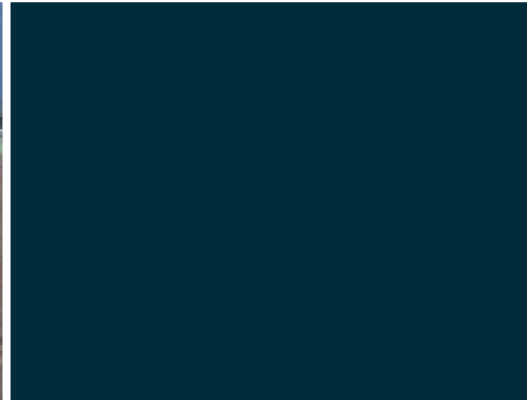




An Australian Government Initiative

**Farm Health & Safety**  
**Joint Research Venture**  
Rural Industries R&D Corporation  
Grains R&D Corporation  
Meat & Livestock Australia  
Australian Wool Innovation Ltd  
Sugar R&D Corporation  
Cotton R&D Corporation

# Managing Sugarcane Farm Safety



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ISBN 1 74151 548 3

ISSN 1440-6845

### **Managing Sugarcare Farm Safety**

Publication No. 07/152

Project No. MS056-38

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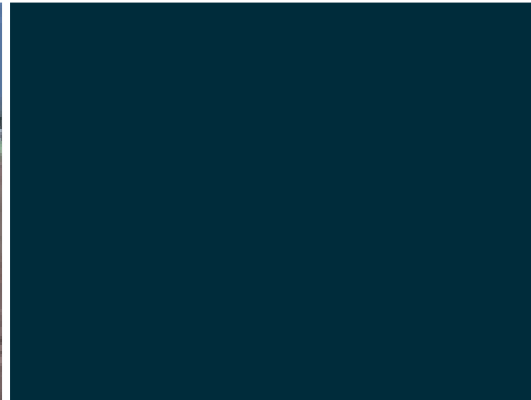
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Published in September 2007

# INTRODUCTION

## Managing Sugarcane Farm Safety





# MANAGING FARM HEALTH AND SAFETY

## Sugarcane Farm Safety Checklists Identifying Hazards to Health and Safety

### Foreword

Australian agriculture has one of the highest rates of workplace injuries. It is one aim of the Joint Research Venture for Farm Health & Safety to develop practical information and management tools designed to assist producers in agricultural industries to reduce the risk of injury and illness associated with work in a practical and efficient way. In the long term, this will work towards enhancing productivity and health and safety for individual farm enterprises, and the sugarcane industry, by reducing fatality and injury rate on Australian farms.

The Joint Research Venture for Farm Health & Safety program has been developed with industry and for industry. It represents current best practice for occupational health and safety on farms.

This project was funded by partners in the RIRDC-managed Joint Research Venture for Farm Health & Safety R&D program, whose membership includes the Rural Industries Research and Development Corporation, Grains Research and Development

Corporation, Cotton Research and Development Corporation, Sugar Research and Development Corporation, Meat and Livestock Australia, Australian Wool Innovation and Dairy Australia.

This report, an addition to RIRDC's diverse range of over 1700 research publications, forms part of our Joint Research Venture for Farm Health and Safety R&D program, which focuses on the adoption of improved systems for primary industries health and safety.

Most of our publications are available for viewing, downloading or purchasing online through our website:

- downloads at [www.rirdc.gov.au/fullreports/index.html](http://www.rirdc.gov.au/fullreports/index.html)
- purchases at [www.rirdc.gov.au/eshop](http://www.rirdc.gov.au/eshop)

**Peter O'Brien**  
Managing Director  
Rural Industries Research  
and Development Corporation

## Introduction

State Occupational Health and Safety (OHS) Acts and Regulations are similar in all states in that they lay down the responsibilities of key parties involved in reducing risk of injury and illness associated with work. Responsibilities of *employers* include:

- Consultation with workers to implement OHS program
- Provision of a safe working environment
- Organisation of safe systems of work
- Maintenance of work areas, machinery and equipment in a safe condition
- Ensuring safe use, handling, storage and transport of plant and hazardous substances
- Assessment of health and safety risks to employees and others in the workplace, and institution of effective risk control measures
- Provision of adequate information, induction, instruction, training and supervision to employees
- Provision of adequate facilities for the welfare of workers

*Employees* also have responsibilities. Workers must take reasonable care of the health and safety of themselves and others, and cooperate with management in (its) efforts to comply with occupational health and safety requirements.

*Employers and self-employed persons* must ensure the health and safety of people visiting or working at their places of work, who are not their employees, by not exposing them to risk. This responsibility includes contractors.

*Manufacturers, designers and suppliers* of plant and substances for use by people at work must make sure that they are safe and without risks to health when properly used. They must also supply adequate information to ensure safe use.

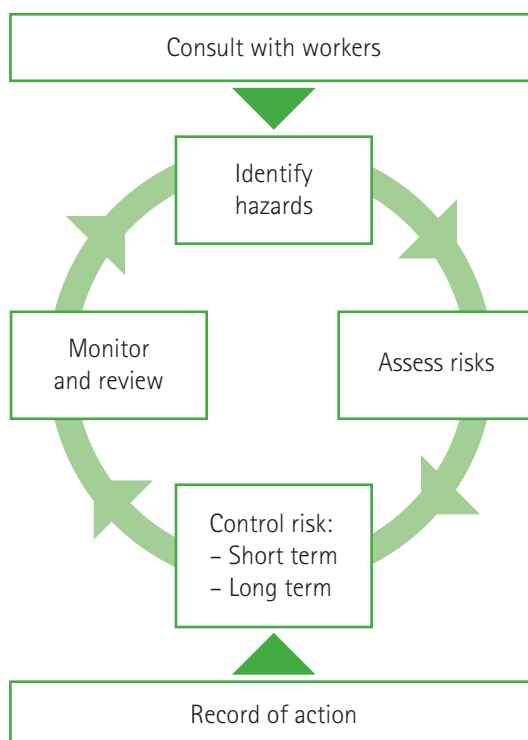
The hazard checklists following provide a working document for growers to identify *common* hazards on the farm that need attention. The checklists are not complete, as hazards will vary from farm to

farm. Space has been provided for farmers to add additional hazards that are identified. The checklist and templates are farmers' records to show that management of hazards on the farm has been planned.

Hazard identification represents only one of the key steps in implementing the health and safety risk management process.

The key processes (or steps) that must be set in place to manage OHS risk are:

1. **Consult with workers** - There must be systems for workers to participate in the OHS program of your enterprise
2. **Identify hazards** - Safety hazards must be identified in a systematic way
3. **Assess risk** - Risks associated with safety hazards must be assessed
4. **Control risk** - Risks must be controlled to prevent injury
5. **Keep records** - Records of the above processes must be kept



These are not steps to be taken on a once-off basis. The process would be better described in this way:

The farm health and safety checklists are based on real injury and illness data associated with farming enterprises. However, it should not be regarded as an exhaustive list of existing or potential hazards, and cannot possibly cover every potential event. Notwithstanding this, however, it is a solid starting point from which you can develop an effective and efficient safety management program.

## Health and Safety Risk Management

### Consultation with workers

Farmers should involve with their workers (including family members who work on the farm) in setting up a system for ongoing active participation in the farm's OHS program. Workers should be encouraged to report any unsafe working condition, and to advise when attention is needed (for example, to replace guards and personal protective equipment and where systems could be made safer).

Regular times should be made to discuss OHS with workers, for example at weekly job planning meetings.

The process of undertaking the regular hazard identification check and risk assessment will be enhanced by involving workers who undertake the jobs in that part of the farm workplace.

### Hazard Identification

The most important first step to improving safety on farms is to identify all the hazards to health and safety on the property. The following checklists are designed to assist in identifying hazards in different Australian farming enterprises.

At the beginning of each section there is provision for the owner/manager, or another responsible person, to sign off and date the day the hazard inspection was undertaken.

Remember, this document is a record (and therefore defence) that a hazard inspection has been conducted, and the results recorded as part of a commitment to managing health and safety on the farm.

It may be necessary to undertake hazard inspection on the farm over several days, focusing on specific work areas at a time. However, it is important that the checklist/s are signed and dated, providing documentary evidence of this important step in the OHS risk management process.

### Risk Assessment

Where a hazard has been identified, then an assessment of the risk associated with the hazard must be made. The degree of risk is a combination of the potential severity of injury and the frequency of exposure to the hazard. In all instances where risk is considered HIGH, urgent action to fix the problem should be planned. The following table is useful in determining the relative significance of risks.

Consequence of injury	Frequency of exposure to hazard			
	Daily	Weekly	Monthly	Rarely
Kill or disable	HIGH	HIGH	HIGH	HIGH
Several days off work	HIGH	HIGH	MEDIUM	MEDIUM
First aid	HIGH	MEDIUM	LOW	LOW

Source: Adapted from Worksafe Australia. Plant in the Workforce: Making it Safe. Commonwealth of Australia. August 1995

There has been a column called "Level of Risk" included in the checklist for recording the result of risk assessment activities for identified hazards.

## Risk Control

Once hazards of significant risk have been identified, then action should be planned and implemented to control that risk. To assist with this process, a health and safety action plan has been incorporated into the checklist, to assist in assessing and recording options. Generally, eliminating the hazard is the most effective solution, and every effort should be made to eliminate hazards of high risk. However, practicalities and cost often limit this option. From least to most effective, control measures include:

1. Eliminate the risk
2. Substitute the risk for a lesser risk
3. Engineering controls, including design for safety, guarding and other isolation solutions.
4. Design safer work procedures, practices and training
5. Use of personal protective equipment.

