

LANGUAGE-QA FAIL - blocking control failed: B5, G5

BILINGUAL AID - ENGLISH IS THE AUTHORITATIVE VERSION - NOT AUTHORISED FOR TONGAN-ALONE DISPLAY

If you do not understand any part of this sheet, ask for a human interpreter. Orchard Tech will provide one.

Kapau 'oku 'ikai mahino kiate koe ha konga 'o e la'ipepa ni, kole ha tokotaha fakatonulea. 'E 'omi 'e Orchard Tech ha tokotaha fakatonulea ma'au. °

Harvest quality assurance and supervision on an almond farm

Vakai'i 'o e lelei 'o e ngāue havesi mo e tokanga'i 'o e kau ngāue (supervision) 'i ha faama almond °

What to expect before you start

Me'a ke ke 'amanaki ki ai kimu'a pea ke kamata °

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Version fakapalangi mo Fakatonga 1.3, makatu'unga 'i he Version fakapalangi 1.1 | 'Aho 'o e toe vakai'i: 18 October 2026 | 'Aho 'o e toe vakai'i hoko: 18 October 2028 °

Each Tongan line is printed under its English. Lines marked ° were written by Orchard Tech. See About this Tongan version at the end.

'Oku paaki 'a e laine Fakatonga takitaha 'i lalo 'i he'ene lea fakapalangi. Ko e ngaahi laine 'oku faka'ilonga'i 'aki 'a e ° na'e fa'u 'e Orchard Tech. Vakai ki he konga Fekau'aki mo e Version Fakatonga ni 'i he ngata'anga. °

This sheet describes typical harvest quality assurance and supervision work and conditions. Your actual duties depend on the farm and what you are trained and authorised to do. Reading this sheet does not authorise you to supervise other workers, drive a farm vehicle, operate machinery or repair equipment.

'Oku fakamatala 'a e la'ipepa ni ki he ngāue 'oku fa'a fai 'i hono vakai'i 'o e lelei 'o e ngāue havesi mo hono tokanga'i 'o e kau ngāue, mo e ngaahi tu'unga 'oku fai ai. 'Oku makatu'unga ho ngaahi fatongia mo'oni 'i he faama mo e ngaahi ngāue kuo ako'i koe ke fai pea kuo fakangofua koe ke fai. 'Oku 'ikai 'oatu 'e ho'o lau 'a e la'ipepa ni ha ngofua ke ke tokanga'i (supervise) ha kau ngāue kehe, faka'uli ha me'alele 'a e faama, ngāue'aki ha mīsini pe fakalelei'i ha me'angāue. °

Who you work for

Tokotaha 'oku ke ngāue ki ai °

Orchard Tech is your employer. Your host farm (your host) directs your daily work. Both are responsible for your health and safety. Raise questions or safety concerns with your supervisor or Orchard Tech: Hari Yellina, 0439 32 32 32, or Soana Fanua, 0400 174 471.

Ko Orchard Tech 'a ho'o pule ngāue. Ko e faama 'oku ke ngāue ai (ho'o host) 'oku ne fakahinohino ho'o ngāue faka'aho. 'Oku na fakatou fatongia'aki ho'o mo'ui lelei mo ho'o malu. Tala ki ho'o supavaisa pe Orchard Tech ho'o ngaahi fehu'i pe ngaahi me'a 'oku ke hoha'a ki ai fekau'aki mo e malu: Hari Yellina, 0439 32 32 32, pe Soana Fanua, 0400 174 471. °

Who you report to. Your host will name the person you report to, such as a farm manager or harvest supervisor. In this sheet, "your supervisor" means that person.

Tokotaha 'oku ke lipooti ki ai. 'E tala atu 'e he faama 'oku ke ngāue ai ko hai 'a e tokotaha te ke lipooti ki ai, hangē ko ha pule faama pe ha supavaisa havesi. 'I he la'ipepa ni, 'oku 'uhinga 'a e "ho'o supavaisa" ki he tokotaha ko ia. °

Your working hours

Ho ngaahi houa ngāue °

Your confirmed roster sets your days, hours and breaks. During harvest, some shifts may be at night. Ask your supervisor if you are unsure.

Ko ho'o fokotu'utu'u ngāue (roster) kuo fakapapau'i 'oku ne fokotu'u ho ngaahi 'aho, houa ngāue mo e taimi mālōlō. 'I he taimi havesi, 'e ala fai 'a e ngaahi sifi 'e ni'ihī 'i he po'uli. 'Eke ki ho'o supavaisa kapau 'oku ke veiveiua. °

The work you may do

Ngaahi ngāue te ke ala fai °

Harvest quality assurance (QA). QA means checking that the harvest work is done well. At harvest, shakers shake the nuts off the trees. Other machines then sweep the nuts into rows and pick them up. You may check this work in the blocks, as your host shows you. For example, you may look for nuts left on the trees after shaking, or nuts left on the ground after the machines have swept and picked up. Your host will tell you what to check, where and when, and what good work looks like.

