

# **WINE HARVEST GUIDELINES FOR TRANSPORTING GRAPES IN THE MARLBOROUGH WINE REGION**

Developed with assistance by



**MARLBOROUGH WINE**

and



## **WINE HARVEST GUIDELINES FOR TRANSPORTING GRAPES IN THE MARLBOROUGH WINE REGION**

### **PURPOSE:**

The 2024 document is the inaugural attempt to provide industry guidance on the tasks involved in the harvesting of grapes from vineyard to winery, and persons conducting a business or undertaking (PCBUs) involved in the transportation of grapes and grape juice. This includes vineyards, transport operators, and wineries. The guidance will be updated as required for future seasons.

### **AIM:**

To ensure that grapes are transported safely and efficiently during the wine harvest, with a particular focus on avoiding spillages. This will reduce associated clean-up costs and provide a safer operating environment for all road users.

### **DISCLAIMER**

Wine Marlborough Limited, la Ara Aotearoa Transporting New Zealand and stakeholders involved in the harvesting and transportation of wine grapes in Marlborough have endeavoured to ensure the information contained in this publication is reliable but make no guarantee of its completeness. This document is a guideline only and does not replace any legal standards, regulations, or other obligations. It should not be used as a substitute for legislation or legal advice. As such no party involved in the production of this guidance shall be responsible for the results of any action taken based on information in this document, or for any errors or omissions.

### **TRANSPORTATION:**

Grapes can be harvested by machine or by hand, with mechanical harvesting being the most prominent. More than 90 percent of Marlborough's vineyards are machine-harvested. Mechanical harvesters move down rows of vines, using rods to knock the grapes onto a conveyor belt into large bins either on harvesters or into a gondola towed by a tractor. These are then tipped into trucks and delivered to a winery.

Due to lower volumes, and being more stable cargo, transporting handpicked grapes results in very few spills and roading compliance issues. Most road spillages result from carting machine harvested loose grapes and juice. Several different factors can contribute to spillage including overloading, roundabouts, poor driving by both truck drivers and other road users, and bin design issues. These design issues include bins without baffles, splash backs, and covers.

# OPERATIONAL GUIDELINES:

## MARLBOROUGH WINE ASSOCIATION



	Areas of responsibility	Minimum industry standard	Best practice guidance	Outcomes
1	Communication	Communicate with the members prior to harvest and share resources to assist with a safe harvest. Request cooperation towards other stakeholders and community awareness of harvest period.	Hold pre-harvest briefing for operators inviting other key agencies to share information. Provide and promote safety materials to support members.	Make sure all information on the guidelines are available. Aim to improve safety, awareness of impending harvest and reduce spillages.
2		Call for and involved in a post season debrief with key representatives involved in harvest.	Record and take actions to improve forthcoming harvest.	Harvest is safer and more streamlined due to better planning and awareness from all involved including roading agencies.

## VINEYARDS AND HARVEST OPERATORS ACCESSING VINEYARDS TO HARVEST GRAPES



	Areas of responsibility	Minimum industry standard	Best practice guidance	Outcomes
1	Staff - Management	Briefing all PCBU'S before work begins.	Allocation of works.	Distributing of work.
		Conduct an induction prior to the harvest on supervisors, picker, and machinery operators	Driver trainer assesses all driver's pre-employment.	Survey drivers' integrity and honesty.
2	Staff - Drivers	Check Licences.	Check Experience and satisfied they are suitable for the work assigned.	Health and safety induction has been completed and recorded.
		Machinery Operator assessments.	Staff to complete a self-check report.	Each staff rated prior to harvest and then allocated a job responsibility.
3	Gondola	Check all compliance requirements.  Check bin	Check operation and address any faults. Max speed sign on back for other road users	Check the machine at the end of each shift before handover from day to night
4	Tractors involved in harvest	Max Speed on road of 40km/h.	Check Registration and COF.	Check weights.
5	Schedules	Shift/roster are allocated to drivers	Fatigue, health, and safety requirements are monitored, and logbooks checked for compliance.	Safety briefings at the start of each shift