The guidance notes included in these resources give more detail about risk control measures for specific hazards and work processes.

## Monitoring and review of OHS control

Following the implementation of the safety management approach as outlined in this package, it is vital that continued monitoring of the health and safety risks on the farm occurs. This can be achieved by:

- Going through the checklist regularly (at least annually)
- Continuing to be on the lookout for new hazards
- Anticipating hazards which result from changes in your system of work or when new equipment is purchased
- Assessing new hazards as soon as they are noticed, adding them to the checklist and taking control measures

- Checking that control measures are working
- Developing an understanding of safety in all workers and family members which encourages them to adopt the OHS best practice principles.

## Records

Keeping records of risk management activities will provide evidence of a grower fulfilling obligations to identify any foreseeable hazard, assessing the risk, and eliminating or controlling the risk. The checklist and accompanying action plan will become a record of these activities. In addition, templates have been included in this resource package for the following registers.

These records will assist growers to in fulfill legislative requirement to keep records.

- **Register of Farm Chemicals**

In most states Occupational Health and Safety legislation requires that a register be kept of all hazardous substances on the farm. Section 3 of the 'Managing Farm Safety' resource package provides a template that will assist in maintaining these records.

- **Register of Training of Farm Workers**

Occupational Health and Safety legislation places a responsibility on employers to provide induction and training where employees are required to undertake hazardous tasks, and quite specifically where employees handle hazardous substances, including pesticides. The Register of Training (Section 4) provides evidence that the grower has fulfilled training and induction obligations.

- **Farm Injury Register**

Another process which may help to pinpoint high risk activities on-farm is the use of an injury register to record exactly what injuries occur and how they happen. This information can also be used for recording 'critical incidents' and provides a valuable management tool for identifying other hazards which may exist on the farm. Section 5 of the resource package includes a copy of a farm injury register. This form may be photocopied to provide on-going record of injuries on the farm.

It should be noted that in most states and territories, Occupational Health and Safety legislation requires employers to notify the appropriate WorkCover Authority of any injury or illness on the farm to an employee, sub-contractor or visitor that results in 'significant injury or illness' (refer to specific State or Territory legislation for requirements and notification forms).

### **Farm Enterprise Occupational Health and Safety Policy**

This Farm Enterprise Occupational Health and Safety Policy template will form the basis for the overall farm OHS management system. It is a statement of intent and outlines the owner's/manager's

commitment to occupational health and safety. The health and safety policy should be reviewed annually to ensure that it remains current and incorporates changes.

In summary the key risks posed by safety hazards on farm enterprises relate to:

1. Harm to health and well-being of farmers, workers and family members
2. Costs associated with injury/illness
3. Prosecution for breaches of OHS legislation

This package will assist in managing health and safety for the most important agricultural resource, those people who work and live on Australian farms.

# HAZARD CHECKLIST

## Managing Sugarcane Farm Safety



# Managing Farm Health and Safety – Safety Audit and Business Plan

OWNER/MANAGER: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

PROPERTY NAME & ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

1. Tractors & Machinery	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Tractors and Machinery – Guarding</b>								
Are all tractors fitted with approved rollover protection structures (ROPS) or cabin?								
Do all tractors fitted with a front-end loader or forklift, have approved rollover protective structure with falling object protection (FOPS)?								
Is the Power Take-Off master shield in place on all tractors?								
Are all Power Take-Off and drive shafts and power implementation connection (PIC) shaft guarded?								
Are all appropriate guards, including manufacturer's guards in place, in good condition and well maintained on all tractors?								
Are steps and handrails in good condition?								

<b>1. Tractors &amp; Machinery</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Do all exhaust systems function properly and in good condition?								
Are lights, reflectors, screens and mirrors, clean and functional?								
Are all brakes, including handbrakes, properly adjusted and in good working condition?								
<b>Tractors - Safe Operation</b>								
Are all operator and maintenance manuals available for all tractors and machinery?								
Are tractor tyres in good condition?								
Are tractor tyres correctly inflated and ballasted to manufacturers' specifications?								
Are tractors correctly ballasted when towing implements or using 3 point linkage equipment?								
Are all hydraulic hoses in good condition and free of oil leaks from hoses or couplings?								
Are all seats on tractors ergonomically designed and in good condition?								
Is all electrical wiring in good condition?								
Are batteries secure and battery housings and terminals clean?								

1. Tractors & Machinery	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Do ignition key and starter switches work?								
Is a fire extinguisher kept on all tractors?								
Is a first aid kit kept near the operating environment or in the tractor?								
Do headlights and tail lights work?								
Are all rear vision mirrors, headlights, tail lights and windscreens clean?								
Do windscreen wipers and washers work?								
Are windscreen wiper blades in good condition?								
Are door seals in good condition to exclude noise, dust and fumes?								
Are earmuffs or earplugs available for tractor and machinery operators if they have to raise their voices to be heard over loud noise?								
<b>Additional Hazards</b>								

1. Tractors & Machinery	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Plant and Machinery</b>								
Are all moving exposed belts, pulleys and shafts properly guarded?								
Are all manufacturers' guards in good repair?								
Are all guards in place before machinery is in use?								
Are all steps and handrails in good condition?								
Are all Operator Manuals and Service Manuals available for all plant and machinery?								
Are exhaust systems in good condition and functional?								
Are all hydraulic hoses and fittings free of oil leaks?								
Is there a lock-out system to ensure machinery is not engaged or started during maintenance?								
Are stands and chocks used to support machinery and implements during maintenance and repair?								
Are hydraulics locked and/or pressure released from hydraulic lines before maintenance or repair?								

1. Tractors & Machinery	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Policies and Practice</b>								
Have all people who operate tractors and machinery been inducted and trained in their proper use?								
Is it a known and observed rule that where possible machine power is turned off before adjusting, unblocking or servicing a tractor or machine, including PTO driven machinery?								
Is there a known policy that only persons nominated and approved by management are permitted to operate farm tractors and other machinery?								
It is an observed policy that all operators are trained and aware of safety details, including those listed in the operator's manual?								
Are all guards kept in place when machinery is operating?								
Is it policy that tractors are not started from the ground shorting the solenoid to earth?								
Are passengers kept off tractors, machinery and implements?								
Is there a known and observed policy that children are kept away and do not ride on tractors and machinery?								

<b>1. Tractors &amp; Machinery</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are routine services (mechanical and electrical) completed and maintenance records kept on all tractors and machinery?								
Are all machines and powered equipment properly labelled with safety signs?								
Are the keys of all tractors, harvesters and vehicles removed and stored away from children and other unauthorised persons when not in use?								
Are pre-operational checks undertaken on all machinery and equipment, including tractors and harvesters prior to use?								
When working under raised machinery, is equipment secured, properly chocked and supported?								
Have all workers received training/instruction in the safe use of hydraulic jacks?								
Are there appropriate time limits for individuals operating machinery at any one particular time?								
Are all fuel and oil drums stored away from any electrical power tools (eg grinders or other source of spark or flame)?								

<b>1. Tractors &amp; Machinery</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are all state regulations complied with in the operation of gantries and cranes used in tractor maintenance?								
Are all blocks, chains and slings checked prior to their use for signs of wear?								
Are tractor attachments used within manufacturers' recommendations?								
Are tractor operators instructed in the correct procedures for attaching and operating three-point linkage equipment?								
Is machinery towed within manufacturers maximum load limits?								
<b>Additional Policies and Practice</b>								

# Managing Farm Health and Safety – Safety Audit and Business Plan

OWNER/MANAGER:

COMPLETED BY:

PROPERTY NAME & ADDRESS:

PHONE:

FAX:

DATE COMPLETED:

2. Vehicles and Motorcycles	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Vehicles- including utes, trucks and multi-terrain utility vehicles</b>								
Are all workers, visitors and family members aware of maximum speed limits on this farm?								
Do all vehicles (where the operator is at risk of injury from rollover), have rollover protection structures fitted?								
Are safety restraints fitted for drivers and passengers in all vehicles?								
Are doors and wind screens fitted to all vehicles?								
Are brakes in good condition, adjusted and functioning properly?								
Are tyres in good condition and properly inflated?								
Are clutches in good condition and properly adjusted?								

<b>2. Vehicles and Motorcycles</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are headlights and indicators working?								
Are all head lights, tail lights, windcreens and rear vision mirrors clean and working?								
Do windscreen wipers and windscreen washers work?								
Are windscreen wiper blades in good condition?								
Is routine maintenance and servicing undertaken and recorded on all farm trucks and vehicles?								
Is electric wiring in good condition in all vehicles?								
Are batteries secure and in good condition in all vehicles?								
Are all switches (including key switches) working?								
Are farm machines that are driven on public roads, have appropriate warning and safety signs?								
Are all persons who drive farm vehicles on public roads properly licensed?								
Are all persons who drive vehicles (utes and trucks) on the farm licensed?								

2. Vehicles and Motorcycles	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Additional Hazards</b>								
<b>Policies and Practice</b>								
Are all persons who drive vehicles inducted to the safe use of vehicles on this farm?								
Has a safe maximum speed limit been established for vehicles on the farm?								
Are all workers trained to drive vehicles (including utes and trucks) on this farm?								
Are drivers of farm vehicles instructed to turn on vehicle head lights when driving in dusty and other hazardous conditions?								
Is there a policy requiring seat belts (safety restraints) always to be worn in all vehicles?								
Do you have a policy that children do not ride in the back of utes or on truck tray tops?								
Are all vehicles loaded and operated according to manufacturer's specifications in the Operator Handbook?								

