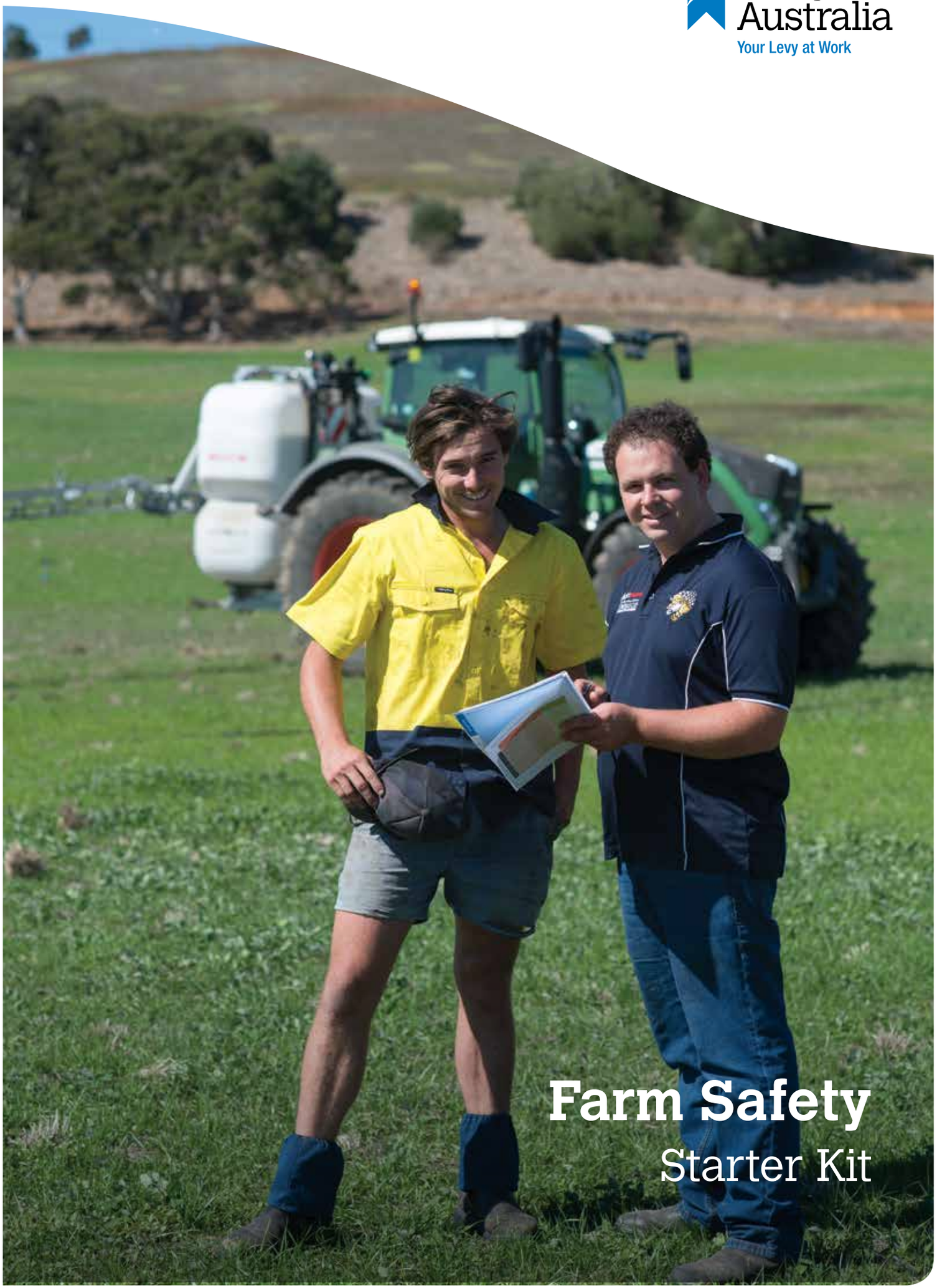
Dairy Australia
Your Levy at Work



Farm Safety
Starter Kit

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Cover image (L-R)
Joss Davis and Jake Connor

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Foreword

I am sure we all agree that keeping our children, farm staff and ourselves safe on the farm is the number one priority.

Unfortunately, if you look at the dairy farm safety statistics over the last 10 years you will see that, on average, two dairy farmers are killed per year and well over 300 injured. The tragic impact on the families and communities of the accidental deaths on farm cannot be over stated.

It is time we all agree to stop, take a step back, and change the way we think about safety on our farms. Our goal has to be zero fatalities on dairy farms.

The Australian Dairy Industry Council and Dairy Australia have recognised that keeping all those who work on, live on or visit our farms safe is one of the highest priorities for the industry. To meet this challenge Dairy Australia has developed the Farm Safety Starter Kit to encourage farmers to get their farm's safety system underway, or improve their existing systems.

The Farm Safety Starter Kit starts with a Safety System Snapshot which allows you, and the farm team, to check how your safety system measures up against Work Health & Safety legislation.

The Starter Kit then encourages you to think back 2–3 years and record the actions you have taken on the farm that have improved safety.

The Quick Safety Scans are designed to get the farm team involved in checking for safety issues in the key hazard areas and then take action to minimise them. Each scan is designed to be done in 30 minutes.

