2.6 An officer is a person who makes decisions that can significantly affect how a PCBU operates. This can include company directors, chief executives, partners and board members.

Worker

- 2.2.7 The HSWA duty holder role of ‘worker’ is held by anyone working for the farmer (PCBU) and acting on the instruction of the farmer.

FARM MANAGERS

- 2.2.8 ‘Workers’ can include farm managers who are employed to work on the farm. While these farm managers might have a delegated responsibility for everyday operations, the legal PCBU duties sit with the farm’s PCBU.
- 2.2.9 Seek legal advice if you are a farm manager and are in doubt about whether your situation gives you the HSWA duty holder status as a worker or PCBU.

Other persons at the workplace

- 2.2.10 Other people may also be affected by farm work and must be considered where relevant. They will have the duty holder role HSWA calls ‘other persons at workplace’.

2.3 Overlapping duties

What overlapping duties are

- 2.3.1 More than one person or business may have the same duty at the same time. This is sometimes referred to as ‘overlapping duties’. If more than one PCBU has a duty for the same matter, all PCBUs must manage the matter as far as they can influence and control it.
- 2.3.2 All PCBUs should understand:
- who they are working with and what their roles are
 - what duties they have
 - where they share influence or control
 - the risks arising from the work or workplace, and which of those are critical risks.
- 2.3.3 Once PCBUs understand their own duties, they should check whether another PCBU also has that duty. Where duties overlap, each PCBU should:
- manage the risks of their work so far as they can influence and control them
 - meet their obligations to consult, cooperate and coordinate activities with other PCBUs who have the same duty.

- 2.3.4 Cooperation requirements differ depending on the size of the PCBU.
- Large PCBUs (20 or more workers) must cooperate with other PCBUs for all relevant risks.
 - Small PCBUs (fewer than 20 workers) are required to cooperate with other PCBUs for critical risks, and may choose to cooperate for other relevant risks.
- 2.3.5 PCBUs of different sizes may enter into agreements or contracts that set out how they will work together. These arrangements can require small PCBUs to cooperate on all relevant risks, provided the arrangements do not limit or remove duties under HSWA.
- 2.3.6 For more information about overlapping duties, see the [Resources](#) page.

Events hosted by others

- 2.3.7 If someone else organises an event on your farmland and they are a PCBU, you may have overlapping duties with them.
- 2.3.8 In the case of recreational access (such as events and recreational activities held in an outdoor space), the duty to manage or control the workplace only applies:
- when recreational use is part of your business (for example, farm walks/treks)
 - or when farm work is taking place near the recreational activity.

2.4 Illustrative example managing recreational and non-recreational activities on the farm

- 2.4.1 This example is fictional but based on real-life situations. It illustrates roles and relationships, and how PCBUs could manage the risks in these situations. It does not describe all actions required to meet legal duties, and does not replace the actions set out in this section.
- 2.4.2 Example 1 shows how the farmer can take actions to keep people safe on the farm during different kinds of visits.

Example 1:

Managing recreational and non-recreational activities on the farm

Mike allows the local hunting club onto his farm to hunt wild pigs in a bush block. The hunting is a recreational activity, not farm work, and Mike makes sure any farm work is kept well away from the hunting area. He lets workers know where the hunters will be, puts clear boundaries in place, and checks that everyone understands how to stay safe.

The following week, Mike hires a pest control company to protect his crops from birds. This work is being carried out as part of the farm business, so he meets with the pest control supervisor, Tim, before work starts. Together they discuss the job, identify any overlapping risks, and agree on how they will coordinate their activities and manage the risks they have control over. They keep in contact throughout the day to make sure workers, contractors, and any other people on the farm remain safe.

Actions taken in this example

- The farmer keeps all workers on the farm safe when a recreational activity is taking place on the farm.
- The farmer discusses overlapping duties and consults, cooperates and coordinates to manage the risks when a non-recreational activity is taking place on the farm.

PART B

For farmers

IN THIS PART:

- 3.0** Introduction to Part B
- 4.0** Actions to take to consult, cooperate and coordinate activities with other PCBUs
- 5.0** Actions to take when you have young people and children on the farm

3.0

Introduction to Part B

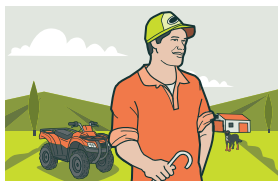
IN THIS SECTION:

3.1 Using Part B

3.1 Using Part B

- 3.1.1 This part is for farmers – people who operate a farm or have duties under HSWA in that role. In this part, ‘you’ means the person or organisation operating the farming business.
- 3.1.2 This part sets out actions for farmers to take when they have overlapping duties with other PCBUs in relation to the same matter. The actions address the duty to consult, cooperate and coordinate activities under section 34 of HSWA. It also covers actions to take when there are children and young people on farms.
- 3.1.3 Where this part refers to a farm manager, it refers only to a person acting in circumstances where this part is relevant to their role. A farm manager may, depending on the circumstances, be a worker, a PCBU, an officer, or hold more than one role.
- 3.1.4 Use Figure 3 to find the relevant part of the ACOP for your role. People can have more than one role on a farm. If Part C applies to you as a worker, read that part as well.

Farmers



See Part B

Farm workers



See Part C

Contractors



See Part D

Suppliers and installers



See Part E

FIGURE 3: Agriculture roles – farmers

4.0

Actions to take to consult, cooperate and coordinate activities with other PCBUs

IN THIS SECTION:

- 4.1 Actions for farmers to take
- 4.2 Illustrative examples for farmers

4.1 Actions for farmers to take

- 4.1.1 Table 2 sets out actions a farmer can take when the farmer and another PCBU have a health and safety duty in relation to the same matter and need to cooperate under [section 34: PCBU must consult other PCBUs with same duty](#)
- 4.1.2 Sections 2.3.1 to 2.3.6 explain what overlapping duties mean for small and large PCBUs.

SITUATION	ACTIONS FARMERS SHOULD TAKE
Before work starts	● Identify the other PCBUs involved in the work or workplace. ● Share information about farm-specific hazards and risks that may affect the other PCBUs' work. ● Ask the other PCBU what risks their work may create for farm work, workers, contractors, visitors, or other people on the farm. ● Identify where duties overlap with your or another PCBU's duties. With the contractor/other PCBU, determine: - what role you each have - what the work risks are, and which are critical risks - what duties you each have - whether you have the same duty. ● Where you have the same duty: - confirm your influence or control over the matter - decide how you will manage the matter as far as you can influence and control it. Note: You are likely to have influence and control where you can direct how and when the work is carried out, select plant and equipment, or control access to the site. ● Agree how you will communicate before, during, and after the work.
Agreeing responsibilities	● Agree who will do each agreed action, based on who has influence and control over the matter. ● Record the agreement in a way that suits the work, for example, by email, text message, job sheet, farm diary note, induction record, traffic plan, or written agreement. ● Make clear that agreeing who will do a task does not transfer any PCBU's legal duty.
During the work	● Give updates if farm conditions change and those changes may affect health and safety. ● Check that agreed control measures are in place before the relevant work starts. ● Keep affected workers, contractors, and other PCBUs informed about changes that may affect them. ● Stop, pause, or re-plan work if the agreed control measures are no longer effective.
After or during longer work	● Check that the agreed control measures are working as intended. ● Review and update the agreement if the work, workplace, people, plant, timing, or conditions change.

TABLE 2: Actions for farmers when cooperating with other PCBUs about overlapping duties

4.2 Illustrative examples for farmers

- 4.2.1 These examples are fictional but based on real-life situations. They illustrate roles and relationships, and how PCBU's could consult, cooperate and coordinate in these situations. They do not describe all actions required to meet legal duties, and do not replace the actions set out in this part.

Examples of working with contractors to manage overlapping duties

- 4.2.2 Examples 2 to 6 illustrate how a farmer may comply with section 34 of HSWA when duties overlap with those of another PCBU in relation to the same matter.

EXAMPLE 2

- 4.2.3 This example shows how a farmer and a contractor can meet their overlapping duties by sharing information, agreeing who controls what, and setting practical ground rules before a contractor starts work on the farm.

Example 2: Managing overlapping duties with a contractor

Martin, a dairy farmer, books Sione, a ground-spreading contractor, to apply liquid fertiliser on the back paddocks. Before Sione arrives, Martin checks the paddock and notes the creek that runs along the boundary where the truck will need to travel. Because Martin controls access and farm traffic routes, he can identify these farm-specific risks early.

Martin calls Sione and says, "Let us have a chat when you get here, so we are both clear on the plan."

When Sione arrives, they confirm who controls which parts of the job. Martin explains the authorised route for the truck and points out the areas that are out of bounds unless agreed. He shows Sione the soft ground near the creek where the truck could slide or damage the bank. Martin marks a clear 'no go' buffer with tape that is easy to see from the cab.

Sione controls the mobile plant and the spreading process. He checks that his driver understands the truck's limits on the terrain. He also confirms a spill kit is on board and ready to use if needed.

Before any work starts, they agree on simple rules: where the truck may drive, and what action they will take if conditions change. They agree on a stop rule: if heavy rain starts or the ground begins to cut up, Sione will stop and call Martin before continuing. They also agree that Sione will send a quick text to confirm when the job is finished and the truck has left the property safely.

