



**Best Practice Guidelines  
and  
Certification Guide for the  
SA Protea Industry**

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## **Background and Introduction**

Environmental and Human Resource considerations have led to different certification systems for floral material imported into Europe and other countries across the globe. This Code of Practice will enable members to conform to the principles, and is intended for those members who cannot afford to join formal certification. Conformance to this code of practice may, however, be certified through official third party audits, and special recognition will be given to members who conform to this code of practice, and endorse the Member Pledge of Conformance.

The Code of Practice takes into consideration various aspects of commonly used certification systems for the production of flowers and ornamentals while ensuring that it conforms to South African laws and regulations.

## **PPSA & SAPPEX**

In the light of the wide range of standards and practices growers are subjected to on a global scale, as well as the emphasis globally on environmental and safety issues, the fynbos industry associations, Protea Producers SA (PPSA) and the South African Protea Producers and Exporters Association (SAPPEX) is providing this code of practice for its members to assist them on the road to conformance to the relevant standards and practices prescribed by their target markets.

Acceptable practices are continuously changing, and PPSA/SAPPEX strives to remain up to date with scientific, political and ethical developments, protocols and recommendations on a global scale, *ie* actively support and encourage our members to progress in these fields.

## The Code of Practice

### a) Fynbos Specific Requirements for the Industry

Where growing and harvesting takes place in the natural habitat of the Cape Floristic region, the following applies:

#### i) Veld harvesting

- Planned and constant measures must be taken for the protection and restoration of biodiversity, especially for threatened and endangered species of fauna and flora.
- Ensure that the use of a species or ecosystems is not higher than its regenerative and/or productive capacity.
- Compliance with relevant legislation and regulations is fundamental for the legitimacy of a business and its efforts to obtain market access for its products
- Well-established farmers are encouraged to assist new entrants regarding harvesting levels for particular products
- Ongoing research findings shall be made available to the industry to inform and strengthen the COP and industry standards

#### ii) Plantation establishment

- Where possible, previously disturbed land should be used for establishing orchard type, or for broadcast sown plantations.
- It is a legal requirement that farmers apply for permission to plough virgin soil (land not used for 10 years is considered to be virgin soil).
- No untested alien plants may be cultivated, as they might become invasive.
- Farmers must monitor and record information on new genetic strains and report the findings to PPSA/SAPPEX.
- Farmers must monitor for insect and disease incidents and keep records.
- Farmers are required to work towards biological control and integrated pest control instead of chemical control in plantations.

### b) Environmental requirements

*This section includes the legal framework of the Land-use Act and Nature Conservation Authorities, Fire Act, Water Act, National Environment Management Act, and Environmental Impact Assessment Guidelines.*

- We will promote ecosystem conservation and recovery. Planned and constant measures must be taken for the protection and recuperation of biodiversity, especially for threatened and endangered species of fauna and flora. To achieve this, we will:
  - Indicate the distribution of Endangered, Threatened & Vulnerable species on a map of the property
  - Draw up a list of Endangered, Threatened & Vulnerable species and make it accessible to the pickers
  - Pickers must be able to identify Endangered, Threatened & Vulnerable species on the property
  - No damage must be done to non-target species (e.g. driving into the veld, picking the wrong species, trampling, herbicide & pesticides for wild harvesters)
- We will draw up a list of harvestable species (common and scientific name) according to a valid Flora License for the property and it must be accessible to the pickers. In this document, we will:
  - Include the market criteria for each of the harvestable species on the list (e.g. stem length, amount of cones or flowers per stem) and it must be accessible to the pickers
  - Pickers must be able to identify the harvestable species on the property