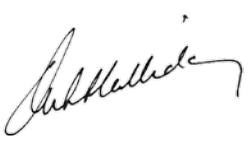
The Farm Safety Starter Kit has been trialled in South Australia and the Murray Dairy region and has received excellent feedback. I would like to thank farmer steering committees in these two regions for their valuable input.

The other key supporters for the Farm Safety Starter Kit have been the dairy processing companies and the safety regulators, SafeWork SA, WorkSafe Victoria and SafeWork NSW.

I encourage every dairy farmer in Australia to use the Farm Safety Starter Kit to begin, or improve, your farm safety system.

The Farm Safety Manual is now also available. It has information and templates on each of the key safety hazard areas on dairy farms and will assist you to build a comprehensive farm safety system.

You can find more information about the Farm Safety Starter Kit and the Farm Safety Manual at www.thepeopleindairy.org.au.



Ian Halliday
Managing Director

Farm Safety Starter Kit overview

The Farm Safety Starter Kit is designed to assist in getting your safety system underway, or improve your existing system.

Getting started: Complete the safety checklist and follow with the induction process before moving to the 4 key parts of the Farm Safety Starter Kit.

1. Safety system snapshot

This tool uses a 'traffic lights' format to guide you and the farm team in checking your farm safety system against the current Work Health and Safety Legislation.

2. Earlier safety improvements

Think back over the last 2-3 years and make a list of safety improvements you have made on your farm. Some of the improvements may not have been done just for safety reasons, but have improved the workplace from a safety perspective.

3. Quick safety scans

This tool contains a set of 30 minute safety scans on the key hazard areas on the farm. This will assist in identifying and fixing the hazards identified. These scans are designed to be used when setting up your safety system and then for ongoing reviews - each scan should be re-done at least once per year.

4. Action plan

When you identify areas for improvement, add these to the Action plan.

You can download this document and individual tools at www.thepeopleindairy.org.au/safetystarterkit.

Getting started – safety checklist

Every farm is different and, even though there are similarities in work practices and risks, every farm needs its own risk control solutions to achieve the best safety outcomes. Use these questions as a starting point to working out what you need to do to make your farm safer.

- [ ] Do you have an induction process for employees, contractors and visitors?
- [ ] Do you have a workplace health and safety policy and do you have procedures that are followed for all tasks?
- [ ] Do you have a consultation/communication system with employees?
- [ ] Is there an emergency response plan for the farm?
- [ ] Do you have a documented process for hazard, accident and incident reporting?
- [ ] Are there adequate amenities for people in the workplace?
- [ ] Do workers possess licences and/or certificates of competency for the plant they operate and tasks they undertake? (e.g. forklift licence, driver's licence, chemical user's certificate)
- [ ] Does all plant and equipment used in the workplace comply with regulations? (includes guarding, noise, design, maintenance and use)
- [ ] Do you have a process for managing work environment hazards including noise, dust, hot and cold conditions and sun exposure?
- [ ] Have you addressed child safety in the workplace?
- [ ] Are chemicals managed correctly – records, storage, personal protective equipment, usage, safety data sheets, signage?
- [ ] Have you displayed adequate signage in the workplace? (e.g. visitor directions, traffic movement, specific hazards, use of personal protective equipment, general warnings, confined spaces)
- [ ] Does personal protective equipment meet legal requirements – quality, comfort, storage, maintenance, usage?
- [ ] Do you have a policy/procedure which enables people working in remote and isolated locations to receive assistance in emergency situations?

You can use the information and templates on The People in Dairy to develop processes and/or documents that will help make your farm safer.

Visit www.thepeopleindairy.org.au/safetystarterkit

Suggested induction process

Be prepared and plan the first few days for new employees

The first few days on a new job can be daunting. Take the time to plan some induction activities for your new employee. Include:

- introducing them to other staff and any important clients or suppliers
- giving them the grand tour of your workplace, including safety and emergency procedures, to make sure they know where to find everything they'll need to do their job
- any formal or informal training, such as operating machinery
- giving them time to find their way around and settle in.

As an employer, you will need to allow adequate time for yourself or a supervisor/manager to ensure new employees receive appropriate induction training and support, including all aspects of a workplace health and safety induction on the farm.

Staff induction activities should be designed to provide employees with the information they need to do their job effectively, enjoyably and safely.

No employee can walk into a new job and be fully effective from the first day - effectiveness grows with understanding of the farm and the details of its operation. Employees perform better, and are more likely to stay in the job longer, when they are clear about what is expected of them from the beginning. It is important to ensure that every employee receives appropriate induction training.

Step 1: Arrange a time with your new employee for an induction to the basics before you put them to work

The use of an induction program checklist ensures that all necessary areas are covered. Use the checklist to have everything in place before you meet with your employee and to schedule the various components, including booking time with other staff involved (e.g. the bookkeeper regarding paperwork) and various subcontractors.

Step 2: Meet and show your new employee around the farm

Induction continues until the probationary period is finished. Ask the new employee to sign the checklist after the induction program, and preferably before they start work, you will then have an acknowledgement that the employee has been shown the basics of the position.