<b>2. Vehicles and Motorcycles</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are all vehicles, trucks and motorcycles operated on public roads in accordance with state road regulations?								
<b>Motorcycles and ATVs</b>								
Are routine services undertaken on all farm motorcycles and ATVs, and service records maintained?								
Are helmets available for riders when riding motorcycles and ATVs?								
Are motorcycles and ATV tyres in good condition?								
Are motorbike and ATV tyres inflated according to manufacturers' specifications?								
Are motorcycle and ATV head-lights and taillights working?								
Do all farm motorcycles and ATVs have functional brakes in good working condition?								
Are motorbike and ATV clutches adjusted and in good working condition?								
Are ATVs loaded and operated within the operation limits in the Rider Operator Handbook?								
Are ATV trailer's loaded and towed within the operational load limits in the Operator Handbook?								

2. Vehicles and Motorcycles	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Additional Hazards</b>								
<b>Policy and Practice</b>								
Are all workers inducted to the safe use of motorcycles and ATVs on this farm?								
Are all workers trained to ride motorcycles and ATVs on this farm?								
Do you provide helmets and PPE for motorcycle and ATV riders?								
Do riders wear helmets when riding motorcycles and ATVs?								
Are all motorcycles and ATVs operated on public roads in accordance with state road regulations?								
Have safe speed limits been established for farm motorcycles and ATVs, and communicated to all riders?								
Are routine servicing and pre-operational checks carried out on all motorcycles and ATVs?								

<b>2. Vehicles and Motorcycles</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are records kept of maintenance on all motorcycles and ATVs?								
Do you have a policy that Children Under 16 Do Not Operate or Ride on ATVs?								
Do you enforce a policy that passengers do not ride or are carried on ATVs?								
Do you enforce safe load limits when riding ATVs?								
Do you enforce safe towing limits for ATVs?								
<b>Additional Hazards</b>								

# Managing Farm Health and Safety – Safety Audit and Business Plan

OWNER/MANAGER:

COMPLETED BY:

PROPERTY NAME & ADDRESS:

PHONE:

FAX:

DATE COMPLETED:

3. Workshops	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Infrastructure</b>								
Can all doors be opened from the inside and outside to allow quick entry and exit in an emergency?								
Is there adequate workspace in the workshop?								
Are floors free of slip/trip hazards including oil, tools, extension cords and rubbish?								
Does the workshop floor drain water properly?								
Are work benches at an appropriate height for working and lifting?								
Is there good ventilation in the workshop?								
Is there good lighting in the workshop?								
Are lights covered where there is risk of bulbs being broken?								

<b>3. Workshops</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are jacks, cranes and hoists present to reduce manual lifting where possible?								
Are hoists routinely serviced and chains checked for wear?								
Is the maximum load bearing capacity clearly marked on jacks, cranes, hoists, gantries and chains?								
Is shelving strong enough to hold loads?								
Is there a safety cage to inflate split-rimmed tyres?								
Are stands used to support raised vehicles, machinery and equipment?								
Is the mechanical pit covered when not in use and are covers in good condition?								
Are there safety signs in place when mechanical pits are in use?								
Are there separate rubbish bins for combustible and non-combustible waste material?								
Are gutters and areas around buildings clear of flammable debris and rubbish?								

<b>3. Workshops</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are ladders and other means of climbing onto roofs and tall structures stored away and inaccessible to children and other unauthorised persons?								
Are ladders in good condition and comply with the Australian Standard for fixed or portable ladders?								
Is a fall arrest harness available when working on buildings, roofs and high structures?								
Are workshops and other buildings with mezzanine type storage areas fitted with handrails and toe boards to prevent falls?								
<b>Electrical Tools and Power Supply</b>								
Is all electrical work carried out by a licensed electrician?								
Are overhead powerlines clearly marked and located clear of moving machinery?								
Are underground electrical cables clearly marked?								
Is all electrical wire that is at risk of being struck or cut by a person in conduit?								

<b>3. Workshops</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are all power tools double insulated?								
Are only heavy duty extension cords used?								
Are all power tools and extension cords regularly inspected, tested and tagged?								
Is a Residual Current Device (RCD) fitted to the electrical circuit board?								
Is the RCD routinely tested?								
If there is no RCD fitted to the electrical circuit board, is a portable RCD used?								
Is the portable RCD routinely tested?								
Are portable power tools unplugged and stored away when not in use?								
Is there any water posing an electrical hazard?								
Is the electric power board protected from the weather and water?								
Are electrical switches and power points undamaged?								
Are outside power points weatherproof?								

3. Workshops	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Additional Hazards</b>								
<b>Equipment</b>								
Are welder electrode leads and connections in good condition?								
Is there adequate ventilation when welding?								
Are protective screens used to protect bystanders when welding?								
Are oxyacetylene cylinders used and stored securely in an upright position?								
Are flash arrestors fitted to all oxyacetylene equipment?								
Are pressure gauges on oxyacetylene cylinders in working order and properly maintained?								
Are all oxyacetylene hoses and fittings in good condition and free of leaks?								
Are bench grinders located away from traffic areas?								

<b>3. Workshops</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are bench grinder wheels regularly dressed and tool rests correctly adjusted?								
Are bench grinder wheels guarded and spark deflectors (eye shields) in place?								
Are all power tool guards in place and well maintained?								
Are air compressor pulleys and belts properly guarded?								
Is the air compressor located away from work areas to reduce noise?								
Are batteries charged in a well ventilated area away from sparks and flames?								
Are tyre pressure gauges available to correctly inflate tyres?								
Is Personal Protective Equipment (PPE) available for all work, including eye goggles, welding helmet, hearing protection and gloves?								
Is combustible material stored away from sparks and flames?								
Are exhaust systems on equipment in good order to reduce the level of noise, fume emissions and the risk of fire?								

<b>3. Workshops</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
<b>Additional Hazards</b>								
<b>Emergency Preparedness</b>								
Are appropriate fire extinguishers available in the workshop?								
Are fire extinguishers easily accessible and sign posted?								
Is a first aid kit readily available in the workshop?								
Is there someone trained to provide first aid in an emergency?								
In an emergency, can emergency services be readily contacted?								
<b>Additional Hazards</b>								
<b>Policy and Practice</b>								
Have all workers been inducted for safe work in the workshop on this farm?								
Have all workers been trained/instructed in the correct use of all tools and equipment in the workshop?								
Are floors kept clean and the workshop tidy?								

<b>3. Workshops</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Is the condition of power tools regularly checked?								
Are gauges on oxyacetylene regulators well maintained and always turned off after use?								
Are tools, paints and other chemical products stored away safely after use?								
Are firearms and ammunition stored separately in appropriate lockable stores?								
Are mechanical devices used when moving heavy items such as 200 litre drums and other heavy equipment?								
Is noisy equipment (where practicable) placed towards the front of the workshop to help dissipate sound?								
Is Personal Protective Equipment (PPE) provided where required?								
Is there appropriate signage to warn persons entering the workshop of hazards?								
Do you encourage a NO SMOKING policy in the workshop, especially around flammable or combustible materials?								
Do you provide amenities for workers?								

# Managing Farm Health and Safety – Safety Audit and Business Plan

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4. Hazardous Chemicals	Yes No	Level of Risk	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Storage and Use</b>								
Are chemicals selected on efficacy and safety for human health?								
Are chemicals only used according to registered use?								
Is there an inventory for all types of chemicals stored on the property?								
Are records of spray use maintained, including the names of the operators?								
Is health surveillance regularly conducted for all persons using those described hazardous substances?								
Are Material Safety Data Sheets (MSDSs) and labels available for all agricultural and veterinary chemicals stored on farm?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are all chemicals stored in their original containers and with clear and legible labels?								
Are all chemicals stored in a properly constructed lockable area, which is resistant to fire and prevents access by children and unauthorised persons?								
Are there clear warning signs posted on the outside of storage area?								
Is the chemical store properly ventilated?								
Is there sufficient light in the chemical store so chemicals can be identified and their labels easily read?								
Are incompatible materials (eg flammables and poisons) stored separately from each other?								
Are chemical stores bunded to retain accidental spills?								
Is the storage adequate for the volumes of chemicals held in the store?								
Are materials (eg sand) available to control spills in the storage area?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Does the type and amount of certain chemicals stored on farm require a Dangerous Goods storage licence?								
Are chemicals protected from water and moisture?								
Are chemicals stored according to label instructions and MSDS?								
Are fire extinguishers located adjacent to fuel & chemical storage areas?								
Is the recommended Personal Protective Equipment for handling chemicals available?								
Is there an emergency shower and eye wash located adjacent to the chemical storage/mixing areas?								
<b>Additional Hazards</b>								
<b>Transport</b>								
Are chemical containers checked for leaks or damage before transport?								
Are chemicals transported in a compartment separated from people and foodstuffs?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are chemical containers well secured during transport?								
Are vehicles with chemicals locked when parked to prevent access by unauthorised persons?								
Are chemicals protected from the weather during transport?								
Is there a documented emergency response procedure in the event of chemical spills during transport?								
<b>Additional Hazards</b>								
<b>Mixing/Loading/Cleaning Down</b>								
Is there good ventilation at the mixing site/s?								
Is appropriate personal protective equipment (PPE) available at the mixing site/s?								
Is PPE in good condition?								
Do all operators use PPE during mixing/loading according to label requirements?								
Are there good hand washing facilities and an emergency shower located adjacent to the mixing/loading area?								