Actions taken in this example

- The farmer identified hazards and risks relating to the job before the contractor arrived, and then shared the relevant information with the contractor on arrival.
- The farmer and the contractor agreed on clear ground rules, such as route, no go areas and stop rule, before the contractor started work.
- The farmer and the contractor confirmed what they each control: the farmer knows the hazards on the farm and controls access; the contractor controls the truck and their specific tasks.
- They agreed on how they would communicate during the job.

EXAMPLE 3

- 4.2.4 This example shows why PCBU's need to keep communicating when hazards or conditions change, and how a simple 'no contact, no entry' rule can help keep contractors and their workers safe.

Example 3:

Keeping contractors informed about changes on the farm

Sam, a beef farmer, expects a lines company to replace a power pole near Paddock 4. Early that morning, he moves a breeding bull into the paddock.

Before the line company's crew arrives, Sam updates the hazard information he has already shared with the utility provider. This helps the utility crew plan their access safely.

Sam may not be at the house when the crew arrives, so he calls Liam, the supervisor for the lines company, beforehand. They agree that Liam will tell the crew what to do at the gate: the crew will call or text before entering and will wait for confirmation about which areas are safe to enter.

When the crew reaches the gate, Liam follows the 'no contact, no entry' rule Sam has set. They stop, check the work order, and call Sam to confirm which paddocks they can enter. Sam confirms the bull is in Paddock 4, so they agree on an access route that avoids this paddock. If they had not been able to contact Sam to confirm the latest hazards, they had agreed that they would wait or reschedule instead of entering.

During the job, Liam keeps in touch with Sam. He checks before opening gates and uses Sam's hazard map to guide their movements.

Actions taken in this example

- The farmer and the contractor agreed what the contractor and crew should do when they reach the gate, in this case call or text for confirmation. They choose a practical approach to suit their farm and the job.
- They stayed in touch and shared updates on hazards or changing conditions during the job.

EXAMPLE 4

- 4.2.5 This example shows how a farmer, a main contractor and a subcontractor can manage overlapping duties by agreeing on traffic movements, communication methods and who controls access at different times.

Example 4:**Managing overlapping duties when using subcontractors**

Peter contracts a forestry management company to harvest a pine block on his farm. The forestry company brings in their logging crew and hires a trucking subcontractor to cart logs. Everyone needs to use the main road through the farm, and Peter also needs the road to move cattle back to the farm buildings.

Before any machinery arrives, Peter and Mateo (the forestry company manager) check who will use the road, when they will use it, and who controls access at different times. They confirm the work happens entirely on the farm and does not involve a public road where the general road rules apply.

They agree on a traffic plan that separates forestry traffic and stock being moved. To prevent conflicts, they set agreed times for truck movements, and separate times for moving stock.

They agree who has the authority to pause work if conditions change. For example, work may stop if weather softens the verge, if stock has to be moved earlier than planned, or if a contractor arrives early.

As agreed with Peter, Mateo makes sure the logging crew and the trucking company crew understands the farm rules, including speed limits, stock awareness, and no-go areas.

On the day of the job, Peter shares information about soft verges and tight corners. The truck driver explains blind spots and stopping distances, so everyone knows where it is safe to stand.

Because forestry crews often use radio communication, while the farm workers rely on mobile phones, they choose a reliable communication method that reaches everyone. They keep in touch at key times, such as 'truck entering the race' or 'cattle approaching the bridge'. They tell each other about any changes, so forestry work and farm work remain separate.

Signs at the entrance support the plan and help inform anyone arriving on site.

Actions taken in this example

- The farmer told the contractor about hazards on the farm. They shared knowledge about vehicle limits, such as blind spots and stopping distances, and updated each other when conditions or timing change.
- The farmer and the forestry management company agreed on a simple traffic plan and confirmed who controls the road access at different times.
- The forestry management company manager made sure the logging crew and the trucking subcontractor understood the farm rules.
- All parties used communication tools that worked for everyone in the chain and did not assume one tool fits all. They enforced the traffic plan with signage.

EXAMPLE 5

- 4.2.6 This example shows how PCBU's with different levels of influence and control can work together, allocate tasks, and keep health and safety information consistent across a contracting chain.

Example 5:

Managing a contracting chain according to influence and control

Graham owns a dairy farm and has a 50/50 contract milking arrangement with Kiri. Kiri runs the day-to-day farm operation as her own business, so she has practical control of daily work activities on the farm. This means Kiri has PCBU duties. Graham still has influence over the workplace because he owns the property and controls farm systems such as tracks, yards and traffic routes. His PCBU duties overlap with Kiri's duties.

When it is time to make baleage, Kiri calls Sanjay, the baleage contractor, to book the job. She organises a short pre-start catch up that includes Graham. They agree early on who will control what on the day.

- Kiri will be the onsite contact and will coordinate farm movements, such as milking, stock shifts and access on farm.
- Sanjay will control and supervise his baleage operation and his workers.
- Graham will stay involved and will manage any farm system or property risks that could affect the job.

They also agree that, although tasks can be allocated, health and safety duties cannot be transferred. Each PCBU keeps its own duties, and they will work together where their duties overlap.

During the catch up, Kiri explains the farm's conditions and risks that affect the contractor. She points out stock locations, tight tracks, and where she wants bales stacked so trucks do not need to reverse near people. Sanjay explains how his team will cut, wrap and shift bales. He notes that Nick, a truck driver, will arrive later as a subcontractor. Because Nick may not attend the catch up, they agree that Sanjay will give Nick the same information.

They set clear house rules for the job. These include speed limits, who opens gates, where to park, what to do if someone arrives during stock moves, and what to do if visibility drops. They also set a simple check-in and check-out routine, so everyone knows who is on site and where work is happening.

On the morning of the job, Nick calls Sanjay at the gate. Before any bales move, Sanjay explains where to drive, where to stay clear, and what to do if visibility drops or stock move near access ways. Sanjay stays in contact with Kiri during the day, so bale movements and truck drop offs do not clash with milking or stock movements. Graham checks in with Kiri once to confirm the plan is still working and to manage any new risks, such as ground conditions, or unexpected arrivals.

Clear roles, shared rules and consistent communication help coordinate the contracting chain and reduce risks.

Actions taken in this example

- The owner of the farm, the contract milker, and the baleage contractor agreed who controls what and set clear rules.
- All three PCBU's coordinated their timing and movements so work activities did not clash, and risks were managed.
- All parties kept communications consistent across the chain. The main contractor told the subcontractor about the site rules and safety information.

EXAMPLE 6

- 4.2.7 This example shows how an orchard grower can help multiple PCBUs work safely in the same area by sharing orchard-specific hazard information, coordinating timing, and agreeing on clear movement and communication rules.

Example 6:**Managing overlapping duties in an orchard with multiple PCBUs**

Aroha manages a flat kiwifruit orchard with crop support structures (posts, wires and overhead pergola systems). During harvest week, three PCBUs need to work in the same block: a picking contractor, a transport company, and an irrigation technician repairing a leaking valve.

Before work starts, Aroha contacts each PCBU to explain what will be happening. She shares an orchard map showing the entry point, one-way traffic route, loading area, crop support structures, irrigation lines, and no-go areas around moving vehicles.

They agree how people and vehicles will move through the block and agree who controls what.

- The picking contractor controls the crew and work platforms.
- The transport company controls trucks and forklifts.
- Aroha controls access, the block layout and orchard-specific hazards such as low wires, narrow rows, irrigation pipes and soft ground near the valve.

Because the technician work is near the harvest access lane, Aroha reschedules the repair for after the morning bin collection. The technician will call before entering and set up cones around the repair area, and Aroha updates the other PCBUs.

On the day, Aroha meets the picking supervisor and truck driver at the gate to confirm the traffic route, parking area, speed limit, and stop rule. If anyone needs to enter the same row, work stops until right of way is clear. When one row becomes congested, Aroha pauses vehicle movements there and shifts the next bin pick-up to the loading area. The technician finishes the repair and confirms when the cones are removed and the lane is clear.

Clear planning, shared information and simple rules help the PCBUs work in the same orchard block without getting in each other's way.

Actions taken in this example

- The orchard grower identified orchard-specific hazards, such as crop support structures, low wires, irrigation lines, narrow rows and vehicle routes, and shared this information with the other PCBUs.
- The grower, picking contractor, transport company and irrigation technician agreed who controlled each part of the work before the job started.
- The grower coordinated the timing of work, so harvesting, vehicle movements and irrigation repair work did not create unnecessary risks in the same area.
- The PCBUs agreed on clear communication methods, including gate check-ins, phone contact, and updates when conditions changed.
- The PCBUs used practical control measures, such as a traffic route, loading area, cones, speed limits and a stop rule, to manage overlapping duties in a shared orchard workspace.

Example of managing duties in a shared workspace

- 4.2.8 This example shows how the HSWA section 34 duty to consult, cooperate and coordinate can apply in a shared workspace. Duties between PCBU's can overlap even when they are not in a contractual relationship.

