



Farming Safely in Tasmania

Safe Farming Tasmania

Developing safety management system for your rural business





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About **SAFE FARMING** Tasmania

The Safe Farming Tasmania Program aims to reduce farm-work related death, injury and disease and improve the health and safety of workers in the farming industry by:

- raising awareness of farm safety issues, including packing and processing
- working with industry stakeholders to provide training and education on farm safety issues.

Safe Farming Tasmania is a joint initiative of WorkSafe Tasmania and the Department of Natural Resources and Environment.

You can book a free visit from the Safe Farming team to help you manage safety on your farm by contacting Stuart on 0400 140 146 or stuart.beams@safefarming.tas.gov.au

How this guide can help you

Farming Safely in Tasmania is aimed at farmers, farm owners, farm managers and farm workers. It:

- explains the legal obligations farm owners have to provide a safe workplace and safe systems of work for their workers, contractors and visitors
- will help you develop a system to manage the work health and safety risks on your farm and reduce the likelihood of farm-related death, injury or illness (which could potentially help you reduce your workers compensation insurance premiums)
- covers some of the hazards and tasks unique to farming workplaces, and points you to more detailed practical guidance to help you manage these risks.

Please note

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2022 and any other relevant legislation. To view this legislation go to the WorkSafe Tasmania website at worksafe.tas.gov.au

We welcome your feedback on this guide. Send to: wstinfo@justice.tas.gov.au

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Safe Farming is a unique valued and trusted program available to the agriculture sector. The safe farming approach transforms workplace health and safety into a comfortable everyday conversation that is guided with extensive knowledge, care, simple and easy to understand information. Safe farming has been an incredible support to our business in providing confidential assistance on site and by phone. The farming and safety background expertise from Safe Farming is second to none with every aspect covered. I feel very comfortable asking for guidance and any information I need.

I highly recommend Stu and his team at Safe Farming to help guide you to improve and implement your safety strategies keeping workers and families safe on farm.

Abbey Lewis

Executive Administrator: Waverley Station, King Island

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The work health and safety laws that affect you

The Work Health and Safety Act and Regulations

The Work Health and Safety Act 2012 and Work Health and Safety Regulations 2022 set out requirements for ensuring our workplaces are safe. They cover issues such as WHS responsibilities (also called “duty of care”), controlling hazards (such as noise, manual tasks and chemicals), managing WHS risks, licensing requirements, consultation, and more.

Some of the requirements are specific to certain work tasks (for example, those for high risk work) and others apply to everyone (for example, first aid, consultation).

You should be aware that there may be other laws you need to comply with (for example dangerous goods or workers compensation requirements) depending on your business operations.

You can find these laws at worksafe.tas.gov.au by searching for ‘acts’.

Codes of practice

Codes of practice provide practical guidance, in easy to understand language, on how to meet the requirements of the Act and Regulations. Many contain checklists, practical examples and illustrations on how to manage risks.

They can help you with specific tasks such as welding, using chemicals and preventing falls; and they can help with the responsibilities that every workplace has, such as providing first aid and work health and safety consultation.

Codes are not mandatory, providing you can show you have an equivalent or better way to achieve the required work health and safety outcome. They can be updated too, so you must make sure you are using the current version by going to worksafe.tas.gov.au and searching for ‘codes’.

Who's who: Safety responsibilities on your farm

PCBUs

Under the work health and safety laws, a PCBU is defined as a “person conducting a business or undertaking”. PCBUs cover a broad range of modern work relationships and business structures. These include someone operating a business or undertaking for-profit or not-for-profit, whether alone or with others. The definition of a PCBU focuses on work arrangements and the relationships involved in carrying out that work.

A self-employed person is also a PCBU and must ensure their own health and safety while at work.

A PCBU can also be a worker. For example, a contractor working for a principal contractor is a worker to the principal contractor, but remains a PCBU for their own workers.

Responsibilities

As a PCBU, you have specific responsibilities under the WHS law for keeping all workers, contractors, volunteers and visitors on your farm safe. The primary responsibilities of a PCBU are:

- providing and maintaining a working environment that is safe and without risks to health, including safe access to and exit from the workplace
- providing and maintaining plant, structure and systems of work that are safe and do not pose health risks (for example providing effective guards on machines and regulating the pace and frequency of work)
- ensuring the safe use, handling, storage and transport of plant, structure and substances (for example toxic chemicals, dusts and fibres)
- providing adequate facilities for the welfare of workers at work (for example access to drinking water, washing facilities, portable toilets and eating facilities)
- providing information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them
- ensuring the health of workers and the conditions of the workplace are monitored (for example dust or noise) to prevent injury or illness arising out of the conduct of the business or undertaking
- maintaining any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

You are also responsible for consulting with workers, their representatives and other PCBUs.

You can delegate health and safety tasks to others (such as your managers or supervisors) but as the PCBU, you have the ultimate responsibility for work health and safety.

Workers

A worker is anyone who carries out work for a PCBU, including as an employee, a contractor, a sub-contractor, a self-employed person, an outworker, an apprentice or trainee, a volunteer, a work experience student, or an employee of a labour hire company.

Responsibilities

As a worker, you have specific responsibilities under the work health and safety laws:

- take reasonable care of their own health and safety
- take reasonable care that their conduct does not adversely affect others
- comply with instruction so far as they are reasonably able
- cooperate with reasonable notified policies or procedures.

Contractor and visitors

You must induct any contractors and volunteers that come to your farm to do work for you, and tell them about the hazards on your farm. For contractors, you must also make sure they hold the required insurances, are capable of doing the job safely, and that any machinery and equipment they bring on to your farm is in a safe working condition.

You should also place signage at your main entry point that lists contact details, so visitors can ask your permission to enter. It should also list the hazards on your farm. You should supervise visitors and tell them about your safety rules too. Visitors must also abide by the rules for workers.

Build a system to manage safety

Managing work health and safety doesn't have to be difficult or complicated. You can build a system to suit your farm's size, operations and needs.

This section deals with the essentials of a good safety system, and includes templates you can use.

Why you need a safety management system

A basic safety management system documents your farm's safety procedures and rules, in simple and understandable terms. It does not need to be huge or complex.

It shows your workers and others how you provide a safe workplace and comply with the work health and safety laws; and what you expect of your workers, contractors and visitors to follow your safety procedures and rules.

This guide and its supporting resource USB contains easy to understand documents and general farm safety information. It will be a big help towards you creating your own easy to understand safety plan, and Safe Farming are very happy to help you develop your safety plan.

What you need in your system

What you include in your safety management system will depend on the size and complexity of your farming enterprise, but most farmers may only need a few documents. The main ones to get you started will be:

- a safety policy that spells out everyone's responsibilities for work health and safety. See our information about writing a safety policy on page 6
- a safety induction checklist that documents your safety inductions, so you can be sure (and prove if required) that you have told and/or shown your workers everything they need to work safely on your farm. See our information about inductions on page 20
- basic and easy to follow safe work procedures for the tasks your workers do, especially for tasks with higher risk such as operating quad bikes, tractors, chain saws and other potentially hazardous equipment. See our information about creating safe work procedures on page 14
- a hazard reporting system that workers use to record any hazards, incidents and near misses that happen. See our information about reporting on page 32.

Make sure you involve your workers as you develop these procedures and rules, and communicate them to and train your workers in them so they understand what is required.

Start with a safety policy

Why you need a safety policy

Leading by example and making work health and safety a priority sends the message to everyone that you're serious about safety. A great way to demonstrate your commitment and set out your expectations is to have a safety policy.

Even if you employ only a handful of workers, you can't assume everyone knows what is required with health and safety. And you should never assume that safety is 'common sense'— a workplace that relies solely on common sense is likely to be unsafe.

What your policy should contain

State the responsibilities of everyone and set the rules and standards you expect everyone to follow. This reinforces the message that while you have a responsibility for safety, everyone else is responsible too.

Involve your workers as you develop your policy so it becomes a shared commitment to health and safety.

What next

Once you've developed your policy, sign it, date it and display it prominently.

Go through your policy at a staff or toolbox meeting, and include it in inductions for new workers, so they know what they should expect and what is expected of them. It's not enough to just hand it to your workers and get them to sign it. Be mindful that people have varying levels of literacy, education and/or understanding, or they may speak a language other than English.

Review your policy regularly (say, every second year) to make sure it stays relevant and effective. See the sample policy on page 7.

(Business Name) - Health and Safety Policy

(Business Name):

- considers health and safety an essential part of the success of our business and is committed to providing and maintaining a safe and healthy working environment for our workers, visitors and members of the public
- will as far as reasonably practicable, eliminate or where this is not reasonably practicable, manage work health and safety hazards to prevent injuries, illnesses and dangerous incidents from occurring
- is committed to creating a workplace culture that supports and encourages injury prevention
- consider the safety and wellbeing of its workers, and preventing incidents, are vital to the success of our business, and are vital parts of management's responsibilities.

(Business Name) Management is responsible to:

- ensure (business name) complies with all legislation relating to work health and safety
- provide safe working conditions and safe operating procedures for activities at their workplaces
- provide workplace environments and systems that support and encourage safety
- consult, encourage and respect all workers involvement in the improvement of work health and safety
- provide adequate information, procedures and training to enable all workers, contractors and others, to do their job effectively and safely
- provide appropriate safety equipment and personal protective equipment (PPE) whenever required.

Workers are responsible to:

- follow all safe work practices, procedures, instructions and rules
- participate in the management of work health and safety
- encourage workmates, contractors and members of the public to act in a healthy, responsible and safe way
- actively participate in training
- actively participate in consultation processes to promote a healthy and safe work environment
- report health and safety hazards and issues
- adopt and maintain safe and healthy behaviours
- use the safety equipment and personal protective equipment provided responsibly.

This policy is part of our overall management plan. Our goal is to have no work related injuries and illnesses to our workers, contractors and members of the public. This can only be achieved through participation, consultation, cooperation and the commitment of everyone at our workplace.

Policy authorised by: Owner - Manager

Signed:

Date: January 2024

Review Date: January 2026

Be aware that this farm contains potential hazards; they include but are not limited to:

- live power lines above and below ground
- pivot irrigators, under-ground irrigation mains, hydrants and fittings
- livestock
- automated machinery
- electric fences
- open waterways and deep water
- effluent ponds
- heavy machinery
- slow moving vehicles
- quad bikes and motorbikes
- unmarked drains, ruts, rocks and stumps
- hazardous chemicals (chemicals and fertilisers)
- dairy
- others unspecified.

Please report your arrival to the farm manager.

A 30km/h speed limit applies to all farm tracks.

Your safety is very important to us, thank you for helping to make our farm safe.

Managing risks

Managing risk is the most important aspect of work health and safety, and it's an ongoing, step-by-step process. It includes considering your workers, processes or ways of doing work, and the work environment.

Step 1: Identify hazards

A hazard is a situation or thing that has the potential to harm a person.

Hazards in a *fruit orchard* or vineyard may include:

- chemicals
- manual handling, frequent/repetitive lifting
- moving fruit bins
- noise
- wasps
- overhead power lines
- picking fruit from ladders
- sun exposure
- tools such as chainsaws; mobile plant such as tractors, quad bikes, forklifts and elevating work platforms.

Hazards in a *dairy* may include:

- falls
- animals: going down and or entering the pit, kicking, or being generally distressed
- chemicals
- zoonosis , including Q Fever
- electrical hazards above and below ground
- extremely hot water
- asbestos
- lifting heavy objects or frequent/repetitive lifts
- moving rotary platforms passing fixed rails (nip points)
- projections at head height
- wet, slippery and uneven floors, steps and yards
- unguarded equipment
- mobile plant such as tractors, quad bikes, side by side vehicles and motorbikes.

Hazards on a *beef cattle farming* may include:

- needle stick injuries from injecting cattle
- animal handling in stock yards, being hit or crushed by an animal
- chemicals
- mustering
- zoonosis , including Q Fever
- sun exposure
- tractors, quad bikes, side by side vehicles and motorbikes.

Hazards in *shearing* may include:

- animals: heavy cross-breed sheep and rams
- Q Fever
- asbestos
- falls from height

- hand piece lock-ups
- no or poorly signed emergency stop controls on shearing machinery and wool presses
- poor lighting
- poorly located and orientated catching pens (increasing drag); poorly designed and sticking catching pen doors
- exposed rotating shearing machinery shafts
- stands that are raised or too close together
- unguarded grinders and wool presses
- wet, dirty and uneven shed floors and slippery broken boards.
- electrical hazards above and below ground
- chemicals
- falls.

You can identify hazards by:

- inspecting your workplace regularly by doing a safety walk around and checking the work environment, the tasks your workers do, and the equipment and chemicals they use
- talking to your workers: after all, they're the ones using the equipment, and performing the tasks in the work environment. They'll have valuable experience and suggestions that will help you identify hazards and decide on controls (consulting your workers is covered in detail later in this section)
- encouraging your workers to report hazards
- asking other farmers what causes them problems, such as incidents, injuries or near misses
- reading equipment manufacturer's operational instructions and safety data sheets for chemicals
- reading any relevant codes of practice
- comparing your injury and incident records with those provided by your industry (speak to your industry association about these).

See the sample checklists on page 15, and refer to the Safe Farming Resource USB for further resources.

Step 2: Assess risks

You must do a risk assessment for certain high risk activities (such as entering confined spaces).

You should also do a risk assessment when there are any changes in your workplace, such as:

- changing work practices, procedures or the work environment
- purchasing equipment (new or used)
- using new chemicals
- planning to improve productivity or reduce costs
- receiving new information about workplace risks.

You should also do a risk assessment when:

- you're uncertain if a hazard may result in injury or illness
- the work activity has a number of different hazards and you don't understand how they may interact with each other to produce new or greater risks
- you're responding to a workplace incident (even if no one has been hurt)
- you're responding to concerns raised by workers or others.

Ask these questions

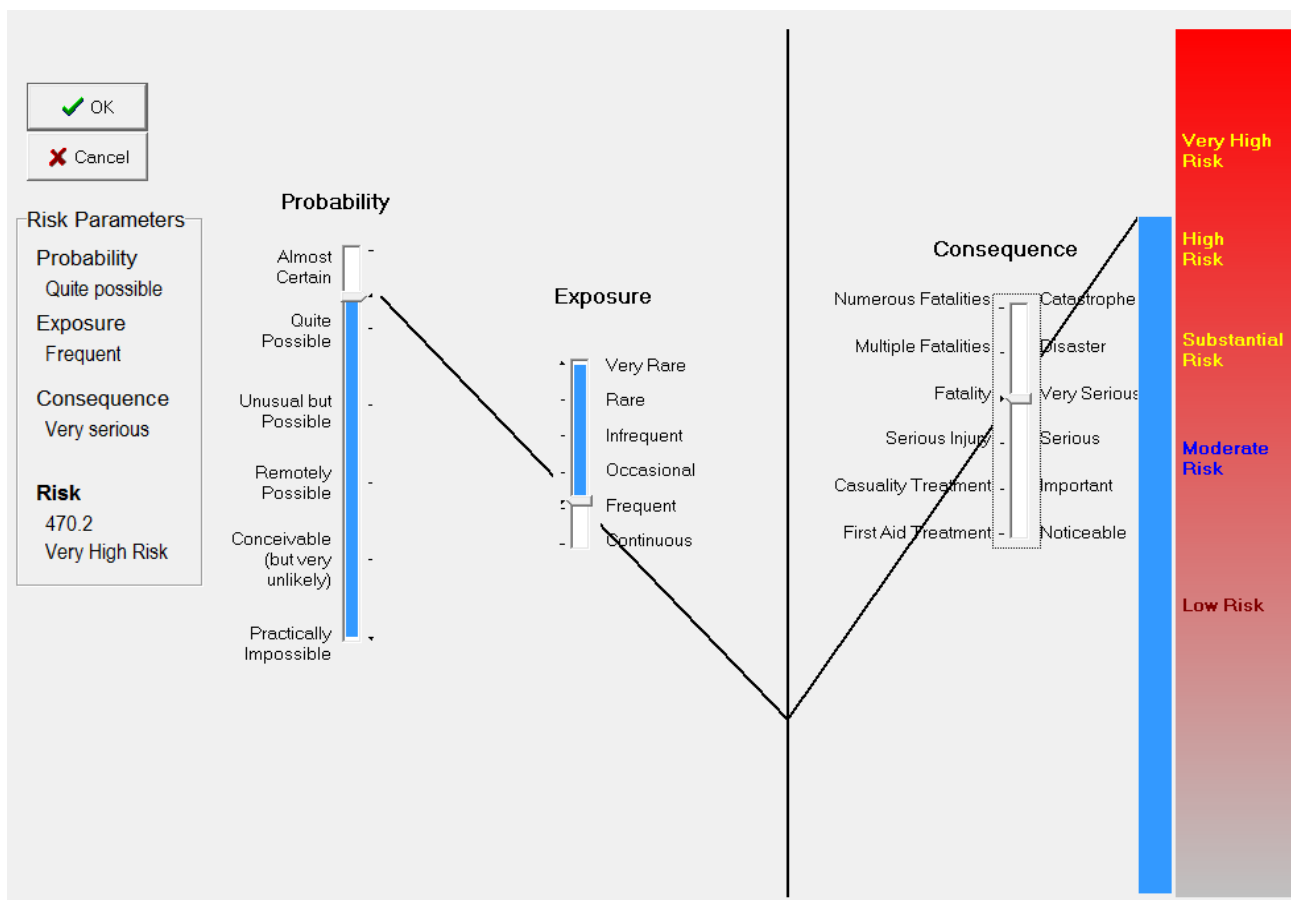
- What type of injury could occur? What's the potential scale of harm? Could the hazard cause death, serious injury or illness requiring hospitalisation, or cause a minor injury requiring first aid?
- What factors could influence how severe the harm is? For example, the distance someone might fall or the concentration of a particular chemical or substance will determine the level of harm.
- When could the harm occur? For example, the harm may occur immediately (for example, injury from a fall) or it may take time to become apparent (for example, illness from long-term exposure to a hazardous substance).
- how many people are exposed to the hazard? How many could be harmed, in and outside your workplace?
- how often are people near the hazard? How close do people get to it?
- how often is the task done? Does this make the harm more or less likely?
- how is the work being done versus how it's meant to be done?
- has it ever happened before, either in your workplace or somewhere else? If so, how often?

After considering all of this, you could rate the likelihood as:

- certain to occur: expected to occur in most circumstances
- very likely: will probably occur in most circumstances
- possible: might occur occasionally
- unlikely: could happen at some time
- rare: may happen only in exceptional circumstances.

The level of risk will increase as the severity and likelihood of harm occurring increases.

See the risk calculator below, and on the USB available from the Safe Farming team.



Step 3: Control risks

Risk control means taking action to:

- remove any health and safety risks entirely
- if that's not possible, reduce the risks to an acceptable level.

What resources can help you?

Look at these resources for guidance:

- Go to the WorkSafe Tasmania website at worksafe.tas.gov.au and search for 'codes'
- Codes of practice, operating manuals, chemical safety data sheets and industry association safety alerts
- consult the manufacturers and suppliers of the equipment and chemicals you use
- talk to industry associations.

Consider the different options and look at what will most effectively remove the hazard or reduce the risk. This may be one single control measure; or using a combination of different controls may provide the highest level of protection.

- Where there is potential for a fatality or serious injury, take immediate action.
- Some problems can be fixed easily and so should be done straight away.
- Others need more effort and planning to resolve. For these, prioritise the areas for action, focusing first on the hazards with the highest potential for harm.

Levels of Control:

Level 1 control measures (Eliminate)

The most effective control measure gets rid of the hazard from your workplace entirely.

The best way to do this is by not bringing the hazard into your workplace in the first place.

Other examples:

- if possible, eliminate the risk of falling from a height by doing the work at ground level
- outsource the task to an expert, such as a company purposely set up with the equipment and processes designed to do the job safely
- replace a noisy old machine with a quieter new one (which is more effective than providing workers with hearing protection)
- safely dispose of unwanted chemicals.

Level 2 control measures (includes Substitution and Engineering Controls)

If removing the hazard completely isn't reasonably practicable, then reduce its risks using one or more of these approaches:

- replace the hazard with something safer: for example, less toxic chemicals
- physically separate people from the hazard: for example, by guards, barriers or distance
- reduce the risks through engineering controls: such as upgrading your workplace, equipment or work processes.

Level 3 control measures (Administrative controls)

These control measures rely on human behaviour and supervision. Used on their own they are less effective at reducing risk than the previous options

- use administrative controls: for example, develop safe work procedures for operating machinery safely, limit a worker's time exposed to a hazardous task, use signs to warn of a hazard.

Level 4 control measures (Personal protective equipment)

Personal protective equipment (PPE) is the least effective method of controlling a risk. Relying on PPE alone will not reduce the potential for an incident, but it could reduce the severity of an injury.

For example, a helmet will reduce the severity of a head injury to a rider of a quad bike, two-wheel motorbike or side by side vehicle, should the rider fall off or out of the vehicle. However, helmets do not prevent the incident from occurring.

PPE must be:

- suitable to the risk, the work and the worker
- used correctly to be effective
- maintained, repaired or replaced to keep it in good working order, kept clean and hygienic.

You must provide your workers with information, training and instruction about safely using PPE; and your workers must use the PPE according to that guidance.

Step 4: Evaluate the results

After you think you've fixed the problem, find out whether the changes have been effective and work as planned: that is, they make work safer. Ask those affected by the changes, and look at your incident and hazards records to see if numbers are going down.

Make sure your solution does not introduce new hazards. If you do, go back through the risk management steps, review your information and make further decisions about risk control.

Set a date to re-assess the risk. Once a year is generally a good timeframe for reviewing your controls. However, control measures for serious risks should be reviewed more frequently.