Vakai'i 'o e lelei 'o e ngāue havesi (QA). 'Oku 'uhinga 'a e QA ki hono vakai'i 'oku fai lelei 'a e ngāue havesi. 'I he taimi havesi, 'oku lulu'i 'e he ngaahi mīsini lulu 'akau (shakers) 'a e ngaahi fua'i 'akau nge'esi fefeka mei he ngaahi fu'u 'akau. Hili ia, 'oku tafi 'e he ngaahi mīsini kehe 'a e ngaahi fua'i 'akau nge'esi fefeka ke hoko ko e ngaahi 'otu pea tākaki hake kinautolu. Te ke ala vakai'i 'a e ngāue ni 'i he ngaahi poloka, 'o fakatatau ki he founa 'oku faka'ali'ali atu 'e he faama 'oku ke ngāue ai. Hangē ko 'eni, te ke ala kumi 'a e ngaahi fua'i 'akau nge'esi fefeka 'oku kei 'i he ngaahi fu'u 'akau hili hono lulu'i, pe 'a e ngaahi fua'i 'akau nge'esi fefeka 'oku kei 'i he kelekele hili 'a e tafi mo e tākaki hake 'e he ngaahi mīsini. 'E tala atu 'e he faama 'oku ke ngāue ai 'a e me'a ke ke vakai'i, 'a e feitu'u mo e taimi, pea mo e anga 'o e ngāue 'oku lelei. °

Report what you find. Tell your supervisor what you find, in the way your host shows you. If you think a machine needs adjusting, tell your supervisor. Do not adjust a machine yourself. Adjusting and repairing machines are separate tasks.

Lipooti 'a e me'a 'oku ke 'ilo 'i ho'o vakai'i. Tala ki ho'o supavaisa 'a e me'a 'oku ke 'ilo 'i ho'o vakai'i, 'i he founa 'oku faka'ali'ali atu 'e he faama 'oku ke ngāue ai. Kapau 'oku ke fakakaukau 'oku fiema'u ke fakatonutonu (adjust) ha mīsini, tala ki ho'o supavaisa. 'Oua na'a ke fakatonutonu (adjust) ha mīsini 'e koe pē. Ko e fakatonutonu (adjusting) mo e fakalelei'i 'o e ngaahi mīsini ko e ongo ngāue makehe. °

Your decisions. Your host and Orchard Tech will tell you which decisions you may make. If you are not sure whether a decision is yours, ask your host before you act. Orchard Tech remains your employer. It also remains the employer of the Orchard Tech workers in your crew. Send questions about pay or employment to Orchard Tech.

Ho ngaahi tu'utu'uni. 'E tala atu 'e he faama 'oku ke ngāue ai mo Orchard Tech 'a e ngaahi tu'utu'uni 'oku ngofua ke ke fai. Kapau 'oku ke veiveiua pe 'oku ngofua ke ke fai ha tu'utu'uni, 'e ke ki he faama 'oku ke ngāue ai kimu'a pea ke fai ha me'a. 'Oku kei hoko pē 'a Orchard Tech ko ho'o pule ngāue. 'Oku kei hoko foki ia ko e pule ngāue 'o e kau ngāue 'a Orchard Tech 'i ho'o timi ngāue (crew). 'Ave 'a e ngaahi fehu'i fekau'aki mo e vahenga pe ko ho'o ngāue ki Orchard Tech. °

Harvest supervision (only if it is your confirmed job). You help your host coordinate harvest crews. As your host directs, you may:

Tokanga'i (supervision) 'o e kau ngāue havesi (kapau pē ko ho'o ngāue ia kuo fakapapau'i). 'Oku ke tokoni ki he faama 'oku ke ngāue ai ke fokotu'utu'u 'a e ngaahi timi ngāue havesi. 'I he fakahinohino 'a e faama 'oku ke ngāue ai, te ke ala: °

- pass on your host's instructions to your crew, such as which blocks and rows to work in;
'oatu 'a e ngaahi fakahinohino 'a e faama 'oku ke ngāue ai ki ho'o timi ngāue, hangē ko e ngaahi poloka mo e ngaahi 'otu ke ngāue ai; °
- watch the quality and safety of your crew's work;
siofi 'a e lelei mo e malu 'o e ngāue 'a ho'o timi ngāue; °
- help your host make sure each crew member does only the tasks they are trained and authorised to do. If you are not sure, ask your host before the work starts;
tokoni ki he faama 'oku ke ngāue ai ke fakapapau'i 'oku fai 'e he tokotaha takitaha 'i ho'o timi ngāue 'a e ngaahi ngāue pē kuo ako'i ia ke fai pea kuo fakangofua ia ke fai. kapau 'oku ke veiveiua, 'e ke ki he faama 'oku ke ngāue ai kimu'a pea kamata 'a e ngāue; °
- pass on to your host straight away any fault, breakdown, injury or unsafe situation that a crew member reports to you.
'oatu 'i he taimi pē ko ia ki he faama 'oku ke ngāue ai 'a e palopalema (fault) kotoa pē, maumau (breakdown) kotoa pē, lavea kotoa pē pe tu'unga kotoa pē 'oku 'ikai malu 'oku lipooti atu 'e ha tokotaha 'i ho'o timi ngāue. °

