

# AGRICHEMICAL CERTIFIED HANDLER APPLICATION FORM

Version 7 June 2021



## Application Process

***Thank you for applying to become a Certified Handler (Agrichemicals) with Shane Harris.***

***Please ensure that you have completed the Harris Training Services Ltd Enrolment Form, Questionnaire and have included all items on the Check List with your application.***

Once an application is received, Shane will assess the application, contact you with the outcome and if necessary a site visit will be arranged. Alternatively where or when necessary an external verifier/auditor for site assessment may be applicable.

Hard copies can be sent to **5 Collins Road, Hope, Nelson 7020** or

PDF files can be sent to **[certifiedhandler@harristraining.co.nz](mailto:certifiedhandler@harristraining.co.nz)**

**(Please use the check list number to name files)**

If the applicant is found compliant the applicant will be notified via email and a Certified Handler Certificate will be issued and registered within 15 days of the notification. As stated in Hazardous Substances Regulations 2017, regulation 6.22 (5) The process for non-compliant applicants is set out in Hazardous Substances Regulations 2017, regulation 6.23 (2) (2) If a compliance certifier considers that a relevant requirement has not been met, the certifier must— (a) Refuse to issue a compliance certificate; and (b) Notify the applicant in writing of the refusal and the reasons for the refusal; and (c) Notify Worksafe of the refusal and the reasons for the refusal.

### **Certified Handler Certificate Fees - \$400.00 + GST**

#### **NB**

1. Additional charges may apply for site visits.
2. Additional travel charges may apply for site visits @ **\$1.20 + GST** per km travelled (includes time required) Visits are co-ordinated in a manner that keeps travel costs to a minimum.
3. A site visit may not be required if evidence of an external audit is deemed adequate.
4. Once the application is submitted to the Certifier all additional communications with the Certifier or reassessment time will be charged at an hourly rate of @ **\$120.00 + GST**.application.

Fees - In signing the attached enrolment form you undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. Harris Training Services Ltd reserves the right to refuse an application.



5 Collins Road, Hope  
Richmond, Nelson 7020  
E: [certifiedhandler@harristraining.co.nz](mailto:certifiedhandler@harristraining.co.nz)  
P: 027 457 4775

TERMS AND CONDITIONS

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| <div><div>1. Definitions</div><div><div>1. "Harris Training Services Ltd" shall mean any trainer, its successors and assigns or any person acting on behalf of and with the authority of <b>Harris Training Services Ltd</b>.</div><div>2. "Client" shall mean the client (or any person acting on behalf of authority of the client) as described on any registration form or any other form provided by the trainer to the client.</div><div>3. "Guarantor" shall mean that person(s) or entity, who agrees to be liable for the debts of the client on a principal debtor basis.</div><div>4. "Services" shall mean all services, training or otherwise, supplied by <b>Harris Training Services Ltd</b> to the client (and includes any advice or recommendations) and are described as on the invoices, quotations, training authorisation or any other forms as provided by <b>Harris Training Services Ltd</b> to the client.</div><div>5. "Price" shall mean the price payable for training or services as agreed between <b>Harris Training Services Ltd</b> and the client in accordance with Clause 3 of this contract.</div></div></div> <tr><td><div><div>2. Acceptance</div><div><div>1. Any instructions received by <b>Harris Training Services Ltd</b> to the client for the supply of services and/or the client's acceptance of services supplied by <b>Harris Training Services Ltd</b> shall constitute acceptance of the terms and conditions herein.</div><div>2. Where more than one client has entered into this agreement, the clients shall be jointly and severally liable for all payments of the price.</div><div>3. Upon acceptance of these terms and conditions by the client(s), the terms and conditions are binding and can only be amended with the written consent of <b>Harris Training Services Ltd</b>.</div><div>4. 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Without prejudice to any other remedies <b>Harris Training Services Ltd</b> may have, if at any time the client is in breach of any obligation (including payment) <b>Harris Training Services Ltd</b> may suspend or terminate the supply of services to the client and any of its obligations under the terms and conditions. <b>Harris Training Services Ltd</b> will not be liable to the client for any loss the client suffers because <b>Harris Training Services Ltd</b> has exercised its rights under this clause.</div><div>5. If any account remains overdue after 30 days then an amount of 10% of the amount overdue shall be levied for administration fees which sum shall become immediately due and payable.</div></div></div> <tr><td><div><div>10. 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CERTIFIED HANDLER COMPLIANCE CERTIFICATE