4. Hazardous Chemicals	Yes No	Level of Risk	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Are mixing tanks free from leaks or risk of splashes during mixing/loading?								
Are safety decals/warnings on spray machinery legible?								
Are the following systems used for mixing and loading? <ul style="list-style-type: none"> <li>• Manual Pouring/Mixing</li> </ul> Does the system pose risk of exposure due to awkward system, eg pouring into spray tank above head height?								
<ul style="list-style-type: none"> <li>• Pump/Tap fitted on drum</li> </ul> Does the system pose risk of exposure due to leaking fittings?								
<ul style="list-style-type: none"> <li>• Closed System Transfer</li> </ul> Does the system pose risk of exposure from leaking fittings or hoses etc.								
<ul style="list-style-type: none"> <li>• Other (eg powders and granules)</li> </ul> Does the system pose risk of exposure to dusts or powders?								
Is work clothing worn during spraying washed separately from other clothing?								

4. Hazardous Chemicals	Yes No	Level of Risk	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Additional Hazards</b>								
<b>Crop Spray Application and Re-entry Systems</b>								
Is appropriate personal protective equipment (PPE) used by spray operators?								
Do any persons enter sprayed crops within the re-entry periods?								
Is the PPE in good condition?								
List the type of spray equipment used (eg boomspray, airblast, knapsack etc). • • • •								
Is the equipment maintained in good condition?								
Are cabined tractors/vehicles used? If Yes, is cabin air filtered to remove chemicals?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are spray lines, taps and nozzles checked for leaks and maintained before spraying?								
Is clean water carried for washing?								
Are clean gloves carried for emergency use?								
<b>Additional Hazards</b>								
<b>Disposal</b>								
Is all unused mixed spray solutions disposed of safely?								
Are all empty chemical drums stored and disposed safety?								
Are old and expired chemicals disposed of properly?								
<b>Anhydrous Ammonia</b>								
Are all nurse and applicator tanks regularly inspected, pressure tested and certified?								
Are all transfer and applicator hoses in good condition, ie not worn, stretched or perished?								
Are all gauges, bleed and safety cut-off valves in good condition and working order?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are all safety signs (including transfer decal) in place and clearly legible?								
Are vapour and liquid taps clearly identified?								
Are all tyres on nurse and trailed applicator tanks in good condition?								
Are hitches and hitch points (including clamps, wedges and welds) on trailed tanks regularly checked and in good condition?								
Are steps and handrails on applicator and nurse tanks in good condition?								
Do steps and handrails provide safe access to taps, bleed valves and gauges when filling tanks?								
<b>Additional Hazards</b>								
<b>Anhydrous Ammonia Metering Equipment</b>								
Are strainers placed in meters correctly and is the way clean?								
Is the meter regularly serviced (within 3 years)?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Is the rate dial legible and can it be rotated?								
Are on off switches and valves working properly?								
Are hoses pressure tested and labelled with test dates?								
Are hoses free of wear and signs of rubbing, with hose end fittings securely in place?								
Are hoses approved ammonia hoses?								
Are all hoses suitably tied to the toolbar and not crimped by tied down tension?								
Do hoses fit over pipes properly without causing blockage, with hoses secured at the manifold and pipe with hose clamp?								
Is only approved steel pipe (no galvanised, brass or copper pipes) used?								
Are pipes dented due to broken shear bolts or tyne release events?								
Are pipes leading to and from converters and manifolds free of restrictions?								
Are all pipes lubricated so hoses can be pushed straight on (not side to side, causing hose and pipe damage)?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are all pipes checked for dents after breaking shear bolts or of severe tyre release events?								
Is welding on applicator pipes electric or oxy (not bronze brazed)?								
<b>Additional Hazards</b>								
<b>Policy and Practice</b>								
Are all operators properly trained to handle and apply anhydrous ammonia?								
Have all workers handling anhydrous ammonia received a safety induction?								
Are all operators trained to manage an emergency involving the escape/release of ammonia liquid or gas?								
Is PPE (including respirator and gloves) readily available in the tractor when applying anhydrous ammonia?								
Is proper PPE used when transferring anhydrous ammonia?								

<b>4. Hazardous Chemicals</b>	<b>Yes No</b>	<b>Level of Risk</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Is the respirator filter cartridge within the use expiry date?								
Is anhydrous ammonia stored and transported according to Dangerous Goods Regulations?								
<b>Additional Hazards</b>								

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5. Farm Infrastructure	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Water Storage/Irrigation Structures</b>								
Are all irrigation pumps, motors and drive couplings properly guarded (including all moving parts and intakes)?								
Are all motors stopped and keys removed prior to maintenance and service?								
Are pump wells and inspection pits guarded to prevent access by unauthorised persons, including children?								
Are retaining walls and other abrupt drops marked?								
Are dams designed with low back slopes to permit maintenance without machinery overturning/rolling?								
Are all travelling irrigators regularly maintained and exposed belts, pulleys and drive shafts properly guarded?								

<b>5. Farm Infrastructure</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are travelling irrigator (rain gun) winch cable drum brakes in good condition?								
Are travelling irrigator winch cables marked to prevent collision with motorbikes and vehicles?								
Are all hydrants, lay-flats, trickle lines etc intact to leaks and prevent bog holes?								
Are irrigation channels/fences/ other hazards clearly marked to allow safe movement at night or poor weather conditions?								
Are channel crossings regularly maintained and in sound condition?								
Are all walkways, ladders and platforms properly constructed to Australian Standard 1657?								
Have overhead powerlines which pose a potential risk when moving irrigation pipes and tall machinery been excluded from the transport path?								
Have hazard signs been erected to warn of overhead powerlines where high machinery is transported?								

<b>5. Farm Infrastructure</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are underground power cables clearly marked and located?								
Are all underground power cables at correct depth?								
Are underground power cables located and marked before excavation work is carried out?								
Are electric cables to irrigation pumps and equipment located away from vehicle and pedestrian traffic?								
Are all bores and wells properly covered?								
Have any Confined Spaces been identified?								
Where a Confined Space has been identified, have work procedures been developed?								
<b>Additional Hazards</b>								
<b>Windmills</b>								
Are windmills in good repair and well maintained?								
Are ladders and platforms in good condition and constructed to the Australian Standard?								

<b>5. Farm Infrastructure</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Is there more than one worker when working and maintaining windmills?								
Has wind conditions been assessed before maintaining mills?								
Are fall arrest systems used when working more than 2m above the ground to service wind mills?								
<b>Additional Hazards</b>								
<b>Diesel Tanks/Fuel Storages</b>								
Are diesel tanks, taps, hoses and nozzles in good working condition, without leaks?								
Is diesel and petrol stored in proper drums, tanks or bunded storages?								
Are people working more than 2m above the ground when dipping or filling overhead fuel tanks?								
Are fuel tank ladders and platforms in good condition and constructed to Australian Standard 1657?								

<b>5. Farm Infrastructure</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
When filling or refuelling, is there an appropriate fire extinguisher nearby?								
<b>Additional Hazards</b>								
<b>Lanes and Roadways</b>								
Are lanes and roadways in good condition and regularly checked and maintained?								
Have maximum speed limits been established and sign posted for farm roadways?								
Are road signs clearly visible for both workers and the general public?								
Do farm roads that intersect with public roads have appropriate Stop or Give Way Signs?								
Are the structural weight limits clearly marked on bridges and channel crossings?								
Are safe speed limits established and sign posts visible around the farm especially near houses, workshops and farm buildings?								

<b>5. Farm Infrastructure</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are boundaries cultivated or sprayed regularly to provide fire breaks around houses and buildings, including paddocks, fields, blocks and orchards?								
Are crop headlands and table drains of sufficient width to allow tractors, equipment, vehicles and harvest machinery to stop and turn safely?								
Is there sufficient easement (minimum 2.5m) for railway lines?								
<b>Additional Hazards</b>								
<b>Silos</b>								
Are steps and handrails on silos in good condition?								
Are silos, silo bases and supports rusted and at risk of collapse?								
Can the power supply to the silo be locked out (isolated) so that the loading/unloading mechanism (auger) cannot be started when someone is in the silo?								

<b>5. Farm Infrastructure</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are there warning signs on all silo areas about the risk of suffocation?								
Are there warning signs on silos identifying them as Confined Spaces?								
Are silos located away from overhead powerlines?								
Is appropriate respiratory protection provided when working in silos?								
Do silo ladders begin far enough above the ground (1.8m) as to be out of reach of children, or have a safety device to prevent children climbing in?								
Do people work on silos more than 2m above ground level?								
<b>Additional Hazards</b>								
<b>Policy and Practice</b>								
Have all workers received safety induction to this farm?								
Are all workers trained in the safe operation and use of irrigation machinery?								

<b>5. Farm Infrastructure</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are workers properly trained and instructed in the operation and maintenance of windmills?								
Are fall arrest systems available for workers when working on silos, farm buildings and structures?								
Are there procedures developed for working in identified Confined Spaces? eg wells, silos and tanks.								
Are there work practices developed for servicing and replacing droppers and sprays on linear (lateral) and centre pivot irrigators?								
Are there known and observed rules about Out of Bounds areas for children and visitors?								
Is there a process to inform family members/employees of changes to the farm layout?								
When working alone, is it an observed practice to inform other people of your/their location on the farm?								
Are roadways regularly maintained and workers informed of any ruts, potholes and washaways?								
Is PPE, including gloves, masks, and goggles, available for handling fertilizers, chemicals or cleaning field bins and silos?								

