



FLOWERS AND ORNAMENTALS

Worker's Health & Safety and Welfare

DOCUMENT FOR READING REFERENCE

V0.6-2 DRAFT FOR PUBLIC CONSULTATION

CONSULTATION PERIOD:

30 NOVEMBER 2020 TO 31 JANUARY 2021

Use this document as reading reference. For feedback, use online questionnaire or offline excel file.

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- Worker's Health & Safety (including Hygiene) and Welfare

INTENTION:

- To ensure safe practices in the work place and that all workers both understand and are competent to perform their duties; are provided with proper equipment to allow them to work safely; and that, in the event of accidents, can obtain proper and timely assistance.
- Farms are safe working places for farm staff, contractors, producers themselves and visitors. Education and training will help progress towards sustainability and build on social capital.

MAIN CHANGES:

- Include Hygiene risk assessment and procedures and training as part of the Health & Safety risk assessment, procedures and training and not as a separate section which can lead to confusion with food safety.

Summary table showing changes in level of requirement

HYGIENE, HEALTH & SAFETY (HS) , WELFARE (WW)				
HYGIENE				
H_0	Hygiene risk assessment	AF 3.1	Minor Must	Merge-H&S
H_1	Hygiene procedure	AF 3.2	Minor Must	Merge-H&S
H_2	Hygiene training	AF 3.3	Minor Must	Merge-H&S
H_3	Procedures are implemented	AF 3.4	Major Must	Merge-H&S
HEALTH AND SAFETY				
HS_1	Risk assessment for hazards	AF 4.1.1	Minor Must	Minor Must
HS_2	H&S procedures to address hazards	AF 4.1.2	Minor Must	Minor Must
HS_3	H&S training according to risk assessment	AF 4.1.3	Minor Must	Minor Must
HS_4	Training records are kept	AF 4.2.1	Minor Must	Minor Must
HS_5	Competence of workers dealing with dangerous substances/equipment	AF 4.2.2	Major Must	Major Must
HS_6	Accident / emergency procedures are visually displayed	AF 4.3.1	Minor Must	Minor Must
HS_7	Potential hazards are clearly identified with warning signs	AF 4.3.2	Minor Must	Minor Must

HYGIENE, HEALTH & SAFETY (HS) , WELFARE (WW)				
HS_8	Safety advice on hazardous substances is accessible	AF 4.3.3	Minor Must	Minor Must
HS_9	First aid kits available	AF 4.3.4	Minor Must	Minor Must
HS_10	Trained person in first aid present at farm	AF 4.3.5	Minor Must	Minor Must
HS_11	Personnel equipped with PPE	AF 4.4.1	Major Must	Major Must
HS_12	PPE is cleaned and stored	AF 4.4.2	Major Must	Major Must
WELFARE				
WW_1	Responsible person at management level	AF 4.5.1	Major Must	Major Must
WW_2	Two-way communication management-workers	AF 4.5.2	Minor Must	Minor Must
WW_3	Clean food storage areas, rest areas, hand washing facilities, drinking water	AF 4.5.3	Major Must	Major Must
WW_4	On farm living facilities	AF 4.5.4	Major Must	Major Must
WW_5	Transport is safe, when provided	AF 4.5.5	Minor Must	Minor Must
WW_6	Access to toilets & handwashing facilities	FO 4.1.1	Minor Must	Minor Must

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Color code for table below: text in black font: original (v5.2); **Red**/strikethrough: deleted. **Blue**: proposed in Draft 1. **Green**: proposed in Draft 2.