6	Powerlines	Vineyards with overhead power lines on the vineyard may require a Close Approach Authority.	Contact Marlborough Lines on 03 577 7007 or email <a href="mailto:info@mll.co.nz">info@mll.co.nz</a> to discuss.	Powerline hazards become part of the vineyards H&S briefing for all contractors involved in harvest. Reduces risk of outages or electrocution.
7	Harvesters/Gondolas/Tractors	Operators familiar with any site biosecurity plans, washed of all grape material at vineyard before going on road.	No grapes or debris leave the site. Max speed sign on back for other road users and any required wide load signage.	Reduced biosecurity risk by thoroughly cleaning machine. Better for gear. Check the machine at the end of each shift before hand over from day to night.
8	Management of works	Harvesting the grapes with Gondolas.	Tipping into the hoppers.	Weights being calculated and ready to put into a unit's bin.
		Ensure bins are not overloaded and that driver's advice is adhered to.	Track work times regularly to ensure operators are not exceeding their times.	Regularly, follow up with both the Transport Sector and Wineries on loading.
		Regularly check up on operators/staff, their welfare, worktimes, possible fatigue, and any issues.	Record check-ups conversations and aid when requested.	Check to ensure harvesting is at its most productive and on time or delayed.
		Check all weights being loaded into truck and trailer units.	Do not over fill either the truck or the trailer leaving at least 400mm gap between the liquid and the top of the deck.	Ensure the trucks carting the liquid are safe and that spillages become less frequent. Report any spills to 0800 213 213.
		No convoying of harvesters and tractor/gondolas on road.	No convoying of Harvesters and tractor/gondolas on road.	Leave clear gaps between harvesters and tractors/gondolas to allow other road users to pass when appropriate.
		Feedback from winery to harvest crew of truck weights.	Feedback from winery to harvest crew of truck weights.	Better load optimisation.
		Hi-Vis worn.	Hi-Vis with reflective strips worn.	All people visible to other operators.
		Adequate lighting for night work.	Workspaces around machines are well lit.	Reduce danger to operators.

## TRUCK DRIVERS



	Areas of responsibility	Minimum industry standard	Best practice guidance
1	Driving	Driver licence sighted.	Pre-employment driving assessment. All drivers loaded onto Waka Kotahi NZTA TORO system so that any changes to the driver's licence are notified to the employer.
2	Fatigue management	Logbooks and the following of logbook rules, maximum of 14-hour shift, with ½ hour breaks every 5 ½ hours of work time.	Seeing the driver at the start and end of each shift. Not switching drivers from day to night shift.

## BIN DESIGNS



There are a variety of bin designs, which are suitable for grape cartage. All bins must meet food grade standards by either being alloy, stainless or covered in a food grade paint. All sealants and grease must be food grade. The length, height and load capacity of the bin will determine the requirements for baffles and splash backs. Splashback and baffle technical designs will be left for the operator to determine.

### BIN DESIGN - ALLOY BATHTUBS

	Areas of responsibility	Minimum industry standard	Best practice guidance
1	Covers	All loads must be covered, both when loaded and unloaded to prevent bin contamination.	Covers that can be operated from the ground.
2	Splashbacks	All trucks should have a front splashback if they can be fitted, without being damaged by a Gondola.	Splashback at the front and rear of the bin.
3	Wing nuts	Must comply with the correct safety requirements and to a standard that does not oppose a contamination problem.	Attached to the bin so they cannot be dropped into the receival bin.
4	Baffles	A preferred option but that will be at the discretion of the operator.	Baffles in accordance with the baffle guidelines.

## BIN DESIGN TANKERS



	<b>Areas of responsibility</b>	<b>Minimum industry standard</b>	<b>Best practice guidance</b>
1	Covers	All loads must be covered.	Covers that can be operated from the ground. Hard covers that seal.
2	Baffles	Baffles installed.	
3	Wing nuts	Must comply with the correct safety requirements and to a standard that does not oppose a contamination problem.	Attached to the bin so they cannot be dropped into the receival bin.



## TRUCK CLEANING



	Areas of responsibility	Minimum industry standard	Best practice guidance
1	Pre-harvest	Full bin completely washed and cleaned. <b>Must be water tested before operation.</b>	Use public or company wash down facilities that are available. <b>Must be water tested before operation.</b>
2	When delivery at the winery	Tail gate and front-end wash. Front of bin wash if any spillages have occurred behind the cab.	Use wash down facilities provided at wineries, before travelling out onto the roading infrastructure. If any spare grapes left after washdown fall off onto the road, this is classified as an insecure load.
3	Between loads	Tail gate and seal wash.	Use wash down facilities provided at wineries.
4	Between vineyards/blocks if grapes going into different wine	Full bin wash out as above.	Use wash down facilities provided at wineries.
5	Organic	Full bin completely washed and cleaned.	Use wash down facilities provided at wineries, no detergents.