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6. Fields and Open Areas	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Fields and Open Areas</b>								
Are boundaries cultivated or sprayed regularly to provide adequate firebreaks around the house block, buildings and fields?								
Have areas been identified that may be increase the risk or exposure to leptospirosis?								
Are cane field drains and creek boundaries maintained to reduce stagnant water and vermin?								
Do all employees avoid entry to stagnant water or wear appropriate footwear to reduce contact with stagnant water and vermin urine and faeces?								
<b>Additional Hazards</b>								

6. Fields and Open Areas	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Policy and Practice</b>								
Are there known and observed rules about 'Out of Bounds' areas for children and visitors on the farm?								
Is there a process and established practice to inform family members and other workers on the farm of changes to property layout and procedures (eg erection of temporary fences across roadways)?								
When working by yourself, or when others are required to work in isolation, is it observed policy to inform other people of your location?								
Are all workers encouraged to protect themselves from the sun when working outside?								
Is there a plan to prevent workers being injured by flying debris and lightning during thunder storms?								
<b>Additional Hazards</b>								

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7. Cane Harvesting	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Cane Harvesters</b>								
Are harvester and machinery operator manuals readily available?								
Are all steps and handrails on harvesters and associated machinery in good condition to allow safe mounting and dismounting?								
Are all exposed moving parts (belts, pulleys, chains, etc) properly guarded and guards in place during operation?								
Are daily pre-operational checks made before use of all harvesting machinery and equipment?								
Are lights, reflectors, rear vision mirrors and windscreens clean and functional?								
Is the operator's seat in good condition?								

<b>7. Cane Harvesting</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Can the seat be adjusted and pivot to allow for operators to look to the rear or one side?								
When working under machinery, are hydraulic cylinder locks and other blocks and stands used to support raised components or equipment?								
When maintaining harvesters, is there a lock-out system in place to prevent inadvertent starting or operation by another person?								
Are harvester, trailer and elevator tyres regularly checked for correct inflation?								
Are harvester, trailer and elevator tyres regularly inspected to ensure that they are free of cracks and excessive wear?								
Have overhead powerlines that pose a risk when moving along lanes or between rows been excluded from the transport path?								
Have all fixed hazards such as drains, irrigation equipment, cane railway lines etc been marked on the farm map?								

<b>7. Cane Harvesting</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
When harvesting is conducted at night, are markers or reflectors used to identify hazards?								
Are precautions taken to prevent fire and explosion during refuelling?								
Are ear muffs or plugs available and worn by harvest and haulout operators during harvest operations?								
Are dust masks available for operators involved with harvesting?								
Is there a first aid kit available near the operating environment of harvesting operations?								
Is there a fire extinguisher mounted on all harvesters?								
<b>Additional Hazards</b>								
<b>Cane Haulout and Transport</b>								
Are transport drivers properly licensed?								
Does the load capacity of the trailer/tipper or elevator tyres exceed the axle load rating?								

<b>7. Cane Harvesting</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
When harvesting, is the load capacity of the tractor rear tyres matched to the axle load rating of the trailer tipper or elevator?								
Are tyre regularly checked to ensure that they are inflated to the correct pressure?								
Are tyres regularly checked to ensure that they are inflated to the correct pressure?								
Are the routes taken by harvesting and haulout crews clearly identified and marked in the field?								
Have different entry and exit points been established at the siding?								
Do haulout operators wear ear-muffs or ear-plugs to avoid hearing loss and damage?								
<b>Cane Railway Systems</b>								
<b>Road Sidings/Pads</b>								
Are right-of-way rules at road sidings known to all contractors and employees?								
Does management ensure that all persons adhere to the right-of-way rules at road sidings?								

<b>7. Cane Harvesting</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are the pad access roads well maintained?								
Is the pad surface well maintained in a level and stable state?								
Do haulout drivers avoid turning with the elevator or bin raised?								
<b>Roll-On Roll-Off</b>								
Is the wire rope and winch mechanism regularly inspected and maintained in a safe condition?								
Is the surface of the ground in the working area maintained in a safe and level condition?								
Has a safety procedure been established to ensure that persons are not crushed between bins?								
<b>Railway Crossings</b>								
Are the approaches to all crossings clearly sign-posted?								
Is good visibility at crossings maintained throughout the year?								
Do all persons take heed of approaching locos by yielding right of way when the crossing lights are flashing?								

<b>7. Cane Harvesting</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Where no flashing lights are installed at railway crossings, are there Stop Signs, and do all persons stop before crossing?								
<b>Railway Clearances</b>								
Does the layout of the farm and fields allow vehicles to maintain minimum clearance distances from cane railway tracks?								
Do farm owners and managers maintain good railway track clearances when planting cane fields?								
<b>Controlled Burning</b>								
Have controlled burning permits been obtained?								
Have current local weather and wind forecasts been obtained before commencing controlled burning?								
Is controlled burning (cane firing) always undertaken by more than one person?								
Have escape routes been identified and planned before burning commences?								
Is there radio communication between persons engaged in burning?								

<b>7. Cane Harvesting</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Are bystanders kept away from burning operations?								
Are fire extinguishers and fire fighting equipment maintained, ready and accessible?								
Is the fuel always mixed and maintained at a safe-mix ratio?								
Is proper PPE, including clothing, headwear, footwear, eye and respiratory protection, provided and worn?								
Does PPE clothing provide protection against radiant heat, sparks, floaters and hot surfaces?								
<b>Additional Hazards</b>								
<b>Policy and Practice</b>								
Are all harvest and haulout operators properly trained?								
Have all workers involved in harvest operations received a safety induction?								

<b>7. Cane Harvesting</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Is there a known and observed rule that children are not permitted to ride on cane harvesters and machinery?								
Is it a policy that harvesting machinery is operated only by persons who are authorised by management?								
Is it policy that harvesting must stop when there are persons observed on the ground in close proximity of harvesting operations?								
Is it a policy that operators of machinery take regular breaks to reduce fatigue?								

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8. Induction and Training	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Induction and Training</b>								
Is farm safety induction conducted for new and existing workers on this farm?								
Do new employees know the farm OHS consultation arrangements for workers?								
Are all workers involved in farm OHS business plan?								
Are all workers trained to operate plant and machinery safely?								
Do all workers who operate forklifts, front end loaders, backhoes and cranes have Certificates of Competency?								
Do you keep records of employee training?								

8. Induction and Training	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Hazard Identification, Risk Assessment</b>								
Do you have a system for identifying and recording workplace hazards that encourages involvement and input from all employees?								
Is there a formal process for employees to report new hazards?								
Do you use appropriate safety information to effectively assess the risk of workplace hazards (eg safety pamphlets, operator's manuals, codes of practice)?								
Are appropriate control measures used to manage risk?								
Are records of control measures maintained?								
Do you keep records of injury and illness on your farm?								
Are records of the farm's hazard identification, risk assessment and control measures kept?								
<b>Additional Hazards</b>								

8. Induction and Training	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Policy and Practice</b>								
Do you have a formal safety induction/training process for new and existing employees?								
Are records of employee safety training maintained on file?								
Do you have a system for recording action planned/taken to control hazards?								
Do you have a system for identifying and assessing hazards which encourages input from all employees?								
Is there a standard procedure for employees to report hazards?								
Do you use information to effectively assess the risk of workplace hazards (eg safety pamphlets, operator manuals)?								
Are records of control procedures maintained?								
Are appropriate control measures used to manage risks?								
Do you maintain a register of employee workplace injuries?								
<b>Additional Policy and Practice</b>								

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9. Emergency Preparedness	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Emergency Plans</b>								
Is there a plan to ensure health and safety of all persons in the event of an emergency?								
Are emergency phone numbers and radio contact available/ displayed at all phones?								
Is there somebody who lives or works on the farm trained to administer first aid and has a current first aid certificate?								
Do all farm members, including family members, have up to date tetanus protection?								
Do family members and employees have training in the selection and use of appropriate fire extinguishers for the range of potential fuel sources?								

<b>9. Emergency Preparedness</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Is there a first aid kit near the working and operating environment of the workshop, chemical store, tractor and other machinery?								
Are first aid kits regularly checked and contents restocked?								
Are all fire extinguishers checked in accordance with the required maintenance schedule for each type of extinguisher?								
Are people who live and work on the farm instructed in the correct response for snake bites?								
Are all workers and other relevant people on the farm aware of the correct use of emergency communication systems on the farm (including two way radio)?								
<b>Additional Hazards</b>								
<b>Emergency Policy and Practice</b>								
Have all workers been inducted to the emergency plan and evacuation procedures on this farm?								

<b>9. Emergency Preparedness</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Is it policy that somebody who lives/or works on the farm has a current first aid certificate?								
Are all employees aware of who can provide first aid and where it can be obtained?								
Is there a policy that no worker will be allowed to work if he is under the influence of medication or drugs?								
Are all employees aware where first aid can be obtained?								
Have all persons working on the farm been instructed what to do in the case of emergency, including flood, fire and severe storm?								
<b>Additional Emergency Policies and Practice</b>								

# Managing Farm Health and Safety – Safety Audit and Business Plan

OWNER/MANAGER:

COMPLETED BY:

PROPERTY NAME & ADDRESS:

PHONE:

FAX:

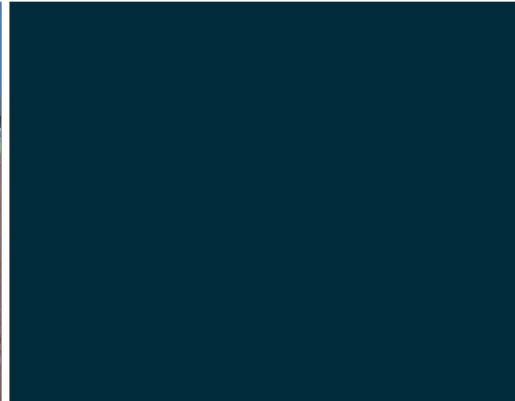
DATE COMPLETED:

10. Injury Management	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
<b>Injury Management</b>								
Have you developed an Injury Management Plan for injured employees?								
Do you have an Injury Management coordinator to help with management and treatment of injured workers?								
Is there a rehabilitation procedure for getting injured employees back into the workforce?								
<b>Return to Work</b>								
Do you have a Return to Work coordinator to help with management and return to work of injured workers?								
<b>Workers Compensation, Accident Insurance</b>								
Do you have Workers Compensation Insurance for your employees?								