This sheet covers checking work and helping to coordinate crews. It does not cover driving, operating harvest machines, adjusting or repairing machines, using power tools, handling chemicals, electrical work, working at heights or entering confined spaces, dams, tanks or channels. Other harvest jobs, such as conditioning, water cart work and harvest irrigation, are also separate tasks with their own sheets. All these tasks need their own instructions, training and authorisation.

‘Oku fakamatala ‘a e la‘ipepa ni ki hono vakai‘i ‘o e ngāue mo e tokoni ki hono fokotu‘utu‘u ‘o e ngaahi timi ngāue. ‘Oku ‘ikai kau heni ‘a e faka‘uli, ngāue‘aki ‘o e ngaahi mīsini havesi, fakatonutonu (adjusting) pe fakalelei‘i ‘o e ngaahi mīsini, ngāue‘aki ‘o e ngaahi me‘angāue ‘oku fakalele ‘aki ha ivi (power tools), ngāue mo e kemikale, ngāue ‘uhila, ngāue ‘i he ngaahi feitu‘u ma‘olunga pe hū ki he ngaahi feitu‘u mapuni (confined spaces), ngaahi feitu‘u tauhi vai (dams), ngaahi ‘ai‘anga (tanks) pe ngaahi halanga vai (channels). Ko e ngaahi ngāue havesi kehe, hangē ko e conditioning, ngāue me‘alele fetuku vai (water cart work) mo e fu‘ifu‘i ngoue ‘i he taimi havesi (harvest irrigation), ko e ngaahi ngāue makehe foki ia ‘oku ‘i ai honau ngaahi la‘ipepa ‘onautolu. ‘Oku fiema‘u ki he ngāue takitaha ‘i he ngaahi ngāue ni kotoa pē ‘a hono ngaahi fakahinohino ‘o‘ona, hono ako‘i ‘o‘ona mo hono ngofua ‘o‘ona. °

Safety when you supervise a crew

Malu ‘i hono tokanga‘i (supervise) ‘o ha timi ngāue °

If you supervise a crew, you also help to keep your crew safe.

Kapau ‘oku ke tokanga‘i ha timi ngāue, ‘oku ke tokoni foki ke tauhi ho‘o timi ngāue ke malu. °

- **Stop unsafe work.** If you see work that is unsafe, stop it if you can do so safely, and tell your host straight away. Do not walk up to a working machine to stop it. Contact the operator in the way your host shows you, for example by radio.

Ta‘ofi ‘a e ngāue ‘oku ‘ikai malu. Kapau te ke sio ki ha ngāue ‘oku ‘ikai malu, ta‘ofi ia kapau te ke lava ‘o fai ia ‘i ha founa malu, pea tala ki he faama ‘oku ke ngāue ai ‘i he taimi pē ko ia. ‘Oua na‘a ke lue atu ki ha mīsini ‘oku ngāue ke ta‘ofi ia. Fetu‘utaki ki he tokotaha ‘oku ne ngāue‘aki ‘a e mīsini ‘i he founa ‘oku faka‘ali‘ali atu ‘e he faama ‘oku ke ngāue ai, hangē ko e ngāue‘aki ‘a e radio. °

- **Know where your crew is.** Know where each crew member is working. Keep your crew away from working machines, as your host directs.

‘Ilo‘i ‘a e feitu‘u ‘oku ‘i ai ho‘o timi ngāue. ‘Ilo‘i ‘a e feitu‘u ‘oku ngāue ai ‘a e tokotaha takitaha ‘i ho‘o timi ngāue. Tauhi ho‘o timi ngāue ke mama‘o mei he ngaahi mīsini ‘oku ngāue, ‘o fakatatau ki he fakahinohino ‘a e faama ‘oku ke ngāue ai. °

- **Incidents in your crew.** If someone is hurt, get help straight away and follow the farm's first aid and emergency plan. Report every injury, near miss or unsafe situation in your crew to your host and Orchard Tech as soon as possible.

Ngaahi me‘a ‘oku hoko (incidents) ‘i ho‘o timi ngāue. °

Lea Fakatonga: If someone is hurt, get help straight away and follow the farm's first aid and emergency plan.

