



Australian Government

**Rural Industries Research and  
Development Corporation**

# **OH&S** A quick reference guide for broadacre agriculture

Farm Health & Safety  
**Joint Research Venture**  
Rural Industries R&D Corporation  
Grains R&D Corporation  
Meat & Livestock Australia  
Australian Wool Innovation Ltd  
Sugar R&D Corporation  
Cotton R&D Corporation

A report for the Rural Industries Research and  
Development Corporation

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January 2008

RIRDC Publication No 06/111

RIRDC Project No ORM – 1A



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ISBN 1 74151 374 X  
ISSN 1440-6845

*OH&S: A quick reference guide for broadacre agriculture*

Publication No. 06/111

Project No. ORM-1A

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First published in July 2007  
Second edition January 2008

Printed with vegetable based inks on stock that comprises 80% recycled fibre from post-consumer waste and 20% TCF pulp sourced from sustainable forests.

# Foreword

Fragar and Franklin (1999) identified the industry view that 'the protection and enhancement of health and safety and the well being of the human resource is a critical factor for ensuring the efficient future for agriculture in Australia'. The RIRDC report 'Farm Machinery Regulatory Review' (Gunningham, 2003) recognised that time and opportunity to learn were the limiting factors affecting agricultural businesses educating themselves on safety issues.

The development of 'OH&S: A quick reference guide for broadacre agriculture' resulted from identification of the need for a user-friendly, portable reference that agricultural workers can use in their day to day operations. This is in accordance with the objectives of the RIRDC R&D Plan for Farm Health & Safety 2002–06 to increase the adoption of safe systems of work on farm and to update and further develop training material and delivery modes more likely to be taken up by farmers.

This project was funded by the RIRDC-managed Joint Research Venture for Farm Health and Safety, which is partnered by the

Grains R&D Corporation, Meat and Livestock Australia, Australian Wool Innovation Limited, Cotton R&D Corporation, Sugar R&D Corporation and the Rural Industries R&D Corporation. The reprint of this publication has been made possible through generous support from the Australian Government Department of Health and Ageing.

This publication is intended to be used in conjunction with a process of risk assessment and the development and implementation of action plans by agricultural businesses to potentially reduce incidents of workplace injury. Safety in the workplace is the responsibility of everyone. Both employees and employers need to understand their statutory obligations and ensure that a safe workplace is provided and good environmental practices are adhered to at all times.

This Guide does not relieve the reader of any legal obligations or should not be construed to waive or modify any obligations imposed by any legislation on the Commonwealth of applicable states.

This material provides people in the agricultural workplace with a clear, accessible reference on how to carry out operations in accordance with Occupational Health and Safety (OH&S) guidelines and industry best practice. The aim is to lessen the risk of injury to people in the agricultural workplace and reduce incidents with environmental impacts such as chemical spills.

It also provides a simple tool to support Job Safety Analysis (JSA) and Risk Assessments in the workplace and promote best practice health and safety performance to agricultural businesses and foster a culture of 'beyond compliance'.

The report is an addition to RIRDC's diverse range of over 1700 research publications.

Most of our publications are available for viewing, downloading or purchasing online through our website:

- downloads at [www.rirdc.gov.au/fullreports/index.html](http://www.rirdc.gov.au/fullreports/index.html)
- purchases at [www.rirdc.gov.au/eshop](http://www.rirdc.gov.au/eshop)

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# Acknowledgments

John Temperley and Associate Professor Lyn Fragar from the Australian Centre for Agricultural Health & Safety in Moree NSW



# Abbreviations

ATV	all terrain vehicle
CPR	cardio pulmonary resuscitation
DPI	Department of Primary Industries
EPA	Environment Protection Authority
JSA	Job Safety Analysis
MSDS	Material Safety Data Sheets
OH&S	Occupational Health and Safety
PPE	Personal protection equipment

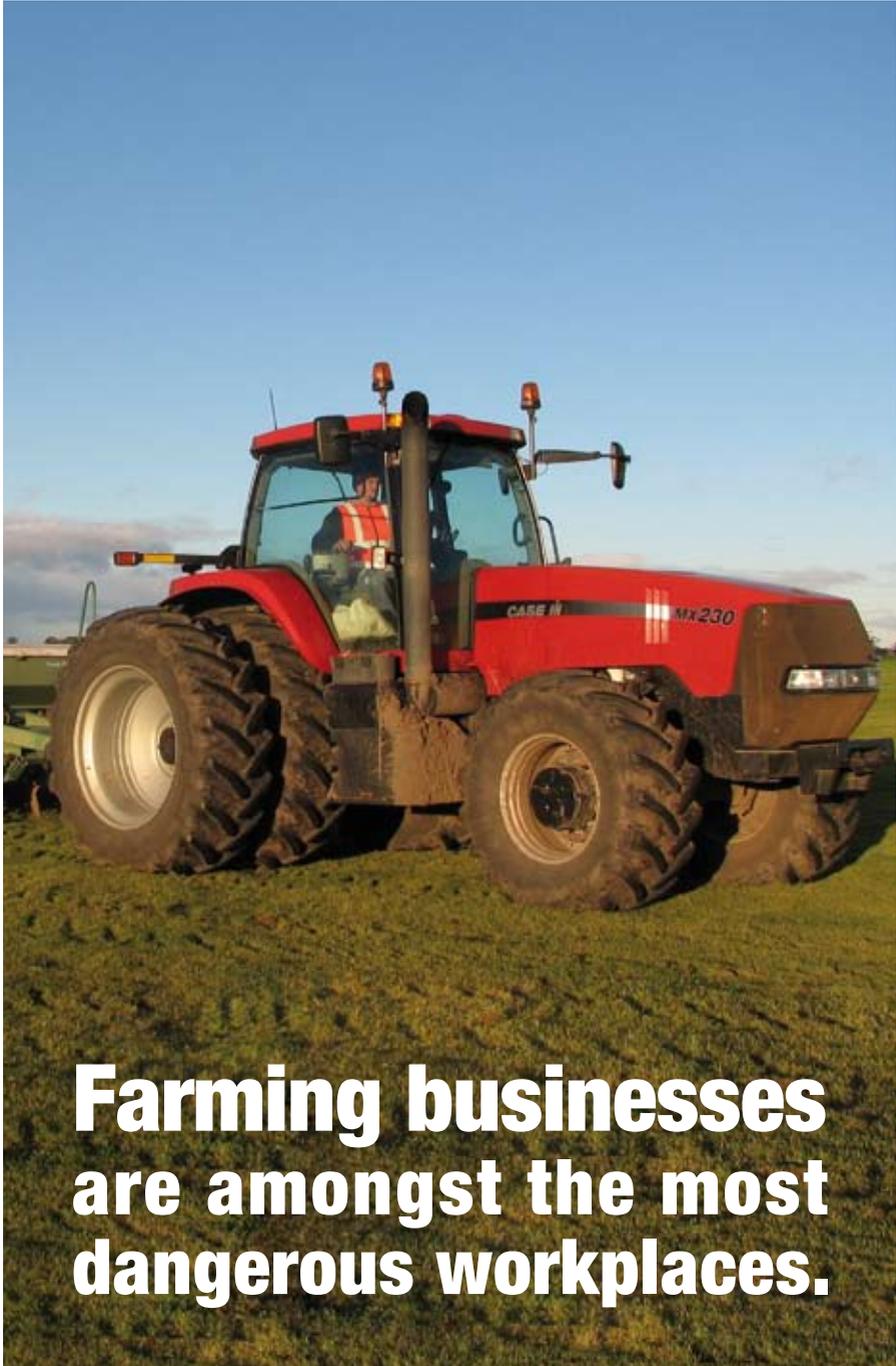


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**Farming businesses  
are amongst the most  
dangerous workplaces.**

# Executive Summary

## What the report is about

Anyone who enters a farm property, be it a family member, full time employee, a casual worker, contractor, neighbour or just as a visitor, has a right to be protected from any hazard and risk that may exist on the property. Statistics show that farming businesses are amongst the most dangerous workplaces, hence noting the importance of improved good Occupational Health and Safety (OH&S) practices.

Whether self-employed (family property), employer, or contractor, there is a legal responsibility (called a duty of care) to ensure a safe workplace is provided.

## Who is the report targeted at?

Although unique, farms are businesses and are treated accordingly by respective state Occupation Health and Safety (OH&S) legislation. Under OH&S legislation, self-employed people, employers, employees and suppliers all have a responsibility to ensure the workplace is safe.

This publication has been prepared for the broadacre agricultural industry to give guidance to provide a safer workplace. Safety in the workplace is the responsibility of everyone. This publication is targeted primarily at the farm owner and their employees or contractors. However, there is a large secondary audience including family members, visitors, suppliers and farm advisers.

## Background

Health and Safety Risk is inherent in farming and has long been associated with the industry. Agricultural businesses face multiple risks of varying probability and consequence. Management of Health and Safety Risk is a confusing and frustrating task for many agricultural businesses. Key concerns relate to their liability, responsibilities under the OH&S legislation, protection of family and employees and the cost of addressing hazards and risks.

# **The reference group consisted of farmers, OH&S professionals, agricultural consultants and agricultural business managers.**

## **Aims/Objectives**

Develop a “OH&S: A quick reference guide for broadacre agriculture” as a user-focused tool for communication of OH&S guidelines and best practice relating to common agricultural operations. The basic hypotheses driving this work come from the observation of consulting to farm families in business planning, management of commercial agricultural businesses and extension group activities and discussion. They are:

- That OH&S responsibilities are important to most individuals, however they are in need of more accessible tools to assist with understanding and application.
- Currently, the majority of Health & Safety reference material is in a desktop or non-portable format and therefore less accessible at the point of implementation.

## **Methods used**

A reference group was established to assist in refining the concept of the Guide and to ensure that the Guide meets Farmsafe-recognised conditions and standards. The reference group consisted of farmers, OH&S professionals (Australian Centre for Agricultural Health & Safety Lyn Fragar and John Temperley), agricultural consultants (O’Callaghan Rural Management, with 20 years’ experience consulting to farm families and extension groups, primarily in the area of business planning and benchmarking) and agricultural business managers and (DIRT Management, managers of Warakirri Agricultural Trusts which own nine cropping properties across Queensland, New South Wales and Victoria totaling - 36,000 ha). Desktop research was undertaken to establish the current status of OH&S legislative requirements and industry best practice for general agricultural operations.

The Guide was then developed and refined through a series of reviews with the project team and finally the reference group.

## Results/Key findings

OH&S literature relevant to agriculture is plentiful, however it is consistent with office-based formats such as pamphlets, brochures, A4 handbooks, A4 folders or electronic bulletins. This information is beneficial for training purposes and as part of the business OH&S Policy. However, may not be readily accessible to all agricultural workers in the business and at the time of undertaking a hazardous task.

Publication of the 'OH&S: A quick reference guide for broadacre agriculture' will advise users on best practice standards and OH&S legislation governing generic tasks commonly performed by people involved in broadacre agriculture.

## Implications for relevant stakeholders

The benefits of this project will be economic and social. There is also a potential for reduced environmental impact. Key benefits include:

- providing people in the agricultural workplace with a clear, accessible reference on how to carry out operations in accordance with OH&S guidelines and industry best practice
- lessening the risk of injury to people in the agricultural workplace
- reducing incidents with environmental impacts such as chemical spills through safe management of agricultural chemicals



# Good safety management is good for business and should be planned for, invested in and managed.

- providing a simple tool to support Job Safety Analysis (JSA) and Risk Assessments in the workplace
- promoting best practice health and safety performance to agricultural businesses and fostering a culture of 'beyond compliance'.

The 'OH&S: A quick reference guide for broadacre agriculture' is not intended to be a fully comprehensive manual of safe working practices in the agricultural industry. It provides general guidance, as the level of risks at each workplace varies. It should be read in conjunction with the relevant Federal and state Occupational Health and Safety Acts, along with amendments, regulations and codes of practice. This tool is intended to be used in conjunction with the process of risk assessment and the development and implementation of action plans by agricultural businesses to potentially reduce incidents of workplace injury.

## Recommendations

Working in agriculture can be an enjoyable and satisfying occupation, but has associated safety risks like many other industries. Best practice agricultural businesses have a safety record that is considerably better than the industry safety statistics. Good safety management is good for business and should be planned for, invested in and managed.

Safety in the workplace is the responsibility of everyone. There is a need to ensure that statutory obligations are understood by employees and employers and that a safe workplace is provided and adhered to at all times.