<b>10. Injury Management</b>	<b>Yes No</b>	<b>Risk Level</b>	<b>Action Planned</b>	<b>Cost \$</b>	<b>Target Date</b>	<b>Action Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Do you require or have personal accident insurance for you and your family?								
Do your contractors have personal accident insurance or Workers Compensation for themselves and their employees?								
<b>Additional Policy and Practices</b>								

# INDUCTION FORMS

## Managing Sugarcane Farm Safety





# SAFETY INDUCTION INFORMATION FOR SUGARCANE FARM CONTRACTORS

Including Harvest, Haulout, Transport and Spraying Contractors

## Health and safety – we share responsibility

**Farm:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

The health and safety of all the people who work and who live on this farm is the most important responsibility that we all share.

As owner/manager, we have responsibility for the health and safety of workers and others who work on this farm. This includes contractors.

The following are the working practice arrangements that we see as important for ensuring the health and safety of workers and others on this property.

Please read this leaflet carefully, and if you do not understand any section, please ask for an explanation. As the contractor, we ask you to include this information in the information that you give to all workers in your team. Extra copies are available.

(This document has been produced to assist communication between sugarcane farm owners/managers and contractors on agreed work practice to reduce risk of injury and illness on the farm. This document should ONLY be used where there is an active Managing Farm Safety risk control program in place on the farm. Employers are responsible for identifying and, where practicable, removing risks associated with hazardous work, mechanical hazards, fumes, noise and hazardous substances. Control measures are outlined in the Australian Centre for Agricultural Health and Safety Guidance Notes).



## 1. Reporting Hazards on the Farm

We have already made a check of this farm to identify hazards to workers and others, and we are working to continue to improve the working environment to prevent injury and illness.

- We ask that you report hazards that you and your workers notice to the owner/manager, and we will welcome your suggestions for how to reduce the risk of injury and illness on this farm.

## 2. Hazards on the Farm

Attached is a farm map. Marked on the farm map you will find hazards that we have identified, which may affect the work that you do on the farm, or may be particularly hazardous to your operation. These include:

- Powerlines
- Railway lines and headlands
- Dams, irrigation channels, shear lines on gullies, culverts, creeks, drains, steep banks and wet areas
- Chemical store
- Roads and boggy areas
- Other: \_\_\_\_\_

## 3. Work Clothes

Your workers are expected to come to work dressed in suitable clothes which do not pose a safety risk. These include:

- Suitable work boots with non-slip soles for work on the farm.
- Work overalls, long leg trousers or sensible work shorts.
- Long sleeved shirt (preferably), buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials.
- Shirts tucked into trousers, and no loose clothing that can be caught in machinery, including corks of jackets etc.
- A wide brimmed hat for outdoors work.
- Your workers are expected to wash their work clothes after each work day, especially when working with chemicals.
- Other: \_\_\_\_\_

## 4. Access to Areas of the Farm

The roads on this farm are not made to public road standards. Vehicle speed should not exceed \_\_\_\_\_ km/h. When driving near buildings, speed should be reduced so that you can stop instantly to avoid injury to others.

- The attached farm map outlines access roads and areas of this farm to which you and your workers will have access. Please let the owner/manager know if any member of your team would like access to any other part of the farm, so that their safety and that of others is protected.



- During harvest, haulout routes have been established. The farm map identifies these haulout routes and where applicable, identifies train lines. Some cane fields have narrow access and headlands; these have also been identified on the map.

## 5. Emergency Arrangements

In the case of an emergency, contact the owner/manager and call "000" for fire brigade, ambulance or police.

- First aid kits are located
- Emergency telephone numbers are located at
- The UHF/VHF channel used on the farm is
- The bush fire brigade channel is
- Fire extinguishers are located
- Fire blankets are located
- Trained and designated first aid officer/s
- You are responsible for the provision of emergency equipment on your machinery, eg fire extinguishers, where required.
- Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 6. Communication Systems

Please supply your contact details to: \_\_\_\_\_

in case we need to contact you in an emergency situation.

If you need to contact the manager of this farm:

- Name: \_\_\_\_\_
- Phone (daytime): \_\_\_\_\_
- Phone (night time): \_\_\_\_\_
- Phone (mobile): \_\_\_\_\_
- Email: \_\_\_\_\_



The people who are available to handle any questions that you have are:

Name	Position	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 7. Provision and Use of Personal Protective Equipment (PPE) and Clothing

It is your responsibility to provide protective equipment for your workers to perform their work. It is also your responsibility to ensure that your workers are dressed in appropriate work clothes and that they use protective equipment that you have provided.

The owner/manager will inform you of the areas of the farm and livestock that the have been recently sprayed/treated with pesticides.

It is your responsibility to provide and ensure appropriate PPE is worn by your workers if they are required to work in these recently sprayed areas. If you have any questions, please contact the farm owner/manager.

## 8. Hygiene

Good personal hygiene will help reduce the risk of illness due to infection or contamination from hazardous substances that your workers may be exposed to. Your workers must:

- Ensure that they wash after working with and handling pesticides, dogs or other animals, especially before eating.
- Make sure that their work clothes are washed regularly. They will need to change clothing daily if they are working in areas that have been sprayed with pesticides. Never re-wear unwashed clothes that have been contaminated with pesticides.
- NOT smoke inside buildings, farm vehicles or cabined machines.
- Keep up to date with their tetanus vaccinations.
- Avoid walking/wading in stagnant water
- Not be in possession of, consume or be suffering the effects of alcohol or any illicit drug.
- Other: \_\_\_\_\_



## 9. Amenities

The following amenities have been made available for your use and the use of your workers. The location of amenities are:

- Toilets \_\_\_\_\_
- Shelter/meal sheds \_\_\_\_\_
- Drinking water \_\_\_\_\_
- Washing facilities \_\_\_\_\_

Arrangements have been made for the provision of amenities between everybody sharing the workplace.

Where amenities are shared by a number of different employers and workers, eg at cane rail and haulout sidings, the provision and use of amenities will be by mutual agreement by all parties.

## 10. Workers Compensation Arrangements\*

### \* EITHER

You, the contractor, are responsible for workers compensation insurance for workers employed by your business. The responsibilities of employers and workers are available and displayed at:

We need to sight your current Worker Compensation Policy for you and your employees and record details.

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### AND/OR

You are covered by Personal Accident Insurance. A copy of the policy is available for perusal, and the rights of workers and how to make a claim are displayed at:

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\* (Advice is available regarding who is responsible to manage Workers' Compensation can be obtained from your Insurer, your State Work Health Authority, your farmer/grower organisation or your union).



## 11. Injury Reporting

We keep a farm Injury Register on this farm. We would like any injury or illness that results from your work on this farm recorded in this register. We record all injuries/illness, whether minor or major. Injury Register forms are located:

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or contact the owner/manager.

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Note: As an employer, you have an obligation to report any injury or illness sustained by your employees to the relevant State Work Health Authority within the statutory reporting period.

## 12. General

- If you feel that you, or your workers, do not have the resources or experience to undertake a job safely, please advise the owner/manager, and do not proceed with the job.
- The laws of this state require that the owner/manager provide a safe work place and safe work systems. In order to help us meet this responsibility, we ask you to tell the owner/manager about any safety hazard or problem that you encounter.
- We ask you and your workers to cooperate with our health and safety program, and comply with our rules to protect your own safety and the safety of other workers.
- The same law requires that all workers take care to ensure the health and safety of others who are on this workplace – including other family and visitors.
- It is not acceptable for any worker to be under the influence of alcohol or other drugs during work on this farm. Any person who is affected by alcohol or drugs will be asked to stop work and leave the farm until it is clear that no-one's safety is at risk.
- You must follow the rules at haulout and cane railway sidings. These can be obtained from the mill by contacting the mill transport officer.
- There are children living on this farm. Their safety must be a high priority. Please be careful when driving vehicles or machinery; never reverse without checking for children or other visitors.
- When working, please do not bring children with you onto this farm.**
- Please do not bring dogs or pets onto this farm.**
- Please do not bring unauthorised visitors onto this farm.**
- DO NOT bring firearms or other weapons with you onto this farm.**

## 13. Other Issues

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## Specific Safety Induction Information

### Spraying Contractors

- Comply with state requirements for chemical application, and supply a copy of those spray records to the owner/manager.
- Use chemicals as per labelled instructions.
- Use PPE according to label instructions.
- Only use trained operators to apply pesticides.
- Report any incident relating to chemical use, eg spills, and injury
- Have labels and Material Safety Data Sheets (MSDS) available for all chemicals that they use as part of their work.
- Use only the specified site for mixing/loading and wash down. This site is located: \_\_\_\_\_
- Spray equipment to be calibrated and in good working condition.
- Spraying to be undertaken only in suitable weather conditions with care not to affect the surrounding environment.
- Other: \_\_\_\_\_

### General Transport and Carriers

- Drivers must contact the owner/manager on or before arrival to receive delivery instructions.
- All drivers and operators must be wearing appropriate work boots and clothing.
- High visibility vests are to be worn at night.
- Plan and allow sufficient time to reduce fatigue when driving long distances.
- When unloading at night (or in poor light), ensure that there is adequate light for loading/unloading.
- Ensure that trucks are fitted with reversing alarms.
- Do not climb onto the top of trucks without a fall arrest system in place.
- Other: \_\_\_\_\_

### Cane Harvest and Haulout Contractors

- It is a requirement that all workers in your harvest and haulout teams have received proper safety induction and are trained to use equipment and machinery to perform their work.
- All drivers and operators must be wearing appropriate work boots and clothing.
- Haulout contractors must use the approved haulout route.
- Be aware of the whereabouts of other harvesters, haulout contractors, tractors, locomotives, cane inspectors, mill employees and persons working together during harvest.