Throughout the induction period:

- explain the farm policies and systems you use to manage farm safety and incidents that may occur on your farm such as accidents, injuries, emergencies or discrimination;
- identify any training required;
- allow your new staff member to ask questions, particularly if they don't fully understand something. Stress that no question is a dumb one. As an employer, you have a responsibility to be supportive
- be supportive rather than just 'ticking the box' on induction

Advice and templates regarding standard operating procedures and policies are available to help you develop your farm procedures and policies and keep necessary records of any incidents.

Visit www.thepeopleindairy.org.au/farm-policies-systems/farm-standard-operating-procedures.htm

Please note: The Farm Safety Starter Kit complements the Employment Starter Kit initiative (ESKi) which contains more information regarding induction.

Visit www.thepeopleindairy.org.au/eski for more information.

Induction checklist

Employee's name:

Area	Action to be taken		Date	Initial
Introduction to the farm business		History of the business		
		Goals of the business		
		Culture and values (code of conduct)		
		The team (organisational chart)		
		The farm map		
	Other:			
Terms and conditions of employment		Position description		
		Probationary period		
		Hours of work		
		Leave		
		Pay amount, method, frequency		
		House set up – power and phone		
		Training needs, plan		
	Other:			
Paperwork		Contract or Letter of engagement - signed and copy for both parties		
		Tax declaration		
		Superannuation		
		Employee details form		
		Proof of qualifications, work permit (if not Australian), driver's licence, other licences such as chemical users certificate, first aid, forklift licence		
		Bank account details		
		Reimbursements		
	Other:			

Induction checklist

Employee's name:

Area	Action to be taken		Date	Initial
Rosters, applying for leave		When rosters are available		
		Time recording		
		Reporting absences		
		How to apply for time off		
	Other:			
Company policies		Work clothing		
		Personal health and hygiene		
		Drug and alcohol policy		
		Anti-discrimination and harassment policy		
		Sexual harassment policy		
		Return to work policy		
		Disciplinary and grievance procedures, conflict management		
		Policy for when visitors/contractors are on the farm		
		Privacy		
		Personal visits, telephone calls etc.		
	Other:			
Work Health and Safety procedures		Personal protective equipment issued		
		Manual handling		
		Electrical safety		
		Chemical safety		
		Workshop safety		
		Cattle handling		
		Working on your own communications		
		Hazard, injury and accident procedures and reporting		
	Other:			

Induction checklist

Employee's name:

Area	Action to be taken		Date	Initial
Emergency procedures		Who to contact in emergency		
		Trained first-aiders		
		First aid stations / kits		
		Fire safety equipment		
		Emergency assembly points		
		Evacuation procedure		
	Other:			
Operating machinery		Milking machinery		
		Quad bike, motor bike		
		Chainsaw		
		Tractors and attachments		
	Other:			
Farm tour and general information		Dairy		
		Toilets and facilities		
		General tour, identification of hazards		
		Telephone answering and messages		
		Computer systems		
		Where manuals are located		
	Other:			
Introductions		Staff (their roles, responsibilities)		
		Supervisors		
		Owners, management		
		Other people living on the farm		
		Contractors, suppliers, vet		
		Neighbours		
		Local organisations, clubs		
	Other:			

Induction checklist

Employee's name:

Area	Action to be taken		Date	Initial
Introduction to the specific job tasks		Arrangements for walk through each element of job		
		'Buddy'		

Other comments:
Induction conducted by (name):
Date of induction:
Employee's signature:

Records of injuries and incidents

Keep the records required by law, and build your safety culture by:

- ensuring that all work-related injuries, accidents and incidents are recorded
- reporting Notifiable Incidents to your state workplace safety authority immediately
- investigating all injuries, accidents and incidents, and recording the findings and the follow-up
- encouraging everyone to report any hazards they see.

You must retain details of all injury and incident records for at least 5 years.

You may think that the less you hear about incidents or near misses, the better. But reports of hazards or near misses should be welcomed and encouraged – they enable you to take corrective action where necessary and reduce the likelihood of future problems.

Work Related Injury

If a work-related injury (minor or major) does occur, the injured person must:

- Report the injury or illness to their supervisor or employer as soon as possible;
- Enter the details in the injury and incident register or have another person complete the register; and
- Obtain a Workcover medical certificate from the treating doctor, where the injury requires such treatment, and give the certificate to the employer.

To set up a register of injuries, accidents and incidents you don't need an elaborate system – it could just be a folder in the workshop or lunchroom – as long as everyone knows where the records are and how and when to fill them in.

There are templates you can use in the Farm Safety Manual at www.thepeopleindairy.org.au.

Notifiable Incidents

Your state workplace safety authority must be notified immediately of incidents that result in death, serious injury or impose a serious risk to health.

The incident scene must be undisturbed, apart from providing assistance to injured persons or to prevent further risk to anyone's health and safety, until you are instructed by a workplace safety authority officer.

Tip

To notify the workplace safety authority in your state, phone:

Victoria	13 23 60
NSW	13 10 50
TAS	300 366 322
QLD	1300 362 128
SA	1800 777 209
WA	1800 678 198

By law

Work Health and Safety Regulations require that a person conducting a business or undertaking must manage risks to health and safety relating to hazards in the workplace. They must:

- identify reasonably foreseeable hazards that could give rise to the risk
- eliminate the risk so far as is reasonably practicable
- if it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control
- maintain the implemented control measure so that it remains effective
- review, and if necessary revise, risk control measures to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety
- consult, so far as is reasonably practicable, with workers who are (or are likely to be) affected by the hazard.