The development of the 'OH&S: A quick reference guide for broadacre agriculture' has arisen from the desire for a portable reference guide that broadacre workers and contractors can use in their day to day operations. The book is intended to be used as an initial reference guide only and does not take the place of fully comprehensive references where necessary.



**Safety in the workplace is the responsibility of everyone.**



**Good safety management is good for business – plan for it, invest in it and manage it.**

# 1

## Introduction to Farm Health and Safety

Although unique, farms are businesses and are treated accordingly by respective state Occupational Health and Safety (OH&S) legislation. Under OH&S legislation, self-employed people, employers, employees and suppliers all have a responsibility to ensure the workplace is safe. Statistics show that farming businesses are amongst the most dangerous workplaces, hence noting the importance of improved good OH&S practices.

Whether you are self-employed (family property) or you employ others, or you are a contractor, you have a legal responsibility (called a duty of care) to ensure you provide a safe workplace. Anyone who enters the property, whether a family member, full-time employee, a casual worker, contractor, neighbour or just as a visitor, has a right to be protected from any hazard and risk that may exist on the property.



**Be aware of Health and Safety –  
Think Safe, Work Safe.**

# 2

## Responsibilities and Obligations

### Farmers/Employers

Farmers and employers need to provide and maintain a safe and healthy workplace for their employees, contractors and visitors. This includes maintaining safe work areas, ensuring plant and machinery are in a safe condition, organising safe systems of work, making sure equipment and substance are handled, stored and transported safely, and to provide employees and contractors with adequate information, safety induction, instruction, training and supervision in order to work safely without risks to health or the environment.

Employers have the same responsibilities to contractors (or sub-contractors) and visitors to farm workplaces as they have to their employees.

This includes family members, especially children, visitors to the property and members of the public.

### Employees

Employees must take reasonable care to protect their own health and safety and the health and safety of others while at work. This includes following safety instructions and being cooperative and working with the employer to ensure all OH&S requirements within the workplace are met. If unsure, ask for assistance.

### Contractors

Contractors and sub-contractors also have responsibilities, both as an employer and an employee. Contractors must take all responsibility to protect their own health and safety and the health and safety of others within the workplace. This includes following safety instructions, and co-operation with their employer/farmer to ensure all OH&S requirements within the workplace are met. Contractors too, where necessary, are required to have relevant licenses and be competent to operate plant. If unsure, ask for assistance.

# Lock all sheds and most importantly the chemical storage area.

Contractors should provide the farmer/ employer a certificate of currency for their public liability, workers compensation and/or personal accident insurance policies where applicable. Contractors should also demonstrate that they have an OH&S program in place for their business. Contractors considering the use of sub-contractors need to ensure that the sub-contractor provides similar proof of documents.

If a contractor or any of their employees are involved in an incident, accident or are injured while on the property, these must be reported and recorded as if they were employees.

## Visitors, family and guests

Children, visitors and guests are welcome to visit the property. Visitors should always be supervised when visiting farm workplaces and should not operate or ride as passengers on tractors, all terrain vehicles (ATVs), or any farm plant and machinery.

Ways to make the property safer for children, visitors and guests include:

- always supervising visitors in farm workplaces
- identify or create a 'safe play area' for children – the ideal area is to be fenced and well away from the workplace



- traffic management – have clear signage for speed limits, entry and exit points, roads and routes to be taken when driving around the farm
- alert others that there are visitors and children on the farm
- all keys to be removed from vehicles when not in use
- lock all sheds and most importantly the chemical storage area
- ensure seat belts are worn when travelling around the farm
- implement a 'No Rider' policy – that is, NO passengers in or on tractors, farm plant, machinery and ATVs.

## Safety induction and training

Safety begins with induction of new employees or contractors before they commence their work. It is important that on the first day, a safety induction is completed, with time spent talking about the business, property layout and expectations of their employment. Written details of the induction process are required to be recorded and signed by both parties; this could be a simple entry in a

diary or a more detailed document such as those induction resources developed for the 'Managing Farm Safety program', available on the Farmsafe Australia website [www.farmsafe.org.au](http://www.farmsafe.org.au).

Contractors, visitors and guests are also required to be inducted onto the property; this also includes field days and crop walks held on farms. The level of exposure determines how much information and detail is provided for the induction.

## Introduction

Information relevant to your property needs to be explained. This will include:

- the property layout (map)
- activities undertaken on the property
- person responsible for activities.

## Duty statement and employment conditions

Information relating to employment conditions including working times and meal breaks, rate of pay and entitlements should be detailed. These describe the work to be done and should also describe health and safety expectations and responsibilities.

# Ensure seat belts are worn when travelling around the farm.

## Safety induction

Safety induction is important to establish a high standard of skills and knowledge relating to health and safety. The safety induction includes providing sufficient information, instruction and training to enable all work to be performed safely and without risking a person's health.

Safety induction includes discussion on the below topics, but not limited to:

- health and safety policies
- the consultation process and management's commitment to ongoing health and safety
- known hazards and risks associated with work performed on the property
- how to identify and report hazards

- how to follow health and safety procedures associated with the property
- work clothing and hygiene
- use of personal protective equipment (PPE), its care and maintenance
- first aid and emergency response including the location of emergency equipment
- reporting work injuries.

## Task induction

Safety information relating to a job/task will include demonstration on how to accomplish the job/task and how to do it safely. A tour of the property should include the introduction to workers and contractors, the safe use and storage of machinery and general farm inputs.



# **Ensure that all workers are reviewed on a regular basis, as the commitment to training is ongoing.**

## **Training and instruction**

The detail and type of information, instruction and training that should be provided will depend on the risk involved, and the complexity of the work procedures and type of measures adopted. Contractors are required to receive appropriate training relevant to the risk.

## **Supervision training**

Employers and/or supervisors are to ensure that policies and procedures are effectively implemented. Employers/supervisors should provide guidance, advice and set an example to all work tasks including health and safety.

## **On the job training**

Training should be specific to the task to be undertaken, associated hazards, task systems and procedures and particulars about the equipment. Training includes identifying hazards associated with the job, such as, safe use of equipment and safe work procedures.

## **Other specific training**

Certain regulations require specific training programs to be undertaken prior to commencing certain tasks in the workplace. These include, but are not limited to, first-aid training, front-end loaders, backhoes, forklifts, vehicle/truck licenses and farm chemical user's course that includes safe handling and use of chemicals, interpreting product labels, Material Safety Data Sheets (MSDS) and working in confined spaces.

## **Training records**

Written records should be kept of all training. Not only are the records to be documented as proof, but they will assist with future training programs. Refer Section 7 for record keeping requirements.

Further prescribed training requirements can be obtained from your state work health and safety authority or the Agri-food Skills Council website [www.agrifoodskills.net.au](http://www.agrifoodskills.net.au).



**Risk Management**  
is about minimising the risk in the workplace  
from occupational injury and disease for all.

# 3

## Basics of OH&S Risk Management

Risk management is about minimising the risk to all in the workplace from occupational injury and disease. Risk management is essential for the property regardless of the size. It involves identifying the hazards and then developing a plan to eliminate, isolate or minimise the risk. Once risk controls are in place, you must review the risk and control measures on a regular basis to ensure that they are effective. The risk management process should be done in consultation with all who work within your property.

### Hazard identification

**What is a hazard?** A hazard is anything that has the potential to harm the health or safety of a person and in the case of dangerous goods, includes damage to property.

The workplace needs to be free from these hazards, therefore all persons on a daily basis when driving and working around the property, need to be on the look out for potential hazards. Take into account that all farms are different, including the circumstances and environment of the farm.

Some examples of hazards are:

- tractors and machinery
- chemicals and dangerous goods
- electricity
- manual handling
- loud noise
- confined spaces
- workplace layout and farm environment.

# Hazards can often be identified and resolved before any harmful event takes place.

Effective ways to identify workplace hazards are:

- regularly undertake a workplace inspection
  - use checklists
- report hazards that you identify – look and listen to what is happening around the property
- investigate any prior accidents/incidents or serious near misses
- product or plant information can provide information relating to safety precautions
- look outside the square; consider what could happen.

## Safety inspections

Property safety inspections are a planned, systematic appraisal of the workplace that can help identify hazards, assess and control risks, ensure a safe and healthy working environment, which together assists in complying with occupational health and safety legislation.

Regular safety inspections of the property should involve all who work on the property and consultation will further enhance the health and safety performance of the property.

By undertaking a safety inspection of the property, hazards can often be identified and resolved before any harmful event takes place.



*When conducting on farm inspections, it is beneficial to undertake the task as a team, utilising the 'fresh eye' approach.*



When deciding which aspects of the property are priorities for inspection, consider:

- existing and potential health and safety hazards that have been identified
- changes to work being undertaken, equipment, processes or substances
- changes to any OH&S regulations, codes of practice or standards relating to particular occupations, industrial processes and operations that apply to the farm workplace
- follow up and monitor any changes that have been suggested or implemented during previous inspections.

As each property is different, it is important to develop a format that best suits the needs and work processes of each farm. This will further ensure that any existing and potential health and safety problems can be managed.

Examples of some common areas that a checklist may cover are:

- manual handling hazards
- tractors and machinery
- working at heights
- chemical use and storage
- electrical safety
- fire safety

**It is important to develop a format that best suits the needs and work processes of each farm.**

# There are many inspection checklists available, including those available in Codes of Practice or industry publications.

- first aid and emergency preparedness
- records.

There are many inspection checklists available, including those available in Codes of Practice or industry publications.

Hazard checklists and farm safety resources can be found on the Farmsafe Australia website [www.farmsafe.org.au](http://www.farmsafe.org.au).

## Risk assessment

**What is a Risk?** A risk is the likelihood and severity that exposure to a hazard can result in injury, disease or damage.

A risk assessment consists of the following:

- evaluate the likelihood and severity of injury or damage
- review information relating to the hazard
- actions that need to be taken to eliminate or minimise the risk
- review records – records are mandatory if they are needed to control risks
- consider information available and legislation requirements relating to known hazards.

## Risk assessment table

Consequence of injury	Frequency of exposure to hazard			
	Daily	Weekly	Monthly	Rarely
Kill or disable	HIGH	HIGH	HIGH	HIGH
Several days off work	HIGH	HIGH	MEDIUM	MEDIUM
First Aid	HIGH	MEDIUM	LOW	LOW

Source: Adapted from WorkSafe Australia. *Plant in the Workforce: Making it Safe*. Commonwealth of Australia. August 1995

Priority should be given to those hazards that have the greatest potential to cause injury or harm. The risk assessment tool presented in the previous table combines the severity (degree of harm) and the likelihood the accident is to occur, will decide how dangerous the hazard is.

## Risk control

Once hazards have been identified, and the risks to health and safety assessed, the risks need to be controlled. Risk control is a requirement of all persons and their **duty of care** to provide and maintain, **so far as is reasonably practicable**, a work environment that is safe and without risks to health and safety.

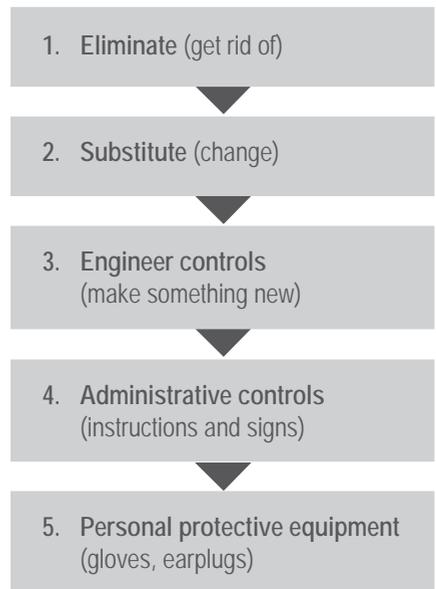
Practicable means having regards to:

- the severity of the hazard or risk
- known details of the hazards or risk and if it can be removed or reduced
- the availability and suitability of ways to remove or reduce the hazard or risk
- the cost of removing the hazard or risk.

A control method can be simple, but you should always try to eliminate/remove the hazard or discontinue the activity if possible. If that is not possible, the following steps, referred to as the 'Hierarchy of Control', should be used. Starting from the top, Elimination, working down to Personal Protective Equipment (PPE). There may not be a single control; it may involve a combination of controls.

1. **Elimination** – the best way to eliminate the risk is to completely remove the hazard
2. **Substitution** – replace the hazardous substance/work practice with a less hazardous one
3. **Engineering controls** – guarding machinery to isolate a hazard
4. **Administrative controls** – establishing policies, procedures and work practices, including training and supervision to reduce a worker's exposure to a risk
5. **Personal Protective Equipment (PPE)** – covering and protecting your body from potential hazards.