- We will indicate on a map the boundaries of the farm. In order to achieve this, we will:
  - Draw on a map the management zones of the farm
  - Pickers must be able to identify the farm boundaries in the veld
  - Pickers must be able to identify their harvesting location on a map
- We will employ scientifically-proven harvesting techniques. As such, our harvesting equipment will:
  - Be correct, by using pruning shears or sickles
  - Be in good condition, i.e. sharp, clean and working
- We will employ scientifically-proven cutting techniques. These are to:
  - Make a clean cut at an angle of 45 degrees to the stem
  - Not cut into old growth
  - Leave a bearer on re-seeding species
  - Not allow breaks or up-rooting
  - Only harvest 50% of the current year's flower heads per branch
- We will identify & demarcate an exclusion block (50 m x 50 m) within a harvesting site (most representative site where harvestable species occur), and indicate the exclusion block on a map
- We will develop and implement a harvesting schedule. For this, we will:
  - Divide the farm into management zones on a map
  - List the harvestable species in each management zone
  - Determine the percentage that each harvestable species cover in each management zone
  - Summarize daily harvesting records per species, per management zone on a monthly basis
- We will ensure we have the correct permits from CapeNature. These include:
  - A valid Flora License
  - All harvested species must be listed on the Flora License
  - Have an understanding legislation relevant to protected flora
- We will describe the threats relevant to the natural resources – including alien plants, fire, poaching, vehicles, etc.
- We will consult with the Nature Conservation officers in our area to assist with the identification of threatened and endangered species and undertake not to harvest these species. A percentage (to be determined) of the seeds of such species may be taken in order to try to establish these as crops if they are thought to have commercial potential.
- We will not use virgin land for establishing crops without obtaining a permit from the Department of Agriculture. It is possible to utilize previously worked land to establish new plantations.
- Alien invasive vegetation will be eradicated as an ongoing strategy, where possible, to improve biodiversity and care will be taken to minimize the spread of alien invasive plants. To ensure this:
  - We will draw up a list of the alien plants for each of the zones on the property and make the information accessible to the pickers.
  - Pickers must be able to identify the alien plants on the property.
- We will work towards the implementation of an approved and adequately integrated crop management system that promotes agricultural best practice (GAP = Good Agricultural Practices) and the making of decisions based on the analysis of all relevant data. Steps will be taken to minimize the use of agrochemicals, pesticides and fertilizers.
- We will aim to minimize the generation of wild flower biomass. To achieve this we will:
  - Keep a record of the actual amount harvested for each species per order.
  - Keep a record of the amount required per order.
  - Calculate the balance per order by subtracting the actual harvesting amount from the amount required per order.
  - Keep record of wild flower biomass disposal (date, amount of biomass and location).
- We undertake to remedy damage to the environment and pollution, and to prevent subsequent damage.

- We will provide training for our employees to enable them to participate in environmental management practices. As such, pickers can register to join an accredited sustainable harvesting course within one year of joining the certification scheme.
- We will follow agricultural practices that will ensure that products pose no threat to our customers, and to have adequate and accurate information regarding the use of chemicals, pesticides and other agri-chemical products available.
- We will use fire as a tool for renewal of the natural environment, and work together with such Fire Associations as may be active in our area, and safeguard our property and orchards against unplanned fires by means of block-burning and strip-burning, as well as by cleaning areas around our orchards.
- We will be active in the conservancies in our area, and, where they do not exist, play an active role in trying to establish conservancies and stewardship programs in cooperation with neighbouring farmers who own and have access to natural fynbos veld.
- We will not undertake any actions to deliberately kill or capture and translocate any wild birds or fauna including those that may damage flowers without the necessary permits and licenses.
- We will plan and control the management system of the farm in such a way that the health of workers and the neighbouring communities are considered.
- We will develop and implement a plan to manage all wastes and by-products. This includes the correct disposal of binding twine, which should be dealt with in the following manner:
  - When twine is transported by vehicle, it should be kept in a container or box.
  - Pickers are responsible to remove twine from the harvesting site .
  - Dedicated containers should be available for the collection of twine in the packing shed.
  - No twine should be laying on the floor of the packing shed.
  - No twine should be amongst flower waste material.
- We will promote water conservation, eliminate sources of contamination and ensure long-term water quality and supply.

## c) Human Resources

### i) Fair Treatment and Conditions for Workers

Sustainable agriculture should contribute to the social and economic welfare of farm workers and their families, and improve their quality of life.