		Control Points	Compliance Criteria	Level
HS		Workers' Health, Safety, and Welfare		
		<p><i>People are key to the safe and efficient operation of any farm. Farm staff and contractors as well as producers themselves stand for the their own health and safety quality-of-the-produce and for environmental protection. Education and training will help progress towards sustainability and build on social capital. This section is intended to ensure hygiene and safe practices in the work place and that all workers both understand and are competent to perform their duties; comply with hygiene measures; are provided with proper equipment to allow them to work safely; and that, in the event of accidents, can obtain proper and timely assistance.</i></p>		
HS_1	AF 4.1.1 + AF 3.1	Does the producer have a written risk assessment for hazards to workers' health and safety and hygiene ?	<p>The written risk assessment can be a generic one but it shall be appropriate to conditions on the farm, including the entire production process in the scope of certification. The risk assessment shall be reviewed and updated annually and when changes that could impact workers' health and safety and hygiene (e.g. new machinery, new buildings, new plant protection products, modified cultivation practices, changes in local authority sanitary rules on infectious diseases, etc.) occur. Examples of hazards include but are not limited to: Moving machine parts, power take-off (PTO), electricity, farm machinery and vehicle traffic, fires in farm buildings, applications of organic fertilizer, excessive noise, dust, vibrations, extreme temperatures, ladders, fuel storage, slurry tanks, etc. No N/A.</p>	Minor Must Major Must
HS_2	AF 4.1.2 + AF 3.2	Does the farm have written health and safety and hygiene , procedures addressing issues identified in the risk assessment of AF 4.1.1?	<p>The health and safety and hygiene, procedures shall address the points identified in the risk assessment (AF 4.1.1) and shall be appropriate for the farming operations. They shall also include accident and emergency procedures as well as contingency plans that deal with any identified risks in the working situation, etc.</p> <p>The farm shall also have hygiene instructions visibly displayed for workers (including subcontractors) and visitors provided by way of clear signs (pictures) and/or in the predominant language(s) of the workforce. The instructions must also be based on the results of the hygiene risk assessment in AF 3.1 and include at a minimum:</p> <ul style="list-style-type: none"> • The need to wash hands • Limitation on smoking, eating, and drinking to designated areas <p>The procedures shall be reviewed annually and updated when the risk assessment changes.</p>	Minor Must

		Control Points	Compliance Criteria	Level
HS_3	AF 4.1.3 + AF 3.3	Have all people working on the farm received health and safety and hygiene , training according to the risk assessment in AF 4.1.1?	All workers, including subcontractors, can demonstrate competency in responsibilities and tasks through visual observation (if possible, on the day of the inspection). There shall be evidence of instructions in the appropriate language and training records. Producers may conduct the health and safety and hygiene , training themselves if training instructions or other training materials are available (i.e. it need not be an outside individual who conducts the training). No N/A.	Minor Must
HS_4	AF 4.2.1	Is there a record kept for training activities and attendees?	A record is kept for training activities, including the topic covered, the trainer, the date, and a list of the attendees. Evidence of attendance is required.	Minor Must
HS_5	AF 4.2.2	Do all workers handling and/or administering veterinary medicines , chemicals, disinfectants, plant protection products, biocides, and/or other hazardous substances and all workers operating dangerous or complex equipment as defined in the risk analysis in AF 4.1.1 have evidence of competence or details of other such qualifications?	Records shall identify workers who carry out such tasks and can demonstrate competence (e.g. certificate of training and/or records of training with proof of attendance). This shall include compliance with applicable legislation. No N/A. For aquaculture, cross-reference with Aquaculture module AQ 4.1.1. In livestock, for workers administering medicines, proof of adequate experience is also required.	Major Must