## Hierarchy of control



# When planning a task it is essential that you plan it in the best and safest way.

## Monitoring and review

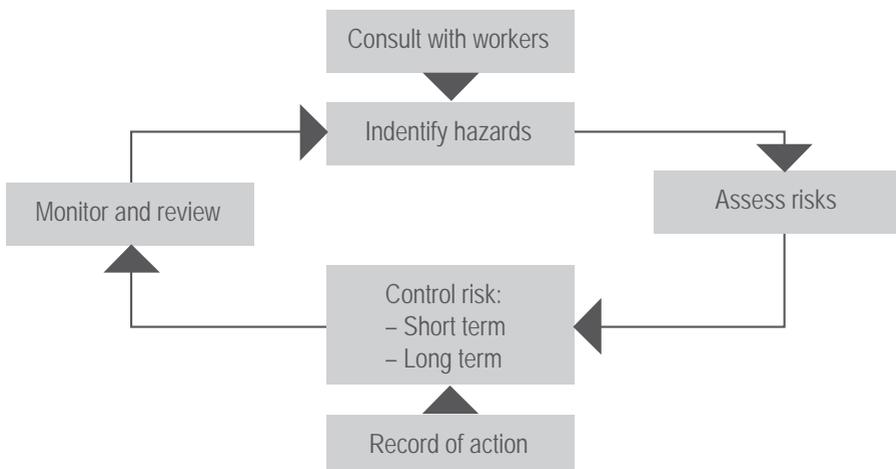
Monitoring changes and reviewing the controls in place are important processes of risk management. This should be done regularly, at least annually, or more frequently when there are any changes to the workplace. Consultation with others who work on the farm, should form part of the monitoring and review process.

Examples of when a review is required:

- a new hazard has been identified
- a new job/task or change to the way a job or task is performed

- new plant/machinery is purchased, or modification to existing plant and machinery
- new chemicals or pesticides
- new or improved control measures become available
- a serious near miss or an incident/accident has occurred.

Ongoing monitoring of risk control measures contributes to a safer workplace and improved health and safety.



## Records

Keeping written records of this systematic process will provide information for future assessments and reviews.

## Job safety analysis (Safe work method statements)

A Job Safety Analysis (JSA) is a written record of a work procedure, and is a management tool to assist conducting a particular task and ensure the task is performed safely. The JSA recognises that all properties are unique in their own way, and tasks can be completed differently. When planning a task it is essential that you plan it in the best and safest way.

There are five steps to undertake an effective JSA:

1. **Document the activity** – break the task or job down into logical steps
2. **Identify hazards** – consider all the things that can go wrong, or could injure people
3. **Control measures** – what can be done to eliminate or minimise the risks
4. **Who is responsible** – nominate a person responsible for implementing the controls
5. **Monitor and review** – review the process and implement improvements where necessary.

The JSA provides a written record of the process to be used to undertake a task, and should be signed off by the parties responsible.





**An unsafe workplace  
results in injury and illness.**

# 4

## The Farm Environment

An unsafe workplace results in injury and illness. Good housekeeping is essential to ensure a safe workplace. Environmental hygiene is about keeping your property free from rubbish or conditions that allow the workplace to become unsafe.

General rules to assist maintaining a safe workplace include:

- keeping work areas free of waste – clean up as you go, use waste and scrap bins
- mow and control weeds around buildings
- regularly maintain fire breaks
- store all machinery and equipment away after using it
- keep all walkways and doorways clear of trip hazards
- control pets and vermin when necessary
- immediately clean up any oil or chemical spills.

### Child safety on farms

The rate of child fatalities on farms and rural areas is higher than in urban areas. Children are commonly exposed to natural and workplace hazards on farms, not present in urban homes. These include dams and creeks, tractors and machinery, farm vehicles, motorbikes, and horses.

Adopt some of the following safety guidelines:

- **Create a safe place to play** – construct a safe play area, a fenced house yard that is secure and separate from any farm activities. This helps prevent unsupervised access of children to farm hazards. It also defines the boundary between the home and the workplace.
- **Out of bounds rules** – support safe play areas with out of bounds areas.
- **Supervision** – close and active supervision of children when they enter farm workplaces.



## Use the checklists to identify hazards, and help create safer farms for children.

- **Water** – children are at risk of drowning in pools, dams or waterways. Ensure pools are properly fenced and if there is a dam near the house; ensure the yard is adequately fenced and gates secure.
- **Horses** – children must wear a helmet and smooth sole boots when riding horses. When learning to ride, ensure that they are properly supervised.
- **Motorbikes and ATVs** – ensure children riding 2-wheeled motorbikes are properly trained and supervised, make sure that they are wearing a helmet, long pants and sturdy footwear. Children under 16 must not operate or be a passenger on ATVs.
- **Farm Vehicles** – ensure that children and passengers are always properly restrained and never allow them to ride in the back of utilities. Establish speed limits around houses. Watch out for children, when reversing.
- **Tractors and farm machinery** – children should not be where tractors and machinery are operating and they should not ride as passengers on tractors and farm machinery.
- **Chemicals** – ensure all chemicals are appropriately stored away in a designated locked storage area.

Further information on child safety on farms can be obtained from the Farmsafe Australia website [www.farmsafe.org.au](http://www.farmsafe.org.au). Download and use the checklists to identify hazards, and help create safer farms for children.

## **The property plan should be referred to during the induction of workers, contractors and visitors.**

### **The farm plan**

The property plan should be referred to during the induction of workers, contractors and visitors, along with assisting emergency service workers in an emergency.

A plan of the property is used to identify the dwellings and structures on the property, including where dangerous goods (chemicals, fuels and some fertilisers) are stored. This should be on a scale that is suitable

for the required detail. An aerial photo may also be included.

Display the plan (where appropriate) for example in the workshop, chemical storage area, office, and when required, in an 'Emergency Information Box' that is located at the property entrance. Further copies should be made available to all employees, contractors and working visitors.



The following information is recommended to be included in the property plan, but not be limited to:

- main entrance and other entry/exit roads and farm routes
- any known physical hazards
- buildings
- chemical stores – hazardous and dangerous goods locations
- grain storage area
- powerlines – overhead and underground
- paddocks
- dams and waterways
- adjoining property
- fire extinguishers

- first aid
- emergency box location
- emergency evacuation assembly point
- orientation (the direction of north).

It is further suggested that emergency contact numbers (refer Section 15) be attached to the property plan, this could include but not be limited to:

- rural property addresses and directions from nearest town
- property contact names and phone numbers (home, office, mobile, fax and UHF)
- local doctor and on-farm first aid officer
- poison information hotline
- adjoining neighbours.



# Excessive speed, poorly maintained farm roads, and using non-defined access to worksites contribute to vehicle accidents.

## The outdoor environment

There is a risk of injury and death to drivers and operators of vehicles, plant and machinery on farm roads. Excessive speed, poorly maintained farm roads, and using non-defined access to worksites contribute to vehicle accidents.

### Roads and laneways

- **Establish maximum speed limits. Speed should be reduced with deteriorating road, light and weather conditions.**
- All internal roads and laneways should be maintained in good condition.
- Sign post speed limits.
- Be aware of power poles and overhanging branches from trees.
- Consider placing warning or give way signs at intersections with public roads.

## Paddocks

- Be aware that paddocks can become very wet and slippery, therefore reduce speed.
- Reduce speed when driving in crops and paddocks. Long grass and crops can conceal stumps, logs, rocks and washouts.
- Leave gates as you found them. Always check that gateways are open before proceeding through. If necessary, place reflectors on gates for extra visibility.
- Advise others of changes to property layout or obstructions.

## Water

To reduce the risk of drowning, ensure swimming pools are properly fenced. Assess dams, water troughs, tanks and other water storages. Ensure septic tanks, evaporation ponds and sheep dips are properly fenced or covered.

To further reduce the risk of injury to children and visitors ensure a clear separation of the farm workplace and the farm home from water hazards.

# **If possible, locate workshops away from overhead powerlines, or relocate powerlines underground.**

## **Snakes**

While outdoors (and on some occasions indoors) especially in summer, there is a high risk of exposure to venomous animals and insects. Australia is home to many venomous and dangerous snakes, such as Tiger snakes, Brown snakes and Copperheads. While many snakes are quite harmless, if bitten it is difficult to know whether it was a venomous or non-venomous snake.

If you come across a snake in the open, move away. Many snake bites occur when playing, annoying and trying to kill snakes.

If bitten:

- promptly apply a firm bandage around the limb
- immediately calm, rest and reassure the victim
- immobilise the limb with a splint
- do not wash the venom off the bitten area, as the venom may be identified later
- do not remove the bandage at any stage
- seek medical attention.

## **Workshops**

If possible, locate workshops away from overhead powerlines, or relocate powerlines underground. This allows safer access by tall machinery. The workshop should be of a size that allows adequate working space with minimum obstruction to movement or risk of collision. The floors and surrounding area should be properly drained to prevent puddles of water and therefore reduce the risk of electrocution.

- The workshop should have a layout, which provides safe entry and exit, especially in an emergency.
- Ensure that floors are adequately drained with good lighting and ventilation.
- Workbench tops should be at an appropriate height for working and lifting.
- To reduce the risk of injury to children and unauthorised people, ensure the workshop is secured at all times when not in use.
- In an emergency, doors need to be easily opened from the inside and outside.
- The workshop should be appropriately signed and be fitted with emergency equipment as required.

## Chemical storage

Ensure the chemicals are stored according to the label instructions and not accessible to children and other unauthorised people.

Some chemicals are more dangerous than others; these are classified as hazardous substances and/or dangerous goods. Information that covers the notification, signage, purchasing, storage and use of hazardous substances and dangerous goods can be obtained from the label and the Material Safety Data Sheet (MSDS).

Adopting the following safety guidelines will make your farm chemical store safe:

- ensure chemicals are stored in a secure area that is locked at all times according to label and MSDS
- place signage identifying it is a chemical storage area
- chemicals to be stored in original containers with labels intact
- maintain a register of all chemicals on hand, (refer Section 7)
- ensure the storage area is well ventilated
- MSDS are available, (refer Section 7)
- ensure there is no flammable material around the outside of the shed

- locate appropriate materials close by to clean up spills
- make sure shower and eye wash facilities are available
- locate fire equipment nearby the chemical store
- have a first aid kit readily available
- display emergency contact numbers
- ensure fertiliser, seed and grains are not stored with chemicals.



# An evaporation pit should be well fenced to prevent access to children.

## Spill Containment

Listed below are general guidelines with regards to spill containment.

Bunded storage floor should be concrete or steel kerbing to contain spills; the volume of the bunded floor should be 25% of the total volume of chemical stored or 110% of the largest container stored at any time.

To help clean up spills, the bunded area should drain to either a sump or evaporation pit.

An evaporation pit should be:

- located away from waterways and sensitive areas
- well fenced to prevent access to children
- the site is to be signed and marked on the farm map
- the size of the pit will depend on the amount of chemicals held on farm, but is to be at least 1 metre deep, and lined with an impermeable barrier to prevent seepage (for example, high-density polyethylene); if clay is used to line the pit, it should be non-cracking, non-shrinking and resistant to dispersion

- basic spill kits are to be kept where spillage or leakage from chemicals may occur. Spill kits consist of sand or some absorbent material that will soak up small spills before they cause any harm to the environment, and a shovel and rake. Commercial spill kits, including absorbent pads or brooms, are available.

This information should be read in conjunction with Hazardous Material Spill and Leaks (refer, Section 10).

## Fuel storage

Each Australian state has legislation to ensure health and safety of all people and the environment for fuel storage. Both, owners of storage tanks and fuel suppliers, have obligations under the respective legislation. In complying with this legislation, fuel supply companies may not deliver fuel to an unsafe facility.

To eliminate the risk of fire within the storage area, ensure that all tanks and hoses are in a good working condition that does not allow any leaks. The area should be clear of any incompatible materials. A well-designed fuel storage facility should include:



- a specific fuel storage site that is banded and located away from waterways, buildings, trees and powerlines
- tank foundations are stabilised with concrete footings
- proper ladders and stands. Stands, ladders/platforms and footings maintained in good condition
- hoses and fittings free of leaks and in good working condition
- spill containment equipment to be available
- material safety data sheets (MSDS) should be available for all fuel types
- emergency equipment to be appropriately located and signed accordingly; for example fire extinguishers and first aid kit and emergency contact list
- PPE to be made available and signed accordingly
- oil to be stored in a separate area
- fuel storage to be locked at all times when not in use
- ensure fuel trailers are well maintained, hoses and fittings are in a good working order.

