

SafeWork SA



Farmers' Guidebook

to work health and safety



Government of South Australia

SafeWork SA

In 2016, SafeWork SA and Primary Producers SA forged an important partnership with a shared purpose – to keep our farmers and rural workers safe at work.

The *Farmers' Guidebook* is a revision of the previous 2011 guide produced by the South Australian Farmers Federation and the South Australian Dairyfarmers' Association.

This collaboration would not have been possible without great support from the PPSA commodity groups, who have offered their advice, time and expertise – Grain Producers SA, Livestock SA, South

Australian Dairyfarmers' Association, Horticulture Coalition of South Australia, and the Wine Grape Council of South Australia.

Special thanks also goes to Karen Baines, Eyre Peninsula board member of the Agricultural Bureau of South Australia, and to Chas Cini of Mediation and Employment Relations Services.

Disclaimer The information contained in this booklet is intended as a guide only. This guide includes information on how to identify and assess farm risks and provides examples of practical control measures. This guide has been prepared and provided based on the relevant information and legislation available at the time of printing.

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Introduction



There's no question that farms are unique workplaces, and the combination of hazards makes primary industries one of the most dangerous sectors in which to work. In South Australia 4.5% of the total workforce work in agriculture, however almost 19% of workplace deaths occur on farms.

This means South Australian farmers are being fatally injured at a rate of almost five times beyond their share of the workforce. On top of the high fatality rate, every week nine South Australian primary producers are injured seriously enough to access workers compensation. Frustratingly, the vast majority of fatalities and serious injuries are preventable.

This guide has been developed to help farmers understand their legal responsibilities as well as provide practical solutions to health and safety issues to help prevent serious or fatal injury on their properties.

In South Australia, the *Work Health and Safety Act 2012 (SA)* or 'the Act' protects all workers, including employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and employers who perform work.

For most of you, your farm is both your workplace and your home, and sometimes the lines can blur. Your farm is a workplace when your neighbour volunteers at your farm, or you call in a casual contractor, or the local stock agent drops in – you are responsible for their health and safety while they are on your property.



It's important to note that the laws provide everyone with the highest level of health and safety protection from hazards arising from work, so far as is reasonably practicable. The term 'reasonably practicable' refers to what could be reasonably done at a particular time and involves considering the likelihood of exposure to a hazard, degree of harm, worker knowledge of hazards, and ways of eliminating or minimising risk.

We know farmers are a resourceful, resilient and independent group, and seldom seek advice from SafeWork SA or other experts. We also appreciate there's been a perception that a SafeWork SA visit to your farm will result in money and time – two things which farmers can't afford to waste.

We understand that many farmers are sole proprietors and that you may feel you neither have the time nor the resources to commit to improving work health and safety. But you can't afford not to invest – a serious injury or death on your property is likely to have a much bigger impact on you, your family and the community.

A common question:

If I engage a family member or friend to assist with on-farm duties, are they still covered by work health and safety laws?

The short answer is YES – a person is considered a worker under the Act if they carry out work in any capacity for a person conducting a business or undertaking. For example, if you are the owner/operator of a farm and bring your neighbour on site to help with harvest, regardless of whether they are compensated in some way, they are considered a worker and you have duties and obligations to them.

From 1 July 2016, SafeWork SA has two clear operational units – an educator and a regulator. The educator will provide a mobile work health and safety advisory team to visit your workplace and help you understand your work health and safety responsibilities. We can provide you with practical support which, together with your industry knowledge, can help make your workplaces safe. Most importantly, this team will have a strong industry background and will not be inspectors. We want you to feel comfortable to invite us into your workplace.

As an experienced farmer, you may think you have safety covered – but it's experienced farmers who are most likely to die on-farm.

According to Safe Work Australia, workers aged 65 years and over accounted for 30% of on-farm fatalities for 2003-2011. This is nearly three times the proportion this age group represents across all worker fatalities

Statistics

Safe Work Australia statistics for the agriculture industry in 2010-11 show that workers in the oldest age group (65+) are almost exclusively self-employed, whilst workers under the age of 25 years are predominantly employees. Young on-farm workers can be vulnerable due to a lack of experience, maturity and awareness. As an experienced farmer, you should be mindful that young workers may be reluctant to speak up, or may be over-confident in their abilities.

According to 2014-15 ABS statistics, South Australia has a total of 11,147 owner/operator farms, and an average age on-farm of 55 years. Our state's farmers are also seasoned professionals, with an average of 33 years' farm experience.

In 2015 there were 14 fatalities across all industries in South Australia, two of them in the agriculture, forestry and fishing sector, which equates to over 14% of all fatalities.

Drawing upon ReturnToWorkSA statistics, we get a picture of the commodity groups most at risk of a significant claim due to a workplace injury.

Farmers who are most at risk of serious injury are those working with sheep, beef cattle and grain production (58.7%), followed by fruit and tree nut growing (19.45%) and vegetable growing (15.25%).

For the period 2012-16, the most common farm injuries across the agriculture sector have been caused by muscular stress while manual handling (103 claims), falls on the same level (98 claims), muscular stress while lifting (85 claims), vehicle accidents (85 claims), and being hit by an animal (65 claims).

For the same period, the occupations in the agriculture sector at highest risk of a significant claim due to a workplace injury are livestock farm workers, dairy cattle farm worker, mixed livestock farm worker, vineyard worker, beef cattle farm worker and shearer.

Taking action

You may have done a task a thousand times before so you're confident and it's all but second nature. Often it's when performing these daily tasks that experienced farmers are most at risk. In this Guidebook we are asking you to step back and take a moment to reconsider the safest way to do the job.

We would like farming families to stop and think about work health and safety. When you go about your daily duties, look in this Guidebook for tips and assistance, chat with other farmers in your area, engage the services of one of our mobile advisors, and take action to keep the conversation, yourselves and your workers alive.



Did you know

It's possible that you may have more than one duty on a farm. For example, both a property owner and a contractor share the duty of ensuring the health and safety of workers while on the property.

Setting up a safe workplace



Consultation

A safe workplace is more easily achieved when everyone talks openly about work health and safety issues and concerns, helps to identify hazards and risks, and works together to find solutions.

Good consultation is essentially about people talking to each other so that you all know what's going on with safety. This information sharing gives everyone a reasonable opportunity to express their views and have them taken into account, to respond and contribute to issues that directly affect them, before decisions are made.

In the process you'll really get to know your workplace, your workers and the hazards they face, and also send a clear message that safety is important.

Consultation is a requirement of South Australia's work health and safety laws, and an essential element in the proactive management of health and safety in workplaces. You must consult on health and safety matters with:

- workers (and their health and safety representatives, if they have them)
- contractors and sub-contractors, and their workers
- seasonal and labour hire workers
- volunteers
- anyone else who is directly affected.

Safety solutions

Never underestimate the value of your workers' knowledge and experience when it comes to knowing about the hazards associated with their work. They often have ideas about how to reduce safety risks, make improvements and find solutions. Just ask them.

Encourage your workers to be involved as you:

- develop and later review your work health and safety policy and procedures
- use safety checklists
- identify hazards, tasks and conditions, and the safe way to manage them
- set up ways to report hazards, incidents, near misses and injuries.

You can consult informally (e.g. during breaks) or through any agreed arrangement (e.g. start-up or toolbox talks where health and safety is an agenda item), or more formally through health and safety representatives or committees. The chosen format will depend on the type and size of your business.

Regular consultation is best, because it allows you to be proactive about identifying, and fixing, any potential problems before someone is injured.

Keep a record of meetings, feedback, decisions and action items, and regularly review safety solutions for effectiveness.

Further information

For more information refer to the *Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination* which provides practical guidance on effective consultation and the resolution of health and safety issues at work.
safework.sa.gov.au



Induction

When a new worker or contractor starts work, it's good practice to show them around and tell them what they need to know (e.g. the facilities, work times and meal breaks) and introduce them to their immediate supervisor and fellow workers.

This process is called an induction. In addition to this general induction, you must cover health and safety information. This is a good opportunity for you to talk about your expectations of the workers in a positive way and establish clear understanding of your role and theirs with regard to work health and safety.

Information new workers may need includes:

- key risks that everyone needs to know about (e.g. paths and tracks to be followed when moving around the farm, overhead power lines, traffic hazards etc)
- your work health and safety policy and safe work procedures
- how to report hazards, incidents, near misses and injuries
- their health and safety representative, first aider and fire warden.

You should also do an induction for:

- contractors and visitors (you might use a simpler induction for visitors)
- existing workers transferring to a new worksite or into a new job
- workers returning after extended leave
- workers doing a hazardous task or using new equipment for the first time.

Safety solutions

When inducting new workers make sure you:

- check that they have understood what they have been told or shown
- don't assume that they have the skills needed to carry out all farm jobs safely
- give them copies of all relevant guidelines and policies.

To help you decide the best form of induction for your workplace:

- involve key people in the induction (e.g. the new worker's supervisor, health and safety representatives and co-workers)
- set aside enough time, and pace the induction so you don't overwhelm the new worker with too much information
- provide clear instructions and ensure they are understood
- show (rather than tell) the new worker how to perform the tasks, and emphasise main points
- encourage the new worker to ask questions, especially if they are young or inexperienced
- assume no prior knowledge, training or experience – your workplace, equipment, tools and work practices may be different
- cover topics that may seem 'common sense'
- consider language, cultural and literacy needs
- ensure that new workers are supervised while they perform the tasks until they are competent, and correct any mistakes immediately
- keep your induction and training records for five years from the last entry.

Induction checklist

Use an induction checklist to make sure you cover all important information.

If you've never used an induction checklist before, it's worthwhile doing one with each of your existing workers as well (no matter how long they've been with you – don't assume they know what's required with safety). It can also act as a record proving you've had these safety conversations with your workers.

Keep copies of the completed induction checklists, and provide your workers with a copy too.

[A sample Induction Checklist can be found on page 125.](#)



Tips from an SA farmer

You may also be able to do an online induction. The benefits for contractors and visitors are that it can be done beforehand and a printed copy provides a record for all.

Ag in Compliance has an online platform. *Farmsafe App* is useful for basic induction.

Draw a map of the farming property and main workshop area, include emergency meeting points and hazards. This map can also be printed, laminated and stuck on the walls of your sheds for a reminder.

Training and supervision

Training and supervision are important requirements. Workers need to know how to do their jobs safely and understand the issues that affect their health and safety.

To decide what training is required on your farm, you will need to:

- understand the capabilities, knowledge and experience of your workers
- be able to give task-specific training
- identify the need for refresher training (e.g. as new equipment arrives or new technology is introduced)
- make sure workers have sufficient knowledge to work on a farm, without the need to be under escort or close supervision.

Training can be initiated by you or by your workers. It can involve:

- instruction or on-the-job training delivered by experienced workers
- sessions with qualified instructors or external trainers
- attending formal training centres or colleges.

Supervision is an opportunity to support your workers and develop a good working relationship. By observing how your workers are doing their work you can correct any mistakes early.

Positive supervision gives your workers better job satisfaction and commitment to their job. It gives you the confidence to know that they can work safely on their own.

A sample Training Plan and Training Record can be found on page 127-129.

Record keeping and documentation

You may think of keeping records as just paperwork and not really useful. Keeping records is a smart way of proving to your insurer, investors, shareholders, customers, family and SafeWork SA that you are effectively managing your work health and safety responsibilities.

Keeping records can also help you to check the health and safety performance of your business and make improvements. The detail and extent of recording will depend on the size and complexity of your operations.

Make sure that everyone in your workplace is aware of what records they need to keep, including where they are kept so that everyone can access them.

A sample Hazard List and Risk Assessment, Hazardous Substance Register, Record of Safety Discussions and Risk Control Plan can be found on pages 131-135.



Keep these records	Benefit
Safety reporting procedures – any incidents and injuries, including near misses	Helps you decide what you need to do to improve and prevent recurrences of incidents and injuries
Hazardous chemicals on site and an asbestos register – if you have any at your workplace	Compliance with the law and keeps everyone safe
Registration documents for items of plant	Compliance with the law
Testing, maintenance and inspection for specific types of plant	Confidence that your equipment is safe
Hazard identification, risk assessment and control processes that you have in place	Shows that you are actively keeping your workplace safe by noticing hazards and doing something about them
Maintenance documents for all plant and equipment	Confidence that your equipment is safe
Training and inductions for workers and contractors	Support for workers and confidence in your workers

Incident reporting

South Australia's work health and safety laws require you to notify SafeWork SA of any serious workplace injuries or illnesses (requiring immediate in-patient treatment), dangerous incidents or deaths that occur on the farm immediately after you become aware that they have occurred.

Notifiable incidents include those relating to a worker, contractor, volunteer, family member or member of the public.

Failure to report a notifiable incident to SafeWork SA is an offence and penalties can apply.

You are also required to preserve the incident site until a SafeWork SA inspector arrives at the site, or directs otherwise. This is subject to some exceptions which include:

- assisting an injured person
- removing a deceased person
- making the site safe or to minimise the risk of a further notifiable incident
- facilitating a police investigation
- following a direction from a SafeWork SA inspector that the scene may be disturbed.

You must investigate workplace incidents or injuries to establish all of the factors involved and determine the appropriate action/s to prevent a recurrence.

By collecting incident information and analysing it within a risk management process to identify and control risks, everyone can learn from it and improve safety practice.

A sample Incident/Hazard Report can be found on page 139.

The 'Who to tell' infographic on page 29 is there for you to remove, copy, fill out, laminate and display at appropriate locations across your property (e.g. home, workshop, outbuildings, vehicles).



Emergency procedures

Preparing for an emergency is good business practice. Protecting the lives of those who work or live with you on the farm must be your first priority. Think about emergencies like a fire, medical trauma or chemical leak. Communication and good planning is the key.

Safety solutions

Put in place emergency procedures, including:

- clear procedures for evacuating the workplace – everyone must understand what to do in an emergency situation, including your family, children and visitors
- an emergency call system – who gets contacted and by whom, and what happens if that person is away
- the names and contact details of first aiders and emergency organisations
- notification of emergency services at the earliest opportunity
- medical treatment and assistance.

Tell your workers, visitors and contractors about them and their responsibilities.

Practice what you've planned so everyone knows what to do. Organise a mock first aid emergency or create a scenario where a key person is missing – this will help you understand the weaknesses in your plan.

Also consider whether:

- information is easily understood, including for workers with English as their second language
- workers have access to first aiders at all times and the first aid kit is stocked and up-to-date
- there is easy access for emergency services (e.g. parking for an ambulance).

Tips from an SA farmer

In a real emergency you can forget processes under pressure, so make sure you have easy access to the step-by-step process at your farm, as well as a list of who to call and the UHF channels for your neighbours.

I would recommend planning procedures for the following emergencies:

- medical emergency
- snake bite
- bushfire
- fire within work area
- chemical spill
- electrocution
- contact with powerlines.

St John has a number of online first aid fact sheets, including a simple action plan (DRSABCD) to help you assess whether a patient has any life-threatening conditions and if any immediate first aid is necessary stjohnsa.com.au/how-we-help/public-access-resources/first-aid-fact-sheets

First aid

The initial treatment a person receives directly after an injury or incident, or when they become ill at work, is extremely important.

The provision of prompt and appropriate first aid can reduce the severity of an injury or illness, and in extreme cases could mean the difference between life and death.



Tips from an SA farmer

St John provide a free First Aid iPhone application for easy to access first aid directions stjohnsa.com.au

I would recommend aiming to have a qualified first aider on-farm at all times. First aid courses are a minimal expense with some elements available online.

First aid trainers can come to you to train you and your workers in first aid. Be on the lookout for courses that might be held at your local sports club or school.

Consider a larger first aid kit for your main workshop and a smaller, portable first kit for vehicles.

Safety solutions

Every workplace has a legal responsibility for ensuring adequate first aid provisions. Workers and anyone else attending your property must have access to first aid equipment, with an adequate number of people trained to administer first aid.

The exact composition of your first aid equipment and number of trained first aiders will vary depending on the size of your workforce, the location of your workplace, and the risks associated with the nature of the work done there.

A risk assessment will help you determine your first aid requirements.

For farming properties you should particularly take into account:

- the distance between different work areas (e.g. homestead and distant paddocks)
- the response times for emergency services
 - additional first aid considerations may be necessary for people in remote or isolated areas (e.g. where access is difficult due to poor roads or weather conditions, arrangements may need to include aerial evacuation)
- the mobile nature of the work – portable first aid kits should be provided in vehicles (e.g. tractors, harvesters, farm utes and trucks, quad bikes) and safely located so they don't become a projectile in the event of an incident
- first aid kit contents
 - if work is performed outside and there is a risk of insect or plant stings, or snake bites, a heavy duty crepe bandage and sting relief (cream, gel or spray) may need to be included
 - where people work in remote locations, a heavy duty crepe bandage 10 cm (for snake bites), large clean sheeting (for covering burns), thermal blanket (for treating shock), whistle (for attracting attention), torch/flashlight should be included.

Further information

The *Code of Practice: First Aid in the Workplace* provides more information.

safework.sa.gov.au/cop

Fire safety

Most farmers have had experience coping with fires, as part of the local CFS or for their own stubble and windrow burning in paddocks. Fire is a risk throughout the year and therefore it should be a management activity all year.

Fight fire before it starts by having a plan in place – both for a bushfire and for farm fires. Make sure everyone on your property is aware of it.

Safety solutions

Have in place:

- regular evacuation practice drills
- a site plan that shows all fire protection equipment, emergency exits and assembly points
- a routine for fire risk days (e.g. moving stock, limiting or postponing machinery use, switching off electric fences)
- an agreed trigger to leave early on fire risk days, including a trigger for family members, workers or contractors to leave – plan for contingencies such as children at school
- access for firefighters, including a clearly visible entrance, property name and number, and clearly marked water supplies
- fire extinguishers in your home, sheds and vehicles that are regularly maintained
- training for workers in emergency equipment use (e.g. fire extinguishers, chemical spill kits, breathing apparatus, lifelines)
- a heavily grazed area where stock can be moved during a bushfire situation.

Tips from an SA farmer

Use the right firefighting equipment. Carbon dioxide or powder type devices are used against electrical fires. Water, foam and wet chemical extinguishers should not be used for electrical fires as they significantly increase the risk of electric shock.

Workshops

In the workshop pay attention to:

- keeping machinery clear of bird nests – especially when it has been sitting unused for long periods of time
- safely storing flammable/combustible liquids or materials
- machinery and powered tools – fires may be caused by allowing moisture or dust to enter electrical equipment or from faulty spark arrestors
- possible electrical faults (e.g. circuit overloading)
- keeping the area tidy and exits clear.

Don't use power tools such as angle grinders and welders on fire ban days or days you determine as high risk.

Your house

To protect your house:

- regularly test smoke alarms and replace their batteries
- check chimneys and flues for internal damage and clear any blockages (e.g. bird nests)
- ensure fire screens are used in front of open fires
- replace damaged appliances or power boards
- keep a clear area around buildings, free from weeds, bushes and overhanging branches.

Haystacks

If you have haystacks on your property you should:

- test for heat (use a probe) and signs of build-up of heat (e.g. steam, unusual smells, slumping)
- ensure air is able to flow freely
- make sure hay is fully cured before baling.

Harvesting

During harvest you should:

- keep harvesters clean – ensure bearings, exhausts, turbochargers, electrical circuits, hydraulic lines and belts are free of dust, chaff, grease, oil or bird nests
- carry a fire extinguisher
- maintain fire breaks around harvest operations where practical
- have an observer in the paddock when reaping particularly flammable crops such as lentils to ensure any smouldering residues can be extinguished immediately
- blow chaff off your machinery regularly with a leaf blower or by some other means, especially when reaping lentils or other particularly flammable crops
- check bearings for overheating with a laser monitor.

Fuel reduction

Reduce fuel storage around assets (e.g. house blocks, sheds and fences) and create strategic fuel breaks.

The CFS, in partnership with Primary Producers SA, has introduced a number of Codes of Practice to assist landholders with undertaking burns and using tools more safely outside of the Fire Danger Season.

For more information visit cfs.sa.gov.au

Check with your council if local laws are in place for lighting fires, burning off or using incinerators, and before starting a burn-off find out if any restrictions (e.g. environmental) apply in your local area.

Refer to page 123-124 for local council contacts.



Child and visitor safety

Children want to get involved in everything, especially on farm. However when their natural curiosity is combined with a narrow range of vision and under-developed sense of danger, a farming property can be a dangerous place.

Unintentional injury can occur when adults underestimate the level of risk and hazard of farm activities. Major causes of child deaths and injuries on farms include:

- falls from plant and machinery
- drowning in dams, tanks and creeks
- guns or chemicals
- tractors, motorbikes, quad bikes or other farm machinery
- contact with livestock.

The mix of home, work and recreation on a farm creates a complex risk environment. It is not always possible to remove the risk, but adults must limit access to hazards for young family members, as well as farm visitors.

Walk through your property and assess each and every area according to the age, physical size and ability of your child/children. Try to see things from their point of view. Young children cannot read warning signs or herbicide labels, for example, and that gap in the fence of an animal enclosure that's too small for you to get through is just the right size for them!

Visitors may also be at risk, as they may not be familiar with potential hazards.

Safety solutions

Machinery, vehicles and equipment

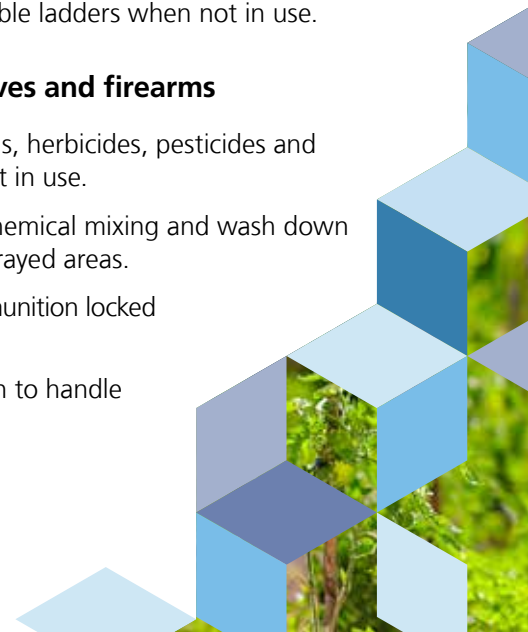
- Store equipment securely (e.g. do not lean heavy tyres or ladders against walls where children can knock them over or attempt to use them).
- Lock or restrict access to workshops, and closely supervise children if they are present.
- Never let anyone, especially children, ride as passengers on tractors, quad bikes, machinery or the trays of vehicles.
- Do not allow children under 16 years of age to ride a quad bike.
- Keep all electrical equipment out of reach.
- Don't let children look at sparks when someone is welding.
- Keep children away from work that is excessively noisy or dusty, or provide hearing protection, dust masks and goggles.
- Lower to the ground any attachments when they are not in use.
- Pay particular attention when reversing vehicles and farm equipment.

Slips, trips and falls

- Supervise children when they are around water that cannot be adequately fenced (e.g. dams, creeks, irrigation channels, troughs, open tanks, seepage pits, sheep dips) – remember that toddlers can drown in only a few centimetres of water.
- Securely cover wells, tanks, plunge and spray dip sumps.
- Adequately guard all ladders to bins, silos, windmills and tank stands so that they cannot be accessed and climbed.
- Lock away all portable ladders when not in use.

Chemicals, explosives and firearms

- Lock away chemicals, herbicides, pesticides and explosives when not in use.
- Restrict access to chemical mixing and wash down bays, or recently sprayed areas.
- Keep guns and ammunition locked away in a gun safe.
- Never allow children to handle or use explosives.



Animals

- Teach good hygiene practices to reduce the risk of contracting diseases or illnesses transmitted by animals.
- Instruct in basic animal handling skills – be calm, move slowly, give the animal space, avoid loud noises, avoid their hind legs, wear safety boots/shoes – and remember that even good tempered stock can knock children over.
- Supervise children with livestock, especially when working in stockyards.
- Keep paddocks and animal pens locked.

Older children and visitors

Older children and adult visitors can assist around the farm, but need to be supervised at all times. To encourage safe practices:

- educate them about potential hazards and make them aware of areas and activities to avoid
- teach them safety rules that apply to the different areas of the farm
- make sure they understand that certain areas are out-of-bounds (e.g. silos, grain loading areas, farm machinery, animal pens)
- train them to do the work safely, including the use of protective clothing and equipment.

Emergencies

Teach your children how to phone for help in the event of an emergency, and ensure that emergency telephone numbers are available at every telephone. Where possible, program emergency numbers into the speed dial of the phone.

Ensure that children can describe the exact location of the property, including the Rural Property Address (RPA) number.

Tips from an SA farmer

Teach your children about everything and create a culture that involves them safely when appropriate.

Set the rules and stick to them.

Clearly and securely separate the play area from the work yard.

Keep children well away from moving machinery.

Teach children to ask for adult permission before leaving the immediate area around the home.



Seasonal and labour hire workers

You have the same health and safety duties to labour hire workers as to your own workers. In addition, you need to confirm with the labour hire agency that they have met their work health and safety obligations.

You cannot contract out of or transfer your work health and safety obligations to another party.

Give the labour hire company detailed information about:

- the nature of work to be carried out including details of the work environment
- any plant or equipment to be used
- organisational and work health and safety arrangements
- health and safety risks associated with the work
- any skills and knowledge required to safely undertake the work required.

Verify that the selected worker/s have any necessary qualifications, licences, skills and training to carry out the work safely.

Consult with the labour hire agency on work health and safety matters such as:

- providing necessary equipment such as personal protective equipment (PPE)
- giving workers general health and safety information about the work, workplace and work environment.

Clarify how and when you will communicate with the labour hire company.

Safety solutions

While labour hire workers are carrying out work, you need to treat them as you would new workers by:

- inducting them – tell them about work health and safety duties, policies, procedures and practices in the workplace, including consultation methods and emergency procedures
- providing a safe working environment and checking that they have the necessary PPE
- providing adequate supervision
- consulting with the worker and the labour hire company about any changes and obtaining the approval of the labour hire agency to the proposed changes
- encouraging labour hire workers to participate in the identification of hazards specific to their work
- supporting and encouraging labour hire workers to participate in workplace consultative arrangements
- encouraging workers to maintain contact with the labour hire company throughout their placement.



Remote or isolated work

You may have done the job on your own a thousand times before, or it may be your first time working alone. When you have no-one but yourself to depend on, you need to take responsibility for your own safety.

When working alone is the only option, being prepared is the key to staying safe. You or your workers may be isolated even if other people are close by on a farm. In some situations, a worker may be alone for a short time, or be on their own for days or weeks in remote locations.

You are required to regularly check in on workers performing remote or isolated work to ensure they are safe.

Safety solutions

Before you or your workers start work alone think about:

- procedures for regular contact
 - How will you communicate the need for help?
 - Will the emergency communication system work properly in all situations?
 - If communication systems are vehicle-based, what arrangements are in place to cover communication away from the vehicle?
- level of work experience and training of the worker
 - Do they have the ability to make sound judgements about their own safety?
- how long it will take to finish the job alone
- your equipment and vehicle
 - If it breaks down or you need operational assistance, who will help?
- medical attention
 - Who can provide if needed?
 - Are you aware of a pre-existing medical condition that may increase risk?
 - Who nearby knows how to administer first aid and CPR?
 - Who can make the emergency services call if they are needed? Can they access the work location?
- whether the work is high risk
 - For example, working at heights, electrical work, and working with hazardous substances or hazardous plant.
- impact of fatigue
 - Is it likely to increase risk? For example, driving a vehicle or operating machinery for a long period of time.
- environmental factors
 - For example, exposure to extreme hot or cold environments, or the risk of attack by an animal.



Amenities

You are required to provide adequate facilities for workers, which includes providing a clean bathroom and toilet, good drinking water, as well as washing and eating facilities.

Keep the workplace clean and tidy, and provide sufficient space for storage. It can prevent injuries resulting from slips and trips.

Check with your workers that your facilities meet their needs.