*The legal requirements of the Basic Conditions of Employment Act, Sectoral Determination 13 for Farm Workers, Employment Equity Act, Labour Relations Act, Skills Development Act, Land Reform Act, Health and Safety Act, Children's Act and Sustainability Initiative of South Africa Standard (SIZA) ethical standard (which is based on these laws and relevant international standards), were taken into account when compiling this section of the code of practice.*

- We will comply with the constitutional and legal provisions for non-discrimination and equity in the workplace, especially in ensuring equity in access to opportunities for personal development.
- We will strive to create a workplace that is free from all forms of discrimination and will not tolerate threats or intimidation in any form.
- We will comply with the provisions of the Constitution, labour and employment legislation, the law of property and land tenure, and laws ensuring personal safety, and commit to implement and uphold the principles of fair labour practice.
- We will commit to a process of continuous improvement of labour practices.

- We will use our economic power and access to resources proactively to create opportunities for the economic development and empowerment of all those who have suffered unfair discrimination, including gender discrimination.
- We will promote the development of a diverse and complex rural economy, in which economic opportunity arises from agriculture as well as from a wide range of other value adding and service activities. Where economically viable, we will form partnerships and joint ventures at all levels of the value chain to ensure economic development and equitable change, and to give previously disadvantaged communities opportunities to benefit from the widest possible range of value-adding activities.
- We will promote processes of empowerment, development and transformation within commercial agriculture. We will adopt models for empowerment and participatory management that increases the competitiveness of our enterprise. We will encourage shared commitment from farm owners and farm workers alike to the objectives and goals of our enterprises. We will take the necessary steps to promote a culture of transparency and openness in the workplace. Decisions affecting workers will be negotiated with recognised worker representatives and forums elected by workers. Information will be openly shared between farm owners and farm workers as is necessary.
- Although the primary responsibility for driving land reform lies with the government, we recognize that we, like all other stakeholders, have a responsibility to cooperate with, and contribute to, the process.
- We will respect the principle that employment is freely chosen and that workers have the right to terminate their employment and we will ensure that there is no practice which can directly or indirectly affect the individual's right to choose.
- We will respect the rights to freedom of association, and we will ensure that workers have access to information about their rights and responsibilities as workers and as citizens of South Africa, and we will assist in their efforts to gain access to their rights by providing an enabling environment.
- We will comply with legislation regarding the employment of children and ensure that the best interests of the child are paramount in any workplace situations involving children.
- We will take the necessary steps to inform ourselves as farm owners about the labour conditions of our farm workers.
- We will commit to taking necessary steps to ensure that any labour service provider adheres to the same legislation and requirements.

*Also refer to Appendix A: International Code of Conduct for the Production of Cut-flowers, for information on international guidelines in this regard.*

## **ii) Health and safety**

- We will work towards the implementation of a practical and workable integrated health and safety framework on our farms, which allows for the analysis of risk, the development of monitoring mechanisms, and the implementation of required procedures, notices, instructions and other documentation that will enable management to detect, avoid and/or respond appropriately to potential threats to the health and safety of all personnel.
- We will store, apply and dispose of pesticides, fertilizers and agrochemicals in a manner that ensures the safety of all those who could be affected. We will ensure machinery and equipment are maintained and operating in a good condition. We will ensure that workers are provided with the necessary safety equipment and clothing, as well as relevant training and instructions.
- We recognize that farming can be a hazardous profession to participate in, and therefore we will ensure that measures are in place to provide First Aid and other emergency treatment in the unlikely event of accidents at work. We will provide employers and employees, as may be practical, with training in health and safety related issues, including (but not limited to) emergency procedures, First Aid, use of fire-fighting equipment, use of machinery, use of chemicals and handling of asbestos.

- We undertake to control the risk posed by latent infrastructural risks such as farm dams, dipping tanks, etc.
- We will comply with road legislation requirements where transport is provided to personnel, and we will maintain the roads and control erosion.
- We will provide access to toilet facilities, clean drinking water in or near the place of work.
- We commit to providing housing that is adequate and hygienic and which complies with legislation.
- ❖ We will take whatever steps we can to improve knowledge and understanding of public health, in particular as far as HIV/AIDS, TB, sexually transmitted diseases, reproductive rights, and substance abuse. We will not allow or promote practices that perpetuate a culture of alcohol and/or drug dependence.