Lipooti ‘a e lavea kotoa pē, me‘a kotoa pē na‘e meimei hoko ai ha fakatu‘utāmaki (near miss), pe tu‘unga kotoa pē ‘oku ‘ikai malu ‘i ho‘o timi ngāue, ki he faama ‘oku ke ngāue ai mo Orchard Tech ‘i he vave taha ‘e lava. °

- **Language help.** If a crew member does not understand an instruction, ask your host or Orchard Tech for language help.

Tokoni 'i he lea. Kapau 'oku 'ikai mahino ki ha tokotaha 'i ho'o timi ngāue ha fakahinohino, kole ha tokoni 'i he lea mei he faama 'oku ke ngāue ai pe Orchard Tech. °

Working near harvest machines

Ngāue ofi ki he ngaahi mīsini havesi °

Shakers, sweepers, pick-up machines, tractors and other vehicles may be working in or near your block. Checking work and supervising crews can bring you close to these machines.

'E ala ngāue 'a e ngaahi mīsini lulu 'akau (shakers), ngaahi mīsini tafi (sweepers), ngaahi mīsini pickup, ngaahi tulekitoa mo e ngaahi me'alele kehe 'i loto pe ofi ki ho'o poloka. 'E ala 'ave koe 'e ho'o vakai'i 'o e ngāue mo ho'o tokanga'i 'o e ngaahi timi ngāue ke ke ofi ki he ngaahi mīsini ni. °

- **Keep separate from machines.** Before you start, ask your host to show you where to work and how workers are kept away from machinery. If a machine comes into your work area, stop work, keep clear and tell your supervisor. Keep well away from trees being shaken: branches and nuts can fall.

Nofo mavahe mei he ngaahi mīsini. Kimu'a pea ke kamata, kole ki he faama 'oku ke ngāue ai ke faka'ali'ali atu 'a e feitu'u ke ke ngāue ai mo e founa 'oku tauhi ai 'a e kau ngāue ke mama'o mei he ngaahi mīsini. Kapau 'e hū mai ha mīsini ki ho feitu'u ngāue, ta'ofi ho'o ngāue, nofo mama'o pea tala ki ho'o supavaisa. Nofo mama'o 'aupito mei he ngaahi fu'u 'akau 'oku lulu'i: 'e lava ke tō 'a e ngaahi va'a mo e ngaahi fua'i 'akau nge'esi fefeka (nuts). °

- **Never approach a working machine** until the operator has stopped and clearly signalled you to come closer. Eye contact alone is not enough.

'Oua 'aupito na'a ke 'unu'unu ofi ki ha mīsini 'oku ngāue kae 'oua kuo ta'ofi ia 'e he tokotaha 'oku ne ngāue'aki pea kuo ne 'oatu ha faka'ilonga mahino ke ke 'unu'unu ofi ange. 'Oku 'ikai fe'unga 'a e fesiofaki pē. °

- **Check only when it is safe.** Your host will show you when and where you can check the work. Never go near a working machine to check its work.

Vakai'i pē 'i he taimi 'oku malu ai. 'E faka'ali'ali atu 'e he faama 'oku ke ngāue ai 'a e taimi mo e feitu'u te ke lava ai 'o vakai'i 'a e ngāue. 'Oua 'aupito na'a ke 'alu ofi ki ha mīsini 'oku ngāue ke vakai'i 'a e ngāue 'oku ne fai. °

- **Operators cannot see everywhere.** There are places around a machine that the operator cannot see. These are called blind spots. Dust and darkness make it harder for an operator to see you. Never assume that an operator has seen you.

'Oku 'ikai lava 'a e kau ngāue'aki mīsini 'o sio ki he feitu'u kotoa pē. 'Oku 'i ai ha ngaahi feitu'u takatakai 'i ha mīsini 'oku 'ikai lava ke sio ki ai 'a e tokotaha 'oku ne ngāue'aki ia. 'Oku ui 'a e ngaahi feitu'u ni ko e "blind spots". 'Oku faingata'a ange ki ha tokotaha 'oku ne ngāue'aki ha mīsini ke sio kiate koe koe'uhi ko e efu mo e po'uli. 'Oua 'aupito na'a ke mahalo kuo 'osi sio kiate koe ha tokotaha 'oku ne ngāue'aki ha mīsini. °

- Keep well away from blowers on sweepers and other machines.

Nofo mama'o 'aupito mei he ngaahi me'a ifi 'ea (blowers) 'i he ngaahi mīsini tafi (sweepers) mo e ngaahi mīsini kehe. °

- **Be seen:** wear the high-visibility clothing your host provides, and watch for vehicles coming out of rows and turning at the headlands (the turning areas at the ends of the rows). If you work at night, follow your host's instructions on lighting. If you cannot see your work area clearly, stop work, move to a safe place and tell your supervisor.