# ENROLMENT FORM

Version 7 June 2021

## PERSONAL DETAILS

First Name	<input type="text"/>	Mr <input type="radio"/>	Mrs <input type="radio"/>	Ms <input type="radio"/>	Miss <input type="radio"/>
Middle Name	<input type="text"/>	Date of Birth	<input type="text"/>		
Last Name	<input type="text"/>	NSN# /NZQA#	<input type="text"/>		
Address	<input type="text"/>		City	<input type="text"/>	
Province/Region	<input type="text"/>	Post Code	<input type="text"/>	Country	<input type="text"/>
Postal Address	<input type="text"/>		City	<input type="text"/>	
Province/Region	<input type="text"/>	Post Code	<input type="text"/>	Country	<input type="text"/>
Phone No.	<input type="text"/>	Mobile No.	<input type="text"/>		
Email Address	<input type="text"/>				

## COMPANY DETAILS

Company Name	<input type="text"/>				
Address	<input type="text"/>		City	<input type="text"/>	
Province/Region	<input type="text"/>	Post Code	<input type="text"/>	Country	<input type="text"/>
Phone No.	<input type="text"/>				
Email Address	<input type="text"/>				

## INVOICE

Myself <input type="radio"/>	Employer <input type="radio"/>	Email Address to Send Invoice	<input type="text"/>
			<input type="text"/>

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*In signing this form you agree to the HTS Terms & Conditions found on the 2nd page of this document and published on [www.harristraining.co.nz](http://www.harristraining.co.nz)*

## Compliance Certifier to complete

**Result -**      competent      not yet competent      more evidence required

Worksafe Assessor Name	Signature	Date
Shane Harris	_____	_____
Reassessment Date (if applicable)	_____	_____

Worksafe Assessor Name	Signature
Shane Harris	_____



5 COLLINS RD, HOPE, NELSON, NEW ZEALAND 7020  
PH: 03 544 4062 OR 0274 574 775  
E: [CERTIFIEDHANDLER@HARRISTRAINING.CO.NZ](mailto:CERTIFIEDHANDLER@HARRISTRAINING.CO.NZ)

# Certified Handler Check List

Name of Applicant

**Please ensure that you supply all items listed below with your Certified Handler Application. If you are sending PDF copies of these items please ensure that each individual item is clearly named or use the check list number.**

**Please note**

when sending images / photos the following information needs to be included. This could be a completed verification form/letter.

- a.** The name and occupation of the person who took the photograph.
- b.** The date on which the photograph was taken.
- c.** Where the photograph was taken



- ☐ 1. A completed copy of the **Harris Training Services Enrolment Form**
- ☐ 2. A completed **Certified Handler Questionnaire**
- ☐ 3. A copy of your **birth certificate or passport.**
- ☐ 4. A copy of external audit certificate /assessment (if applicable) e.g. Global GAP, NZ GAP, Assure Quality **Note:** site visit may not be required if evidence of external audit is deemed adequate.
- ☐ 5. A copy of your **Hazardous Substance Inventory List** highlighting Agrichemicals including 6.1A and/or 6.1B
- ☐ 6. A copy of your **Tracking Records** for agrichemicals - 6.1A and/or 6.1B
- ☐ 7. A copy of your **Site Plan** outlining where SDSs, Inventory & tracking records are kept, chemical and fuel storage, spill kits, fill up and wash down areas, first aid and fire extinguishers. (Photos of spill kits required)
- ☐ 8. Photos of chemical storage (interior)
- ☐ 9. Photos of chemical storage including appropriate HZCHEM signage (exterior)
- ☐ 10. Photos of storage area for empty containers prior to disposal
- ☐ 11. Photos of PPE storage
- ☐ 12. Photos of PPE being used for mixing and application (by applicant)
- ☐ 13. Evidence of- procedures around PPE use and ensuring it is maintained, evidence of fit testing respirators, cartridge replacement etc.
- ☐ 14. Photos of application equipment, (could be included with mixing photo) and equipment in use.
- ☐ 15. Copy of company EPG (**Emergency Procedure Guide**), including evidence that the plan has been tested (ERP must be tested at least once a year or within 3 months of inception or a change in plan)
- ☐ 16. A copy of relevant **qualifications** and/or **training**, these could include; Growsafe certification, Approved Handler certification, Certified Handler certification, relevant unit standard achievement, National Certificate or (RCA) verified in-house training records.
- ☐ 17. A list of the experience you have had handling hazardous substances, (Including the types of application and equipment used)
- ☐ 18. Evidence of procedures for training of staff that handle hazardous substances –this could include induction records/training records, how you make sure that staff are aware of hazards, emergency procedures and how you make sure equipment is operated safely (if applicable)