Example 7:

Managing duties in a shared workspace

Tom, a farmer, brings builders onto the farm to re-roof the calf shed. The day before the work starts, he walks the site with Rick, who is the construction lead for the builders. They set an exclusion zone around the shed and plan an alternative route for Leilani, the contract milker, so she can reach the milking shed without entering the construction area. Tom updates the signage, so the route is clear and the no-go area stands out.

The next morning, the builders set up their scaffolding. When Leilani arrives, she uses the agreed route.

During the morning, Tom checks in with the builders and makes sure the layout still works as conditions change. When full separation is not possible, Tom and Rick agree on how to keep Leilani away from the work area and prevent exposure to construction hazards, and Tom tells Leilani about the changed route, and she informs other workers on the farm.

Everyone is kept safe through clear communication and separate workspaces.

Actions taken in this example

- The farmer and the contractor identified the work area and the people who could be affected by the work.
- They agreed how the risks arising from the roofing work would be managed in the shared workplace.
- They agreed who would inform workers and other affected persons if the access arrangements changed during the day.

Example of managing duties when other people are affected by your work

- 4.2.9 This example shows how a farmer and contractor can plan work that may affect other people and agree who will communicate with those people where duties overlap.

Example 8:

Managing overlapping duties affecting others

Raj, a vegetable grower, hires a helicopter pilot to spray fungicide over a block where he grows potatoes.

The block borders Grace's neighbouring dairy farm. Raj notifies Grace at least a day before spraying. He tells her which chemical they will use, when the spraying will start, and how long the boundary area needs to stay clear. Grace tells Raj she plans to shift a break fence near the boundary, so they adjust the timing together.

On the morning of the spray run, Raj sends Grace a confirmation text. Sione, the pilot, also checks in. Raj and Sione agree on a boundary buffer, and Sione fits low-drift nozzles to reduce spray drift. During the job, Sione monitors the wind and is ready to stop when needed.

Grace stays clear of the boundary during the spray window because she knows exactly when the helicopter will fly overhead. When the wind shifts sideways, Sione immediately pulls out and calls 'stopping now'.

Early notification, agreed buffers, and clear stop conditions protect both farms.

Actions taken in this example

- The grower and the contractor identified how the work could affect neighbouring land and people near the boundary.
- They agreed who would communicate with affected people and what information would be shared.
- They agreed stop conditions and updated one another when conditions changed. The helicopter operator confirmed to the farmer that they meet all Civil Aviation Rules relevant to the job.

Example of managing duties when facilities are shared with others

- 4.2.10 Example 9 shows how the duty to consult, cooperate and coordinate can be met when farmers have overlapping duties with maintenance contractors or other users of shared facilities. Shared facilities could, for example, be boundary fences, or could be facilities on a farm used by others, such as an airstrip used by aviation companies to service farms in the area.

Example 9:

Managing overlapping duties in a shared shearing shed

A farmer books a shearing contractor to use the farm shearing shed over two days while farm workers continue related animal handling work in and around the shed. Before work starts, the farmer and contractor walk through the shed, identify damaged flooring, power points, access routes, and the location of workers handling sheep. They agree who will control access, who will isolate and tag out faulty equipment, how workers and shearers will move through the area, and who will stop work if conditions change. They brief all affected workers before the job starts, and update each other if yarding times or stock movements change.

Actions taken in this example

- The farmer and contractor identified the shared workplace and the work activities that created overlapping duties.
- They agreed who would manage access, equipment issues, and communication with affected workers.
- They updated each other when conditions changed so the agreed control measures remained effective.

Example showing how duties towards workers extend to the workers of contractors

- 4.2.11 Under HSWA, your duties towards workers extend to the workers of your contractors or subcontractors while they are on your farm to do the work.
- 4.2.12 Under HSWA, where PCBU's have the same duty in relation to workers on the farm, their duties may overlap. Example 10 shows how a farmer and contractor can take coordinated action in a shared workplace.

Example 10:

How overlapping PCBU duties can extend to a contractor's workers

Anna, a sheep farmer, hires a shearing crew to shear 2,000 ewes. She yards the sheep, then fixes a broken grate in the catching pen before anyone steps on it.

When the shearers arrive and set up, Anna, her farm workers, and the shearing crew work side by side in a tight space. Because they all share the shed, power and facilities, Anna and the shearing contractor both take responsibility for keeping a safe workplace and a clear workflow.

Before anyone starts work, Anna and Rawiri, the shearing contractor's leading hand, walk through the work area. They point out the repaired grate. They check the power supply and confirm the residual current device (RCD) protection. They show the crew where the amenities and break areas are.

They also discuss any equipment provided by Anna that the shearers will use, such as the wool press and grinder. They agree what 'safe to use' means, including guards in place, equipment in good condition, and protective gear (PPE) available with clear expectations about its use. Anna confirms the wool press has been maintained and is safe to operate. Rawiri confirms that one of the crew will operate it as part of the workflow.

They finish by agreeing on rules for the shared space, so people do not get in each other's way. With roles and risks clear, the job starts safely.

Actions taken in this example

- The sheep farmer and the contractor cooperated and coordinated to manage shared-space risks before the work had started.
- Both parties set clear rules for overlapping workgroups to prevent confusion and reduce risk in shared spaces.
- The farmer provided equipment, made sure it was safe for others to use, had guards in place, and was well maintained. The farmer and the contractor's leading hand included key equipment, such as the wool press, in their walk through, and made sure the provided PPE was used by the farm workers and the contractor's workers as needed.

5.0

Actions to take when you have young people and children on the farm

IN THIS SECTION:

- 5.1** Actions to take for workers younger than 15 years old
- 5.2** Actions to take when there are children and young people at the workplace
- 5.3** Illustrative examples of keeping children safe during visits to the farm

5.1 Actions to take for workers younger than 15 years old

- 5.1.1 There are restrictions on what farm work young workers (under 15 years old) can do.

When the young person is a worker

- 5.1.2 Young people often do activities on farms, whether they live there or visit. Some activities are not considered 'farm work'.
- 5.1.3 The duties and restrictions in this section apply when the young person is a worker for the purposes of HSWA. Whether that is the case will depend on the facts and the statutory definition of worker.
- 5.1.4 For example, a family may run a commercial beef farm and keep chickens for themselves. A young person collecting the eggs for the family to eat is not doing 'farm work', even though the activity takes place on a farm.

Actions to stop young workers carrying out certain work

- 5.1.5 Table 3 sets out the actions to take to comply with the stated regulation(s) relating to young workers, as set out in the GRWM Regulations.

REGULATION	ACTIONS TO COMPLY WITH THE REGULATIONS
<u>Regulation 43: Duty to ensure young persons do not carry out certain work</u> <u>Regulation 45: Duty to ensure young persons do not perform harmful tasks</u> <u>Regulation 48: Duty to ensure young persons do not carry out night work</u>	● If a worker is under 15 years old: - identify the work they may do - check whether any of the work being undertaken falls into the following prohibited or restricted categories (except for related administrative or retail work): - goods are being prepared or manufactured for trade or sale - construction work - logging or tree-felling - hazardous substances are being made, used or generated - the work is likely to harm the young person - night work (from 10 pm to 6 am) - make sure prohibited or restricted work is not allocated to them - tell supervisors and workers which tasks young workers cannot do - work with contractors and other PCBUs so young workers are not directed to do restricted or harmful work.
<u>Regulation 47: Duty to ensure young persons do not drive or ride upon certain vehicles</u> A vehicle means: - a tractor, and - any self-propelled mobile mechanical plant, except cars, trucks, motorcycles, or machinery 700 kg or less. Self-propelled mobile could include a loader, a tractor or other larger powered machine that moves on its own.	● Before a young worker may drive or ride on a vehicle for agricultural work: - identify the vehicle, task, terrain, and conditions involved - check the young worker's age before allowing the activity - make sure workers under 15 years old do not drive or ride on prohibited vehicles or implements - make sure workers under 12 years old do not drive or ride on tractors - only allow workers aged 12 years and over to drive or ride on tractors when they are fully trained or are being trained - make sure training is practical, supervised, and proportionate to the risks - be prepared to stop the work if conditions become unsafe.
<u>Regulation 46: Duty to ensure young persons do not work at or with machinery</u> Machinery includes engines, motors and appliances that provide mechanical energy, and equipment driven by machinery, such as lifting equipment, lifting vehicles, bicycles with mechanical or electrical assistance, and tractors	● If young workers are present on the farm: - identify machinery and machinery-related tasks in the work area - make sure workers under 15 years old are not assigned machinery work - make sure they do not help with work at or with machinery - tell supervisors and workers that young workers cannot be directed to machinery tasks - monitor the work so young workers are kept away from machinery work.

TABLE 3: Actions to take to comply with restrictions on work for young workers

5.2 Actions to take when there are children and young people at the workplace

Children taking part in farm life

- 5.2.1 Farms are both homes and workplaces. This means children and young people (under 15 years old) are part of daily farm life. They are also exposed to unique hazards.
- 5.2.2 Children who live on farms are often involved in farm activities. As a farmer, you need to clearly assign roles, educate, communicate and supervise children to keep them safe. Section 5.1 explains actions to take for young workers.
- 5.2.3 Figure 4 shows the people who could have a role in keeping all children and young people safe on farms. A farmer may ask parents, caregivers, workers, or contractors to carry out agreed actions, but this does not transfer the farmer’s PCBU duties under HSWA.

