



Citrus Orchard Foreman Occupational Learning

Work Scenario Guide

K1: Occupational Health and Safety

Qualification:	110667 – Occupational Certificate: Orchard and Vineyard Foreman
Work Scenario:	K1: Occupational Health and Safety
Learning Area:	K: Lead a team to perform farming operations productively and safely
Scenario Description:	You need to ensure that work teams understand and adhere to occupational health and safety principles, to avoid any harm to your workers or compromises of food quality.

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1st edition (06/2026)

Content originator:
Citrus Academy

Occupational alignment:
Ukudla Namanzi (Pty) Ltd

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Alignment Information

Qualification

The content of this learner guide is aligned to the following occupational qualification:

SAQA QUAL ID	Qualification Title			
110667	Occupational Certificate: Orchard and Vineyard Foreman			
Originator				
Development Quality Partner – AgriSETA				
Primary Or Delegated Quality Assurance Functionary			NQF Sub-Framework	
-			OQSF - Occupational Qualifications Sub-Framework	
QUALIFICATION TYPE		FIELD		SUBFIELD
Occupational Certificate		Field 01 - Agriculture and Nature Conservation		Primary Agriculture
Abet Band	Minimum Credits	Pre-2009 NQF Level	NQF Level	Qual Class
Undefined	147	Not Applicable	NQF Level 04	Regular-ELOAC

Modules

The content of this learner guide is aligned to the following modules of the occupational qualification above.

Module Code	Module Title	Level	Credits
Knowledge Modules			
611202-001-00-KM-01	Plant Structure and Physiology	4	5
611202-001-00-KM-02	Vineyard or Orchard Establishment	3	2
611202-001-00-KM-03	Vineyard or Orchard Manipulation Processes	3	8
611202-001-00-KM-04	Harvesting	3	4
611202-001-00-KM-05	Basic Principles of Plant Nutrition	4	4
611202-001-00-KM-06	Crop Protection	3	3
611202-001-00-KM-07	Assets in Horticultural Production	3	2
611202-001-00-KM-08	Farm Business Management and Farming Process Management	4	8
611202-001-00-KM-09	Human Resource Management and Processes	4	8
611202-001-00-KM-10	Overseeing Farming Resource Utilisation	4	8
Practical Skill Modules			
611202-001-00-PM-01	Organise, Allocate and Monitor Availability and Productive Use of Resources	4	5
611202-001-00-PM-2a	Set Team and Individual Performance Goals to Enhancing Team Performance	4	10
611202-001-00-PM-2b	Control Vineyard or Orchard Practices	4	10

611202-001-00-PM-03	Supply Accurate Daily Orchard or Vineyard and Production Information	4	10
Work Experience Modules			
611202-001-00-WM-01	Vineyard or Orchard Resource Optimisation	4	20
611202-001-00-WM-02	Skilled and Motivated Work Team Output	4	20
611202-001-00-WM-03	Daily Orchard or Vineyard and Production Information Availability	4	20

Learning Outcomes

The content of this learner guide is aligned to the following learning outcomes of the modules above.

Knowledge Topics	
Outcome Code	Module Title
KM-05-KT06	Safety principles for using plant nutrition chemicals
IAC0601	The regulatory measures relating to the use of agrochemicals are given
IAC0602	The purpose and principles internal audits are explained
IAC0603	The contamination risks during the use of plant nutrition chemicals are identified and matched to the relevant preventative measures
IAC0604	Safe handling and storage principles related to plant nutrient chemicals are evaluated
KM-05-KT07	Food Safety
IAC0706	OHS directly related to the use of pesticides & fungicides & herbicides (IPM) is outlined
KM-05-KT08	Plant protection application principles (IPM)
IAC0802	The OHS and GAP for safe handling of chemicals is described
KM-06-KT02	Identification of pests, diseases and weed
IAC0208	The reasons for accurate calibration of equipment are motivated
IAC0211	The implications of faulty and poorly calibrated equipment on the production process and the product are evaluated
KM-07-KT01	Assets
IAC0107	The application of OSH act related to equipment and infrastructure is explained
KM-07-KT02	Use and storage of on-farm infrastructure, systems, tools, equipment and machinery
IAC0201	Fundamental principles of equipment use and abuse are listed
KM-09-KT09	Occupational health, safety and environment on the farm
IAC0901	Legislation in context of the farm environment is listed
IAC0902	The purpose of legislation is explained
IAC0903	Acts and regulations pertaining to farming operations are named
IAC0904	The implications of legislation on policies and procedures are described
IAC0905	A definition of policies and procedures is given
IAC0906	The difference between policies and procedures is explained
IAC0907	The types of policies and procedures pertaining to crop production operations are outlined
IAC0908	The concept of compliance is defined
IAC0909	The purpose of compliance is explained
IAC0910	The consequences and implications of non-compliance is outlined and discussed
IAC0911	Accidents and incidents are defined and the procedures for dealing with them is outlined