'Ai ke hā lelei koe: tui 'a e vala lanu mata'ā'ā 'oku 'oatu 'e he faama 'oku ke ngāue ai, pea tokanga ki he ngaahi me'alele 'oku ha'u mei he ngaahi 'otu pea afe 'i he ngaahi feitu'u afe (headlands), 'a ia ko e ngaahi feitu'u afe 'i he ngata'anga 'o e ngaahi 'otu. Kapau 'oku ke ngāue 'i he po'uli, muimui ki he ngaahi fakahinohino 'a e faama 'oku ke ngāue ai fekau'aki mo e ngaahi maama. Kapau 'oku 'ikai ke ke lava 'o sio lelei ki ho feitu'u ngāue, ta'ofi 'a e ngāue, 'alu ki ha feitu'u malu pea tala ki ho'o supavaisa. °

- **If a machine touches a power line,** or you think electricity has jumped from the line to the machine, keep well away. Stay away from the machine, the power line and anything touching them. Warn others to keep away. Call 000 or ask someone to call.

Lea Fakatonga: If a machine touches a power line, or you think electricity has jumped from the line to the machine, keep well away.

Lea Fakatonga: Stay away from the machine, the power line and anything touching them.

Lea Fakatonga: Warn others to keep away.

Lea Fakatonga: Call 000 or ask someone to call.

Weather and the outdoors

Ko e 'ea mo e ngāue 'i tu'a °

Most work is outdoors in heat, cold, wind, rain and dust. Watch for holes, pipes, slippery ground and snakes. Work may change or stop in heat, storms or smoke: follow your host's instructions. Use sun protection all year (broad-brim hat, long sleeves, sunglasses, sunscreen), drink water often, take shade breaks and dress for the weather. Tell your supervisor straight away if you or a co-worker feel sick, dizzy or very hot.

Ko e lahi taha 'o e ngāue 'oku fai 'i tu'a, 'i he vela, momoko, matangi, 'uha mo e efu. Tokanga ki he ngaahi ava, paipa, kekeleke hekeheke mo e fanga ngata. 'E ala liliu pe tu'u 'a e ngāue 'i he vela, ngaahi matangi mālohi (storms) pe 'ahu: muimui ki he ngaahi fakahinohino 'a e faama 'oku ke ngāue ai. Ngāue'aki 'a e malu'i mei he la'ā 'i he ta'u kakato (tatā 'oku falahi hono tapa, falani nima loloa, matasio'ata malu'i mei he la'ā, kilimi la'ā), inu vai tu'o lahi, mālōlō 'i he malumalu pea tui vala 'oku fe'unga mo e 'ea. °

Lea Fakatonga: Tell your supervisor straight away if you or a co-worker feel sick, dizzy or very hot.

- **Do not enter a block that is being sprayed or has a no-entry sign. Do not drink irrigation water:** it may contain fertiliser or chemicals.

‘Oua na’a ke hū ki ha poloka ‘oku lolotonga fai ai ‘a e fana (spraying) pe ‘oku ‘i ai ha faka’ilonga tapu hū. ‘Oua na’a ke inu ‘a e vai fu’ifu’i ngoue: ‘e ala ‘i ai ha me’a fafanga ‘akau (fertiliser) pe kemikale. °

- **Fire:** at harvest, dry grass, leaves and dust near hot machines can catch fire. Follow your host's fire rules. Know where the fire extinguishers are. If you see smoke or fire, move away, warn others and tell your supervisor straight away. In a fire, follow the farm emergency plan and go to the meeting point (muster point).

Afi: ‘i he taimi havesi, ‘e lava ke vela ‘a e musie mōmoa, ngaahi lau mo e efu ofi ki he ngaahi mīsini vela. Muimui ki he ngaahi tu’utu’uni ki he afi ‘a e faama ‘oku ke ngāue ai. °

Lea Fakatonga: Know where the fire extinguishers are.

Lea Fakatonga: If you see smoke or fire, move away, warn others and tell your supervisor straight away.

Lea Fakatonga: In a fire, follow the farm emergency plan and go to the meeting point (muster point).

Movement, dust and tiredness

Ngaahi ngaungaue, efu mo e hela’ia °

Expect long walks on uneven ground, between trees and along rows. You may need to bend or kneel to look at nuts on the ground. Nuts and sticks on the ground can make you slip or trip. Dust and twigs can get in your eyes. Wear the eye protection your host provides. Tell your supervisor early if you feel pain or discomfort.

‘Amanaki ke ke lue mama’o ‘i he kelekele tokakovi, ‘i he vaha’a ‘o e ngaahi fu’u ‘akau pea ‘i he loloa ‘o e ngaahi ‘otu. ‘E ala fiema’u ke ke punou pe tu’ulutui ke sio ki he ngaahi fua’i ‘akau nge’esi fefeka ‘i he kelekele. ‘E lava ke ke heke pe humu koe’uhi ko e ngaahi fua’i ‘akau nge’esi fefeka mo e ngaahi konga ‘akau (sticks) ‘i he kelekele. ‘E lava ke hū ‘a e efu mo e ngaahi va’a iiki ‘o e ‘akau ki ho ongo fo’i mata. Tui ‘a e me’a malu’i mata ‘oku ‘oatu ‘e he faama ‘oku ke ngāue ai. °

- **Lea Fakatonga:** Tell your supervisor early if you feel pain or discomfort.