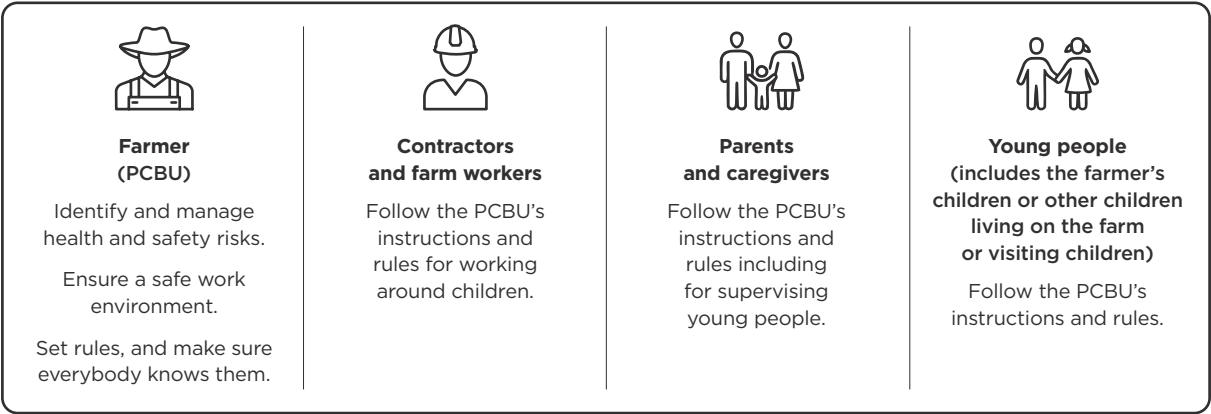


FIGURE 4: People who have a role in keeping children safe on farms

- 5.2.4 This section focuses on work health and safety duties, not parenting responsibilities.

Actions to take when young people under 15 years old are present on farms

- 5.2.5 Take the actions in Table 4 to comply with regulation 44 of the GRWM Regulations: General duties relating to young persons at a workplace.
- 5.2.6 These actions apply where the area is a workplace and young people under 15 years old are present.

REGULATION	ACTIONS TO COMPLY WITH THE REGULATION
<u>Regulation 44: General duties relating to young persons at workplace</u>	● Identify areas where the following work is being carried out. - Goods are being prepared or manufactured for trade or sale - Construction work - Logging or tree-felling - Hazardous substances are being made, used or generated - Work that is likely to harm the young person ● Keep young people away from those areas while the work is happening, except when the young people are at all times: - under direct and active adult supervision that is appropriate for the age and nature of the work risks - in any part of that area the public generally has access to - on a guided tour of that area - in any part of that area that is used only for selling goods or services. ● Use signs, barriers, locked doors, gates, or instructions where needed. ● Make sure workers and supervising adults know where young people can and cannot go. ● Check that any supervision is direct, active, and appropriate for the young person's age and the work risks.

TABLE 4: Actions when young people under 15 are present at a workplace on a farm

Further actions to take when children are present on farms

- 5.2.7 Table 5 sets out the actions for farmers to take to manage risks to children and young people on the farm to comply with [section 36\(2\): Primary duty of care](#)
- 5.2.8 However, these actions do not cover every step that may be needed to comply with section 36(2) of HSWA. Farmers need to consider the specific work, workplace, hazards, children present, and circumstances on their farm.

TASK	ACTIONS
Identify the risks to children, and put control measures in place	● Identify when and where children or young people may be present. ● Identify the work activities and areas that could put them at risk. ● Identify the risks to children on your farm, including your own children, and other children living on the farm. ● Put control measures in place that take into account the experience and skill level of the child. ● Tell workers and contractors where children or young people may be present, and what control measures apply before work starts. ● Make sure workers and contractors follow those control measures while work is being done. ● Review those control measures if the work changes, or if children or young people may enter the work area. ● Identify age-appropriate tasks – dependent on the specific circumstances, farm hazards and young person's maturity. ● Set clear rules for children and their parents or caregivers. ● Make sure everyone on the farm knows the rules for children on your farm. ● Communicate clearly about acceptable behaviour and risks.

TASK	ACTIONS
Set up safer areas, and restrict access to higher-risk areas	- Restrict children's access to high-risk areas, such as milking sheds and high-traffic areas. See Table 3 for restrictions for children on workplaces, and keep children away from the restricted work or area unless they are actively supervised. - Create fenced safe play areas away from machinery, animals, and water hazards. - Keep workshops, chemical sheds, and restricted areas locked. - Remove keys from vehicles, and do not leave engines running. - Restrict access to water hazards such as rivers, creeks, troughs, dams and ponds. Cover tanks and wells, and fill disused holes.
Know where children are Make sure children are adequately supervised	- Always know where children are on the property, for example, to know when young people are riding horses on tracks. - Make sure children are easy to see. High visibility vests or bright clothing can help. - Closely supervise younger children. Make sure children have direct and active adult supervision appropriate for their age and the nature of the work risks if they will be present in an area where the work is likely to harm them.
Help children understand farm risks, what is needed to keep themselves safe, and what to do if something goes wrong	- Walk around the farm with children and identify hazards together, such as effluent ponds, dams, steep slopes or tracks, and farm vehicles. - Teach children safe behaviour, including washing hands after touching animals, staying clear of machinery and avoiding hazards. - Teach children how animals behave, so they learn what to expect. - Teach children to use personal protective equipment (PPE) and other equipment (for example hi-vis clothing, helmets or footwear) in certain areas. - Help children understand farm rules, hazards, and what to do if something goes wrong, using language and supervision appropriate to their age and maturity. - Make sure children know what to do in the case of an emergency.
Make sure workers and contractors know how to work safely around children	- Make sure workers and contractors understand how to work safely around children. For example, use visual connection and communication between an adult and child before an activity starts. - Clearly designate a safe area behind a barrier (danger tape, farm fence) where children can observe work activity, ensuring they remain under the direct supervision of a parent or caregiver. - Tell workers and contractors whether the children or young people are working, visiting or living on the farm. - Make sure anyone who brings children into a hazardous area tells all workers in that area that children are present. - For safe vehicle operation around children, see the ACOP <i>Safe farm vehicle operation</i>.

TABLE 5: Actions for farmers to manage risks to children and young people on farms

Actions to take when children are visiting the farm

- 5.2.9 When children are visiting an area of the farm that is a workplace, take steps to ensure the visit is planned and supervised so far as is reasonably practicable as seen in Table 5.
- 5.2.10 Before the visit, speak with the supervising adults about workplace hazards, restricted areas, supervision arrangements, and what to do if conditions change. Agree who will do the actions mentioned in Table 5, including:
- supervising the children during the visit
 - briefing the children on safe areas and boundaries
 - keeping children away from areas where work could harm them
 - telling workers when visiting children are present in a work area
 - accounting for the children at the end of the visit.

5.3 Illustrative examples of keeping children safe during visits to the farm

- 5.3.1 These examples are fictional but based on real-life situations. They illustrate roles and relationships, and how PCBUs could manage the risks in these situations. They do not describe all actions required to meet legal duties, and do not replace the actions set out in this section.
- 5.3.2 Examples 11 and 12 show how the farmer can take actions to keep children safe on the farm during different kinds of visits. This example assumes the children are entering an area of the farm where work is being carried out.

Example 11:

Keeping children safe when they visit the farm for activities

On Friday afternoon, Simon (the farmer) and Rangi (another farmer on the property) talk about the weekend. Rangi says his children want to come to the farm to ride dirt bikes on Sunday. Simon agrees, and they discuss what else is happening on the farm on the weekend, which areas will be off limits, and who will be around.

They check the diary and note that a contractor will deliver feed, and Simon will move stock near the main track. To keep the children away from work activity, they choose a riding area well away from sheds, yards, tracks and vehicle routes. They also agree on clear rules and supervision.

On Sunday, Rangi walks the children around the riding area and explains hazards and boundaries in words they understand. He checks that the children are wearing approved helmets and sturdy closed-in footwear. He keeps them on age-appropriate bikes in a flat paddock near the house, not on farm tracks.

Simon locks the workshop, shuts gates to the yards, and removes keys from vehicles and bikes the children should not use. They agree that if work vehicles arrive early, the children will stop riding and return to the house until it is safe. Planning, supervision and separation keep the children safer.

Actions taken in this example

- The farmer and the sharefarmer (the parent of the visiting children) spoke before the children's visit and agreed the sharefarmer would supervise his children and introduce them to the area of the farm they would visit.
- Both parties managed risks to children by planning safe areas, supervising actively, and keeping children away from vehicles and hazardous farm work.

Example 12:

Managing school children on an organised farm visit

Liam often lets the local primary school bring groups of children on to his sheep and beef farm. A few weeks before such a visit, Liam gets a call from Alice, a teacher, about bringing a class for a farm tour.

Liam agrees and plans early. He chooses a simple walking route away from working areas, machinery sheds, and steep or wet ground. He checks what farm work is planned for that day and moves any work that could put the visiting children at risk. For example, he postpones spraying and avoids moving stock near the route.

On the morning of the visit, Liam sets a meeting point at the entrance and provides a safe place for the bus to stop. He welcomes the group, completes sign in, and gives a short safety briefing in plain language. He tells the children to stay with their adults, not touch equipment, not go through gates unless he says so, and keep their distance from animals unless invited to approach. He explains unexpected hazards like electric fences and moving vehicles, and tells them what to do if someone becomes separated or unwell.

During the walk, Alice and parent helpers supervise small groups, while Liam leads and keeps everyone in the agreed areas. At the end of the visit, Liam confirms with Alice that everyone has signed out and tells his team the visitors have left before work starts again.

Actions taken in this example

- The farm owner discussed the visit with the organiser of the school trip and agreed on roles, including who would supervise the children during the visit.
- The farm owner planned early so he could manage visitor safety by controlling the routes, using sign-in/sign-out, and keeping visitors away from work areas and hazards.
- The farm owner set and enforced simple visitor rules, and gave a clear briefing to the children and their supervisors when they arrived.

PART C

For farm workers

IN THIS PART:

6.0 Introduction to Part C – for farm workers

7.0 Actions for workers to take

6.0

Introduction to Part C – for farm workers

IN THIS SECTION:

6.1 Using Part C

6.1 Using Part C

- 6.1.1 This part applies to workers on farms as defined in section 19 of HSWA. Depending on the circumstances, this may include employees, temporary or seasonal workers, trainees, volunteers, contractors, or employees of contractors.
- 6.1.2 If you are acting in another role, such as a PCBU or officer, other duties may also apply.
- 6.1.3 Use Figure 5 to find the relevant part of the ACOP for your role. People can have more than one role on a farm.

Farmers



See Part B

Farm workers



See Part C

Contractors



See Part D

Suppliers and installers



See Part E

FIGURE 5: Agriculture roles – farm workers

- 6.1.4 This part describes actions to take to comply with workers' health and safety duties.

7.0

Actions for workers to take to meet health and safety duties for workers

IN THIS SECTION:

- 7.1** Actions for workers to take
- 7.2** Using farm equipment during time off

7.1 Actions for workers to take

7.1.1 Table 6 sets out actions workers can take to comply with their duties under [section 45 of HSWA](#) and [regulation 18 of the GRWM Regulations](#)

The actions are grouped by the legal duty they relate to.

DUTY	ACTIONS
Section 45(a): Take reasonable care for your own health and safety	- Follow the farm's health and safety instructions for the work you are doing. - Stop and seek direction if you are unsure how to carry out the work safely. - Report any new or changed hazard, fault, or unsafe condition as soon as possible.
Section 45(b): Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons	- Warn others if your work creates a new or immediate risk. - Do not start or continue work in a way that creates avoidable risk to others. - Follow agreed site rules for communication, access, isolation, and emergency response.
Section 45(c): Comply, as far as you are reasonably able, with any reasonable instruction given by the PCBU	- Make sure you understand the instructions applying to your work. - Ask for information in a form you can understand if needed. - Follow site-specific instructions unless doing so would expose you or others to serious risk.
Section 45(d): Cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers	- Follow the farm's notified health and safety procedures. - Use agreed checklists, pre-start steps, and reporting systems. - Participate in inductions, briefings, and site communication processes.
Regulation 18: Duties of worker to wear or use Personal Protective Equipment (PPE)	- Wear or use the PPE provided, or other PPE that is permitted and suitable for the work. - Keep PPE in a condition that allows it to be used effectively. - Tell the PCBU if PPE is damaged, does not fit, needs cleaning or decontamination, or is otherwise not suitable.

TABLE 6: Actions for workers

7.1.2 For more information about worker rights and responsibilities and PPE, see the [Resources](#) page.

7.2 Using farm equipment during time off

7.2.1 Your health and safety duties as a farm worker apply when you are at work. Check with the farmer what is considered work, and what activities are considered recreational activities that you do in your own time.

7.2.2 If you are allowed to use farm equipment for personal, off-work activities, follow the farm's health and safety rules and procedures in the same way you do when using the equipment for work.

PART D

For contractors

IN THIS PART:

- 8.0** Introduction to Part D – for contractors
- 9.0** Actions to take when your duties overlap with those of a farmer or another PCBU

8.0

Introduction to Part D – for contractors

IN THIS SECTION:

8.1 Using Part D

8.1 Using Part D

- 8.1.1 This part of the ACOP is for **contractors**. ‘You’ in this part means the contractor. It describes how to meet contractors’ legal health and safety duties when working with farmers or other PCBUs on the farm.
- 8.1.2 A contractor may be a PCBU and, in some circumstances, may also be a worker. The duties that apply depend on the work arrangement and the contractor’s level of influence and control.
- 8.1.3 People can have more than one role on a farm. Read sections B, C and E of this ACOP if they match the duty holder role(s) that applies in your circumstances.
- 8.1.4 Use Figure 6 to find the relevant part of the ACOP for your role. If you work for a contractor, see Part C for worker duties.

Farmers



See Part B

Farm workers



See Part C

Contractors



See Part D

Suppliers and installers



See Part E

FIGURE 6: Agriculture roles – contractors

9.0

Actions to take when your duties overlap with those of a farmer or another PCBU

IN THIS SECTION:

- 9.1** Actions for contractors to take
- 9.2** Illustrative examples for cooperating with farmers and other PCBUs
- 9.3** Contractors' actions towards children on farms
- 9.4** Contractors' actions when using equipment available on farms
- 9.5** Illustrative example of using farmer's equipment

9.1 Actions to take when your duties overlap with those of a farmer or another PCBU

- 9.1.1 Table 7 sets out the actions for contractor PCBUs who have overlapping duties with a farmer or another PCBU in relation to the same matter to meet the duty to consult, cooperate and coordinate under [section 34 of HSWA](#)
- 9.1.2 Sections 2.3.1 to 2.3.6 explain what overlapping duties mean for small and large PCBUs.

SITUATION	ACTIONS CONTRACTOR PCBUs SHOULD TAKE
Before arriving or starting work	● Tell the farmer what work you will do, where you will work, who will be involved, what plant or substances you will bring, and what risks your work may create. ● Ask the farmer about farm-specific hazards, work happening nearby, access routes, emergency procedures, and people who may be affected by your work. ● Identify where duties overlap with the farmer's or another PCBU's duties. With the farmer/ other PCBU determine: - what role you each have - what the work risks are, and which are critical risks - what duties you each have - whether you have the same duty. ● Where you have the same duty: - confirm your influence or control over the matter - decide how you will manage the matter as far as you can influence and control it. Note: You are likely to have influence and control where you can direct how and when the work is carried out, select plant and equipment, or control access to the site. ● Agree how you and the farmer will communicate during the job.
Agreeing the plan	● Agree who will manage each agreed action, based on influence and control. ● Record the agreement in a way that suits the job. ● Make clear that agreeing who will do a task does not transfer any PCBU's legal duty.
Managing your workers and subcontractors	● Give your workers and subcontractors the farm-specific information they need before they start work. ● Make sure they know the agreed access routes, work areas, exclusion zones, emergency procedures, communication method, and stop-work rules.
During the work	● Follow the agreed farm rules and emergency procedures. ● Tell the farmer about changes to your work that may create new or changed risks. ● Pause work and consult the farmer or relevant PCBU if the agreed control measures are no longer effective.
Checking and updating	● Check that agreed control measures are in place and working. ● Update the agreed plan if work activities, workers, subcontractors, plant, conditions, or timing change.

TABLE 7: Actions for contractor PCBUs when cooperating with farmers or other PCBUs

9.2 Illustrative examples for cooperating with farmers and other PCBUs

- 9.2.1 These examples are fictional but are based on real-life situations. They illustrate roles and relationships, and how PCBUs could consult, cooperate and coordinate in these situations. They do not describe all actions required to meet legal duties, and do not replace the actions set out in this part.

Examples of contractors working with farmers and other PCBUs to manage risks

- 9.2.2 Examples 13 and 14 show how a contractor can consult, cooperate and coordinate with farmers and other PCBUs in a simple contracting situation and in more complex contracting chains.
- 9.2.3 Example 15 illustrates how considerations of influence and control can be used to inform how farmers and contractors can work together.

Example 13: Coordinating with the farmer

Richard has been contracted to do aerial spraying at Linda's farm. He contacts Linda when he is planning the work. He confirms what will be sprayed, where, and when. He also checks whether the spray area is close to neighbours.

Linda shares a map showing the house, sheds, stock areas, and sensitive spots like water troughs, water collection roofs and boundaries.

Richard talks Linda through how the operation will run, including the spray exclusion zone, and the weather conditions he needs for safe spraying. They agree on a simple confirmation method, so Richard gets an 'all clear' from Linda before he starts. They also agree what happens if last minute changes occur (including who calls who, and when the job stops).

The spray area is near the boundary to a neighbouring farm, so Richard builds that into the plan early, and they agree Linda will inform the neighbour.