- Do they need to change out of their clothes? They may need showers, lockers, access to power points.
- Is the work performed in a building or outdoors? Do they have shade if they are always outside? Is heating or cooling provided indoors? Is there enough light?
- Do you have any workers with particular needs?
- What if they feel unwell? Do you have a current first aid kit and place to rest?

Further information

The *Code of Practice – Managing the Work Environment and Facilities*
safework.sa.gov.au/cop

Refer to page 6 of the Code for more information on how to identify what facilities are needed. Appendix A provides a checklist to help you review the work environment and adequacy of facilities provided to your workers.

Building and workshop safety

Farmers are quite often required to perform a range of tasks in the workshop and other outbuildings that ordinarily would be undertaken by skilled tradespeople. Not surprisingly, injuries associated with workshop tasks are frequent.

Safety solutions

If you enter the workshop on an ad hoc basis you should consider the following safety tips:

General housekeeping

- Keep the workshop clean and hygienic.
- Eliminate any tripping hazards.
- Ensure there is adequate working space for each job.
- Ensure fire exits and walkways are clearly marked and maintained.
- Secure all objects that must be stored at height to prevent risks from falling.
- Keep gutters and areas around buildings clear of flammable debris and rubbish.



Fire protection

- Provide correct fire extinguishers and have them conveniently located for emergency use.
- Explain the correct use of extinguishers to all workers, contractors and any other relevant person.
- Maintain all fire extinguishers and identify them with signs relevant to their type.
- Store combustible material away from sparks and flames.

Lighting

- Include skylights and windows to provide natural light to work areas and reduce the dependence on artificial lighting.
- Ensure lighting is sufficient for the job, with a minimum of 300 lux expected in workshop areas.
- When work is carried out with limited natural light, ensure emergency exit lighting is provided in case of power failure.

Fall prevention

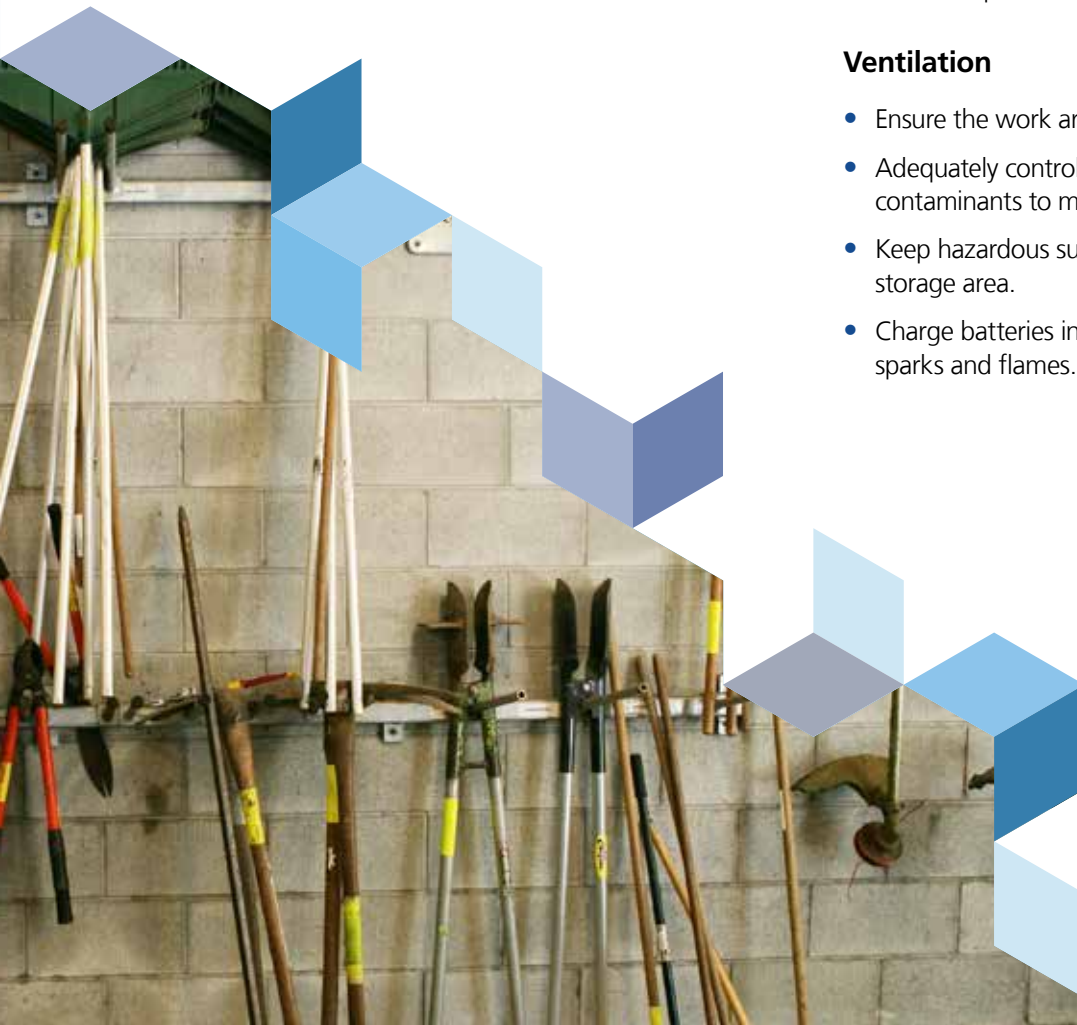
- Ensure suitable guard railing is in place to prevent falls from elevated workplaces.
- Place warning signs prominently on all sides of buildings with fragile roofs, warning that fragile roofing materials have been used and that workers must use crawl boards.
- Prevent people standing on skylights by fixing safety mesh either above or below the plastic or polycarbonate sheet, or by installing a guard rail.
- Provide a safe way of getting onto and down from roofs.
- Ensure crawl boards are readily available when working on roofs.

Floors

- Ensure floors are strong enough to support the weight of plant and vehicle traffic.
- Ensure floor surfaces are even and have a non-slip surface.
- Clear up spills immediately.
- Repair surfaces that have become worn, pitted and rutted to prevent injury.

Ventilation

- Ensure the work areas are adequately ventilated.
- Adequately control impurities and atmospheric contaminants to minimise risk.
- Keep hazardous substances in a separate storage area.
- Charge batteries in a well ventilated area away from sparks and flames.



Fit-out

- Provide trolleys, hoists and other manual handling aids where necessary, and clearly mark minimum load bearing capacity.
- Have benchtops and platforms at a height to suit the individual needs of the operator.
- Ensure shelving is strong enough to hold loads.
- Store raw materials safely and, where possible, at a height that does not increase the likelihood of an injury.
- Check all ladders, steps and stairways for deterioration.
- Make ladders/access to water tanks, silos and rooftops inaccessible to children.
- Cover or adequately guard in-ground dip sumps to prevent accidental entry.
- Provide separate rubbish bins for combustible and non-combustible material.
- Ensure a first aid kit is readily available.

Tools and equipment

- Ensure all guards and shields are kept in place.
- Use clamps and vices to hold job items, where possible.
- Ensure that bench grinders, pedestal drills and similar equipment are adequately secured.
- Always wear safety glasses or a face shield when eyes are at risk.
- Never cut or grind containers that have previously contained flammable or toxic substances.
- Use protective screens to protect bystanders when welding.

Electrical tools and power supply

- Ensure all electrical wire is in conduit to prevent being severed.
- Use heavy duty extension cords.
- Fit a Residual Current Device (RCD) to the electrical circuit board or use a portable RCD.
- Regularly inspect, test and tag all power tools, extension cords and RCDs.
- Protect electrical power boards from weather and water.
- Ensure outside power points are weather-proof.



Personal protective equipment

Personal protective equipment (PPE) is equipment that will protect the user against health or safety risks at work. Relying on PPE will not reduce the risk of an incident, but can reduce the severity of an injury. For example, wearing a helmet could reduce the severity of a head injury to a quad bike rider, but it does not prevent an incident from happening.

Sometimes PPE is mandatory. For example respiratory protection is mandatory for asbestos removal and spray painting.

If possible, first try to eliminate or remove a hazard completely. If this is not possible, consider substituting or replacing the hazard with a less hazardous work practice. You could also try to isolate the hazard, or implement engineering controls which provide long-term solutions (e.g. a noise baffle on a piece of equipment). This approach is often cheaper and more effective than continually providing, replacing, maintaining and storing PPE.

Remember too that control measures at the source protect all workers in the area, while PPE only protects the individual wearer.

PCBUs are expected to provide all necessary PPE for their workers at no cost to the worker.

Safety solutions

- Involve workers in the process of selecting PPE, as they often have detailed knowledge of the way things work, or are done, which can help you. You can also check with your supplier on what PPE is appropriate if you explain the job to them.
 - Provide workers with suitable information, instruction and training in the safe and correct use of PPE.
 - Make sure that PPE:
 - is effective and gives adequate protection against the hazard (e.g. for handling a pesticide, do the gloves resist penetration?)
 - is of an appropriate standard
 - is readily available for use
 - matches the wearer, the task and the working environment, so that it does not get in the way of the job being done or cause any discomfort
 - does not introduce any additional risks (e.g. limit visibility, cause heat stress)
 - is compatible with any other PPE being worn (e.g. safety spectacles may interfere with the fit of respirators)
 - is checked before use and cleaned, maintained in good condition and stored (e.g. in a dry, clean cupboard) in accordance with the manufacturer's instructions (if it is reusable).
- Never allow exemptions from wearing PPE for those jobs that 'only take a few minutes'.

Basic PPE kit to have on hand:

- disposable P2 respirators for grain handling
- goggles for chemical handling
- long gloves for chemical handling
- face shield, gauntlet gloves and apron for welding
- standard safety glasses for various tasks
- coveralls
- eye protection
- steel-capped footwear
- gloves
- safety helmets
- wet weather clothing
- hearing protection
- masks.

Quick safety scans

Use these quick safety scans to look at key work health and safety issues on your property. Those items where you tick 'Sometimes' or 'Never' will need action to fix

or do better. Use the safety solutions suggested earlier in the guide to help you improve.

Setting up a safe workplace	Always	Sometimes	Never
You have a WHS policy which includes: consultation, managing hazards, informing, training and supervising, maintaining a safe workplace, monitoring and reviewing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You regularly update your WHS policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The WHS policy is easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are procedures in place for resolving issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation	Always	Sometimes	Never
You regularly consult on health and safety matters with workers and health and safety representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are encouraged to be involved as you develop and later review your work health and safety policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You encourage workers to identify hazardous tasks and conditions, and suggest safe ways to fix them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records are kept of meetings, feedback, decisions and action items, and safety solutions are regularly reviewed for effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have set up ways for workers to report hazards, incidents, near misses and injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You consult on health and safety matters with contractors and sub-contractors, and their workers seasonal and labour hire workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Induction	Always	Sometimes	Never
You have considered language, cultural and literacy needs of new workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New workers are provided with a copy of their induction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction records are kept for five years from the date of the last entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers are inducted when new work or a new work location is introduced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers returning after extended leave are inducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers doing a hazardous task or using new equipment for the first time are inducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors are inducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors are inducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training and supervision	Always	Sometimes	Never
You have spoken to your workers about their training needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A training plan is in place for your workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records are kept of each worker's training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You supervise your workers in their tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are trained to follow Standard Operating Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New workers are adequately supervised until they have demonstrated task competencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record keeping and documentation	Always	Sometimes	Never
Worker training records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You maintain a hazard register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard identification, risk assessment and control processes are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You maintain a hazardous chemicals register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You maintain an asbestos register (where necessary).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant registration details are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing, maintenance and inspection of plant and equipment records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Incident reporting	Always	Sometimes	Never
You have an incident/injury reporting process in place (including for near misses).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All incident reports are reviewed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have an incident report form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency procedures	Always	Sometimes	Never
Emergency response plan and evacuation procedure are in place and displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact numbers are displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency exits are clearly signposted and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting is visible and operating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First aid	Always	Sometimes	Never
A risk assessment has been conducted to determine first aid requirements appropriate to workplace (e.g. distances, response times for emergency services, mobile/remote work).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved first aid kits and equipment are provided, maintained and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable first aid kits are provided and safely stowed in vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kits have additional provisions relevant to site (e.g. snake bite treatment, remote location work).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An adequate number of people are trained to administer first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit locations are known by everyone on the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire safety	Always	Sometimes	Never
Correct type of fire extinguishers are provided, located and signed appropriately, and regularly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are trained in use of fire-fighting equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire equipment is in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm system is tested and fire drills are held.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detectors are fitted and current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Child and visitor safety	Always	Sometimes	Never
All visitors sign in and are inducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency telephone numbers are available at every telephone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors are isolated from the work you are doing, with appropriate warning signs and barriers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play areas are clearly and securely separated from the work yard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshops are locked or have restricted access and children are closely supervised if they are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are kept well away from moving vehicles and machinery, particularly when reversing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All electrical equipment is kept out of reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wells, tanks etc are securely covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders to bins, silos, tanks stands and windmills are guarded and locked away when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals, herbicides and pesticides are locked away when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives, firearms and ammunition are kept locked away.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children have been instructed in basic animal handling skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paddocks and animal pens are kept locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children ask for adult permission before leaving the immediate area around the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Seasonal and labour hire workers	Always	Sometimes	Never
Labour hire companies are given detailed information about work to be carried out, work environment, potential risks, plant and equipment to be used, skills and knowledge required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selected workers have the necessary qualifications, licences, skills and training to carry out work safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your work health and safety policy includes contractor responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your requirements and the contractors' responsibilities for health and safety are in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors are made aware of your safe work procedures in advance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All contractors are inducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate action is taken if contractors are not working safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors are requested to report all incidents/injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a job is finished, you review the health and safety performance of the contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remote or isolated work	Always	Sometimes	Never
There are procedures in place to allow for regular contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Different forms of communication are provided (e.g. mobile phone, satellite phone).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The emergency communication system is tested to ensure it is working in all situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate machinery, tools and equipment for the job are in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of risk for this activity has been done (e.g. work at heights, work with electricity, hazardous substances or hazardous plant).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of risk of fatigue has been done (e.g. with long hours driving a vehicle or operating machinery).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental factors are considered (e.g. exposure to extreme hot or cold, dangerous animals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are aware of pre-existing medical conditions of your workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Amenities	Always	Sometimes	Never
Kitchen facilities are adequate, well lit and ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining facilities are kept clean and hygienic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water is always readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets (lockable), showers/washing facilities and change-rooms are adequate (incl. sanitary units), well lit and ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets and washing facilities are kept clean and hygienic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have a policy for work in extreme heat or cold.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning equipment and materials are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish bins are provided and waste regularly removed (general and hazardous).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Building and workshop safety	Always	Sometimes	Never
The workshop is kept clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The layout provides safe access and allows for rapid exit in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers are provided and well maintained, and workers are aware of their location and use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting is provided for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable guard railing is in place to prevent falls from elevated workplaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl boards are readily available when working on roofs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop is adequately ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolleys, hoists and other manual handling aids are provided, where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benchtops and platforms are at a height to suit the individual needs of the operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All guards and shields are kept in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety glasses or a face shield are always worn when eyes are at risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All power tools, extension cords and RCDs are regularly inspected, tested and tagged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An RCD is fitted to the electrical circuit board or a portable RCD is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal protective equipment	Always	Sometimes	Never
Appropriate PPE is provided where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are trained in the use and care of PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is maintained, repaired or replaced as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisory/warning signage is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Who to tell...

You need to tell SafeWork SA when there's a:

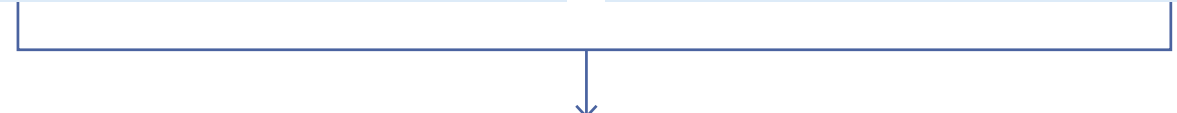
- serious workplace injury or illness (requiring immediate in-patient hospital treatment)
- dangerous incident or
- death.

Workplace injuries include

-  Minor injuries
-  Trips and falls
-  Serious injuries
-  Work-related illness

Notifiable incidents include

-  Fire
-  Electric shock
-  Collapse
-  Explosion



For work injury claims contact

ReturnToWorkSA
13 18 55

1. Tell your manager/ supervisor

2. Tell your First Aid Officer

3. Tell SafeWork SA

1800 777 209



For electrical shock or injury resulting from gas works you also need to contact

Office of the Technical Regulator
1800 558 811

If in doubt, contact our Help Centre on **1300 365 255**





Plant and
machinery



Plant and machinery

All farms need to manage the risks of injury that come with using agricultural plant and machinery. By thinking about what you do on a daily basis and what equipment you use, you will better manage the risks which are part of your everyday farming activities.

Start by making a complete list of plant and equipment that you use and all the hazards you can see. With each item, including those specific farming activities that pose a risk to health and safety (e.g. fencing with a post hole digger). Consult with workers who use them regularly, as they often have the best idea about those hazards.

Think about:

- cultivating, seeding and harvesting plant
- sprayers
- silos, field bins
- farm vehicles (e.g. tractors, trucks, motorcycles, quad bikes)
- workshop tools and equipment (e.g. portable electric tools, generators, drill presses, welding equipment)
- general farm implements.

Determine the level of risk created by these activities and prioritise them in order of danger. Then work out how best to limit or reduce these risks. Note what you have considered and why, then monitor and review what you've done and what you can do in the future.

Safety solutions

The best way to deal with hazards is:

- 1 Elimination** – Can you get rid of dangerous, unsuitable or obsolete plant and prevent it from being used?
- 2 Substitution** – Is there an alternative, safer plant or method (e.g. fit 'slam shut' catches to stockyard gates instead of chains)?
- 3 Engineering controls** – Ensure guards are in place on all accessible and dangerous parts of machinery or plant.
- 4 Administrative controls** – Develop and implement safe operating procedures for working at height, handling stock, moving augers and field bins, and safe operation of mobile plant.
- 5 Personal Protective Equipment (PPE)** – Ensure all operators wear appropriate PPE (e.g. hearing/eye protection, gloves).

This is referred to as the hierarchy of control – and implementing risk controls that are as high in the order as possible is best.

Maintenance

- Arrange regular inspections of all machines and powered equipment by someone who knows about the hazards and work practices needed to work with rural plant.
- Service, maintain and repair your equipment in accordance with the manufacturer's specifications or, without such specifications, according to accepted practice.
- Keep a record of all servicing and/or maintenance – a daily diary is fine.
- Maintain safety devices such as cut-outs, guards, reverse and warning beepers and flashing beacons.
- Always isolate machine power before adjusting, unclogging or servicing.
- Adequately label equipment with safety decals and caution notices.

Modifications

If you need to modify agricultural plant, you could:

- freight it to the manufacturer/supplier for modification
- have the engineering workshop perform the modifications either onsite
- do the modifications yourself.

You should only do your own modifications if you:

- are competent and trained to do so
- have the correct equipment for the task
- can do so without affecting the equipment's integrity
- follow the manufacturer's recommendations.

Top tip

Safety equipment is best left as it is, because it was designed that way for a reason. For example, by welding brackets onto or drilling holes in a rollover protective structure, you may affect its structural integrity, and in the process dramatically reduce its protective ability. It will also make it non-compliant with legislation.

Farm Vehicles

- When transporting agricultural plant on a road/ track, operate at a safe speed and securely hitch equipment.
- When travelling on public roads, comply with the appropriate Codes of Practice for moving agricultural machinery on road. Visit sa.gov.au and search for 'agricultural vehicles'
- Consider the terrain of the roads you will travel on, as well as the presence of overhead power and telephone lines along the route.
- Ensure that farm vehicles are fitted with seat belts in good working order and that they are used at all times.
- Have clear rules prohibiting passengers riding on the back of utes, trucks and trailers while in motion.
- Check that drivers of farm vehicles have the correct licences and competency to operate them.
- Make sure keys are removed from vehicles when not in use.
- Put in place clear speed limits, 'no go' zones, designated parking areas, visibility aids and warning signs as needed.
- Check that exhaust systems are functioning properly.

Guarding

One of the many problems of working with agricultural plant is the chance of coming into contact with or getting trapped between moving parts or materials, or being hit by material thrown from the machine.

Provide guards where rural plant parts are within reach and could become hazardous during operation, routine maintenance or adjustment. This includes when you carry out servicing, maintenance or adjustment of rural plant while:

- it is operating
- it is mobile
- power-driven parts are functioning or in motion.

Further information

Code of Practice – Managing the Risks of Plant in the Workplace

safework.sa.gov.au/cop

Guide for managing the risks of machinery in rural workplaces

safeworkaustralia.gov.au

Guarding

A guard (e.g. shield, cover, casing, physical or electronic barrier) is intended to prevent contact between a hazardous machine part and any part of a person or their clothing.

There may be times when an operator needs to reach over, under, around or into a machine while it is running. If so, any moving parts or other hazards must be appropriately guarded from human contact.

Guards are needed for:

- any moving part or rotating shaft, gear, cable, sprocket, chain, clutch, coupling, cam or fan blade
- any crushing or shearing points (e.g. augers and slide blocks, roller feeds, conveyor feeds)
- ground wheels and track gear
- any machine component which cuts, grinds, pulps, crushes, breaks or pulverises farm produce
- hot parts where the surface temperature exceeds 120°C in normal operation.

Safety solutions

To prevent injury:

- always use the manufacturer's guards and shields
- replace unguarded machinery with safer machinery
- check that older machinery is adequately guarded and retrofit where necessary
- have guards designed and fitted for improvised machinery – guards must comply with the relevant Australian Standards and manufacturer's specifications
- check that everyone can use machinery safely and are fully instructed about safe procedures for guarding, isolation devices, locks and danger tags
- only use augers when all guards are in place (with flighting, belt and shaft drives covered)
- never carry out repairs or maintenance when a machine is running
- use lock-out procedure and tag devices to prevent machinery being accidentally started during maintenance
- have a checklist procedure for maintenance jobs which includes safely replacing guarding
- regularly check that all machinery complies with safety standards
- routinely inspect and maintain all plant and equipment, and have a comprehensive annual inspection conducted at least once a year
- keep all service, maintenance and inspection records
- keep children away from machinery and teach them that machinery is not play equipment.

Further information

Code of Practice – Managing the Risks of Plant in the Workplace

safework.sa.gov.au/cop

Tractors

No matter how long you have been working with tractors, it's important to remember that they are immense and powerful machines that can cause serious injury and death in the blink of an eye.

Safety solutions

- Always start a tractor from the driver's seat, not from the ground.
- Never dismount from a moving tractor or adjust or work on implements while they are in motion.
- If provided, safety mechanisms must not be tampered with.
- Always use three points of contact when getting on and off a tractor.
- Do not use or attach power take off (PTO) driven implements unless the power take-off shaft is guarded.
- Look up for clearances of power lines overhead and look down for signs for underground power lines.
- Do not park a tractor on a steep slope.
- Remove the key when the tractor is not in use.
- Make sure all operators are trained and competent to safely use tractors.
- Always wear a seat belt where fitted.

Guarding

Components which should be guarded for your safety include:

- any rotating shaft, gear, cable, sprocket, chain, clutch, coupling, cam or fan blade
- any crushing or shearing points (e.g. augers, slide blocks, roller feeds, conveyor feeds)
- ground wheels and track gear
- any machine component which cuts, grinds, pulps, crushes, breaks or pulverises farm produce
- hot parts where the surface temperature exceeds 120°C in normal operation.

Front end loader attachments

Front end loader (FEL) attachments mounted to tractors that are widely used include:

- single or multi-purpose buckets
- pallet forks
- bale and silage spikes/clamps and grapples
- blades and scrapers
- lifting jibs.

While you may have used a tractor fitted with an FEL on many occasions, it is good practice to refresh your knowledge. You should consider the following:

- The operator should possess the appropriate level of skill and knowledge, including having read and understood the manufacturer's operating instructions.
- The correct attachment for the job should be used. If not used correctly, there is potential for the carried objects or loads to roll back or fall on the operator.
- The attachment should be suited to the make and model of the tractor being used.
- Select the most appropriate FEL to lift the load.
- The tractor should be fitted with a falling object protective structure (FOPS) to protect the operator.
- Ensure you are working within the manufacturer's Rated Operating Load and not exceeding the specified Working Load Limit.



- The axle, wheels and tyres of the tractor should accommodate the weight of the FEL when fully loaded.
- Ensure you do not breach the lift capacity of the tractor's hydraulic system.
- The pressure should be equal, including all pressure released out of the system before coupling or uncoupling hydraulic fittings.
- Ensure attachments are stable or fixed so they will not move when being connected or disconnected.
- There should be adequate clearance between tractor front tyres and the FEL frame to eliminate contact during turns.
- The tractor should be stable when operating a fully loaded FEL.
- Fully assess the operating conditions related to the density of material, dimensions of the load, speed of travel, load height during travel and terrain surface.

Prior to operating a Telehandler (telescopic handler) all operators should undertake a competency training course. Telehandlers are often much lighter in mass than a straight FEL, so it is critical to consider options when determining the weight ratios with the different attachments and loads.

Rollover protective structures

In South Australia, as of 1 January 2016, a rollover protective structure (ROPS) is required to be fitted to all rural mobile plant with a weight of 560kg to 15 tonne. Previously this only applied to post-1981 vehicles with a weight of 560kg to 3.86 tonne.

The design of the ROPS must be sufficient to provide protection for the operator against roll-over.

It may not be reasonably practicable to operate a tractor under trees or within an enclosed space with an approved ROPS fitted. There is a case for lowering or removing the ROPS in these situations, provided the tractor is operated with due care, and that the ROPS is returned to its normal state immediately afterwards.

Falling object protective structures

You must fit a falling object protective structure (FOPS) to any rural mobile plant if any activity is undertaken which involves a risk to the operator of being struck and injured by a falling object.

Tips from an SA farmer

- Keep well documented maintenance records.
- Keep machinery and tyres in good working order.
- If you need to crawl into the header to replace an agitator bar, make sure the responsibility of working in confined spaces is understood and do not, under any circumstances, work alone.
- Ensure you have the correct licence to operate the machinery.
- Contact ETSA, Telstra and the Office of the Technical Regulator to check whether the height of your machinery meets the recommended safe clearance for overhead power lines.

Quad bikes

Quad bikes have become a popular vehicle on farm, however they are also the leading cause of fatalities on Australian farming properties.

Every year quad bikes are responsible for the deaths of 15 to 20 farm workers and a further 1,400 serious injuries, with young people aged between 10 and 24 years having a much higher risk of injury. These statistics do not include hobby farmers.

The majority of injuries result from sideways, backward and forward rollovers, trapping or crushing the driver underneath. The most common cause of death is due to entrapment and inability to breathe under the weight of an overturned bike (up to 400kg).

Other contributing factors include a lack of training and experience, excessive speed, steep, uneven or unfamiliar ground, carrying a passenger or an unbalanced load, attachments, unsuitable protective clothing and unsafe driving.

Because of the unique design characteristics of quad bikes, installing a roll cage is not possible. You can retrofit an existing bike by installing a crush prevention device. These devices change the trajectory of the bike if it rolls over, however they are not failsafe and should be viewed as just one of many solutions to help minimise the risk of injury and death.

Safety solutions

Quad bike owners should be aware of the inherent risks associated with quad bikes and know what safety solutions to consider:

- Choose a new bike carefully and buy from a reputable manufacturer. Select an agricultural quad bike (not a sports recreational model) that is designed for power, traction and stability, and for its intended use (e.g. size of property, age of operator), if possible with a factory fitted crush prevention device.
- Purchase and install a crush protection device for an existing bike. They retail for under \$700 and you can install it yourself.
- Ensure all riders are trained and competent in safe bike use. There are courses available through TAFE where they will come to your area to facilitate. This is also a good idea for community training events, especially for the younger generation of farmers who have less experience.
- Ensure traffic control procedures are in place, including speed restrictions and 'no-go' zone signs posted.
- Be familiar with the capabilities, stability and handling of the bike:
 - on different terrains (e.g. undulating ground and steep inclines)
 - at different speeds on differing terrains
 - on differing ground cover such as wet, slippery clays and rocky stone reefs
 - when attachments are added (e.g. trailers and rack mounted spray tanks) or dogs are on their perch, noting how they change weight ratios.
- Conduct a pre-operational check before any ride.
- Always ride appropriately for the weather and terrain conditions, and level of visibility, especially after rain or flooding.
- Where possible, use familiar tracks.
- Follow the manufacturer's recommendations for operation and loading, securely restraining and evenly distributing the weight of items being carried.
- Leave all guards in place, particularly foot plates.
- Remove A-frames when they are not being used in quieter times.



- Wear a helmet. There are approved open faced helmets on the market and others that provide better air flow for hot riding conditions.
- Wear appropriate clothing and equipment for the environment (e.g. long pants, boots, gloves, eye protection, face shield/goggles).
- Stay visible (e.g. with flags, aerials, hi-visibility shirts, colourful helmets).
- Unless the bike is designed for two people, you must not transport another person due to weight shifting and control risks.
- Never allow children under the age of 16 to operate an adult bike – their body weight, strength and skill is not sufficient to control it safely.
- Never attempt jumps, wheelies or other stunts.
- Keep bikes well maintained. Make sure all parts used for repairs are designed for use on the particular brand of bike.
- Have a reliable means of communication and let someone know where you will be working and what time you expect to return. You may also fit a suitable Personal Locator Beacon which activates automatically should the bike roll over.
- Public road movement should be kept to a minimum between farm blocks. Quad bikes are not intended for use on smooth paved or bitumen surfaces where they could be difficult to control.

Tips from an SA farmer

From my experience, the biggest complaint from farmers about helmets is that they can be hot and uncomfortable when you are moving livestock for instance on a hot day.

Look to source a helmet with good airflow to ensure you keep it on all day.



Case Study

Stock Journal, Tom McKenny, 1 June 2016

Quad bike rollover highlights safety issues

When north eastern Victorian cattle farmer Scott McKay came a cropper from his quad bike, it was a combination of good luck and good management that saw him miss becoming a statistic on what is one of farming's most dangerous tools.

The accident happened on a flat section of road when a calf blocked his path, causing him to grab the brake but roll the bike. He believes a crush protection device prevented the quad bike from rolling onto him and potentially causing serious damage. That risk was evident when two men couldn't right the rolled bike.

"The accident was slow motion and I didn't hurt myself and there was no damage to the bike, but it was 20 minutes before someone came along. If you had that lying on your chest I don't know whether you'd still be breathing," he said.

He is confident the crush protection device stopped the bike rolling further.

"When I landed and saw the bike coming toward me I had the feeling it was coming and it just rolled back the other way. After the event two of us couldn't roll the bike back onto its wheels. There was just a slight camber on the road and there was no way we could get it back over – we had to pull it over with another bike."

The (crush protection devices) were fitted to the farm's two 500cc quads 12 months before the accident.

"It's about looking after your people and looking after yourself," Mr McKay said.

He says the argument about fitting crush protection to quads is analogous to the tractor Roll Over Protection Systems (ROPS) argument decades ago.

"It's the same sort of argument with people saying the same sorts of things. Now you wouldn't hop on a tractor if it didn't have an ROPS."

He recognises the resistance some farmers have to the systems.

"This is a non-argument," he said. "We had the bikes for a year before we put them on and now the guys that work for us just feel so much more comfortable and secure. I don't know what the percentage chance of getting hurt on them is now compared to before is, but it would be multiples in our favour."

Elevating work platforms

Elevating work platforms (EWPs) are powered mobile plant designed to lift or lower people and equipment by means of a telescoping, hinged or articulated device, or any combination of these, from a base support.

Consideration must be given to each task and any potential associated hazards to ensure that an EWP is suitable to use and appropriate for the task (e.g. indoors or outdoors, presence of overhead hazards, condition of supporting surfaces). It may be appropriate to use an alternative means of reaching the area (e.g. scaffolding) to carry out the work.

A thorough task, site and equipment specific hazard and risk assessment must be undertaken before operating an EWP. This may include the height, reach, crush or trapping hazards, safe working load, ground conditions and terrain, any electrical hazards or restricted working space.

Safety solutions

Secondary guarding devices

Various secondary guarding devices are available which may help prevent crush or trap injuries on mobile EWPs. These include:

- protective structure – attached or fixed to the existing guardrails that provides a protective barrier around the operator
- presence sensing device – activated by force or pressure acting to stop the movement of the EWP and minimise harm.

Where secondary guarding devices are intended to be retrofitted to an existing EWP, a specific risk assessment should be undertaken before installation to ensure that the changes do not introduce new hazards or negatively impact the EWP's operation.

Operator training

Training of operators in the use of an EWP and its functions, including safe work methods and emergency procedures, must be provided before work starts.

Note: For a boom-type EWP, where the boom length is 11 metres or more, the operator must hold a *Licence to Perform High Risk Work*. The boom length is the greater of either:

- the vertical distance from the surface supporting the EWP to the floor of the platform, with the platform extended to its maximum height; or
- the horizontal distance from the centre point of the boom's rotation to the outer edge of the platform, with the platform extended to its maximum distance.

Pre-operational checks

Before use and at the start of each work shift, an EWP must be checked and tested by the operator in accordance with the manufacturer's pre-operational checklist. Checks should include the safety devices and interlock controls. If faults are identified, the EWP must be placed out of action (tagged out) and faults rectified before the EWP is used again.

Siting

The stability of an EWP must be carefully assessed, in particular if there's soft ground, sloping surfaces, overhead power lines, underground services, ground cavities and windy conditions.

Wheel-mounted EWP

All tyres should be foam filled and free from defects so they cannot deflate or cause roll-over in the event of a failure or major puncture.

Base controls

Base controls should not be used when anyone is on the platform, except in an emergency or for maintenance purposes. All EWPs should be fitted with an emergency retrieval system or be provided with auxiliary retrieval equipment to allow the safe evacuation of anyone from the platform.

Safe working load

The total weight of people, tools and material being loaded on a platform should not exceed the rated load capacity of an EWP.

Operating instructions

Operating instructions must be clearly and permanently displayed on an EWP.

Safety harnesses

Full safety harnesses must be worn by everyone on the platform of a boom-type EWP and be secured to the EWP anchor point.

Where there is a risk of a free fall, a fall-arrest harness designed for attachment to a lanyard assembly, including a personal energy absorber, must be worn by each person on an EWP.

Work in a public place

When an EWP is used in a public place or on a roadway, suitable barricades need to be in place so that pedestrians or vehicles are kept at a safe distance. Warning signs should be displayed and the appropriate approvals obtained from local authorities.

Maintenance

All maintenance, inspection and repair should be undertaken at regular intervals in accordance with the manufacturer's recommendations. An EWP owner may engage a competent person to ensure that maintenance is properly undertaken.

All EWPs 'in-service' should be regularly inspected and must be subject to a major inspection by the end of the tenth year by a competent qualified person.

Further information

Code of Practice – Managing the Risks of Plant in the Workplace

Code of Practice – Excavation Work

Code of Practice – Managing Electrical Risks in the Workplace

safework.sa.gov.au/cop

AS 2550.10: Cranes, hoists and winches – Safe use. Part 10: Mobile elevating work platforms

Elevating Work Platform Association of Australia
ewpa.com.au

Forklifts

Forklifts are maneuverable and designed to be compact, however when carrying loads they can become unstable. Fully laden, a standard two-tonne forklift can weigh approximately five tonnes. With lower stability and greater maneuverability, combined with uncontrolled traffic areas on the farm, you'll understand why forklifts are involved in so many incidents.

Even at low speeds, forklifts can cause serious injuries and fatalities. It's not just the forklift operator who can be injured – others nearby can be struck by a forklift or its load.

Tipping is the biggest danger for a forklift operator. If an operator jumps from a tipping forklift, the chances of serious injury are high as the forklift will tip quicker than the operator can jump out.

Safety solutions

Safety can be greatly improved by the adoption of simple, safe practices such as:

- wearing correctly fitted seat belts – they save lives
- slowing down
- sounding the horn when others are around.

Reduce the risk of forklift-related injuries by:

- maintaining a safe work environment – keep to even terrain as much as possible; ensure visibility is clear for those working on and around forklifts
- making sure everyone using a forklift on your property has a current *Licence to Perform High Risk Work* and is trained in all attachments used on forklifts, and providing site-specific and refresher training
- regularly maintaining and servicing the equipment, and keeping a record of this
- implementing a traffic management plan – mark out areas in the shed where other workers/visitors must walk when the forklift is in use
- correctly using forklift tines (e.g. not used for others to stand or travel on them).

When you operate and/or drive a forklift on a public road, as well as needing a *Licence to Perform High Risk Work* you must also hold a current driver's licence, and the forklift must be registered.

A laden forklift cannot use its maximum braking capacity, because the load may slide or fall from the forklift tines, or the forklift will tip forwards.

Wear safety glasses or goggles to protect your eyes from dust and debris when you move stored products from overhead shelving.

Further information

See more about licensing requirements for forklifts on page 118.

Check or download *High Risk Work – a guide to forklift safety* from safework.sa.gov.au



Angle grinders

The main risk with the use of angle grinders is kickbacks, which can result in severe cuts. Discs can also shatter or disintegrate, producing fragments which may become lodged in the operator's eyes or other parts of the body.

The 9-inch angle grinder has a poor record for injuries and deaths, to the point where some farmers have banned their use outright. If a 7-inch angle grinder can do the job, that lighter power tool is a better option.

Safety solutions

- Decide if an angle grinder is the best tool to perform the task at hand – another tool may be more effective.
- When purchasing a grinder select one with:
 - adjustable handles that can be moved to suit both left and right-handed operators
 - an automatic cut-off or dead-man switch as part of the handgrip, if available and appropriate for the task.
- It's much easier to control a lighter tool, so try to match the power and size of the grinder with the size of the job.
- Don't use grinders on fire ban days or close to flammable/combustible materials (e.g. chemicals, dry grass, hay bales, firewood stacks).
- Never remove guards, which should cover half of the disc and be positioned between the disc and the operator.
- Ensure that the correct type of disc is used for the task being performed. The wrong disc could shatter or 'grab' the work piece causing kickback.
- Never use a cutting disc for grinding or a grinding disc for cutting.
- Provide workers with training and instruction on how to use angle grinders safely, explaining the following:
 - emergency stop function
 - correct flange and locking nut for the type of disc being used
 - checking disc condition
 - kickbacks
 - allowing run-up to operating speed before use
 - firmly securing the work piece (either as part of a larger item, or in a bench vice)
 - securing guards and handles
 - using two hands to operate – one hand should grip the handle and dead-man switch (if provided), while the other hand supports the weight of the tool
 - suggested angle to be held
 - adopting a comfortable, well-balanced body position with good visibility
 - instructions on depth of cut
 - rotating disc safety when a task is finished.
- Ensure other workers stand well back when someone is grinding.
- If you have one, use a welding screen to stop sparks and flying particles impacting on others in the vicinity.
- To prevent muscle fatigue, take regular short breaks to rest your hands and arms if grinding for extended periods, and where possible keep the work at waist height.
- Remove the plug from the power point before changing discs.
- When not in use, disconnect the power and place the grinder on a bench with the disc facing upwards.
- Ensure all grinders are regularly checked for electrical safety and that all defects are repaired by a competent person.

Personal protective equipment

It is recommended that you use appropriate personal protective equipment (PPE), including:

- wide vision goggles, safety glasses or a face shield
- ear muffs or ear plugs
- steel-capped safety boots
- overalls or other fitted cotton clothing (not polyester or other flammable fabrics)
- fitted gloves that allow a good grip of the tool.

Chainsaws

The chainsaw is an indispensable, labour-saving power tool used widely by farmers, viticulturists, orchardists and foresters. While it makes light work of felling and cutting up trees, when not handled skilfully and with care by trained operators, a chainsaw has the potential to inflict very serious injuries and/or create hazardous situations.

Chainsaws should only be used by trained operators. Cross-cut and felling training should be undertaken by competent operators.

Safety solutions

Chainsaw selection

Purchase chainsaws that are designed and manufactured for safe operation, and are properly guarded. All modern chainsaws have certain safety devices designed to help you safely use and keep control of the saw.

Select a task-appropriate chainsaw that is light and well-balanced, with a low noise rating, and equipped with:

- a chain brake (preferably automatic) and low-kick chain (safety chain) to prevent injury in the event of kickback
- a chain catcher and rear hand protector to protect the saw and the operator in the event of chain breakage
- an interlock throttle system to prevent uncontrolled activation of the throttle
- an anti-vibration system to reduce exposure to vibration
- an on-off switch.

Checks and maintenance

Carry out pre-operational checks as outlined in the operator's manual, in particular checking that the chain brake is working effectively.

Conduct regular chainsaw maintenance – sharpen and tension the chain, check the sprocket for wear, check the guide bar for burring and wearing.

Operators

- Ensure operators are well trained, instructed and supervised – send workers to a chainsaw operator training course if necessary.
- Provide chainsaw operators and anyone helping them with appropriate personal protective equipment (PPE) which must be worn at all times while a saw is being operated.
- PPE should include:
 - eye and face protection (goggles, safety glasses, mesh and perspex face shields); the chain on the saw rotates at more than 40 km/h, so chips and material can be flung at an operator's eyes at a very high speed
 - head protection (hard hat), to protect from falling material and kickback
 - hearing protection; chainsaws operate in the region of 100-110dB(A) at the operator's ear, therefore careful consideration must be given to the attenuation of the ear protector for the operator and anyone else working in the vicinity
 - foot protection (e.g. safety boots with steel toe caps, non-slip/deep tread soles or metal sprigs/cleats)
 - leg protection (e.g. cut-resistant safety chaps)
 - hand protection (e.g. gloves or mittens to protect against cuts and abrasions when handling offcuts, keep hands warm and help prevent vibration induced problems).
- Do not tackle jobs beyond your capabilities – use professionals for felling trees that overhang power lines or buildings, large shelterbelt trees, trees with a heavy lean or on steep slopes or unstable ground.
- Never work alone – always have someone within calling distance.

Chainsaw use

- Other than the obvious risk of contact with a moving chain, the single most dangerous aspect of the saw is kickback when the bar nose makes contact with an object, resulting in instantaneous kick reaction. Severe injuries and sometimes death can occur. To prevent kickback:
 - avoid using the bar nose and be alert to anything coming into contact with it
 - ensure the safety chain is used, and that it is correctly sharpened and tensioned
 - always hold a running saw firmly with both hands on the handles, with the thumb of the left hand placed under the front handle
 - avoid using the saw above shoulder height
 - always keep the saw in front of the body.
- Start the chainsaw on firm ground with the chain brake applied and the blades facing away from the operator.
- Match the size of your saw and bar to the size of the material being cut. Don't try to use a small saw and bar to fell a large tree.
- Chainsaws are only designed for cutting wood. Never use them to cut any other material or use the saw guide bar for levering or digging.
- Do not use chainsaws when working from a ladder. Chainsaws require both hands to be operated safely, and working from a ladder requires one hand to hold the ladder to maintain a steady position.
- Ensure you have a firm and stable footing, especially when working on sloping terrain or in wet conditions.

When cross-cutting or pruning

- Clear the area as much as possible to ensure you have a firm and stable footing.
- Do not use the chainsaw above shoulder height or above ground level (e.g. in a tree or off a ladder).
- Consider using a pole saw if working overhead.
- Check for dead limbs that may fall and injure the operator.

When felling large trees

- Assess the tree for the desired direction of fall.
- Identify a planned clear path for escape.
- Ensure you have a firm and stable footing.
- Ensure no people or vehicles are in, or can enter, the danger zone (2.5 x tree length).
- Check the tree for dead limbs.



Hand tools

With the range of handyman jobs that need to be done on farms, you probably have many hand tools in the shed. Using hand tools incorrectly – or tools that are not fit for purpose or not suited to the user – can lead to joint and tissue injury.

Check before you start work that you have the right tool for the job and that you are working comfortably and not in a restricted or awkward position. The design and condition of tools can accentuate any discomfort and lead to more serious symptoms or other injuries.

Safety solutions

- Select tools that are designed for the task.
- Select tools that are comfortable to hold and use, and don't put localised pressure on muscles and joints in the palm and fingers.
- Read the tool owner's manual prior to use.
- Plan how you will do the work safely before you start.
- Inspect before use and regularly maintain tools to keep them in good working order.
- Inform, instruct and train workers in the selection, use and maintenance of hand tools.
- Store tools safely.
- Regularly inspect power tool cords and get them tested by a qualified person if they appear faulty.
- Wear close fitting work clothing to avoid entanglement and sturdy work boots with a non-slip sole .
- Use personal protective equipment (e.g. goggles/ face shields to protect your eyes from flying particles and dust, ear muffs to protect your ears from noise damage, gloves).
- Use guards where needed and do not remove them.
- Ensure the work area is well lit.
- Minimise the time you spend using tools that vibrate (e.g. chainsaws).

- Manage the effects of muscle fatigue by reducing the need to work in positions where the arms are above shoulder height or tools are held for extended periods without proper rest breaks or task rotation between workers.
- Replace hand tools with power tools to reduce the level of force required to do the task.

Power tools are extremely hazardous when not used correctly and must be fitted with guards and safety switches. Hand-held power tools must have a:

- constant pressure switch which shuts off power upon release (e.g. circular saw, chainsaw, grinder, hand-held power drill), or
- on-off switch (e.g. routers, planers, laminate trimmers, shears, jig saws, nibblers, scroll saws).



Top tip

Be aware of all powerlines, electrical circuits, water pipes and other mechanical hazards in your work area, particularly those below the work surface or hidden from view. Remember, *look up and live* and *Dial Before You Dig* 100.com.au

Firewood saws

Unguarded bench-type firewood saws pose extreme safety risks and should never be used.

Fixed guards or safe feeding arrangements must be used to prevent hands or other parts of the body from inadvertently coming into contact with dangerous parts of saws or benches.

Safety solutions

- Provide operators with appropriate personal protective equipment including:
 - close fitting work clothing to avoid entanglement
 - eye and face protection (e.g. goggles, safety glasses, face shields) to guard against wood chips and sawdust
 - hearing protection
 - foot protection (e.g. sturdy work boots with non-slip soles)
 - hand protection (e.g. gloves or mittens to protect against cuts and abrasions when handling offcuts, and to keep hands warm in cold weather).
- Disconnect the saw from the power source before making any adjustments.
- Ensure power cords/cables are protected with a residual current device (RCD) that is regularly tested.
- Keep saw benches and the surrounding area clear of debris and sawdust build-up.
- Use sheet metal or mesh guards to fully enclose belts and pulleys.
- Guard power take-off (PTO) drive shafts and belt driven saws mechanisms to eliminate entanglement and trapping points.
- A guard should extend at least 50mm beyond the front edge of the saw teeth in the non-cutting position.
- The opening in the guard for the passage of the saw blade should not exceed 50mm (it becomes exposed as a tilting type table is tilted).

- Only the upper quadrant of the saw blade (forward of the vertical centre line) should be exposed during the cutting operation.
- The table and guard should be spring loaded or fitted with counterweights to automatically return and enclose the saw blade on completion of the cut.
- For sliding type tables, a guard enclosing the upper half of the saw blade should form part of the sliding table.



Electrical hazards

Electrical hazards associated with all electrical power cords, fittings, machinery, tools and equipment need to be identified. Assess each hazard for the likelihood and severity of possible injury or harm, and develop safe work procedures to control them. Any suspect items should be immediately put out of use and either isolated or kept in a safe place until repaired or discarded.

The most common causes of injury or death are:

- electric shock, which may result from direct or indirect contact, tracking through or across a medium, or by arcing (e.g. from indirect contact where a conductive part that is not normally energised, such as a metal fence, becomes energised due to a fault)
- electric shock from 'step-and-touch' potentials
- arcing, explosion or fire causing burns – injuries are often suffered because arcing or explosion or both occur when high fault currents are present
- toxic gases causing illness or death – burning and arcing associated with electrical equipment may release various gases and contaminants
- fire resulting from an electrical fault.

Safety solutions

- Regularly inspect wiring, cords, plugs, tools and equipment for obvious external damage and look out for shorting or sparking fittings.
- Always get an electrical contractor to install, alter or repair electrical wires, plugs, switches, fuses or electrical machinery and equipment.
- Avoid using electrical equipment outdoors in wet conditions, or use weatherproof outlets and fittings in areas exposed to wind and rain.
- Do not overload circuits by plugging in too many electrical appliances at once.
- Never remove guards or covers from electrical switch gear.
- Light fittings that could get broken by moving equipment should be fitted with wire guards.
- Ensure extension cords are positioned in work areas so they do not create a slip or trip hazard and are not exposed to physical damage.
- Wear suitable footwear and clothing when using electrical equipment.

Residual current devices

Residual current devices (RCDs), which switch off immediately when electricity 'leaks' to earth at a level harmful to a human, offer a high level of personal protection from electric shock. For best protection ensure that:

- RCDs are only installed by licensed electrical contractors
- a fixed RCD is installed in the switchboard of the homestead, sheds and workshops
- portable RCDs are used with individual power tools
- electrical equipment is checked for obvious faults if an RCD operates (trips) – if it keeps tripping out, call an electrical contractor.

Fuses

Australian Standard AS/NZS3000 prohibits the installation of semi-enclosed rewirable fuses.

If a fuse operates (blows), switch off and check the electrical equipment being used before replacing the fuse wire. If the fuse operates again, call an electrical contractor, as there is a fault with the wiring, the appliance or the tool.

When replacing fuse wire, make sure its rating is correct for the circuit. An oversized fuse wire could cause a fire or damage the electrical installation wiring.

Earth wires

Earth wires should never be removed or disconnected. They are an essential safety feature. The purpose of earth wires is to divert any current leakage to the ground and cause a fuse to blow or an RCD to trip should a fault develop. The earth wire is usually a bare or green and yellow insulated copper wire connected to a water pipe or stake driven into the ground.

Power tools

To work safely with power tools:

- make sure all hand-held tools and appliances are protected by an RCD
- when purchasing, look for double insulated tools as they are safer
- regularly check tools, leads and plugs for external damage or makeshift repairs
- ensure a competent person such as an electrician inspects and tests tools, leads and plugs on a regular basis
- don't use if the casings, cords or plugs are broken or damaged
- don't adjust tools without first switching off and removing the plug from the outlet.

Overhead and underground powerlines

There are many hazards associated with working near powerlines. To work safely:

- always check the location before you start work
- know the operation and maximum height of your machine – powerline heights are deceptive
- have an observer check your position when working close to overhead powerlines
- make sure tall items like balers and headers are kept well clear of overhead powerlines
- never stack irrigation pipes or park machinery under powerlines
- carry pipes horizontally, and never up-end a pipe before looking up
- never ride on top of loads
- inform aerial crop dusting pilots beforehand of the location and height of powerlines in the area
- plan farm roads to avoid passing under powerlines and have new powerlines installed so they do not cross over roads
- check plans and records of underground powerlines before any digging or earthworks
- ensure that powerlines on your property are secure after storms, wind or heavy rain
- keep clear and notify the power supply authority if a powerline has been damaged or has fallen down.

Read more in the '[Working safely near overhead powerlines](#)' section of [sa.gov.au](#)

Further information

Code of Practice – Managing Electrical Risks in the Workplace

safework.sa.gov.au/cop

Dial Before You Dig is a free referral service for information on locating underground utilities anywhere in Australia. Farmers, excavators, electricians, plumbers, planners, land surveyors, contractors, home owners and landscapers can take advantage of this convenient service.

Call 1100 during business hours

Visit 1100.com.au

Tips from an SA farmer

Be mindful that powerline heights can change, with high temperatures causing sagging during the summer months.

Welding

Welding is a great way to fix broken items on the farm, saving time and money. While the list of possible hazards is very long, welding is a safe occupation when proper precautions are taken.

You need to be aware of:

- electrocution and electric shock
- fire and explosion
- burns
- vision damage
- inhalation of poisonous gases and fumes
- exposure to intense ultraviolet radiation.

Safety solutions

Protect yourself and always wear head-to-toe personal protective equipment (PPE) including:

- helmet
- filter shade for goggles
- face shield to protect the eyes from radiation
- gloves and other protective clothing to cover exposed skin
- steel-capped boots

Protect others by:

- installing non-flammable screens and partitions
- using signs to warn that welding is taking place – entry into the work area is not allowed unless safeguards are used
- reducing exposure to fumes and gases by making sure there is proper ventilation
- checking that all equipment is tested and tagged
- having leads kept away from potential sources of damage (e.g. water, heat, being run over).

Safe welding starts with using your welding equipment according to the manufacturer's recommendations. Take the time to read the operator's manual thoroughly and follow all of the safety, operation and maintenance instructions.

Ideally you and your workers should be formally trained in welding.

Regularly inspect and maintain your equipment.

Do not use temporary extension leads, multiple double adaptors or power boards in series.

Before you or your workers start welding:

- check that it is safe, especially if welding outside or near combustible/flammable materials
- know what equipment is needed for the job and check that it is in good condition
- have the right instructions on hand, including safe storage of chemicals
- protect yourself and others with the right PPE and signage
- make sure your welding equipment is protected by an RCD and that main isolation switches are clearly labelled/accessible
- store cylinders upright and prevent them from falling
- light up gas cylinders using a flint or piezo electric lighter, not matches or cigarette lighters
- make sure that flashback arrestors are fitted at the blow pipe and to the oxygen and fuel gas regulators
- do not use electrical equipment in wet areas.

Sparks

Arc welding produces sparks and spatter, and emits intense visible and invisible rays that pose several hazards to unprotected skin and eyes.

Shorts, short sleeves and open collars leave you vulnerable to burns from both flying sparks and the arc rays. Wear only flame-resistant clothing, and button your cuffs and pockets to prevent them from catching sparks. Cuffs on pants can also catch sparks and should be avoided.

Radiation

Radiation hazards emitted from electric arc and laser welding have the potential to cause eye disorders and skin burns such as 'arc eye' or 'welder's flash'.

Radiation from laser welding is less obvious than from electric welding arcs, but both are serious hazards. Workers directly involved in welding processes are at the greatest risk but other workers could also be exposed to harmful radiation.

Cylinders

Cylinders of compressed and liquefied gases contain large volumes under high pressure. Precautions need to be taken when storing, handling and using cylinders.

The hazards associated with compressed and liquefied gases include fire, explosion, toxicity, asphyxiation, oxidisation and uncontrolled release of pressure. Leaking gas is usually recognised by odour. However, oxygen is odourless and potentially more hazardous.

Further information

Code of Practice – Welding Processes
safework.sa.gov.au/cop

While there are many providers of such courses, TAFE offers welding courses for farmers. Contact your TAFE SA Regional Manager to organise a course on-farm or within your local area. tafesa.edu.au



Quick safety scans

Use these quick safety scans to look at key work health and safety issues on your property. Those items where you tick 'Sometimes' or 'Never' will need action to fix or do better. Use the safety solutions suggested earlier in the guide to help you improve.