- **Dust:** follow your host's instructions for dust. If dust makes it hard to breathe or to see clearly, stop work, move to a safe place and tell your supervisor.

Efu: muimui ki he ngaahi fakahinohino ‘a e faama ‘oku ke ngāue ai fekau’aki mo e efu. °

Lea Fakatonga: If dust makes it hard to breathe or to see clearly, stop work, move to a safe place and tell your supervisor.

- **Noise:** harvest machines can be loud. Wear the hearing protection your host provides, as you are instructed.

Longoa’a: ‘e ala longoa’a lahi ‘a e ngaahi mīsini havesi. Tui ‘a e me’a malu’i telinga ‘oku ‘oatu ‘e he faama ‘oku ke ngāue ai, ‘o fakatatau ki he fakahinohino kuo ‘oatu kiate koe. °

- **Tiredness:** harvest shifts and night work can make you tired. If you feel too tired or unwell to work safely, stop in a safe place and tell your supervisor. Never work under the influence of alcohol or drugs.

Hela'ia: 'e lava ke fakatupu 'e he ngaahi sifi havesi mo e ngāue 'i he po'uli ho'o hela'ia. °

Lea Fakatonga: If you feel too tired or unwell to work safely, stop in a safe place and tell your supervisor.

'Oua 'aupito na'a ke ngāue lolotonga 'oku uesia koe 'e he kava mālohi pe (drugs). °

Moving around the farm safely

Fefononga'aki 'i he faama 'i ha founnga malu °

Mule or similar farm vehicle

Mule pe ha me'alele faama 'oku meimei tatau °

Some farms use a side-by-side vehicle, such as a Kawasaki MULE, to carry workers and materials.

'Oku ngāue'aki 'e he ngaahi faama 'e ni'ihī ha me'alele 'oku tu'u tafa'aki ki he tafa'aki hono ngaahi sea (side-by-side), hangē ko ha Kawasaki MULE, ke fetuku 'a e kau ngāue mo e ngaahi me'a ke ngāue'aki. °

- **Driving is not covered by this sheet.** If driving is part of your confirmed job, get the safe work instructions, training and authorisation for that vehicle first. A licence alone does not show you can drive it safely.

'Oku 'ikai kau 'a e faka'uli 'i he la'ipepa ni. Kapau 'oku kau 'a e faka'uli 'i ho'o ngāue kuo fakapapau'i, tomu'a ma'u 'a e ngaahi fakahinohino ngāue malu, ako'i mo e ngofua ki he me'alele ko ia. 'Oku 'ikai fakahaa'i 'e ha laiseni pē 'e lava ke ke faka'uli malu 'i he me'alele ko ia. °

- **Driver and passengers:** wear your seat belt every time, and the helmet and eye protection your host provides (your host will tell you what to wear). Keep doors or nets closed and arms and legs inside. Sit only in a seat with a seat belt. Never ride in the tray or bypass a safety device.

Tokotaha faka'uli mo e kau pasese: fakama'u ho leta malu'i 'i he taimi kotoa pē, pea tui 'a e tatā malu'i (helmet) mo e me'a malu'i mata 'oku 'oatu 'e he faama 'oku ke ngāue ai ('e tala atu 'e he faama 'oku ke ngāue ai 'a e me'a ke ke tui). Tauhi 'a e ngaahi matapā pe kupenga ke tāpuni, pea tauhi ho nima mo ho va'e 'i loto. Tangutu pē 'i ha sea 'oku 'i ai ha leta malu'i. 'Oua 'aupito na'a ke heka 'i he puha uta 'i mui (tray) pe fai ha founnga ke 'oua 'e ngāue ai ha me'a malu'i. °

Farm traffic rules

Ngaahi tu'utu'uni fefononga'aki 'i he faama °

- **Follow the farm traffic plan:** use set routes, obey signs and speed limits, and keep away from steep slopes, banks and water.

Muimui ki he palani fefononga'aki 'a e faama: ngāue'aki 'a e ngaahi hala kuo fokotu'u, talangofua ki he ngaahi faka'ilonga mo e fakangatangata 'o e vave, pea nofo mama'o mei he ngaahi feitu'u 'oku tahifo lahi, ngaahi tapa ma'olunga (banks) mo e vai. °

- **On foot:** use walking routes and keep clear of moving machinery. Stop in a safe place before using a phone.

‘I ho’o lue: ngāue’aki ‘a e ngaahi hala lue pea nofo mama’o mei he ngaahi mīsini ‘oku nga’unu. Tu’u ‘i ha feitu’u malu kimu’a pea ke ngāue’aki ha telefoni. °

PPE and help on the farm

PPE mo e tokoni ‘i he faama °

Your host will provide the personal protective equipment (PPE) for your tasks and show you how to wear, check and look after it. This may include safety boots, high-visibility clothing, gloves, eye or hearing protection, sun protection, a dust mask and a vehicle helmet. Report missing, damaged or poorly fitting PPE before you start. PPE does not replace training, instructions or other safety controls.

‘E ‘oatu ‘e he faama ‘oku ke ngāue ai ‘a e teunga malu’i fakatautaha (PPE) ki ho’o ngaahi ngāue, pea faka’ali’ali atu ‘a e founa ke tui, vakai’i mo tokanga’i ai. ‘E ala kau heni ‘a e sū malu, vala lanu mata’ā’ā, kofunima, me’a malu’i mata pe telinga, malu’i mei he la’ā, ha me’a ‘ufi’ufi ihu mo e ngutu ke malu’i mei he efu (dust mask), mo e tatā malu’i ki he heka me’alele (vehicle helmet). Lipooti ‘a e PPE ‘oku ‘ikai ma’u, maumau pe ‘ikai fe’unga mo ho sino kimu’a pea ke kamata. ‘Oku ‘ikai fetongi ‘e he PPE ‘a e ako’i, ngaahi fakahinohino pe ngaahi founa malu’i kehe. °

At induction, learn who your supervisor is, where water, toilets and first aid are, the emergency plan, how to get help where there is no phone coverage, and the check-in arrangements when you work alone.

‘I he fakataukeyi’i, ako ke ke ‘ilo ko hai ho’o supavaisa, ‘a e feitu’u ‘oku ‘i ai ‘a e vai, ngaahi falemālōlō mo e ‘uluaki tokoni (first aid), ‘a e palani ki he me’a fakatu’upakē, ‘a e founa ke ma’u ai ha tokoni ‘i ha feitu’u ‘oku ‘ikai a’u ki ai ‘a e faka’ilonga telefoni (phone coverage), mo e ngaahi fokotu’utu’u fetu’utaki ‘i ho’o ngāue toko taha (check-in arrangements). °

- In a life-threatening emergency, call Triple Zero (000), then tell your supervisor. If you see a snake, keep clear and never try to catch or kill it. If a snake bites you, or you think you have been bitten, keep as still as possible and call 000 or ask someone to call.

Lea Fakatonga: In a life-threatening emergency, call Triple Zero (000), then tell your supervisor.

Kapau te ke sio ki ha ngata, nofo mama’o mei ai pea ‘oua ‘aupito na’a ke feinga ke puke pe fakamate’i ia. °

Lea Fakatonga: If a snake bites you, or you think you have been bitten, keep as still as possible and call 000 or ask someone to call.

- Report every injury, near miss or unsafe situation to your supervisor and Orchard Tech as soon as possible, even if it seems small.

Lipooti ‘a e lavea kotoa pē, ‘a e me’a kotoa pē na’e meimei hoko ai ha fakatu’utāmaki (near miss), pe ‘a e tu’unga kotoa pē ‘oku ‘ikai malu, ki ho’o supavaisa mo Orchard Tech ‘i he vave taha ‘e lava, neongo kapau ‘oku ngali si’isi’i. °

- Ask for a demonstration, an explanation or language help whenever you do not understand.

Kole ke faka’ali’ali atu hono founa, ke fakamatala’i atu, pe ke ‘oatu ha tokoni ‘i he lea, ‘i he taimi kotoa pē ‘oku ‘i ai ha me’a ‘oku ‘ikai mahino kiate koe. °

Important note before starting any job

Fakamatala mahu'inga kimu'a pea kamata ha ngāue pē °

This sheet describes typical harvest quality assurance and supervision work. Before you start, your host will give you the job description and safe work instructions for your actual duties, the PPE you need, a farm induction and training for your tasks. Follow those instructions. Do not do any work without the required PPE, training and authorisation. Complete the induction at every new farm, and get the instructions and training for every new task. **If anything is missing, unsafe or unclear, stop and ask your supervisor. You can also contact Orchard Tech.**

'Oku fakamatala 'a e la'ipepa ni ki he ngāue 'oku fa'a fai 'i hono vakai'i 'o e lelei 'o e ngāue havesi mo hono tokanga'i 'o e kau ngāue. Kimu'a pea ke kamata, 'e 'oatu 'e he faama 'oku ke ngāue ai 'a e fakamatala 'o e ngāue mo e ngaahi fakahinohino ngāue malu ki ho ngaahi fatongia mo'oni, 'a e PPE 'oku ke fiema'u, fakataukei'i ki he faama, mo e ako'i ki ho'o ngaahi ngāue. Muimui ki he ngaahi fakahinohino ko ia. 'Oua na'a ke fai ha ngāue kapau 'oku 'ikai ke ke ma'u 'a e PPE, ako'i mo e ngofua 'oku fiema'u. Fakakakato 'a e fakataukei'i 'i he faama fo'ou kotoa pē, pea ma'u 'a e ngaahi fakahinohino mo e ako'i ki he ngāue fo'ou kotoa pē. **Kapau 'oku 'i ai ha me'a 'oku 'ikai ma'u, 'ikai malu pe 'ikai mahino, tu'u pea 'eke ki ho'o supavaisa. Te ke lava foki 'o fetu'utaki ki Orchard Tech. °**

About this Tongan version

Fekau'aki mo e Version Fakatonga ni °

English is the authoritative version. If the Tongan and the English are different, the English applies.