On the day, Linda checks the area of the spraying and tells any visitors to stay well back. Richard reassesses conditions before starting. The wind does not suit safe spraying, so Richard calls Linda and reschedules instead of continuing. Linda lets the neighbours know about the changed timeframes, so the neighbours can take their precautions.

Clear roles and communication keep people and animals safe on the farm as well as on neighbouring properties.

Actions taken in this example

- The contractor and farmer agreed the work area, timing, and communication arrangements before the job.
- They agreed who would communicate with affected neighbours and when.
- The contractor reassessed conditions before starting, and updated the farmer when the work had to be postponed.

Example 14:

Coordinating overlapping duties in a contracting chain

Alex runs a silage contracting company and is booked to harvest and process silage on Wiremu's farm. Wiremu calls the day before: "Let's do a quick run through when you get here."

When Alex arrives, he meets Wiremu at the farm shed to review the hazard map and confirm the work area. They identify steep faces, soft spots and the safest route in and out. Alex confirms his operators are comfortable with the terrain, and that his gear is in good working order.

They agree on a simple check-in plan: Alex sends a text message before moving to a new paddock, and Wiremu updates Alex if anything changes.

Partway through the morning, Shane (a truck driver who is Alex's subcontractor) arrives early to collect silage and asks to use the farm tractor to load. Alex and Wiremu already agreed on a clear rule: no one uses farm machinery without Wiremu's approval. Wiremu meets Shane at the gate and directs him to a safe waiting area while he calls Alex.

Alex checks that the truck and tractor movements do not clash, and he makes sure everyone knows each other's location before work continues.

Actions taken in this example

- The contractor spoke to the farmer and confirmed the plan before they began. The contractor got information from the farmer about hazards, routes and ground conditions, and confirmed his workers were competent for the job and the gear would fit the terrain.
- The contractor coordinated with their subcontractors to confirm who is on site. He kept vehicle movements separate and prevented unapproved use of the farm's machinery.
- The farmer, contractor and subcontractor kept each other informed so they could coordinate if conditions changed during the job.

Example 15:**Using control and influence to manage responsibilities where duties overlap**

Edmond is a self-employed irrigation contractor. He is hired by Tom, who grows a variety of crops on his farm, to dig trenches near the main entrance inside the farm boundary to upgrade water lines.

Because farm vehicles and vehicles used by other contractors will be using the same driveway and yard area on the farm, Tom and Edmond agree on a simple traffic plan for the day. It includes where to drive, a clearly marked 'park here' spot away from the trench, and a quick sign in call before anyone enters the work area.

Tom has the control and influence over the running of the farm, so he takes responsibility for briefing Edmond about hazards on the farm, and for sharing information about other affected farm work during Edmond's work on the farm.

Tom is also expecting a delivery this day. Since this has been arranged by Tom, he takes responsibility for coordinating with the delivery company about the safest delivery time.

Edmond confirms what he controls: the trenching work area, the exclusion zone around it, and how vehicles will move safely while he is operating equipment. He briefs his subcontractors involved in the job on the key rules, including where to wait, when to move, and what 'stop work' looks like if conditions change.

Tom and Edmond identify which parts of the work each of them can control and agree who will manage traffic movements, contractor access, and communication with delivery drivers.

They also check the road status before the job. Edmond will have to drive on to the public road alongside the farm for part of the job, so he makes sure they follow the road rules for public roads (rather than treating this part like an on-farm track).

Michael (the delivery driver) arrives and follows the plan. He phones Tom before pulling in and waits in the nominated safe area until Edmond confirms the driveway is clear and the trenching plant is paused. Edmond and Tom reinforce a simple rule: 'Don't walk around the blind side of trucks while vehicles move.'

Edmond leads the control measures for vehicle movement and uses a spotter when vehicles are moving in the area. Calm, practical control measures prevent near misses.

Actions taken in this example

- The contractor consulted with the farmer about the work and they agreed on responsibilities.
- They coordinated across the contracting chain, including briefing delivery drivers and any subcontractors on the agreed rules.
- The contractor agreed with the farmer on how they would communicate during the work, such as asking for a call or text message before anyone entered the work area, and gave an 'all clear' before drivers moved.
- The contractor and farmer set and enforced rules for the work, in this case, establishing an exclusion area around plant and trenches, controlling entry, and stopping work when vehicles need to move close to the work.
- Both parties owned what they influenced and controlled, and coordinated the rest.

Example of managing overlapping duties in a shared workspace

9.2.4 This example shows how the duty to consult, cooperate and coordinate under section 34 of HSWA may apply where several PCBUs share a workplace and have overlapping duties in relation to the same activity.

Example 16:

Working in a shared space with the leasing PCBU, farmer and contractor

Maria leases space for beehives on several farms. She calls Carl, the farmer on one of the farms, to arrange to add additional hives. As she regularly visits Carl's farm to tend to her beehives, she has a hazard map of the farm and a standing agreement that she lets Carl know in advance when she plans to visit.

The new beehives will be placed in an area of the farm that is difficult to access by vehicle, so she needs a helicopter for the job. She contacts Josh (a helicopter operator) and Carl to set a date. The three of them agree on the plan. They confirm the landing and lift area, identify hazards like wires and trees, and agree how they will keep everyone well away during lifts.

They also clarify who will rig and prepare each load. Josh explains that slinging or rigging is a specialist task, so they agree that a competent person will do it. Josh has a trained member of his crew, Alex, who is qualified for the rigging task. They agree Alex will check the lifting gear and secure the hives before Josh lifts, and they confirm exactly who is authorised to be inside the lift area at any time.

Maria sends an email to Carl and Josh to confirm their agreements, and Josh confirms he will keep Alex and other crew members informed.

On the day, Josh confirms conditions and runs a quick pre-lift check against the agreed plan before lifting begins. Carl sets up an exclusion zone with clear boundaries and tells farm workers to stay out until the job finishes. The ground crew uses the agreed 'all clear' signal before each lift, and Josh only starts once he has that signal. If wind picks up or visibility drops, they have agreed to pause and reassess.

If they disagree about who should do what, they stop and sort it out before continuing. They use a simple rule: the PCBU with the most control and influence over a specific part of the work takes the lead on managing that risk and keeps the others informed.

Actions taken in this example

- The beekeeper spoke to the farmer and the company she contracted so all three PCBUs could consult, coordinate their activities and cooperate before and during the job.
- The farmer and the contractor shared information about hazards on the farm and risks relating to the work.
- Before the work started, the three PCBUs agreed on roles and responsibilities, such as who will inform others and who will oversee the work.
- They agreed to pause the work when conditions change, and to reassess with the other PCBUs before restarting.

Example of situation where other people are affected by your work

- 9.2.5 This example shows how a contractor and farmer can comply with section 34 of HSWA where their duties overlap and the work may affect subcontractors and other people on the farm.

Example 17:

Keeping others informed during a job on the farm

Hemi is contracted to manage the building of a new cattle yard on Ben's farm. Before work starts, Ben and Hemi sit down and plan. They list who will come on site (including subcontractors and concrete drivers), decide where people will park, set vehicle routes, and mark out-of-bounds areas.

Hemi explains how he will brief his team and his subcontractors. Ben tells Hemi about farm risks like stock movements, uneven ground and overhead hazards. They agree on a simple rule: everyone signs in, and everyone calls if plans change.

When the concrete truck is due to arrive, Hemi confirms the delivery time with Ben, so the access track stays clear and nobody works in the truck's turning area. If a subcontractor arrives early, they wait at the meeting point instead of wandering onto the site. Ben and Hemi keep their communication practical by discussing who is there, where they are working and what should happen next.

Actions taken in this example

- The contractor and the farmer worked together to establish what conditions on the farm could affect the job, and how the job would impact on the farm.
- They agreed on practical ways to communicate with subcontractors and other affected people during the work.

Example of coordinating with the farmer to keep your worker safe

- 9.2.6 This example shows how a farmer and contractor can coordinate where both have duties in relation to a worker carrying out work on the farm.

Example 18:

Managing overlapping duties in relation to a contractor's worker on the farm

Sophie runs a pig farm. She hires an electrical company to replace wiring in a pig shed. The company tells Sophie that Rawiri, an electrician who has not been to the farm before, will do the job.

Before Rawiri arrives, Sophie makes the work area safe. She covers nearby sump tank openings, puts up barriers, and marks a safe walkway to the shed.

When Rawiri arrives, Sophie gives him a short induction. She tells him where to park, where the first-aid kit is, what animals are nearby, and how to get help in an emergency.

Rawiri explains how he will isolate the power and which areas need to stay clear while he works. Sophie and Rawiri also check whether turning off the power will affect pumps, lights, or electric fences. They agree on how to manage this safely.

Sophie checks in during the job to make sure nothing has changed, such as gates being opened or pigs moving near the work area. Because Sophie and Rawiri shared information and managed the risks together, the job is completed safely.

Actions taken in this example

- The contractor let the farmer know that the worker who would be sent to do the job is new to the particular farm.
- The contractor asked the farmer if there is any information their worker would need before they got to the farm.
- The farmer arranged an induction and told the worker what to do when they arrived on the farm.