***The requirements that follow were selected from the GlobalGAP Flower and Ornamentals Protocol, which cover most of the requirements from other standards.***

**d) Soil & Growing Medium**

Substrates are normally inert growing mediums, used for propagation purposes and in nurseries)

*Members should adhere to the following:*

<b>Required</b>	<b>Encouraged</b>
Field cultivation techniques that minimize soil erosion must be adopted.	Chemical fumigation of soils must be justified.
There must be written proof to justify the use of soil disinfect ion, listing the location, date, active ingredient, dosage, method of administration and the person who administered the treatment.	In cases where substrates are reused, steaming is the preferred option.
The use of Methyl Bromide is not permitted.	The grower must keep records of the quantities of substrates, which have been recycled, and the dates of recycling. Invoices or delivery notes will be acceptable. If the grower does not participate in a recycling program, it must be justified.
If organic substrates are used, documents must be available which demonstrate the suitability of these substrates. Records must also show that substrates do not originate from areas designated as protected nature reserves.	

**e) Waste and Pollution, Recycling and Reuse**

*Members are **encouraged** to adhere to the following:*

All the possible waste products must be identified in all areas of the farm business (e.g. paper, cardboard, plastic, crop debris, rock wool and other substrates).
All possible sources of pollution must be identified (e.g. chemicals, oil, fuel, noise, light, debris, pack-house effluent, etc). The list must include surplus fertilizers, surplus silver solution, exhaust gases from heating units, etc.
Having identified waste and pollutants, a plan must be developed and implemented to avoid or reduce wastage and pollution, and, whenever possible, avoid the use of landfill or burning, by recycling waste. Organic crop debris can be composted on the farm, and, where there is no risk of disease carry-over, reused for soil conditioning.

f) **Fertilizer Use**

*Members should adhere to the following:*

<b>Required</b>	<b>Encouraged</b>
<b>Nutrient Requirements</b>	
Fertilizers application, using either mineral or organic fertilizers, must meet the needs of the crops as well as maintaining soil fertility.	
<b>Advice on Quantity and Type of Fertilizer</b>	
Recommendations for application of fertilizers must be given by competent, qualified advisors holding appropriate and recognized national certification. Where such advisors are unavailable, adequate training in fertilizer usage and application must be undertaken.	Growers or their advisors must be able to demonstrate competence and knowledge.
<b>Record holding of Application</b>	
All applications of soil and foliar fertilizers must be recorded in a crop diary (or equivalent). Records must include: <ul style="list-style-type: none"> <li>▪ Location</li> <li>▪ Date of application</li> <li>▪ Type of fertilizer used</li> <li>▪ Quantity of fertilizer used</li> <li>▪ Method of application</li> <li>▪ Operator</li> </ul> Any application of fertilizers in excess of national or international limits must be avoided.	
<b>Application Machinery</b>	
	Fertilizer application machinery must be kept in good condition, with verification of calibration to ensure accurate delivery of the required quantity of fertilizer.
<b>Fertilizer Storage</b>	
Fertilizers must be stored covered in a clean, dry location where there is no risk of contamination of water sources.	Stock records of fertilizers must be documented and readily available on the farm.
Fertilizers must not be stored with nursery stock or finished stock.	Fertilizers must preferably be stored on pallets.
Concentrated acids must not be stored with any other materials, but in a separated, lockable room according to the requirements for crop protection product storage.	All hazard and risk areas must be clearly indicated.
<b>Organic Manure</b>	
Organic manure or compost can help improve soil fertility by increasing organic matter content, improve nutrient and water retention and reduce erosion. The use of raw untreated human sewage sludge is prohibited. Any use of treated human sewage sludge on land destined for agricultural production must be supported by data and/or recognized codes of practice which demonstrate that any carry-over of pathogenic organisms and other components which may have an adverse effect on human health, the quality of the soil, the groundwater or the wildlife are controlled to maintain risks at the lowest possible level.	

