

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 for more information.

Download this document and individual tools at www.thepeopleindairy.org.au/safetystarterkit

Getting started – safety checklist

Every farm is different and, even though there are similarities in work practices and risks, every farm needs its own risk control solutions to achieve the best safety outcomes. Use these questions as a starting point to working out what you need to do to make your farm safer.

- Do you have an induction process for employees, contractors and visitors?
- Do you have a workplace health and safety policy and do you have procedures that are followed for all tasks?
- Do you have a consultation/communication system with employees?
- Is there an emergency response plan for the farm?
- Do you have a documented process for hazard, accident and incident reporting?
- Are there adequate amenities for people in the workplace?
- Do workers possess licences and/or certificates of competency for the plant they operate and tasks they undertake? (e.g. forklift licence, driver's licence, chemical user's certificate)
- Does all plant and equipment used in the workplace comply with regulations? (includes guarding, noise, design, maintenance and use)
- Do you have a process for managing work environment hazards including noise, dust, hot and cold conditions and sun exposure?
- Have you addressed child safety in the workplace?
- Are chemicals managed correctly – records, storage, personal protective equipment, usage, safety data sheets, signage?
- Have you displayed adequate signage in the workplace? (e.g. visitor directions, traffic movement, specific hazards, use of personal protective equipment, general warnings, confined spaces)
- Does personal protective equipment meet legal requirements – quality, comfort, storage, maintenance, usage?
- Do you have a policy/procedure which enables people working in remote and isolated locations to receive assistance in emergency situations?

You can use the information and templates on The People in Dairy to develop processes and/or documents that will help make your farm safer.

Visit www.thepeopleindairy.org.au/safetystarterkit

Suggested induction process

Be prepared and plan the first few days

The first few days on a new job can be daunting. Take the time to plan some induction activities for your new employee. Include:

- › introducing them to other staff and any important clients or suppliers
- › giving them the grand tour of your workplace, including OH&S and emergency procedures and exits, to make sure they know where to find everything they'll need to do their job
- › any formal or informal training, such as operating machinery
- › giving them time to find their way around and settle in

As an employer, you will need to allow adequate time for yourself or a supervisor/manager to ensure new employees receive appropriate induction training and support, including all aspects of a workplace health and safety induction on the farm.

Staff induction activities should be designed to provide employees with the information they need to do their job effectively, enjoyably and safely.

No employee can walk into a new job and be fully effective from the first day - effectiveness grows with understanding of the farm and the details of its operation. Overall employees perform better, and are more likely to stay in the job longer, when they are clear about what is expected of them from the beginning. It is important to ensure that every employee receives appropriate induction training.

Step 1: Arrange a time with your new employee for an induction to the basics before you put them to work

The use of an induction program checklist ensures that all necessary areas are covered. Use the checklist to have everything in place before you meet with your employee and to schedule the various components, including booking time with other staff involved (e.g. the bookkeeper regarding paperwork) and various subcontractors.

Step 2: Meet and show your new employee around the farm

Induction continues until the probationary period is finished. Ask the new employee to sign the checklist after the induction program, and preferably before they start work, you will then have an acknowledgement that the employee has been shown the basics of the position.

Throughout the induction period:

- › explain the Farm Policies and Systems you use to manage farm safety and incidents that may occur on your farm such as accidents, injuries, emergencies or discrimination;
- › identify any training required;
- › allow your new staff member to ask questions, particularly if they don't fully understand something. Stress that no question is a dumb one. As an employer, you have a responsibility to be supportive
- › be supportive rather than just 'ticking the box' on induction

Advice and templates regarding standard operating procedures and policies are available to help you develop your farm procedures and policies and keep necessary records of any incidents.

Visit www.thepeopleindairy.org.au/farm-policies-systems/farm-standard-operating-procedures.htm

Induction checklist

Employee's name:

Area	Action to be taken	Date	Initial
Introduction to the farm business	History of the business		
	Goals of the business		
	Culture and values (code of conduct)		
	The team (organisational chart)		
	The farm map		
	Other:		
Terms and conditions of employment	Position description		
	Probationary period		
	Hours of work		
	Leave		
	Pay amount, method, frequency		
	House set up – power and phone		
	Training needs, plan		
	Other:		
Paperwork	Contract or Letter of engagement - signed and copy for both parties		
	Tax declaration		
	Superannuation		
	Employee details form		
	Proof of qualifications, work permit (if not Australian), driver's licence, other licences such as chemical users certificate, first aid, forklift licence		
	Bank account details		
	Reimbursements		
	Other:		

Induction checklist

Employee's name:

Area	Action to be taken	Date	Initial
Rosters, applying for leave	When rosters are available		
	Time recording		
	Reporting absences		
	How to apply for time off		
	Other:		
Company policies	Work clothing		
	Personal health and hygiene		
	Drug and alcohol policy		
	Anti-discrimination and harassment policy		
	Sexual harassment policy		
	Return to work policy		
	Disciplinary and grievance procedures, conflict management		
	Policy for when visitors/contractors are on the farm		
	Privacy		
	Personal visits, telephone calls etc.		
Other:			
OH&S procedures	Personal protective equipment issued		
	Manual handling		
	Electrical safety		
	Chemical safety		
	Workshop safety		
	Working on your own - Communications		
	Hazard, injury and accident procedures and reporting		
	Other:		

Induction checklist

Employee's name:

Area	Action to be taken	Date	Initial
Emergency procedures	Who to contact in emergency		
	First aid stations / kits		
	Fire safety equipment		
	Emergency assembly points		
	Evacuation procedure		
	Other:		
Operating machinery	Milking machinery		
	Quad bike, motor bike		
	Chainsaw		
	Tractors and attachments		
	Other:		
Farm tour and general information	Dairy		
	Toilets and facilities		
	General tour, identification of hazards		
	Telephone answering and messages		
	Computer systems		
	Where manuals are located		
	Other:		
Introductions	Staff (their roles, responsibilities)		
	Supervisors		
	Owners, management		
	Other people living on the farm		
	Contractors, suppliers, vet		
	Neighbours		
	Local organisations, clubs		
	Other:		

Induction checklist

Employee's name:

Area	Action to be taken	Date	Initial
Introduction to the specific job tasks	Arrangements for walk through each element of job		
	'Buddy'		

Other comments:

Induction conducted by (name):

Date of induction:

Employee's signature:
