**XXXX**

Work Health and Safety

Plan

# Foreword

This safety plan has been prepared to help us all manage health and safety within our business.

It follows the principles outlined in the *Australian Standard 4801 - OHS Risk Management* and takes into consideration current work health and safety legislation, along with safety and employment best practice in Australian farming.

The contents of this manual are referred to in your Job Description or Terms and Conditions in your Employment Agreement or Contract with XXXX.

This manual is available to all our employees, contractors and visitors. We refer to this document in all our health and safety and business undertakings.

We welcome your suggestions and input to improve this document and our approach to managing your safety and welfare at work. Please approach the management of XXXX with questions and suggestions to improve this document.

If you don’t understand any part of this manual or are unsure of your obligations, please ask for help and an explanation.

Your input is welcome and valued.

We want you to have a happy, safe, fulfilling and rewarding employment with XXXX.

We want you to achieve your goals and we hope that your participation can help us achieve ours.

XXXX

Date:

Table of Contents

[Foreword 2](#_Toc427842485)

[Introduction - Our Business Philosophy 5](#_Toc427842486)

[Vision 6](#_Toc427842487)

[Mission 6](#_Toc427842488)

[XXXX Health and Safety Policy 7](#_Toc427842489)

[Providing a safe workplace 8](#_Toc427842490)

[Identifying Hazards 8](#_Toc427842491)

[Risk Assessment 8](#_Toc427842492)

[Risk Control 8](#_Toc427842493)

[Working Safely 9](#_Toc427842494)

[Reporting hazards and unsafe work practices 9](#_Toc427842495)

[Consultation 9](#_Toc427842496)

[Health and Safety Committee 10](#_Toc427842497)

[Safety Induction 11](#_Toc427842498)

[Training 11](#_Toc427842499)

[Instruction 11](#_Toc427842500)

[Supervision 12](#_Toc427842501)

[Safety Information 12](#_Toc427842502)

[Vehicle and Machinery Safety 12](#_Toc427842503)

[Electrical Safety 13](#_Toc427842504)

[Confined Spaces 13](#_Toc427842505)

[Manual Handling 13](#_Toc427842506)

[Working at Height 13](#_Toc427842507)

[Pesticides, Fuels and Chemicals 14](#_Toc427842508)

[Noise 14](#_Toc427842509)

[Asbestos 15](#_Toc427842510)

[Dust 15](#_Toc427842511)

[Workplace Bullying and Aggression 15](#_Toc427842512)

[Sexual Harassment 15](#_Toc427842513)

[Drugs and Alcohol 16](#_Toc427842514)

[Workplace Disputes 17](#_Toc427842515)

[Purchasing for Safety 17](#_Toc427842516)

[Personal Protective Equipment (PPE) 17](#_Toc427842517)

[Emergency Preparedness and Response 18](#_Toc427842518)

[Emergency Planning 18](#_Toc427842519)

[Emergency Telephone Numbers 18](#_Toc427842520)

[First Aid 18](#_Toc427842521)

[Fire Safety 19](#_Toc427842522)

[Injury Management, Rehabilitation and Return to Work 19](#_Toc427842523)

[Health Surveillance and monitoring 19](#_Toc427842524)

[Injury Register and Notification 19](#_Toc427842525)

[Workers Compensation and Personal Accident Insurance 20](#_Toc427842526)

[Work Health and Safety Review 20](#_Toc427842527)

# Introduction - Our Business Philosophy

XXXX is a proud participant in Australian agriculture. We believe that the effective management of health, safety and well-being for those working for and with us is a measure of our success.

This safety philosophy underpins our business and we expect all workers (employees and contractors) that work with us to uphold this philosophy.

