**VFF MOFS FARM SAFETY CHECKLIST**

Using checklists helps to maintain your safety system and quickly see if things are falling down. It’s a great idea to get your workers involved in massaging this checklist to suit your farm circumstances and rotate the regular use of your checklist between yourself and your workers or split it up and share it with those who work in specific areas.

**Don’t forget to add to it as necessary for your circumstances, fix up issues that arise, and keep this as one of your OH&S records.**

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| --- | --- | --- | --- | --- |
| **Area** | **Check** | **OK** | **Action required** | **Action completed** |
| **Checklist completed by ……………………………………………………… on …./…../……..** |
|  |
| **Workshop** | Fire extinguishers are mounted near external doors and are in service. |  |  |  |
|  | First aid kit is available and signed if in cupboard |  |  |  |
|  | Work areas and floors are kept clean and tidy |  |  |  |
|  | Safety signs displayed as required |  |  |  |
|  | Where industrial racking is used to store heavy items it is secured to the floor and wall and Safe Weight Limits are displayed on each shelf |  |  |  |
|  | Jacks, cranes, trolleys and hoists are available if required |  |  |  |
|  | Workshop mezzanine areas have been engineered for the weights they will carry, are fitted with handrails and toe boards and have stairs to access them. |  |  |  |
|  | Steps are undamaged and fitted with handrails |  |  |  |
|  | All extension cords are heavy duty, double insulated and not damaged.  |  |  |  |
|  | All electrical switchboards have RCDs .When using electrical leads, they are dropped down from above and not across the floor.There are no power boards or double adaptors in use, only power points. |  |  |  |
|  | All gas cylinders, including oxy-acetylene cylinders are stored securely uprightFlash arrestor/s are fittedPressure gauges on oxy-acetylene cylinders are undamaged, working and properly maintainedOxy-acetylene hoses are not damaged or perishing.  |  |  |  |
|  | Personal Protective Equipment (PPE) is available and used for all work including eye protection, welding helmet, hearing protection and gloves. |  |  |  |
|  | Combustible and flammable materials (fuel, oils paints and solvents) are stored away from sparks and flames in flame proof cabinets |  |  |  |
|  | Guarding of machinery with belts and pulleys is in place |  |  |  |
|  | Stand grinders have guards in place |  |  |  |
| **Tractors** | Visual inspection shows* Vehicles have clean windows
* clear floors in cabs of tractors
* lights and indicators are not damaged
* no leaking hydraulic hoses
* vehicle tyres are inflated correctly, have sufficient tread and are not damaged or showing signs of age (splitting, cracking)
* Master guards are fitted
* Tractors have safety locks engaged and switches that should be turned off are in the off position
* clean slip resistant steps
* where fire extinguishers and first aid kits are carried on tractors, they are maintained in serviceable condition
* Where tractor cabins have filters fitted, they are in service and replaced when required
* PTO guards are in good repair and fitted to tractor implements that require them
 |  |  |  |
| **Quad Bikes** | Visual inspection shows* Operator Protective Device is fitted and where necessary maintained (ATV lifeguard)
* Helmet is available and worn (and not covered in dust or spider webs)
* Bike is clean and there is no mud around brakes or foot well
* Tyres are evenly inflated
* Keys not left in quad bike when not in use
* Safety Stickers are legible
* Where bike is used on the road - lights, indicators and number plates are undamaged and clean
 |  |  |  |
| **Side by Side vehicles** | Visual inspection shows* Seat belt is not already clipped in
* Doors/netting are fitted where available
* A helmet is available if manufacturer requires one to be worn
* Safety stickers are legible
* Keys are not left in SBS when not in use
* Where SBS is used on the road - lights, indicators and number plates are undamaged and clean
 |  |  |  |
| **Other farm vehicles** | Visual inspection shows* lights, indicators and number plates are undamaged and clean
* floors of utes and trucks are clean and not used to store items, PPE etc
* Augers have guards in place
 |  |  |  |
| **Chemicals** | Stored in a lockable, well ventilated store with signage :Chemical Store” on drive up side of shed |  |  |  |
|  | Safety Data Sheets (SDS) for each chemical are readily accessible (printed copy or downloaded on phone of chemical user). |  |  |  |
|  | PPE is available and maintained |  |  |  |
|  | Bunding is in place |  |  |  |
|  | Chemicals requiring refrigeration are stored separately from food and drink |  |  |  |
|  | Chemical shower or eye wash facilities are available  |  |  |  |
|  | An emergency spill kit is available and stocked ready for use. |  |  |  |
|  | There is a first aid kit readily available to treat chemical injuries |  |  |  |
|  | Empty chemical containers are regularly cleaned up and taken to DrumMuster or responsibly disposed of |  |  |  |
|  | Correct placarding (signs) displayed (where placard quantities are held\*) |  |  |  |
|  | Placards are displayed on the side of the chemical store that faces where vehicles would approach |  |  |  |
| **Petrol and Diesel Tanks** | Overhead tank stands are in good condition, there is no rust, and they are on a solid surface. |  |  |  |
|  | Overhead tank stand ladders comply to AS1657:2018, are fixed and are not damaged |  |  |  |
|  | Unleaded petrol tanks have placarding displayed\* |  |  |  |
|  | Diesel tanks have placarding displayed\* |  |  |  |
|  | Bollards are in place around tanks where impact may occur |  |  |  |
|  | Warning signs are displayed around tanks  |  |  |  |
|  | Fire extinguishers are available within 8 metres of unleaded fuel tanks |  |  |  |
|  | There is a Hazchem sign at the entrance gate to the farm road/track/driveway leading to overhead tanks and chemical store (where >250lts of fuel can be held) |  |  |  |
|  | Where manifest quantities of Dangerous goods are held (eg >10,000 litres of petrol; >5000 litres LPG) then a Manifest is in place (next to the HAZCHEM placard) and it includes a plan of the site.Approved fire-fighting systems are in place.A fire extinguisher must be available withing 8m of unleaded fuel stand. |  |  |  |
|  | Spill containment is in place (either bunding or grading of surface so spill is contained in the contours) |  |  |  |
|  |  |  |  |  |
| **Silo’s** | Silo’s stands are rust free and have been placed on a solid surface.  |  |  |  |
|  | All silos have sign’s indicating they are confined spaces. |  |  |  |
|  | All silos have sight glasses, bottom lid openers and bottom dosing. |  |  |  |
|  | Old silos with top only entry are treated as a confined space all the time |  |  |  |
|  | Silo’s ladder guards are in place on all silos. |  |  |  |
| **Livestock yards** | Race and Loading ramp side infills (including on entry/exit) gates have a minimum height of 1700mm for large livestock, 1000mm for sheep and 1200 for goats. |  |  |  |
| **(Note criteria based on AS 5340:2020)** | Loading ramps have a personnel walkway which provides access to the entry/exit gate at the end of the ramp. |  |  |  |
|  | Walkways and ladders comply with AS 1657:2018. |  |  |  |
|  | A self-aligning or compressible interface should be provided for a vehicle to load/unload |  |  |  |
|  | Ramp entry/exit gate is self-closing and non-latching |  |  |  |
|  | Adequate lighting is available  |  |  |  |
|  | Traffic flow, both on farm and entry to farm, has been sign posted where necessary |  |  |  |
|  | Forcing pens are designed to allow the operator to move livestock from external walkway |  |  |  |
|  | Forcing pens are sheeted (from not more than 50mm above forcing pen floor to not less than either 1) the height of the top rail, or 2)1000mm above the surface on which the operator is to stand (whichever is less) |  |  |  |
|  | All gates should be operable from the operator’s position (walkway side) |  |  |  |
|  | Overhead powerlines are signposted in areas where high plant travel occurs |  |  |  |
| **Other** | Communication on farm has been considered and reliable communication devices are used |  |  |  |
|  | Emergency plans are in place and detail assembly area/s |  |  |  |
|  | Dams, effluent ponds, channels, solids traps that are close to houses are fenced off or covered to prevent child access |  |  |  |
|  | Pumps and agitators are able to be isolated and maintained on dry ground |  |  |  |
|  | A farm map that details hazards and no go zones is available and given to contractors and new employees |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*refer to the MOFS guide - *Hazardous chemical handling and storage guide* available at [www.makingourfarmssafer.org.au](http://www.makingourfarmssafer.org.au) .

**Shearing Shed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Check** | **OK** | **Action required** | **Action completed** |
|  | Where stairs are used to access shearing shed they meet the requirements of AS1657:2018 |  |  |  |
|  | Bale Loading areas have removal railings which are in place when not in use. |  |  |  |
|  | Shearing shed has Residual Current Devices (trip switches) on their switchboard . |  |  |  |
|  | All electrical leads and fixed plant has been tested and tagged. |  |  |  |
|  | An Emergency stop is set up to cover the shearing plant  |  |  |  |
|  | All belt driven shearing plant is fully guarded |  |  |  |
|  | The Shearing boards are in good condition |  |  |  |
|  | Adequate lighting is provided for shearing activities |  |  |  |
|  | A first aid kit is readily available and stocked with in date items |  |  |  |
|  | Shearers are inducted into relevant policies of the workplace (safety rules, reporting of issues, drug and alcohol, noise, smoking, sexual harassment, bullying) |  |  |  |
|  | Fresh drinking water is available at all times. |  |  |  |
|  | Kitchen/lunch area is available with adequate and undamaged seating, clean surfaces, fridge, microwave and area for washing hands |  |  |  |
|  | Toilets are available and are cleaned regularly |  |  |  |
|  | Floor surfaces in the shed have had all trip hazards removed. |  |  |  |
|  | Where sharpening devices are still used, they are properly guarded. Where shearers bring their own sharpening devices there is adequate room and power supplied for this to occur safely. |  |  |  |
|  | Noise levels in the shed are minimised. (max 85 dBA over 8 hours) |  |  |  |
|  | A trolley is used to move wool bales |  |  |  |
|  |  |  |  |  |

Refer to AWI – *Safe shed* guidance for more checklists on shed safety.