You should also review your controls if:

- you introduce changes: for example, to your work environment, business, the equipment or chemicals you use
- the controls are not effectively managing the risk
- you identify new hazards or risks
- consultation indicates you need to review them, or your workers ask you to review them
- you have an incident.

For more information read the How to Manage Work Health and Safety Risks code of practice. Go to worksafe.tas.gov.au and search for 'CP112'.

Safe work procedures

Safe work procedures are practical tools that:

- document the sequence of steps for doing a task safely
- include the risk control measures into those steps.

When trained how to follow a safe work procedure, everyone in your workplace will know the safe way to do their job, and will work the same way. They won't need to guess or make things up as they go along.

Very importantly, make sure that you set a good example by following safe work procedures yourself.

Where to get them

Safe Farming Tasmania has many sample safe work procedures for different tools, machines, and tasks available for you to use and adapt. Contact Safe Farming Tasmania for help with these (see page 1 for contact details).

WorkSafe Tasmania also has sample safe work procedures on its website. Go to worksafe.tas.gov.au and search for 'SWP'.

If you want to develop your own safe work procedures:

- look at information from manufacturers, suppliers, operator's manuals and any relevant codes of practice.
- involve your workers who do the job or use the equipment
- write down the actions that your workers should follow, step by step, from beginning to end, in their logical order. Keep it straightforward and simple
- explain the potential hazards and safety controls needed to reduce potential risk.

What next

Train your workers in understanding, following and using the safe work procedures. Keep the safe work procedures near the equipment so workers can easily refer to them

Review safe work procedures regularly (say every second year), particularly if there are any changes to the equipment or activities that may affect them; or if there is an incident involving the task or equipment the procedure covers.

See the sample safe work procedure on page 17.

Farm Safety Self Assessment Checklist

	Yes	No	Action Required
1. Management Roles and Responsibilities:			
Has a manager been nominated with responsibility for health and safety on the farm?			
Do workers, contractors and visitors know where to report on entry to the farm?			
Do workers, contractors and visitors know how to report health and safety issues?			
Has a farm safety approach been developed that includes a commitment to:			
• eliminating or reducing risks to health and safety which arise from farm-work activities?			
• consulting with workers about health and safety issues and ways to control hazards?			
• providing workers with information, instruction, training and supervision so they can complete tasks safely?			
• maintaining and storing plant and chemicals in a safe condition and ensuring they are used in ways that are safe and without risks to workers' health?			
• providing and maintaining first aid and emergency procedures?			
2. Consultation:			
Are safety issues discussed with workers (including family workers)?			
3. Induction, Training and Supervision:			
Are workers, visitors and contractors inducted on entry to the farm?			
Are workers trained in safe work procedures?			
Are workers supervised to ensure safe work procedures are followed?			
Are inspections of plant and equipment, sheds, workshops, silos etc conducted?			
Are maintenance records kept?			
4. Farm Safety Rules:			
Have safety rules been established to prevent family members, (including children), workers and others from placing themselves at risk of injury?			
Are rules in place that require helmets to be worn with all riding activities including quad bikes, side by sides, motorbikes and horses?			
Does the quad bike safe work procedure state that children under 16 do not operate adult sized quad bikes and are not carried as passengers?			
Are NO-GO zones identified and communicated where excessively hazardous terrain exists?			
Are safe access/egress and internal routes established and clearly communicated?			
Have hazards associated with over-head and under-ground power lines been identified?			
Have hazards associated with waterways, dams, pits, quarries, steep grades and vehicle crossings been identified and addressed?			
5. Tractors and Mobile Plant:	Yes	No	
• Is it fitted with approved ROPs and/or FOPs and seat belt mounting points where required?			
• Are seat belts fitted and worn by operators?			
• Are PTO outlets and drive shafts guarded, and the master shield on tractors guarded and maintained in good working condition?			
• Is it only started from the operator's seat?			
• Is it checked for safe access and egress, including condition of steps and handrails to prevent falls?			

Farm Safety Self Assessment Checklist

	Yes	No	Action Required
<ul style="list-style-type: none"> Is it operated only by workers assessed as competent to operate plant and hold appropriate certification where required? 			
<ul style="list-style-type: none"> Has competence been recorded and signed off by a competent assessor where required? 			
<ul style="list-style-type: none"> Is it maintained and records of maintenance kept? 			
6. Workshop and Electrical Hazards:	Yes	No	
Is a residual current device (RCD) fitted to electrical power boards where portable equipment is used?			
Are power lines o/head and u/ground - identified and risks controlled?			
Are bench grinder guards in place and tool rests adjusted?			
Is eye protection supplied and used?			
Are oxy acetylene sets fitted with flashback arrestors, bottles upright and secured, gauges working, and hoses not damaged or perished?			
Is hearing protection supplied, used and maintained in good condition?			
Are air compressor drive pulleys and belts guarded and plant registered and inspected where required?			
Are appropriate fire extinguishers available in relevant areas, is servicing up to date and are workers trained in how to use them?			
Is a clearly signposted and properly stocked first aid kit available in working areas such as the workshop, vehicles, mobile plant and are those locations identified?			
Are trained First Aiders on site?			
7. Machine Guarding Safety:	Yes	No	
Are manufacturers' safe use instructions available?			
Are all dangerous parts of fixed, mobile and hand held plant secured?			
8. Chemical Safety:	Yes	No	
Are chemicals stored in properly constructed, lockable, ventilated, fire resistant and bunded areas?			
Are all chemicals stored in original containers with correct legible labels?			
Are decanted chemicals labelled?			
Are fuel and overhead tanks placarded?			
Are fuel storage tanks clear of debris, and are firefighting appliances available?			
Are Safety Data Sheets available and up to date?			
9. Paddocks and Open Areas:	Yes	No	
Are Irrigation pumps, motor drive shafts and couplings properly guarded?			
Are crossings clearly marked (e.g. channels and cattle crossings on public roads)			
Do fuel and overhead tanks have safe ladder access to prevent falling?			
10. Animal Handling:	Yes	No	
Are gates inspected and maintained to ensure they swing easily on hinges to minimize strain on workers?			
Are emergency escapes sufficiently available?			
Are safety/warning signs in place where relevant?			
Are workers trained in working around livestock?			
11. Grain Movement and Storage:	Yes	No	
Are storage and feed bins regularly inspected for damage, rust and metal fatigue?			
Are confined space entry procedures developed and followed when entering silos and bins?			
Are input ends of grain augers guarded where used externally?			

(Your Business Name Here)

Safe Work Procedure

QUAD BIKE

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission



Personal Protective Equipment

- ✓ Wear an approved helmet.
- ✓ Wear suitable clothing, including long trousers and boots.
- ✓ Consider wearing high visibility clothing if working remotely, or near/on a road.
- ✓ Have appropriate communication (for example mobile phone or 2-way radio) available.



Pre-Operational Safety Checks

- ✓ Follow manufacturer's recommendations and warning labels.
- ✓ Locate and ensure you are familiar with all machine operations, controls and warnings.
- ✓ Check fuel, tyres, guards, drive line and brakes as recommended by the manufacturer.
- ✓ Always tell someone where you are going and estimated time of return.



Operational Safety

- ✓ Do not carry passengers or any load that is not suitable and secured.
- ✓ Observe speed limits and no-go areas.
- ✓ Drive at speed slow enough to keep control over unexpected hazards.
- ✓ Travel up/down slopes rather than across, taking extra care when ascending or descending slopes or riding over uneven ground.
- ✓ Take care when refuelling to avoid spilling fuel onto hot motor or exhaust.
- ✓ Ensure no person or animal is endangered when operating equipment.
- ✓ Advise your supervisor of any mechanical problems and do not ride a quad bike that is not in good repair.

Ending Operations

- ✓ Park on even ground.
- ✓ Lock the parking brake.
- ✓ Stop the engine and remove the keys.

After Use

- ✓ Remove any foreign material from in and around engine parts.
- ✓ Check for damage and report if found.



Potential Hazards and injuries

- ❗ Rollover
- ❗ Head injuries
- ❗ Eye injuries
- ❗ Crush injuries
- ❗ Collision



Don't

- ✗ Do not use faulty equipment. Report suspect machinery immediately.
- ✗ Do not drive in excessively poor conditions (weather, visibility or surface).
- ✗ Never carry passengers.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to complement training and as a reminder to users before equipment use.

Consultation

Consultation involves sharing information, giving workers an opportunity to express their views, and share their knowledge, and taking those views into account before making decisions. It allows you to really get to know your workplace, workers and the hazards they face, and is one of the most important tools we have.

A safe workplace is more easily achieved when everyone communicates with each other to identify hazards and risks, talk about health and safety concerns, and then work together to find solutions.

Who to consult with

Consultation is actually a legal requirement and an essential part of managing work health and safety risks. You must consult on health and safety matters with:

- workers and their health and safety work group representatives,
- any contractors, sub-contractors and their workers, seasonal and labour hire workers
- volunteers
- anyone else working for you who may be directly affected by any health and safety matter.

How to involve your workers

Never underestimate the value of your workers' knowledge and input when it comes to knowing about the hazards associated with their work. They often have good ideas about how to reduce risk, make improvements, and find solutions to issues.

Involve your workers as you:

- develop and later review your work health and safety policy and safe work procedures
- do safety checks
- 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 formally at staff meetings, or informally throughout the day.

Regular consultation allows you to be proactive about identifying and fixing problems before they arise. Keep a record of feedback from your workers, and any action taken to minimise hazards as a result.

For more practical ideas and information, read the Work Health and Safety Consultation, Cooperation and Coordination code of practice. Go to worksafe.tas.gov.au and search for 'CP135.'

See the record of staff safety meeting template on page 19.

.....
(PCBU Name)

Record of Consultation/Staff/Toolbox Meeting

Work group:

Meeting held at: Date :

Meeting conducted by: Signed:

HSR: Signed:

Issues to be covered:

1.
2.
3.
4.

Other issues addressed:

1.
2.
3.
4.

Action Required:

Action	By Whom	Timeframe

Attendance (all participants to print name and sign):

1. Signed:
2. Signed:
3. Signed:
4. Signed:

Induction

When a new worker starts work, you should show them around and tell them what they need to know (such as the facilities, work times and meal breaks) and introduce them to their immediate supervisor and fellow workers.

This process is called an induction, and is very important. During an induction, you must cover health and safety information, including:

- your work health and safety policy and safe work procedures
- how to report hazards, incidents, near misses and injuries
- who to turn to for advice relevant to work health and safety
- who is the first aider
- who is the health and safety representative if you have one.

You should also do an induction for:

- contractors, volunteers and visitors
- existing workers transferring to a new worksite or into a new job
- workers returning after extended leave (such as maternity leave)
- workers doing a hazardous task or using new equipment for the first time.

Use an induction checklist

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

Remember new workers may be nervous (especially if they're young), or keen to impress, so they may not ask you questions. Encourage them to talk with you or their supervisor, and to ask questions if they're not sure about something.

If you've never used an induction checklist before, it's worthwhile doing one with each of your existing workers (no matter how long they've been with you). You can't afford to assume that every worker knows what's required or that you have remembered to tell them everything about work health and safety.