Plant and machinery	Always	Sometimes	Never
Regular inspections are performed by someone who knows about the hazards and work practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is serviced, maintained and repaired in accordance with the manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records are kept of all servicing and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modifying rural plant is done to the manufacturer's recommendation or with expert advice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine power is isolated before adjusting, unclogging or servicing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All machines and powered equipment have been adequately labelled with safety decals and caution notices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operator manuals and safety instructions are readily accessible for all powered machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transporting rural plant on a road/track is done at a safe speed and equipment is securely hitched.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operators have been taught safe hitching procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are aware of the risk of plant contacting overhead powerlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farm vehicles are fitted with seat belts which are in working order and used at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drivers of farm vehicles have the correct licences and competency to operate them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are clear speed limits, 'no go' zones, designated parking areas, visibility aids and warning signs as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys are removed from vehicles when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guarding	Always	Sometimes	Never
Guards are fitted to all required equipment and not removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant is disabled if guards are either deliberately or accidentally removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are fully instructed about safe procedures for guarding, isolation devices, locks and danger tags.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lock-out procedures and tag devices are fitted where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guarding	Always	Sometimes	Never
No repairs or maintenance are done when a machine is running.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards are designed and fitted according to the relevant Australian Standards and manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Augers are only used when all guards are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tractors	Always	Sometimes	Never
Key safety precautions are considered when starting, driving, dismounting and parking a tractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All associated risks are considered when fitting a front end loader attachment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment has been carried out to check if there is a risk of rollover.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tractors are fitted with an approved rollover protection structure (ROPS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tractors at risk of being struck by a falling object have been fitted with a falling object protective structure (FOPS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passengers on tractors have appropriate seats, foot holds and hand holds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are prevented from riding on tractors under any circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Elevating work platforms	Always	Sometimes	Never
Worksites are checked prior to use, to assess site specific risks and ground conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers operating an EWP with a boom length of 11 metres or more hold a <i>Licence to Perform High Risk Work</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All EWP operators are trained in the use of the equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating instructions are clearly and permanently displayed on an EWP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The operational weight of people, tools and materials has been checked to ensure that the rated load capacity is not exceeded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Base controls are not used when people are on the platform, except in an emergency or for maintenance purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary guarding devices are fitted (e.g. protective structures, presence sensing devices, proximity systems).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An emergency personnel retrieval system is fitted or auxiliary retrieval equipment provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An appropriate fall arrest harness with lanyard type energy absorber is provided for each person working on an EWP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable barricades are positioned, warning signs displayed and approvals obtained from local authorities when an EWP is used in a public place or on a roadway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance is carried out in accordance with the manufacturer's recommendations and recorded in a logbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forklifts	Always	Sometimes	Never
All operators have a current <i>Licence to Perform High Risk Work</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklifts are regularly serviced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance and service records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight carrying capacity is fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reverse beeper, flashing light and warning sound are in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall protection cages are fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking pace is observed by operators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only approved forklift attachments are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift tines are not used for any other purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operators and pedestrians wear high-visibility vests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift 'roadways' are clearly defined, and separated from pedestrian walkways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Angle grinders	Always	Sometimes	Never
Workers are trained and instructed on how to use angle grinders safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handgrips have an automatic cut-off or dead-man switch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grinders have adjustable handles to suit both left and right-handed operators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards are kept in place (covering half the disc and positioned between the disc and the operator).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grinders are not used on fire ban days or close to flammable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct types of disc are used for tasks performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is provided, worn and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overalls or other fitted cotton clothing is worn (not polyester or other flammable fabrics).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other workers stand well back or are protected by a welding screen when someone is grinding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular short breaks are taken to prevent muscle fatigue when grinding for extended periods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plug is removed from the power point before changing discs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chainsaws	Always	Sometimes	Never
Saw operators are well trained, instructed and supervised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety chains are used, and are correctly sharpened and tensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saws are started on firm ground with the chain brake applied and blades facing away from the operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saw operators and anyone assisting them are provided with appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saw operators never work alone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chainsaws are always used in front of the body and not above shoulder height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pole saws are used if working overhead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chainsaws are not used without a firm and stable footing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saws are not used to cut anything other than wood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When felling trees, ensure no people or vehicles are in the danger zone (2.5 x tree length).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand tools	Always	Sometimes	Never
Tools are designed for the task and are comfortable to hold and use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools are fitted with appropriate safety guards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools are maintained in accordance with the manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is worn and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power tool cords and leads are in good condition, regularly inspected, tested and tagged by a qualified person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time spent using tools that vibrate (e.g. chainsaws) is minimised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muscle fatigue effects are minimised by reducing the need to work in positions where the arms are above shoulder height or tools are held for extended periods without proper rest breaks or task rotation between workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Firewood saws	Always	Sometimes	Never
Belts and pulleys are fully enclosed with sheet metal or mesh guards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTO drive shafts and belt-driven saw mechanisms are guarded to prevent entanglement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards extend at least 5cm beyond the front edge of the saw teeth in the non-cutting position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only the upper section of the saw blade is exposed during cutting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The table and guard are spring loaded or fitted with counterweights to automatically return and enclose the saw blade on completion of the cut.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saws are disconnected from the power source before any adjustments are made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saw benches and surrounding areas are clear of debris and sawdust build-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operators are provided with and wear appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical hazards	Always	Sometimes	Never
All electrical equipment is maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing and tagging is current for all electrical and portable electrical equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance records are kept and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlets, plugs, sockets, leads and power points are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary extension leads, multiple double adaptors and power boards in series are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power circuits are protected with appropriately rated fuses or circuit breakers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical power tools and electrical equipment are adequately earthed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe equipment is disconnected/isolated/labelled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All moveable electrical equipment and power boards are protected by an RCD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main and isolation switches are clearly labelled/accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical leads, power boards and equipment is kept away from potential sources of damage (e.g. water, heat, being run over).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable chemicals are located more than one metre away from an electrical power point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Welding	Always	Sometimes	Never
Welding equipment is used according to the manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-flammable welding screens and partitions are available and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs are used to warn that welding is taking place, and entry into the work area is not allowed unless safeguards are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is provided and used (e.g. helmet, filter shade for goggles, face shield, gloves, steel capped boots and protective clothing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure there is adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxy/gas cylinders are secured in trolleys or prevented from falling (e.g. chained).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flashback arrestors are fitted at the blow pipe and to the oxygen and fuel gas regulators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil is not used on threads when changing gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gauges are suitable for the cylinder pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Farm hazards and solutions

Animal handling

As experienced farmers you would have a natural affinity with the animals that you raise and understand their moods and behaviours. You would also understand the need to be alert at all times and keep your animals calm. Some good stock handlers have a natural ability, while for others the skills are generally gained by observation, on the job training and practice. Good stock handlers are calm, able to move stock with low stress handling techniques and remain in control of the stock and themselves.

A lack of knowledge of animal behaviour could put a handler into dangerous situations. Your workers need to be adequately trained and familiar with the temperament of your animals. Remember that new, young and inexperienced workers (and bystanders) are more likely to be injured, so ensure they are closely supervised and not put at risk of injury.

Safety solutions

Livestock handling facilities should be well designed and functional for both animal welfare and worker safety. Suggested solutions for safe animal handling include:

- planning ahead for any task
- separating people from animals as much as possible
- having water available in yards/shearing sheds to clean up during and after work
- having at least one person on the farm trained in the administering of first aid
- having a first aid kit close by
- talking about safety issues with family members, workers and other animal handlers.

Yards and loading areas

When designing and locating yards and loading areas, make sure that:

- crushes, cradles and sheds are suitable in size and strength for the animals being handled
- blind corners and sharp turns are avoided
- walkways and laneways are kept dry and non-slip, wherever possible
- gates, footholds and access ways are well positioned
- all equipment is maintained in good repair, gates are moving and hung, latches are working, hinges are greased
- equipment repairs are done well before any major husbandry practices are carried out
- there is good lighting
- mains power supplied to any outside area including stock yards, is protected by either a fixed or portable residual current device (RCD).

Livestock handling

Check that livestock handlers:

- have a good working knowledge of animal behaviour and a positive attitude towards stock
- are competent in moving stock
- understand and use low stress handling techniques
- remove distractions that affect the movement of stock from yards
- are aware of the animal's flight zone and its point of balance
- understand the importance of handling small groups of livestock
- are competent in training stock for handling tasks
- maintain personal hygiene and are vaccinated against specific infectious diseases that can be spread by animal blood, saliva or urine (e.g. Leptospirosis, Q fever)
- wear suitable protective clothing (e.g. long pants, boots)
- use appropriate animal-handling facilities and manual handling aids (e.g. cradles)
- have effective communication arrangements (mobile phone, UHF radio) in the event of an emergency.



Working with animals

Undesexed male animals can be aggressive. When putting rams, bulls or stallions in a paddock together, keep in mind that initial fighting can occur until a new social order is established.

Select livestock that demonstrate a preferred temperament (e.g. poll stock are usually quieter than horned stock).

Consider an animal's temperament before purchasing breeding or replacement stock.

Handling and weaning calves must be undertaken carefully. Some cows can be very protective towards their calf and react quickly if they think it is at risk.

When using gas knives for tailing lambs, ensure the gas cylinder is in test, has a safety fuse fitted and is secured and not able to overturn.

Dogs

When working with cattle in yards it is important that the dogs are kept well away. It's hard enough keeping your eyes peeled on the task at hand without a helpful dog entering the fray.

Horses

Many farms use horses for both recreational and work-related purposes. However, given their size, speed and unpredictability, in some circumstances horses can cause serious injury if they are not handled properly.

Workers who do not have sufficient knowledge, skills and experience with riding or handling horses are at greatest risk of injury. Inexperienced riders and handlers are particularly vulnerable, as they may not have developed their skills fully and lack the strength required to control a horse for riding or handling tasks.

Rider safety can be compromised through the use of damaged or incorrectly fitted riding equipment or tack.

Before assigning work to be undertaken on horseback, riders should be:

- assessed to determine if they are a beginner, a competent rider or somewhere in-between
- given a horse (selected by a qualified and experienced person) that matches their age, size, experience and riding ability.

Ensure bridles, bits, saddles and girths are kept in good repair and fit the horse comfortably. Saddles, stirrup leathers, stirrup irons, bridles and bits should be regularly checked, adjusted for fit and well maintained. Horse sweat can rot stitching and leather, so all tack should be kept clean and supple.

Wear riding boots, while sturdy closed boots or shoes should be worn by horse handlers and stable hands. Wear a correctly adjusted and fitted helmet and fitted, comfortable clothing and gloves.

Horses are easily frightened by vehicles and care should be taken when crossing or riding on a road. Fluorescent/reflective clothing is recommended when accessing roads and riding in poor light or low visibility conditions. Do not ride on roadways in the dark.

Other practices that need to be considered:

- Riders need to be careful when riding at pace close to cattle or other animals.
- Be aware of the surroundings and take care when riding under gate caps in stockyards or low branches.
- Take extra care when riding in slippery or boggy conditions.
- If a horse is likely to buck, it's best to saddle it and give it some exercise prior to mounting.
- If a horse bolts in an unconfined area, gradually circle the horse by applying pressure to one rein until the horse is under control.
- If a horse is behaving badly when ridden or handled on the ground (e.g. bucks, bolts, or rears), it is best to dismount (if riding) and have the horse assessed by a competent person to determine the cause and how to address the behaviour.
- Always remain alert and in a position of control while handling, riding or supervising a horse. Only adjust equipment from the ground.

Sheep

- Build yards on sloping ground for better drainage, with a design that encourages sheep to move freely. Avoid slippery surfaces and trip hazards in drafting/drenching races and forcing yards.
- Keep dust levels to a minimum by using sprinklers to water the yard surface prior to work.
- Provide shelter over drenching and drafting races.
- Treat rams with caution as they can be aggressive.
- When working rams in a race, ensure you are protected from those behind you. A well-positioned drop gate is useful to reduce the hazard.

Mustering/droving

- Ensure operators are competent in the use of off-road bikes.
- Ensure the brakes and suspensions on motorcycles are regularly maintained.
- Wear a helmet and appropriate personal protective equipment (PPE) and clothing to protect arms, legs and feet when riding motorcycles.
- If using horses, ensure the riders are competent.

Lamb marking and mulesing

- Always use a lamb-marking cradle to restrain the stock.
- Work out a system along the cradles so that operators are not in danger of being cut, sprayed with chemicals or suffering needle stick injury.
- Sterilise all knives, shears, needles and ear pliers, and ensure operators observe good hygiene practices.

Jetting

- Always wear appropriate clothing, including sunglasses.
- Ensure the Safety Data Sheets (SDS) are readily available for the chemicals used.
- If headache or any other discomfort is suffered after handling chemicals, seek medical advice and have appropriate tests done. Avoid using these chemicals in future, if possible.
- Ensure correct mixing rates are used.
- Keep equipment well maintained and check regularly to avoid leakage of chemicals.
- Do the work in the shade to reduce the risk of heat stress.

Plunge dipping

- Ensure sheep aren't thirsty prior to plunge dipping to reduce the risk of them attempting to drink the dipping chemical.
- Follow the manufacturer's recommendations for mixing the dipping fluid.
- Ensure that sheep are thoroughly wet by the plunge.
- Allow adequate time for the sheep to drain before returning them to the paddock.

Rotary spray dipping

- Follow the manufacturer's recommendations for mixing the dipping fluid.
- Ensure that the spray dip is operated at the correct pressure and the spray nozzles are clean and not obstructed.

Mustering

- Allow plenty of time and do not rush the stock.
- Use low-stress handling techniques.
- Use well-trained dogs to muster the mob. Dogs that bite should be muzzled.



Handling sheep

- Put a drafting gate at the end of the handling race to save lifting. It is advisable to have several positions for 'drop gates' in the race to hold sheep that are to be drafted off.
- Sheep should have a clear, unobstructed view of the direction they are heading.
- Use wide raceways so that livestock can see the rest of the mob.
- Use wide gates to maintain good sheep flow, whenever possible.
- Ideally, sheep should take the same route and direction through the yards for all handling operations. Train sheep to move through gates with regular handling.
- Take sheep behaviour into account when positioning handling facilities (e.g. generally sheep will move towards the receiving yards in anticipation of escape or release to their paddock).
- Sheep move willingly around curves and corners into narrow races. They also move better on flat ground, rather than up or down hill. If the land slopes, movement should be across the slope rather than up or down. They will move readily towards light and avoid dark areas, shadows and dead ends.
- Ensure that the operator is in a safe position in drafting races.
- When drafting sheep, be aware that they may jump as they near the operator – keep arms and hands clear of the sheep.
- Use ramps with side rails and walkways to load sheep, where possible.
- Consider low-stress handling methods.

Shearing and crutching

- Empty the sheep out into the yards prior to placing the sheep in the shed for shearing or crutching. Ensure floors in catching pens are kept dry where possible to prevent them from becoming slippery.
- Repair any loose grating, remove any nails or wire from the catching pens and shearing board. Where possible, the grating should run parallel to the catching pen door. This reduces the muscular load to the shearer and makes it easier to drag sheep to the shearing floor.

- Raised board sheds must have a top guard rail fitted to the outer edge of the board to prevent a fall to a lower level.
- No chemical treatments are to be carried out inside the shed.
- When stacking or loading bales, use bale trolleys or hooks to move them. Get assistance if needed.
- Belt drives and grinders should be properly guarded.
- Keep dogs clear of the shearing board.
- RCDs must be fitted where power is provided to shearing plant and wool presses.
- Motor-driven wool presses must have the exhaust vented to the outside of the shed.
- Where back harnesses are used, the harness must be securely attached to the overhead support by a chain and a D-shackle. Bale clips, nails or binder twine are not permitted.

Pig handling

- Use raceways that encourage the pigs to move freely, with no changes to lighting conditions.
- Sterilise needles, teeth cutters and ear pliers, and ensure that operators observe strict hygiene practices.
- Wear appropriate protective clothing and maintain good personal hygiene.
- Consider the age, sex, breed, weight, temperament and training of the animal.
- Wear hearing protection when feeding pigs.
- Boars are more aggressive during the mating season and extremely dangerous when fighting. Prevent boars coming into contact with each other at all times.
- De-tusk boars if their tusks get too big.
- Use an appropriate drafting board to assist the movement of boars.
- Where pigs need restraining, use crushes.
- Maintain raceways in a non-slippery state.

Further information

Guide to managing risks in cattle handling

safeworkaustralia.gov.au

Animals – infectious diseases

Occupational animal diseases and infections transmitted between vertebrate animals and humans pose a risk to rural workers due to their day-to-day interaction with animals.

Transmission of these diseases is usually through the bodily fluids (e.g. blood, saliva, urine) or faeces of infected animals, or through other animals that are present on the farm (e.g. cats, dogs, rodents). Contaminated items such as hay, wool, animal hair, hides and carcasses can also be a source of infection.

You can get these diseases from healthy or ill animals – an infected animal may not appear sick.

Safety solutions

Depending on the infectious diseases, one or more of the following control measures may be applicable and should be implemented according to the hierarchy of control:

- vaccination of at-risk workers (pre and post exposure)
- biosecurity (animal disease control)
- good personal hygiene (thorough hand washing after handling animals, machinery or equipment and before handling food)
- administrative controls (safe work procedures, training, instruction and supervision)
- personal protective equipment (PPE) such as overalls, gloves, masks, waterproof boots, goggles, aprons.

Ways to minimise the risk of these diseases include:

- cleaning and disinfecting work spaces, floors and equipment (e.g. using sodium hypochlorite)
- covering cuts and abrasions with water-resistant dressings

- vaccinating livestock and pets (e.g. brucellosis in cattle)
- deworming pets
- controlling rodents
- isolating and treating sick animals
- using machinery (preferably cabined) to clear manure and feed waste build-up in sheds, yards and lane areas where animals are regularly kept or moved
- keeping pigs and cattle separated
- having good drainage in animal holding pens and farm areas, and hygienic disposal of animal effluent
- limiting unnecessary physical contact with animals (e.g. use mechanised crushes, good yard design, no children or bystanders in yards)
- using mesh floors in pig pens, where possible
- minimising contact with animal carcasses, blood, tissues and body fluids
- separating or isolating workers from physical contact with animal body fluids
- ensuring that potentially infectious material (e.g. placenta, contaminated litter) is disposed of in a safe and hygienic way, such as incineration
- displaying information about workplace risks
- training workers in the prevention, symptoms and treatment for particular diseases (e.g. abattoir workers should be taught to recognise infected carcasses)
- avoiding consumption of unpasteurised milk.

Reporting notifiable diseases

Doctors and medical laboratories are legally obliged to notify SA Health about anyone who is either suspected of or confirmed as having a notifiable condition. This information is dealt with confidentially by *SA Health's Communicable Disease Control Branch (CDCB)*.

Doctors are encouraged to let you know that they will notify SA Health about your notifiable condition and that, as a result, CDCB may be in contact with you.

Infectious diseases

Infectious diseases include:

Australian Bat Lyssavirus (ABL)

- closely related to the rabies virus
- only vaccinated people trained in the care of bats should handle them.

Avian influenza (or Bird Flu)

- there are many types of influenza viruses that usually only infect birds, and very rarely an avian influenza virus can also infect people
- to date, there have been no reports of avian influenza in people in Australia, and the Australian Government has many measures in place to prevent its emergence here.

The Department of Agriculture and Water Resources provides specific information for the poultry industry.

agriculture.gov.au

Brucellosis

- a bacterial infection caused by a number of types of *Brucella* bacteria
- the bacteria can cause illness in cattle, pigs, goats, sheep, working dogs and domestic animals
- infection is spread by contact of breaks in the skin (open cuts or sores) with infected animal tissue or the ingestion of unpasteurised milk and dairy products from infected animals
- the bacteria can also be inhaled in dusty animal enclosures, abattoirs and laboratories
- vaccination for human protection is unavailable
- can be treated with specific antibiotics.

Hendra virus

- a sporadic disease of horses and humans that can cause very serious illness and death
- natural hosts are flying foxes which can pass on the virus to horses
- human infection results from close contact with infected horses and their blood, body fluids and tissues.

Hydatid disease

- caused by a small tapeworm parasite *Echinococcus granulosus*
- humans become infected by eating parasite eggs, usually when there is hand-to-mouth transfer of eggs in dog faeces.

Influenza A viruses

- a cause of contagious respiratory infections in swine herds
- spread from infected to uninfected pigs primarily through contact with nasal discharges and aerosols from sneezing and coughing.

Leptospirosis (or Weils Disease)

- caused by bacteria and spread through contact with the urine of infected animals (wild and domestic) or water and soil contaminated with infected urine.
- can be treated with specific antibiotics
- vaccination for human protection is not available in Australia.

Orf

- caused by a parapox virus occurring primarily in sheep and goats
- can also infect humans through direct contact with infected animals or fomites (skin cells, hair, clothing) carrying the virus
- also known as contagious pustular dermatitis, infectious labial dermatitis, ecthyma contagiosum, thistle disease and scabby mouth.

Ovine Johnes disease

- an incurable wasting disease found in sheep
- when vaccinating sheep, follow the safety directions and use vaccinating guns with a safety tip on the needle
- any needle stick injury must be treated immediately by a medical practitioner
- is a notifiable disease and must be immediately reported if you suspect it is present in your sheep.

Psittacosis

- caused by the bacteria *Chlamydia psittaci*
- usually transmitted to humans from birds in the parrot family, but also found in other species including poultry, pigeons, canaries and sea birds.

Q fever

- spread from contact with animals, most commonly sheep, cattle, goats and some native wildlife
- infection usually occurs from inhaling aerosols and dust contaminated with animal urine, faeces, milk or birthing products
- infected animals generally show no signs of being sick
- some infected people have few symptoms, and others may develop a severe flu-like illness
- chronic infection can occur, which most commonly affects the heart (endocarditis)
- some people develop Q fever fatigue syndrome which can last for a long time
- infection in pregnant women can cause miscarriage and premature birth
- the bacteria that cause Q fever are very hardy and can survive in the environment for long periods of time
- can be treated with specific antibiotics
- vaccination for human protection is available
- at-risk workplaces (e.g. shearing) should implement a Q fever vaccination program to protect workers
- to find a vaccinator in your state, go to qfever.org

Toxoplasmosis

- occurs worldwide, human infection is common
- caused by a parasite *Toxoplasmosis gondii* which is usually found in cats, other mammals and birds.

Further information

For guidance on zoonoses, go to sahealth.sa.gov.au and/or health.gov.au

For instructions on reporting animal diseases go to the Primary Industries and Regions SA website pir.sa.gov.au

Hazardous chemicals and dangerous substances

Most farmers handle, use and store hazardous chemicals for a range of activities. Hazardous chemicals are those that have been classified as such under the Globally Harmonised System of Classification and Labelling of Chemicals (GHS). Examples include fuels, liquid petroleum gas (LPG), pesticides, some herbicides, fertilisers, acids and industrial gases.

The GHS is a new internationally agreed system of chemical classification and hazard communication. It is published by the United Nations Organization and includes harmonised criteria for the classification of physical hazards, health hazards and environmental hazards.

By 2017, this system will replace the current system used for classifying workplace chemicals and will standardise information on labels and Safety Data Sheets (SDS).

The effects of chronic exposure to chemicals, such as pesticides, are not always immediately obvious and sometimes do not appear for many years. Exposure through inhalation, direct skin contact or ingestion may cause skin irritation, cancers or respiratory sensitisation.

To find out what substances are listed as hazardous, Safe Work Australia maintains a list of hazardous substances at safeworkaustralia.gov.au

Safety solutions

- Chemicals are best left in their original containers which have the correct labelling of contents.
- Where possible, purchase chemicals in envirodrums with the micromatic coupling.
- Make sure personal protective equipment (PPE) is used, especially when mixing Organophosphates that come in small drums.
- Use gloves when installing creosote posts and always wash your hands and clothes after handling creosote.
- Workers must have chemical accreditation if they are working unsupervised or are applying group 1 herbicides such as 2,4-D.

Safety Data Sheets

A hazardous chemical's label has advice on safe handling, storage and use, and information about the chemical's identity and toxicity.

For some agricultural and veterinary chemicals the label has been approved by the Australian Pesticides and Medicines Authority (APVMA) but may not include the GHS signal word or pictogram.

Chemical manufacturers are required to supply you with an SDS that details information on its health hazards, precautions for use, first aid, safe handling, storage and disposal. A register containing a list of all hazardous substances and your SDS must be maintained at your property and be accessible and understood by workers.

You can look up SDS (formerly called MSDS) online if you haven't got a legible copy from your supplier.

Keep a folder of all of your SDS handy near the chemical shed and chemical fill-up area.

You don't need SDS for standard household chemicals that you would buy at a hardware shop, such as standard size methylated spirits (unless you buy it in bulk).

Workers handling and using hazardous chemicals must also be trained to do so safely.

For each chemical hazard identified, assess the likelihood and possible severity of an injury, harmful reaction or a hazardous incident occurring. This might include assessing procedures for decanting and using the chemicals, the effectiveness of protective equipment and how toxic the chemical is.

Consider the best way to minimise or control these hazards, put control strategies in place and review the effectiveness of these strategies regularly.

Licensing dangerous substances

Dangerous substances are regulated in South Australia, including the storage of LPG and Classes 3, 6 and 8 dangerous substances, above prescribed quantities. An applicant will be issued with a storage licence by SafeWork SA once satisfied that the mandatory requirements have been met.

The proper segregation of incompatible substances, as well as the legislated minimum separation distances of dangerous substances to protected workplaces (e.g. homes, schools, offices and other worksites), are key requirements to ensure safe storage. If you are unsure about the requirements for the storage of dangerous substances on your property, contact SafeWork SA for advice.

Explosives

Explosives are commonly used on farms for purposes such as rabbit warren destruction and tree stump removal. Explosives used may include ANFO, cartridged explosive, detonating cord, detonators and safety fuse. Activities involving explosives, including its purchase, transport, storage and mix and use, require the relevant licences and permit issued by SafeWork SA.

Ammonium Nitrate (AN) is the precursor chemical used for the manufacture of ANFO and is proclaimed under legislation as a 'security sensitive substance'. Activities involving AN (e.g. its purchase, sale, storage, transport, use and disposal) are licensed under a separate regulatory scheme. Fertilisers containing greater than 45% AN are also defined as security sensitive substances and the relevant licences/permits are required.

Asbestos

Materials that contain asbestos can be found in buildings, workplaces and dwellings built before 1990. Asbestos can also be found in products such as cement wall cladding, tiles, lino or older roof cladding.

An asbestos register and management plan is required for all workplace buildings unless they were constructed after 31 December 2003 and no asbestos has been identified, and where asbestos is not likely to be present. The asbestos register must be maintained and kept up to date.

You must take reasonable steps to label and record asbestos in your register; and inform everyone on the premises where asbestos is present about the consequences of exposure to asbestos and other appropriate control measures.

An employer, a self-employed person or a person who manages or controls a workplace must not perform asbestos removal work when more than 10 square metres of non-friable asbestos (or any friable asbestos) needs to be removed. You must engage a licensed asbestos removalist to undertake these tasks.

For further information, visit asbestos.sa.gov.au



Health monitoring

If you work with hazardous chemicals, it's wise to keep track of changes in your health. Regular health monitoring may include:

- consultation – questions regarding your previous work and medical history or lifestyle (e.g. dietary, smoking and drinking habits), and discussing how this may affect your health
- physical examinations
- skin checks or a spirometry (lung function) test
- clinical tests – urine or blood samples
- x-rays.

PCBUs have a specific duty to provide health monitoring for workers who use hazardous chemicals and asbestos, with additional monitoring for any workers exposed to lead.

Safe Work Australia's *Health Monitoring for Exposure to Hazardous Chemicals* guides for both workers and PCBUs provide further information.

safeworkaustralia.gov.au

Chemical contractors

If you spray chemicals on another person's land in a contractor capacity, you must:

- be qualified in *Control Weeds* and *Control Plant Pests, Diseases and Disorders* (these 2 courses are available online.)
- apply for the appropriate licences with SA Health
- ensure each person spraying herbicides has a licence as a pest management technician
- ensure each business name providing contract chemical spraying is a licenced pest controller.

sahealth.sa.gov.au

Tips from an SA farmer

There are smart phone apps available for chemical SDS registers. Some will maintain the most up-to-date SDS in your register and give you advice on what substances should not be stored together.

For more remote chemical fill up points, save your main SDS sheets to Dropbox on your smartphone (if you have one). Favourite those documents so they can be seen off-line when no mobile signal is available.

ChemCert accreditation – can be done online with several accredited training organisations.