# Engulfment and being suffocated by grain from collapsed field bins and silos has resulted in farm deaths and injury.

## Grain storage

Engulfment and being suffocated by grain from collapsed field bins and silos has resulted in farm deaths and injury. Children are at increased risk of injury, falling and being trapped in silos, climbing unsecured silo ladders. Poorly designed grain storage



areas see many workers and bystanders electrocuted, entangled in augers, hit and run-over by trucks and vehicles.

Ensure you consider a safe work site when planning or upgrading a grain storage facility. A well-designed grain complex should include:

- **an area that allows for easy movement of trucks and augers for loading and unloading**
- **storage area that is away from buildings, trees and overhead powerlines**
- a well drained level surface
- silo structures are in a good condition. Silo bases and supports are not cracked, bent or rusted
- storage areas to be secure when not in use
- silos are fitted with sight glasses, lids that can be opened/closed from the ground
- ladders and handrails in good condition
- make personal protective equipment available and sign accordingly.

## Noise

Exposure to excessive levels of noise around the property can damage your hearing, leading to lifelong disabilities such as tinnitus and hearing loss (deafness). This damage can occur gradually over a number of years and can occur unnoticed until it is too late.

To properly assess the hazard, you need to measure the noise as a combination of pitch and loudness, measured in decibels (dB). The maximum standard noise/work exposure is a level of 85dB 'averaged' over an 8-hour period.

As a guide, if it is difficult to have a normal conversation within one metre, there is possibly a noise hazard exceeding 85dB. Noise meters are readily available from safety equipment stores. Regular hearing screenings are essential for workers exposed to noise and those that are required to wear hearing protection.

To reduce the risk of hearing damage:

- remove noise from the workplace, for example relocate the air compressor outside or move it to the front of the workshop
- remove bystanders from the workshop when using noisy power tools
- use cabined tractors
- wear hearing protection – ear muffs or plugs when using power tools and working in loud noise.

## Working in isolation

Working on a property often means working in isolation, sometimes in remote locations, which are a long way from home and medical help.

To reduce risks while working in isolation:

- **always ensure that someone knows your whereabouts, stay on agreed roads and agreed routes**
- if good mobile service and coverage is available, carry a mobile phone
- stay in contact with others by phone or UHF radio; arrange a check-in at regular intervals
- ensure you have a first aid kit
- ensure you have adequate water and food.

**Exposure to excessive levels of noise around the property can damage your hearing, leading to lifelong disabilities.**



**All states have a requirement to ensure that plant and machinery operators are not at risk of injury.**

# 5

## Farm Safety Systems

### Tractor and machinery safety

Tractor, plant and machinery operators on farms are exposed to high risk of death and serious injury from tractor rollover, run over, and entanglement in unguarded tractor power take off (PTO) shafts and other moving parts of machinery.

All states have a requirement to ensure that plant and machinery operators are not at risk of injury. Consider safety features and ensure that machinery is properly guarded when buying new items of machinery. Operation of machinery on farms will include the following safety guidelines:

- select the right machine for the job
- **all tractors must have roll over protective structures (ROPS) fitted or cabins that meet AS 1636.1 – tractors rollover protective structure, criteria or tests**
- falling object protective structures (FOPS) are fitted on tractors fitted with front end loaders and forklifts
- all exposed moving parts on machinery must be guarded
- all guards must be in good working condition and in place before use
- ensure the tractor power take-off (PTO) outlets and drive shafts are guarded or fitted with protective covers, including the master shield
- establish rules, no passengers and children to ride on tractors or mobile plant and machinery
- ensure the operator has the appropriate safety skills and has received sufficient induction and training
- safe tractor access to prevent operator run over by the rear wheel and trailed implements

## The movement of plant and machinery on public roads should be done in accordance with state regulations.

- read and follow safety procedures in the manufacturer's manual, particularly safety information
- all machinery is maintained in a safe working condition
- regularly service equipment to ensure safe use and extended life. Record and document all repairs and modifications done on plant and machinery, and further maintain a record of future repairs
- before maintenance, ensure all machinery is locked out and tagged (for example, keys removed) and ensure the machine is stopped and all power sources neutralised
- ensure you carry fire extinguishers on headers, machinery and tractors, especially during harvest and where there is a risk of fire
- ensure a first aid kit is available in all tractors
- header and tractor drivers know where there are overhead powerlines and other known hazards
- operators must stay within the farm speed limits and other safe operating rules
- operator and bystanders should wear earmuffs or plugs around noisy machinery
- ensure keys of equipment are removed when not in use.

Further information on **Tractors and Machinery** can be obtained from:

[http://www.workcover.vic.gov.au/dir090/vwa/publica.nsf/docsbyUNID/FF733A88F257516ACA256FD300089331/\\$file/Farm\\_TractorsMachinery.pdf](http://www.workcover.vic.gov.au/dir090/vwa/publica.nsf/docsbyUNID/FF733A88F257516ACA256FD300089331/$file/Farm_TractorsMachinery.pdf)



The movement of plant and machinery on public roads should be done in accordance with state licence to operate regulations.

These regulations may include:

- operators being licensed
- appropriate signs, flags, warning lights and escort vehicles
- ensure you are aware of operating clearances from powerlines, other workers and any known obstacles
- contact your state road traffic authority for a copy of the regulations.

The Farmsafe Australia website ([www.farmsafe.org.au](http://www.farmsafe.org.au)) has technical information on farm machinery guarding and safe tractor access.

## Farm vehicle safety

Drivers and passengers in farm vehicles travelling at speed, unrestrained, under the influence of drugs and alcohol can result in deaths and serious injuries from vehicle crash and rollover. To reduce the risk of vehicle accidents and injury:

- select the right vehicle for the job
- drive within the farm speed limits and other safe operating rules

- all drivers, passengers and children are to wear seat belts and/or safety restraints when driving on the farm
- ensure the load limits as specified in the manufacturer's vehicle manual are not exceeded
- ensure the driver is appropriately licensed to drive and has received sufficient induction and training
- regular services on vehicles are to be performed to ensure safe use and extended life. Record and document all repairs and modification completed on vehicles and further maintain a record for future repairs
- truck drivers to be aware of hazards, including overhead powerlines whilst transporting and tipping loads
- ensure all exposed moving parts on trucks and vehicles are guarded; all guards must be in good working condition and in place before use
- read and follow safety procedures in the vehicle manufacturer's manual, particularly safety information

**Read and follow safety procedures in the vehicle manufacturer's manual.**

## Ensure the load limits as specified in the vehicle manufacturer's manual are not exceeded.

- before performing maintenance, ensure all vehicles are locked out and tagged (for example, keys removed) and ensure the vehicle is stopped and all power sources neutralised
- ensure you carry a fire extinguisher and first aid kit
- never drive vehicles while under the influence of alcohol or drugs, including medicines that could make you drowsy
- ensure the keys are removed from the ignition when not in use.

### Agricultural motorcycles and all terrain vehicles safety

Four wheeled motorcycles and all terrain vehicles (ATVs) are a major cause of death and serious injury on farms. Incidents associated with ATVs include crush injury from roll over, head, body and limb injuries associated with the rider being flung onto a hard surface during an ATV crash.

When replacing your current ATV, consider replacing it with a safer alternative, such as



a multi-terrain utility vehicle. Safe use of motorcycles and ATVs on farms should include the following safety guidelines:

- selecting the safest machine or suitable vehicle for the specified job
- helmets must be worn when riding motorbikes and ATVs on farm
- do not allow children to ride ATVs – manufacturers recommend no riders under 16 years old on adult sized ATVs
- do not carry passengers on ATVs
- do not overload ATVs. Operate ATVs within the specifications in the operators and rider handbooks
- ensure attachments are used in accordance to motorcycles and ATVs manufacturers' operator handbooks
- ensure the rider is properly inducted and trained to perform the job safely
- read and follow safety procedures in the motorcycles and ATVs manufacturer's handbook, particularly safety information
- all bikes to be maintained in a safe working condition, especially brakes, clutches and headlights. Regular services on bikes to be

performed to ensure safe use and extended life. Record and document all repairs, maintenance and modifications

- riders to adhere to the farm speed limits and other rules of safe operation
- never ride while under the influence of alcohol or drugs, including medicines that could make you drowsy
- ensure the keys are removed from the ignition when not in use
- all motorcycles and ATVs are to be driven on public roads in accordance with state and local regulations.

### **Workshop and farm maintenance safety**

Hand and eye injuries are the most common injuries resulting from doing repairs, maintenance or construction in farm workshops. Serious injuries have been associated with inflating tyres and failure of rims and tyre walls. Electrocutation associated with damaged cables and cords and poorly maintained electrical equipment. Explosion and burns from fire from fuel, oils and other combustible material stored in workshops.

**When replacing your current ATV, consider replacing it with a safer alternative, such as a multi-terrain utility vehicle.**

# **The workshop should have a layout, which provides safe access and exit in an emergency.**

The workshop should have a layout that provides safe access and exit in an emergency. Ensure that floors are adequately drained with good lighting and ventilation. Workbench tops should be at an appropriate height for working and lifting.

Safe operation in the workshop while undertaking farm maintenance should include the following guidelines:

- ensure all exposed moving parts are guarded, especially bench grinders and air compressors
- all guards must be in good working condition and in place before and during use
- a residual current device (RCD) should be fitted to all workshop power circuits
- do not store fuel and oil in the workshop or near grinding and welding equipment
- ensure that all who work in the workshop or undertake farm maintenance have received safety induction and training to undertake the task at hand
- read and follow safety procedures in the manufacturer's manual including the safety information
- ensure trolleys and hoists are available to reduce manual handling and/or lifting
- ensure load limits are marked on jacks, cranes, hoists and chains and are adhered to in accordance with manufacturer's specifications
- regular maintenance on workshop tools is to be performed to ensure the safe use and extended life. Record and document all repairs and modifications done and maintain a record for future repairs
- ensure equipment is not modified to interfere with safety features
- broken equipment should be made inoperable, tagged with a 'do not operate' tag until repaired
- all power tools and extension cords should be regularly checked and tagged by a suitably qualified person
- unplug power tools when not in use

- have separate waste bins for combustible and non-combustible waste
- locate emergency equipment appropriately and sign accordingly; for example fire extinguishers and first aid kits and emergency contact details
- ensure PPE is made available, and signed accordingly.

### Safe Guarding

All plant and machinery must be properly fitted with guards. Manufacturers of plant and equipment are legally required to make sure dangerous moving parts are safely guarded so that operators and others are protected from injury. Most older plant and machinery do not meet current guarding standards. Inadequate guarding can result in serious injury or death.

Regularly check the guarding of moving parts. Take extra precautions on older items, as sometimes these are poorly guarded. There will be times when you may need to remove the guards for maintenance, but ensure they are replaced immediately and prior to use.

Safeguarding includes the following guidelines:

- **all exposed moving parts on machinery must be fitted with guards**
- **all guards must be maintained in good working condition and in place before and during use**
- ensure equipment is not modified to interfere with safety features
- read and follow safety procedures in the equipment machinery tool manufacturers' handbook.



# Check your state's electrical safety regulations to find out how to test and tag your electrical tools and appliances.

## Electrical safety

Electrocution is a cause of death and injury on Australian farms.

Touching overhead powerlines, damaged extension cords, poorly maintained electrical tools and equipment, especially when used in wet or hostile conditions increases the risk of electrocution.

All states have a requirement that all electrical equipment must be in good working condition. A residual current device (RCD) either installed on powerboards or used with portable generators prevent electrocution. Check your state's electrical safety regulations to find out how to test and tag your electrical tools and appliances.

Electrical safety includes the following guidelines:

- **installation of a RCD on workshop power boards and check regularly according to manufacturer's recommendations**
- **ensure electrical equipment and power leads are in good condition prior to use, do not use cords that are damaged or faulty**

- **consider moving or replacing all above/under ground powerlines around workshops and silos**
- **only suitably qualified people are to undertake electrical installations, repairs and/or modifications**
- **never use electrical equipment whilst standing in wet areas or where flammable or explosive chemicals are stored**
- **powerline heights are deceptive. Monitor the height of powerlines and the maximum height of your plant and machinery. Place signs around the property to identify above ground and under ground powerlines.**

## Tyre changing safety

Tyre changing on the farm has been associated with very serious injuries including death and amputation from a split rim wheel assemble blown apart. Consideration should be given to have this type of work carried out by a suitably qualified person.

