

# Farm Safety Starter Kit overview

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

**Getting Started:** Complete the Safety checklist and follow with the induction process before moving to the 3 key parts of the Farm Safety Starter Kit.

## 1. Safety System Snapshot

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

## 2. Earlier Safety Improvements

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

## 3. Quick Safety Scans

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

Please note: The Farm Safety Starter Kit compliments the Employment Starter Kit initiative (ESKI) which contains more information regarding induction. Visit [www.thepeopleindairy.org.au/eski](http://www.thepeopleindairy.org.au/eski) for more information.

**Download this document and individual tools at** [www.thepeopleindairy.org.au/safetystarterkit](http://www.thepeopleindairy.org.au/safetystarterkit)

# Background

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

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

## How to Use the Safety System Snapshot:

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

1. You will see that the Snapshot has a Traffic Light system to indicate how you rate for each step
2. There are 6 Steps to go through
3. Start with Step 1 and work across each row – either tick Red, Orange or Green for each row – that is – one tick per row
4. Work through all of the 6 Steps and 25 Rows – you will end up with 25 ticks altogether
5. If you identify areas for improvement, add them to the Action Plan (page 16-17)
6. Revisit the Snapshot every 6-12 months to check how you have progressed -  
Download at [www.thepeopleindairy.org.au/safetystarterkit](http://www.thepeopleindairy.org.au/safetystarterkit)

# Farm safety systems snapshot

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

# Farm safety systems snapshot

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

# Action Plan – Farm safety systems snapshot

Progress							
When							
Who							
Action to be taken							
Area for improvement							

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