Keep your spray records either in a notebook or use a smart phone app such as *production wise* which has an offline option for when your mobile signal is poor or unavailable.

Confined spaces

There are not too many people who would enjoy working in a closed, stuffy place, fitted out with masks, goggles and covered head to toe with protective clothing. But when it has to be done, safety is paramount. Working in a confined space is a high risk work environment and must only be done by trained persons.

Confined spaces are enclosed or partially enclosed structures that pose serious and immediate danger because they are primarily not designed to be areas where people work. They often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small. The hazards are not always obvious and may change from one day to the next.

Storage tanks, silos, field bins, wet and dry wells, manure and silage pits are some examples of confined spaces in which farm workers might be expected to work. They must have the appropriate signage and have restricted access.

Working in confined spaces can result in:

- loss of consciousness, impairment, injury or death due to the immediate effects of airborne contaminants
- fire or explosion from the ignition of flammable contaminants that come into contact with an ignition source (e.g. flame, hot surface or spark)
- asphyxiation from oxygen deficiency or immersion in a free-flowing material (e.g. grain, sand, fertiliser, water or other liquids)
- infectious diseases, dermatitis or lung conditions such as hypersensitivity pneumonitis can result from contact with micro-organisms (e.g. viruses, bacteria or fungi) – sewers, grain silos and manure pits are examples of confined spaces where biological hazards may be present
- difficulty in rescuing and treating an injured or unconscious person.

Safety solutions

Do you have to go in to a confined space to get the work done? Before you begin any such work think about:

- carrying out the work from outside the space
- getting professionals to do the work instead
- reviewing any safety information (e.g. technical standards or other information) and, if relevant, finding out about previous uses for the space
- placing signs that show you must have a signed entry permit to enter.

A risk assessment must be done. A confined space entry permit may be used as a record of the risk assessment.

You must also follow certain other procedures, including:

- ensuring the area is well ventilated before you go in
- providing personal protective equipment (PPE), as well as rescue, first aid and fire suppression equipment
- ensuring workers entering the confined space are trained in the use of safety harnesses and safety or rescue lines where there is a danger of falling
- placing a competent standby person outside the confined space for support and in case of an emergency.

Further information

Code of Practice: Confined Spaces
safework.sa.gov.au/cop

For more information about safety in grain storage facilities see page 92.

For more information on safe fumigation of silos see page 93.

A sample Confined Space Entry Permit can be found on page 141.

Hazardous manual tasks

ReturnToWorkSA statistics (2012-16) reveal the most common cause of lost time injuries in agriculture result from muscular stress while manual handling, accounting for 103 claims over this period. Given the high risk of this hazard on-farm, you should give high priority to controlling the risks from hazardous manual tasks on your property.

Manual handling injuries result from activities that involve lifting, lowering, pushing, pulling, bending, twisting and restraining which might also include:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration.

Most injuries are cumulative – it is the gradual wear and tear from manual handling that takes its toll on the body. We can prevent injury from performing manual tasks by firstly being aware of the risk and then making small changes to our day-to-day work.

To identify hazardous manual tasks on your property:

- consult with your workers as they can provide valuable information about discomfort and muscular aches or pain that can signal potential hazards
- review incidents of workplace injuries, including workers compensation claims
- observe manual tasks first hand.

Once you have made any changes to remove or minimise the hazards, trial the change with your workers and seek feedback. To get the best response from workers, it's also important to communicate the reasons for the change.

Safety solutions

- Design your work area with the task in mind.
- Look to reduce repetitive tasks as much as possible, and share tasks across workers.
- Look to reduce duration and frequency of tasks by ensuring adequate rest breaks and task rotation.
- To correct posture and movement, lower the storage height of objects and use mechanical aids to help with tasks (e.g. cradles, loaders, trolleys forklifts).
- Use simple handling equipment when lifting heavy items off the back of utes (e.g. back saver, utility crane, hydraulic tailgate loader).
- When you are on a tractor or other large machinery, use mirrors and swivel seats to eliminate the need to twist and turn.
- Consider the ergonomic design and layout of the work area (e.g. a stockyard), seek feedback from workers where improvements could be made, and redesign where appropriate.
- Look to change your manual handling systems to reduce risk.
- Improve training and instruction on correctly performing tasks.
- Encourage workers to reduce the size and weight of loads being handled.
- Consider if other environmental conditions (e.g. heat, cold, rain, mud) may be impacting on ability to perform manual tasks.

Further information

Code of Practice: Hazardous Manual Tasks
safework.sa.gov.au/cop

Firearms

Farmers who can demonstrate a genuine need and capability can apply for a Firearms Licence. This may be used for putting down animals, controlling predatory or feral animals, butchering large animals or incidents while transporting animals.

The South Australian Police Firearms Branch issues licences for firearms and ammunition, approves and registers firearms, and issues permits for prohibited weapons.

Any farmer with a Firearms Licence must:

- be aged 18 years or over
- do an approved firearms safety training course
- pass a police background check
- be subject to extensive conditions for use, including safe storage of guns.

police.sa.gov.au

Safety solutions

Complacency around firearms is not an option. The safety of vulnerable people, such as children and anyone under high levels of stress, is paramount. For a firearm safe farm:

- encourage respect for guns at all times
- ensure that firearms are not left in unlocked vehicles
- keep gun cabinets away from other tools such as angle grinders
- keep the gun cabinet key and storage cabinet in different places
- remove firearms from the property if they are no longer required
- treat every firearm as if it's loaded – point it away from yourself or others, use the safety catch and check that no-one else is around where you are firing
- tell someone when and where you are going to use your firearm
- install extra security when you leave guns off-site to prevent unauthorised access
- use ear muffs or ear plugs – the noise from firing guns can permanently damage hearing over time (health screening will detect hearing loss).



Tyres

Because of the diverse range of farm machinery on rural properties, farmers need to maintain a large number of tyres.

A high number of injuries or fatalities result from the locking ring not being properly seated on the rim while inflating tyres on split rim wheels. If the locking ring separates from the wheel assembly during inflation, the impact of the energy that is released has the potential to cause severe body and facial injuries or even death to anyone in close proximity.

Only workers who are trained and competent should carry out tyre assembly or fitting. Detailed methods and instructions for safe tyre assembly/fitting are available from tyre and wheel manufacturers. Appropriate supervision should be provided for trainees or workers undertaking new tasks.

Tip from an SA Farmer

There are a number of restraint systems commercially available, which are inexpensive, portable and adaptable to a range of smaller tyre sizes.

Safety solutions

- A suitable restraining device should be used to control the risks associated with inflating tyres on split rim assemblies. This could be:
 - a steel safety cage, where the assembled wheel is placed inside the cage and then inflated (normally a workshop-based item)
 - a harness or collapsible steel bar assembly in the shape of a 'star' commonly used as a portable restraining device when repairs are performed in a location remote from the workshop.
- Use a lubricant such as soapy water on the bead when fitting a tyre to the rim.
- When assembling tyres and wheels make sure that flanges, rings and grooves are clean, undamaged and undistorted.

When inflating a tyre the utmost caution needs to be taken, and you should:

- never stand in front of or over the split rim or tyre
- never attempt to seat locking rings of a split rim while the tyre is partially or fully inflated
- never use damaged, worn or corroded rims/wheels
- avoid hammering or levering components of an inflated or partially inflated assembly
- avoid inflating a truck or tractor tyre beyond the recommended maximum inflation pressure (which is stamped on the side wall of the tyre)
- avoid inflating truck tyres without a purpose-built restraining device such as a safety cage
- never remove the nuts which hold the wheel rim together while the tyre is inflated (on some types of split rim)
- never leave unattended an air line which is attached to a valve.

Ladders

Falls from ladders can have devastating consequences, even from relatively low heights.

The type of work that can be safely performed on a ladder is limited. There are many different types of ladders, so give consideration to which is the most suitable for the job.

Other methods of access such as scaffolding or an elevating work platform should be considered for difficult tasks or work at height.

Safety solutions

If you must use a ladder, before you start work:

- conduct a hazard identification and risk assessment
- install a barricade or warning signs if there is a potential hazard for people near the work area
- ensure that the ladder has an angle or pitch of about 1:4 (one out and four up)
- ensure that the ladder extends at least one metre above the landing
- ensure that the ladder is installed on a stable surface
- secure the top and bottom of the ladder so it cannot shift position
- ensure that a non-conductive, insulated ladder is used for electrical work or near electrical hazards
- ensure that the ladder will not be used in a manner that endangers any person
- check older steel-tubing ladders for task suitability
- ensure compliance with the manufacturer's load rating (at least 120 kg) for the ladder.

Working on a ladder

- Only one person should be on a ladder at any given time.
- When ascending or descending a ladder, maintain three points of contact (two feet and one hand, or two hands and one foot, must be in contact with the ladder at all times).
- Always climb and descend facing the ladder.
- Don't carry anything when climbing or descending.
- Keep your body centred between the sides of the ladder. Don't lean sideways or over-reach.
- Don't stand above the tread or rung on the ladder indicated as the maximum safe working height.
- Only conduct light work from a ladder.
- If the ladder is placed near a doorway, the door should be locked open or closed. Alternatively, a person may be placed on guard at the foot of the ladder. Warning signs may also be used.



Step or trestle ladders

Step or trestle ladders should only be used in the fully open position. A rigid metal spreader or locking device must be used and the load must be carried by the front stiles.

Inspections and maintenance

Ladders should be checked frequently and periodically serviced by a competent person (someone who is qualified either through experience and/or training).

Think about the type of environment in which the ladder may have been used (e.g. aluminium ladders can easily become damaged if exposed to acids).

Bow ladders

The fruit growing industry use bow ladders so that workers can reach and pick fruit from tree canopies. The correct positioning and use of bow ladders can minimise or avoid falls that result in injuries.

To position and use bow ladders safely:

- carry the ladder using two hands, one on a lower rung with the other on a higher rung, holding the ladder close to the side of your body
- inspect the area of the tree where the ladder is to be placed to ensure there are no broken tree limbs which may cause the ladder to fall
- position the ladder at a ratio of 1 in 4 (an angle of approximately 15-20 degrees) from the tree canopy, with the inside curve of the ladder facing the tree
- ensure the spikes of the ladder are firmly in the ground
- test the ladder to ensure its stability
- only stand on the lower rungs and not on or above the red rung (generally, the third rung from the top)
- move the ladder to access fruit around the tree so that you do not have to over-reach
- maintain three points of contact while on the ladder.

Above-ground fuel storage

The most significant safety issue with above-ground fuel tanks is the risk of falling. Falls from a height can have devastating consequences. Those most at risk are fuel delivery drivers and farm workers engaged in filling and checking fuel levels in tanks. In some instances the risk is also present during fuel dispensing.

Safety solutions

The most effective solution is to reduce the need to work at height during the filling, checking and dispensing of fuel by conducting these tasks from ground level. This can be achieved by:

- relocating or installing the fuel tank at ground level and dispensing the fuel with the aid of a pump
- installing an external sight gauge to avoid the need to climb a ladder to check fuel levels
- fitting a bottom load facility and sight gauge, which can generally be purchased through a farm fuel supplier or rural agent and fitted following simple instructions.

Other issues related to above-ground fuel tanks include inadequate footings for the structure (e.g. wooden blocks or old plough discs are used), tank stand legs rusting and bent, broken and damaged structural members. Ensure proper construction practices are used and regular maintenance is carried out. Replace any tanks that are past their use-by date.

If a fixed ladder is used to access an above-ground tank, reduce the risks by ensuring the ladder:

- meets the requirements of Australian Standard *AS1657: Fixed platforms, walkways, stairways – Design, construction and installation*
- has level and stable ground at the base
- is of sufficient height to allow workers to access the top of the tank
- has a platform and adequate handrails/handholds provided at the top
- is in sound condition, with no rust pitting to the rungs, stiles, welds, fastening brackets and bolts
- is secured to the tank or supporting structure and does not move during access.



Fragile roofing

Working on fragile roofing materials presents a serious work hazard. They can fracture without warning and so quickly that you or a worker could easily fall through the roof, suffering serious or even fatal injuries.

Fragile roofing materials can include corroded corrugated steel cladding, structurally unsound roof members, plastic sheeting, wired glass and corrugated asbestos-cement roof sheeting.

Before working on any roof area or using the roof as a means of access (e.g. for repairs, maintenance, demolition or inspection), it is essential to identify all potential hazards. You should:

- inspect the perimeter walls for warning notices/signs
- visually inspect the roof to determine the presence, structural condition and extent of fragile materials, including the cladding and supports
- review any asbestos register (where applicable)
- check the existence and condition of safety mesh – if you are not sure if it is fitted, consider the roof as unmeshed and dangerous
- determine accessible access and egress points
- consider distribution of the load on the roof
- think about any other factors that may affect health and safety.

Safety solutions

A plan to safely carry out the work should then be developed, where you:

- provide a safe way of getting onto and down from roofs
- use readily available and appropriate access equipment (e.g. crawl boards, roof ladders, walkways, planks)
- wear suitable footwear that controls the risk of slipping and other site hazards
- wear a safety harness and fall arrest equipment (e.g. static lines, running lines, inertia reels) if the need has been identified. Note: fall arrest equipment needs to be installed by a licensed scaffolder or rigger.

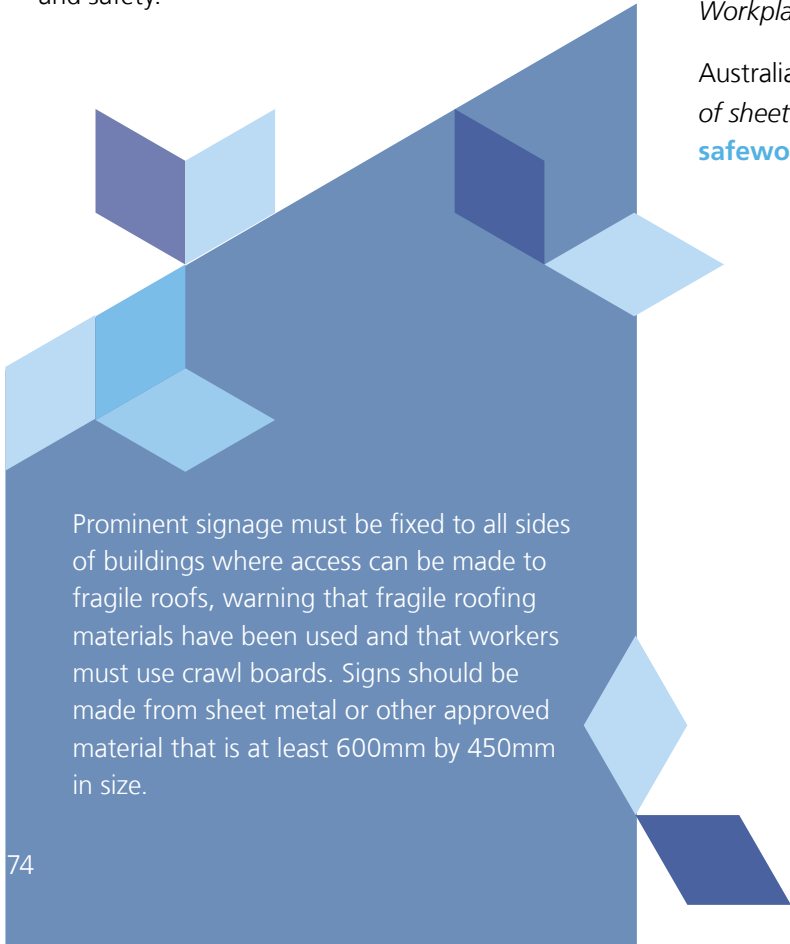
Fragile skylights within buildings or structures must be:

- secured by fixing safety wire mesh either above or below the plastic or polycarbonate sheet, or by installing a guard rail to prevent people standing on the skylight
- regularly maintained.

Further information

Code of Practice – Managing the Risk of Falls at Workplaces

Australian Standard AS 1562.3: *Design and installation of sheet roof and wall cladding – Plastic*
safework.sa.gov.au/cop



Prominent signage must be fixed to all sides of buildings where access can be made to fragile roofs, warning that fragile roofing materials have been used and that workers must use crawl boards. Signs should be made from sheet metal or other approved material that is at least 600mm by 450mm in size.

Heat stress

Everyone knows what it's like to feel hot and uncomfortable while you work. Heat stress is more than just 'feeling off' while you are working outdoors. It can cause serious health issues, and in the case of heat stroke, can be fatal.

When the body cannot sufficiently cool itself, you absorb more heat from your environment than you can get rid of through perspiration or other cooling mechanisms.

Having in place a 'Working in the heat' policy is important so that workers clearly understand what is required of them when working in very hot or humid conditions. This policy is best discussed at induction or refreshed before the hot season sets in.

Symptoms of heat illness include headache, nausea, dizziness, weakness, irritability, thirst, cramps and heavy sweating. People lose concentration and their judgement is impaired. They may seem clumsy, collapse and convulse. Skin can become cold and clammy, despite the heat.

Don't ignore the signs, or if you notice them in your workers you need to seek immediate medical attention. Note that young workers are more at risk – possibly due to doing physically strenuous tasks that they are not accustomed to in hot conditions or lack of experience.

Safety solutions

To minimise the risk of heat illness:

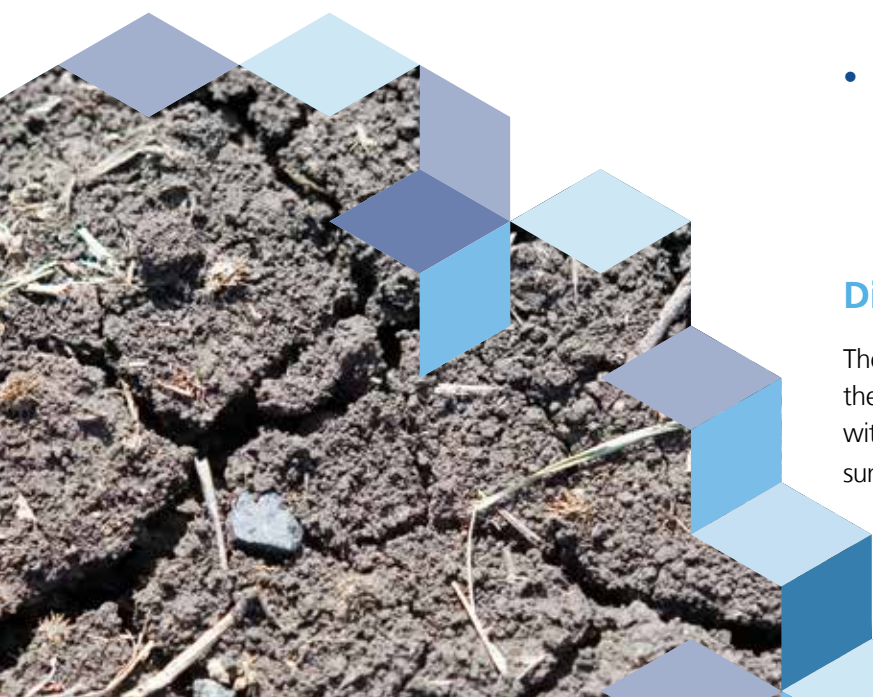
- arrange for more workers to do the job, if possible
- work at a different location
- provide extra rest breaks in a cool area
- reduce time spent doing hot tasks (e.g. by job rotation)
- reschedule work so that heavy work and hot tasks are performed during the cooler part of the day
- use mechanical aids to reduce physical exertion
- wear light clothing that still provides adequate protection.

You could also:

- make sure that your new workers acclimatise
- use the 'buddy system' to recognise signs of heat illness in each other (including weakness, unsteady pace, irritability, disorientation, and changes of skin colour)
- provide outdoor workers with protection against ultraviolet exposure (e.g. wide brim hat, loose fitting/long-sleeved/collared/preferably cotton shirt, long pants, sunglasses, sunscreen). There are different types of shade materials, so look for a rating of UPF 15 or more to ensure at least 93% of solar UVR is blocked.
- provide cool drinking water near the work site – to stay hydrated you should drink a cup of water (about 200 ml) every 15 to 20 minutes during hot weather
- provide first aid facilities and access to medical help
- provide workers with information, instruction and training on how to recognise heat-related illness and appropriate first aid treatment
- establish a system for all workers to receive a daily text message reminder of the UV Alert – download the Sunsmart app for your smart phone from cancersa.org.au

Did you know?

The Australian Taxation Office has recognised the importance of sun protection for outdoor workers, with tax deductions available for sunscreen, hats and sunglasses. Visit ato.gov.au for further information.



Water safety

It seems ironic that, when we live and work in the driest state in the driest inhabited continent on earth, water can be one of the major hazards on a farm.

Rural water safety is everyone's responsibility. Whether your farm has a dam, your home property has a swimming pool or your land has a creek running through it, there are many things you can do to promote safe behaviours around water and protect your workers and loved ones.

Most people learn to swim from an early age, but you should never assume that everyone can swim. Be particularly vigilant when young children and farm visitors are near open water or liquid filled containers.

Remember that toddlers can drown in as little as 5cm of water ... a water trough or a rain filled post hole is all it takes for a potential tragedy to occur. In fact drowning in dams, tanks and creeks is one of the major causes of child deaths on farms, with inadequate supervision considered a factor in more than 70% of these deaths.

Also at heightened risk are seasonal and labour hire workers who may not be water smart. Proper induction and supervision are essential.

Safety solutions

Take a close look at lakes, ponds, rivers, creeks, dams, irrigation channels, wells, open tanks, troughs, drums, sheep dips and seepage pits on your property and assess them for potential hazards.

While you cannot fence off a dam or trough that animals need to drink from, there are many other potential safety solutions.

- Closely supervise children when they are around water that cannot be adequately fenced.
- Fence off swimming pools.
- Have children learn to swim as soon as possible.
- Create a securely fenced, child-safe play area for young children outdoors, so they cannot wander off into the farm environment without adult supervision, and ensure it is free of any water or water-collecting areas.
- Securely cover wells, tanks, plunge and spray dip sumps.
- Fill in unused ditches, dips and post holes.
- Adequately guard all ladders to tank stands so that they cannot be climbed.
- Lock away all portable ladders when not in use.
- Learn CPR so you are prepared for an emergency. As your property is likely to be quite isolated or a long way from a town, it is also likely that ambulance or emergency services will take longer to provide assistance.

Further information

To know more about how you can prevent your child from drowning go to keepwatch.org.au



Noise

Hearing is a precious sense that once damaged or lost will never be regained. Noise induced hearing loss can happen quickly or over time.

Noise that is capable of damaging hearing also causes other health effects such as stress, hypersensitivity to noise, elevated blood pressure and increased heart rate. It can also interfere with communication at work, which could lead to incidents.

Hearing loss

How it works is that very loud sounds can cause the hair cells of the inner ear to collapse and flatten temporarily, resulting in deafness. This may be temporary or permanent, depending on the noise level and length of exposure. Temporary hearing loss may also be accompanied by a ringing sensation called tinnitus.

If high noise exposure is repeated over many years, the hair cells in the inner ear may also become permanently damaged resulting in permanent hearing loss.

Immediate, permanent hearing loss can also occur if someone is exposed to very intense or explosive sounds (e.g. a gunshot or explosion). This type of damage is known as acoustic trauma. In some cases a very intense sound can actually perforate the eardrum.

The harmful effects of noise may be cumulative and not necessarily confined to the workplace. For instance, the use of personal stereo units and frequenting nightclubs may result in young people having some early damage to their hearing before they even join the workforce.

Predicting hearing damage is not an exact science as people respond differently to noise. The amount of damage caused by noise depends on an individual's exposure and predisposition.

dB(A)	Farming machinery or operation	Maximum noise exposure time
80	Tractor idling	No limit
85	Working in a tractor with an enclosed cab	8 hours
90	Shearing shed	2 hrs 30 min
90	Chainsaw idling	2 hrs 30 min
95	Angle grinder	48 min
95	Grain auger	48 min
95	Header	48 min
100	Tractor operating under load without a cab	15 min
100	Orchard sprayer	15 min
105	Pig shed at feeding time	4 min
120	Chainsaw cutting	8 seconds
140	Aircraft at 15 m	No safe limit
140 dB(C)	Shotguns/rifles and other firearms far exceed the 140 dB limit	No safe limit: instantaneous damage

Chart taken from WorkSafe Tasmania

This table shows likely upper levels of noise from different farming machinery and the respective allowable exposure times without hearing protection. Noise is excessive where it exceeds the exposure standard of 85 dB(A), averaged over an eight hour period, or where a peak noise level of 140 dB(C) occurs.



Safety solutions

The easiest way to protect your hearing while carrying out work on noisy equipment around the farm is to **always** wear protective ear muffs or earplugs. When selecting ear protection ensure it:

- is effective and gives adequate protection for the ears against the hazard
- is of an appropriate standard
- is readily available for use
- matches the wearer, the task and the working environment, so that it does not get in the way of the job being done or cause any discomfort
- is compatible with any other personal protective equipment (PPE) being worn (e.g. some ear muffs may interfere with the fit of a safety helmet)
- is checked before use and cleaned, maintained and stored in accordance with the manufacturer's instructions

Provide workers with relevant information, instruction and training in the safe and correct use of PPE for ear protection. However, if workers are frequently required to wear PPE to reduce the risk of hearing loss from a noise exposure that exceeds the exposure standard, then an audiometric test must be done, and the testing records kept.

Audiometric testing and assessment should be carried out by a competent person in accordance with the Australian Standard *AS/NZS 1296.4: Occupational Noise Management – auditory assessment*.

Further information

Code of Practice: Managing Noise and Preventing Hearing Loss at Work

safework.sa.gov.au/cop

Dusts and fumes

It is important to be aware that the atmosphere you work in may be hazardous, and this is often difficult to detect as substances may be odourless or colourless.

With the use of monitoring equipment, an atmosphere is considered hazardous if there is:

- an unsafe oxygen level (common to grain silos and effluent pits)
- a concentration of oxygen resulting in increased risk of fire
- a concentration of flammable gas, vapour, mist or fumes exceeding five per cent or the lower explosive limit
- combustible dust present (e.g. wood dust, bio-solids, sugar, starch, flour, feed or grain) in a quantity and form that would result in a hazardous area.

Dust explosion risks

Dust explosions usually occur when combustible dusts or fibres from paper, grain, organic compounds and metals accumulate, are disturbed and released into the air, and come into contact with an ignition source.

Safety solutions

Once you have located where the generation of dust and fumes could occur, it is important that you provide appropriate personal protective equipment (PPE) and make sure workers wear it.

A good ventilation and dust collection system is equally important, and should be regularly inspected and maintained.

Where the presence of dust and fumes is not obvious, you must ensure air quality is monitored in conjunction with health monitoring of all workers.

Potential hazards in agriculture

Work process	Hazards
Grain silos and auger loaders	Combustible particles in the form of husks and fine dusts, dust explosions
Chaff and hay processing and storage	Combustible particles and dusts, spontaneous combustion of haystacks
Milling grains, sugars, cellulose, fibres – cotton, linen, polyesters, possible peroxide powders	Flammable and combustible materials, dusts and fibres, possible static build-up, oxidising agents
Processing oil and oil seeds – cottonseed, linseed, other vegetable oils, canola, olives	Combustible oils with possible combustible wastes
Viticulture and alcoholic spirit manufacture	Flammable and combustible materials, vats or tanks containing flammable vapours
Drying and processing grains and vegetables (e.g. tobacco drying, vegetable preparation)	Cellulose fibres, dusts and other combustible material, rotting vegetable matter produces methane gas
Flammable or combustible pesticides	Some contain flammable or combustible carrier liquids
Liquid and gaseous ammonia for nitrogen fixing in soils	Flammable gas, toxic gas, corrosive

Quick safety scans

Use these quick safety scans to look at key work health and safety issues on your property. Those items where you tick 'Sometimes' or 'Never' will need action to fix or do better. Use the safety solutions suggested earlier in the guide to help you improve.