By law, you are responsible for all the people who work or come onto your farm, including all permanent and casual staff, contractors and visitors.

Hierarchy of control

To decide the best or most practical way to reduce the risk of injury by an identified hazard, use the **'hierarchy of control'**, to rank the control measures from the highest level of protection to the lowest.

Firstly, try to eliminate the hazard, or if that is not possible, use a safer substitute. If this again is not practicable, consider isolation-engineering control. Next in the hierarchy is an administrative control such as a safe working procedure, often supported with training. Finally, last in the hierarchy is Personal Protective Equipment (PPE).

To step through the hierarchy of control:

- **Eliminate the hazard**
  (e.g. stop using a particular chemical)
- **Substitute the hazard with a safer option**
  (e.g. use a safer chemical)
- **Use engineering and/or isolation**
  (e.g. apply the chemical using a closed system where it is not handled)
- **Set up administrative controls such as safe operation and training**
  (e.g. have a procedure to be followed when handling the chemical)
- **Use Personal Protective Equipment (PPE)**
  (e.g. wear gloves and face shields).
  Note: PPE only protects the person wearing it.

Many control measures involve a combination of these steps.

Roles and responsibilities

The person conducting a business or undertaking has a primary duty of care to, as far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the work.

Workers also have responsibilities to take reasonable care for their own health and safety and the safety of others, and to comply and cooperate with relevant instructions.

For workers: When you are at work, you have the responsibility to take reasonable care for your own health and safety and the safety of others who might be affected by your actions. As examples, you should not take short cuts when doing your job that might put yourself or someone else at risk, or play practical jokes that could hurt someone.

You must co-operate with your employer when they are taking action to improve health and safety or to meet their legal obligations. You must follow safety policies and procedures, attend Work Health and Safety training, follow the advice you've been given, and use safety equipment supplied by your employer. As an example, you must as far as you are reasonably able, wear Personal Protective Equipment (PPE), such as helmets, in accordance with the information, training and instruction you have received.

Everyone needs to be involved to build a great safety culture on the farm.

01

Safety system snapshot

Background

The Safety System Snapshot provides an overview of your current farm safety system compared to Work Health and Safety legislation.

We have checked the snapshot with the Safety Regulatory Authorities who have agreed that it provides a practical guide covering the current legislation regarding safety on farms.

How to use the Safety System Snapshot

It is a good idea to fill out the Snapshot with the whole farm team – however, you may decide to do it on your own.

1. You will see that the Snapshot has a traffic light system to indicate how you rate for each step.
2. There are 6 Steps to go through.
3. Start with Step 1 and work across each row – either tick Red, Orange or Green for each row that is - one tick per row.
4. Work through all of the 6 Steps and 25 Rows – you will end up with 25 ticks altogether.
5. If you identify areas for improvement, add them to the Action plan (page 43).
6. Revisit the Snapshot every 6–12 months to check how you have progressed.
   Download at www.thepeopleindairy.org.au/safetystarterkit.

Farm Safety System snapshot

	Poor practice Each Tick in the Red Zone means you are less likely to be working safely on the farm. **Address these areas immediately!**	Improving safety practice Each Tick in the Orange Zone means you are increasing the level of safety on the farm. **There is still work to be done**	Great safety practice Each Tick in the Green Zone means you are more likely to be working safely on the farm. **Monitor and review to continually improve**
Step 1: Setting Up a Safe Workplace	☐ No clear understanding of safety responsibilities	☐ Safety responsibilities identified but not always understood or operating effectively	☐ Manager and worker safety responsibilities clearly understood and acted upon
	☐ No time or money allocated to meet safety responsibilities	☐ Insufficient time and money allocated to meet safety responsibilities	☐ Sufficient time and money allocated to meet safety responsibilities
	☐ Safety not a priority	☐ Safety not always a priority	☐ Manager/s promote safety as a high priority
	☐ No safety initiatives	☐ Limited involvement by Manager/s in safety initiatives	☐ Manager/s involved in all safety initiatives
	☐ Manager/s set a poor safety example	☐ Manager does not always lead by example	☐ Manager leads by example
Step 2: Consulting (Employee Engagement)	☐ No consultation processes in place	☐ Consultation processes in place but not always working effectively	☐ Agreed consultation processes are used to discuss safety issues and are working effectively
	☐ Workers are not involved in safety issues	☐ Workers are not always involved in safety decisions and developing procedures	☐ Workers are involved in safety decisions and developing procedures
	☐ Workers views are not valued or taken into account	☐ Workers views are not always valued and taken into account	☐ Workers views are valued and taken into account
	☐ Feedback from employees is discouraged	☐ Feedback from employees is listened to	☐ Feedback from employees is actively encouraged
Step 3: Managing Hazards	☐ Tasks with safety risks not identified nor the risk controlled	☐ Only some of the safety risks have been identified and the risks controlled	☐ All tasks with safety risks have been identified and the risks controlled
	☐ No safe work procedures developed	☐ Limited development, implementation and review of safe work procedures	☐ Safe work procedures are developed, implemented and reviewed for all these tasks
	☐ Responsibility for doing tasks safely is left up to the worker	☐ Safe work procedures developed but not followed	☐ Procedures are followed in day-to-day operations

Add any areas for improvement you identify to the Action Plan (page 43 – section 4).