IAC0912	Personal protective equipment and clothing is described with regards to the correct situational usage
IAC0913	Substance abuse is defined, its impact on the workplace describe and effective responses are planned in advance
IAC0914	Occupational health is defined and the procedures for the maintenance thereof are outlined
IAC0915	Fire prevention and drills are conducted
IAC0916	Hygiene is defined and best practices are discussed
IAC0917	Housekeeping principles are outlined and the consequences of not following good housekeeping practices are given
IAC0918	Waste management principles are outlined and the consequences of not following good housekeeping practices are given
Practical Skills	
PM-01-PS03	Organise and allocate equipment and agri-chemicals to the work team to perform vineyard or orchard practices
PA0306	Deal with incidents and accidents by applying first aid

Chapter 1

Occupational Health and Safety

learning outcomes

The content of this chapter is aimed at helping you to:

- Ensure the health and safety of all workers on the farm.

1. The Importance of Health and Safety

Citrus farming is a large process that involves a lot of tools, equipment, chemicals, vehicles and machinery, many of which can be dangerous or even deadly to you and your workers if not handled properly.

The most obvious health risks to farm workers are probably chemical, as many of the agrochemicals can be very dangerous if used improperly or ingested. For more information on agrochemical safety, refer to the relevant material.

Other likely causes of injury are either mechanical (tractors, trailers) or poor worker practices when using equipment such as ladders, shears, or saws. Injury can also occur when workers are moving about, such as in the orchard when moving from tree to trailer with full bags of fruit.

This means that you should always make the health and safety of your workers a top priority, and try to create a 'safety culture' on the farm.

A safety culture refers to a way of working where everyone involved in the farm's operations (employees, contractors, service providers, visitors, etc.) take ownership of their own safety and that of other employees, creating a safe and risk-free environment to work in.

A safety culture not only requires everyone to think and talk health and safety, but to actively do the right thing all the time. Everyone's behaviour should support the drive for a healthy and safe working environment.

A safety culture is not only important for keeping workers safe and healthy, but also for regulatory reasons. The South African Occupational Health and Safety Act (OHSA) stipulates that all local companies with more than 20 employees (which most citrus farms will) must have health and safety measures in place.

OHSA has various clauses that require various things from employers in terms of how the workplace should work and what it should look like. Firstly, employers must create a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm to employees, and employers must comply with OHSA safety and health standards.

It is also ethically wrong to expect people to work in an unhealthy or unsafe environment, and doing so shows your workers that you do not care about them. Sometimes, danger is unavoidable (such as when dealing with dangerous chemicals), and in these situations you must make sure that your workers are properly trained and supplied with the appropriate protective clothing (PPE) or equipment.

Further, the safer your workplace is, the higher performance will be, as a dangerous, unsafe workplace leads to lost time, low morale, and injured employees. Consumers and buyers are

also becoming more aware of these issues, and will often only deal with reputable suppliers with a good safety record.

The best way to establish a safety culture is to have a well-planned out health and safety policy, as well as clear, well-enforced safety rituals and routines.

A good health and safety policy will have a core set of principles and rules that guide decisions regarding safety, such as safety always taking top priority. Your job as foreman is to regularly communicate and reinforce these principles through your day-to-day attitudes and behaviours.

An effective way to establish safety rituals and routines is to make them part of everyday operations, such as by beginning all routine meetings with a quick discussion of safety relating to planned operations.

You should also hold monthly safety meetings at all levels, including operators, supervisors/ team leaders, specialists, and leadership. Regular safety audits should be performed to make sure that safety standards are not slipping.

It is important to consider how to talk about safety consistently without losing the attention of employees. Think of creative ways to teach or reinforce a safe work practice, such as using pictures, short videos, or an interactive exercise. Also, real life examples tend to grab people's attention, so be aware of safety incidents that occur outside the farm that you can highlight as examples of what can happen if safety is not the number one priority.

2. Safety Management Systems

The South African Labour Guide (<https://www.labourguide.co.za/>) states that a health and safety system or programme generally includes the following elements:

- A formal health and safety policy statement signed by the owner and displayed in the workplace.
- A good understanding of the responsibilities of individuals in terms of safety and health.
- All necessary equipment and tools needed to keep workers healthy and safe.
- Health and safety representatives that meet regularly according to legislation.
- Risk assessments and standard operating procedures (SOPs) that deal with health and safety.
- Knowledge of potential health risks on the farm.
- Systems for reporting, recording, and investigating all accidents.
- Emergency preparedness procedures for a range of risks.
- Workers trained in first aid procedures.