- Overhead powerlines have been identified on the farm map. Be aware of powerlines, poles and stays.
- Do not elevate tipping bodies except at sidings.
- Do not exceed maximum speed limits for haulout or transport.
- Slow down when dust, fog and mist hazards create poor visibility during harvest.
- Narrow headlands are hazardous – take extra care when turning.
- Advise the mill traffic office when harvesting near railway lines.
- Follow rules at cane railway and haulout sidings. Do not park closer than 2.5m to the nearest railway line. Always stop and give way to locomotives at level crossings.
- Other: \_\_\_\_\_

### Earthmoving Contractors

- Are required to have relevant licences and certification for machinery.
- Other: \_\_\_\_\_

### Cane Inspectors and Mill Employees

- When entering a farm, contact the grower and notify them of your arrival and departure.
- Other: \_\_\_\_\_

The safety of people on this farm is our highest priority – especially when we are under pressure!

Signed: \_\_\_\_\_  
(Worker)

Date: / /

Name: \_\_\_\_\_  
(Print)

Signed: \_\_\_\_\_  
(Manager)

Date: / /

Name: \_\_\_\_\_  
(Print)

DISCLAIMER: This document does not, in any way, excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others. Legislative requirements vary between states and territories. Therefore, it is necessary to check with the relevant state or territory occupational health and safety authority for appropriate information.



# SAFETY INDUCTION INFORMATION FOR SUGARCANE FARM WORKERS

## Health and safety – we share responsibility

**Worker:** \_\_\_\_\_

Welcome to work on our farm. We hope that you find your work here interesting and rewarding. The health and safety of all the people who work and live on this farm, is the most important responsibility that we all share.

It is important that you understand your responsibility in Occupational Health and Safety. We want you to also understand the commitment that we, as managers of this farm or contract team, have made to ensure your health and safety, and the health and safety of all others who may enter our place of work.

Your safety is also your responsibility. If you feel that you cannot do a job safely, don't do it. Let your supervisor know about the problem, and we will work together to fix the problem or find a safe way to complete the job.

Every workplace must have rules and guidelines to ensure that safe work practices are followed. This leaflet outlines some of the rules and guidelines that you are expected to follow in this team. Please read this leaflet carefully, and if you do not understand any section, please ask for an explanation. (This document has been produced to assist communication between sugarcane growers and workers to reduce risk of injury and illness on the farm. This document should ONLY be used where there is an active Managing Farm Safety risk control program in place on the farm. Employers are responsible for identifying and, where practicable, removing risks associated with mechanical hazards, fumes, noise and hazardous substances. Control measures are outlined in the Australian Centre for Agricultural Health and Safety Guidance Notes.)



## 1. Hazards on the Farm

Attached is a farm map. Marked on the farm map you will find hazards that we have identified which may affect the work that you do on the farm, or may be particularly hazardous to your work. These include:

- Powerlines
- Railway lines and headlands
- Dams, irrigation channels, shear lines on gullies, culverts, creeks, drains and steep banks
- Chemical store
- Dry weather only roads, boggy areas
- Other: \_\_\_\_\_

## 2. Work Clothes

You are expected to come to work dressed in suitable clothes, which do not pose a safety risk. These include:

- Suitable work boots with non-slip soles for work on the farm.
- Work overalls, long leg trousers or sensible work shorts.
- Long sleeved shirt (preferably), buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials.
- Shirts tucked into trousers, and no loose clothing that can be caught in machinery, including corks of jackets etc.
- A wide brimmed hat for outdoors work.
- You are expected to wash your work clothes after each work day, especially when working with chemicals.
- Other: \_\_\_\_\_

## 3. Enough Food and Water

It is most important to make sure that you have food and that plenty of clean drinking water is available for you during the workday, especially in hot weather.

- Have a large water bottle filled with cool drinking water each day.
- Surface water on the farm is NOT suitable for drinking. It may be contaminated by pesticides or animal waste.
- Drinking water and water bottles can be filled at \_\_\_\_\_
- Other: \_\_\_\_\_



## 4. Hygiene

Good personal hygiene will help to reduce the risk of illness due to infection or contamination from hazardous substances that you may be exposed to.

- Ensure that you wash up after working with and handling pesticides, dogs or other animals, especially before eating.
- Make sure that your work clothes are washed regularly. You will need to wash them daily if you are working outdoors, especially when using pesticides. Never re-wear clothes that have been contaminated with pesticides.
- NOT smoke inside buildings, farm vehicles or cabined machines.
- Keep up to date with your tetanus vaccinations.
- Not be in possession of, consume or be suffering the effects of alcohol or any illicit drug.
- Advise your manager of any prescribed medications that you need to take in work time. This is most important if you need to take asthma medication.
- Avoid entering, walking/wading in stagnant water that could be contaminated with rodent faeces and urine. Wear appropriate footwear.
- Other: \_\_\_\_\_

## 5. Personal Protective Equipment (PPE)

Protective clothing and equipment is provided for your protection for some hazardous tasks. You must use these as instructed. Clean them properly after use and keep them in good order.

You must let your supervisor know if protective equipment is damaged, not available, or if you are having difficulty in using the equipment provided. Protective equipment includes:

- Ear muffs or plugs where noise is a problem
- A helmet for head protection when riding motorcycles and ATVs.
- Protective gloves, respirator, overalls when handling pesticides, and when working in contaminated areas.
- A facemask or respirator when dust is a problem, or if you suffer from asthma or other respiratory conditions.
- A wide brimmed hat and sunscreen when you are working outdoors in direct sunlight.
- Other: \_\_\_\_\_



## 6. Fatigue

There are certain times of the year when we are very busy on this farm, especially during harvest. Some cane growing, cultivation and harvest operations are done at night. At these times fatigue can affect the way we work.

- Take short breaks to reduce fatigue during these busy times. Fatigue will increase the risk of accident and injury for operators of machinery as reflex times will be slowed and concentration lost.
- When working at night it is especially important to be alert. Ensure that you get enough sleep, especially when working long hours.
- Other: \_\_\_\_\_

## 7. Riding Motorcycles/ATVs

Farm motorcycles and ATVs are contributing to many injuries on farm. You should:

- Wear suitable clothing, including tough trousers and boots. A helmet should be worn for riding the farm motorcycle and/or ATV. Work or riding gloves may be needed.
- Before setting out at the beginning of the day, check fuel, check the tyres, guards and chain tension and check that the brakes are in good working order.
- Read the rider's manual for any motorcycle that you ride.
- NO passengers are allowed to ride on ATVs.
- NO CHILDREN are allowed to ride adult sized ATVs.
- The speed limit for all vehicles on this farm is \_\_\_\_\_ km/h.
- Only ride the ATV in areas that have been designated as safe.
- Other: \_\_\_\_\_

## 8. Handling Chemicals on the Farm

Pesticides that we use on this farm may include chemicals to kill or control insects, weeds, fungal diseases, rats, mice. Fuels and some fertilisers are also hazardous chemicals or dangerous goods.

- All persons handling pesticides must be properly trained and follow the instructions detailed on the label for handling, mixing and applying pesticides.
- If you cannot read or understand the instructions, you must ask for help before continuing.
- Protective clothing and personal protective equipment provided must be worn as stated on the pesticide label.
- Always have sufficient water for washing yourself, and have access to clean clothes when using pesticides.



- When you have finished your pesticide job, the pesticide should be locked away in the chemical storage area and information recorded in the Farm Chemical Register.
- Material Safety Data Sheets (MSDS) are available on request for any pesticides and chemicals used on the farm.
- The Farm Chemical Register and MSDSs are located: \_\_\_\_\_
- Other: \_\_\_\_\_

## 9. Machinery Operation and Maintenance

- When operating any plant or machinery, take care of and watch for other vehicles and pedestrian traffic.
- Before starting any machine you must undertake a safety check. This includes checking the condition/level of fuel, oil, water, transmission fluid, tyres, brakes and guards.
- You should report to the manager/supervisor any malfunction or condition likely to affect the safe operation of any machine which cannot be repaired before use. This includes guards that are damaged or missing or where there are exposed moving parts of machines causing a safety hazard.
- When leaving a machine with the engine running, you must ensure that equipment is disengaged, the machine is in PARK and the handbrake on.
- Whenever you remove a guard to undertake machinery maintenance, or to clear a blockage, you must replace that guard after finishing the repair and/or before restarting the machine.
- Before working under machinery, you must ensure that the machine is properly chocked and supported by stands.
- Be aware of the location of overhead powerlines when using and moving tall machinery.
- Other: \_\_\_\_\_

## 10. Working Outdoors

Farm work often requires you to work by yourself. Always let someone know where you are or where you are going.

- Remember to wear a broad brimmed hat and use sunscreen regularly on exposed skin to help prevent sunburn.
- Take food and sufficient cool fresh water with you.
- Take shelter during electrical thunderstorms.
- Other: \_\_\_\_\_



## 11. Irrigating

When irrigating you must follow the farm rules to ensure that you are not exposed to pesticides or other chemicals, and that you reduce your risk of injury from manual handling.