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

See the induction checklist template on page 21.

Induction checklist for <business name>

Worker's name:	Position:	
Supervisor's name:	Start date:	
Subjects	Workers Initials	
<p>1. Explain health and safety laws:</p> <p><input type="checkbox"/> Workers have a legal duty of care for self, fellow workers and visitors</p> <p><input type="checkbox"/> PCBU expects workers to behave in a safe manner and not to put themselves or others at risk (no fooling around!)</p> <p><input type="checkbox"/> Add other relevant points</p>		
<p>2. Explain how to report an incident, injury or hazard:</p> <p><input type="checkbox"/> If you are injured no matter how minor, report it immediately to your supervisor</p> <p><input type="checkbox"/> If you see something unsafe, such as an incident without injury or a near miss, report it to your supervisor</p> <p><input type="checkbox"/> The first aid kit and incident record forms are located at <location></p> <p><input type="checkbox"/> What to do if a fire breaks out or there is an emergency; and the emergency evacuation plan</p> <p><input type="checkbox"/> Add other relevant information for your workplace</p>		
<p>3. Take new worker for a workplace tour to show them:</p> <p><input type="checkbox"/> Toilets, sinks, showers</p> <p><input type="checkbox"/> Fire extinguishers, fire hoses and fire blankets</p> <p><input type="checkbox"/> Emergency plan, workplace exits, fire exits and any alarm processes</p> <p><input type="checkbox"/> Assembly point (where to go if evacuating the work area)</p> <p><input type="checkbox"/> Drinking water</p> <p><input type="checkbox"/> First aid kit location</p> <p><input type="checkbox"/> Workplace hazard signs and what they mean</p> <p><input type="checkbox"/> Electrical switchboard locations</p> <p><input type="checkbox"/> Dangerous areas in the workplace (for example, slip, trip and falls)</p> <p><input type="checkbox"/> Areas where workers can / cannot smoke</p> <p><input type="checkbox"/> Introduce to co-workers</p> <p><input type="checkbox"/> Add other points relevant to your workplace</p>		

<p>4. Explain how to control manual task risks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain the procedure for identifying and reporting hazardous manual tasks <input type="checkbox"/> Explain how to recognise the symptoms which may indicate a sprain or strain, and note the need to report symptoms early <input type="checkbox"/> Show workers the mechanical aids at the workplace (e.g. forklifts, pallet jacks and trolleys) <input type="checkbox"/> Train workers in safe work procedures, including the use of machinery, tools, equipment and work techniques <input type="checkbox"/> Have workers demonstrate the safe work procedure to do the manual tasks involved in their job <input type="checkbox"/> Add other points relevant to your workplace 	
<p>5. Explain how to deal with hazardous chemicals:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show worker where hazardous chemicals are stored <input type="checkbox"/> Explain any important handling and storage details about the chemical <input type="checkbox"/> Show worker where the safety data sheet (SDS) register is kept <input type="checkbox"/> Show worker where the SDS are kept and explain the information in the SDS <input type="checkbox"/> Explain any precautions for use and emergency procedures (for example, location of eye wash stations) 	
<p>6. Explain how plant and equipment can be dangerous:</p> <ul style="list-style-type: none"> <input type="checkbox"/> List all plant and equipment that could present a hazard (for example, tractors, quad bikes, electrical equipment; ladders; hoists and compressors) <p>.....</p> <p>.....</p> <p>Show and explain:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Risks and hazards with each piece of plant <input type="checkbox"/> Guards <input type="checkbox"/> 'Danger' and 'out of service' tags <input type="checkbox"/> 'Lock out' procedures <input type="checkbox"/> Emergency stops <input type="checkbox"/> What to do if the equipment requires repairs <input type="checkbox"/> Inspection and maintenance processes and schedules <input type="checkbox"/> Anything else you must not do 	
<p>7. Show SWP (safe work procedures) for your workplace:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show and discuss procedures <input type="checkbox"/> Indicate who the supervisor is for any problems for a work task <input type="checkbox"/> Explain process for failing to comply with safety and site instructions <input type="checkbox"/> Explain the risk assessment process and indicate current controls 	

<p>8. Provide personal protective equipment (PPE) and show workers how to use it:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Issue worker with PPE and/or show where it is stored (PPE is for personal use and not to be shared) <input type="checkbox"/> Explain when PPE must be worn (stress importance!) <input type="checkbox"/> Show worker how to fit and use PPE correctly <input type="checkbox"/> Show worker how to clean and maintain PPE <input type="checkbox"/> Show worker how to store PPE when not in use <input type="checkbox"/> Explain what to do if PPE is damaged that is, your PPE replacement policy <input type="checkbox"/> Demonstrate use of PPE <input type="checkbox"/> Get the worker to demonstrate the use of PPE <input type="checkbox"/> Get the worker to tell you when they will need to wear their PPE <input type="checkbox"/> <i>Add other as required</i> 	
<p>9. Cover workplace Bullying and Harassment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain what workplace bullying and harassment is <input type="checkbox"/> Explain that workplace bullying will not be tolerated, and explain the policy and procedures. 	
<p>10. Cover remote work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain definitions of remote work <input type="checkbox"/> Advise of available communication equipment <input type="checkbox"/> Cover training in use of available communication equipment 	
<p>11. Explain consultation process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce the worker to safety personnel (such as the health and safety representative and first aid staff) <input type="checkbox"/> Explain the purpose of toolbox talks, and advise the times of staff meetings/toolbox talks where safety issues can be raised <input type="checkbox"/> Show process for reporting hazards <input type="checkbox"/> <i>Add other as required</i> 	
<p>12. Cover workers compensation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain your workers compensation insurance <input type="checkbox"/> Explain your return to work policies and procedures 	
<p>Induction sign off</p>	
<p>Worker's signature:</p>	<p>Date:</p>
<p>Supervisor's signature:</p>	<p>Date:</p>

Training and supervision

You must provide your workers (including managers and supervisors) with the information, instruction, training and supervision they need to be safe at work.

Assessing your workers' skills

- Find out what skills and experience your workers have, then work out what training is needed to build on and maintain these skills.
- Review the jobs your workers have to do. Do they have problems doing them? This may show they need further training.
- Find out what licences or competencies your workers need to perform their work. If they have them, are they current? Verify and record this (see below).

When things change

If your work environment or work tasks change, if new equipment or chemicals are introduced, you need to work out what additional training is required.

Use a training register

A training register helps you record and track what training your workers have received and what additional training they may require. It helps you keep track of the skills and competencies your workers possess in specific areas.

Keep copies of licences, certificates or other evidence of formal qualifications or competencies held by your workers with the training register template. An example of the training register template is on page 25, and the competency register template on page 26.

Where to get training

To find training providers in the tasks or matters that you need:

- talk to your industry association
- contact Safe Farming Tasmania (see page 1 for contact details)
- go to Training.gov.au
- go to the TasTAFE website at tastafe.tas.edu.au.

Supervision

Good supervisors are essential for:

- improving productivity
- keeping workers safe
- providing a direct communication link between you and your workers.

Supervising your workers helps ensure your policies and procedures are understood and being properly followed, and allows you to quickly spot and fix any problems.

The level of supervision required depends on:

- the level of risk in your operations
- the experience of workers involved.

For example, you'll need high levels of supervision if you have inexperienced workers following new procedures, or doing difficult and critical tasks.

.....
(PCBU Name)

Sample Training Register

Name of worker	Training required	Who will deliver training and how	Scheduled date	Complete

.....
(PCBU Name)

Sample Competency Register

Name of worker	Competency			

Notes:

1. Write the names of the workers in the 'name of worker' area.
2. Write the name of the skill required in the 'competencies columns' — for example, manual handling, cash handling, chemicals.
3. The worker and supervisor/manager should initial and date the appropriate column.

Name of worker	Competency			
	Manual handling	First aid	Security procedures	Chemical handling
	Mike D	3.5.13 MD/RP		27.10.13 MD/RP
	Sue M		17.8.13 SM/BG	27.10.13 SM/BG

Your workers

New and young workers

Pay special attention to new or young workers who have limited experience or background in either a rural environment or the task to be done. They may not be confident enough to ask questions, so it's important that you:

- make sure they understand the hazards associated with the job they are doing
- supervise them adequately; a buddy system is a very good idea
- re-assure them that it is ok to ask questions, report hazards and discuss any other issues. Some may find it easier to talk to a supervisor or work mate.

Keep information as simple and straightforward as possible. Consider using photos/pictures and practical demonstrations.

Seasonal and labour hire workers

You must manage the health and safety of your seasonal and labour hire workers just as you would for any other worker. This includes:

- inducting them before they start work, to the same level as a new worker
- providing training and supervision.

Seasonal workers are at a higher risk of injury due to their limited experience or background in working in a rural environment or the task to be undertaken. Treat them the same as any new, inexperienced worker, no matter how old they are.

You must make sure any workers from non-English speaking backgrounds also understand the information, training and instruction you give them. You may need to provide closer supervision, an interpreter, instructions translated into different languages or more photos/pictures. Talk to your specific industry association for further help or to access any resources they may have.

Labour hire companies

Both you and your labour hire company must manage the risks to the health and safety of your labour hire workers. That is, you cannot contract out your work health and safety obligations.

Before a labour hire company provides you with any workers, it's good practice for the company to send a representative to your farm, so they can:

- understand your specific operations and work environment
- be aware of your particular farms hazards and associated risks .

You need to inform the labour hire company of:

- the tasks to be completed
- skills and experience required.
- any equipment to be used, licences required to perform the task and any PPE and clothing to be worn.
- Working together like this is the best approach for managing risks to your labour hire workers.

Contractors

You must manage the health and safety of your contractors just as you would for any other worker. This includes:

- making them aware of your farm's safety requirements, expectations, hazards and risks before they start work
- ensuring their work is done safely and according to your safe work procedures
- ensuring any machinery or equipment they bring onto your farm is well maintained with all guards in place
- ensuring they are suitably qualified with the necessary licences to do the work.

The health and safety requirements of contractors are usually included in the contract documentation. You should also get your contractors to sign an agreement (such as our contractor management form) that they will work safely.

In some situations, you will share responsibilities for safety with your contractors. In this case, you must consult, co-operate and co-ordinate with each other to provide a safe work environment and safe systems of work.

A good example of this is in shearing sheds. Generally the farmer owns the shearing shed but uses a contractor to shear his sheep. The farmer must present the shearing shed and equipment (such as wool presses and shearing stands) to the shearing contractor in a safe condition, and provide clean and adequate facilities for the contractor and their workers.

See the contractor safety management template on page 29.

Rural industry induction tool

Primary Employers Tasmania's induction tool, the Ag Card, helps new and young workers work safely in Tasmania's agricultural industries. To find out more, go to primaryemployers.com.au/agcard and Farmsafe Australia at farmsafe.org.au.

Contractor Safety Management Form

Name.....

Position.....

Company name ABN.....

Licence/Registration number (if applicable)

Address.....