Animal handling	Always	Sometimes	Never
Dairy and yards are designed to reduce injury from kicking and crushing by cattle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate veterinary facilities are provided, including crushes, pregnancy testing and AI facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barriers are in place to prevent dairy cattle getting into the pit or falling off the rotary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces are maintained to prevent cattle and workers slipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are instructed and trained in working around and handling livestock (including bulls if used).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working alone with cattle is kept to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gates are inspected and maintained to ensure they swing easily on hinges to minimise strain on workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency escapes are sufficiently available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety/warning signs are in place, where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dogs are kept well away from the yards and dogs that are well-trained are used when mustering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before horseback work, riders are assessed to determine their experience level and matched to a suitable horse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plenty of time is allowed and the stock are not rushed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate protective equipment and clothing is worn to suit the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The manufacturer's recommendations are followed when mixing dipping fluid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wide raceways and gates are used, and the same route and direction through the yard is used to maintain good flow of animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps with side rails and walkways are used to load animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catching pens are kept dry and free of hazards such as loose grating and nails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strict hygiene practices are observed and all needles, shears, knives, pliers and cutters are sterilised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Animals – infectious diseases	Always	Sometimes	Never
Workers are trained in the prevention, symptoms and treatment for particular diseases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At-risk workers are vaccinated (pre and post exposure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good personal hygiene is practiced (thorough hand washing after handling animals, machinery or equipment and before handling food).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary physical contact with animals is minimised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with animal carcasses, blood, tissues and bodily fluids is minimised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livestock and pets are vaccinated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick animals are isolated and treated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potentially infectious material (e.g. placenta, contaminated litter) is disposed of in a safe and hygienic way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is provided and worn, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work spaces, floors and equipment are cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cuts and abrasions are covered with water-resistant dressings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pigs and cattle are kept separated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mesh floors are used in pig pens, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal holding pens and farm areas have good drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You are aware of the legal obligation for doctors and medical laboratories to notify SA Health about anyone who is either suspected of or confirmed as having a notifiable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cattle are vaccinated against leptospirosis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are tested for Q fever.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous chemicals and dangerous substances	Always	Sometimes	Never
Risk assessments are regularly done for hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures are in place and workers trained for storage, handling and use of hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets available for all chemicals in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Register of hazardous substances is kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical containers are clearly labelled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers are tightly closed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical storage is appropriate and well-ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste oils and other products are disposed of appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures are in place for management of spills and incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill kit/containment equipment is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisory/warning signage is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE (e.g. gloves, safety goggles, protective clothing) is available, used and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health monitoring is carried out (if required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensing and storage of dangerous substances (e.g. LPG, fertilisers) meets state regulations and you have informed SafeWork SA (if needed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The procedure for removal of asbestos, including restrictions, is clearly understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All asbestos containing materials are handled safely and appropriately, as per Codes of Practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An asbestos management plan and register is kept for buildings built before 2003.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confined spaces	Always	Sometimes	Never
You get a professional to do the work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined space risks are identified, eliminated or minimised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined space entry permits are completed by a competent person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are trained for and supervised when undertaking work in confined spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE appropriate for tasks is available, used and maintained (e.g. safety harnesses, rescue, first aid and fire suppression).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You make constant communication checks with persons working in confined spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A competent stand-by person is placed outside the confined space for support and in case of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous manual tasks	Always	Sometimes	Never
Risks that can cause injury (e.g. handling heavy items, repetitive tasks in awkward postures) are identified, assessed and controls implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are trained in correct manual handling techniques and solving manual handling problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical aids are available and used to lift or move heavy or awkward items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have considered the ergonomic design and layout of the work area (e.g. a stockyard, shed or workshop) and redesigned it where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The size of the load is reduced, where practicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental conditions do not impact on the ability to perform manual tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Firearms	Always	Sometimes	Never
Your firearm licence is up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firearms and ammunition are stored in a safe, secure place and out of reach of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gun cabinets are placed away from tools such as angle grinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cabinet key and storage cabinet are in different places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firearms are removed from the property if they are no longer required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ear muffs or ear plugs are used when firing guns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You use the safety catch and check that no-one else is around where you are firing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You tell someone when and where you are going to use your firearm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tyres	Always	Sometimes	Never
Tyres are secured when being inflated on split rim assemblies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tyres are inflated to the recommended maximum inflation pressure (which is stamped on the side wall of the tyre).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers stand clear of the split rim or tyre during inflation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A lubricant such as soapy water is used on the bead when fitting the tyre to the rim.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No work is done while the tyre is partially or fully inflated, such as attempting to seat locking rings of a split rim, hammering or levering components, removing the nuts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rims/wheels are in good condition and not damaged, worn or corroded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The air line is attended at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When assembling tyres and wheels flanges, rings and grooves are clean, undamaged and undistorted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ladders	Always	Sometimes	Never
Ladders used are stable and in good condition, with non-slip rubber feet fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-conductive, insulated ladders are used for electrical work or near electrical hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer's load rating is complied with (at least 120kg).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only one person is on a ladder at any given time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Three points of contact are maintained when ascending or descending.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nothing is carried when climbing or descending ladders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barricades or warning signs are installed if there is a potential hazard to people near the work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors are locked closed or open when ladders are used near doorways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step/trestle ladders are only used in the fully open position with a rigid metal spreader or locking device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work platforms or scaffolding are used for access to work at height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Above-ground fuel storage	Always	Sometimes	Never
Tanks are relocated or installed at ground level and fuel dispensed with the aid of a pump.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External sight gauges are installed to avoid the need to climb a ladder to check fuel levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A bottom load facility and sight gauge has been installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above-ground tanks have adequate structural footings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed ladders used to access above-ground tanks meet the requirements of Australian Standard AS1657.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders are of sufficient height to allow access the top of the tank.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders have a platform and adequate handrails/handholds provided at the top.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders are secured to the tank or supporting structure and do not move during access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fragile roofing	Always	Sometimes	Never
All potential hazards have been identified before working on any roof area or using the roof as a means of access (e.g. for repair, maintenance, demolition or inspection).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An asbestos register is available and checked (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and egress points for getting onto and down from roofs are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prominent warning notices/signs are fixed to all sides of buildings where access can be made to fragile roofs, warning that fragile roofing materials have been used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs comply with Australian Standard AS 1318.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate access equipment (e.g. crawl boards, roof ladders, walkways, planks) is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable footwear is worn to control the risk of slipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A safety harness and fall arrest equipment is worn where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall arrest equipment has been installed by a licensed scaffolder or rigger.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fragile skylights are secured by safety wire mesh fixed either above or below the plastic or polycarbonate sheet, or by installing a guard rail to prevent people standing on them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roofing and skylights are regularly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heat stress	Always	Sometimes	Never
You have developed a working in the heat policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You re-schedule work and use job rotation to minimise risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have developed a system for everyone to recognise signs of heat illness and what action to take.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor workers are provided with protection against UV exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cool drinking water is provided near the work site at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water safety	Always	Sometimes	Never
Children are supervised when they are around water that cannot be adequately fenced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming pools are fenced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children can swim/are taught to swim at an early age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wells, tanks, plunge and spray dip sumps are securely covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unused ditches, dips and post holes are filled in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders to tank stands are adequately guarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable ladders stored and locked away when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Noise	Always	Sometimes	Never
Noisy tasks are identified, eliminated or minimised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise in the workshop is kept to a safe level, not exceeding the exposure standard of 85dB(A) (able to hear and speak without shouting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screens, partitions or guarding are used to control noise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct hearing protection is readily available and worn as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audiometric testing is carried out if needed and testing records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisory/warning signage is in place (e.g. hearing protection must be worn).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dusts and fumes	Always	Sometimes	Never
Risk assessments are done for work processes that generate dust, smoke, fumes or gases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate PPE is issued and worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local exhaust ventilation is installed where needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation and dust collection systems are regularly inspected and cleaned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air quality is monitored (e.g. workers do not suffer from dry, irritated eyes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health monitoring is carried out where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Industry
specific hazards



Dairy farming

Dairy farming poses specific work health and safety challenges primarily from:

- the handling of animals, including manual handling, when feeding or weaning calves or lifting/moving them
- using machinery and equipment for the production of silage and feeding fodder – read more on page 35 'Plant and machinery'
- working in confined spaces (e.g. silos, water tanks, milk vats and manure pits) which may contain unsafe atmospheres, which can cause poisoning or suffocation – read more on page 75 'Confined spaces'
- slips, trips and falls caused by a combination of water and effluent
- excessive exposure to noise from livestock or machinery – read more on page 85 'Noise'.

Injuries can include kicks, crushing, ramming from horns, trampling and transmission of certain infectious diseases such as giardia, salmonella, ringworm and leptospirosis.

Cows can be unpredictable and protective after calving so an understanding of cow behaviour is important to maintaining a safe dairy. Good stock handling skills and the gentle treatment of heifers and cows will help to reduce kickers and result in a more relaxed and productive herd.

Safety solutions

Handling of animals

- Provide training and supervision on stock handling skills to workers. Training should include how to approach cows with an understanding of their flight zone and point of balance.
- Bulls should never be trusted especially during mating practices. 'Dangerous' bulls should not be moved on foot or handled on your own.

Read more on page 57 'Animal handling'.

Effluent

- Ponds are best placed as far away from the dairy as practicable. They pose the risk of children and cows falling into them, as the crust may look like solid ground.
- Traps should be guarded and regularly emptied to decrease disease risk from flies and mosquitoes.
- High pressure hoses and wet, slippery surfaces when washing/hosing down the dairy pose the risk of slips and falls. Correct personal protective equipment (PPE) should be worn (e.g. non-slip waterproof boots, face shields, hearing protection).

Further information

A practical guide to dairy safety – Worksafe Victoria

Staying safe in and around farm dairies – Worksafe New Zealand

Farm Safety Starter Kit – Dairy SA



Shearing sheds

A dark, dirty, cluttered and disorganised shearing shed is a hazard.

Not only is there a high probability your clip will be discounted because of contamination or being poorly prepared, but the likelihood of injuries occurring is also high.

Planning for shearing should begin well before the event: it's no use starting the day before the shearers arrive. You need to spend time not only identifying the problems but also rectifying them. There is no excuse for splintered or broken grating in the shed, a filthy board, rubbish left lying around, part bales or fadges cluttering up the wool room, or the bags from the last crutching sitting under the table.

It's amazing what a difference can be made with a bit of hot water and elbow grease, together with a professional attitude. A clean, light, airy workplace then gives you every opportunity to maximise the returns from your clip and have a satisfied and safe shearing team.

Safety solutions

To provide a safer working environment for you and your workers you should:

- provide non-slip, wide steps to elevated sheds or raised boards and handrails (if over one metre)
- ensure the shed is well ventilated and well lit
- ensure catching pen floors are dry and non-slip
- provide guards on all shearing machinery
- allocate space between shearers to avoid clashing of down-tubes
- regularly check and maintain all equipment
- install easily reached emergency stop buttons on shearing plant and wool presses
- keep electric leads and cables in good condition and safely routed and positioned
- keep all walkways free from obstructions
- keep the shed clear of other workers, children and dogs – put up signs noting 'authorised entry only'
- use chemicals safely – when jetting, dipping, drenching or treating for fly strike, ensure that the recommended safety equipment is worn (e.g. skin, ear and eye protection)
- reduce noise levels, where possible (e.g. provide hearing protection, choose quieter equipment, install mufflers and noise covers, place equipment away from workers, limit the volume of radios/CD players, use electric motors on wool presses)
- issue personal protective equipment (PPE) such as goggles and gloves for use when grinding cutters
- provide fans for cooling and water for hydration in extreme heat
- recommend that your workers are immunised against Q fever.

Protect your workers' backs by paying attention to good workplace and equipment design and working postures through:

- providing supportive braces
- minimising the amount of lifting needed
- installing non-slip surfaces on all tracks and walkways to avoid falls and slips in yards
- checking that shearers keep animals close to the body when shearing and use thigh muscles to lift them
- encouraging stretching and warm-up before shearing, and cool down afterwards with slow, continuous stretches
- providing regular breaks to alleviate fatigue
- using lift or slide swing gates.

Improve the safety of sheep handling by:

- designing a yard layout that allows sheep to move freely
- fitting protective coverings (shade and shelter) to working and drafting races
- building yards on inclines rather than flat ground as they tend to drain better and sheep prefer running up a slight incline
- using a cradle when marking or handling lambs
- understanding that sheep diseases can be transmitted to humans via saliva, urine or contact with skin or wounds
- promptly treating any animal with disease symptoms
- practising good personal hygiene by always washing hands before eating and after handling sheep.



Grain growing

Grain farmers are often aware of hazards and unsafe work practices with regard to grain production and harvesting.

Common hazards include augers, confined spaces, machinery guarding, overhead powerlines, using chemicals and pest control substances (e.g. fuels, herbicides, insecticides, fungicides, rodenticides, grain fumigants), working at heights and heavy machine operation.

However, the safety risks related to fatigue should not be underestimated. Falling asleep is a real risk when working longer hours at those critical times of sowing or harvesting. Maintaining good health and alertness is especially important for you and your workers at these times.

Working for extended periods without breaks, or under pressure, increases the risk of making mistakes that can lead to injury. Not sleeping for more than 17 hours, or sleeping less than five hours before you start work, seriously affects your ability to work and is similar to having a 0.05 blood alcohol content.

Safety solutions

- Check that everyone takes adequate rest breaks and has access to cool drinking water and adequate amenities (e.g. shaded areas, toilets).
- When working in cold or wet conditions (e.g. seeding or driving tractors) wear appropriate warm, weatherproof clothing. Be aware of muddy surfaces which can cause slipping and tripping hazards.
- Have good lighting when working at night.
- Use any platforms and handrails that are already present on the machine. Elevated work areas must have guard railings or other forms of fall prevention, as falls are a common injury.
- Guard machinery hazards (e.g. exposed pulleys, drive belts, PTO shafts, augers, etc).
- Keep clear of moving machinery and teach children and visitors how to stay clear.
- Grain and other organic dusts can cause suffocation in confined spaces. Read more on page 67 'Confined spaces'.
- Wear correct personal protective equipment (PPE) when dealing with dust producing grains or handling fertilisers and chemicals.
- Have a spill recovery plan, emergency eye washes, and first aid kits on hand.
- Be aware of overhead powerlines.
- When fumigating grain:
 - wear correct PPE
 - follow the GRDC fact sheet 'Grain Storage Pest Control Guide' grdc.com.au
 - use a warning sign to keep others from the area.
 - place notification and signage for confined space fumigation and re-entry periods.
- Avoid suffocation from engulfment in loaded grain bins by:
 - asking yourself if you really need to get into the bin
 - installing sight glasses or using a silo already fitted with an adequate ladder/platform for that task
 - ensuring a trained person is present if you do have to enter the bin.

Tips from an SA farmer

Cleaning large machinery

- Purchase a high pressure cleaner which can be used from the ground.
- Blow down the machinery using a compressor from the ground.
- Purchase cleaning implements that allow for large reach from the ground.
- Consider using an elevating work platform to reach the higher levels of the machinery. If you do, ensure that both you and the operator of the elevated platform have undertaken the appropriate competency courses and that you wear a lanyard or retractable harness attached to an appropriate strength anchor point.
- Make sure the work cage/platform and the machinery attached to it is compliant with the required standards.

Fire risks

Be aware of fire risks:

- buy a leaf blower to blow chaff off harvest machinery regularly, especially when reaping lentils
- to check heat levels in machinery bearings, buy a digital infrared laser temperature gauge (from \$20 on eBay)

Have clean water from tanks or hoses nearby, especially near your chemical fill-up points if you don't have a chemical shower.

Use the body correctly for forceful or repetitive lifting, carrying, pushing and pulling to avoid body stressing injuries.

You don't need to hit the overhead powerline to be electrocuted, it can arc across.



Grain storage and handling

After all the work it takes to grow and harvest your grain, safe grain storage is vital for your business as well as the safety of your family and workers.

Take a fresh look at your grain storage site and start by identifying anything that could cause harm. Would it result in just a few scratches and bruises, or is there potential for someone to be seriously injured or killed?

Talk with workers who use the site, and take time to thoroughly inspect the site and equipment.

Safety solutions

Site safety

- Houses or work areas may be affected by dust and noise from grain storage activities. Ensure that all people who handle grain wear dust masks. You may need to assess your workers and family for the risk of asthma. Read more on page 79 'Dusts and fumes'.
- Provide safe access for trucks turning into and out of the site from public roads, without endangering other road users.
- Never smoke near silos and avoid causing sparks from metal friction or electric switches, as grain dust in silos can become explosive.
- Use the correct storage for dangerous substances such as fertiliser.
- Be vigilant for signs of heat stress for people working inside a silo in extreme heat conditions.
- Wear respiratory equipment when appropriate (e.g. very dusty conditions).
- Ensure all moving belts are guarded.
- Guard intake points for grain augers.
- Monitor the movements of children – if possible prevent them from entering the area.

Electrocution

- Where augers and tip trucks are regularly used, mark overhead power lines with marker balls and signs as a reminder to operators.
- Relocate or put powerlines underground if possible.

Traffic flow

- Post speed limits for traffic in the vicinity of houses, grain handling areas and harvest operations.
- Provide workers and contractors with clear instructions of the route to take when moving trucks and harvest machinery from the paddock to silos and grain sheds.

Grain trucks

- Ensure that all auger flights, drive shafts, pulleys and belts are guarded before operating any auger to prevent drivers and contractors from entanglement when shovelling and loading grain.
- Ensure that trucks have safety features to reduce the risk of falling while tarping and un-tarping grain trucks and trailers. This includes having an appropriate ladder and walk platform on the truck.
- Fit roll over tarps to trucks and trailers so that grain loads can be covered and uncovered by the operator from the ground.
- Ensure that drivers take regular breaks to manage driver fatigue and drive to suit the road conditions (e.g. on gravel and dusty roads).

Safe use of augers

- Ensure that all guards are in place before augers are operated, especially after maintenance.
- Guard auger drive trains (belts, pulleys, drive shafts) and the rotating screw fitting.
- Locate mobile augers on firm, preferably flat ground, and operate at a shallow angle (less than 45 degrees) to prevent overbalancing.
- Lower mobile augers when being transported.
- Never start augers before checking the area is clear of people.
- Avoid single operator operations when loading or unloading grain trucks.

Fall protection

Other than not climbing in the first place, you could consider these protective measures.

- Install sight glasses on silos to reduce the need to climb.
- Find alternative methods to climbing (e.g. fill feed silos pneumatically from the feed supply truck).
- Provide roof fall protection such as an edge or guard rail.
- Provide a secured hinged wire mesh guard on all external openings above the maximum level of grain. Note that the hinge must be secured so that it requires a tool to open it.
- Install an external ladder cage where required.
- Install an approved fall restraint system and harness when climbing external ladders on silos or accessing the top hatch for use by trained operators only.
- Provide an industrial safety net.

To avoid structural failures in silos:

- consult an engineer before any alterations are made – seemingly simple changes can drastically alter a silo's structural stability
- follow the manufacturer's instructions exactly in preparing the concrete pad
- conduct regular inspections
- check for grain adhering to the inside walls, which may cause silos to collapse
- be aware that equipment attached to silos can impose dangerous loads.

Safe fumigation of silos

- Do not enter any confined space in a grain storage shed, especially the quick fill or grain pit without completing a risk assessment to work in a confined space.
- Clearly mark all areas under fumigation with signs: **'DANGER UNDER FUMIGATION' and/or 'DANGER POISON GAS - KEEP AWAY'**.
- Wear appropriate personal protective equipment (PPE) before commencing the fumigation according to the label instructions.
- Ventilate fumigated silos before entering according to the manufacturer's recommended safe ventilation period.
- Fumigate only in a tested sealed silo.
- Open phosphine containers in the open air, not in the shed or silo, and hold the container away from your face and downwind if possible.
- Read the phosphine label before opening the container and follow the manufacturers' instructions on dose rate, fumigation period, ventilation period and withholding period.
- To climb older silos, use a safety harness fitted with a hook system if you do not have a fall arrest system and have someone looking out for you.

Emergency procedures

- Plan your escape before you enter a silo. Always have a person standing by who has clear instructions on what to do in an emergency. The first instruction is 'Don't follow me in.'
- If someone does enter, they must be wearing a breathing apparatus and a life-line.
- If trapped by grain try not to panic – the grain will pack tighter.
- If someone else is trapped in a grain silo, empty the bin by opening any side outlet, then cut flaps in the cone or walls all around the base using power tools.

Stockyards and stock handling

To safely work in stockyards it's important to understand and appreciate your physical limitations. The reality is that as we age our reflexes are slower, our balance is diminished and we may be carrying the effects and physical limitations of a range of injuries.

Of all the injuries suffered when handling stock the most insidious is the 'crook back'. When you are young you may be able to lift that old ewe over the fence or onto the ute, but as you age the task is not only more difficult but more likely to cause long-term problems. If there is a need to lift a mature sheep then get some help, don't try and be a hero. Do everything you can to protect your back.

Safety solutions

Animal handling and control

Gentle handling of herd animals (cattle, sheep and goats) benefits both the animals and farm workers. Livestock will be healthier and meat and milk production at its best.

When working with cattle in yards keep dogs well away. It's hard enough keeping your eyes focussed on the task at hand without a dog entering your line of sight.

All workers must have an adequate understanding of animal behaviour and livestock control procedures. It's best if they are properly trained. This way, handlers can complete animal husbandry tasks more quickly and easily, with less risk of injury to both the handler and the animal.

Loading and unloading

When loading and unloading check that:

- ramps are designed and built to suit:
 - the type of livestock being handled
 - the type of vehicle being used
 - the fall protection methods used by drivers
- stairs and walkways have handrails along loading races, docks and platforms

- self-latching or slam-shut gates are designed for ready access and escape, and that they swing freely
- all crates and surrounds are clearly lit
- stockyards have good drainage and firm footing to reduce the risk of trips and falls
- tiered gantries have safe access and egress.

Before loading, drivers need to check that all ramps and equipment are safe to use.

Workers need to keep a safe distance from livestock and have a planned escape route before getting close to animals.

When unloading is complete, secure all gates. Use transport companies who have drivers with good knowledge and skills in animal husbandry to load and unload livestock.

Fences, gates, raised walkways and ramps

Have escape gateways (400 mm wide) with self-locking gate latches located around the yards. These should be solid and blanked out.

Everyone working at the site needs to know and follow the procedures for using, accessing and securing fences, gates, raised walkways and ramps.

If you carry out modifications and retrofitting you need to inform and train workers of any changes.

Working alone

If you are working alone, check your communication equipment and follow your usual procedures for working alone. Read more on page 17 'Remote or isolated work'.

Further information

Guide for safe design of livestock loading ramps and forcing yards, Australian Livestock and Rural Transporters' Association.

alrta.org.au

Wine grape growers and vineyards

Vineyard owners and managers need to be prepared for working long hours under pressure, often with the support of contractors or 457 visa workers.

Your workers need to be prepared for:

- operating machinery and equipment on uneven terrain, hillsides and in some cases very long rows
- working some distance from immediate help
- pushing and lifting heavy bins and tubs
- using hand tools
- using powered pruning shears and secateurs
- working with hazardous chemicals
- working in environments with injury hazards
- biting insects
- working at night and in extreme weather conditions.

Safety solutions

Ensure each item of plant is maintained and only operated by a competent person.

Confirm that all workers have the competencies and relevant licences for the required tasks and that a register of training and induction records is maintained on file.

Conduct induction training for new workers and contractors.

Ensure an effective communication system between plant operators, transport contractors and ground staff, particularly where work is being undertaken in locations isolated from other staff.

Consult with workers and prepare a work program, with adequate rest breaks depending on factors such as weather conditions. Suitable rest breaks and hydration are important factors in managing fatigue and heat stress.

Advise workers to carry loads within their own capability. Carry bags should be adjustable for comfort, load and support.

Ensure that all workers have the correct personal protective equipment (PPE) such as safety boots, a broad brimmed hat, sunscreen, safety glasses/goggles, gloves and ear protection (if needed).

Check that you have adequate lighting and visibility for working at night.

Use mechanical aids such as purpose built lifting jigs to eliminate manual handling and crushing hazards.

Reduce the hazard of slips, trips and falls by practicing good housekeeping. Use three points of contact when exiting large vehicles, and using stairs and ladders.

Check that emergency plans are in place and that everyone knows what to do. Suitable firefighting equipment must be clearly marked and maintained.



Fruit and vegetable growing/picking

Much of the work in the horticulture sector involves manual tasks like harvesting and packaging fruits and vegetables, spraying chemicals, lifting, snipping and weeding.

The most common risk factors for manual tasks are:

- handling heavy, bulky or awkward loads
- holding loads/arms away from the trunk of the body
- twisting the back, neck or upper body
- reaching and load handling at low levels and above shoulder height
- repetitive movements
- lifting, lowering, carrying, pushing and pulling
- load handling on one side of the body
- sustained and repetitive gripping
- inadequate task variety or work breaks
- working under time pressures
- working in hot, humid or cold environments
- working at night.

During busy times, the horticulture industry experiences an influx of contract workers – students, backpackers, 457 visa holders. Many are young, inexperienced or have a limited understanding of English – which makes them vulnerable to injury at work. Read more on page 22 ‘Seasonal and labour hire workers’.

Traffic is constantly moving around horticultural blocks and safety conditions will vary according to the season and the farm vehicles being operated. Risks are increased in extreme weather conditions, and when plant operators are concentrating on their job and not aware of other traffic or people.

Fruit growers are also required to carry out tasks such as monitoring irrigation, spraying and harvesting at night or for extended periods. Early morning and night work, and long working hours, can bring additional risks related to fatigue. Read more on page 109 ‘Fatigue’.

Workers in isolated workplaces need to have an effective means of emergency communication and understand the need to communicate their whereabouts and check in regularly. Read more on page 17 ‘Remote or isolated work’.



Safety solutions

- Bow ladders are used so that workers can reach and pick fruit from tree canopies. To position and use bow ladders safely:
 - carry the ladder using two hands, one on a lower rung with the other on a higher rung, holding the ladder close to the side of your body
 - inspect the area of the tree where the ladder is to be placed to ensure there are no broken tree limbs which may cause the ladder to fall
 - position the ladder at a ratio of 1 in 4 (an angle of approximately 15-20 degrees) from the tree canopy, with the inside curve of the ladder facing the tree
 - ensure the spikes of the ladder are firmly in the ground
 - test the ladder to ensure its stability
 - only stand on the lower rungs and not on or above the red rung (generally, the third rung from the top)
 - move the ladder to access fruit around the tree so that you do not have to over-reach
 - maintain three points of contact while on the ladder.
- Select and use hand tools that are well designed and suited to the user to avoid joint and tissue injury to the worker. Check that the work is carried out in comfortable, non-restrictive body positions.
- Guard moving parts and potential entrapment or entanglement points on all plant and equipment used in packing sheds or on fruit blocks (e.g. shafts, pulleys, rollers, conveyors and belts used to power components and attachments). Read more on page 33 'Machine guarding'.
- Guard large harvesting equipment (e.g. as used in potato harvesting) and ensure workers are aware of the risk of entanglement.
- Ensure forklift operators are trained and have a current *Licence to Perform High Risk Work*.
- Fit quad bikes with flags for visibility by others.
- Provide workers with appropriate personal protective equipment (PPE) such as safety boots, broad brimmed hat, sunscreen, safety glasses/goggles, gloves, ear protection. Eye protection will help prevent cuts, scratches or embedded debris from branches, twigs or leaves. Chemicals can also enter the eyes from splashes, spray drift and vapours, or if workers rub their eyes when their hands or clothing are contaminated with chemicals.
- Protect outdoor workers from extremes of weather and check for signs of heat stress.
- Provide adequate toilet and washing facilities.
- Have an effective means of emergency communication with isolated workers.
- Ensure workers understand the need to communicate their whereabouts and check in regularly.



Hay baling

The weight of a fallen hay bale can cause serious crush injuries or even death. When moving, lifting, loading or unloading hay bales you should be mindful that they vary in size, shape and weight, and that the distance a bale falls will impact on the seriousness of any injury.

