

This is a quick self-assessment tool that will help you better understand your human resources and health and safety farming practices. You can complete this online or print out and complete manually.

Go through the list of questions and tick yes or no for each. Once you have answered all the questions, you will see the areas where your farm business may need further development. To help you with this, we have included links to a number of valuable resources which can be found on the third page of this tool.

# RED MEAT SECTOR MINIMUM REQUIREMENTS

This mainly covers legislative essentials that you should be doing on-farm.



1. Do employees have access to good facilities for their breaks including shelter and drinking water?	Yes   No
2. Is each employee trained in what to do in the event of an emergency or accident, and are these procedures visible?	Yes   No
3. Have critical risks for the farm been identified with all employees, and a plan is in place to address them?	Yes   No
4. Is there a current and active risk register?	Yes   No
5. Is personal protective equipment used by all employees whenever the task requires it?	Yes   No
6. Do employees using agrichemicals, disinfectants, hazardous substances, or operating dangerous or complex equipment have adequate training (including licenses or certificates)?	Yes   No
7. Do all of the employees including contractors have monthly health and safety meetings to discuss the risks and issues to actively promote and support the safety of all people who work and live on the farm?	Yes   No
8. Do all new employees undergo a health and safety induction?	Yes   No
9. Is a signed health and safety policy statement available?	Yes   No
10. Is an accident reporting procedure in place?	Yes   No
11. Are hazardous substances correctly stored, labelled and used?	Yes   No
12. Are workers over the age of 16 the only employees to work with hazardous substances?	Yes   No
13. Is a time recording system in place that shows employees' daily working time, rest breaks/days, and public holidays?	Yes   No
14. Are processes and procedures available and visible to ensure employees are able to comply with all animal welfare regulations and minimum standards?	Yes   No
15. Does each employee receive at least minimum wage every week for every hour worked?	Yes   No
16. Do all employees have legal entitlement to work in New Zealand?	Yes   No
17. Do all employees have a signed and lawful employment agreement before they commence?	Yes   No
18. Do all employees have access to their legal rights as employees?	Yes   No
19. Does each employee have an accommodation agreement (if living on-farm)?	Yes   No
20. Are all employees provided accurate payslips each pay and know how their wages are calculated?	Yes   No



# RED MEAT SECTOR GOOD PRACTICE

This covers the practices that are followed by employers who want their staff to be extra safe and engaged in the farming business and their own personal development.



1. Do employees have time and energy for at least one regular off-farm activity?	Yes   No
2. Are employees monitored to ensure they implement health and safety practices?	Yes   No
3. Are machinery and vehicles maintained regularly and according to manufacturer recommendations?	Yes   No
4. Are machinery and vehicles equipped with appropriate safety devices and instructions to operate safely?	Yes   No
5. Do employees who work with chemicals or in noisy areas receive routine health surveillance (i.e. hearing, lung, skin and vision monitoring)?	Yes   No
6. Does a procedure exist that allows employees to make a complaint or a suggestion?	Yes   No
7. Most of the time (i.e. nine months a year), do fulltime employees work less than 48 hours per week?	Yes   No
8. Do employees work 60 hours per week fortnightly during critical periods?	Yes   No
9. Do employees work ten hours per day or less?	Yes   No
10. Have all employees taken their annual leave entitlement in the last twelve months?	Yes   No
11. Is the condition of accommodation assessed against a checklist, does it meet all tenancy law requirements and is it inspected regularly?	Yes   No
12. Do employees know the farm's vision, goals and how it is tracking towards its targets?	Yes   No
13. Do employees have clear individual targets/goals?	Yes   No
14. Are employee targets and performance objectives regularly (~two monthly) discussed in both formal and informal conversations?	Yes   No
15. Do you have regular (~two weekly) team meetings where all employees contribute?	Yes   No
16. Do you follow recruitment processes equivalent to those in the Beef + Lamb New Zealand HR toolkit?	Yes   No
17. Does each employee have a training plan which is regularly reviewed?	Yes   No
18. Has each employee completed appropriate off-farm training and development?	Yes   No

If you answered no to any of the questions above, you may be interested in the following human resources (HR), and health and safety resources which are all available on the **Beef + Lamb New Zealand Knowledge hub**. Links to individual Knowledge hub resources can be found on the following page.

RMPP acknowledges the assistance of DairyNZ in the development of the Red Meat Sector Minimum Requirements and Good Practice questions.



# RESOURCES

Click on each heading to access the resource



## Human Resources

### Employing and managing farm staff

This interactive module will help you employ and manage staff on farm

### Legislation

Covers the major legal considerations that employers and employees need to be aware of.

### Staff planning

A pre-employment consideration that is important in creating a productive working environment

### Recruitment

Covers all areas of consideration throughout the recruitment process.

### Remuneration

Discusses a range of payment variables such as job sizing, salary vs wages and timesheets

### Employment agreement

Outlines the information required in an employment agreement

### Staff retention

Discusses the importance of communication between an employee and an employer to ensure that both parties needs are met.

### Delegating and rostering

The importance of delegating tasks across a team and the use of rostering

### Leadership, communication, and understanding people

Discusses the importance and necessary nature of leadership, communication and understanding people within a business

### Systems and policies

Cover the importance of manuals and policies in the workplace. It guides farmers through developing their own manuals and policies to ensure their businesses best work is carried out.

### Tenancy

Covers the requirements of offering accommodation to farm employees

### Training

Covers the benefits of training and runs through a variety of teachings for different learning styles.

### Time management and action planning

Covers the importance of time management and strategies to incorporate effective action planning into everyday life

### Team building

Explores the importance and benefits of having an effective team

### Performance management

Discusses the management of work performance

### Managers report

A report template, including what to report on

### Drugs and alcohol

Understand your rights as an employer to carry out testing

### Disciplinary procedures

Walks through what to do when disciplinary procedures are required

### Conflict resolution

Guidelines to confronting issues

### Ending employment

Covers a range of different situations that may occur at the end of employment

## Health and Safety

### Farm safety management plan

Covers developing a plan on-farm

### Farm operational manual

When the unexpected happens – what happens to your farm?