.....

Phone number..... Mobile.....

E-mail.....

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.....			

I have read and understood the CONTRACTORS SAFETY REQUIREMENTS list attached:

Signed:..... Name:..... Dated:.....

(please print)

Contractors safety 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.
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 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. The Tasmanian codes of practice (at www.worksafe.tas.gov.au) relating to the work must be followed where reasonable and practical to do so.
9. Control any hazards (as deemed appropriate).
10. Any equipment or materials found to be unsafe should be reported immediately to the person in charge, and should be tagged "out of service"
11. No equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped.
12. In 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 chemicals stored or 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. Safety and protective equipment (such as 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, near misses and equipment damage/breakages/failures are to be reported immediately to the person in charge. If appropriate, an accident/incident form is to be filled out and submitted to the person in charge of the area.

17. You must notify WorkSafe Tasmania of certain incidents (see page 32 for types of incidents to notify). Call 1300 366 322 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 or 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.

Reporting safety

You may think the less you hear about hazards or incidents, the better.

However, a lack of reporting — of hazards, incidents, near misses and injuries — doesn't necessarily mean your workplace is safe. Instead, it often means:

- there's no system in place for workers to report these issues to you
- your workers feel you'll think they're a nuisance or a complainer, and speaking up may jeopardise their employment (especially if they're casual).

You should encourage your workers to report hazards, incidents and near misses, because they enable you to take corrective action where necessary and reduce the likelihood of future injury, illness or incidents.

Kinds of reporting systems

Your reporting system could be as simple as having a dedicated whiteboard or notebook located in the workshop or lunchroom.

Encourage your workers to report hazards, incidents and near misses by writing them on the whiteboard or in the notebook. Then make sure you check it regularly and try to fix them.

It's important that your workers are comfortable reporting hazards to you, and you're prepared to listen and act.

See the hazard reporting template on page 33.

Reporting incidents to WorkSafe

You must notify WorkSafe Tasmania if:

- someone is killed, or
- someone suffers a serious injury or serious illness, that requires immediate medical treatment, including hospitalisation), or
- a dangerous incident occurs (for example, a fire, explosion, infrastructure collapse, chemical spill or leak).

If you're not sure, report it.

You must notify WorkSafe immediately by calling 1300 366 322 (this line operates 24 hours a day, seven days a week).

You must follow this up within 48 hours, by lodging the online form. Go to worksafe.tas.gov.au and choose the red 'Notify WorkSafe' button.

You must keep a record of each notifiable incident for at least five years from the date you notify WorkSafe. You must not disturb the incident site until a WorkSafe Tasmania inspector arrives or authorises you to do so.

Of course, this doesn't stop you from taking any action necessary to help an injured person or make the site safe from a further incident occurring.

.....
(PCBU Name)

Hazard / Incident / Near Miss report form

Please print clearly

	Location: Date: Name: Reported to:
Worker to complete	DESCRIPTION OF HAZARD/ INCIDENT: Corrective Action: Taken <input type="checkbox"/> Required <input type="checkbox"/>
PCBU to complete	ACTION TAKEN: Discussed at staff meeting/WHS committee <input type="checkbox"/> Date: FURTHER ACTION REQUIRED:
	PCBU Date
	Worker Date

Keeping records

Keeping records of how you manage safety isn't just 'paperwork' but has many purposes, including:

- demonstrating (to workers, investors and anyone inspecting or auditing your farm) how you're managing safety and complying with the work health and safety laws
- demonstrating how you make decisions about controlling risks
- providing a starting point for future risk assessments
- providing a basis to prepare safe work procedures and target training for your workers about your workplace's hazards.

Keep information on:

- the identified hazards, assessed risks and chosen control measures. This includes any hazard checklists and forms, worksheets and assessment tools you used
- hazards, incidents, near misses and injuries that your workers tell you about
- how and when the control measures were implemented, monitored and reviewed
- who you consulted with
- how current your training records are
- any proposed plans for change in your workplace.

There are specific record keeping requirements for hazards such as hazardous chemicals. If you have these, make sure you comply.

Workers compensation and return to work

Workers compensation is payable to a worker who suffers an injury or disease arising out of or in the course of their employment.

As an employer you must have:

- a current workers compensation insurance policy with a licensed insurer to cover you for workers compensation claims made by your workers
- a system for workers to report work-related injuries and illness to you
- a return to work program that provides an injured worker with a timely, safe and durable return to work.

These ensure any worker suffering a work-related injury or illness receives appropriate treatment, wage benefits, and is helped to get back to meaningful work as soon as possible.

For more information on these requirements, read WorkSafe's Workers Compensation Handbook: The Basics. Go to worksafe.tas.gov.au and search for 'GB010'.

See the return to work template on page 35.

Return to work plan

Employee:
Phone number:
Claim number:
Supervisor:
Phone:
Treating doctor:
Phone:
Fit for suitable duties:
Job description:
Injury:

Task details		
Week	Duties	Restrictions
Week 1 – commencing:		
Days: 5		
Hours: 4 per day		
Week 2 – commencing:		
Days: 5		
Hours: 8		
Week 3 – commencing:		
Days:		
Hours:		
Week 4 – commencing:		
Days:		
Hours:		

Treatment occurring during this plan (e.g. physiotherapy):	Training required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', given by:		
Plan to be reviewed on:	Training given on:		

Signatures	
Treating medical practitioner	Worker
I approve this plan.	I have been consulted about the content of this plan and agree to participate.
Signature:	Signature:
Date signed:	Date signed:
Supervisor	Return to work coordinator
Name:	Name:
I agree to ensure this plan is implemented in the work area.	I agree to monitor this plan.
Signature:	Signature:
Date signed:	Date signed:

Farm work and safety hazards

There are many activities and hazards that are unique to farms. But there are also things such as first aid that everyone needs to manage, no matter what your business is.

This section deals with farm work and associated safety hazards. It refers you to codes of practice and other guidance material for more detailed and practical guidance.

Animal handling

Livestock handling facilities should be well designed and functional for the welfare of animals and the safety of workers. Consider:

- the design and placement of yard and loading facilities
- separating people and animals as much as possible
- ensuring livestock handlers have a good working knowledge of animal behaviour
- selecting livestock that demonstrate a preferred temperament.

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 sheet roofing or wall cladding.

Asbestos register and management plans

An asbestos register is required for all workplace buildings identified to contain asbestos unless they were constructed after 31 December 2003 and no asbestos has been identified, and where asbestos is not likely to be present.

Your asbestos register must be maintained, reviewed and kept up to date.

You must take reasonable steps to label asbestos and record in your register where asbestos is, or suspected to be, in your workplace.

You must inform everyone where asbestos is present, the consequences of exposure to asbestos, and appropriate control measures.

An asbestos management plan will help you prevent your workers and others being exposed to airborne asbestos fibres. Your plan should state what is going to be done to manage asbestos on your property, when it is going to be done, and how it is going to be done.

For a sample asbestos register and more information about asbestos management plans and asbestos in the workplace, read the How to Manage Asbestos in the Workplace code of practice. Go to worksafe.tas.gov.au and search for 'CP111'.

Removing asbestos

An asbestos licence is required for work to remove any amount of friable asbestos or for removal of more than 10 m² of non-friable (bonded) asbestos.

An asbestos license is not required for removing 10 m² or less of non-friable asbestos. However it can only be performed by a competent person (that is, someone with the qualifications, training, knowledge, experience or skill to do so).

Asbestos removal must also be done according to the How to Safely Remove Asbestos code of practice. Go to worksafe.tas.gov.au and search for 'CP113'.

Chainsaws

Do not allow an inexperienced person to use a chainsaw. Send your workers to a chainsaw operator training course to ensure they'll be competent.

Before you operate a chainsaw:

- follow the manufacturer's instructions
- make sure the chain is sharp and the chainsaw is in good working order
- wear the appropriate protective equipment.

Chemical safety

Hazardous chemicals are those that have been classified as dangerous goods and/or hazardous substances. Examples include fuels, liquid petroleum gas, pesticides, herbicides, various acids and industrial gases.

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

Chemical manufacturers must supply you with a safety data sheet (SDS) for each chemical you have on your farm. An SDS details the chemical's health hazards, precautions for use, first aid, safe handling, storage and disposal.

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

Storage

Hazardous chemicals should be stored:

- in a ventilated, well-lit shed with watertight floors and shelving
- with a bund or other spill containment system to contain leaks and spills
- away from food, protective clothing and equipment
- away from other incompatible chemicals (check the safety data sheet, Australian Standard or ask your supplier for guidance)
- away from ignition sources from heaters, grinders, battery chargers, light fittings, light and power switches, and air compressors that could produce a spark and result in a fire or explosion
- in original containers, with labels intact (if labels come off, always re-label the container)
- in a lockable shed, secure from unauthorised access
- with access to nearby fire-fighting equipment.

Managing risks

Ways to manage the risks associated with hazardous chemicals include:

- keeping a register which includes the current safety data sheet
- putting up the required placarding for the hazardous chemicals (where specified by the Regulations)
- putting up safety signs with the appropriate safety information
- providing a manifest for emergency services (where specified by the Work Health and Safety Regulations 2022)
- developing emergency plans for hazardous chemicals
- eliminating or controlling potential ignition sources around flammable materials
- preventing contamination and interaction of incompatible goods
- immediately cleaning up spills
- decommissioning storage or handling systems that are no longer used
- ensuring workers know how to safely store and handle hazardous chemicals
- ensuring eye washing facilities and personal protective equipment (PPE) is provided and worn (for example respirators, gloves, chemical resistant boots)
- preventing access to the chemicals by unauthorised people.

You may also need to arrange atmospheric, environmental or medical monitoring (where recommended or required by the Regulations) to ensure safe thresholds for the chemical are maintained at all times.

Spray drift

Spray drift from applying agricultural chemicals has the potential to adversely affect the health and safety of people in surrounding areas. Some ways to eliminate or reduce spray drift include:

- developing a property plan that takes into account future chemical application requirements
- establishing buffer zones, vegetation barriers and no-spray zones to reduce downwind impact of spray drift on sensitive areas
- communicating with your neighbours about proposed spraying activities
- considering alternatives for reducing the pest: modify crop culture, or adopt mechanical or biological control methods
- installing equipment that provides information on wind speed and direction, temperature and humidity
- using the correct application techniques
- understanding the atmospheric conditions and the impact these will have on spraying operations, and following the chemical label's recommendations
- making sure your workers have appropriate training, skills and knowledge to reduce the risk of off-target spray drift
- keeping records of spray application, chemical usage and storage details.

For more information read these codes of practice:

- Labelling Workplace Hazardous Chemicals. Go to [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) and search for 'CP115'
- Managing Risks of Hazardous Chemicals in the Workplace. Go to [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) and search for 'CP120'.

See the *chemicals register template* on page 41.

Child safety

Each year, around 20 children under 15 years of age are killed on Australian farms, and many more require medical treatment or hospitalisation.

