

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.

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Background

The Quick Safety Scans cover all the key safety hazard areas found on dairy farms (e.g. Confined Spaces, Power & Electrical, Quad Bikes, Tractors & Machinery, Visitors and Children etc.)

The scans are designed to be done in 30 minutes by any member of the farm team. They can be used initially to set up the farm safety system and then on an ongoing basis to review the system. It is recommended that the Quick Safety Scans are re-done at least once per year.

All hazards identified by the scanner should be photographed and entered onto the Quick Safety Scan Action Plan for follow up.

How to Use the Quick Safety Scans:

1. Pick a hazard area you would like to scan.
2. Copy the one page Quick Safety Scan sheet (see pages 28-40) and allocate a staff member to undertake the scan
3. Instruct the staff member to take 30 minutes to:
 - a. Follow the questions on the scan sheet
 - b. If a hazard is seen, fill in the Hazard Detected box and take a photo if appropriate
 - c. Show the completed sheet and photos to the Farm Manager and discuss the hazards and possible solutions
4. Follow Up:
 - d. The Farm Manager transfers the hazards, and photos, to the Quick Safety Scan Action Plan (see pages 26-27) and describes the solution
 - e. Farm Manager organises the actions to be taken and then takes a photo of the completed action and adds it to the Quick Safety Scan Action Plan (see pages 26-27)

NOTE: There is also a traffic light system added to show where: an Action needs to be taken = RED; Actions are underway = ORANGE or Actions complete / No Hazard = Green

Action plan – Quick safety scan

Hazard identified	Who identified hazard and when?	Photo	Immediate action to be taken	Who	When	Photo of completed action	Long term action proposed

Action plan – Quick safety scan

Hazard identified	Who identified hazard and when?	Photo	Immediate action to be taken	Who	When	Photo of completed action	Long term action proposed

Confined spaces – Quick Safety Scan

Green: Hazard under control
 Issues are on Action plan to be addressed
Orange: Hazard identified, but yet to placed on Action Plan
Red:

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Have all structures or areas that could be confined spaces on the farm been identified?				Red
2. Is warning signage fitted to all confined spaces?				Orange
3. Is there always an Entry Permit issued prior to anyone (family member, staff or contractor) entering a confined space?				Green
4. If someone is working in a confined space, is there always a responsible second (standby) person able to see them and implement emergency procedures if required?				Green
5. Have emergency response procedures for rescue from each confined space been established and practised?				Green

SCANNERS:

DATE:

Working at heights – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Have all locations been identified where falls could occur when working at heights?				
2. Are unauthorised persons (including children) prevented from entering these locations?				
3. Has the need to work from heights been eliminated or minimised wherever possible?				
4. When working at heights, is fall protection used e.g. elevated work platforms, ladder cages, hand rails on steps?				
5. If portable ladders or fall harnesses must be used, has instruction/training in correct use been provided?				

DATE: _____ SCANNERS: _____

Power and electrical – Quick Safety Scan

Green: Hazard under control
 Issues are on Action plan to be addressed
Orange: Hazard identified, but yet to placed on Action Plan
Red:

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are RCDs (Residual Current Devices or Safety Switch) fitted to cover all power outlets?				Red
2. Are all electrical leads (including power tools, on fixed machinery and extension leads) in good condition and do they all have a current test tag?				Orange
3. Are electrical fittings and power outlets in wet areas protected with waterproof covers?				Green
4. Have overhead and underground powerlines been identified on and adjacent to the farm?				Green
5. Have structures and work practices been relocated away from overhead powerlines?				Green

DATE:

SCANNERS:

Water and effluent – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are effluent ponds, solids traps, sumps, tanks, wells, channels and dams close to the house fenced off/ covered to prevent child access? <i>NOTE: Drowning is still the major cause of deaths on farm for children under 4 years old</i>				
2. Are children constantly supervised whenever in, on, or around water?				
3. Are there guards on the moving parts of all pumps, irrigators, agitators and effluent pumps?				
4. Are pumps and agitators able to be maintained on dry ground?				
5. Are pumps, agitators and irrigators isolated and locked out during maintenance?				
6. Have emergency procedures been established to respond to water or effluent related incidents, including drowning?				

SCANNERS:

DATE:

Quad bikes – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Before a quad bike is used, is there a check of whether it is the safest and most appropriate vehicle for the task?				Red
2. Are all quad bikes fitted with a crush protective device?				Orange
3. Are all quad bikes well maintained (including brakes, clutch, lights, tyres, damage to decks)?				Green
4. Have the operators of the quad bike had suitable training?				
5. Are there clear rules that are always followed relating to 'no children or passengers' on quad bikes?				
6. Are there clearly designated 'no go' zones for quad bikes?				
7. Are helmets available and routinely used on the farm quad bikes?				