Safety solutions

Safety critical components

- Guards should be provided for belts and pulleys, chains and sprockets, meshing gears, drive shafts and other moving parts, pick-up reel, and to prevent access to the sides between the pick-up reel guard rail and the top of the bale chamber.
- Fit the power take off (PTO) with an appropriate guard to prevent entanglement.
- Ensure mechanical safety stoppers have been properly fitted at the rear door of the bale chamber.
- Fit emergency stop devices.
- Safety critical components should be adequately labelled with hazard warning labels including possible entanglement, crush injury and guarding.
- Provide suitable fire fighting equipment in the likely case of a fire.

Attachments

- Ensure tractors are fitted with a well-maintained falling object protective structure (FOPS).
- Secure hay bales with appropriate attachments (e.g. clamps, grabs or hay bale spikes) and ensure you have the correct attachment for the job according to the manufacturer’s specifications.
- Restrain the load when lifting or moving, using appropriate lashings or ropes via an appropriate lifting cage.
- Use a tractor with a rear attachment to move large or round bales.
- Use a self-levelling front end loader attachment to prevent the bale falling.

Load

- Ensure the load is stable and does not obscure vision.
- When moving small bales via a front end loader, keep the load low to prevent overturning.
- Check overhead powerlines when raising loads.
- Ensure adequate ballast to counterbalance a load.
- Ensure the load does not exceed the truck/trailer dimensions or maximum permitted axle and gross weights.
- Operate tractors at low speeds.
- Use a load and unload sequence, on level ground, to prevent the load becoming unstable.
- Ensure an exclusion zone is in place to prevent bystanders from entering the loading and unloading zone.
- Use a backboard to prevent the bale falling backwards onto the operator.

Stacking

- Stack bales no higher than the loader restraining capabilities.
- Stack bales safely, ensuring round bales are stacked on the flat edge.
- Check if bales have moved, compressed or collapsed while in transit.



Quick safety scans

Use these quick safety scans to look at key work health and safety issues on your property. Those items where you tick 'Sometimes' or 'Never' will need action to fix or do better. Use the safety solutions suggested earlier in the guide to help you improve.

Dairy farming	Always	Sometimes	Never
All moving parts on pumps, motors and small engines are guarded, and barriers fitted to prevent access to moving parts (e.g. rotary roller skirt, banana rails, rapid exits).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency stop devices are fitted and functioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No slip, fall and trip hazards are present in main work areas and walkways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No hot water hazards are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant that starts automatically is clearly signed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A lockout system is in place when undertaking maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe operating procedures are in place and training is provided for all plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shearing sheds	Always	Sometimes	Never
Steps for elevated sheds are non-slip, with a handrail fitted if over a metre high.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gates swing both ways and are free of sharp edges, protrusions and splinters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors are dry and non-slip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shearing board has soft floor surface, enough space between downtubes and adequate fixing points for back harnesses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The exit for sheep is unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wool and press rooms have adequate space to work and move around freely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wool bins are located and properly oriented to suit workers and prevent strains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable stands are safely fitted and secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency stop controls are fitted, functioning, signposted and easily reached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The grinder is securely mounted and properly oriented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety glasses and ear-muffs are provided when grinding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An interlocking door mechanism/emergency stop or trip bar is fitted on wool presses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wool presses include a failsafe system to prevent platen from falling when in the top position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shearing	Always	Sometimes	Never
There is a safety rail/edge marking/raised edge around raised boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily accessible cut-off switches are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pens, board and let go area are suitable for size of sheep.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of wet sheep shorn is minimised, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygienic use of flesh needles is practiced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grain growing	Always	Sometimes	Never
All moving parts (belts, pulleys, augers, etc.) are protected and guards kept in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights, reflectors and screens are clean and functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All steps and handrails on headers are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time limits are in place for workers operating machinery at any one particular time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers wear appropriate PPE and clothing, as well as sunscreen and sunglasses when working outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ear muffs or plugs are available to header operators if they need to raise their voice to be heard inside the closed cabin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust masks are available for operators when harvesting/handling grain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are specifically inducted in grain production, including the methods used to reduce grain dust combustion, use of headers and chaser bins, working in confined spaces such as silos, and safe manual handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers have access to first aid, spill recovery kits and emergency eye washes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Powerlines that pose a hazard to headers, chaser bins and augurs are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working alone procedures are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs are in place for fumigation and confined space re-entry periods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and visitors are kept clear of all harvesting equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grain storage and handling	Always	Sometimes	Never
Workers and contractors understand which route to take to move trucks and harvest machinery from the paddock to silos and grain sheds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trucks have safety features to reduce the risk of falling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drivers take regular breaks to manage fatigue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers and family are assessed for the risk of asthma.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are monitored for heat stress when working inside a silo in extreme heat conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile augers are lowered when being transported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead powerlines on your property are highlighted (e.g. with marker balls and signs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety decals or warning notices are displayed on augers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety checks are made before starting an auger to remove grain or other obstructions from the silo.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety checks are made to ensure nobody is in the silo before starting an auger to remove grain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Augers (mobile or stationary) are adequately guarded around hazardous parts (e.g. belt drives, chain drives, shaft drives and open face pulleys).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate respiratory equipment is readily available and used for work in dusty or mouldy grain cleaning operations in silos.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constant communication checks are made with anyone working in confined spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumigation only takes place in a tested sealed silo and ventilated before commencing fumigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stockyards and stock handling	Always	Sometimes	Never
Ramps are designed and built to suit the type of livestock being handled, vehicle being used, and fall protection methods used by drivers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs and walkways have handrails along loading races, loading docks and platforms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-latching or slam-shut gates are designed for ready access and escape, and they swing freely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All crates, stockyards and surrounds are clearly lit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stockyards have good drainage and firm footing to reduce the risk of trips and falls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiered gantries have safe access and egress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are trained about the changes after retrofitting or modifications have been made to equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers have an adequate understanding of animal behaviour and livestock control procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When loading/unloading workers keep a safe distance from the livestock and have a planned escape route before moving into the proximity of the animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers know and follow the procedures for using, accessing and securing fences, gates, raised walkways and ramps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wine grape growers and vineyards	Always	Sometimes	Never
All workers, including new workers and contractors, receive instruction and training on allocated tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is effective communication system between plant operators, transport contractors and ground staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate rest breaks are provided for workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers are aware of safe manual handling, including carrying loads within their own capability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry bags are adjustable for comfort, load and support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers have the correct PPE such as safety boots, a broad brimmed hat, sunscreen, safety glasses/goggles, gloves and ear protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is adequate lighting and visibility for working at night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical aids such as purpose built lifting jigs are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Three points of contact are used when exiting large vehicles, and using ladders and stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fruit and vegetable growing/picking	Always	Sometimes	Never
Bow ladders are used to reach and pick fruit from tree canopies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools are well designed and suited to the user to avoid joint and tissue injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is carried out in comfortable or non-restrictive body positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE is worn, in particular safety glasses/goggles, safety boots, a broad brimmed hat, sunscreen, gloves and ear protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant and equipment used in packing sheds or on fruit blocks is guarded (e.g. shafts, pulleys, rollers, conveyors and belts used to power components and attachments).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklifts workers are trained and have a current <i>Licence to Perform High Risk Work</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quad bikes are fitted with flags for visibility by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hay baling	Always	Sometimes	Never
Guards and other safety critical components are fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety critical components are adequately labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire-fighting equipment is on hand in case of a fire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct attachments have been fitted for the job and according to the manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loads are stable during loading and unloading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An exclusion zone is in place during loading and unloading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bales are stacked securely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Health and
wellbeing

Psychological health

As a PCBU you have a primary duty of care to ensure the psychological health of your workers, in the same way that their physical health must be taken care of.

At any given time, approximately one in five Australian workers is likely to be experiencing a mental health condition such as depression or anxiety. This is estimated to cost Australian workplaces \$10.9 billion per year in absenteeism, presenteeism and compensation claims. It is therefore worth considering your investment in mental health initiatives – for every \$1 you spend, there is an average return on investment of \$2.30.

A 'mentally healthy' workplace:

- has a positive workplace culture
- minimises workplace risks related to mental health
- supports people with mental health conditions appropriately
- reduces stigma and discrimination.

Safety solutions

Identify psychological health hazards through one-on-one discussions with workers, observations and reviewing past incidents.

Consider the following questions:

- What are individual job demands and has the level changed recently?
- Do any workers have too low a level of control/ autonomy in their daily duties?
- Have you provided sufficient support to your workers (management, training, resources, employee assistance program)?
- Do workers have good relationships at work?
- Have you clarified job descriptions appropriately?
- Have you communicated and managed any business changes effectively?
- Are workers remunerated and recognised adequately?
- Are you treating all workers fairly?

Control the risks through:

- matching jobs to skills
- setting reasonable and achievable timeframes for work, through consultation with workers
- clearly defining job roles and scope of the work
- providing flexible working arrangements and considering work/life balance
- engaging workers in decision-making and providing regular feedback on performance
- ensuring support systems are in place for workers, as well as allow feedback to employers (e.g. bullying and harassment)
- linking workers to employee assistance programs.

Maintain and review control measures to ensure their effectiveness, in particular when a psychological injury occurs or before making change.

For more detailed information refer to the Safe Work Australia fact sheet *Preventing Psychological Injury under Work Health and Safety Laws*.

safeworkaustralia.gov.au

Top tip

Ensure that you first address inherent risks by looking at the systems of work design and management, before complementing with health and wellbeing programs.

Resources and contacts

Beyondblue

beyondblue.org.au

headsup.org.au

Beyondblue is a national organisation with the aim of raising awareness of anxiety and depression in the community, and provides resources for recovery, management and resilience.

Beyondblue, in conjunction with the Mentally Healthy Workplace Alliance, has developed the national *Heads Up* campaign, to help workplaces create a mentally healthy workplace.

Support resources available online include a *Mental health in the workplace toolbox talk training package*, which is a free resource to assist workplaces in ongoing engagement with workers about mental health. The package includes a 90 minute training session which is delivered to managers by a nominated professional or educator. After the session, managers are equipped to deliver toolbox talks and better support workers who may be experiencing or are at risk of mental health conditions. Materials such as brochures and posters are included for display in the workplace.

If you have further queries in relation to this resource or the *Heads Up* initiative, please email

headsup@beyondblue.org.au

In addition to this toolkit, the *New Access* program provides free, structured, confidential phone coaching about wellbeing issues for individuals. This resource is for small businesses that do not have access to employee assistance programs and is accessible across South Australia. This resource is not a crisis service.

Menswatch

aimhs.com.au

Menswatch is another service that has been accessed by many farmers across the state. Group peer education is provided to enhance the capacity of men to support other men experiencing extreme distress and emotional challenges which threaten wellbeing (e.g. drought, disasters, relationship break-down). This program is suited to a farming systems group looking to support member wellbeing.

In emergencies please contact:

1 Your GP

to gain referral to specialist psychologist services (e.g. receive a Mental Health Shared Care plan or access the Rural Primary Health Service).

2 Lifeline

call 13 11 14

for access to a 24 hour confidential telephone crisis support service.

3 Suicide Call Back Service

call 1300 659 467

if you are at risk of suicide.

4 Men's line

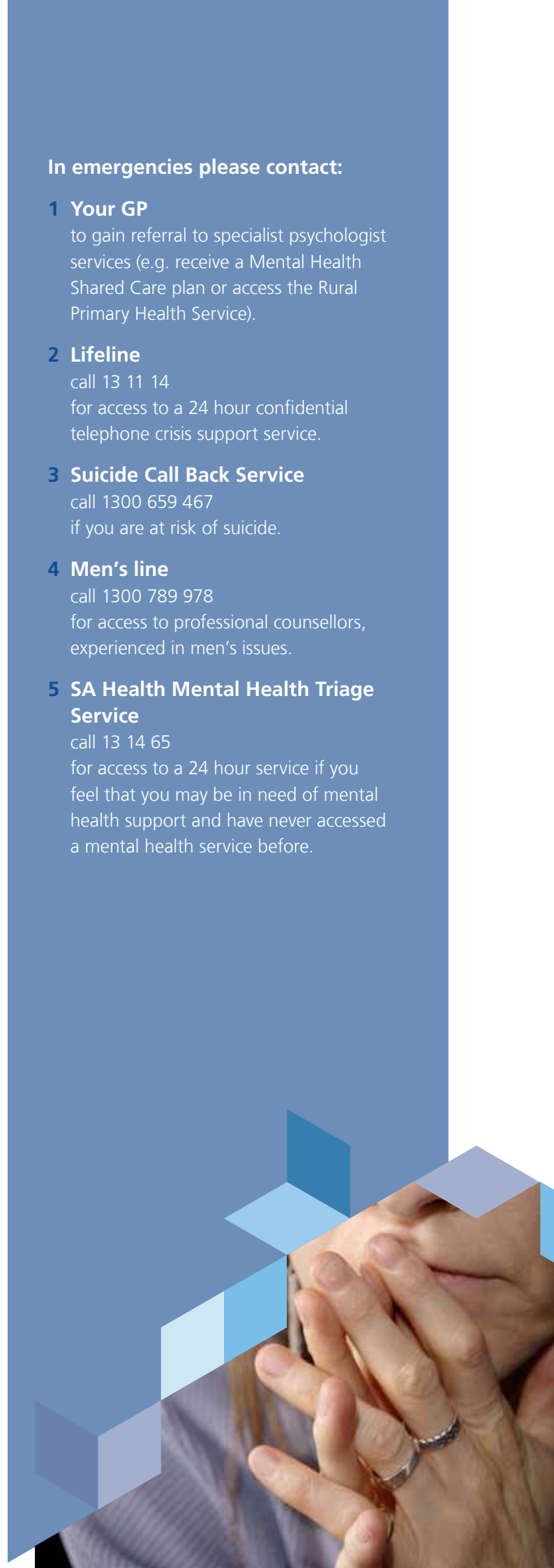
call 1300 789 978

for access to professional counsellors, experienced in men's issues.

5 SA Health Mental Health Triage Service

call 13 14 65

for access to a 24 hour service if you feel that you may be in need of mental health support and have never accessed a mental health service before.



Drugs and alcohol

Use of alcohol and other drugs (before or while at work) becomes a work health and safety issue not only for workers, but for everyone else around them.

You have a responsibility to ensure that any worker affected by drugs/alcohol is not in a position of personal risk – and does not present a hazard or risk to the health and safety of others. Workers also have a responsibility.

Safety solutions

Assess whether risks exist or may arise from alcohol and other drugs by considering:

- patterns of alcohol and/or other drug consumption – people who use large amounts on single occasions may create different risks compared to people who are regular heavy users
- type of workplace culture (e.g. do you encourage workers to drink after work?)
- isolation – workers in isolated areas or who are separated from family and friends sometimes consume alcohol and/or other drugs due to boredom, loneliness or lack of social activities
- levels of supervision – inadequate supervision and communication about expected roles and behaviour on the job may lead to unacceptable actions
- extended working hours or shift work – illicit drugs, such as amphetamines, or prescription medication may be taken to keep awake
- interpersonal factors (e.g. bullying at work may increase risks)
- working conditions – hot or dangerous environments may contribute to alcohol and/or other drug taking.

Work functions are an important way to thank workers and celebrate special occasions. To act responsibly you could consider:

- providing non-alcoholic drinks or limiting refreshments to lower alcohol drinks such as light beer or wine


- having a plan in place for those who cannot drive home safely (e.g. organising lifts, getting them to stay overnight, asking them to pack a swag)
- providing food and nibbles.

If your assessment suggests some risk exists, then you will need to think about how to eliminate or reduce them. Except for alcohol testing, a positive drug test is not directly related to impairment nor does it provide a reliable indicator of impairment. It only detects whether somebody has been exposed to drugs.

Impairment tests, also known as ‘fitness for work’ or ‘fitness for duty’ testing systems, measure actual impairment rather than the existence of drugs or drug by-products in the system, and can be used as an alternative to, or in conjunction with, alcohol and other drug testing at the workplace. As with drug testing, such testing has limits and should be part of a comprehensive workplace strategy that includes education, policy and procedures.

Having a drug and alcohol policy in place makes it really clear that your workplace will not tolerate the use of drugs and alcohol. Education and information also helps everyone at the workplace understand how to deal with drug or alcohol affected workers or visitors.

A sample Drug and Alcohol Policy can be found on page 145.



The use of alcohol and other drugs can impact on workplaces in a number of ways, affecting relationships, safety and productivity. New research has estimated that 2.5 million days are lost annually due to alcohol and other drug use, at a cost of more than \$680 million.

Roche, A., Pidd, K. & Kostadinov, V. (2015). Alcohol and drug-related absenteeism: a costly problem. Australian and New Zealand Journal of Public Health (online).

Resources and contacts

A range of resources and services are available to help PCBUs and workers talk about, manage and prevent alcohol and drug use.

Safe Work Australia

Work-Related Alcohol and Drug Use: A Fit for Work Issue
safeworkaustralia.gov.au

Safe Work Month 2015 presentations

3 steps to a safer workplace (Medvet)
safework.sa.gov.au

Workplace drug and alcohol testing programs – best practice and risk mitigation
safework.sa.gov.au

Take 10@10 to talk safety at work

10-minute toolbox-type session on workplace drug and alcohol strategy.
safework.sa.gov.au

SA Health

Drug and alcohol emergency information.
sahealth.sa.gov.au

Alcohol and Drug Information Service

The Alcohol and Drug Information Service is a confidential telephone counselling, information and referral service staffed by trained professionals with experience in the alcohol and other drugs field.

Phone 1300 13 1340 from 8.30am to 10pm every day (local call fee for South Australians) or visit sahealth.sa.gov.au

Drug and Alcohol Services South Australia

Drug and Alcohol Services South Australia has a range of information resources, pamphlets, posters, professional and research publications available for download. These resources are available online, with some available for order.

sahealth.sa.gov.au

beyondblue

Drugs, alcohol and mental health fact sheet
resources.beyondblue.org.au

Counselling Online

Free and confidential 24/7 online drug and alcohol counselling and referral line.

Phone 1800 888 236
counsellingonline.org.au

Fatigue

Fatigue is more than just feeling a little drowsy. It is a state of mental and or physical exhaustion which reduces your ability to remain alert, and adversely affects your ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

Both work and non-work related factors or a combination of both can cause fatigue, which can also accumulate over time. Imagine 20 hours harvesting a crop and a long drive home, followed by a sleepless night with a sick child ... for three days in a row.

The effects of fatigue on work performance can be compared with the effects of alcohol.

Signs or symptoms that may indicate fatigue include:

- excessive yawning or falling asleep at work
- short term memory problems and an inability to concentrate
- noticeably reduced capacity to engage in effective interpersonal communication
- impaired decision-making and judgment
- reduced hand-eye coordination or slow reflexes
- other changes in behaviour (e.g. repeatedly arriving late for work)
- increased rates of unplanned absence.

Safety solutions

Work scheduling

- Design working hours and rosters to enable enough recovery time between shifts.
- Ensure workers take adequate and regular breaks to rest, eat and rehydrate.
- Have access to on-call workers for unplanned leave, emergencies or during increased workload.

Shift work and rosters

- Structure work demands so that they are highest towards the middle of the shift and decrease towards the end.
- Overlap consecutive shifts to allow for shift hand-over.
- Consider if night work is necessary and rearrange schedules so non-essential work is not carried out at night.

Job demands

- Introduce job rotation to limit a build-up of mental and physical fatigue.
- Plan for expected changes in work flow, including anticipated peaks and troughs during the year.
- Encourage workers to report concerns they may have about work-related fatigue.

Environmental conditions

- Avoid working during periods of extreme heat or cold, or minimise exposure time through job rotation.

Workers have a duty to take reasonable care for their health and safety, including getting enough sleep so they can arrive at work ready for duty.



Did you know

Being awake for 17 hours impairs performance to the same level as having a 0.05 blood alcohol content. Being awake for 20 hours impairs performance to the same level as having a 0.1 blood content

Worksafe Victoria, WorkCover NSW, Fatigue prevention in the workplace, June 2008

Sun protection

Employing outdoor workers places sun protection responsibilities on a PCBU. To meet your work health and safety obligations you should address UV radiation as a workplace hazard and develop ways to prevent this hazard to ensure that workers are protected.

If you are a worker on a farming property, you have a responsibility for taking care of your own health and complying with reasonable policies.

Safety solutions

- Always keep some pump applicator sunscreen in your workshops and vehicles for everyone to use.
- Use shaded areas where possible (e.g. a portable shade structure), take breaks in the shade and consider alternative hours which avoid direct sunlight.
- Wear suitable personal protective equipment (PPE) for sun protection – sunscreen, broad brimmed hat, clothing that covers additional skin surface and sunglasses/safety glasses that meet the Australian Standard.
- Check your skin regularly and see your GP immediately if you notice any changes. Mole mapping has become a popular safeguard and is now more available in rural medical practices.
- Provide window tinting for work vehicles.
- Move work away from reflective surfaces (e.g. concrete slabs).
- Rotate staff and work, so that the same person is not always working outside.

Further information

Cancer Council SA

Cancer Council SA is an independent non-government organisation that works across cancer research, prevention, awareness, support and advocacy.

A specific website section is devoted to the workplace and includes:

- how to develop a policy for your workplace
- online training
- booking a workplace education session.

Download a free SunSmart app for your smart phone and each day check the UV Index, times sun protection is required, as well as set a two-hourly sunscreen reminder.

For more information please visit cancersa.org.au or call 13 11 20.



A common question

What is appropriate PPE to reduce your risk of exposure to UV radiation?

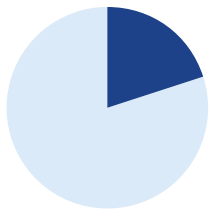
- **SLIP** on a lightweight long-sleeved shirt with a collar and trousers (or longer shorts) made from material with an ultraviolet protection factor (UPF) of 50+.
- **SLOP** on broad-spectrum, water resistant sunscreen with a sun protection factor (SPF) of 30+ or higher. Apply sunscreen 20 minutes before going out in the sun and reapply every two hours.
- **SLAP** on a sun-protective hat that shades the face, head, ears and neck.
- **SEEK** shade, particularly when you take breaks.
- **SLIDE** on wrap-around sunglasses that are close fitting and meet the Australian Standard.

Health and wellbeing

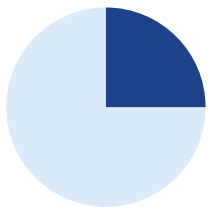
It's often assumed that farming is a healthy occupation with plenty of exercise and fresh air. However, the reality is that modern farmers face a number of different impacts on their health and wellbeing which need consideration to remain fit and well.

Obesity is on the rise due to the increasingly sedentary nature of farm work (sitting in tractors); stress levels can be high due to the number of aspects of farm business which are difficult to control; and alcohol is used widely and often at high levels in rural and regional areas.

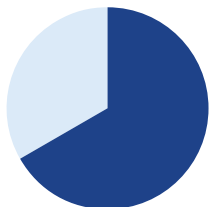
Typical agriculture, farming and fishing workers



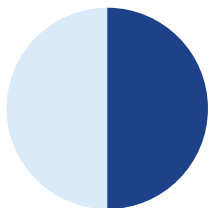
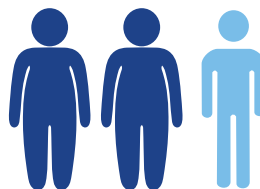
Almost
1 in 5 are
SMOKERS



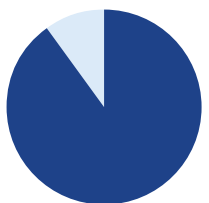
Over a
QUARTER drink
ALCOHOL at
RISKY levels



More than
2 out of 3 are
OVERWEIGHT
or **OBESE**



More than
HALF do very
low or **NO**
exercise



9 out of **10**
do not eat the
recommended
intake of **FRUIT**
and **VEGETABLES**



Source: Australian Bureau of Statistics 2013, data generated June 2015 in Table Builder using Australian Health Survey: Updated Results 2011-12, cat. no. 4364.0.55.003

Business impacts

The impact of poor health and wellbeing to farm businesses is significant, regardless of whether farmers are employing people or not. If you have no workers, it is worth considering if your business could cope without you if you had a significant health issue, and manage this risk to the business.

For those with workers, farmers need to consider the costs of sick leave and replacing those who are forced to leave due to health issues. Poor health and wellbeing can be a hidden productivity issue amongst many Australian businesses.

Why you can't afford not to invest in a healthy workforce

- Absenteeism costs Australian businesses \$7 billion annually, or an estimated \$2700, per worker, per year.
- Unhealthy workers take on average nine times more sick days than a healthy worker.
- Presenteeism (not functioning fully whilst at work, due to poor health) is estimated to cost Australian business \$26 billion per year in lost productivity (2005/06).
- Stress-related claims cost Australian business more than \$200 million annually.
- Obesity related poor health is estimated to cost South Australian businesses \$273 million (in 2008).

Cost of sick leave

It is estimated that implementing a successful workplace health program can decrease staff absenteeism due to sick leave by an average of 30%.

Cost of staff replacement

It is estimated that implementing a successful workplace health program can decrease staff turnover by an average of 10%.



cost of sick leave \$7200
based on 30 sick days per
workplace per year @ \$30/hr



cost of replacement
staff \$135 000
based on 3 workers resigning
each year @ 75% of \$60 000
annual wage

implement a workplace health program

\$2,160

Estimated savings

+

\$13,500

=

\$15,660



Further information

PPSA

A wide range of resources and links to tools and programs supporting farmer health and wellbeing are available on the PPSA website.

ppsa.org.au/our-work/health-and-safety

SA Health

The 'Healthy living' section of the SA Health website is full of tips and tools to foster better health, wellbeing and healthy lifestyles.

- Try *Get Healthy*, a free, confidential information and telephone based coaching service that helps adults make lifestyle changes in relation to healthy eating, being physically active and achieving and maintaining a healthy weight.
- Download the *Healthy Workers Healthy Futures* toolkit, a guide to developing a successful workplace health program.
- Utilise Step 2 of the *Healthy Workers Audit Tool* to do an audit of how well your workplace currently supports worker health and wellbeing.
- Access the *SA Brief Health Check* which assesses current lifestyle and provides tips and referrals to support change.
- Search for SNAP resources (Smoking, Nutrition, Alcohol, Physical Inactivity).

sahealth.sa.gov.au

Case Study: *Fat Farmers* rural health initiative

The *Fat Farmers* began as a group of Yorke Peninsula farming families who train together and participate in community events such as the *City-Bay Fun Run*. *Fat Farmers* groups are led by local farmers (team coordinators) who provide the motivation and support for other farmers to set a fitness goal and develop social networks in the process. The initiative has also been developed as a great family activity which includes all fitness levels, gender and age groups.

Anna Binna Pty Ltd is a family owned and operated farm on the Yorke Peninsula, and has been in the family for five generations. The farm produces wheat, barley, lentils and canola over several sites. Workers are involved in seeding, spraying and harvesting crops throughout the course of the year, and spend many hours driving tractors which increases the risk of a highly sedentary workplace.

To counteract this Anna Binna started a group of *Fat Farmers* where gym memberships are paid for all permanent workers to work out in the local town. They meet at the gym several times a week to exercise, and each year they take part in the *City to Bay*.

For further information about *Fat Farmers* visit fatfarmers.com or email info@fatfarmers.com



Quick safety scans

Use these quick safety scans to look at key work health and safety issues on your property. Those items where you tick 'Sometimes' or 'Never' will need action to fix or do better. Use the safety solutions suggested earlier in the guide to help you improve.