9.3 Contractors' actions towards children on farms

- 9.3.1 When your work as a contractor PCBU may affect children or young people on a farm, cooperate with the farmer to understand whether children or young people may be working, living, visiting, or otherwise present near the work.
- 9.3.2 Figure 7 outlines the people who have a role in keeping all children and young people safe on farms, and the duties they each have. A person may have more than one role.

 Farmer (PCBU) Identify and manage health and safety risks. Ensure a safe work environment. Set rules, and make sure everybody knows them.	 Contractors and farm workers Follow the PCBU's instructions and rules for working around children.	 Parents and caregivers Follow the PCBU's instructions and rules including for supervising young people.	 Young people (includes the farmer's children or other children living on the farm) Follow the PCBU's instructions and rules.
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FIGURE 7: People who have a role in keeping children safe on farms

Actions to take

- 9.3.3 Table 8 sets out the actions for contractor PCBUs to meet their duties under [section 36\(2\) of HSWA: Primary duty of care](#) to make sure children and young people on the farm are not put at risk by your work.

TASK	ACTION
Identify the risks to children, and make sure control measures are put in place	● With the farmer identify: - when and where children or young people may be present - your work activities or work areas that could put them at risk. ● As in Table 2, determine what the overlapping duties for the health and safety of children are, what control measures to use, and who will manage each agreed action, based on influence and control. You are likely to have influence and control where you can direct how and when the work is carried out, select plant and equipment, or control access to the site. ● Put the agreed control measures in place. ● Review those control measures if the work changes or if children or young people may enter the work area.
Make sure workers and subcontractors know how to work safely around children	● Tell workers and subcontractors when children or young people are working, visiting, or living on the farm. ● Make sure workers and subcontractors follow the control measures while work is being done. ● Make sure workers and subcontractors know how to work safely around children, including using clear communication and making eye contact with a child before starting an activity that could put them at risk.
Know where children are	● Make sure anyone who brings a child or young person into a hazardous area tells all workers in that area that the child or young person is present. ● Do not start work until workers know the child or young person is nearby and have taken steps to manage the risk.

TABLE 8: Actions contractors need to take for young people

9.3.4 For safe vehicle operation around children, see the [Resources](#) page.

9.4 Contractors' actions when using equipment available on farms

9.4.1 If a contractor PCBU or its workers use plant or equipment provided by the farmer, the contractor and farmer may both have duties in relation to the safe use of that plant or equipment. Cooperate with the farmer before the equipment is used, and agree how risks will be managed.

Actions to take

9.4.2 Table 9 sets out the actions for contractor PCBUs to take when using plant supplied by another PCBU to meet the duty under [section 34](#) and [section 36 \(3\)\(d\)](#) to ensure, so far as is reasonably practicable, that plant used at work is safe for workers to use.

TASK	ACTION
Get permission to use	● Get the farmer's permission to use the specific equipment.
Find out about the plant and safety features	● With the farmer: - ask about known faults, limitations, maintenance issues, safeguards, and farm-specific risks - check that required guards, seatbelts, or other protective measures are in place.

TASK	ACTION
Agree what the plant can be used for and where/when it can be used	● With the farmer: - confirm what the equipment may and may not be used for - confirm who is authorised and competent to use it - agree where and how the equipment may be used, including PPE to be used/worn - agree when work needs to stop, for example, if ground, weather, load, slope, visibility, or equipment condition changes. ● Make sure workers and subcontractors understand and follow the agreed control measures, including PPE.

TABLE 9: Actions for contractors to take when using plant supplied by another

9.5 Illustrative example of using farmer's equipment

- 9.5.1 This example is fictional but based on a real-life situation. It illustrates roles and relationships, and how PCBUs could consult, cooperate and coordinate in this situation. It does not describe all actions required to meet legal duties, and does not replace the actions set out in this part.
- 9.5.2 This example shows how PCBUs can meet their HSWA section 34 duties when a contractor uses plant supplied by another PCBU. It also shows how PCBUs could meet the duty under section 36(3)(d) to ensure, so far as is reasonably practicable, that plant used at work is safe for workers to use.

Example 19:

Managing a contractor's worker who uses the farmer's tractor

Sione and his crew are contracted to clear scrub on Jack's farm. They need a tractor to move debris.

Sione asks Jack if the crew can use Jack's tractor. Jack agrees, but first they talk about how the tractor can be used safely.

Because Sione and Jack are both PCBUs, they cooperate with each other. They discuss:

- who can drive the tractor
- what work the tractor can be used for
- where the tractor can travel
- which areas are steep, slippery, wet or likely to get bogged
- when the work will be stopped.

Sione chooses Rick as the only person from his crew who will drive the tractor. He tells the crew that no one else can drive it or 'have a quick go'.

Jack explains the farm rules and shows Sione and Rick the high-risk areas. Sione and Jack agree on a simple plan for using the tractor. The plan includes the travel route, load limits, ground conditions, and a stop rule.

The stop rule is: if the ground becomes too wet, or the slope feels unsafe, Rick will stop, and Sione will contact Jack before the work continues.

Before Rick starts work, he does a pre-start check. He wears the seatbelt because the tractor has rollover protection.

Sione checks that Rick understands:

- the route
- the hazards
- the load limits
- the stop rule.

During the job, Sione checks the ground conditions and makes sure the crew only uses the tractor as agreed.

These checks help manage the risk of the tractor rolling over, getting bogged, or being used by someone who is not authorised or competent to drive it.

Actions taken in this example

- The contractor obtained the farmer's agreement before using plant provided by the farm.
- The farmer and contractor agreed the limits on how the plant could be used, who could operate it, and what conditions would require work to stop.
- The contractor made sure the authorised operator was competent, understood the route and conditions, and carried out a pre-start check before use.

PART E

For suppliers and installers

IN THIS PART:

- 10.0** Introduction to Part E – for suppliers and installers
- 11.0** Actions for suppliers and installers to take when your duties overlap with those of a farmer or another PCBU

10.0

Introduction to Part E – for suppliers and installers

IN THIS SECTION:

10.1 Using Part E

10.1 Using Part E

- 10.1.1 This part applies to suppliers and installers when they are PCBU's and when they have duties under HSWA that overlap with the duties of a farmer or another PCBU.
- 10.1.2 This part does not address all upstream duties that may apply to the supply, installation, design, manufacture or commissioning of plant, substances, or structures (HSWA sections 40–43).
- 10.1.3 Use Figure 8 to find the relevant part of the ACOP for your role. People can have more than one role on a farm. If you are carrying out the work as a worker, read Part C.

Farmers



See Part B

Farm workers



See Part C

Contractors



See Part D

Suppliers and installers



See Part E

FIGURE 8: Agriculture roles – suppliers and installers

- 10.1.4 For more information about HSWA duties, including upstream duties, see the [Resources](#) page.

11.0

Actions for suppliers and installers to take when your duties overlap with those of a farmer or another PCBU

IN THIS SECTION:

- 11.1** Actions for suppliers and installers to take
- 11.2** Illustrative example of working with the farmer to manage overlapping duties during an installation on the farm

11.1 Actions for suppliers and installers to take

- 11.1.1 Table 10 sets out the actions for suppliers and installers when they are PCBUs and have overlapping duties with a farmer or another PCBU in relation to the same matter to meet the duty to consult, cooperate and coordinate under [section 34 of HSWA](#)
- 11.1.2 Sections 2.3.1 to 2.3.6 explain what overlapping duties mean for small and large PCBUs.

SITUATION	ACTIONS SUPPLIERS AND INSTALLERS SHOULD TAKE
Before work starts	● Tell the farmer what will be supplied or installed, where the work will happen, who will be involved, what plant, substances, or equipment will be used, and what risks the work may create. ● Ask the farmer about farm-specific hazards, other work happening nearby, access routes, emergency procedures, and people who may be affected. ● Identify where duties overlap with the farmer's or another PCBU's duties. With the farmer/ other PCBU determine: - what role you each have - what the work risks are and which are critical risks - what duties you each have - whether you have the same duty. ● Where you have the same duty: - confirm your influence or control over the matter - decide how you will manage the matter as far as you can influence and control it. Note: You are likely to have influence and control where you can direct how and when the work is carried out, select plant and equipment, or control access to the site.
Agreeing the work plan	● Agree who will manage each agreed action, based on influence and control. ● Record the agreement in a way that suits the work.
Managing workers, subcontractors, and other service providers	● Confirm who will communicate with workers, subcontractors, delivery drivers, commissioning staff, and any other service providers. ● Make sure they receive the farm-specific information and agreed control measures before they start work.
During installation or commissioning	● Keep the farmer informed about changes to the work that may affect health and safety. ● Follow agreed farm rules and emergency procedures. Pause work and reassess if conditions change or agreed control measures are no longer effective.
Handover	● Give the farmer agreed information needed for safe day-to-day use, including key hazards, restrictions on use, required safeguards, maintenance requirements, and who is competent to carry out maintenance or adjustments.

TABLE 10: Actions for supplier and installer PCBUs when cooperating with farmers or other PCBUs

11.2 Illustrative example of working with the farmer to manage overlapping duties during an installation on the farm

- 11.2.1 This example is fictional but based on a real-life situation. It illustrates roles and relationships, and how PCBUs could consult, cooperate and coordinate in this situation. It does not describe all actions required to meet legal duties, and does not replace the actions set out in this part.
- 11.2.2 This example shows how a supplier or installer and a farmer may comply with section 34 of HSWA where their duties overlap in relation to installation work being carried out on the farm.