		Control Points	Compliance Criteria	Level
HS_6	AF 4.3.1	Do accident and emergency procedures exist? Are they visually displayed, and are they communicated to all persons associated with the farm activities, including subcontractors and visitors?	<p>Permanent accident procedures shall be clearly displayed in accessible and visible location(s) for workers, visitors, and subcontractors. These instructions are available in the predominant language(s) of the workforce and/or pictograms.</p> <p>The procedures shall identify the following:</p> <ul style="list-style-type: none"> • The farm's map reference or farm address • The contact person(s) • An up-to-date list of relevant phone numbers (police, ambulance, hospital, fire-brigade, access to emergency health care on site or by means of transport, supplier of electricity, water, and gas) <p>Examples of other procedures that can be included:</p> <ul style="list-style-type: none"> • The location of the nearest means of communication (telephone, radio) • How and where to contact the local medical services, hospital, and other emergency services. (Where did it happen? What happened? How many injured people? What kind of injuries? Who is calling?) • The location of fire extinguisher(s) • The emergency exits • Emergency cut-offs for electricity, gas, and water supplies • How to report accidents and dangerous incidents • The hygiene procedures <p>For aquaculture, cross-reference with Aquaculture module AQ 3.1.4.</p>	Minor Must
HS_7	AF 4.3.2	Are potential hazards clearly identified by warning signs?	<p>Permanent and legible signs shall indicate potential hazards. This shall include, where applicable: Waste pits, fuel tanks, workshops, and access doors of the storage facilities for plant protection products/fertilizers/any other chemicals. Warning signs shall be present and in the predominant language(s) of the workforce and/or in pictograms. No N/A.</p>	Minor Must
HS_8	AF 4.3.3	Is safety advice for substances hazardous to workers' health available/accessible?	<p>When required to ensure appropriate action, information (e.g. website, telephone number, material safety data sheets, etc.) is accessible.</p> <p>For aquaculture, cross-reference with Aquaculture module AQ 3.1.2.</p>	Minor Must
HS_9	AF 4.3.4	Are first aid kits available at all permanent sites and in the vicinity of fieldwork?	<p>Complete and maintained first aid kits (i.e. according to local recommendations and appropriate to the activities being carried out on the farm) shall be available and accessible at all permanent sites and readily available for transport (tractor, car, etc.) where required by the risk assessment in AF 4.1.1.</p>	Minor Must

		Control Points	Compliance Criteria	Level
HS_10	AF 4.3.5	Are there always an appropriate number of persons (at least one person) trained in first aid present on each farm whenever on-farm activities are being carried out?	There is always at least one person trained in first aid (i.e. within the last 5 years) present on the farm whenever on-farm activities are being carried out. As a guideline: One trained person per 50 workers. On-farm activities include all activities mentioned in the relevant modules of this standard.	Minor Must
HS_11	AF 4.4.1	Are workers, visitors, and subcontractors equipped with suitable protective clothing in accordance with legal requirements and/or label instructions and/or as authorized by a competent authority?	Complete sets of protective clothing, which enable label instructions and/or legal requirements and/or requirements as authorized by a competent authority to be complied which are available on the farm, utilized, and in a good state of repair. To comply with label requirements and/or on-farm operations, this may include some of the following: Rubber boots or other appropriate footwear, waterproof clothing, protective overalls, rubber gloves, face masks, appropriate respiratory equipment (including replacement filters), ear and eye protection devices, life-jackets, etc. as required by label or on-farm operations.	Major Must
HS_12	AF 4.4.2	Is protective clothing cleaned after use and stored in such a way as to prevent contamination of personal clothing?	Protective clothing is kept clean according to the type of use and degree of potential contamination and in a ventilated place. Cleaning protective clothing and equipment includes separate washing from private clothing. Wash re-usable gloves before removal. Dirty and damaged protective clothing and equipment and expired filter cartridges shall be disposed of appropriately. Single-use items (e.g. gloves, overalls) shall be disposed of after one use. All protective clothing and equipment including replacements filters, etc. shall be stored outside of the plant protection products/storage facility and physically separated from any other chemicals that might cause contamination of the clothing or equipment. No N/A.	Major Must
WW		Worker Welfare		
WW_1	AF 4.5.1	Is a member of management clearly identifiable as responsible for the workers' health, safety, and welfare?	Documentation is available that clearly identifies and names the member of management who is responsible for ensuring compliance with and implementation of existing, current and relevant national and local regulations on workers' health, safety, and welfare.	Major Must