**g) Crop Protection**

*Members should adhere to the following:*

<b>Required</b>	<b>Encouraged</b>
<b>Basic Elements of Crop Protection</b>	
Protection of crops against pests, diseases and weeds must be achieved with the appropriate minimum crop protection products input.	
<b>Choice of Crop Protection Products</b>	
A current list of products that are used and approved for use on crops being grown must be kept. The list must take account of any changes in crop protection product legislation.	Selected products must be appropriate for the control required. Products should be suitable for use on the target pest, weed or disease, which have a minimal effect on populations of beneficial organisms, aquatic life, workers and consumers and are not detrimental to the ozone layer.
Growers must be aware of restrictions of certain chemicals in South Africa.	Growers must only use crop protection products that are officially registered and approved in South Africa for use on Proteaceae or for ornamentals.
The label instructions must be followed to ensure appropriate pest and disease control, avoid risks to operators, consumers and the environment.	
<b>Advice on Quantity and Type of Crop Protection Products</b>	
Recommendations for application of crop protection products must be given by competent, qualified advisors holding a recognized national certificate or similar. Where such advisors are not available, growers must be able to demonstrate their competence and knowledge.	
The quantity of spray mix calculation must consider: <ul style="list-style-type: none"> <li>▪ Velocity application</li> <li>▪ Surface area to be covered</li> <li>▪ Pressure of application</li> </ul>	
<b>Record holding of Application</b>	
All applications of crop protection products must be recorded in a crop diary (or equivalent). Records must include: <ul style="list-style-type: none"> <li>▪ Crop name</li> <li>▪ Location</li> <li>▪ Date of application</li> <li>▪ Trade name of crop protection product</li> <li>▪ Operator</li> <li>▪ Reasons for application</li> <li>▪ Authorization</li> <li>▪ Quantity per litre of crop protection product used</li> <li>▪ Application machinery used</li> <li>▪ Re-entry time</li> </ul>	
<b>Safety, Training and Instructions</b>	
Workers who handle and apply crop protection products must be trained.	

<b>Protective Clothing and Equipment</b>	
Workers must be equipped with and wear suitable, maintained personal protective equipment in accordance with the label instructions and appropriate to the posed health and safety risks. Contaminated clothing must either be cleaned or discarded directly after using crop protection products. Growers must be able to demonstrate that they follow label instructions with regard to protective clothing and equipment.	
Protective clothing and equipment must be stored separately from crop protection products.	
<b>Re-entry Time</b>	
Registered or approved re-entry time, as indicated on the label (if applicable), must be observed.	
<b>Spray Equipment</b>	
When mixing crop protection products, the correct handling and filling procedures, as stated on label instructions, must be followed. The correct quantity of crop protection product for the crop to be treated and the proposed treatment type must be calculated, accurately prepared and recorded.	Application equipment must be suitable for the intended use and be kept in good condition, with valid verification of calibration as recommended by the manufacturer to ensure accurate delivery of the required quantity.
<b>Crop Protection Product Storage</b>	
Crop protection products must be stored in accordance with local regulations (Available from the Dept of Agriculture).	
Crop protection products must be stored in a sound, secure, frost resistant, fire resistant, well-ventilated (in the case of walk-in storage) and well-lit location away from other materials.	
The crop protection product store must be able to retain spillage (e.g. to prevent contamination of water courses).	
There must be adequate facilities for measuring and mixing crop protection products.	
There must be emergency facilities (e.g. eye wash, plenty of clean water, a bucket of sand) to deal with operator contamination and accidental spillage, also during use.	
Keys and access to the store must be limited to workers with adequate training in the handling of crop protection products.	
	An accident procedure, a list of contact telephone numbers and the location of the nearest telephone must be available in the immediate vicinity of or in the store and next to the nearest telephone.
Inventory of the products in the store must be kept and must be readily available.	
All crop protection products must be stored in their original packaging.	
Only crop protection products approved for use on the ornamental crops produced must be stored on the farm.	
Powders must be stored on shelves above liquids.	
Signs warning of potential dangers must be placed on all access doors.	
<b>Empty Crop Protection Product Containers</b>	
Empty crop protection product containers must not be reused and disposal of empty crop protection product containers must be in a manner that avoids exposure to humans, and contamination of the environment (See Notes on Disposal of Empty Crop Protection Product Containers contained in Appendix B).	