Farm Safety System snapshot

	Poor practice	Improving safety practice	Great safety practice
Step 4: Informing, Training & Supervising	☐ Workers not inducted	☐ Induction in safe work procedures occurs but is incomplete	☐ All workers/contractors inducted and signed off for the farm
	☐ No safety training provided	☐ Some workers are not trained to ensure they are able to do their tasks safely	☐ Workers are trained in safe work procedures before starting tasks
	☐ Workers not made aware of safety issues	☐ Workers are sometimes made aware of safety issues	☐ Workers/Contractors are always made aware of safety issues
	☐ Ability of workers to do tasks safely is not checked	☐ Workers are sometimes asked to demonstrate that they can do their tasks safely	☐ Workers are always asked to demonstrate that they can do their tasks safely
	☐ No safety supervision	☐ Supervision does not always result in safe work procedures being followed	☐ Workers are supervised, where necessary, to ensure safe work procedures are followed
Step 5: Maintaining a Safe Workplace	☐ Safety scans are not carried out at all	☐ Safety scans are not carried out regularly	☐ Regular safety scans are carried out to detect hazards
	☐ Workplace tools and equipment are not maintained	☐ Some workplace tools and equipment maintained	☐ Workplace tools and equipment are maintained
	☐ Workers not provided with easy to understand information and training on how to do their job safely	☐ Workers not always provided with easy to understand information and training on how to do their job safely	☐ Workers are provided with easy to understand information and training on how to do their job safely
	☐ No process set up for reporting accidents and incidents	☐ There is an accident /incident reporting process but it isn't understood by all workers	☐ There is an accident /incident reporting process understood by all workers
	☐ No emergency plans	☐ Plans in place for some type of emergency only	☐ Plans are in place for all emergencies
Step 6: Keeping Records	☐ Accidents /Incidents not reported	☐ Some incidents reported, but follow-up action limited	☐ Safety issues and incidents are reported and acted upon, including notifications required by law
	☐ No review of work practices following an incident	☐ Safe work procedures and training not always reviewed following incident reports	☐ Safe work procedures and training reviewed following incident reports
	☐ No records kept of training or induction	☐ Safety training records, including induction, not up to date	☐ Safety training records, including induction, are up to date
	DATE REVIEWED:	**REVIEWER:**	

Add any areas for improvement you identify to the Action Plan (page 43 – section 4).

02

Early safety improvements

Early safety improvements

Think back over the last 2–3 years about improvements made on the farm and select the changes that have had a positive impact on farm safety

Previous situation				
Photo				
When was it done				
Safety improvement				

Early safety improvements

Think back over the last 2–3 years about improvements made on the farm and select the changes that have had a positive impact on farm safety

Previous situation				
Photo				
When was it done				
Safety improvement				

03

Quick safety scans

Quick safety scans

Background

The Quick safety scans cover all the key safety hazard areas found on dairy farms:

- Quads and motorbikes
- Farm vehicles
- Tractors and mobile plant
- Fixed plant
- Contractors
- Confined spaces
- Working at heights
- Power and electrical
- Manual handling
- Working with livestock
- Farm chemicals
- Water and effluent
- Working environment
- Visitors, children and traffic

These traffic light scans are designed to be done in 30 minutes by any member of the farm team. They can be used initially to set up the farm safety system and then on an ongoing basis to review the system. It is recommended that the Quick safety scans are re-done at least once per year.

How to use the Quick safety scans

1. Pick a hazard area you would like to scan.
2. Use the one page Quick safety scan sheet (see pages 26–39) and allocate a staff member to undertake the scan.
3. Instruct the staff member to take 30 minutes to:
   a. Answer the questions on the scan sheet
   b. If a hazard is seen, take a photo if appropriate
   c. Show the completed sheet and photos to the Farm Manager and discuss the hazards and possible solutions
4. Follow up (by the Farm Manager):
   d. Transfer the hazards to the Action plan (see page 43) and describe the solution
   e. Organise the actions to be taken

The Farm Safety Manual provides information and templates to assist you to comply with legal requirements and build a positive safety culture in each hazard area.

For more information, visit www.thepeopleindairy.org.au/farmsafetymanual.

Quads and motorbikes

Quick safety scan

Quad bikes are the leading cause of fatalities on farms in Australia with an average of 15 deaths per year. They are also the leading cause of death of children between 5 and 14 years of age on farms. The main causes of death and severe injury are tipping and rollover resulting in crush injury, asphyxia, neck and head injury.