We value our employees and contractors and in return, we expect that they will co-operate with our efforts as part of this farm business, upholding the following ideals:

* **To return home safely uninjured** at the end of each day’s work.
* **A commitment to excellence** at all levels in all our farming operations.
* Confront every situation with an **optimistic and positive approach**, maintain a sense of purpose at all times so that plans and strategies can be turned into realities.
* Meet problems and opportunities with **inventiveness and initiative**, and **react and adapt quickly** to new situations. No problem is insurmountable and no challenge should be too great.
* Don’t sit back and wait for things to happen - **make things happen.**
* **Loyalty** is a core value. Maintain **an honest approach** at all times.
* **Always remain flexible - constructive** advice and comments from anyone are welcomed where honestly and constructively given.
* Aim for **good communication** between all staff members. Effective communication is essential for the maintenance of safety, efficiency and goodwill between employees.

## Vision

An enjoyable farm business that is productive and profitable, where health and safety risk is managed.

## Mission

To be leaders in Australian farming and agricultural production, where our business operation profits our partners and does not adversely affect the health and safety of:

 OUR EMPLOYEES

 OUR CONTRACTORS

VISITORS

THOSE WITH WHOM WE DO BUSINESS

 OUR COMMUNITY

 THE EVIRONMENT

# XXXX Health and Safety Policy

We believe that the health, safety and well-being of people working at XXXX is important and we will do all that is reasonably practicable to ensure that they are not injured at work.

We aim to have a farm that is free of injury where people enjoy life and work.

To help us achieve a safe workplace, we ask people working at XXXX to:

* participate in our efforts to manage work health and safety
* follow all safety instructions and to work safely so they are not injured or cause injury to other people
* report all safety hazards and risks they identify, and
* report all injury and serious near miss incidents where health or safety of people working for XXXX is at risk

Signed:

Dated:

# Providing a safe workplace

XXXX provides a safe workplace by implementing a health and safety plan that is based on reasonably practicable farm safety practice. This includes an annual inspection of all farm buildings, structures, machinery, plant and equipment to identify hazards, assess risk, control risk and review the effectiveness of controls put in place.

We aim to eliminate hazards or use engineering controls to protect workers from identified and potential hazards. These will be backed up by ensuring employees are trained and use Personal Protective Equipment (PPE) provided.

## Identifying Hazards

An annual inspection is conducted using checklists developed by Farmsafe Australia for hazards such as tractors, slashers, mulchers, irrigation pumps, workshops, harvesting machinery, vehicles.. Current hazard checklists for cotton industry are available from myBMP website or other industry checklists are available from Farmsafe Australia website – www.farmsafe.org.au

An annual farm inspection is conducted each year and will involve all employees. The farm manager is responsible for managing the health and safety of all workers (contractors and employees). The results of the farm audits and control options will be considered by our workers at our safety meetings.

Records of farm safety inspections and health and safety audits are kept in the farm office.

## Risk Assessment

A risk assessment is undertaken for all identified high and medium risk hazards to worker health and safety.

Risk assessment is based on principles that take into account the severity of the potential injury, the degree of exposure to the risk and the likelihood of harm occurring. The records of the risk assessments are located with the hazard inspections in the office.

## Risk Control

Risk control measures that are reasonably practicable are used for all hazards identified at the workplace. These are based on farm safety guides, Codes of Practice and Work Health and Safety Regulations.

Control measures are prioritised using the hierarchy of control. Hazards with high and medium risk of harm to workers on the farm will be eliminated wherever reasonably practicable.

# Working Safely

## Reporting hazards and unsafe work practices

All workers (employees and contractors) are asked to report any hazards or unsafe work practices. These may also be reported at safety meetings. Workers are:

* required to comply with all our reasonable efforts in providing a safe farm. This includes working responsibly so they do not adversely affect the health and safety of other employees, contractors and visitors.
* Report hazards and are encouraged to suggest methods of controlling risk when they identify a hazard.
* not to perform any work or use any machinery that is not properly guarded or in safe working order.
* to use all Personal Protective Equipment (PPE) provided by the company. If PPE is either not suitable or damaged, bring it to our attention and it will be replaced.
* report all work injury and serious near miss incidents.

If you believe the job, machine, plant or equipment is unsafe and may cause injury to yourself or others - **DO NOT DO IT**, **DO NOT TAKE RISKS**.

## Consultation

We hold regular health and safety meetings with all workers to consider and review health and safety practice in this business and resolve health and safety issues as they arise. The process regularly reports hazards, identifies safety training needs and issues identified by workers.

There are many ways to engage staff in WHS. For example : seasonal or monthly tool box talks or staff meeting, weekly toolbox talk or staff meetings or annual WHS inspection/hazard checklist and safety action planning.

On XXXX staff are consulted on all health and safety matters: ( XXXX describe how the business regularly consults with workers and how you record the WHS information discussed).

Our workers (employees and contractors) are made aware of these consultation arrangements during our safety induction.

We will also work closely with workers to resolve in a timely manner, any issues or problems relating to health and safety. If an issue cannot be resolved, the company will consult with a relevant farmer industrial association.

These consultation arrangements are reviewed annually during the review of our health and safety program.

## Health and Safety Committee

AS part of the WHS legislation workers can request the establishment of a safety committee - Health and safety committees allow businesses (and other PCBUs) to work together with workers on health and safety matters.

A health and safety committee can be established on your own initiative or at the request of:

* a health and safety representative or
* five or more workers at the workplace

## Safety Induction

All XXXX employees will have a written Job Description and Duty Statement that outlines their safety responsibilities when working for XXXX.

Prior to starting work, all workers (employees and contractors) will receive a general safety induction into the company’s business operations.

Further job specific safety instruction and training will be given in the safe operation of all machinery and equipment that a worker will use to perform their work. No employee or contractor is to operate any machinery or use equipment that they are not authorised or trained to operate.

## Training

Before performing any job or using any machinery/equipment, we will assess our employee’s skills to ensure that they can do the job safely.

* Workers must not operate a machine which they have not been trained or instructed to use e.g. High Risk Work License for forklifts.
* Employees will be supervised while training in the safe operation of all plant and machinery.
* All plant and machinery must be operated as directed by the manufacturer’s Operators Handbook or as described in Safe Work Statement.
* A record of all workplace training will be maintained in a Training Register located in the farm office.

## Instruction

All employees will be given instruction for work and jobs to be done safely. If you do not understand any instruction or directions given to you, please ask for a clearer explanation or demonstration of work or jobs to be performed.

All workers are required to follow instructions given to them by the farm manager. If you have not been trained or instructed to use machinery or equipment to carry out your work, do not use it.

## Supervision

All new employees will be supervised until they can demonstrate that they can operate the machine or do the job safely.

Your safety can be monitored and supervised using two way radios or mobile phones. We have considered the types of emergencies that may occur and have planned for them.

When work is being done alone or at night, we will ensure that you have a two-way radio or mobile phone.

## Safety Information

We will provide information relating to health and safety, including the safe use of plant, machinery and Safety Data Sheets for chemicals.

Operator manuals for vehicles, plant, machinery and equipment are available for all employees. Operator manuals are located at the XXXX workshop or office.

Safety Data Sheets for pesticides and other hazardous substances are located in the farm office and chemical store. (Describe how the workers can access the SDS’s;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hardcopy or access on mobile phone ensuring information is download not through the internet.)

Chemical safety information can be obtained from the label on the chemical container, State Work Health and Safety Authorities, Australian Pesticides and Veterinary Chemicals Authority (APVMA) and Farmsafe Australia.

Other Farm Safety Guides and Guidance Notes are available through Farmsafe website – [www.farmsafe.org.au](http://www.farmsafe.org.au)

## Vehicle and Machinery Safety

Regular and routine maintenance is carried out on all vehicles, machinery and equipment. Before maintenance is carried out on any machinery or implement, it must be disengaged, machines parked and motors turned off with keys removed. If working under a raised machine or implement, they must be supported on stands and wheels chocked.

All electrical tools and equipment must be turned off and unplugged. Maintenance records are kept in the office.

## Electrical Safety

All electrical installations and maintenance is performed by a licensed electrician. Residual Current Devices (RCDs) are fitted to all electrical power boards and are inspected and tested regularly.

All power extension cord sets and portable power tools are regularly checked for wear. A register of electrical inspections of RCDs and electrical tools in kept in the XXXX office.

## Confined Spaces

No employee or contractor is to work in any confined space on the farm unless they are trained and supervised. All people working in a confined space must have a bystander present. A register of identified confined spaces and entry permits is maintained at the office.

## Manual Handling

There are many manual handling hazards (e.g. lifting heavy loads) that can cause injury.

Where necessary, controls will be applied so as to effectively manage the risk. Management shall be responsible to ensure that:

* Manual handling requirements are considered when purchasing new equipment, introducing new work practices or technologies.
* Lifting aids are provided and should be used to prevent the risk of manual handling injury.
* Employees are instructed in correct lifting techniques used for performing tasks that involve manual handling and using manual handling equipment.

XXXX employees shall be responsible to:

* Assist with the assessment of manual handling hazards and risk.
* Use the equipment including pallet jacks, stands, trolleys and equipment provided to assist with manual handling tasks or use team lifting to safely lift loads.

## Working at Height

There is a risk of serious injury from falling when working above ground height. No employee or contractor will work at height without ensuring that ladders, steps and handrails are safe or fall prevention/arrest harnesses are in place. These structures include, but are not limited to:

* Overhead fuel, water tanks and windmills.
* Buildings and roofs.
* High machinery - e.g. cherry pickers, trucks and trailers.

XXXX will ensure that:

* Employees working at height are made aware of the hazards and risk management procedures.
* Fall arrest or fall prevention harnesses are provided and used.
* Employees are instructed in the correct use of fall prevention or fall arrest harnesses.

Contractors will ensure that they:

* Observe and apply risk management procedures when working at heights.
* Use the required PPE where indicated.

## Pesticides, Fuels and Chemicals

We use chemicals, fuels and oils, pesticides and veterinary medicines. All pesticides are stored securely in a designated chemical store according to their label and Safety Data Sheet (SDS). An inventory of pesticides stored and used is maintained in the chemical store and farm office. This must be filled out by contractors or employees using and applying pesticides.

Pesticides and veterinary chemicals are reconciled regularly. An annual audit checks the condition of the store and currency of Safety Data Sheets (SDSs). Suppliers of agricultural chemicals are required to supply SDSs when supplying or delivering pesticides to XXXX.

Our employees or contractors must not use or apply any pesticide unless they have been trained and accredited in the proper use of pesticides (i.e. Chemical User Training and Certification).

We provide PPE to our employees for handling and applying chemicals and pesticides. All employees and contractors are to use the PPE required by the manufacturer and described on the product label or SDS.

## Noise

There are many jobs on the farm where continual exposure to loud noise may cause hearing injury and loss e.g. using chainsaws, firearms, angle grinders, circular saws, tractors, wood chippers and working in the farm workshop.

All farm employees and contractors are to use hearing protection (ear muff or plugs), to prevent hearing loss when they are working in the farm workshop or where there is loud noise.

## Asbestos

We have checked buildings for asbestos. Do not repair or work on any building without first checking whether it contains asbestos. An Asbestos Register is maintained in the XXXX office.

## Dust

We provide dust masks and respirators for our employees where dust is a problem. All employees are to wear a dust mask when dust is a problem to prevent breathing difficulty and lung damage.

## Workplace Bullying and Aggression

XXXX does not tolerate violence or bullying by any employee or contractor on our farm. We also believe in equal opportunity and will not discriminate against any person applying for work.

Complaints of workplace violence must be made formally to management. We will take action to resolve the complaint. If the complaint is found to be valid, action against the offender may include any combination of the following:

* Asking for an apology.
* Creating an agreement with the offender that will stop the behavior of concern.
* Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution.
* Disciplinary action in the form of verbal, written or final warning or dismissal.
* All violence will be reported to the police.

In determining the action to be taken against the offender, the following factors will be considered:

* Severity and frequency of bullying.
* Whether there have been previous incidents or prior warnings.

We will investigate all complaints confidentially and take necessary action without retribution.

## Sexual Harassment

XXXX will not tolerate any form of sexual harassment by anyone. Sexual harassment is:

* Uninvited acts of sexual intimacy.
* Unsolicited requests (both expressed or implied) for sexual favours.
* Remarks aimed at others which have a sexual connotation.
* Unwelcome conduct of a sexual nature towards others.

Examples of sexual harassment are:

* Patting, pinching.
* Deliberately brushing against someone.
* Sexual propositions.
* Insinuation about another person's private life.
* Comments about somebody's body.
* Offensive phone calls.
* indecent exposure.

Sexual harassment could also be displaying offensive photographs or telling sexist jokes in common work areas.

## Drugs and Alcohol

It is the policy of XXXX that employees or contractors do not work under the effect of alcohol or illicit drugs that may endanger their own safety or the safety of others on the farm.

XXXX maintains its right to refuse work to any employee or contractor who in the opinion of the management are in an unfit state to perform their work in a safe manner.

To assist in these requirements, XXXX employees, contractors and visitors shall observe that:

* No alcohol shall be consumed or permitted on farm at any time unless expressly authorised by management and only when work is completed for the day.
* No illegal drugs shall be consumed or permitted on farm at any time or under any circumstance.
* If, in the opinion of the management, an employee is unfit to work safely, they will be sent/ taken home.
* Employees who are taking prescription medication that may affect their safety at work (e.g. that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

XXXX encourages all employees not to smoke. Please do not smoke in any vehicle, tractor or building.

## Workplace Disputes

In the event of a dispute arising in the workplace the procedure to be followed to resolve the matter will be as follows:

* The employee and their supervisor to meet and confer on the matter.
* If the matter is not resolved at such a meeting, the parties shall arrange for further discussions between the employee and the employee’s nominated representative, if any, and more senior levels of management.
* If the matter is still not resolved a discussion shall be held between representatives of the organizations affiliated with your farmer association or other representatives of the employer and the union or other employee representative.
* If the matter cannot be resolved it may be then referred to the State Industrial Commission (Fair Work Ombudsman).

While the parties attempt to resolve the matter, work will continue as normal unless an employee has a reasonable concern about an imminent risk to his or her health and safety.

## Purchasing for Safety

When new or second hand machinery is purchased by the company, it is inspected to see if it is safe for use. This includes the commission of new buildings and structures. This assessment will be considered in:

* Purchasing decisions.
* Risk control requirements for operation of new equipment.
* Induction and training of employees to operate new equipment.
* Development of Safe Farm Work Method Statements.

## Personal Protective Equipment (PPE)

The company has assessed the need for Personal Protective Equipment (PPE) and we will supply and maintain PPE for use by all our employees, to protect them from:

* Solar radiation - sunburn while working outdoors.
* Noise - in workshops and when using noisy machinery and equipment.
* Ultraviolet radiation during welding.
* Eye injury - during picking, flying particles during grinding, welding, working with metal and wood chipping.
* Exposure to chemicals, including pesticides when mixing, spraying and disposal.
* Exposure to dust, gasses and fumes.
* Head injury - when riding motorbikes and quads.
* Foot and hand injury.

Employees are responsible for wearing or using PPE and reporting damaged PPE. Replacement PPE is available from the farm manager.

# Emergency Preparedness and Response

## Emergency Planning

An emergency plan been developed in case of emergency and is given to all workers (employees and contractors) before they begin work.

Emergency Plans are displayed in the office, packing shed, workshop, vehicles, quarters and all homes beside the phone. Emergency plans have also been given to all family and friends who live and visit XXXX farms.

These emergency plans and procedures are located in all safety induction handbooks, the office and workshops, quarters and homesteads.

## Emergency Telephone Numbers

Emergency telephone numbers are located in the safety induction handbook and are displayed beside all two way radios, vehicles, tractors and telephones.

A register of where emergency cards are located is maintained at the office and is reviewed regularly.

## First Aid

First Aid can be provided by the XXXX farm manager. In their absence, the following employees are First Aid trained and can provide assistance as required:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First aid kits are located in all farm vehicles, tractors, , the workshop and chemical store. The First Aid kit contents are appropriate for the likely kinds of injuries to be sustained, are regularly checked and restocked. A register of First Aid kits is maintained at the office.

## Fire Safety

XXXX has assessed the need for fire safety equipment including fire extinguishers, fire blankets, smoke detectors and alarms.

Fire extinguishers and fire blankets are regularly inspected and maintained to the Australian Standard, *AS 1851.1 – 1995 Maintenance of fire protection equipment*.

All workers are to inform management when a fire extinguisher has been used or requires servicing, refilling or a smoke detector/ alarm requires a replacement battery.

A register of fire safety equipment, their location and service history is kept at the office.

A water tanker is maintained by XXXX and the local rural Fire Brigade for fire emergencies. The tank is kept full at the shed and maintained ready for use.

# Injury Management, Rehabilitation and Return to Work

Injury management, rehabilitation and return to work arrangements have been considered by XXXX.

In the event of an employee being injured, assistance will be sought from our Workers Compensation Insurer XXXX or the relevant Farmer Association to help coordinate our employee’s rehabilitation and return to work. Injury management and return to work plans are maintained in the farm office.

## Health Surveillance and monitoring

We monitor the safety of people working for XXXX.

Hearing screening and respiratory assessments are available to all permanent workers and upon request by those who are exposed to continual loud noise and/or organic dusts.

Health Surveillance is required if there is frequent use of organophosphate pesticides. Further information is available from Safe Work Australia – Health Monitoring for Exposure to Hazardous Chemicals – Guide for Workers.

## Injury Register and Notification

All employees, contractors or visitors must report their injury to the farm manager or to XXXX Pty Ltd. We require you to report all serious injury or illness, a death or dangerous incident, An injury register is maintained in the office.

Work Health and Safety and Workers Compensation legislation, requires employers keep a record of work related injury (including contractors). In the event a ***serious injury or illness, a death or dangerous incident*** the appropriate Work Health and Safety Authority *must be immediately notified*.

In addition, Workers Compensation Insurers require employers to provide a record of the work related injury and notify Worker Compensation insurer within a 48 hour period of the accident.

# Workers Compensation and Personal Accident Insurance

Workers Compensation arrangements are maintained for all XXXX employees. The company will request a copy of a Certificate of Currency for Worker’s Compensation or Personal Accident Insurance from all our contractors. This will be maintained on file in the farm office and is required annually in the instance of long-term contractors.

Information about reporting injury is provided to all contractors and employees at the beginning of their employment during their safety induction.

# Work Health and Safety Review

This work health and safety plan and policy is reviewed annually and will consider:

* Changes to this business.
* New information being made available about farm hazards and risk.
* New legislation requiring revision to the policy and procedures.
* Arrangements to implement health and safety management in this business.
* Other regulatory and industry requirements e.g. Dangerous Goods Regulations, Quality Assurance and Food Safety programs.

A report of the health and safety performance of XXXX will be provided at the completion of the annual review. The report will contain information for the XXXX to make decisions on the effective management of health and safety within the business.

Date: Signature