Psychological health	Always	Sometimes	Never
You have looked for inherent risk in systems of work design and management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An employee assistance program is available to workers (e.g. NewAccess).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other support systems are in place for workers to allow feedback to employers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A range of education and support programs are provided specific to workers, including emergency crisis support services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An anti-bullying policy has been developed in consultation with workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are aware of the bullying reporting process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have a process for dealing with bullying complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drugs and alcohol	Always	Sometimes	Never
You have a drug and alcohol policy, developed in consultation with workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers have signed the documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The policy is displayed in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When allowing alcohol at work functions, you provide food and low alcohol/non-alcoholic alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative travel arrangements are provided for workers affected by drugs/alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education and information is available on the risks associated with drug and alcohol use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fatigue	Always	Sometimes	Never
Fatigue risks have been assessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategies/policies are in place to handle risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fatigued workers are given time off work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosters allow adequate recovery time between shifts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sun protection	Always	Sometimes	Never
Sunscreen is provided for everyone to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shaded work areas are used where possible, and alternative hours which avoid direct sunlight are considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for sun protection is provided – broad brimmed hat, UV protectant clothing, sunglasses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work vehicles have window tinting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers and work tasks are rotated to ensure the same person is not always working outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shaded areas are provided for breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and wellbeing	Always	Sometimes	Never
A smoke free workplace environment is promoted and workers seeking to quit are supported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthy food choices are offered in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You promote and provide a workplace that encourages responsible alcohol consumption, through action, promotion and education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are supported to participate in regular physical activity and reduce sedentary practices through promotion, education and access to physical activity and movement opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worker wellbeing is supported and promoted through work practices, a positive culture and leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work-related violence risks have been assessed, strategies/policies are in place to handle incidents, and education information and support is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work-related stress risks have been assessed, strategies/policies are in place to handle risks, and education information and support is made available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Further
information



Work health and safety laws

Work Health and Safety Act 2012 (SA)

The Act aims to protect the health and safety of all workers by:

- establishing health and safety duties, to support businesses and workers achieve a safe working environment
- supporting worker representation, consultation and participation
- enabling compliance and enforcement through SafeWork SA, the regulator, and
- promoting information, education and training on work health and safety.

Work Health and Safety Regulations 2012 (SA)

The Regulations identify the control measures that must be applied to specific work activities and hazards.

To access the full Act and Regulations, please visit legislation.sa.gov.au

Codes of Practice

The supporting Codes of Practice provide detailed practical information on how to meet the requirements and obligations under work health and safety laws. The Codes are not mandatory but should always be followed, unless there is another solution which achieves the same or a better standard of health and safety in your workplace.

If the Regulations use the word 'must' in relation to a Code of Practice, it must be followed exactly.

For more information on the Codes, please visit safework.sa.gov.au/cop

Responsibilities

PCBU (employer)

The Act uses the term 'Person Conducting a Business or Undertaking (PCBU) which includes employers and can be:

- a corporation
- an association
- partners in a partnership
- a sole trader
- a volunteer organisation which employs one or more people to carry out work
- householders where there is an employment relationship between the householder and the worker.

As a PCBU you are responsible for ensuring the health and safety of anyone affected by your work, which includes your workers, contractors, volunteers and visitors. You have the following responsibilities:

- Provide and maintain a working environment that is safe and without risks to health.
- Provide and maintain plant, structure and systems of work that are safe and do not pose health risks.
- Ensure plant, machinery, structures, substances and chemicals are used, handled, stored and transported safely.
- Provide adequate facilities for your workers' welfare.
- Provide adequate information, instruction, training or supervision for workers.
- Consult and work with your workers on health and safety matters.
- Monitor the health of your workers and the conditions of your workplace.

A commitment to workplace safety is important, and it starts with you. It won't happen if you don't do all you can to make your workplace as safe as can be. A simple, written Work Health and Safety Policy developed in consultation with your workers goes a long way towards showing everyone's commitment.

A sample Work Health and Safety Policy can be found on page 147.

Further information

Code of Practice: Managing Work Health and Safety Risks

safework.sa.gov.au/cop

Worker

You are considered to be a worker if you carry out work for a PCBU as:

- an employee
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour hire company
- an apprentice or trainee
- a student gaining work experience
- an outworker
- a volunteer.

At work you must ensure you:

- take reasonable care for your own health and safety, and others affected by your decisions at work
- comply as far as reasonably practicable with any reasonable instruction given the PCBU
- co-operate with any reasonable policy or procedure of the PCBU that relates to work health and safety.

Note for PCBUs

While you can delegate health and safety tasks to others, as the PCBU the overall responsibility for work health and safety still lies with you.

Licensing requirements

You may need the following permits and/or licences.

Forklifts

If you use a forklift on your farm you will need a *Licence to Perform High Risk Work*.

You must undertake appropriate training and be assessed as competent by an assessor who is accredited with SafeWork SA. Refer to the list of Accredited Assessors at safework.sa.gov.au

There are two classes of forklift operation:

- 1 Forklift truck (Class LF) – covers the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment.
- 2 Order picking forklift truck (Class LO) – covers the operation of a powered industrial truck of a type where the operator's control arrangement is incorporated with the load carriage/lifting media, and elevates with it.

My Licence Updates

SafeWork SA has a portal to renew your high risk work licence and help you keep your contact details up-to-date, ensuring you meet legislative requirements. safework.sa.gov.au/mylicenceupdates

Dangerous substances

Take a look around your property at what chemicals are stored to determine whether any of these are classified as dangerous substances.

A storage licence may be required under the *Dangerous Substances Act, 1979*, depending on the class, quantity and packaging group of dangerous substances on site.

A licence may be required to store Liquefied Petroleum Gas (Class 2.1), flammable liquids (Class 3), toxic substances (Class 6) and corrosive substances (Class 8).

Explosives

Explosives commonly stored on properties include ANFO, cartridged explosive, detonators detonating cord and propellant powder.

You will need a *Licence for Premises for the Storage of Explosives* if you store more than three kilograms in total of explosives. This licence is not transferable and only valid for the specific person and premise to which it is issued. This licence must be renewed annually.

Other licences/permits may be needed (e.g. a licence to carry explosives or a permit to purchase explosives).

Security Sensitive Ammonium Nitrate

Security Sensitive Ammonium Nitrate (SSAN) includes fertiliser grade ammonium nitrate, as well as technical grade ammonium nitrate used as an explosive precursor in blasting. If you are importing, purchasing, selling, storing, transporting, using or disposing SSAN you will require the relevant licences and permits issued under the *Explosives Regulations 2006*.

The Customer Services Team at SafeWork SA can help you determine what licences/permits may be required for the storage of dangerous substances, explosives and SSAN.

Find further information at safework.sa.gov.au

Firearms and ammunition

The Firearms Branch of SAPOL issues licences for firearms and ammunition, approves and registers firearms, and issues permits for prohibited weapons.

Any farmer with a Firearms Licence must:

- be aged 18 years or over
- do an approved firearms safety training course
- pass a police background check
- be subject to extensive conditions for use, including safe storage of guns.

police.sa.gov.au

Confined space entry permit

Because of the significant risks associated with confined spaces, workers must not enter a confined space without a confined space entry permit, even to conduct the initial hazard identification or risk assessment.

The permit must be completed in writing by a competent person – that is, a person with the right knowledge and skills. There is no specific requirement in relation to who carries out the necessary training but there is a requirement that information, training and instruction need to be provided to workers in relation to working in confined spaces. This information must comply with the relevant Australian Standard *AS/NZS 2865: Confined spaces*.

Permits must:

- specify the confined space to which the permit relates
- record the names of persons permitted to enter the confined space and the period of time that the work will be carried out
- set out risk control measures based on the risk assessment
- contain space for an acknowledgment that work in the confined space has been completed and all persons have left the space.

The permit must be kept until the work is completed, or if a notifiable incident occurs, for at least 2 years after the confined space work to which the permit relates is completed. It provides a formal check, in writing, to ensure all elements of a safe system of work are in place before people enter the confined space, and confirmation that those people have left the space when work has been completed.

A sample entry permit can be found on page 141.

Key Contacts

SafeWork SA

1300 365 255
safework.sa.gov.au

SafeWork SA is South Australia's work health and safety agency, administering state industrial relations legislation and managing the state's work health and safety.

On 1 July 2016, SafeWork SA split into two clear operational units – an educator and a regulator.

The educator will now include a new mobile work health and safety advisory service, providing face-to-face information, support and advice which is specific to your industry and size of your business. Of crucial importance, the mobile advisory service won't include inspectors to ensure that you feel comfortable to work with them in improving your systems, practices and general approach to safety.

Access to this service is free and you can book a time for an adviser to come out to your property by phone or online at safework.sa.gov.au/freeadvice

Safe Work Australia is the agency responsible for driving national policy development on work health and safety and workers compensation matters.

A number of useful research reports, publications and other resources are produced each year that complement SafeWork SA and can be found at safeworkaustralia.gov.au

Primary Producers South Australia

ppsa.org.au

Primary Producers South Australia (PPSA) is an association representing the interests and concerns of South Australian primary producers to government and the community, with commodity associations Grain Producers SA, Livestock SA, Horticulture Coalition of SA, Wine Grape Council of South Australia, South Australian Dairyfarmers' Association and Pork SA.

Ag Excellence Alliance

agex.org.au

Ag Excellence Alliance works with South Australia's broad-acre grain and livestock farmers and grower groups to improve their profitability and sustainability. The grower groups represented are:

- Advisory Board of Agriculture (ABA)
- Agriculture Kangaroo Island (Ag KI)
- Eyre Peninsula Agriculture Research Foundation (EPARF)
- Hart Field Site Group (Hart)
- Lower Eyre Agricultural Development Association (LEADA)
- Lucerne Australia
- MacKillop Farm Management Group (MFMG)
- Mallee Sustainable Farming (MSF)
- Mid North High Rainfall Zone (MNHRZ)
- Northern Sustainable Soils
- Partners in Grain
- South Australian No-Till Farmers Association (SANTFA)
- Society of Precision Ag Australia (SPAA)
- Upper North Farming Systems (UNFS)
- YP Alkaline Soils Group (YPASG).

Agricultural Bureau of South Australia

agbureau.com.au

The Agricultural Bureau of South Australia is a not-for-profit organisation run by farmers for farmers, with the aim of bridging the gap between scientist and farmer, and to assist its members working together on common issues.

Australian Centre for Agricultural Health and Safety

aghealth.org.au

The Australian Centre for Agricultural Health and Safety is an academic centre of the University of Sydney within the School of Public Health, leading research in the incidence of injury and deaths on Australian farms.

Fair Work Commission

fwc.gov.au

The Fair Work Commission is the national independent workplace relations tribunal which can:

- hear unfair dismissal and unlawful termination applications
- hear bullying and harassment applications
- resolve general protections claims
- make changes to pay and entitlements in awards and registered agreements.

Fair Work Ombudsman

13 13 94

fairwork.gov.au

The Fair Work Ombudsman is a national independent office which can:

- provide reliable and timely information about Australia's workplace relations system
- educate people about fair work practices, rights and obligations
- monitor compliance with suspected breaches of workplace laws, awards and registered agreements.

Farmsafe Australia

farmsafe.org.au

Farmsafe Australia is an association for farmers, supporting them with access to education resources and various events across the country.

Kids Alive

kidsalive.com.au

Kids Alive is a community service program educating the public on the five important steps to reduce the risk of preschool drowning, the greatest cause of accidental death in children under the age of five in Australia.

Kidsafe

kidsafe.org.au

Kidsafe is the leading non-government, not-for-profit charitable organisation dedicated to preventing unintentional childhood injuries and reducing the resulting deaths and disabilities in children under the age of 15 years.

Primary Industries and Regions SA

pir.sa.gov.au

Primary Industries and Regions SA (PIRSA) is a state government agency which supports primary industries by engaging them and other stakeholders in the development of policies, plans and programs that affect or interest them. PIRSA offers a number of support programs and services to help build the ongoing financial resilience of farm businesses, including decision support, business support, family and community support, and natural resources management.

ReturnToWorkSA

13 18 55
rtwsa.com
info@rtwsa.com

ReturnToWorkSA provides insurance that protects South Australian businesses and their workers in the event of a work injury.

If you employ workers, you must have a current workers compensation insurance policy through a workers compensation insurance company. Your business is also required to have an injury reporting system, and a return-to-work program.

South Australian Councils

Council	Phone	Website
Adelaide City Council	8203 7203	adelaidecitycouncil.com
Adelaide Hills Council	8408 0400	ahc.sa.gov.au
Alexandrina Council	8555 7000	alexandrina.sa.gov.au
Anangu Pitjantjatjara Yankunytjatjara	8956 2868	anangu.com.au
The Barossa Council	8563 8444	barossa.sa.gov.au
District Council of Barunga West	8635 2107	barungawest.sa.gov.au
Berri Barmera Council	8582 1922	berribarmera.sa.gov.au
City of Burnside	8366 4200	burnside.sa.gov.au
Campbelltown City Council	8366 9222	campbelltown.sa.gov.au
District Council of Ceduna	8625 3407	ceduna.net
City of Charles Sturt	8408 1111	charlessturt.sa.gov.au
Clare & Gilbert Valleys Council	8842 6400	claregilbertvalleys.sa.gov.au
District Council of Cleve	8628 2004	cleve.sa.gov.au
District Council of Coober Pedy	8672 5298	cooberpedy.sa.gov.au
Coorong District Council	1300 785 277	coorong.sa.gov.au
District Council of Copper Coast	8821 1600	coppercoast.sa.gov.au
District Council of Elliston	8687 9177	elliston.sa.gov.au
The Flinders Ranges Council	8648 6031	frc.sa.gov.au
District Council of Franklin Harbour	8629 2019	franklinharbour.sa.gov.au
Town of Gawler	8522 9211	gawler.sa.gov.au
Regional Council of Goyder	8892 0100	goyder.sa.gov.au
District Council of Grant	8721 0444	dcgrant.sa.gov.au
City of Holdfast Bay	8229 9999	holdfast.sa.gov.au
Kangaroo Island Council	8553 4500	kangarooisland.sa.gov.au
District Council of Karoonda East Murray	8578 1004	dckem.sa.gov.au
District Council of Kimba	8627 2026	kimba.sa.gov.au
Kingston District Council	8767 2033	kingstondc.sa.gov.au
Light Regional Council	8525 3200	light.sa.gov.au
District Council of Lower Eyre Peninsula	8676 2106	lowereyrepensula.sa.gov.au
District Council of Loxton Waikerie	8584 8000	loxtonwaikerie.sa.gov.au
District Council of Mallala	8527 2006	mallala.sa.gov.au
City of Marion	8375 6600	marion.sa.gov.au
Mid Murray Council	8569 0100	mid-murray.sa.gov.au
City of Mitcham	8372 8888	mitchamcouncil.sa.gov.au

Council	Phone	Website
Mount Barker District Council	8391 7200	dcmtbarker.sa.gov.au
City of Mount Gambier	8721 2555	mountgambier.sa.gov.au
District Council of Mount Remarkable	8666 2014	mtr.sa.gov.au
Rural City of Murray Bridge	8539 1100	murraybridge.sa.gov.au
Naracoorte Lucindale Council	8762 2133	naracoortelucindale.sa.gov.au
Northern Areas Council	8664 1139	nacouncil.sa.gov.au
City of Norwood Payneham & St Peters	8366 4555	npsp.sa.gov.au
City of Onkaparinga	8384 0666	onkaparingacity.com
District Council of Orroroo Carrieton	8658 1260	orroroo.sa.gov.au
District Council of Peterborough	8651 3566	peterborough.sa.gov.au
City of Playford	8256 0333	playford.sa.gov.au
City of Port Adelaide Enfield	8405 6600	portenf.sa.gov.au
Port Augusta City Council	8641 9100	portaugusta.sa.gov.au
City of Port Lincoln	86212300	portlincoln.sa.gov.au
Port Pirie Regional Council	8633 9777	pirie.sa.gov.au
City of Prospect	8269 5355	prospect.sa.gov.au
Renmark Paringa Council	8580 3000	renmarkparinga.sa.gov.au
District Council of Robe	8768 2003	council.robe.sa.gov.au
Municipal Council of Roxby Downs	8671 0010	roxbydowns.com
City of Salisbury	8406 8222	salisbury.sa.gov.au
Southern Mallee District Council	8577 8002	southernmallee.sa.gov.au
District Council of Streaky Bay	8626 1001	streakybay.sa.gov.au
Tatiara District Council	8752 1044	tatiara.sa.gov.au
City of Tea Tree Gully	8397 7444	teatreegully.sa.gov.au
District Council of Tumby Bay	8688 2101	tumbybay.sa.gov.au
City of Unley	8372 5111	unley.sa.gov.au
City of Victor Harbor	8551 0500	victor.sa.gov.au
Wakefield Regional Council	8862 0800	wakefieldrc.sa.gov.au
Corporation of the Town of Walkerville	8342 7100	walkerville.sa.gov.au
Wattle Range Council	8733 0900	wattlerange.sa.gov.au
City of West Torrens	8416 6333	wtcc.sa.gov.au
The City of Whyalla	8640 3444	whyalla.sa.gov.au
Wudinna District Council	8680 2002	wudinna.sa.gov.au
District Council of Yankalilla	8558 0200	yankalilla.sa.gov.au
Yorke Peninsula Council	8832 0000	yorke.sa.gov.au

Proformas



Induction Checklist

Worker's name

Position / job title:

Employment start date:

Supervisor / manager:

Introduction *(explain to new workers about ...)*

- The industry, nature and structure of your business
- Roles of key people in your business
- Job, tasks and responsibilities

Job introduction

- Demonstrate to the worker how to do the job correctly and safely
- Provide required information and supervision
- Introduce other workers and the supervisor
- Introduce the first aid officer and show location of first aid supplies
- Explain and demonstrate emergency procedures
- Show locations of exits and emergency/fire equipment
- Show the work area, toilet, drinking water and eating facilities
- Show how to safely use, store and maintain tools, machinery, hazardous substances and personal protective equipment (PPE)
- Show where to make phone calls and collect messages

Employment conditions

- Work times and meal breaks
- Rates of pay and how payment is made
- Superannuation and other deductions
- Leave entitlements
- Notification of sick leave or absences

Health and safety

- Health and safety policy, safe work procedures (provide a copy)
- Roles and responsibilities of people in the workplace (e.g. Health and Safety Representatives)
- Hazards in the workplace, how they are controlled, and how to report them
- How to report health and safety issues (including forms)
- How they will be kept informed about and consulted on health and safety issues
- Workers compensation claims (including showing where forms are)
- Incident reporting
- Communication (e.g. when in remote location)

Other requirements

- Quality procedures
- Security issues
- Hygiene procedures and facilities

Conducted by

Signature

Date

Worker's name

Signature

Date

Training Plan

Use this plan with your Risk Control Plan to identify the training needs at your workplace and help you meet your work health and safety responsibilities.

Business Name

Control action	What training is required?	Who is to be trained?	How?	When?

Sample

Hazard List and Risk Assessment

Business Name

Date

Completed by

Hazard	Risk Severity/ Consequence (fatality, critical, major, minor, negligible)	Likelihood (very likely, likely, unlikely, very unlikely)	Risk level (extreme, high, medium, low, very low)

Sample

Hazardous Substance Register

Business Name

Date

Completed by

Product name	Chemical name	UN Number	What is the product used for?	Maximum quantities stored	Location stored	SDS available?

Record of Safety Discussions

Business Name

Date

Completed by

Persons present

Comments and issues raised

Corrective action	Action by	Action complete	
		Date	Sign-off

Risk Control Plan

Business Name

--

Date

Completed by

--	--

Hazard	Action required to control the hazard	Completion date	Responsible person
Extreme			
High			
Medium			
Low			

Sample

Incident/Hazard Report

Business name

Date of incident

Time (am/pm)

Date reported

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name of person reporting the incident/hazard

First aid

Medical treatment

Hazard report

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Near miss

Property damage

Notifiable incident reported to SafeWork SA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Name of person injured (if applicable)

Nature of injury

Part of body injured

Location of the incident

Description of incident or hazard

How did the incident occur (contributing factors)?

-
-
-
-
-
-

Corrective actions

What needs to happen	By when	Person responsible

Sign-off

Name of person reporting	Signature	Date
Supervisor's name	Signature	Date
Manager's name	Signature	Date

Sample

Confined Space Entry Permit

General

Location of work

Description of work

Isolation

Space needs to be isolated from (location/method)

Water / gas / steam / chemicals

Mechanical / electrical drives

Auto fire extinguishing systems

Hydraulic / electric / gas / power

Sludge / deposits / wastes

Locks and/or tags have been affixed to isolation points

Yes No

Atmosphere

The atmosphere in the confined space has been tested.

Result of tests

Oxygen	Flammable gases	Other gases
%	% LEL	ppm (less than ppm)
%	% LEL	ppm (less than ppm)

Other airborne contaminants

The conditions for entry are as marked below

- 1. With supplied air breathing apparatus Yes No
- 2. Without respiratory protection Yes No
- 3. With escape unit Yes No

Hot Work

Area clear of all combustibles including atmosphere Yes No

Type of appropriate fire prevention equipment available

Suitable access and exit Yes No

Hot work permitted Yes No

Personal protective equipment

The following safety equipment must be worn (types)

Respiratory protection

Harness/ lifelines

Eye protection

Hand protection

Footwear

Protective clothing

Hearing protectors

Safety helmet

Communication equipment

Other

Other precautions

Warning notices/barricades Yes No

All persons have been trained Yes No

Continual air monitoring is required Yes No

Notes

Emergency response

Procedures / equipment

Standby person

Name

--

Procedures / equipment

Authority to enter

The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and persons required to work in the confined space have been advised of and understand the requirements of this written authority.

Signed (person in direct control)

Date

Time

--	--	--

This written authority is valid until

Date

Time

--	--	--

Drug and Alcohol Policy

This policy shows:

- our commitment to health and safety in this workplace, and to reducing health and safety risks for all workers, contractors and visitors
- our commitment to complying with the requirements of the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)*, especially those for drugs and alcohol
- how we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone at *(PCBU name)*.

Definition

Drug and alcohol use can affect a person's ability to work safely and creates a risk to work health and safety.

Responsibilities

No-one must drink alcohol or use drugs at the workplace, except:

- for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication
- at workplace-based social events: This is dealt with in more detail under 'Social events' in this policy.

The manager/supervisor at this workplace must arrange for you to be removed safely from the workplace, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor who may assign you other duties or arrange for you to leave the workplace.

Managing drugs and alcohol

(PCBU name) will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

(PCBU name) will consult with workers, Health and Safety Representatives and/or the work health and safety committee on this issue.

(Outline the specific actions you will take to address any factors in your workplace that may influence someone to turn to drugs or alcohol.)

Disciplinary action

If anyone is found to breach this policy, management will *(outline the actions you will take, e.g. giving a formal warning, followed by encouraging them to get treatment, suspension, and finally, dismissal)*.

Testing

If you decide to introduce a testing program, you must include details about it in this policy. This includes:

- the practicalities of testing: who will do it, when and how it will be done, and what type of procedure will be used
- the procedures for the action you will take for a positive test result
- acknowledgement that people have the legal right to refuse to be tested, unless specified in legislation or in their contract or employment agreement.

Social events

Responsible social events can be held at this workplace *(include likely events)*. To ensure everyone remains safe:

- everyone is expected to be responsible and mindful of the workplace
- non-alcoholic drinks and food will be provided
- alternative transport arrangements will be provided to discourage drink-driving
- *(include any other measures you may take)*.

Information and support

(PCBU name) will provide regular information and training about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.

(Include any support, whether internal or external, that you can provide workers, especially those who admit they have a drug or alcohol problem).

Policy authorised by

Name	Signature
<hr/>	<hr/>
Date	Review date
<hr/>	<hr/>

Work Health and Safety Policy

This policy shows:

- the commitment of the management and workers in this workplace to health and safety
- aims to remove or reduce risks to the health and safety of all workers, contractors and visitors to this workplace and anyone else who may be affected by our operations
- aims to ensure all work activities are done safely
- recognises that health and safety is most effective when a collaborative approach is used to identify and solve problems
- commits to continuously improving work health and safety by addressing hazards and reviewing outcomes.

The Person Conducting a Business or Undertaking (PCBU) must:

- ensure their responsibilities under the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)* are met
- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways for workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- conduct regular workplace inspections
- ensure this policy and all safe work procedures are kept up-to-date.

Workers must:

- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- follow reasonable instructions given by the PCBU to protect their health and safety
- identify and report any workplace incidents or hazards to their supervisor
- not wilfully interfere with or misuse items or facilities provided.

Visitors and contractors must:

- not put themselves or any other person at the workplace at risk
- comply with our safety policy.

Policy authorised by

Name

Signature

Date

Review date

Contractor Safety Management

Name

Position

Company name

ABN

Licence / registration number (if applicable)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Address

Phone Number

Mobile

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Email

Names of your workers who could attend on site

Services provided

Provide a summary of any relevant insurances you hold (e.g. public liability, workers compensation, personal accident/disability, relevant other).

Type	Insurer	Policy number	Expiry date
1.			
2.			
3.			
4.			
5.			

I have read and understood the CONTRACTORS SAFETY REQUIREMENTS attached.

Signed

Name

Dated

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Contractor safety management requirements

- 1** As a contractor to our site, we regard you as a professional in your trade/area of expertise. As such, you have responsibility for your own safety and the safety of your co-workers and others that your work activities may impact upon.
- 2** All contractors are responsible for ensuring they, and all persons working for or contracted by them, have completed a basic site induction and have read and understood the safety requirements detailed below. This must be done before starting work.
- 3** If working on a construction site, all workers must hold a White Card.
- 4** All contractors must sign in upon arrival and contact the person in charge of the area they will be working in. Sign out when you leave the site.
- 5** No work is to start until contractors, and everyone working for them or contracted by them, have been authorised to do so by the person in charge of the area they are working in.
- 6** Before starting work, all contractors working at this site have a duty to consult with other workers who may be affected by the planned work activities and where work health and safety matters arise during the course of the work.
- 7** All contractor equipment, materials, and personal protective equipment (PPE) must be in good condition, properly maintained and suitable for the job at hand. They must comply with the relevant legislative requirements and/or Australian Standards.
- 8** All work must be conducted in a safe, healthy and environmentally responsible manner, and comply with all legal/regulatory requirements.
- 9** Control any hazards (as deemed appropriate).
- 10** No equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped.
- 11** Any equipment or materials found to be unsafe should be reported immediately to the person in charge and should be tagged "out of service".
- 12** On a construction site, all mains powered electrical equipment must have a current test tag.
- 13** A current safety data sheet must be available for any hazardous/dangerous chemical used.
- 14** For any high risk work (such as work at heights over 2m, confined space work, working with hazardous substances) you must have appropriate training and the correct equipment. An appropriate formal risk assessment, safe work method statement or job safety analysis must be completed before starting work.
- 15** PPE (e.g. hearing, foot, eye protection, hard hats, high visibility vests) must be worn/used as appropriate to the area and work being carried out.
- 16** All injuries, incidents and equipment damage/breakages/failures are to be reported immediately to the person in charge. If appropriate, an incident/injury form is to be filled out and submitted to the person in charge of the area.
- 17** A serious incident may be notifiable to SafeWork SA. Call 1300 365 255 to notify and preserve the scene of the incident.
- 18** Beware of vehicle traffic operating on site. Where possible, you must follow the designated pedestrian walkways (designated by yellow lines).
- 19** Demarcate/isolate visitors/clients from the work you are doing with appropriate warning signage and barriers.
- 20** Do not enter any areas which you are not authorised to enter.
- 21** Agree to follow the business privacy/confidentiality policy.
- 22** Maintain reasonable standards of housekeeping, cleanliness and hygiene.
- 23** Smoking, alcohol and illegal drugs are prohibited at the site.
- 24** No form of harassment/bullying will be tolerated.
- 25** Understand site emergency requirements (basic evacuation procedures, exit locations, evacuation assembly location).
- 26** Comply with any reasonable direction from the PCBU, Principal Contractor or Site Management. You could be asked to leave the site if any of the above requirements are not followed to reasonable expectations. Please ask the person in charge of your work if any doubt exists.
- 27** Remember, at *(Insert PCBU Name)* we want you to be safe at work so you can go home at the end of each day.



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