HEALTH AND SAFETY ON OUR FARM

WE SHARE RESPONSIBILITY

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**INDUCTION INFORMATION FOR WORKERS**

Welcome to work on our farm. We hope that you find your work here interesting and rewarding. The health and safety of all the people who work and who live on this farm is the most important responsibility that we all share.

It is important that you understand your safety responsibilities. We want you to also understand the commitment that we as owners/ managers of this workplace have made to ensure your health and safety, and the health and safety of all others who enter this workplace.

Your safety is as much your responsibility as it is ours. If you feel that you cannot do a job safely, don’t do it. Let your supervisor or the farm manager know about the problem, and we will work together to fix the problem or find a safe way to complete the job.

Every workplace must have rules and guidelines to ensure that safe work practices are followed. This leaflet outlines some of the rules and guidelines that you are expected to follow on this farm. Please read this leaflet carefully, and if you do not understand any section, please ask for an explanation.

1. **HAZARDS ON THE FARM**

Attached is a farm map. Marked on the farm map you will find hazards that we have identified, which may affect the work that you do on the farm, or may be particularly hazardous to your work. These include:

* + Power lines
  + Wet/ boggy areas
  + Farm and pond infrastructure
  + Dry weather only roads
  + Other hazards:

1. **WORK CLOTHES**

You are expected to come to work dressed in suitable clothes, which do not pose a safety risk. These include:

* + Suitable work boots with non-slip soles for work on the farm, packing sheds or in ponds
  + Work overalls, trousers or sensible work shorts
  + Long sleeved shirt (preferably), buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials
  + Shirts tucked into trousers, and no loose clothing that could be caught in machinery, including cords of jackets etc
  + A wide brimmed hat for outdoors work
  + You are expected to come to work in clean clothes, wash your clothes after each work day, especially when using chemicals.

1. **HYGEINE**

Good personal hygiene will help to reduce the risk of illness due to infection or contamination with hazardous substances that you may be exposed to. You must:

* + Ensure that you wash after working and after handling chemicals or dogs or other animals, especially before eating or smoking.
  + Make sure that your work clothes are washed regularly. You will need to wash them daily if you’re working in areas that have been sprayed with pesticides.
  + Never re-wear un-washed clothes that have been contaminated with chemicals or pesticides.
  + DO NOT smoke inside buildings, packing sheds, farm vehicles or cabined machines.
  + Keep up to date with your tetanus vaccinations.
  + Not be in possession of, consume or be suffering the effects of alcohol or any illicit drug.
  + Advise your manager of any prescribed medications that you need to take in work time. This is most important if you need to take asthma medication.

1. **USE OF PROTECTIVE CLOTHING AND EQUIPMENT**

Protective clothing and equipment is provided for your protection for some hazardous tasks. You must use them as instructed, clean them properly after use and keep them in good order. You must let the manager know if protective equipment is damaged or not available, or if you are having difficulty in using the equipment provided. Protective equipment includes:

* + Ear muffs or plugs where noise is a problem.
  + A helmet for head protection when riding a motorcycle or quad bike.
  + Protective clothing when using chemicals; gloves, goggles, respirator, overalls or apron.
  + A face mask or respirator when dust is a problem, especially if you suffer from asthma or other respiratory condition.
  + Goggles and /or welding helmet, gloves and other protective clothing when welding.
  + Hat, long sleeved shirts, trousers and sunscreen when you are working outdoors.
  + Reef boots, wetsuits and buoyancy bests when working in ponds.
  + Gloves to prevent hand injury when servicing or cleaning pond aerators.
  + Aprons, gumboots and wet gear when working in packing sheds.
  + Other:

1. **ADEQUATE FOOD AND WATER**
   * It is very important to make sure that you have plenty of clean cold drinking water with you during the workday, especially in hot weather.
   * Before setting out each day you must ensure that you have enough food and water to last for the day.
   * Surface water on the farm is NOT suitable for drinking. It may be contaminated animal waste.
   * Potable (drinking) water is available at:
2. **FATIGUE**

There are times when we are very busy on this farm. At these times it is often necessary to work during the night.

* + You are encouraged to take frequent short breaks to reduce fatigue during these busy times. Fatigue increases the risk of accident and injury for operators of machinery as reflex times will be slowed and concentration lost.
  + DO NOT get in or work in ponds alone. When working during the night it is especially important to be alert.

1. **RIDING THE MOTORCYCLE / QUADBIKE**

You should:

* + Wear suitable clothing including tough trousers and boots. A helmet must be worn for riding the farm motorcycle or quad bike. Work or riding gloves may be needed.
  + Before setting out at the beginning of the day, check fuel, tyres, guards and chain tension and check that the brakes are in good working order.
  + Read the rider’s manual for any motorcycle that you ride.
  + DO NOT CARRY passengers on the quad bike.
  + The speed limit for all vehicles on this farm is …………… km/h.
  + No operators under the age of 16 years old to ride quad bikes.

1. **USING CHEMICALS AND PESTICIDES**

We use chemicals and pesticides to kill or control insects, weed, fungal diseases, rats or mice, fertilisers, fuels and disinfectants.

* + All persons handling and using chemicals (including pesticides) must follow the safety instructions on the product label or Safety Data Sheet for mixing and using chemicals.
  + If you cannot read or understand the label instructions, you must ask for help before continuing.
  + Protective clothing and Personal Protective Equipment must be worn as stated on the chemical label or Safety Data Sheet.
  + Always have sufficient water for washing yourself, and have access to clean clothes after using pesticides.
  + When you have finished spraying, pesticides should be locked away in the chemical storage area and information recorded in the Farm Chemical Register.
  + Safety Data Sheets (SDS) are available on request for all hazardous chemicals used on the farm.
  + The Farm Chemical Register and SDS are located

1. **MACHINERY OPERATION AND MAINTENANCE**
   * Before starting any machine you must undertake a safety check. This includes checking fuel, oil, coolant, transmission fluid; the condition of tyres, brakes and that all guards are in good condition and fitted.
   * You should report to the manager any malfunction or condition likely to affect the safe operation of the machine, which you cannot repair before operation. This includes guards that are damaged or missing where there are exposed moving parts of machines causing safety hazard.
   * When leaving a machine with the engine running, you must ensure that equipment is disengaged and the machine is in ‘PARK’.
   * You must shut down and turn off the ignition and remove the key of all machinery before you remove a guard to undertake machinery maintenance, or to clear a blockage. Guards must be replaced after finishing the repair and/ or before restarting the machine.
   * Before working under machinery you must ensure that the machine is adequately blocked and supported.
   * Keep in mind the need to be aware of the location of overhead power lines when using and moving high machinery.
2. **WORKING IN PONDS AND SERVICING AERATORS**

When driving, working in ponds, harvesting or feeding stock, there is the risk of serious injury and drowning.

* The speed limit driving on pond banks is 20 km/hr.
* DO NOT get into ponds alone.
* Before servicing aerators, ensure that that the power is turned off and the aerator is disconnected.
* Wear wetsuit, buoyancy vest, reef boots and gloves.
* Replace all guards, plug in and check that Residual Current Device is working and extension cords are in good condition before switching on power.

1. **SNAKES, CROCODILES AND STONE FISH**

Many poisonous snakes are found on and around the farm, especially in long grass around ponds, pump sheds and pond infrastructure. Stone fish and crocodiles can also occasionally be found in ponds.

* + Before getting into a pond, check for crocodiles.
  + Wear reef boots and gloves to prevent injury when working in ponds or servicing aerators.
  + If you come across a snake, move away and let the snake move away. If other workers are in the vicinity, let them know where the snake has gone.
  + If bitten by a snake, place a firm pad over the bite, bandage securely and keep the limb as still as possible. Use the communication system to get help quickly.
  + Other:

1. **BEING READY FOR EMERGENCIES**
   * In the case of an emergency, contact your manager or dial **000** for fire brigade, ambulance or police.
   * Before setting our each day always let someone know your planned location on the farm and when you will return.
   * First Aid kits are available at
   * Emergency telephone numbers are located at the telephones

* The people on this farm who are trained in First Aid are:

* The Emergency Plan is located at
* We use UHF channel ………………………. for communication.

1. **REPORTING INJURY, SERIOUS NEAR MISS AND INJURY MANAGEMENT**

We keep a farm Injury Register on this farm and record all serious injury and near miss work injury or illness that results from your work on this farm

We are required to notify the Work Health and Safety Authority of all serious injury, especially when you have been admitted to hospital. We record all injuries/ illness whether minor or major.

* Injury Register forms are located

or contact the owner /manager.

* If you are injured during the course of you work on this farm, every attempt will be made to assist your early return to return to work. We will work with your Doctor and other service providers to find suitable duties for you if you are not able to fulfill your normal work role.
* The person responsible for Workers Compensation and the coordination/ return to work of injured workers on this farm is:

1. **GENERAL**

The law requires that:

* The owner or Person Conducting a Business or Undertaking (PCBU) provides a safe workplace and safe work systems.
* Workers (employees and contractors) are to follow all safety directions given to them and take care for the health and safety of people at the workplace.

***To help us both meet these obligations, you are expected to advise the owner/ manager of any safety hazard or problem that you come across.***

* You are also required to cooperate with our health and safety program, and comply with our requirements to protect your own safety and the safety of others.
* There are family and children who live on this farm. Their safety must be a high priority. Please be careful when driving vehicles or machinery, never reversing without checking for children.
* **Children are not permitted to ride on tractors, quad bikes or other farm machinery**.
* **Children are not permitted around ponds and in packing sheds**.

**The safety of people on this farm**

**takes precedence over all other considerations**

**– especially when we are under pressure!!**

**Declaration:**

**I have read the occupational health and safety instructions in this leaflet, discussed them with the manager and understand and accept my responsibilities.**

**I agree to do what is required of me to ensure that the health and safety of all people is protected on this farm.**

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

Worker

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Manager

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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###### DISCLAIMER

This document does not, in any way, excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others. Legislative requirements vary between states and territories. Therefore, it is necessary to check with the relevant state or territory occupational health and safety authority for appropriate information.