DATE: _____ SCANNERS: _____

Farm vehicles – Quick Safety Scan

Green: Hazard under control
Orange: Issues are on Action plan to be addressed
Red: Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are the farm vehicles fitted with seat belts in working order and used at all times?				Red
2. Are the farm vehicles well maintained? This includes maintenance of safety devices such as cut-outs, guards, reverse and warning beepers and flashing beacons.				Orange
3. Are there clear rules that are always followed regarding 'no passengers on the back of utes, trucks and trailer while moving'?				Orange
4. Do the drivers of the farm vehicles have the correct licences and competency to operate the vehicles?				Orange
5. Are there established speed limits, 'no go' zones, designated parking areas, visibility aids and warning signs?				Orange

SCANNERS:

DATE:

Tractors and mobile plant – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are all tractors and other mobile plant fitted with Roll Over Protection Structures ROPS and Falling Object Protection Structures?				
2. Are there guards in good working condition fitted to all belts, pulleys, fly wheels, moving parts (including PTO shafts) and exhausts on mobile machinery and their attachments?				
3. Do cabins and machinery have safe access fitted and in good condition, to prevent slips and falls?				
4. Do operators have the required licences and competency for the mobile plant?				
5. Are all tractors and mobile plant and attachments maintained to manufacturer's recommendations?				
6. Are there clear rules that are always followed relating to 'no children or passengers on the mobile plant or their attachments'?				
7. Are keys removed when tractors or plant are not in operation?				
8. Is the relevant Personal Protective Equipment (PPE) available and used by all operators?				

DATE:

SCANNERS:

Farm machinery (milking shed and vat room)

– Quick Safety Scan

Green: Hazard under control
Orange: Issues are on Action plan to be addressed
Red: Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are all moving parts on pumps, motors and small engines guarded, and barriers fitted to prevent access to moving parts (e.g. Rotary roller skirt, banana rails, rapid exits)				
2. Are functioning Emergency Stop devices fitted?				
3. Are there any slip, fall and trip hazards present in main work areas and walkways?				
4. Are there any hot water hazards present?				
5. Is plant that starts automatically clearly signed?				
6. Is a lockout system established when undertaking maintenance?				
7. Are safe operating procedures established and training provided for all plant?				
8. Is relevant Personal Protective Equipment (PPE) supplied and used?				

DATE: _____ SCANNERS: _____

Manual handling – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are mechanical aids (e.g. hand trollies, front-end loader, fork lift, hoists) used for moving and lifting heavy or awkward objects?				Red
2. Is lifting of buckets that hold over 15 litres minimised?				Orange
3. Is bulk handling used to minimise the amount of manual handling on the farm?				Green
4. Are surfaces maintained to prevent cattle and workers slipping?				Green
5. Are clusters mounted between hip and shoulder level?				Green
6. Do gates move freely without lifting and dragging?				Green
7. Is basic instruction provided in manual handling, including use of aids, balancing loads, getting assistance, adjusting and setting up work areas and managing your body?				Green

DATE: _____ **SCANNERS:** _____

Working with livestock – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are the dairy and yards designed to reduce injury from kicking and crushing by cattle?				
2. Are separate veterinary facilities provided, including crushes, pregnancy testing and AI facilities?				
3. Are barriers in place to prevent cattle getting into the pit or falling off the rotary?				
4. Are surfaces maintained to prevent cattle and workers slipping?				
5. Are workers on the farm provided with instruction and training in handling livestock (including bulls if used)?				
6. Is working with cattle alone kept to a minimum and are new or inexperienced workers supervised?				
7. Are all cattle vaccinated against leptospirosis?				
8. Are workers tested for Q fever?				

DATE: _____ **SCANNERS:** _____

Handling chemicals – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Are all chemicals used on the farm stored securely and spills contained?				
2. Are there current Safety Data Sheets (SDSs) available for all chemicals and fuels stored on the farm?				
3. Are all chemicals transported, stored, labelled, used and disposed of as per their SDS and regulations?				
4. Are chemicals that require refrigeration stored separately from food and drink?				
5. Have chemical users undergone relevant instruction and training?				
6. Is the Personal Protective Equipment (PPE) recommended by the SDS available and used?				
7. Is there a functioning emergency deluge shower and eye wash station?				
8. Are tractors that are used for spray application fitted with a cabin & charcoal air filter?				

DATE: _____

SCANNERS: _____

Visitors, children and traffic – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Is there clear direction and signage for visitors to follow, and are people and traffic separated or protected?				■
2. Are relevant safety rules of the farm clearly explained to visitors?				■
3. Are there clearly identified 'no go' zones for visitors, children and unauthorised people?				■
4. Is there a secure children's play area to restrict their access to machinery, traffic, livestock and water?				
5. Are children supervised when on the farm?				
6. Are hazardous areas such as chemicals, water, effluent ponds, workshops, ladders, secured to prevent access by children and others?				
7. Are keys removed from vehicles, tractors and quad bikes when not in use?				
8. Do children who live on the farm participate in water familiarisation sessions and learn to swim at an early age?				

DATE: _____ **SCANNERS:** _____

General working conditions – Quick Safety Scan

- Green:** Hazard under control
- Orange:** Issues are on Action plan to be addressed
- Red:** Hazard identified, but yet to placed on Action Plan

Potential hazard/ check	Hazard detected/ no hazard	Photo	Action recommended	Current status
1. Is lighting adequate in all working areas (particularly in the dairy, feed shed and workshop)?				Red
2. Are there any slip, trip and fall hazards present?				Orange
3. Is the milking shed well set up for the people working in it? E.g. protection from sun, rain and wind, heat, cold, noise and dust.				Green
4. Are there well maintained facilities for workers including designated eating area, toilets, hand washing and clean drinking water?				Green
5. Are emergency response plans and equipment established, including first aid kits, training, fire extinguishers, assembly areas, communications, supported with practice and instruction and directional signage?				Green

DATE: _____

SCANNERS: _____