Empty containers must be rinsed via the use of an integrated pressure-rinsing device on the sprayer, or at least 3 times with water, and the rinsate returned to the spray tank. When rinsed, containers must be pierced to prevent reuse, and be adequately labelled according to the rules of the collection system, if a collection system is used.	
Empty containers must be kept secure until disposal is possible.	
Disposal on the farm must be in accordance with Dept of Agriculture guidelines, see Appendix B	
<b>Obsolete/Expired Crop Protection Products</b>	
Obsolete /expired crop protection products must be disposed of through a certified or approved chemical waste contractor or through the supplying company.	
<b>Crop Protection Product Transport</b>	
Crop protection products must be transported in accordance with the regulations of the Department of Agriculture.	

## h) Post-harvest Treatment

*Members should adhere to the following:*

<b>Required</b>	<b>Encouraged</b>
<b>Post-harvest Chemicals</b>	
Products must be free from visible residue	Post-harvest treatments must be justified.
	Growers must only use chemicals that are officially registered or approved for ornamentals in South Africa
	A current list of all products that are used and approved for use on crops being grown must be kept and updated. In addition, growers must be aware of the restrictions on certain chemicals in individual countries. Growers must consult their customers to determine if any additional commercial restrictions exist.
	Growers must be able to demonstrate their competence and knowledge with regard to the application of post-harvest chemicals.

## i) Irrigation and Fertigation

*Members should adhere to the following:*

<b>Required</b>	<b>Encouraged</b>
Irrigation must be registered: <ul style="list-style-type: none"> <li>▪ Date and amount of water per water metre or per irrigation unit.</li> <li>▪ If an irrigation program is used, the calculated and actual amount of water.</li> </ul>	To irrigate as efficiently as possible, account must be taken of: <ul style="list-style-type: none"> <li>▪ The needs of the crop (determining the water needs, e.g. with the aid of radiation data, hygrometers, weather forecasts, etc)</li> <li>▪ Predicted and current rainfall</li> <li>▪ Any evaporative value.</li> </ul>
All water extraction is noted and licenses are available where applicable.	An analysis must be carried out of the water source at least once per year. A decision can be made to increase the frequency on the basis of a risk analysis for irrigation water.

Required	Encouraged
Sources used for irrigation must contain sufficient water under normal (average) conditions. Where applicable, agreement with the authorities on the extraction of water must be available.	The analysis must take place on the basis of accepted standards (including N, P, K, Ec, pH and, for example, pollutants such as E. Coli and heavy metals. Analysis must be conducted by a laboratory, which is competent to carry out the analysis.
No use may be made of sewer water.	Records of the analysis results must be kept.
	If the analysis results deviate significantly from previous results, or if the quality of the water deteriorates, appropriate action must be taken.

## Record Keeping (See Appendix C)

1. To prove conformance to the requirements of this code of practice, records are needed. A list of potential records is contained in Appendix C.
2. Members should select from the list the records applicable to them.

## **Appendix A: International Code of Conduct for the Production of Cut-flowers**

### **1) Freedom of association and collective bargaining**

The rights of all workers to form and join trade unions and to bargain collectively shall be recognized (ILO conventions 87 and 98). Workers representatives shall not be subject to discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions (ILO convention 135).

### **2) Equality of treatment**

Workers shall have access to jobs and training on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion, religion or social origin (ILO conventions 100 and 111). Physical harassment or psychological oppression, particularly of women workers, must not be tolerated.

### **3) Minimum wages**

Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards and always be sufficient to meet basic needs of workers and their families and to provide some discretionary income. Pay should be in cash, direct to the workers, promptly and in full. Information to wages shall be available to workers in an understandable and detailed form.

