

APRIL 2017

To The Farmer

Dear Sir or Madam

Vetora Waikato's Health & Safety Policy and Procedures

In accordance with our Health & Safety Management System, we wish to advise the following:

- Vetora Waikato has a Health & Safety Policy in place – our policy document is attached.
- All personnel will be qualified and/or assessed as competent
- All personnel are aware of their health and safety obligations under the Health & Safety in Employment Act HSWA 2015;
- All personnel will comply with your farm Health & Safety requirements.
- All personnel visiting your property are National Safety Register Farm Pass holders <http://pass.safetyregister.co.nz/course/view/1> and therefore understand general farm safety risks and how to manage them.
- All Vetora Waikato vehicles are regularly serviced and are maintained with safety equipment and first aid kits.
- Our personnel have been advised not to operate farm vehicles and may only be a pillion in farm vehicles where there is a passenger seat fitted with a seat belt.
- All Vetora Waikato personnel are only to work with farm animals when accompanied by a farmer or representative.
- **All Vetora Waikato personnel have the authority to cease or to not start an activity if it represents a risk to themselves, the client or anyone else.**
- If a Vetora Waikato employee notices a health and safety issue while carrying out work on your property, they will report the issue to you (the client) and to their Health and Safety Representative.

To meet the requirements of our Health and Safety programme, we request compliance with the following procedures.

- **Please notify our Vetora Waikato representative of any particular farm hazards they should be aware of when scheduling an appointment/visit.**
- **Report to Vetora Waikato any incidents that occurred while our representatives are on site.**

We thank you for your assistance in helping us maintain a safe working environment for everyone. We would like to remind you that under the Health & Safety at Work Act 2015 (HSWA) persons conducting a business or undertaking (PCBUs) are required to take all reasonably practicable steps to ensure not only your safety in the workplace, but that of others under your care.

Yours faithfully



**Gavin Shepherd CEO
Vetora Waikato**