Example 20:

Managing overlapping duties during installation on a farm

Claire runs a mixed dairy and arable farm. She decides to invest in new pivot irrigators for her cropping block. She hires an irrigation provider to supply the new irrigation system and manage the commissioning, installation, testing and training. The irrigation provider assigns one of their senior staff, Patrick, to oversee the project and work with Claire.

Their duties overlap in relation to the safety of workers and others in the installation area during the period of installation and commissioning.

Patrick contacts Claire to consult about the job and the farm. They discuss where the pivot and the pipe runs will go, how installers will get access, and what farm activity is happening at the same time. They also discuss how the installation might affect existing services, such as water and electricity supply.

Patrick confirms he and his company will take responsibility for communicating and coordinating with other service providers. This includes the subcontractor his company brings on for the installation.

Claire confirms she will provide a safe work area, and that she will tell affected farm workers about the installation.

Before the work starts, Patrick documents all agreements with Claire as part of the purchase process.

During the installation, Patrick and his business manage what they control: installation methods, competence of their workers, and job-specific hazards that come with putting irrigation infrastructure in place.

After the installation, Patrick's onsite crew does a walkthrough with Claire. They show her and her staff how the pivot and control equipment works, including the pumps, timers and safety switches.

They explain hazards around moving parts and entanglement, and they let farm staff know how to use the equipment safely.

Claire leaves the walkthrough with clear expectations about what she and her team can do day-to-day. She also knows a competent person needs to do the maintenance.

Actions taken in this example

- The installer and farmer identified the installation area, the work that would be carried out there, and the people who could be affected.
- They agreed how access, communication, and interaction with other farm work would be managed during installation.
- They agreed who would communicate with subcontractors and affected farm workers.
- They reviewed the arrangements as the work progressed and before handover.

Appendix

IN THIS SECTION:

Appendix 1: Glossary

Appendix 1: Glossary

TERM	EXPLANATION
ACOP/approved code of practice	Sets out WorkSafe's expectations about how to comply with legal duties imposed by the Health and Safety at Work Act (HSWA) and regulations.
Arable farming	The farming practice of cultivating soil to grow crops such as grains, vegetables, and other field-grown plants.
Business or undertaking	The usual meanings are: - business: an activity usually carried out with the intention of making a profit or gain - undertaking: an activity that is non-commercial in nature (for example, certain activities of a local authority or a not-for-profit group).
Competent person	Someone who can consistently demonstrate the skill and knowledge derived from experience and/or training for the type of work the person is tasked to do.
Contract milking	A business arrangement where a contractor is paid a set rate per kilogram of milksolids to manage and operate a dairy farm's milking and day-to-day work.
Contracting chain	The sequence of contractual relationships from the main business or PCBU through to subcontractors who carry out work on a farm.
Contracting PCBU/principal	A PCBU who engages another PCBU to do work for them (other than as an employee, apprentice, trainee or volunteer).
Contractor	For the purposes of this document, a contractor is a person or business engaged to carry out work on a farm. Depending on the circumstances, a contractor may be a PCBU, a worker, or both.
Contractual relationship	A legally binding agreement between parties that sets out their responsibilities, rights, and obligations for work.
Control measure	A way of eliminating or minimising risks to health and safety.
Critical risk	Critical risk means a risk associated with: - a hazard described in Schedule 1A (HSWA), or - a hazard of any kind that is likely to result in any one or more of the following: - a death - a notifiable injury or illness - a notifiable incident - an occupational disease listed in Schedule 2 of the Accident Compensation Act 2001. Note: This includes harm to mental health that is associated with the hazard. A risk associated with a hazard referred to in Schedule 1A is a critical risk whether it is considered in relation to compliance with: - a regulation set out in Schedule 1A (HSWA), or - a duty under part 2 of the Act (HSWA).
Dairy farming	The farming practice of managing dairy cattle to produce milk for processing into dairy products.
Duty	A legal obligation to act responsibly according to the law.
Duty holder	A person who has a duty under HSWA. There are four types of duty holders. - PCBUs - Officers - Workers - Other persons at a workplace
Eliminate	To remove the sources of harm (for example, equipment, substances, or work processes).
Emergency	An uncontrolled event that has caused, or could cause: - loss of life - injury - serious property damage. It can include declarations of civil defence emergencies, catastrophic weather events, bushfires, or other significant events.

TERM	EXPLANATION
Fatigue	A physiological state where someone is unable to mentally and physically function as they usually would. This is caused by four main factors. - Missing out on sleep - Being awake for too long - Working and sleeping in the wrong parts of the body clock cycle - Workload (mental and physical)
Hazard	Anything that can cause harm. Under HSWA, a hazard includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).
Hazardous substances	Has the meaning given in HSWA. It includes any substance with one or more intrinsic properties such as explosiveness, flammability, capacity to oxidise, corrosiveness, or toxicity (including chronic toxicity), and may also include a substance that generates such a substance on contact with air or water.
Health	A person's physical and psychological health.
Health and Safety at Work Act 2015 (HSWA)	The key work health and safety legislation in New Zealand. HSWA applies to all work and workplaces unless specifically excluded. You can find the full text of the Act on the New Zealand Legislation website.
Horticulture	The cultivation of fruit, vegetables, nuts, and ornamental plants for food production or commercial growing.
Livestock farming	The practice of raising animals such as cattle, sheep, pigs, and other farmed animals for food, fibre, or other agricultural products.
Minimise	To take steps that protect the health and safety of people by reducing the likelihood of an event occurring, reducing the level of harm to people if it does occur, or both.
Must	Indicates a legal requirement that must be complied with.
Officer	A person who has the ability to significantly influence the management of a PCBU. This includes, for example, company directors and chief executives. Officers must exercise due diligence to ensure the PCBU meets its health and safety duties.
Other persons at the workplace	Includes workplace visitors, casual volunteers (who are not volunteer workers), and children or other relatives of workers or officers who are not undertaking work. These people have their own health and safety duties to take reasonable care to keep themselves safe and to not harm others at a workplace.
Overlapping duties	An overlapping duty is when two or more PCBUs have a duty in relation to the same matter under HSWA or regulations. In regards to overlapping duties, a PCBU has a duty if a requirement under HSWA or regulations applies to them, even if there is a limit on the scope of that duty. Where duties overlap, each PCBU remains responsible for managing the matter so far as they can influence or control it. PCBUs must cooperate with each other to the extent required by their statutory obligations.
PCBU	Person conducting a business or undertaking (PCBU) is a term used in HSWA for one of the duty holder roles under the Act. This can be an individual person or an organisation. There can be more than one PCBU on a farm. See the Resources page for more information.

TERM	EXPLANATION
Personal protective equipment (PPE)	Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety. This may include – but is not limited to: – respiratory protective equipment – protective helmets – protective eyewear – protective boots – protective gloves – hearing protection – high-vis clothing – sunhats – sunscreen and lip protection – safety harness systems.
Plant	Any machinery, equipment, appliance, container, implement, or tool, and includes any component or anything fitted, connected, or related to it.
Principal	See Contracting PCBU.
Reasonable care	Taking sensible and practical steps that a person could be expected to take to protect themselves and others from harm.
Reasonably practicable	What is or was reasonably able to be done to ensure health and safety taking into account and weighing up relevant matters including: – the likelihood of the hazard or risk concerned occurring – the degree of harm that might result from the hazard or risk – what the person concerned knows, or ought reasonably to know, about: – the hazard or risk – ways of eliminating or minimising the risk – the availability and suitability of ways to eliminate or minimise the risk – after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Recreational user	Someone accessing or using farmland for leisure activities such as walking, hunting, fishing, biking, or other non-work purposes.
Remote work	In relation to a worker, work that is isolated from the assistance of other persons because of location, time, or the nature of the work.
Residual current device (RCD)	A safety device that quickly cuts off power when it detects an electrical leakage to earth, protecting people from electric shock.
Risks	Arise from people being exposed to a hazard (a source of harm).
Self-employed	A person who works for themselves and is responsible for their own business activities, rather than being employed by someone else.
Small PCBU	A small PCBU has fewer than 20 workers for at least 9 out of 12 months, allowing for seasonal or other changes in worker numbers.
Subcontractor	PCBUs hired by a contractor to work or provide services on their behalf. Sometimes subcontractors are referred to as suppliers.
Viticulture	Refers to the cultivation and farming of grapevines – essentially growing grapes, often for wine production.

TERM	EXPLANATION
Worker	An individual who carries out work in any capacity for a PCBU, including work as: - an employee - a contractor or subcontractor - an employee of a contractor or subcontractor - an employee of a labour hire company who has been assigned to work in the business or undertaking - an outworker (including a homeworker) - an apprentice or a trainee - a person gaining work experience or undertaking a work trial - a volunteer worker - a person defined as a worker in regulations under HSWA. Workers can be at any level (for example, managers are workers too). A PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.
Workplace	Any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out. Most duties under HSWA relate to the conduct of work. However, some duties are linked to workplaces.

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