Lea Fakatonga: English is the authoritative version. If the Tongan and the English are different, the English applies.

Always read the Tongan together with the English. Never display this sheet in Tongan alone.

Lau ma'u pē 'a e lea Fakatonga fakataha mo e lea fakapalangi. 'Oua 'aupito na'a faka'ali'ali 'a e la'ipepa ni 'i he lea Fakatonga pē. °

How the Tongan was prepared: Orchard Tech compared the English with Tongan-language materials published by Australian government agencies, such as WorkSafe Victoria and the Department of Employment and Workplace Relations, and other published sources. It used their words wherever possible and checked the Tongan by translating it back into English.

Founga na'e teuteu'i ai 'a e lea Fakatonga: na'e fakafehoanaki 'e Orchard Tech 'a e lea fakapalangi mo e ngaahi fakamatala Fakatonga na'e pulusi 'e he ngaahi kautaha fakapule'anga 'o 'Aositelēlia, hangē ko WorkSafe Victoria mo e Department of Employment and Workplace Relations, pea mo e ngaahi ma'u'anga fakamatala kehe kuo pulusi. Na'e ngāue'aki 'enau ngaahi lea 'i he lahi taha 'e lava pea vakai'i 'a e lea Fakatonga 'aki hono toe liliu ki he lea fakapalangi. °

Lines marked ° were written by Orchard Tech. They are not government wording and have not been checked by a native speaker, so they may contain mistakes.

Ko e ngaahi laine 'oku faka'ilonga'i 'aki 'a e ° na'e fa'u 'e Orchard Tech. 'Oku 'ikai ko e ngaahi lea 'a e pule'anga, pea 'oku te'eki vakai'i 'e ha tokotaha 'oku lea Fakatonga talu 'ene kei si'i. Ko ia, 'e ala 'i ai ha ngaahi fehalaaki. °

Some safety instructions stay in English, after the words “Lea Fakatonga:”, because Orchard Tech has not confirmed matching government Tongan wording for them.

‘Oku kei tu’u ‘a e ngaahi fakahinohino ki he malu ‘e ni’ihi ‘i he lea fakapalangi, hili ‘a e ngaahi lea “Lea Fakatonga:”, koe’uhi ‘oku te’eki fakapapau’i ‘e Orchard Tech ha ngaahi lea Fakatonga ‘a e pule’anga ‘oku tatau mo e ngaahi fakahinohino ko ia. °

Language check result: LANGUAGE-QA FAIL - blocking control failed: B5, G5. This means those instructions stay in English, and this sheet does not include all the emergency-call information that the language rules of Orchard Tech require. Orchard Tech approved issuing the sheet on that basis.

Ola ‘o e vakai’i ‘o e lea: LANGUAGE-QA FAIL - blocking control failed: B5, G5. ‘Oku ‘uhinga ‘eni ‘oku kei tu’u ‘a e ngaahi fakahinohino ko ia ‘i he lea fakapalangi, pea ‘oku ‘ikai kau ‘i he la’ipepa ni ‘a e kotoa ‘o e fakamatala ki he tā telefoni ‘i ha me’a fakatu’upakē ‘oku fiema’u ‘e he ngaahi tu’utu’uni lea ‘a Orchard Tech. Na’e fakangofua ‘e Orchard Tech ke tufaki ‘a e la’ipepa ni ‘i he tu’unga ko ia. °

If you do not understand something, use the English or talk to your supervisor. Orchard Tech will provide you with an interpreter.

Kapau ‘oku ‘ikai mahino ha me’a kiate koe, ngāue’aki ‘a e lea fakapalangi pe talanoa ki ho’o supavaisa. ‘E ‘omi ‘e Orchard Tech ha tokotaha fakatonulea ma’au. °

Prepared by Orchard Tech, PALM scheme Approved Employer AE1920172.

Na’e teuteu’i ‘e Orchard Tech, ko e Pule Ngāue Kuo Fakangofua (Approved Employer) ‘i he PALM scheme, AE1920172. °

LANGUAGE-QA FAIL - blocking control failed: B5, G5

BILINGUAL AID - ENGLISH IS THE AUTHORITATIVE VERSION - NOT AUTHORISED FOR TONGAN-ALONE DISPLAY