The main causes of death and serious injury for children on farms are:

- drowning in dams: it's the number one cause of child farm deaths in Australia, and mostly for children under five. Other dangerous water areas for children are dips, settling ponds, effluent ponds, creeks, water troughs and irrigation channels
- quad bikes, side by side vehicles and farm vehicles including cars, motorbikes and utes
- heavy machinery
- horses.

A common scenario is a toddler wanders away from the home unnoticed, into water storage areas, or sheds and areas where vehicles and mobile machinery operate.

If you have children on your property, consider building safe play areas, and adequately supervise young children.

For more information see:

- the Farmsafe Australia website at [farmsafe.org.au](https://www.farmsafe.org.au) and search for 'child safety'
- the WorkSafe Queensland website at [worksafe.qld.gov.au](https://www.worksafe.qld.gov.au) and search for 'children code' for the Children and Young Workers code of practice.

Confined spaces

Storage tanks, silos, field bins, wet and dry wells, manure and silage pits are some examples of confined spaces that your workers might be expected to work in.

If you're working in a confined space, you must follow certain procedures, including having a system for entering a confined space that incorporates:

- placing an appropriately trained standby person outside the confined space to talk to anyone in the confined space and implement emergency procedures if required
- providing personal protective equipment; rescue, first aid and fire suppression equipment; and training for workers entering the confined space
- supplying safety harnesses and safety or rescue lines where there is a danger of falling when accessing or leaving the confined space
- erecting signs that show entry is only permitted after signing the entry permit
- ensuring the area is well ventilated and the atmosphere is monitored.

Other responsibilities include confined space entry permits, signage, communication, emergency procedures and written risk assessments. Anyone entering a confined space must be trained to do so.

For more information read the Confined Spaces code of practice. Go to worksafe.tas.gov.au and search for 'CP103'.

Cutting and welding

Workers who cut or weld metal should be trained, and should understand the risks associated with the task.

Particular care must be taken when cutting or welding containers and structures that may possibly contain chemical residues such as fuels and oils.

Drums that contain residual flammable or combustible substances or vapours may explode when exposed to heat. Drums that have contained substances such as pesticides may release hazardous gases when exposed to heat. Therefore never cut drums that have contained flammable or combustible liquids or gases.

Even drums that have been empty for a very long time can contain enough residue substances to explode and/or emit hazardous gas when exposed to heat. Rinsing drums with water is not a fail-safe method for purging vapours from containers.

Consider fitting flash back arresters to oxy acetylene bottles to reduce potential risk of flashback.

For more information read the Welding Processes code of practice. Go to worksafe.tas.gov.au and search for 'CP134'.

Electrical safety

Make sure you:

- keep electrical equipment away from water
- protect all electrical equipment by using a residual current device (RCD). These may be portable or installed, and must be regularly tested by a competent person
- ensure appropriate testing and tagging of electrical equipment is undertaken
- secure and protect extension leads from damage and ensure they are suitable for use in outdoor settings, or in hostile environments
- ensure extension leads are uncoiled when in use
- maintain electrical equipment in good working order and ensure it is regularly inspected and tested by a competent person, where required
- identify the location of overhead and underground power lines with markers
- understand and use exclusion zones when working near overhead power lines.

For more information read the Managing Electrical Risks in the Workplace code of practice. Go to worksafe.tas.gov.au and search for 'CP117'.

.....
(Your Business Name)

Chemical Register

Many chemicals used in work tasks are hazardous. The first step in managing chemicals is to check with your supplier if any chemicals you use are hazardous. If they are, your supplier must provide a safety data sheet (SDS). This provides information on safety risks and how to manage them. The SDS must be made available to your workers. You need to maintain a register listing the hazardous substances you use. You must also train your workers in the safe use of a hazardous substance.

Renew this chemical register annually to ensure it remains up to date.

Keep copies of the register in each of your chemical stores, and in the same place you keep your SDS.

Name of product	Manufacturer	Location stored	Used for	SDS* Yes / No	Maximum quantity held on site	Dangerous goods class (1-9) (if applicable)	Comments

* Safety data sheet. This can be obtained from your supplier/manufacturer. Make sure all SDS are current and no more than five years old.

Facilities

You must provide and maintain adequate facilities for your workers, including toilets, drinking water, washing facilities and eating facilities. You must also provide:

- a safe means of entry, exit and movement within your workplace
- a safe work space
- floors and surfaces in a safe condition
- adequate lighting to enable everyone to do their work safely, move within the workplace, and evacuate in an emergency
- adequate ventilation
- control of the risks associated with extremes in temperatures
- control of the risks associated with the provision of essential services such as electricity and gas supplies.

For more information read the Managing the Work Environment and Facilities code of practice. Go to [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) and search for 'CP124'.

Falling objects

You must manage the risks associated with an object falling on someone, if it's likely that a falling object will injure them.

If it's not reasonably practicable to remove the risk completely, then you must reduce it by providing adequate protection by preventing the object from falling freely.

If that's not reasonably practicable, then you must use a system to arrest the fall of a falling object; for example, installing a secure barrier or exclusion zone.

Falls from heights

You must manage the risks associated with a fall by someone from one level to another that's likely to injure them or anyone else.

You must ensure (as far as reasonably practicable) that any work that involves the risk of a fall is carried out on the ground if possible, or at least on a solid platform. If this isn't reasonably practicable, then you must reduce the risk of a fall by providing adequate protection.

For more information read the Managing the Risks of Falls in the Workplace code of practice. Go to [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) and search for 'CP122'.

First aid, emergency plans

You must provide a first aid kit, first aid facilities, and a person trained to administer first aid. You must also ensure your workers have access to these; tell your workers in their inductions.

Keep emergency phone numbers handy (for example, in the office, in vehicles, and on the wall of the workshop, shearing shed, dairy or other buildings) for:

- your local fire service
- your local doctor and ambulance
- Poisons Information Centre (131 126).

Ensure these are regularly reviewed and updated as required.

It's also a good idea to have the GPS coordinates of your property on the list, so you can provide the coordinates to emergency services.

You must develop procedures to deal with workplace emergencies. These procedures should include:

- evacuation procedures
- notifying emergency service organisations at the earliest opportunity
- medical treatment and assistance
- effective communication
- testing the emergency procedures
- providing information, training and instruction to relevant workers on implementing the emergency procedures.

Your workers should be familiar with emergency procedures for the workplace, such as:

- who to report to in an emergency
- emergency telephone numbers
- evacuation procedures and the designated meeting point
- the right type of fire extinguisher to use for different fires.

For more information read the First Aid in the Workplace code of practice. Go to worksafe.tas.gov.au and search for 'CP108'.

See the emergency information card template on page 44.

See the emergency procedure template on page 45.

Hazardous atmospheres

A hazardous atmosphere occurs when:

- the atmosphere does not have a safe oxygen level: for example in effluent pits or grain silos
- the concentration of oxygen in the atmosphere increases the risk of fire, for example, a gas leak
- the concentration of flammable gas, vapour, mist or fumes exceeds 5% of the lower explosive limit for these
- combustible dust (such as wood dust, bio-solids, sugar, starch, flour, feed or grain) is present in a quantity and form that would result in creating a hazardous atmosphere

The presence of a hazardous atmosphere is difficult to detect without appropriate monitoring equipment, because many substances are colourless and odourless.

For more information, contact the Safe Farming team or go to worksafe.tas.gov.au.

Emergency information

Business name	
Owner/Manager	
Property name	
Nearest town	
Property UHF	
Repeater channel	
GPS coordinates	
Homestead	
Front entrance	
Airstrip: Latitude South, Longitude East	
Yards	
Shed	
Description of entry/mailbox Roadside number or Emergency ID	(for example, type of mailbox, colour, gates and signage)
Directions from nearest town	
Important phone numbers	
Emergency (Police/Fire/Ambulance)	000
State Emergency Service (SES) (floods and storms only)	132500
Tas Networks	132004
Local Fire Brigade	
Local Police station	
Local Council - Office hours/After hours	
Poisons information	131126
Local doctor	
Local hospital	
Neighbours	
Local vet	

(PCBU Name)

Emergency Procedure

Follow these rules in an emergency:

- Alert the appropriate emergency authority.
- Stop work and leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so.
- Follow instructions, avoid panic, and co-operate with those responding to the emergency.
- Proceed to the designated or nearest emergency exit and remain at the Emergency Assembly Point.
- Do NOT delay leaving the building by looking for belongings or other people.
- Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.

The above rules will be enforced. Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your co-operation.

Emergency plan

Our business is responsible for minimising the danger to life, property, and job security arising from the effects of fire, bomb threat, civil commotion, and natural and man-made disasters. To accomplish this an Emergency Response Team has been established to respond to emergencies. Its responsibilities include:

- arranging the evacuation of employees
- rendering first aid
- salvaging and restoring company operations.

If you discover a fire:

- remain calm
- sound the nearest fire alarm and notify people in your area to evacuate
- dial the emergency number from the list below and give the operator the location of the fire.

Emergency Contacts and Emergency Response Team

Police, Ambulance, Fire: 000

Local council after hours*:

Local fire brigade*:

SES:

* Please complete with your local phone numbers.

Manual tasks

Common manual task injuries include sprains and strains to your back, knees and shoulders, ruptured discs and hernias. You could suffer one of these injuries by:

- handling and restraining live animals
- using uncoupling equipment
- lifting and carrying heavy and awkward loads
- bending and reaching when performing tasks
- repetitive bending and awkward positions
- slipping or falling from tractors or other machinery.

To work out how to remove or reduce the risk of suffering a manual task injury, you need to consider all the contributing factors, such as:

- postures, movements, forces and vibration occurring during the task
- the duration and frequency of the task
- workplace environmental conditions, such as extremes of heat or cold
- the design of the work area and layout of the workplace
- the systems of work used
- the nature, size, weight or number of people or animals or objects involved in the task.

Possible solutions include:

- redesigning the work area, such as farm gates, stockyards, or finding a better way of doing the tasks
- lowering the storage heights of objects
- using mechanical aids such as calf cradles, cattle crushes, sheep cradles, tailgate loaders, trolleys, forklifts, telehandlers or tractor platforms
- using smaller bags to reduce the weight of loads
- improving training and instructions to workers about the tasks
- ensuring workers have adequate rest breaks.

See the *manual tasks risk management worksheet* on page 47.

For more information read the Hazardous Manual Tasks code of practice. Go to worksafe.tas.gov.au and search for 'CP110'.

Manual tasks risk management worksheet

Refer to the code of practice for Hazardous Manual Tasks or the overview of the hazardous manual tasks in Tasmania's *Work Health and Safety Regulation 2022* for guidance.