## TRANSPORT OPERATORS



	Areas of responsibility	Minimum industry standard	Best practice guidance	Outcomes
1	Staff - Management	Briefing on clients.	Allocation of works.	Distributing of work.
		Conduct and induction prior to the harvest.	Driver trainer assesses all driver's pre-employment.	Survey drivers' integrity and honesty.
2	Staff - Drivers	Check licences.	Driving assessment.	Each driver rated prior to harvest. Health and Safety induction to be completed and recorded.
3	Trucks	Check bins.	Check registration and COF.	Check weights and RUCs.
4	Trailers	Check bins.	Check registration and COF.	Check weights and RUCs.
5	Schedules	Day time drivers/ Nighttime drivers.	Safety briefings.	All aware of the safety requirements.
6	Management of works	Pickup from vineyards.	Delivery to wineries, route recorded.	Check weights being carted from pickup and again at delivery.
		Be aware of the potential presence power lines at each site.	Avoid locating dump/load sites under or near overhead power lines.	Where mobile plant is required to be tipping raising or lowering within 4m of an overhead line apply through Marlborough Lines for a close approach permit.
		Track cartage times around each load.	Track logbook times regularly to ensure drivers are not exceeding their times.	Regularly, follow up with both the vineyards and wineries on loading.

		Regularly check up on drivers and their welfare, logbooks issues.	Record conversations and aid, or help when requested.	Check for spillages, and/or compliance warnings and report incidence to Marlborough District Council.
7	Responsibilities of Drivers	Loading at vineyards. Check what weights can be legally carried.	Delivery to wineries. If possible, check what weights are being recorded.	Washdowns to get rid of the wasted grapes.
		Load security.	Covers to prevent spillages.	Driving speeds, road conditions and traffic.
		Before harvesting, pruning, loading, or moving equipment, the driver is to familiarise themselves with the location of any overhead power lines.	Ensure the driver is competent in the operation of their machines and understands the danger of working near overhead power lines.	Ensure a competent safety observer can maintain communication with the operator and alert them to any perceived hazard.
		Tighten all tail gate nut bolts and or clamps.	Mark around the edge of the bins to where the grape and liquid is safe.	Check baffles, if installed, and secure load with covers and ensure they are correctly placed.
		Check that the load will not overflow when travelling.	Check there are no grapes on the chassis both front and back.	Check all towing connection are operational.
		Unloading at wineries. Check how the release of bins nuts can safely be removed, if done around/over the receival bins.	Unloading at wineries. Check how the release of bins nuts can safely be removed, if done around/over the receival bins.	No one falls into the receival bin. Also note that receival ramps are kept clean (came become very slippery if excessive fruit/juice is not regularly cleaned off with a pressure washer.
		Hi-Vis worn.	Hi-Vis with reflective strips worn.	All people visible to other operators.
8	Weights	Check load weights prior to leaving the vineyards and record if possible. Then record weight from the wineries, once the loads have been weighed.	By recording the weights at the start and end of each load will determine any losses or the need to reduce carrying capacity.	Ensuring that the right load capacity can be transported safely and with minimal or no spillages.

## WINERIES



	Areas of responsibility	Minimum industry standard	Best practice guidance	Outcomes
1	Staff - Management	Briefing on Clients	Allocation of works	Distributing of work
		Conduct and induction prior to the harvest on supervisors, support team.	Allocated responsibilities and targets.	Health and Safety Rules required that would ensure safe workplace.
2	Supervisory Staff	Actively promote Safety.	Keeping track of all necessary requirements.	Keeping people safe and managing their workloads
3	Winery staff training	Train staff what not to do when standing behind a heavy Truck	Provide safety training specific to your site to drivers unloading into the hoppers at back of truck.	Ensure guard rails to stop drivers falling into hoppers and/or have clear SOP's for all drivers to adhere to.
3	Unloading barriers	At each distribution centre, barriers or safety guards should be there to prevent any driver falling into the grape juice hopper.	Make sure that each driver unloading or removing wingnut and release arms at the rear of the truck and/or trailer, can do so safely.	No accidents or injuries to the drivers and/or employees.
4	Ramps Recommendation. <i>This needs to be considered in any future design</i>	Ramps be made flat and direct without driver having to back with their deck hoists being operational.	No hoist should be operation or deck partially up to keep the fluids level. Ramps should be flat and direct.	Quicker and safer unloading process within the winery's distribution areas.