# Questionnaire

The below regulations are the resources that you will require to complete the Certified Handler Application Questionnaire

Health and Safety at Work Hazardous Substance Regulations 2017

<http://www.legislation.govt.nz/regulation/public/2017/0131/latest/whole.html>

Hazardous Substances Property Controls Notice EPA, 2017

<https://www.epa.govt.nz/assets/Uploads/Documents/Hazardous-Substances/EPA-Notices/Hazardous-Substances-Hazardous-Property-Controls-Notice-2017.pdf>

Health and Safety at Work Act 2015

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

Health and Safety at Work ( General Risk and Workplace Management) Regulations 2016

<http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html>

## Knowledge of Hazardous Substance Regulations 2017

1. What does part 13 of the Hazardous Substances Regulations 2017 cover?

Marking Y / N

2. Regulation 13:34 Sets out the requirements that trigger a Hazardous Substances Location Certificate for Storage. Does your site require a Hazardous Substance Location Certificate (Please tick) YES ☐ NO ☐

Marking Y / N

3. List 4 storage requirements you need to meet if you are not operating at a hazardous substance location? As per regulation 13.26.

Marking Y / N

4. Using your Hazardous Substance Inventory, list a substance that is an agrichemical classification 6.1A or 6.1B .

Marking Y / N

5. In the table below list the hazard classifications for the above hazardous substance, in the 2nd column list the Hazard Property and in the 3rd column explain an adverse effect

Hazard Class	Hazard Property	Explain Adverse Effect

Marking Y / N

6. Explain what Part 2 of the HSWA Hazardous Substances Regulations 2017 covers

Marking Y / N

7. Which regulation sub clauses would apply if you decant 20lt of a hazardous substance into a portable container to be used at that place of work?

Marking Y / N

8. The regulations state that the container must be labelled with the contents, state 4 requirements from the regulations.

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**Marking Y / N**

9. You are undertaking a quarterly stocktake and inventory check, you notice a couple of labels that are badly worn and damaged, what does regulation 2.1 (3) say you must do?

---

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**Marking Y / N**

10. What does regulation 2.5 cover?

---

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**Marking Y / N**

11. Quantities of hazardous substances that require signage. What is the level for hazard classification?

6.1A Liquid/Solid. \_\_\_\_\_

6.1B Liquid/Solid. \_\_\_\_\_

6.1C Liquid/Solid. \_\_\_\_\_

8.2A Liquid Solid. \_\_\_\_\_

9.1A Liquid/solid. \_\_\_\_\_

**Marking Y / N**

12. A PCBU has just obtained a hazardous substance from a supplier what information are they

required to obtain from supplier ? \_\_\_\_\_

12a What regulation is question 12 covered under ? \_\_\_\_\_

**Marking Y / N**

13. Who must a PCBU make the SDS or condensed version readily accessible to ?

1. \_\_\_\_\_

2. \_\_\_\_\_

**Marking Y / N**

14. What are the penalties for a PCBU who contravenes regulation 2.11, commits an offence and is liable on conviction?

(a) An individual \_\_\_\_\_

(b) For any other person \_\_\_\_\_

**Marking Y / N**

15. A PCBU with management or control of an organophosphate or carbamate plant protection insecticide applied for plant protection purposes must ensure that a written record of each application of the substance is kept in accordance with which regulation?

---

**Marking Y / N**

16. A PCBU must ensure that equipment used is accompanied by documentation about the use, maintenance of the equipment to be used and maintained in a manner that complies with sub clause (1) of which regulation?