Date of assessment:
Name of assessor(s):
Work role/s of assessor(s):
Step 1: What is the manual task?
Name of task or activity:
Location where task occurs:
Who performs the task:
General description:
Step 2: Is the manual task hazardous?
(Hazardous manual tasks can result in injuries such as sprains or strains)
Work through the following questions to assist you in determining which postures, movements and forces of the task pose a risk.
Question 1 – Does the task involve any of the following risk factors?
<input type="checkbox"/> Repetitive movement
<input type="checkbox"/> Sustained or awkward postures
<input type="checkbox"/> Repetitive or sustained forces
<i>('Repetitive' means that a movement or force is performed more than twice a minute and 'sustained' means a posture or force is held for more than 30 seconds at a time.)</i>
Question 2 – Does the task involve long duration?
Is the task done:
<input type="checkbox"/> for more than a total of two hours over a whole shift
<input type="checkbox"/> continuously for more than 30 minutes at a time?
Question 3 - Does the task involve high or sudden force?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Question 4 – Does the task involve vibration?

☐ Yes ☐ No

Question 5 – Is there a risk?

The task involves a risk of sprain or strain if you have ticked any boxes or answered 'yes' to either:

- ☐ Question 1 and Question 2
- ☐ Question 3
- ☐ Question 4

If you answered 'yes' to Question 4 the task may be a risk but it will require further investigation.

Step 3: What is the source of the risk?

These are the things that are causing the risk. They are also the things that may be changed in order to eliminate or minimise the risk.

- Work area design and layout: *work space available; design of workstation, furniture and equipment:*

- ☐ The nature, size, weight or number of things handled in performing the manual task:

- ☐ Systems of work: *pace and flow of work, resources available, maintenance:*

- ☐ The environment in which the manual task is performed: *flooring; obstructions; lighting; hot/cold/humid environments:*

Step 4: How do I control the risk?

Consider the hierarchy of control. A range of controls may be required.

- ☐ Can the task be eliminated?

☐ Can you change what is causing the risk (the source)? *For example, change the work area; alter the size of loads; use mechanical aids, manage environmental conditions, use adjustable equipment, implement preventative maintenance program.*

☐ What training is needed to support the control measures? *Training needs to be task specific. Training in lifting techniques is not effective as the sole or primary means to control the risk of sprains/strains.*

Implement controls

Person(s) responsible for approving controls:

Person(s) responsible for putting controls in place:

By when:

Step 5: Review the controls

Evaluated on: / / Assessor:

☐ Has consultation been undertaken with all workers?

☐ Have the controls implemented reduced the risks?

☐ Have any other risks been created by the controls?

☐ Can further controls be implemented to minimise the risk?

☐ When will further review be undertaken?

Noise

You must protect yourself and your workers from the risk of exposure to excessive noise. So assess whether or not noisy activities on your farm present a potential risk to yourself or your workers.

Noise-induced hearing loss usually develops slowly over several years, so you do not realise there is a problem until it is too late. When using firearms, if proper protection is not used, hearing loss can happen after a few shots.

Repeated exposure to excessive noise will eventually lead to permanent hearing loss and may also create health problems such as increased blood pressure and heart rate, heart disease and stress.

A worker who is frequently required to wear hearing protection to protect against noise that exceeds the exposure standard must be provided with audio-metric testing within three months of starting work, and at least every two years thereafter.

For more information read the Managing Noise and Preventing Loss at Work code of practice.

Go to worksafe.tas.gov.au and search for 'CP118'.

This table shows likely upper levels of noise from different farming machinery and the 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.

dB(A)	Farming machinery or operation	Maximum 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

Plant and machinery

Regular maintenance, repair, inspection and testing must be carried out by a competent person. Inspection must be at least annually.

For more information read the Managing the Risks of Plant in the Workplace code practice. Go to [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) and search for 'CP123'.

Guarding

A guard is any shield, cover, casing or physical barrier that is intended to prevent contact between the moving part and a person or their clothing.

Generally, guards should be provided where any plant part is within reach of people and could become hazardous during operation, routine maintenance or adjustment: for example, when servicing, maintaining or adjusting the plant while it is operating or mobile.

Guards are needed for:

- any rotating shaft, gear, cable, sprocket, chain, clutch, coupling, cam or fan blade
- any crushing or shearing points (for example, stock yards, augers and slide blocks, roller feeds and 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.

Guards must comply with the relevant Australian Standards.

Licensing and registration

You must hold a high risk work licence to operate certain machinery (such as a forklift). For information on licensing requirements, go to [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) and choose the 'Licensing, permits and accreditation' option.

Some plant must be registered with WorkSafe Tasmania. For more information go to [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) and search for 'plant'.

Power lines

Electrical incidents in the rural sector usually occur when irrigation pipes and machinery such as harvesters, aircraft, tip trucks or loaders come into contact with overhead power lines. These incidents can often result in death, electric shock and significant property damage.

Working near powerlines and underground cables can be dangerous at any time and it is important that safe working distances are maintained. If you are undertaking any work in the vicinity of electrical infrastructure you need to know the relevant guidelines to ensure your safety and the safety of those around you.

As a PCBU, you are responsible for determining if your workers have the appropriate workplace competence, experience and training to work in the vicinity of electrical infrastructure such as powerlines.

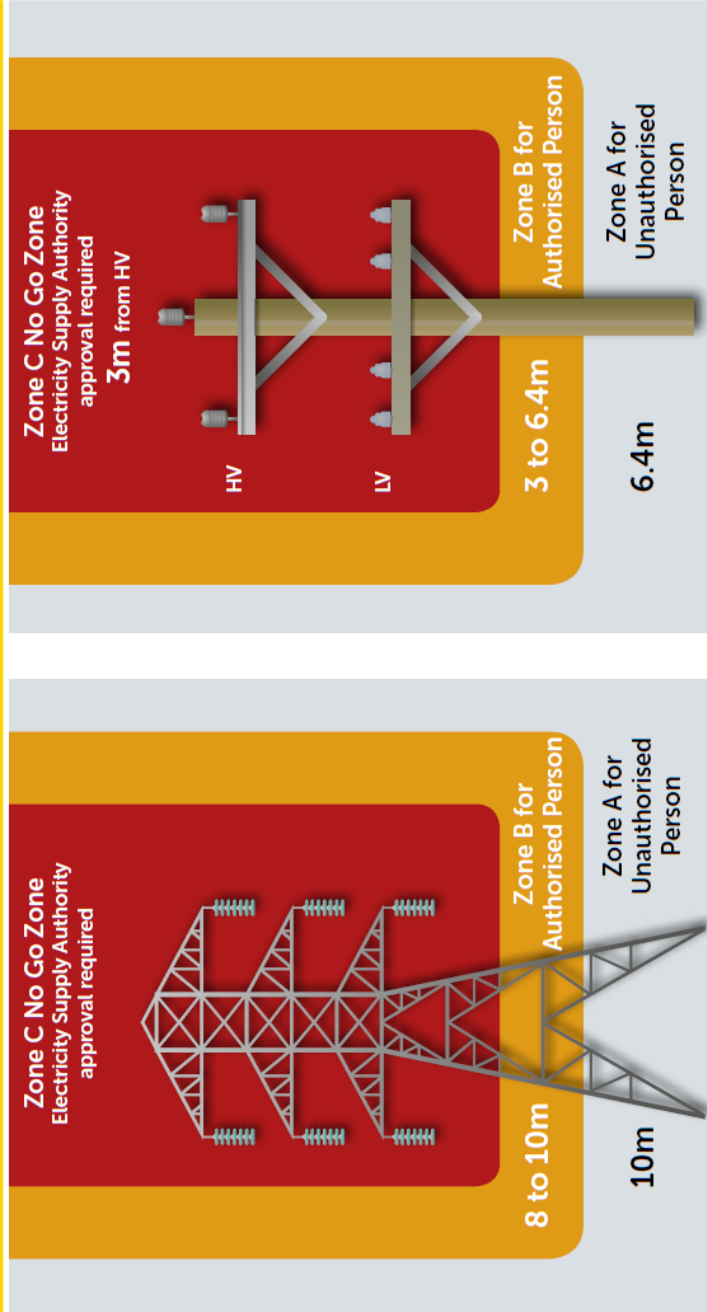
Workers, farm machinery and other plant must be kept at a safe distance from overhead and underground power infrastructure at all times. These distances are shown in the following diagrams.

If working on farm in close proximity to electrical infrastructure, a risk assessment must be completed before doing the work, to identify the risks associated with the hazard. Your risk assessment should indicate the control measures you are going to implement to manage these risks. A great way of doing this is to implement a safe work procedure for the task, identifying the safe steps required to complete the task safely. Then make sure everyone working in the vicinity of the electrical infrastructure as understands the safe work procedure.

TasNetworks Exclusion Zones

Approach distances can apply to **all**:

- Parts of a crane or mobile plant including vehicles
- Loads being moved including slings, chains and other lifting gear
- People working at heights e.g. from an elevated work platform, scaffold or other structure, and
- Hand tools, hand control lines, equipment or other material held by a person



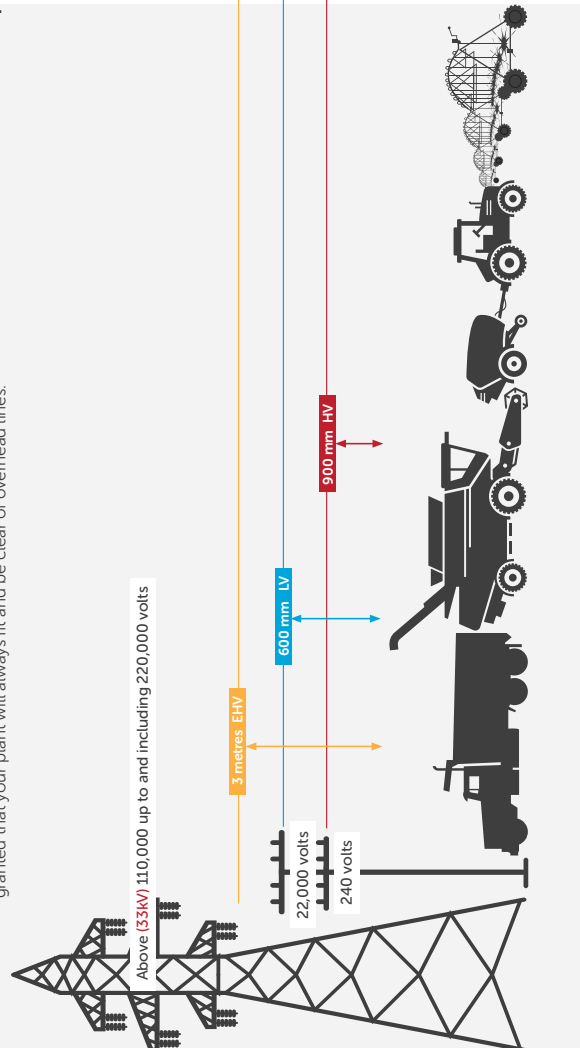
Unsure about working near electricity?
Call TasNetworks on **1300 137 008**.