		Control Points	Compliance Criteria	Level
WW_2	AF 4.5.2	Does regular two-way communication take place between management and workers on issues related to workers' health, safety, and welfare? Is there evidence of actions taken from such communication?	Records show that communication between management and workers about health, safety, and welfare concerns can take place openly (i.e. without fear of intimidation or retribution) and at least once a year. The auditor is not required to make judgments about the content, accuracy, or outcome of such communications. There is evidence that the concerns of the workers about health, safety, and welfare are being addressed.	Minor Must Major Must Minor Must
WW_3	AF 4.5.3	Do workers have access to clean food storage areas, designated rest areas, handwashing facilities, and drinking water?	A place to store food and a place to eat shall be provided to the workers if they eat on the farm. Handwashing equipment and drinking water shall always be provided.	Major Must
WW_4	AF 4.5.4	Are on-site living quarters habitable and have the basic services and facilities?	The on-farm living quarters for the workers are habitable and have a sound roof, windows and doors, and the basic services of drinking water, toilets, and drains. In the case of no drains, septic pits can be accepted if compliant with local regulations.	Major Must
WW_5	AF 4.5.5	Is transport for workers (on-farm, to and from fields/orchard) as provided by the producer safe and compliant with national regulations when used to transport workers on public roads?	Vehicles or vessels shall be safe for workers and, when used to transport workers on public roads, shall comply with national safety regulations.	Minor Must
WW_6	FO 4.1.1	Do workers have access to clean toilet and handwashing facilities in the vicinity of their work?	Field sanitation units shall be designed, constructed, and located in a manner that minimizes the potential risk for product contamination and allows direct accessibility for servicing. Fixed or mobile toilets (including pit latrines) are constructed of materials that are easy to clean and they are in a good state of hygiene. Toilets are expected to be in a reasonable proximity (e.g. 500 m or 7 minutes) to the place of work. Failure point = no or insufficient toilets in reasonable proximity to the place of work. Not applicable is only possible when harvest workers don't come into contact with marketable produce during harvesting (e.g. mechanical harvesting). Toilets shall be appropriately maintained and stocked. (For guidance, see Annex FV 1, 5.4.1)	Minor Must

Integrated now into Health & Safety, avoiding calling it Hygiene, and deleting hence the below:

		Control Points	Compliance Criteria	Level
H		HYGIENE		
		People are key to the prevention of product contamination. Farm staff and contractors as well as producers themselves stand for the quality and safety of the product. Education and training will support progress toward safe production conditions. This section is intended to ensure good practices to diminish hygiene risks to worker's health and safety, the product and that all workers understand the requirements and are competent to perform their duties.		
H_0	AF 3.1	Does the farm have a written risk assessment for hygiene?	The written risk assessment for hygiene issues covers the production environment. The risks depend on the products produced and/or supplied. The risk assessment can be a generic one, but it shall be appropriate for conditions on the farm and shall be reviewed annually and updated when changes (e.g. other activities) occur. No N/A.	Minor-Must Delete Merged with H&S risk assessment (HS_1)
H_1	AF 3.2	Does the farm have a documented hygiene procedure and visibly displayed hygiene instructions for all workers and visitors to the site whose activities might pose a risk to health and food safety?	The farm shall have a hygiene procedure addressing the risks identified in the risk assessment in AF 3.1. The farm shall also have hygiene instructions visibly displayed for workers (including subcontractors) and visitors provided by way of clear signs (pictures) and/or in the predominant language(s) of the workforce. The instructions must also be based on the results of the hygiene risk assessment in AF 3.1 and include at a minimum: <ul style="list-style-type: none"> • The need to wash hands • The need to cover skin cuts • Limitation on smoking, eating, and drinking to designated areas • Notification of any relevant infections or conditions. This includes any signs of illness (e.g. vomiting, jaundice, diarrhea), whereby these workers shall be restricted from direct contact with the product and food-contact surfaces • Notification of product contamination with bodily fluids The use of suitable protective clothing, where the individuals' activities might pose a risk of contamination to the product.	Minor-Must Merged with H&S risk assessment (HS_2)

		Control Points	Compliance Criteria	Level
H_2	AF 3.3	Have all persons working on the farm received annual hygiene training appropriate to their activities and according to the hygiene instructions in AF 3.2?	An introductory training course for hygiene shall be given to all in both written and verbal form. All new workers. shall receive this training and confirm their participation. This training shall cover all instructions defined in (H_1/AF 3.2). All workers, including the owners and managers, shall annually participate in the farm's basic hygiene training.	Minor Must Merged with H&S risk assessment (HS_3)
H_3	AF 3.4	Are the farm's hygiene procedures implemented?	Workers with tasks identified in the hygiene procedures shall demonstrate competence during the inspection and there is visual evidence that the hygiene procedures are being implemented. No N/A.	Major Must Deleted. Covered in HS_6

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