Recent data shows that farmers are increasingly changing to safer vehicles and fitting crush protection devices to quad bikes.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Before a quad bike is used, is there a check of whether it is the safest and most appropriate vehicle for the task?				
2. Are all quad bikes fitted with a crush protective device?				
3. Are all quads and two-wheeled bikes well maintained (including brakes, clutch, lights, tyres, damage to decks, chain and exhaust guards)?				
4. Have all the operators using quads and motorbikes had suitable training?				
5. Are there clear rules that are always followed relating to 'no-one under 16 years of age or passengers' on quad bikes?				
6. Are there clearly designated speed limits and 'no go' zones for quad bikes?				
7. Are motorcycle helmets (rated to the Australian/New Zealand Standard) available and routinely used on quads and motorbikes?				

Person doing Quick safety scan:	Date: / /

Farm vehicles

Quick safety scan

Farm vehicles such as side-by-side vehicles, cars, utes and trucks are major causes of death and serious injury to workers and family members on Australian farms. Operators, passengers and bystanders of all ages are at risk.

Most fatalities and serious injuries involve run overs and collisions or roll overs with ejection of operators and passengers who are not wearing seat belts or are riding in the tray. Young children under five are at most risk of being run over or of falling from vehicles. Loss of concentration due to fatigue of operators increases the risk of vehicle incidents.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Are the farm vehicles fitted with seat belts in working order and used at all times?				
2. Are the farm vehicles well maintained? This includes maintenance of safety devices such as cut-outs, guards, reverse and warning beepers and flashing beacons.				
3. Are there clear rules that are always followed regarding 'no passengers on the back of utes, trucks and trailers while moving'?				
4. Do the drivers of the farm vehicles have the correct licences and competency to operate the vehicles?				
5. Are there established speed limits, 'no go' zones, designated parking areas, visibility aids and warning signs?				

Person doing Quick safety scan:	Date: / /

Tractors and mobile plant

Quick safety scan

Tractors, mobile plant such as front end loaders (FELs) and telehandlers, and attachments such as post-hole diggers, post drivers, slashers, mowers, silage and hay feed-out wagons and carts are all part of dairy farm machinery. Hazards associated with this gear are rollovers, run overs, falling objects, exposure to moving parts and injury whilst undertaking maintenance. Operating around buildings and homes can also put pedestrians, especially children, at risk.

Roll Over Protective Structures (ROPS) on tractors have significantly reduced fatalities from roll overs in the last 20 years. For tractors and mobile plant safety considerations must be part of design, use and maintenance.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Are all tractors and other mobile plant fitted with Roll Over Protective Structures (ROPS) and Falling Object Protective Structures?				
2. Are there guards in good working condition fitted to all belts, pulleys, fly wheels, moving parts (including PTO shafts) and exhausts on mobile machinery and their attachments?				
3. Do cabins and machinery have safe access fitted and in good condition, to prevent slips and falls?				
4. Are all tractors and mobile plant and attachments maintained to manufacturer's recommendations?				
5. Do operators have the required licences and competency for the mobile plant?				
6. Are there clear rules that are always followed relating to 'no children or passengers on the mobile plant or attachments'?				
7. Are keys removed when tractors or plant are not in operation?				
8. Is the relevant Personal Protective Equipment (PPE) available and used by all operators?				

Person doing Quick safety scan:	Date: / /

Fixed plant

Quick safety scan

Fixed plant on dairy farms includes the rotary or herringbone dairy, milk vats, vacuum and milk pumps, feed augers, and pumps for effluent, water and irrigation.

There are many hazards associated with this plant including moving parts, electrical hazards, chemical exposure, hot or high pressure fluids, working at heights, confined spaces, animal movement, manual handling, dust and noise. Exposure to these hazards has resulted in fatalities and serious, long-term injury.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Are all moving parts on pumps, motors and small engines guarded, and barriers fitted to prevent access to moving parts (eg rotary roller skirt, banana rails, rapid exits)?				
2. Are functioning Emergency Stop devices fitted?				
3. Is plant that starts automatically clearly signed?				
4. Is a lockout system established when undertaking maintenance?				
5. Are safe operating procedures established and training provided for use of all plant?				
6. Is relevant Personal Protective Equipment (PPE) supplied and used?				

Person doing Quick safety scan:	Date: / /

Contractors

Quick safety scan

Under Work Health and Safety Regulations it is your responsibility to ensure that the contractors who provide services on your farm do so in a safe manner.

Having a standard induction procedure to go through with each one makes it easy and quick to ensure they have all the information they need and understand the safety requirements on your farm. This contributes to your safety management and assists them to do their tasks effectively.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Do you brief all contractors on the safety requirements of your farm?				
2. Do you ensure they have the relevant licences / certificates and insurance?				
3. Do they have appropriate safety plans for the work they will do?				
4. Do they induct and supervise their workers around safety?				
5. Do they use equipment that is well maintained and fitted with relevant safety features such as guards, emergency stops, carbon filters and electrical equipment tested and tagged?				
6. Do contractors supply and use the relevant Personal Protective Equipment/Clothing (PPE)?				
7. Do you take appropriate action if contractors are not working safely?				

Person doing Quick safety scan:	Date: / /

Confined spaces

Quick safety scan

Confined spaces occur in circumstances where there is:

- Restricted entry or exit, or
- Hazardous atmosphere - e.g. harmful level of chemical or contaminant or unsafe oxygen level, or
- Risk of engulfment - e.g. by grain or pellets or liquid

These can be life-threatening hazards.