Tasmanian Transit Envelope

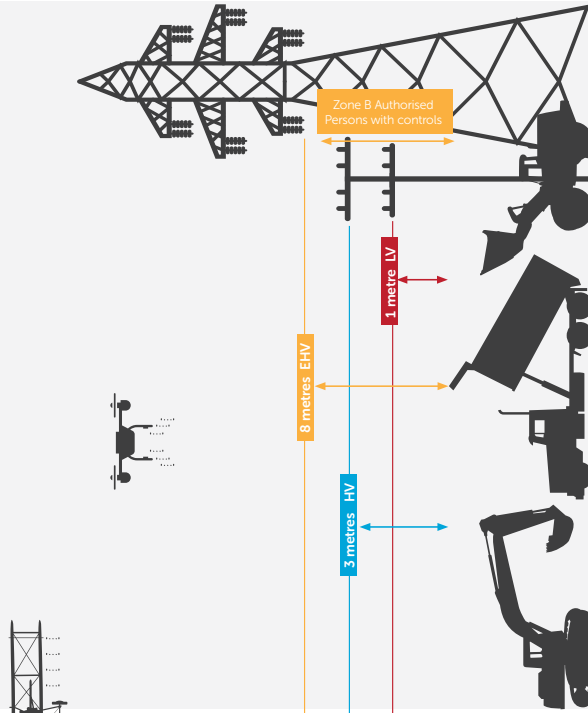
Tasmanian transit envelope is set at 4.6 metres from the ground to the top of load- cabin, lights, aerial or exhausts- whichever is highest on all main roads. This is the fixed height of the vehicle.



The height of conductors will vary over non trafficable areas and may be lower than the standard of today. Examples of these areas are paddocks, easements and forested areas where plant and vehicles would not normally be expected to travel. Conductors may also be lower, due to temperature and changed ground heights. Don't take it for granted that your plant will always fit and be clear of overhead lines.



Exclusion Zones for working plant, scaffold people and materials held by persons.

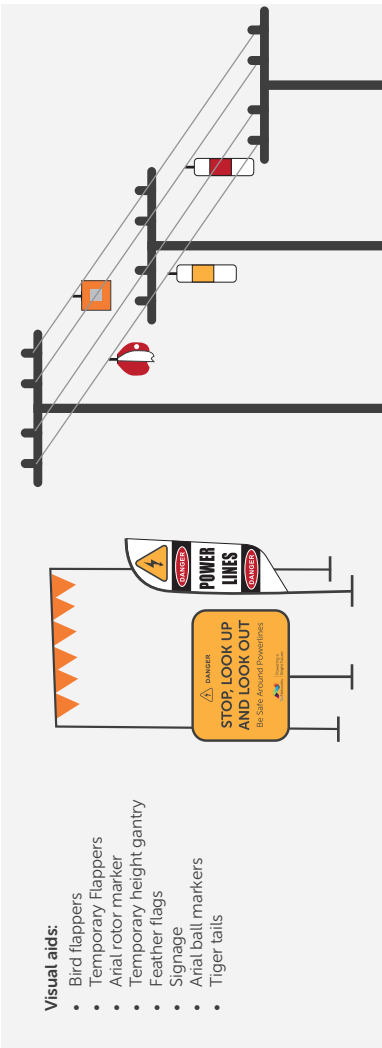


Plant that is capable of coming in contact with power lines due to its operational reach needs to be assessed. These pose the biggest threat to life and can be caused by accidental or inadvertent movement.



Controls need to be in place to avoid contact such as:

- Height restricted lock-out on plant
- Safety observer
- Isolation of the power lines
- Substitution e.g. smaller plant
- Visual aids highlighting the lines
- Pre crop and construction planning
- Site introductions and risk assessment



Visual aids:

- Bird flappers
- Temporary flappers
- Arial rotor marker
- Temporary height gantry
- Feather flags
- Signage
- Arial ball markers
- Tiger tails

A safety observer should be used and must be able to communicate effectively at all times with the workers to warn them about entering a no go zone if they are working near powerlines.

At a minimum, before you start work near power lines, you must:

- do a risk assessment and consult with workers and contractors
- contact TasNetworks for advice or to isolate/disconnect the power asset so you can perform the job safely
- not work inside electrical no go zones with equipment that could make contact unless you have written permission from the powerline owner, and/or applicable training
- use a dedicated safety observer to observe clearances and provide direction to the machinery operator
- not store, stack, park or keep objects, plant, machinery or equipment under overhead power lines.

For further information on training available for working around electrical infrastructure, call TasNetworks Training Centre on 03 6271 6111 or email training@tasnetworks.com.au.

You can also find further information at these websites:

- TasNetworks: tasnetworks.com.au and search for 'overhead powerlines'
- Safe Work Australia: safeworkaustralia.gov.au and search for 'electrical lines'
- Before You Dig: byda.com.au/before-you-dig

Private power poles

Most power poles on rural properties are privately owned by the property owner. The repair, maintenance and replacement of these poles is generally the responsibility of the pole's owner.

If you suspect your power poles are unsafe, arrange for an electrical contractor experienced in this type of work to inspect them.

Private power poles in Tasmania are regulated by Consumer, Building and Occupational Services (Department of Justice). Call 1300 654 499 or go to cbos.tas.gov.au and search for 'power poles'.

Psychosocial hazards

You must prevent and manage psychosocial hazards as you do other workplace hazards. Psychosocial hazards include excessive workloads, micromanagement, workplace bullying, traumatic events, occupational violence and aggression, and physical and sexual assault.

You can do this in the same way you prevent and manage other workplace hazards, by starting with a risk assessment. This will help you and your workers identify the presence or potential of these hazards, and put control measures in place to prevent or manage them.

Consulting with your workers is important. They may talk about psychosocial hazards in different ways. For example, they may say they feel stressed, worried or unmotivated. They may raise concerns about the workload, tasks or timeframes, or people they work with.

Review incident reports, absenteeism, requests for transfers or resignations.

Look at workplace factors. These can include work schedules, demands and deadlines, job security, technological or organisation change, resourcing, and leadership styles.

Look for early warning signs such as uncharacteristic behaviour and workplace conflict.

Consider any vulnerable workers: for example, someone who has contact with the public, with little control over their work, casual workers, or workers whose skills don't match the job they're doing.

For more information and practical guidance read the Managing Psychosocial Hazards at Work code of practice, and the online resources at worksafe.tas.gov.au by searching for 'psychosocial'.

Quad bikes

Quad bike incidents are still one of the leading causes of serious injuries and deaths on farms.

Quad bike operators must be competent to undertake the task safely. You must never allow an inexperienced person to use a quad bike. Sending your workers to a quad bike operator's course is one way of ensuring they'll be competent.

- Consider whether a quad bike is the right tool for the job. Is it better and safer to use a ute, side by side, motorbike or horse?
- Ensure all operators are trained.
- You must wear a properly fitting approved helmet. You should also protect yourself with eye protection, gloves, sturdy footwear and clothing that covers the arms and legs.
- Ride at a sensible speed, especially if you are on rough or uneven ground.
- Be aware of the terrain, objects, any changes due to rain/weather, or anything that may be hidden in long grass.
- Leave attachments behind that you don't need. Towing attachments adds to the overall weight and instability of the quad bike. Take extra care when carrying liquid loads as the weight will shift when turning corners or crossing slopes, making the quad bike unstable.
- Strongly consider fitting a crush protection device to your quad bike.
- Do not double up on a single person quad bike.
- Never let children under 16 use an adult-sized quad bike.
- Follow the manufacturer's specifications and instructions.

See the side by side safety poster on page 56.

For more information, see the Quad Bike Safety: A Practical Guide. Go to worksafe.tas.gov.au and search for 'quad bikes'.

Remote or isolated work

Remote or isolated work means work that is isolated from others and assistance — rescue, medical assistance or the attendance of emergency service workers — because of location, time or the nature of the work.

You must reduce risks for remote and isolated workers and provide a safe system of work that includes effective communication. This could include a call in system, communication tools such as a two-way radio or phone, or a buddy system.

For more information read the Managing the Work Environment and Facilities code of practice. Go to worksafe.tas.gov.au and search for 'CP124'.

See the safe work procedure for remote or isolated work on the Safe Farming Resource USB.



KEEP SAFE

side-by-side vehicles (SSVs)



operators
must be
trained



wear a seatbelt
(including
passengers)



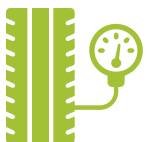
wear a
helmet



close the cab
nets / doors



use suitable
attachments
(follow load limits)



regularly check
tyre pressure



tell someone
where you're
going



choose the safest
route – look out
for obstacles



follow safe
operating
procedures



remove the
key when not
in use



regularly service
and maintain
the vehicle



follow
instructions in the
owner's manual

NEVER



AVOID uneven,
steep and
muddy areas



NEVER exceed
load limits



NEVER carry
passengers in the
rear cargo tray



NEVER allow
kids under 16
to operate a SSV

Tractors

Tractors are heavy and powerful machines that can lead to a serious injury or death through equipment malfunction, or operator error.

- Never dismount from a moving tractor, or adjust or work on implements while the tractor is moving.
- Always use three points of contact when getting on and off a tractor. Make sure attachments are lowered.
- Check for overhead and underground power lines before starting work.
- Make sure there are guards in place to protect the operator or others from hazardous parts of the tractor, either when operating or maintaining the tractor.
- Do not use or attach implements unless the power take-off (PTO) shaft is guarded.
- Always start a tractor from the driver's seat, not from the ground.
- Make sure the park brake is on and working effectively before leaving the driver's seat.
- 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 the seat belt.

Rollover protective structures (ROPS)

Don't use the tractor unless it is fitted with a rollover protective structure (ROPS). A plate or decal confirming compliance should be attached to the ROPS's frame or inside the tractor's cabin.

Suppliers must fit a ROPS to tractors weighing between 560 and 15,000 kilograms. It does not matter whether the tractor is new or second hand. A farmer who sells a tractor privately must also do this.

If you use a tractor under trees (for example, in an orchard) or somewhere too low (within a shed), it may not be practicable to work with an approved ROPS fitted. In this case, you can lower or remove the ROPS and ensure the tractor is operated safely and with due care. You must return the ROPS to its normal operating position immediately afterwards.

Zoonoses

Occupational zoonoses (animal diseases that may affect humans) include avian influenza, hendra virus, Q fever and brucellosis. You could contract these by handling or coming into contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products. You can get these diseases from healthy or ill animals.

The easiest way to prevent these diseases is:

- practice good personal hygiene
- provide prompt and effective first aid treatment to cuts and scratches
- use personal protective equipment such as overalls, gloves, boots, goggles, aprons
- clean and disinfect work spaces and equipment
- vaccinate pets and livestock
- consult with your workers regarding them having vaccinations, where available
- worm pets
- control rodents
- isolate and treat sick animals.

For detailed guidance on zoonoses, go to the Queensland Government's website at business.qld.gov.au and search for 'zoonoses'.

Some zoonoses must be reported to Tasmania's Department of Natural Resources and Environment. To report a zoonose, email Biosecurity.Tasmania@nre.tas.gov.au or call 6165 3777.

1300 366 322
www.worksafe.tas.gov.au

For more information contact

Phone: 1300 366 322 (within Tasmania)
(03) 6166 4600 (outside Tasmania)

Fax: (03) 6173 0206

Email: wstinfo@justice.tas.gov.au

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