If undertaking this work on farms, ensure that the following safety guidelines are met:

- a tyre cage is used for inflating split rim tyres

- never over inflate tyres
- use stands rather than jacks to support tractors or heavy machinery when changing tyres.

### Welding safety

Welding is very common while repairing machinery; this includes both electric arc welders and oxyacetylene welding.

Electrical welding involves risk of injury associated with harmful fumes and sparks while oxygen and acetylene gas welding and cutting has some very high risks that may result in burns to the skin.

When undertaking welding activities on farm, consider the following safety guidelines:

- select the safest tool or equipment to undertake the specific job
- ensure all employees have received safety induction and training
- regularly maintain and inspect hoses and regulators to ensure they are in a good working condition
- gas cylinders should always be kept upright and secure, and stored away from excessive heat and traffic
- ensure flash arresters are fitted to all oxyacetylene equipment
- gas cylinders have a life span; out of date cylinders should not be used or refilled
- ensure PPE is made available and signed appropriately
- ensure appropriate emergency equipment is available nearby
- never decant gas into smaller cylinders
- consider outsourcing to a person who is more qualified to undertake the task.



# Lockout devices and tags should be used when performing maintenance or service to any plant, equipment or system.

## Power and hand tool safety

Injuries from the use of hand tools can be avoided if you:

- select the correct tool for the specific job
- maintain and keep guards and tools in good condition
- persons are trained to use power and hand tools safely
- appropriate PPE is used accordingly.

## Lockout tags

Lockout tags are to protect people from potential injury when machinery or equipment is being maintained or repaired.

Lockout devices and tags should be used when performing maintenance or service to any plant, equipment or system where unexpected or unintentional use could cause harm. Lockout tags should also be used when guards or other safety devices must be removed during service or when moving parts put any part of an employee's body at risk of injury.

Lockout tags are only intended to act as a warning device, and are used to prevent the unintentional activation of equipment. Lockout and tagging procedures include:

- removal of keys from tractors and vehicles during repairs and maintenance
- only authorised personnel to affix a lockout tag
- the tag, should contain the name and date of the person affixing it, and should read 'DO NOT OPERATE'
- lockout tags/devices should only be removed by the person who affixed the lock, once the repairs are complete.

Lockout tags are readily available from suppliers of safety equipment.





## Chemical use and handling safety

Chemicals that are used on the property may include fertilisers, insecticides, pesticides, herbicides, animal medications, cleaning agents and solvents. There is a high risk of poisoning associated with the exposure to chemical concentrates and to chemicals during application.

The Pesticides Act, administered by the Environment Protection Authority, sets out guidelines relating to the supply, use and possession of chemicals in agriculture. Only suitably licensed and trained users shall work with chemicals. Recognised training programs are available through registered training organisations.

In all cases, chemical products should only be used according to the product label. The material safety data sheets (MSDS) provide additional information on chemicals and must be available to all users.

## Working with chemicals safely

When using pesticides, considering efficacy, crop and integrated pest management, select pesticides that have lower toxicity to human health and the environment.

- When selecting chemicals, use products that are less toxic to humans and the environment.
- Use closed transfer systems to mix and load chemicals into spray tanks.
- All people who handle and use chemicals should have the necessary skills to undertake the job safely and effectively.
- Always read the product label before use.
- Record each application as required by legislation.
- Consider purchasing the product in larger containers. Do not decant chemicals into smaller containers and, if available, purchase in granular form instead of liquid.

## When selecting chemicals, use products that are less toxic to humans and the environment.

- When looking to improve your equipment and systems, or even replacing them, consider designs that reduce chemical exposure by having closed transfer systems for filling the spray tank and enclosed cabins with carbon filters for removing vapours.
- Obtain and make available the relevant MSDS to all users.
- Ensure that the spray equipment is maintained in good working order and that there are no leaks.
- Wear appropriate PPE for mixing and application as recommended on the label and the MSDS.
- Only mix chemicals if their labels state that they are compatible and use the correct concentrations.
- Avoid eating or smoking while decanting, mixing or spraying. Always wash hands before going to the toilet, smoking or eating.
- Triple rinse containers and store in a signed and secure area; where possible return containers to suppliers or ask your local council authority about disposal.
- PPE is to be made available and signed accordingly. Maintain PPE to ensure that it is fully functional; ensure respirators are fully checked and filters changed according to the manufacturer's recommendations.



- Emergency equipment should be appropriately located and signed accordingly; for example fire extinguishers and first aid kit and emergency contact list.

Further information on **Chemical safety and dangerous goods** can be obtained from:

<http://www.workcover.vic.gov.au/Vwa/publications/docsbyUNID/40E60DE2CA653D0CCA257142001E37C4?Open>

[http://www.workcover.vic.gov.au/vwa/home.nsf/pages/so\\_dangerousgoods](http://www.workcover.vic.gov.au/vwa/home.nsf/pages/so_dangerousgoods)

### Chemical user training

Guidelines that relate to commercial users of chemicals indicate that:

- **people who use pesticides in their business must be trained in how to use them**
- **a trained person must have a qualification that shows that they have achieved competency in chemical use**
- farm chemical users course can be conducted by authorised training providers; TAFEs, agricultural colleges or private training providers, Farmcare, ChemCert or SMARTtrain are suitable qualifications.

### Material safety data sheets

Manufacturers and suppliers are responsible for making material safety data sheets (MSDS) available for all agricultural chemicals and hazardous substances. MSDS contain specific details and information about the hazards of substances and how to use and store them safely, including use of appropriate PPE, first aid and medical treatment. It also helps you to identify, assess and control risks associated with the use of the substance on your farm.

MSDS must be made readily accessible and available to all users handling the chemicals. Information contained on product labels and MSDS provide essential safety information for correct storage, use and disposal of pesticides, along with information on:

- registered product uses
- active constituents
- health and toxic effects, first aid and medical treatment
- withholding periods
- methods to control personal exposure
- actions to take in event of emergencies.

**MSDS must be made readily accessible and available to all users handling the chemicals.**

# Special attention and care needs to be taken when working around grain storage areas to ensure minimal risks to health and injury.

## Safe grain handling

Special attention and care needs to be taken when working around grain storage areas to ensure minimal risks to health and injury. Injury can be caused by engulfment in flowing grain causing suffocation, entanglement in working augers causing severe crush injuries or amputation, and falls.

Ensure you consider safety features when buying new items of grain handling equipment. Grain handling equipment should include the following safety guidelines:

- all guards must be in a good working order and in place before and during use



- auger flighting must have efficient safety guards in place and any moving belt or shaft must be adequately protected
- no person should enter a silo unless he/she is authorised. If a person has to enter a silo, ensure there is someone standing by in case of difficulties. Ensure the auger is not running. Silos are confined spaces, and such entry should be done in compliance with OH&S regulations (refer Section 4)
- consider installing sight glasses or the like, to silos and field bins to eliminate the need to climb a ladder to determine how much grain is being held in storage
- consider fitting remote opening lids to field bins to eliminate the need to climb a ladder to open and shut the lids
- ensure external ladders start far enough above the ground to prevent child access, or have a safety lock fitted
- ensure silos, field bins and augers are located and operated away from overhead powerlines
- always secure hatches to prevent unauthorised entry



- read and follow procedures as outlined in the manufacturer's manual, particularly the safety information
- ensure the operator is competent and has received sufficient induction and training
- be aware of grain dust in and around the grain storage area
- ensure PPE is made available and signed accordingly
- field bins and augers should be emptied before being lowered and moved
- all equipment and storage areas to be maintained in a safe working order
- before doing maintenance, ensure the item of plant is stopped and all power sources neutralised
- ensure all maintenance work is recorded
- persons not directly involved in the grain handling operation must keep clear of the area at all times.

## Manual handling

Back and musculoskeletal injury are associated with lifting or moving objects or animals, jumping down from plant and repetitive movements. Make use of lifting hydraulic cranes fitted to utilities and the likes or ask for assistance. Avoid lifting heavy objects.

The correct way to lift involves:

- plan the lift – use lifting aids such as hoists, trolleys and jacks
- team lifting – get someone to help lift
- correct feet position – feet at least as far apart as shoulder width
- bend knees – bend knees and not your waist
- firm grip – hold the load close to body
- lift using your legs – once having a firm hold, straighten legs
- placing the load down – do this in the same safe manner as lifting up.

Further information on Manual Handling can be obtained from:

<http://www.workcover.vic.gov.au/dir090/vwa/publica.nsf/docsbyUNID/857DFDC230B1A4A4CA256FD300089333?Open>

**Make use of lifting hydraulic cranes fitted to utilities and the likes or ask for assistance.**

# If working above 2 metres from the ground you are required to undertake the task in accordance with specific regulations.

## Working at heights safely

Various tasks on the property may require to work from heights. An example of tasks may be climbing silos, windmills, field bins, checking and filling groupers, and general property maintenance.

Serious head injuries and on many occasions injury resulting in a fatality, have been associated with climbing and falling without appropriate fall protection. To ensure the risk is controlled, consider the following:

- avoid working at the height altogether
- consider undertaking the work on a fixed platform
- use fall prevention devices such as a harness
- ensure that all who work at heights, have received sufficient induction and training to undertake the task at hand
- discourage working from portable ladders. Ensure portable ladders are secure and use a fall arrest device.

If working above 2 metres from the ground you are required to undertake the task in accordance with specific regulations. Information is available from your state WorkCover authority.

Further information on **falls from heights** can be obtained from:

<http://www.workcover.vic.gov.au/dir090/vwa/publica.nsf/docsbyUNID/1CC6246F37B9B061CA2570500010187A?Open>

## Safe work in confined spaces

A **confined space**, in relation to a place of work, means an enclosed or partially enclosed space that:

- is not intended or designed primarily as a place of work
- is at atmospheric pressure while persons are in it
- may have an atmosphere with potentially harmful contaminants, an unsafe level of oxygen or stored substances that may cause engulfment
- may (but need not) have restricted means of entry and exit.

Examples of confined spaces include:

- storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank-like compartments
- open-topped spaces such as pits or degreasers
- pipes, sewers, shafts, ducts and similar structures.

To reduce the risk of poisoning or respiratory distress, ensure that workers in these conditions have received sufficient induction and training to perform the task at hand.

Ensure children are kept away from storage of substances that may cause engulfment and could potentially cause serious injury or death.

Prior to entry to a confined space, ensure the following safety guidelines are considered:

- **only authorised and trained persons must enter or work in confined spaces**
- **ensure a person remains outside the confined space while a person is inside to enable continuous communication and supervision**
- ensure the space is well ventilated prior to entry

- make PPE available to reduce hazards, and signed appropriately
- confined spaces safety procedures need to be in place and followed
- secure safety hatches to prevent unauthorised access once task is complete.

All work undertaken in potentially confined spaces should be done in accordance with relevant state health and safety regulations.

Further information on **confined space** can be obtained from

<http://www.workcover.vic.gov.au/dir090/vwa/publica.nsf/docsbyUNID/465E412E1B761B15CA256FD3000892D5?Open>

## Sheep handling and shearing safety

While working with or around sheep, be it mustering, drenching or shearing, you are exposed to risks of injury to your legs, arms and back, as well as cuts and fractures.

- Yards and sheds should be designed to allow good flow and drafting of sheep.
- Ensure gates and latches are well positioned and in good condition.

**Ensure children are kept away from storage of substances that may cause engulfment and could potentially cause serious injury or death.**



- When mustering, plan muster well in advance and without rushing.
- If sheep need to be lifted, use mechanical aids and seek assistance where possible.
- While undertaking dipping or drenching activities, ensure those involved are suitably trained and chemicals are correctly used in accordance with the labels and/or the MSDS.

At shearing time, the shearing shed and the surroundings are highly active. In these busy times of seasonal work, extra special care needs to be taken to reduce the risk of injury and illness to people. When undertaking shearing activities, the following safety guidelines should be considered:

- ensure that all exposed moving parts are guarded

**Ensure that those involved are trained and chemicals are correctly used in accordance with the labels and/or the MSDS.**

# **Hazards specific to cattle handling include being crushed, kicked, trampled and/or gored.**

- all guards must be in good working condition and in place before and during use
- consider installing a safety stop button on the wool press
- walk through all sheep handling areas and look for hazards, making necessary changes to improve the safety prior to commencing shearing
- make sure that the shed is ventilated and well lit
- read and follow safety procedures in the manufacturer's manual, particularly safety information
- keep all walkways free from obstructions
- ensure that all workers in and around the shearing shed have the appropriate safety skills and have received sufficient induction and training
- ensure that all machinery is maintained in a safe working condition
- record and document all repairs and modifications done on plant and equipment, and further maintain a record of future repairs
- locate emergency equipment appropriately and sign accordingly (for example, fire extinguishers, first aid kit and emergency contact details)
- make PPE available to reduce hazards, and ensure that it is signed accordingly.

## **Safe cattle handling**

Hazards specific to cattle handling include being crushed, kicked, trampled and/or gored. When undertaking cattle work, the following safety guidelines:

- design yards and sheds to be strong enough to match the cattle being handled
- ensure gates and latches are in good condition and are well positioned
- keep facilities in good repair and free from protruding rails, bolts and/or wire
- ensure that all workers in and around the yards have the appropriate safety skills and have received sufficient induction and training
- when mustering, plan the muster well in advance and without rushing

## **Working outdoors, particularly during hot summer months, requires extra care to be taken to minimise sun exposure.**

- during vaccination or treatment activities, ensure those involved are suitably trained and products are correctly used in accordance with the labels and/or the MSDS
- locate emergency equipment appropriately and sign accordingly (for example a first aid kit and emergency contact details)
- make PPE available to reduce hazards, and ensure that it is signed accordingly.

### **Safe working outdoors**

People in the farm environment generally live and work outdoors and therefore are at increased risk of sunburn, heat stress and dehydration. Working outdoors, particularly during hot summer months, requires extra care to be taken to minimise sun exposure to reduce the incidence of skin cancer.

- remember to Slip, Slop and Slap



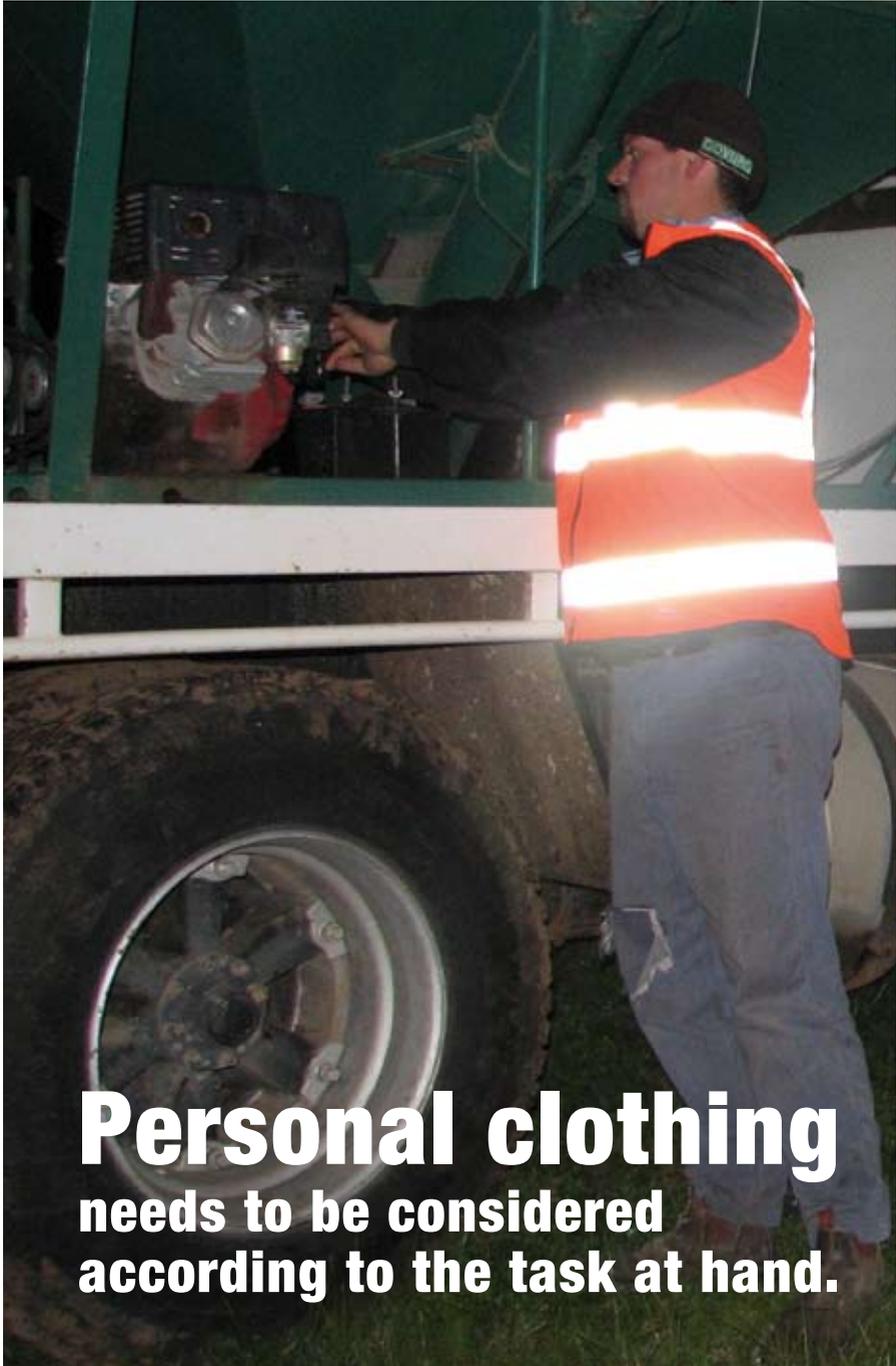
## **Work should not be conducted in an open field or under trees during storms or if there is any risk of a lightning strike.**

- consider rescheduling work to a cooler part of the day or even another day. The sun is at its strongest between 10am – 5pm
- ensure sheds and outdoors areas are well ventilated and shaded by verandas or awnings
- work at a comfortable pace and take regular breaks
- ensure clothing covers as much as possible without increasing heat stress (long sleeves and trousers are preferable)
- wear appropriate wet/cold weather clothing and footwear when working in wet/cold conditions
- make PPE available to reduce hazards (for example wide brimmed hats and sun glasses)
- apply sunscreen at least 15 minutes prior to starting any outdoor work. It should then be re-applied at least every 2 hours
- drink plenty of water on warmer days
- protect from sun all year round – not just in summer
- take food with you when working away from home.

### **Storms and lightning**

Working outdoors during thunder and electrical storms increases the risk of electrocution from lightning. Work should not be conducted in an open field or under trees during storms or if there is any risk of a lightning strike. When electrical storms approach:

- all outdoor activity should cease and shelter be taken when, a 'lightning flash to thunder count is 30 seconds or less'
- shelter in large buildings or a fully enclosed vehicle, never shelter out in the open, near trees or power poles
- outdoor activity should not resume until 30 minutes after the last lightning strike.



**Personal clothing  
needs to be considered  
according to the task at hand.**

# 6

## Fit for Work

### Personal attire

Personal clothing needs to be considered according to the task at hand. Jewellery should not be worn, long hair should always be tied back and clothing should be snug fitting, tucked in with no loose ends.

Trousers, long sleeve shirts, hats and sun glasses should be considered when working outdoors (refer Section 4), and PPE worn when necessary according to the risk (refer Section 8). Appropriate sturdy leather boots or shoes should be worn within the workplace. Sandals, sneakers and thongs should not be permitted.

When working in and around the property, there may be occasions when it is necessary to wear high visibility vests or clothing to ensure others see you, especially when working at night.

### Personal hygiene

Personal cleanliness is important, not only in preventing infection of open wounds, but also in preventing skin diseases resulting from contact with harmful substances. It is suggested that you wash your hands before eating, drinking or using the toilet.

Some general rules include:

- shower daily
- wear clean clothes – wash work clothing separately from domestic clothing
- keep hair clean and if long, tied back
- clean teeth regularly
- keep any open cuts or wounds covered while at work
- wash hands regularly, especially before eating.

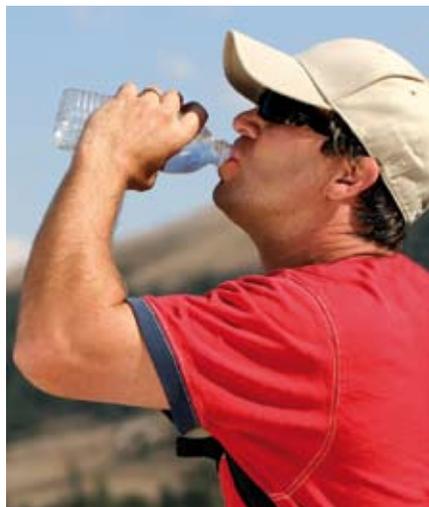
# Enough drinking water should be carried at all times and in all vehicles.

## Water and food

On occasions, you may be away from the home base and working in paddocks for several hours, therefore ensure you take sufficient water and food with you. Enough drinking water should be carried at all times and in all vehicles.

## Drugs and alcohol

The use of illicit drugs and alcohol within the workplace results in increased risk of injury or threat to the well being of you and others or the environment.



No machinery, vehicles or equipment are to be operated under the influence of alcohol or drugs. Some prescription drugs will impact on your work performance and particularly your ability to operate machinery, therefore seek medical advice where necessary.

To ensure a safe workplace, no person is to arrive at the workplace under the influence of drugs or alcohol or consume drugs or alcohol within the workplace.

## Fatigue

Working long hours, operating plant and machinery without regular breaks, increases fatigue. Fatigue also increases the probability of an accident occurring which may result in serious illness, injury or death.

Identify the risk and implement control strategies including shorter shifts, rotating staff, or introducing rest periods. If you are getting overtired at work, it may be because you are not getting enough good sleep, general health or appropriate nutrition.

Fatigue can be caused by:

- mentally or physically demanding work
- long periods of time awake



## **Identify the risk and implement control strategies including shorter shifts, rotating staff, or introducing rest periods.**

- inadequate or disrupted sleep
- inadequate rest breaks
- a poor work environment
- poor work scheduling.
- feeling drowsy, nodding off to sleep
- blurred vision
- difficulty in keeping eyes open
- frequent naps during leisure hours, or falling asleep at work
- moving off track while driving vehicles or plant.

Fatigue can be difficult to identify, but look out for the following:



# 7

## Record Keeping

### Risk management

Records should be kept of all aspects related to hazard identification, risk assessment and controls. Health surveillance records and prescribed monitoring (for example, for lead and asbestos) are to be kept for at least 30 years after the date of the last entry.

### Training

Training incorporating safety instruction and ongoing training programs should be documented. Records of training must be kept for at least five years.

Training records shall include, but not be limited to:

- employees details
- details of professional development
- licenses held – expiry date, with copies also held on file by the employer
- demonstrated competency – details of competency checks to confirm that all parties involved have provided/or received and

completed appropriate training. Knowledge and competency in the following areas should include, but is not limited to:

- the operator has read and understood the instruction manuals
- the operator holds the appropriate license, if required
- the operator can safely use the tools and plant including pre- and operational checks.

Procedures for controlling risks include:

- maintenance procedures and records required
- correct use, care and storage of PPE
- confidence to operate – experience
- demonstrated level of competency
- competency records to be signed as understood on that day.

Further training plans and requirements need to be documented.

# **A system should be implemented to ensure regular maintenance of plant and equipment.**

## **Maintenance records**

A system should be implemented to ensure regular maintenance of plant and equipment and that records of all repairs that are undertaken are kept. Any modifications to plant and equipment should also be documented.

## **Work injury**

A work injury/illness that is sustained during working hours must be recorded and reported. Accidents and injuries/illnesses must be recorded and kept in a register on site.

Details recorded in the register should include, but not be limited to:

- name and personal details of injured person
- property location where injury occurred
- machinery or equipment involved in the incident
- details of injury sustained
- how the incident or injury occurred
- what, if any, medical treatment was required
- actions taken to prevent injury occurring in the future.

**WorkCover must be notified immediately of a death or serious injury at the workplace; documentation to be forwarded to the insurer within 48 hours of the incident.**

Written documentation about the accident, investigations to the causes and the steps taken to prevent them from happening again are required to be kept for a minimum of 5 years.

It is recommended that incidents that do not cause injury or damage are recorded and also investigated with action taken to rectify and prevent a recurrence that may be more serious.

Injury reporting requirements can be obtained from relevant state workplace health and safety authorities.

## **Chemical application**

Good records provide valuable information that can be used to ensure that chemical applications are effective, and to show that appropriate steps are taken to manage the application responsibly.

Details to be kept should include the following, but not be limited to:

- property and paddock details sprayed
- who applied the chemical
- product name applied
- when, how and where product was applied
- what crop was treated and why treatment necessary
- amount of chemical applied – mg/ha

- weather conditions before and during the application
- any discussions with neighbours relating to spraying.

Records should be made within 24 hours of use and kept for three years. There is no need to have a special form to record this information. However, templates are available from the Environmental Protection Agency (EPA) or the Department of Primary Industries (DPI) depending on your location.

### **Chemical product register for hazardous substances**

A chemical register shall be compiled and updated on a regular basis and available to all personnel using chemicals classified as hazardous substances. The register should list all chemicals identified as hazardous substances (details available on the product label or the MSDS).

The register needs only to be a simple list detailing product names, be regularly maintained and updated when new substances are introduced to the property, the use of existing substances is discontinued or when revised MSDS are provided. Information on what controls you should apply can be found in the MSDS. These controls will cover areas such as PPE, storage requirements, first aid facilities and information on how to deal with splashes and spills.

Monitoring records for working with some described hazardous substances are required to be kept for at least 30 years.

The chemical register should include:

- the property name
- date when the register was last updated
- the product name
- storage location of the substance
- that you have the MSDS
- if it is a hazardous substance
- if it is a dangerous good.

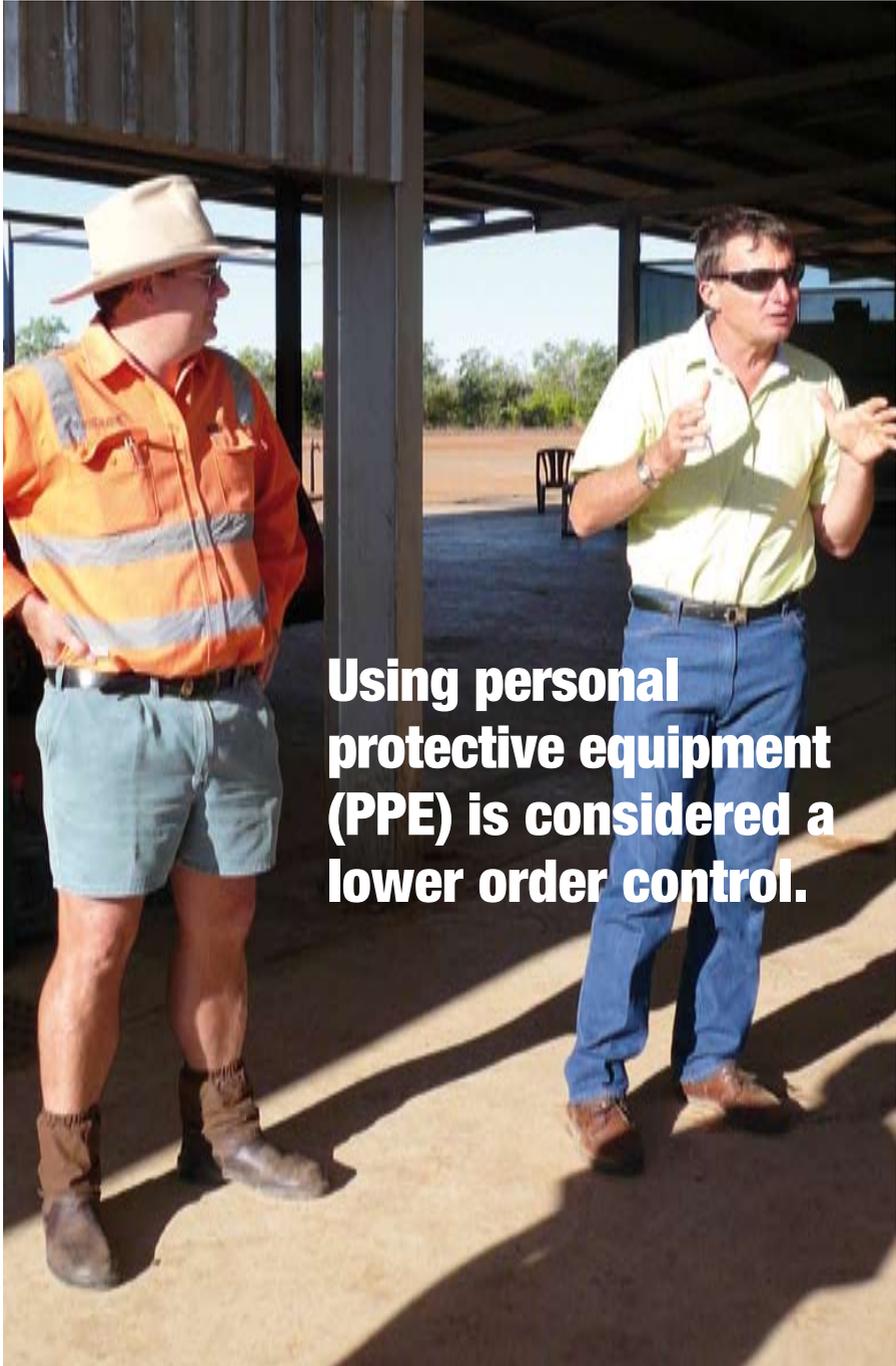
### **Chemical manifest for dangerous goods**

A manifest may be required when the quantity of dangerous goods (as indicated on the product label or MSDS) exceeds quantities advised by the relevant regulation. The principal objective of the manifest is to provide the emergency services authority with information on the quantity, type and location of dangerous goods stored and handled on the premises. This will enable them to respond appropriately if called to an incident.

The manifest must be kept on the property in a location that is easily accessible to emergency services, that being an 'Emergency Information Box' located at the entrance to the property, and a copy in the office and or chemical storage area.

The manifest must include the following information:

- the plan of the property (refer Section 4)
- a summary list of the classes and packing groups (if any) of all dangerous goods stored on the property
- a listing of emergency contact numbers, (refer Section 13).



**Using personal protective equipment (PPE) is considered a lower order control.**

# 8

# Personal Protective Equipment

Using personal protective equipment (PPE) is considered a lower order control on the hierarchy of control (refer Section 6) PPE must be provided and worn where:

- hazards are unable to be controlled by other measures (elimination, substitution, or in conjunction with other controls/measures)
- protection is required for chemical handling and application, according to instructions on product labels
- legislation/OH&S regulation requires it.

When PPE is provided to workers ensure that:

- all PPE is appropriate for the task
- all PPE is suitable for the person and fits well
- PPE is to be readily available, clean and fully operational
- users of PPE are to be trained for the correct use of the PPE, including selection and maintenance.

## Selection of PPE

Ensure the PPE is the correct equipment for the hazard to be controlled. Use labels and material safety data sheets as a guide when selecting appropriate PPE for handling and using chemicals. Check with your supplier or manufacturer that they meet the appropriate Australian Standards. PPE may include:

- head, eye and hearing protection
- respiratory protection
- clothing such as gloves, aprons and hats
- footwear.

## Use of PPE

Ensure the PPE is used in accordance to the manufacturer's instructions and labels. PPE should fit properly and be comfortable for the wearer.

# You can eliminate the use of PPE by the equipment you purchase.

## Storage and maintenance of PPE

Ensure all PPE is stored correctly in accordance with the manufacturers' recommendations. Some types of PPE require special storage conditions to prevent deterioration. Items such as respirators and canisters should be stored in a clean and sealed container.

Maintenance on PPE should be carried out in accordance with the manufacturers' guidelines and be repaired or replaced as frequently as is necessary to control all risks. All PPE should be stored in a clean and hygienic condition and be well maintained. The storage location of all PPE must be clearly identified.





**Maintenance on PPE should be carried out in accordance with the manufacturers' guidelines and be repaired or replaced as frequently as is necessary to control all risks.**



**Look around your farm and workshop specifically and decide which kind of signs you need.**

# 9

## Safety Signage

Signs are to be in place where a person may be exposed to a risk to health and safety and also where personal protective equipment (PPE) is required. Ensure you look around your farm and workshop specifically and decide which kind of signs you need and where they will be required to be placed. Each property will vary, depending on the work that is undertaken and the individual property circumstances.

There are standard safety signs and colour codes to be used in your workplace to warn of risks relating to your health and safety. All signs must be clearly visible, correctly located and replaced when damaged.

Placards are used to advise where hazardous chemicals are stored and give information on how to handle dangerous goods in an emergency. Placards can be fixed labels or labels stencilled onto the container or plant. Ensure you purchase signs that comply with the Australian Standard 1319:1994.

Chemical containers must be properly labelled to give you hazard information and let you know the health effects and safety precautions.

Placards also provide emergency services with advice on what types of hazardous are around.

- A **prohibition** sign is red and white on a circle with a diagonal bar – MUST NOT DO.
- A **danger** sign is red, white and black on a rectangle – NOTIFICATION.
- A **caution** sign is yellow and black on a triangle – TAKE EXTRA CARE.
- A **safety advice** sign is green and white on a rectangle – SAFE CONDITION.
- A **mandatory** sign is blue and white on a circle – MUST DO.



# 10

## Emergency Preparedness

In the event of an emergency, the property should have documentation readily available to employees and emergency services to respond appropriately in the event of an emergency. This information should be displayed or kept on the premises in a place that is easily accessible to the emergency services (for example in the office, workshop or located at the main entrance of the property).

The documentation should be housed in an unlocked holder of substantial weatherproof construction and marked 'Emergency information box'.

Contents to be available in the 'Emergency information box' should include, but are not limited to:

- property plan (refer Section 4)
- emergency contact Listing (refer Section 15)
- chemical register and manifest (refer Section 7).

**Police, Fire brigade or Ambulance  
phone number: 000 or 112 on  
digital Mobile Phones**

**Poisons Information Centre  
phone number: 13 11 26**

### Medical emergency

First aid includes any emergency care given to an injured or ill person before medical assistance arrives. It would be good practice for everyone, where appropriate, to be first aid trained. Each farm property must provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise. Due to the remoteness of some properties you may consider undertaking first aid training.

Depending on the number of people employed on your property, there are minimum requirements for trained first aid personnel and facilities at the workplace. It is good practice for everyone to be first aid trained. In the event of requiring medical assistance, personnel should:

- check for any threatening situation and remove further danger
- remain with the injured person and provide appropriate first aid

# Dial '000' for all Emergency Services

## Ambulance, Police and Fire

- notify the ambulance service by dialling '000'. Digital mobile phones can also call '112'
- designate someone to meet the ambulance and direct it to the location of the casualty
- try not to leave the injured person alone
- do not move the injured person unless they are exposed to further injury.

Life threatening problems should be dealt observing the DRABC principle.

**D** anger

**R** esponse

**A** irways

**B** reathing

**C** irculation

**Danger:** check for dangers, and continue only when safe to do so.

**Response:** check for response by giving the patient a careful squeeze of the hand or shout at them. If there is no response, they may be unconscious and you may need to commence ABC immediately. Call for help and ring 000 early if concerned.

**Airways:** look in mouth, feel for loose objects (for example, broken teeth). Clear airway and when clear, open airway as follows:

*Adults and older Children:* Gentle Head Tilt  
*Infants and children up to 4 years old:* move head into 'Neutral'/Horizontal position

**Breathing:** check for breathing. *Look* to see if the chest is rising and falling. *Listen* to hear breathing. *Feel* if there is air movement from breathing. If the person is breathing, roll him/her into a recovery position (for example, on his/her side) until either help arrives or he/she regains consciousness, checking ABCs every 2–3 minutes.

If they are unconscious and not breathing commence **Expired Air Resuscitation (EAR)** or 'mouth to mouth' resuscitation immediately.

**If he/she is pulseless and not breathing, commence CPR immediately by giving 2 initial breaths and then if not breathing normally, give 30 chest compressions and continue until they are breathing normally or help arrives.**

**Circulation:** check for signs of circulation (for example, the carotid pulse located in the hollow at either side of the throat) to see if they need assistance with their circulation. If he/she has a pulse, but is not breathing, continue with EAR with one breath every 4 seconds (15 times per minute) until either the patient recovers or help arrives.

# Make yourself familiar with the location of fire extinguishers, fire hoses and exit points.

*Check for pulse after 1 minute and then every 2 minutes. If the victim shows signs of recovery (ie coughing, vomiting or breathing) then roll over into the recovery position and wait for help to arrive.*

*Stay with him/her and continue to check for continued breathing.*

If he/she is pulseless and not breathing commence **Cardiopulmonary Resuscitation (CPR)** immediately, by giving 2 initial breaths and if he/she is then not breathing normally, give 30 chest compressions and repeat until they are breathing normally or help arrives.

*Check for pulse after 1 minute and then every 2 minutes. If the victim shows signs of recovery (i.e. coughing, vomiting or breathing, then roll over into the recovery position and wait for help to arrive).*

*Stay with them and continue to check for continued breathing.*

## First aid kits

Employers should supply and maintain appropriately stocked first aid kits that are strategically located. As tractors, trucks and utilities are classified as a workplace and used in isolation; a first aid kit should be fitted, according to the relevant risk. A list of emergency services, telephone numbers

together with basic first aid notes should also be included.

All workers should be aware of the location of first aid kits and appropriate signs should indicate their locations. It is recommended that all workers have first aid skills.

There is legislative requirements detailing what contents are to be kept in each kit, this may vary depending on your location and number of employees.

A first aid kit should, at least, include the following:

- band aids
- adhesive tape
- bandages
- eye pad
- tweezers
- latex gloves
- antiseptic wipes
- non-adherent and wound dressings
- plastic bags
- safety pins
- scissors
- saline solution
- emergency thermal blanket
- first aid book and CPR card.

# Clean up small spills immediately. Avoid contact with skin and avoid breathing vapours or dust.

## Fire

Make yourself familiar with the location of fire extinguishers, fire hoses and exit points. If a fire is detected, immediately raise the alarm, *and only if it is safe to do so*, use the appropriate fire extinguisher. Remember at the time of a fire, communication is vital to the safety of people fighting fires. Never attempt to fight a fire alone. To reduce the risk of injury resulting from fire, you should:

- have a fire plan to put in place when required
- alert all persons nearby and request assistance
- assemble at the evacuation assembly area
- assist any person in immediate danger (only if safe to do so)
- close the door on the fire to contain the spread



# All fire equipment should be inspected by a suitably qualified person every 6 months and serviced every 12 months.

- call the fire brigade
- extinguish the fire (only if safe to do so)
- if threat to life exists, evacuate immediately, closing all doors
- maintain control of persons at the evacuation assembly area
- if you are exposed to smoke or fumes, seek medical attention.

Many properties are located near areas of bush. Fire authorities strongly recommend a 'bushfire survival plan' to be in place. Your local fire authority may be able to assist with this process. The survival plan should provide guidance to you and your family and others on the property if threatened by fire.

## Fire safety

There are various types of extinguishers, however on most farms, a Powder AB(E) extinguisher would be applicable to the majority of situations. In other situations, a stored pressure water extinguisher may be appropriate.

All fire equipment should be inspected by a suitably qualified person every 6 months and serviced every 12 months. Fire equipment locations are to be clearly identified and must be kept clear of obstructions at all times. Make yourself familiar with the location of fire extinguishers and fire hoses around the property.

If a fire occurs on your property, call 000 for assistance.

## Hazardous material spill and leaks

If a leak occurs from a container, move the container or empty contents into another container that is safe; isolate the area to avoid people walking near the affected area.

Clean up small spills *immediately*. Avoid contact with skin and avoid breathing vapours or dust.

A designated spill control station should have adequate material to clean up a small spill. Dispose of products in a safe and approved manner.



Refer to the material safety data sheets (MSDS) for requirements to wear protective clothing or equipment while attending to and during the clean up process.

If a large spill occurs:

- call the fire brigade
- provide as much information about the hazardous material as possible (refer to MSDS)
- move all persons to evacuation assembly area

- do not attempt to re-enter the affected area until it has been made safe.

### **Personal threat**

Stay calm. Call emergency contacts for assistance, and advise anyone nearby of the situation. It is recommended not to do or say anything that may encourage irrational behaviour. Evacuations should be considered, but only if safe to do so.

# Stay calm. Call emergency contacts for assistance, and advise anyone nearby of the situation.

Hazard and fire extinguisher type.

 <b>Fire Protection Association Australia</b>		Portable Fire Extinguisher Guide						Fire Protection Association Australia Website <a href="http://www.fpaas.com.au">www.fpaas.com.au</a>
		CLASS A	CLASS B	CLASS C	CLASS E	CLASS F	CLASS D	
Two colour schemes for fire extinguishers exist		EXTINGUISHANT	Wood Paper Plastics	Flammable and Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	For fire involving combustible metals use special purpose extinguisher
PRE 1999	FROM 1999							
		WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires
		WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment
		FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment
		POWDER	YES (ABE) NO (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	NO (ABE) LIMITED (BE)	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
		CARBON DIOXIDE	LIMITED	LIMITED	LIMITED	YES	LIMITED	Not suitable for outdoor use
		VAPORISING LIQUID	YES	LIMITED	LIMITED	YES	NO	Check the characteristics of the specific extinguishing agent
<p>LIMITED indicates that the extinguishant is not the agent for the class of fire, but that it may have a limited extinguishing capability. Solvents such as alcohol or acetone mix with water and therefore require special foam. Green text indicates the class or classes in which agent is most effective.</p>								

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Source: Fire Protection Association Australia, Portable Fire Extinguisher Guide, 2003 Edition



# 11

## Declaration

I,

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(PRINT RECIPIENT'S NAME IN FULL)

hereby acknowledge receipt of this 'OH&S: A quick reference guide for broadacre agriculture' and confirm that I have read, discussed and understood its contents and accept my responsibilities. In the event of any uncertainty I may have about the contents, my understanding or responsibilities, I will undertake to clarify such matters with my employer immediately.

I also undertake to comply with statutory regulations and industry standard safety rules, and will ensure that the health and safety of others is protected.

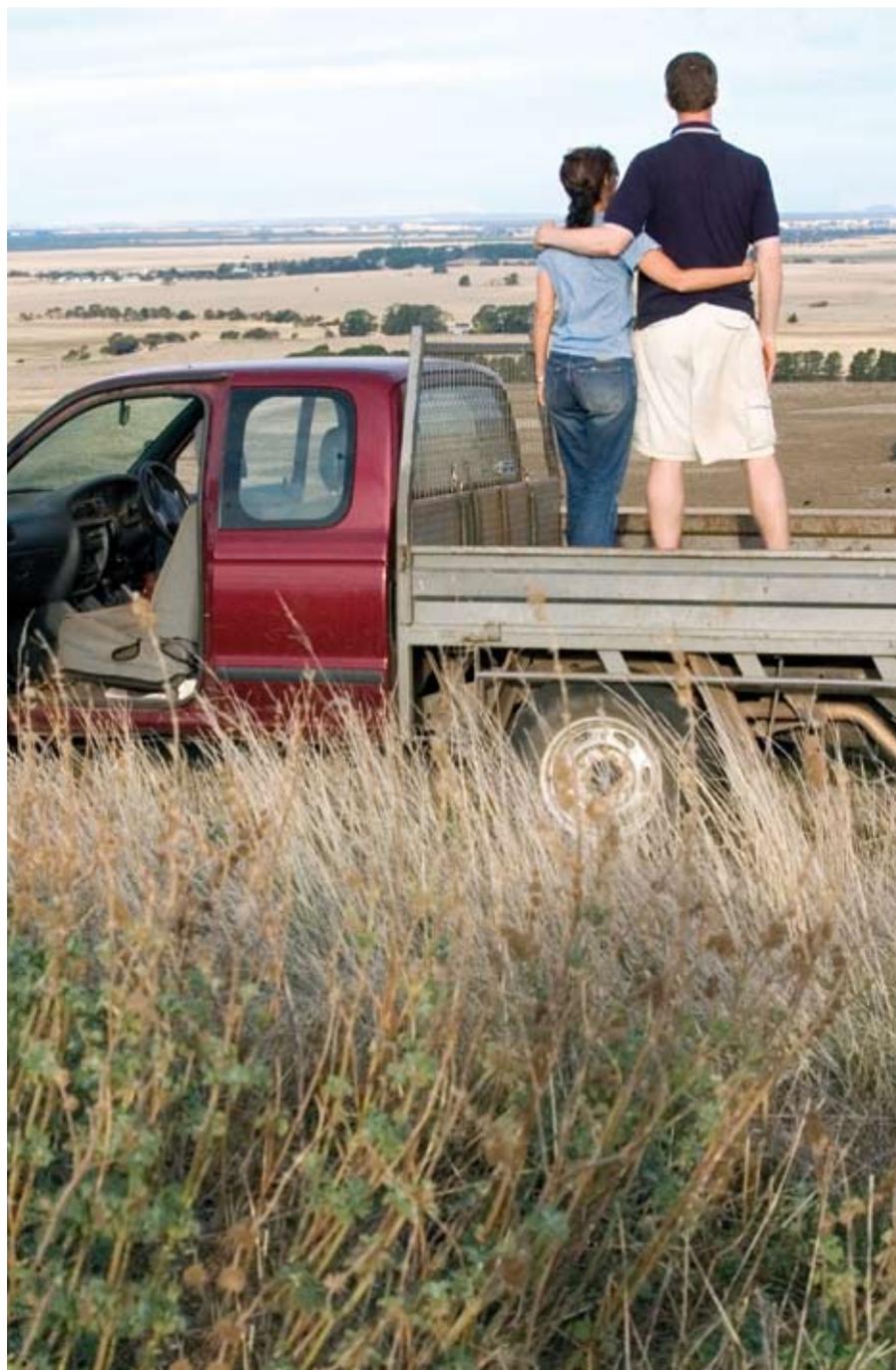
Signed:

Name:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

THIS PAGE IS TO BE COMPLETED AND SIGNED AS PART OF YOUR INDUCTION (refer Section 2) AND THE PAGE RETAINED IN THE BOOKLET AS EVIDENCE OF MY UNDERTAKING.

THE COMPLETED AND SIGNED PAGE HAS BEEN REMOVED AND PLACED IN MY PERSONAL RECORDS



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Signed:

Name:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

THIS PAGE IS TO BE COMPLETED AND SIGNED AS PART OF YOUR INDUCTION (refer Section 2) AND THE PAGE RETAINED IN THE BOOKLET AS EVIDENCE OF MY UNDERTAKING.

THE COMPLETED AND SIGNED PAGE HAS BEEN REMOVED AND PLACED IN MY PERSONAL RECORDS



# 12

## Further Information and Useful Contacts

### Health and Safety Authorities

#### Victoria

Victorian WorkCover Authority  
Tel: 1800 136 089  
[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

#### New South Wales

WorkCover NSW  
Tel: 13 10 50  
[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

#### Queensland

Department of Workplace Health and Safety  
Tel: 1300 369 915  
[www.whs.qld.gov.au](http://www.whs.qld.gov.au)

#### South Australian

WorkCover Corporation  
Tel: 13 18 55  
[www.workcover.com](http://www.workcover.com)

#### Northern Territory

Northern Territory WorkSafe  
Tel: 1800 019 115  
[www.nt.gov.au/deet/worksafe](http://www.nt.gov.au/deet/worksafe)

#### Western Australia

WorkSafe – Consumer and  
Employment Protection  
Tel: 08 9327 8777  
[www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)

#### Australian Capital Territory

ACT WorkCover  
Tel: 02 6205 0200  
[www.workcover.act.gov.au](http://www.workcover.act.gov.au)

#### Tasmania

WorkCover Tasmania  
Tel: 1300 366 322  
[www.workcover.tas.gov.au](http://www.workcover.tas.gov.au)

### National Contacts

#### Farmsafe Australia

Tel: 02 6752 8218  
[www.farmsafe.org.au](http://www.farmsafe.org.au)

#### Australian Safety and

Compensation Council  
Tel: 02 6121 6000  
[www.ascc.gov.au](http://www.ascc.gov.au)

#### Standards Australia

Tel: 1300 654 646  
[www.standards.com.au](http://www.standards.com.au)

#### Poisons Information Centre

Tel: 131 126



# 13

## Emergency Contact Numbers

Property name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Rural address: \_\_\_\_\_ UHF Channel: \_\_\_\_\_

First aid kits located: \_\_\_\_\_

First aid certificate holders: \_\_\_\_\_

Organisation	Telephone Number	Location
Emergency	000 or from a mobile call 112	
Doctor		
Police	000 or	
Hospital		
Ambulance	000 or	
SES		
Fire Brigade	000 or	
Poisons Information Centre	13 11 26	
Environment Protection Agency	13 15 55	
Workcover		
Department of Agriculture		
Local Council		
Electricity Supplier		
Telephone Supplier		
Neighbours name and property	Telephone Number	UHF

**In an Emergency call '000'**

**From a Mobile phone 000 or 112 from GSM Digital Mobile**