More than any other area of safety on dairy farms, confined spaces require the owner or person conducting the business to comply with legal regulations. All of the factors in this Quick scan are required by law.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Have all structures or areas that could be confined spaces on the farm been identified?				
2. Is warning signage fitted to all confined spaces?				
3. Is there always an Entry Permit issued prior to anyone (staff or contractor) entering a confined space?				
4. If someone is working in a confined space, is there always a responsible second (standby) person able to see them and implement emergency procedures if required?				
5. Have emergency response procedures for rescue from each confined space been established and practised?				

Person doing Quick safety scan:	Date: / /

Working at heights

Quick safety scan

Falls can occur wherever there is more than one level – for example when someone is on a structure, piece of machinery, set of rails or ladder above ground, or working at ground level beside an exposed edge such as a pit. Falls from heights can cause serious injuries, even when they are from less than 2 metres.

Legal regulations require that any work undertaken where a fall from one level to another is a possibility must have the risks controlled.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Have all locations been identified where falls could occur when working at heights?				
2. Are unauthorised persons (including children) prevented from entering these locations?				
3. Has the need to work from heights been eliminated or minimised wherever possible?				
4. When working at heights, is fall protection used e.g. elevated work platforms, ladder cages, hand rails on steps?				
5. If portable ladders or fall harnesses must be used, has instruction/ training in correct use been provided?				

Person doing Quick safety scan:	Date: / /

Power and electrical

Quick safety scan

Electrical hazards are common on dairy farms because electrical equipment is often used in hostile operating environments (where there is moisture, vibration, dust, heat, corrosive chemicals or physical damage) and because powerlines are likely to be located near busy dairy and feed storage areas.

Electrocution often results in death or serious injury. Electric shocks may also cause injuries or illnesses such as falls (e.g. from ladders or platforms), muscle spasms, palpitations, nausea, vomiting, collapse and unconsciousness. Arcing, explosion or fire due to electric faults can cause burns and illness or death from release of toxic gases.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Is all electrical work carried out by a licensed and registered electrician?				
2. Are RCDs (Residual Current Devices or Safety Switch) fitted to cover all power outlets?				
3. Are all electrical leads (including power tools, on fixed machinery and extension leads) in good condition and do they all have a current test tag?				
4. Are electrical fittings and power outlets in wet areas protected with waterproof covers?				
5. Have overhead and underground powerlines been identified on and adjacent to the farm?				
6. Have structures and work practices been relocated away from overhead powerlines?				
6. Are emergency plans in place for electrical incidents?				

Person doing Quick safety scan:	Date: / /

Manual handling

Quick safety scan

Making life easier and more productive involves thinking about the many dairy farming tasks that involve lifting, lowering, pushing, pulling, carrying, holding or restraining things or animals. These tasks have the potential to be hazardous if they involve postures that are awkward or sustained, forces that are high, sudden or repeated, movements that are repetitive, or exposure to vibration. Hazardous tasks can lead to back injuries, sprains and strains, joint and bone injuries or degeneration, nerve injuries or compression, hernias and chronic pain. Health and quality of life improve when manual handling hazards are controlled.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Are mechanical aids (e.g. hand trollies, front-end loader, fork lift, hoists) used for moving and lifting heavy or awkward objects?				
2. Are there arrangements in place to minimise the need to handle buckets that hold over 15 litres?				
3. Is bulk handling used to minimise the amount of manual handling on the farm?				
4. Is the platform height or pit depth right for milkers at cups on and cups off positions to minimise bending, reaching or stretching?				
5. Are clusters mounted between hip and shoulder level?				
6. Do gates move freely without lifting and dragging?				
7. Is basic instruwction provided in manual handling, including use of aids, balancing loads, getting assistance, adjusting and setting up work areas and managing your body?				
8. Are workers consulted about any discomfort they experience after doing tasks?				

Person doing Quick safety scan:	Date: / /

Working with livestock

Quick safety scan

Cattle are large and sometimes unpredictable animals and dairy workers can be injured from being kicked, stood on or crushed. More serious injuries can be fatal. The risk of injury increases when working with bulls or using poor facilities, and outcomes may be worse when working alone. Workers with good knowledge of animal behaviour are much better equipped to avoid injuries.

Cattle can also transfer certain diseases to people with sometimes long-term and debilitating effects.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Are the dairy and yards designed to reduce injury from kicking and crushing by cattle?				
2. Are separate veterinary facilities provided, including crushes, pregnancy testing and AI facilities?				
3. Are barriers in place to prevent cattle getting into the pit or falling off the rotary?				
4. Are surfaces maintained to prevent cattle and workers slipping?				
5. Are workers on the farm provided with instruction and training in handling livestock (including bulls if used)?				
6. Is working with cattle alone kept to a minimium and are new or inexperienced workers supervised?				
7. Are all cattle vaccinated against leptospirosis?				
8. Are workers tested for Q fever?				
9. Are workers encouraged to report damage to cattle handling facilities, incidents and 'near misses' that occur?				

Person doing Quick safety scan:	Date: / /

Farm chemicals

Quick safety scan

Chemicals are used on dairy farms for cleaning, pest control, animal treatments, feed additives, fertilisers and as fuels. They are important management tools but many also have the potential to cause harm to human health and safety. Health effects include headaches, nausea or vomiting, asthma, dermatitis, nerve damage and cancer. Chemicals that are flammable, corrosive, explosive, chemically reactive or oxidising may also harm workers with more immediate effects such as burns.