5	Wash Bays	Should be as close as possible to a drainage area where drivers can stand behind their trucks safely.	Standardised wash bay made available at all distribution sites.	Clean units leave the wineries for the next loads.
6	Wineries	Review ramp gradients  All ramps should be flat.  Apply park brake on the ramp before exiting truck.	Longer trucks require longer, flat unloading bays.  Install truck anti-rollaway devices.	Safety requirements around hoist movements. If the hoist is required to stay up on a gradient to level the juice, this is an unsafe environment.  Safe working practices.

## MINISTRY FOR PRIMARY INDUSTRIES

Ministry for Primary Industries  
Manatū Ahu Matua



	Areas of responsibility	Minimum industry standard	Best practice guidance	Outcomes
1	Food regulation requirements carting grape fluids.	No food compliance recorded as grape fluid is not for consumption	Ensure drivers are aware not to consume grape fluid.	That all precautions are taken to safeguard the driver and winery staff.
2	Scope of Operation Registration number	The wineries should carry the Registration Number and those operators contracted work under their scope.	Ensure all necessary precautions have been scoped and adhered to.	All handpicked and food graded grapes transported are free from contamination.

## NZ POLICE COMMERCIAL VEHICLE SAFETY TEAM (CVST)



	Areas of responsibility	Minimum industry standard	Best practice guidance	Outcomes
1	Staff - Management	Arrange grape harvest briefing with Transporting New Zealand.	CVST set the ground rules they intend applying.	Allocation of CVST Officers on day and night shifts at their discretion.
2		Provide verbal reports, if possible, to Transporting New Zealand, so the latter can assist CVST in fixing any issues of concern.	End of harvest report to enable a comprehensive report back to all parties.	Follow up on feedback from CVST.
3	Driver Assessment	CVST would support any new driver's assessment conducted by an experienced driver from the area, who can advise on the road condition of region and additional skills required in carrying a live load of grapes.	CVST is aware that this is happening in most cases, but a range of operators that come to town from across the country may not be advising and/or supporting their drivers.	All heavy drivers must have the appropriate class of licence, however new skills may be required due to the change of environment carting fluids.
3	Bins / Covers	Covers are a minimum. CVST would support splashbacks and baffles on all units.	CVST appreciates that, that extra units called on to support at busy times, which may lack compliance.	This needs to be addressed, by the local and contracted operators who bring these units in.



## WAKA KOTAHI NZ TRANSPORT AGENCY



	Areas of responsibility	Minimum industry standard	Best practice guidance	Outcomes
1	Regulatory – support and education	<p>Waka Kotahi NZTA, is committed to complete compliance reviews on operators known to be participating in the grape harvest.</p> <p>This involves a system review to check that operators have appropriate systems in place to manage. E.g., vehicle maintenance, drive behaviour (speeding, cell phones etc) and logbook work time management.</p>	<p>The transport operators supply their details to Waka Kotahi before the season, with enough time for Waka Kotahi NZTA, to schedule and visit the region.</p>	<p>Primarily education and to support and enable the safe operation of the Grape Harvest.</p> <p>Regulatory action if warranted.</p>
2	Roading Notifications – Marlborough Roads	<p>Marlborough Roads will publish their roading renewals program and this will be accessible via a QR code.</p> <p>Any third-party activity on the road will be included (i.e. The roundabout construction on SH6 @Bells/St Leonard commencing January – May.</p> <p>This will include the process to report grape spills during the harvest season.</p>	<p>Covered off at pre-season harvest Briefing last week of January in Marlborough.</p> <p>Marlborough Roads/Waka Kotahi will send this out to the industry.</p>	<p>Well informed road users on grape harvest vest impacts and grape harvest industry on what is going on the network.</p> <p>Good opportunity to keep telling the story of good collaboration across all parties.</p>

3	Communications Support	<p>A communications plan to be delivered in for Marlborough to advise public to expect increased activity on the network.</p> <p>Communications from Marlborough Roads to support grape harvest activities.</p> <p>This would include communications during the season if grape spills became an issue.</p>	<p>Waka Kotahi /Marlborough Roads will prepare a communications plan prior to grape harvest.</p> <p>Mobile Variable Message Sign on ground to support the harvest period to raise awareness included.</p>	<p>Increase public awareness and safer outcomes on the network.</p>
4	Pre-Harvest get <b>together</b>	<p>Last week of January after the Top of the South Freight Forum a pre-harvest meeting will occur in Blenheim.</p>	<p>Family open day</p>	<p>All parties briefed and primed for this season.</p>