3. Personal Protective Equipment

Personal protective equipment refers to equipment such as gloves, goggles, respirators, etc., that are used to protect workers during dangerous operations.

PPE should be high quality, and be well managed. The issuing and storage of PPE should be carefully managed, and all employees, including seasonal workers, should be aware of PPE requirements.

There should be a PPE management system in place that keeps track of which employee has what PPE, and has space for notes regarding repairs and maintenance. This is because you may need to be able to prove that PPE was issued to an employee in the event of an incident or a claim by the employee, and you don't want to have your PPE stolen or lost.

There should always be enough PPE available, and if more is required during a busy season like harvest, the purchasing should be done as far in advance as possible.

4. Accidents and Incidents

Even if you have a great health and safety system and have built a good safety culture, accidents can still happen, for an endless number of reasons. This means that you need to have a way to deal with them in place.

Firstly, as we've mentioned, you should have a safety management system that includes procedures for dealing with and reporting accidents and incidents. Any accidents or incidents that cause injury or death to a worker should be reported to management so that the problem can be immediately rectified.

After the immediate situation is dealt with (such as by stopping work in the dangerous area or getting an injured worker medical care), incidents must be thoroughly investigated, and steps taken to prevent reoccurrence.

Any serious incidents (those that result in severe injury or death) must be documented in a separate file, with all documentation and correspondence, labour department correspondence and reports, medical records etc. kept for easy reference.

As we have mentioned, you should have multiple workers (ideally one per team or work group) trained in first aid, and there should always be first aid equipment available. Many medical suppliers sell pre-packed, portable first aid kits, and it is a good idea to have one of these with each group of workers. All first aid equipment should be properly stored, adequately stocked, and accessible.

5. Emergency Procedures

The emergency procedures should not just be written down in a file somewhere and only known to the health and safety team, as this will not help much if they are not around. All workers should be aware of the general emergency procedures in place, such as what to do during a fire or a chemical spill.

It is good practice to create charts or posters that are visible and easily accessible and to put these in areas the workers frequent, such as the locker rooms, bathrooms, storage rooms, etc. These charts and posters should try to use simple language and images to clearly explain what to do during emergencies.

These emergency notices should also include emergency numbers, both on-farm (such as the first aid officer's number) and off-farm (such as the fire department or police).

Finally, you should train staff and hold regular meetings to remind them of basic, general emergency procedures, such as how to safely evacuate during a fire and where to meet during an evacuation.

Specific training should be given to workers with specific roles, such as additional training on agrochemical safety being given to workers who handle them. This training should also include which records need to be kept.

summary

Chapter 1 – Occupational Health and Safety

- Common health risks on a farm are chemical, mechanical, or poor worker practices.
- A safety culture refers to a way of working where everyone involved in the farm's operations take ownership of their own safety and that of other employees, creating a safe and risk-free environment to work in.
- The South African Occupational Health and Safety Act (OHSA) stipulates that all local companies with more than 20 employees must have health and safety measures in place.
- Employers must create a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm to employees
- The safer your workplace is, the higher performance will be.
- Consumers and buyers are also becoming more aware of these issues, and will often only deal with reputable suppliers with a good safety record.
- A good health and safety policy will have a core set of principles and rules that guide decisions regarding safety, such as safety always taking top priority.
- Safety rituals and routines should be part of everyday operations.
- Personal protective equipment (PPE) refers to equipment that is used to protect workers during dangerous operations.
- PPE should be high quality, and the issuing and storage of the PPE well managed.
- During an accident, work should be stopped and necessary medical care given, the incident must be thoroughly investigated, and steps taken to prevent reoccurrence.
- Any serious incidents (those that relate in severe injury or death) must be documented in a separate file with all relevant documents.
- You should have multiple workers (ideally one per team or work group) trained in first aid, and there should always be first aid equipment available.
- It is good practice to create charts or posters showing emergency procedures that are visible and easily accessible and to put these in areas the workers frequent.
- These emergency notices should also include emergency numbers, both on-farm (such as the first aid officer's number) and off-farm (such as the fire department or police).

assessment activities

- ✓ **Activity P1:** Complete this activity to test your knowledge of occupational health and safety.
- ✓ **Activity F1:** Complete this activity to test your knowledge of the entire module.