### **4) Working hours**

Hours of work shall comply with applicable law and industry standards. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

### **5) Health and safety**

A safe and hygienic working environment shall be provided. Companies shall provide free and appropriate protective clothing and equipment, and comply with internationally recognized health and safety standards (ILO convention 170). Workers and their organizations must be consulted, trained and allowed to investigate safety issues. There should be regular monitoring of workers' health and safety. Companies shall supply drinking water, provide clean toilets and offer showers and washing facilities. Where housing is provided, it should comply at least with the minimum standards for size, ventilation, cooking facilities, water supply and sanitary facilities (ILO convention 110, articles 85-88).

### **6) Pesticides and chemicals**

Every company should assess the risks of the chemicals used and apply measures to prevent any damage to the health of their workers. Companies shall record and reduce pesticide and fertilizer use by adequate techniques and methods. No banned, highly toxic (WHO 1) or carcinogenic pesticide and chemicals should be used. Safety instructions and re-entry intervals must be strictly observed and monitored. Spraying, handling and storing pesticides and chemicals should be done by specially trained people with suitable equipment. Stores, apparatus and equipment must be clean, safe, handy and conforming to international standards.

### **7) Security of employment**

Work, which by its nature is not seasonal or temporary, shall be done by workers on permanent contracts. Provisions for non-permanent and seasonal workers, including freedom of association,

should be not less favourable than for permanent workers. Every worker shall get a copy of their contract.

**8) Child labour is not used**

There shall be no use of child labour. There shall be no workers under the age of 15 years or under the compulsory school leaving age, whichever is higher. Children under 18 shall not work in hazardous conditions (ILO convention 138). Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any replaced child workers.

**9) No forced labour**

There shall be no forced labour, including bonded or involuntary prison labour (ILO conventions 29 and 105), nor shall workers be required to lodge “deposits” or their identity papers with their employer.

## **Appendix B: Disposal of Empty Crop Protection Product Containers**

*Compiled by the Directorate of Agricultural Information Service, Department of Agriculture, in cooperation with AVCASA*

1. Never pour pesticides into cool drink bottles or food containers.
2. Do not use pesticide containers or packaging to store food or water.
3. Empty containers must be drained and rinsed 3 times with clean water, and empties into the spray tank.
4. Pour all remaining pesticide from knapsacks, spray equipment or other sources into spray tank
5. Rinse with water and empty into spray tank
6. Make holes in the containers so that they cannot be used again.
7. Do not dump containers in any place.
8. Bury containers in a pit far from homes and animal pens.
9. The pit must be on ground that is relatively high and flat. The soil should not be too sandy.
10. The pit must be at least 50 m away from any water source (river, dam, spring, borehole, etc).
11. Line the pit with a 3 to 5 cm thick layer of lime.
12. Put flattened containers and other farm waste in the pit in layers of not more than 10 to 15 cm deep.
13. Cover the pit between deposits to prevent containers from getting wet when it rains.
14. When the pit has been filled to a level of 50 cm from the top, fill with compacted soil and top with a final mound so that rainwater can run off.
15. Put up a signpost in the area to indicate it as a waste disposal site.

Note: A viable alternative is incinerating empty pesticide containers. A practical incinerator may be built from a 200ℓ metal drum. Plans are available from the offices of PPSA/SAPPEX.

## Appendix C: Record Keeping

*Under this code of practice, it is expected that all members subscribing to the code of practice will keep applicable records for a minimum of three years:*

Record	Required / Encouraged	Grower	Exporter
A daily harvesting record kept in the veld by the pickers capturing the following information: species, actual harvested amount, required amount per order	R	√	
A record book (date, species, actual harvested amount, required amount per order & location where harvested) should be used to keep all the daily harvesting records by the contractor or team leader	R	√	
A detailed invoice or delivery note should be written out when harvested material are transported or sold. The following information should be captured: i. Date - written out, name, address of supplier and the buyer, species name, amount of stems per species, expiry date of flora license & the flora license number)	R	√	
Dedicated person or persons responsible for recording Harvesting records & invoices should be used and records should be filed for at least three years.	R	√	
Records of each field or nursery and/or cuttings house to provide a permanent record of crops and agronomic activities undertaken at those locations	R	√	
Risk assessment results for all new sites, taking into account the prior use of the land and all potential impacts on adjacent crops and other areas, and a management plan setting out strategies to minimize all identified risks, such as spray-drift, water contamination, etc. This can be used as justification of the suitability of the site for agricultural production.	E	√	
Soil maps (optional)	E	√	
Justification for soil fumigation	R	√	
Records of the use of chemicals for the sterilization of substrates, including location, date, type of chemicals, method of sterilization, and operator details	R	√	
Records indicating the source of substrates	E	√	
Records to demonstrate the competence and knowledge of growers or their advisors regarding fertilizer use.	E	√	
Records of fertilizer application, including location, date of application, type of fertilizer used, quantity, of fertilizer applied, method of application, and operator details	R	√	
Calibration records for fertilizer application machinery	E	√	
Stock records for fertilizers stored on the farm	E	√	
A current list of all products used and approved for the crops being grown on the farm	E	√	
Records to demonstrate the competence and knowledge of growers or their advisors regarding crop protection products	E	√	
Records of crop protection product applications, including crop name, location, date of application, trade name of crop protection product used, operator details, reason for application, authorization, quantity of crop protection product used, application machinery and re-entry time	R	√	
Calibration records for machinery used to apply crop protection products	R	√	

Records of calculations to determine the correct quantity of crop protection product for the crop to be treated, and the proposed treatment type	E	√	
An inventory of crop protection products kept in the crop protection store, including expiry dates	E	√	
Justification for the type of post-harvest treatment utilized	R	√	
A current list of all post-harvest treatment products stored on the farm	R	√	
Records to demonstrate the competence and knowledge of growers or their advisors regarding post-harvest treatment products	E	√	
A list of all possible waste products in all areas of the farm business	E	√	
A list of all potential sources of pollution	R	√	
A waste and pollution management plan to avoid or reduce wastage and pollution	E	√	√
A risk assessment and action plan regarding worker health and safety	R	√	√
Training records for all training undertaken on or off site, for all staff	R	√	√
Records of wages paid to all permanent staff and seasonal workers	R	√	√
Copies of all employment contracts, signed by the employer and the employee, and including a job description, hours of work, rate of remuneration and general conditions of employment	R	√	√
Annual leave, sick leave, maternity leave and compassionate leave records	R	√	√
Records of the use of First Aid devices, including device or product used, patient treated, date of treatment and reason for treatment	E	√	√
Records of protective clothing and equipment issued to workers	E	√	√
Employee records, including identity details, date of birth, training records and qualification. Records of disciplinary actions will also be maintained in accordance with the applicable legislation	R	√	√
A conservation management plan aiming at enhancing biodiversity on the farm	E	√	
Results of a baseline audit to help understand existing animal and plant diversity on the farm	E	√	
An energy management plan to improve the efficiency of energy use	E	√	
Records of permissions to plough virgin soil	R	√	
Records of genetic contamination incidents	R	√	
Records of insect and disease incidents	E	√	
Results of water analysis, at least on an annual basis, including all water used for irrigation and fertigation purposes	E	√	
Results of internal audits regarding compliance to this code of practice.	R	√	
Plantation inputs	R	√	
Plantation yield	R	√	
Water used for irrigation, fertigation and crop protection purposes	R	√	
Marketing statistics	R	√	
Nature conservation permits	R	√	√
Supplier records (PUC codes, Nature Conservation Permits, Signatory to this code of practice, other certifications held)	R		√
BEE: sourcing of material from BEE companies	E	√	√
Assistance to BEE independent harvesters	E	√	
Annual PPSA/SAPPEX Questionnaire	R	√	√
Planting Records	R	√	

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Monthly Levy payments and Export Statistics	R	√	√
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Select records that are applicable in each individual case, and manage records in accordance with a documentation management procedure.