There are clear guidelines available for transport, storage, use and disposal of every hazardous chemical and WHS law sets out your obligations in management of them.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Have all hazardous chemicals been identified on the farm and a register established?				
2. Are all chemicals used on the farm stored securely and spills contained?				
3. Are there current Safety Data Sheets (SDSs) available for all hazardous chemicals and fuels stored on the farm?				
4. Are all chemicals transported, stored, labelled, used and disposed of as per their SDS and regulations?				
5. Are chemicals that require refrigeration stored separately from food and drink?				
6. Have chemical users undergone relevant training and instruction?				
7. Is the Personal Protective Equipment (PPE) recommended by the SDS available and used?				
8. Is there a functioning emergency deluge shower and eye wash station?				
9. Are tractors that are used for spray application fitted with a cabin and charcoal air filter?				
10. Have you had an asbestos audit and management plan prepared?				

Person doing Quick safety scan:	Date: / /

Water and effluent

Quick safety scan

Safety is an important factor when anyone is near water. Water and effluent are significant hazards on farms with drownings occurring every year. Young children are at greatest risk. Adults drown when they are working with machinery near dams, ponds and channels or maintaining infrastructure that is under or above water.

Water use and effluent infrastructure can also present risks other than drowning such as:

- entanglement and manual handling injuries associated with pumps and agitators
- physical injury from pressure washers and flexible hydrants when cleaning
- water contact with exposed power in the dairy or overhead power by irrigators
- contact with harmful gases produced by effluent.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Are effluent ponds, solids traps, sumps, tanks, wells, channels and dams that are close to houses fenced off or covered to prevent child access?				
2. Is there a safe play area for young children if they are present on the farm?				
3. Are children constantly supervised by an adult when in, on or around water?				
4. Are there guards on the moving parts of all pumps, irrigators, agitators and effluent pumps?				
5. Are pumps and agitators able to be maintained on dry ground?				
6. Are pumps, agitators and irrigators isolated and locked out during maintenance?				
7. Have emergency procedures been established to respond to water or effluent related incidents, including drowning?				

Person doing Quick safety scan:	Date: / /

Working environment

Quick safety scan

A good working environment enhances productivity and safety. The farm work setting can have physical hazards such as noise, dust, heat, cold and UV exposure. If psycho-social hazards such as workplace harassment, bullying or violence occur, they can contribute to workplace stress and fatigue.

The working environment includes the farm's plans and processes for emergency response. Without these in place it is very difficult to adequately respond if things go wrong, especially when time is critical.

Quick safety scan – Start Here	No	Some	Yes	Comments
1. Is lighting adequate in all working areas (particularly in the dairy, feed shed and workshop)?				
2. Are there any slip, fall and trip hazards present in main work areas and walkways?				
3. Is the milking shed well set up for the people working in it? e.g. protection from sun, rain and wind, heat, cold, noise and dust.				
4. Are there well maintained facilities for workers including designated eating area, toilets, hand washing and clean drinking water?				
5. Are there clear farm policies that are enforced around workplace bullying, harassment and violence?				
6. Are emergency response plans and equipment established, including first aid kits, training, fire extinguishers, assembly areas, communications, supported with practice and instruction and directional signage?				

Person doing Quick safety scan:	Date: / /

Visitors, children and traffic

Quick safety scan

Vehicles of all sizes including trucks, cars, 4-wheel drives, quads, tractors and other heavy machinery are common around the farm and their access and use is often near buildings and houses where pedestrians and children are present. With larger trucks and machinery the ability of the operator to see bystanders is diminished, braking distances are greater and manoeuvrability is reduced. The outcomes of being hit or run over by these vehicles can be fatal.

Every area of the farm poses risks for children – those who live on the farm, including tenant's children, and visiting children (approximately 30% of children killed on farms are visitors). Chemicals, water, heights, vehicles, workshops and livestock are all hazards that can cause serious injuries for kids.

Quick safety scan – Start Here	No	Some	Yes	Comments
1. Is there clear direction and signage for visitors to follow, and are people and traffic separated or protected?				
2. Are relevant safety rules of the farm clearly explained to visitors?				
3. Are there clearly identified 'no go' zones for visitors, children and unauthorised people?				
4. Is there a secure children's play area to restrict their access to machinery, traffic, livestock and water?				
5. Are children supervised when on the farm?				
6. Are hazardous areas such as chemicals, water, effluent ponds, workshops, ladders, secured to prevent access by children and others?				
7. Are keys removed from vehicles, tractors and quad bikes when not in use?				
8. Do children who live on the farm participate in water familiarisation sessions and learn to swim at an early age?				

Person doing Quick safety scan:	Date: / /

04

Action plan

Action plan

Action plan

Action plan for farm:	
Person doing Action plan:	Date: / /
People consulted:	Date for review: / /

What is to be done? (description of the action and resources needed)	When will it be done?	Who	Date completed	Status
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			/ /	
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** File this completed form in the relevant farm folder and retain for two years **

Action plan

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