**Marking Y / N**

17. How much of a 6.1B substance (liquid) can be carried in a passenger service vehicle?

**Marking Y / N**

18. Under which circumstances can Worksafe set Restricted Entry Intervals for pesticides?

1. \_\_\_\_\_

2. State the Regulation \_\_\_\_\_

**Marking Y / N**

19. In which section of the Hazardous Substance Regulations would you find the tracking requirements?

**Marking Y / N**

20. The PCBU must ensure that the tracking records include information specified in which schedule?

**Marking Y / N**

21. Individual hazardous chemicals and fuels may have additional rules/controls attached to them; you can check these controls out by using the HSNO approval number. Under what section of an SDS would you usually find the HSNO approval number?

**Marking Y / N**

### Knowledge of Hazardous Property Controls Notice 2017 (EPA)

22. On which website would you find a Safe Work Instrument?

**Marking Y / N**

23. Describe a Safe Work Instrument (SWI)

24. What website would you use to check out the controls using the HSNO approval number?

**Marking Y / N**

25. Using the HSNO approval number HSR000447, List 2 additional HSNO controls

**Marking Y / N**

26. Using the HSNO approval number HSR000447. What does part 3 cover.

**Marking Y / N**

27. The Environmental Protection Authority (EPA), still has control over class 9 substances. What is the main risk when using class 9 hazardous substances?

---



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**Marking Y / N**

28. Under the EPA's Hazardous Substances (Hazardous Property Controls) Notice 2017, Part 4, and Subpart A: Site and Storage controls outline your obligations under number 38. and list the relevant regulation.

1. 

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2. Regulation? 

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**Marking Y / N**

29. Under the Hazardous Substance (HPC) Notice 2017, Schedule 10, what qualifications would a person other than a contractor, need using ground based application methods using mechanical equipment?

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**Marking Y / N**

### Knowledge of Health and Safety at Work Act 2015

30. Explain the term PCBU as given in the HSW act 2015

A PCBU is? 1. 

---

2. 

---

3. 

---

**Marking Y / N**

31. PCBUs have a primary duty of care and must ensure so far as reasonably practicable, the health and safety of-

(a) 

---

(b) 

---

**Marking Y / N**

32. When multiply workers are working at the same location, whose responsibility is it to keep their workers safe? **please tick**

- ☐ The workers      ☐ The business with the most workers      ☐ The officers and the company directors
- ☐ Each business must do what they can within their influence and control

**Marking Y / N**

33. Under HSWA, which of these is not a PCBU? **please tick**

- ☐ A partner in a partnership      ☐ A volunteer association      ☐ A sole trader
- ☐ A business in the form of an incorporated society

**Marking Y / N**

34. A business must look after the health and safety of other people at risk from the work it carries out such as customers, visitors and the general public. **please tick**

- ☐ True      ☐ False

**Marking Y / N**

35. Who is not an "officer" under HSWA? **please tick**

- ☐ A chief executive      ☐ Elected members of a school board      ☐ The health and safety manager

**Marking Y / N**

36. Can a person have more than one duty? YES ☐ NO ☐

**Marking Y / N**



**Knowledge of Health and Safety at Work Act 2015***Continued*

**37.** Under what section would you find the different duty for a PCBU who -

- |   |                 |
|---|-----------------|
| (1) Supplies plant, substances or structures,                 | - Section _____ |
| (2) Imports plant, substances or structures                   | - Section _____ |
| (3) Installs, constructs, or commission's plant or structures | - Section _____ |

**Marking Y / N**

**38.** Section 49, Offence of failing to comply with a duty,

(2) A person who commits an offence against subsection (1) is liable on conviction for a fine not exceeding

- |                    |       |
|--------------------|-------|
| (1) \$500,000 for? | _____ |
| (2) \$ 50,000 for? | _____ |
| (3) \$100,000 for? | _____ |

**Marking Y / N****Knowledge of Health and Safety at Work Act 2016**

**39.** What is the hierarchy of controls relating to risk management stated in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016?

_____
_____
_____
_____
_____

**Marking Y / N****Applicants Name****Signature****Date**

_____	_____	_____
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