- You should not enter a field that has been sprayed within the re-entry period for the pesticide that has been applied, unless you are wearing appropriate personal protective clothing. Check with the farm manager if you are unsure.
- Do not climb on travelling irrigators without a proper fall arrest system and safety harness.
- Ensure that cable drum brakes are set when setting up irrigation guns. Do not climb on operating spray irrigators.
- Look for overhead powerlines before moving irrigation pipes.
- Other: \_\_\_\_\_

## 12. Cane Harvesting

Cane harvesting and crushing is a busy period of the year. Many other people, including harvest and haulout contractors, transport contractors, cane inspectors and mill workers may also be involved with harvest. It is especially important to:

- Be aware of their whereabouts and keep away from cane harvesting operations.
- Wear high visibility clothing.
- Stay more than 20 m from cane harvesters. If you need to approach an operating harvester, wait until the harvester stops and the operator gives you clear instruction to approach.
- When hauling out cane, you must use the approved haulout route.
- Overhead powerlines have been identified on the farm map. Be aware of powerlines, poles and stays. Do not elevate tipping bodies except at sidings.
- Do not exceed maximum speed limits for haulout or transport.
- Take extra care during harvest when dust, fog and mist hazards create poor visibility.
- Narrow headlands are hazardous – take extra care when turning.
- Follow rules at cane railway and haulout sidings. Do not park closer than 2.5m to the nearest railway line. Always stop and give way to locomotives at level crossings.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### 13. Snakes

Snakes can be found in and around cane fields. They may also be found in and around irrigation pipes, syphons, channels, creeks and dams. Many snakes are poisonous and many people are bitten when annoying, chasing or trying to kill snakes.

- If anyone comes across a snake, they should move away quickly and let the snake move away. If other workers are in the vicinity, let them know where the snake has gone.
- If bitten by a snake, place a firm pad over the bite, bandage securely and keep the limb as still as possible. Use the communication system to get help quickly.

### 14. Ready for Emergencies

In the case of an emergency, assess any further danger, provide First Aid as required, and notify your supervisor or call "000" for fire brigade, ambulance or police for further assistance.

- First Aid kits are located \_\_\_\_\_
- Trained and designated first aid officer/s \_\_\_\_\_
- Emergency telephone numbers are located at the telephones at \_\_\_\_\_
- The UHF/VHF channel used on the farm is \_\_\_\_\_
- The bush fire brigade channel is \_\_\_\_\_
- Fire extinguishers are located \_\_\_\_\_
- Fire blankets are located \_\_\_\_\_
- The emergency evacuation and assembly point is \_\_\_\_\_

### 15. Injury Reporting

We keep a farm Injury Register on this farm and would like any injury or illness that results from your work on this farm recorded in this register. We record all injuries/illness whether minor or major.

- Notify the owner manager of all injury. \_\_\_\_\_
- You will find Injury Register forms located at: \_\_\_\_\_



## 16. General

The law requires that the owner/manager provide a safe workplace and safe work systems. Workers take care for the health and safety of visitors and other people at the workplace.

To help us both meet these obligations, you are expected to advise the owner/manager of any safety hazard or problem that you come across.

- The law requires that the safety of visitors and contractors who enter this workplace be assured. You must look out for hazards to health and safety for family members, contractors and others who enter the farm.
- You are also required to cooperate with our health and safety program, and comply with our requirements to protect your own safety and the safety of others.
- There are children on this farm. Their safety must be a high priority. Please be careful when driving vehicles or machinery, never reversing without checking for children.
- Children are not permitted to ride on tractors or other farm machinery.**
- Children and passengers are not permitted to ride on ATVs.**

The safety of people on this farm is our highest priority – especially when we are under pressure!

Signed: \_\_\_\_\_  
(Worker)

Date: / /

Name: \_\_\_\_\_  
(Print)

Signed: \_\_\_\_\_  
(Manager)

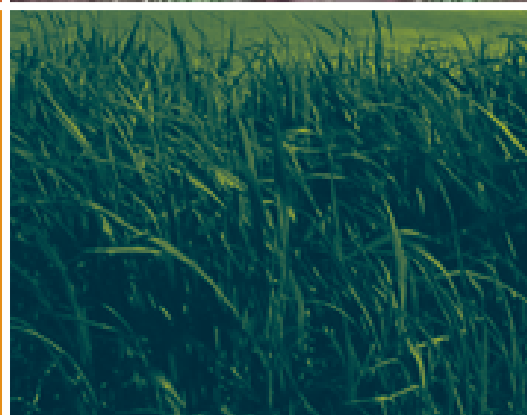
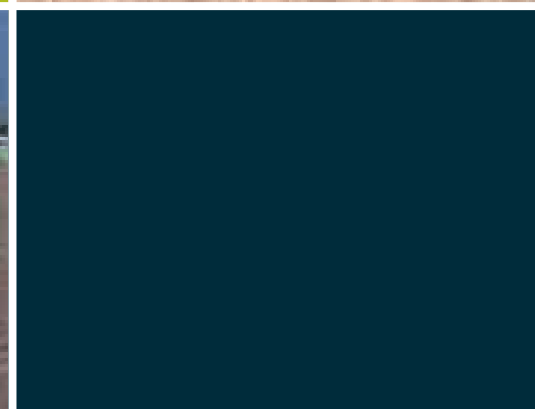
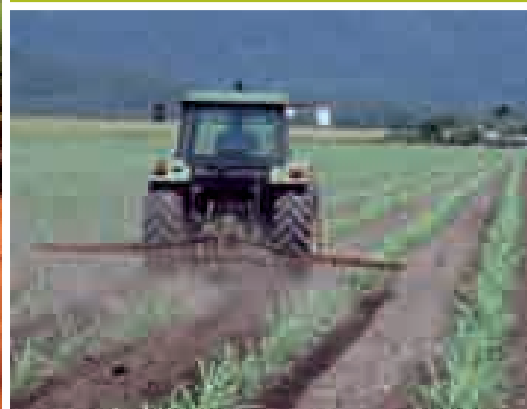
Date: / /

Name: \_\_\_\_\_  
(Print)

DISCLAIMER: This document does not, in any way, excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others. Legislative requirements vary between states and territories. Therefore, it is necessary to check with the relevant state or territory occupational health and safety authority for appropriate information.

# TRAINING REGISTER

## Managing Sugarcane Farm Safety





# TRAINING REGISTER

## Why Maintain a Training Register?

Occupational Health and Safety legislation places a range of responsibilities on both employers and employees. Employers must not only maintain a safe workplace and provide safety equipment, they also have a responsibility to provide induction and training where employees are required to undertake hazardous tasks, and quite specifically where employees handle hazardous substances, including pesticides.

Some training will be available as a specific course, for example, Chemcert® or other equivalent chemical training courses.

However, most health and safety training will be on the job. That training should be practical and include a hands-on component where this is relevant.

Induction and training programs relating to hazardous substances are required to cover:

1. Duties under the Occupational Health and Safety Act and Regulations and/or codes of practice of the particular State or Territory.
2. The chemicals to which the employee may be exposed.
3. The significance of the container label, including:
  - Safety directions.
  - Poisons Schedule and Dangerous Goods classification.
  - First aid and emergency procedures.
  - Application rates, compatibility and withholding periods for chemicals.
4. Information contained in Material Safety Data Sheets.
5. Work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up, and disposal of hazardous substances.
6. The proper use of personal protective equipment.
7. Procedures to be followed in an emergency.
8. The nature of, and reasons for, any monitoring (including health surveillance) required and access to results of monitoring.
9. Employees' rights and responsibilities in relation to access to information.

Induction and training for all other hazardous activities should also be addressed, for example, tractor driving safety, chainsaw safety and agricultural motorcycle, ATV riding safety.

## What Should be Recorded?

The register of training is your record of the induction and training provided. It should include the names of persons receiving training, date of attendance, an outline of the course/training content, the names of the people providing the training, training material provided and, where applicable, a person's accreditation certificate number for a specific course.

# Training Register

*One page per employee*

EMPLOYEE NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DATE EMPLOYMENT COMMENCED: \_\_\_\_\_ DATE EMPLOYMENT CEASED: \_\_\_\_\_

## Identified Training Needs

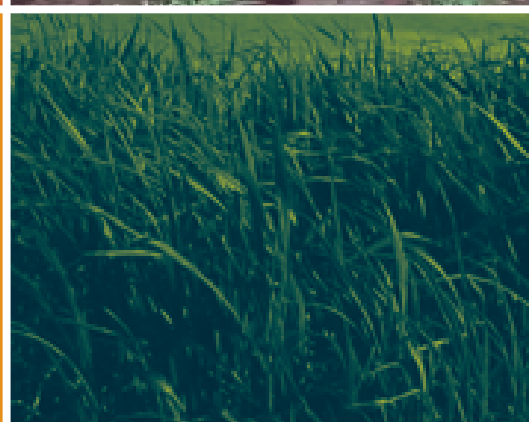
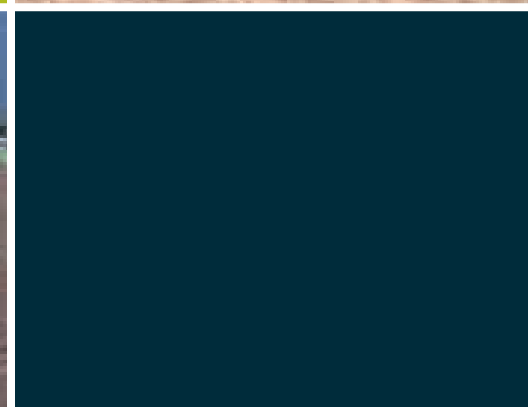
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Subject of Training	Date	Content	Training Resources Provided	Training Provided By	Accreditation No.	Trainee Signature

Subject of Training	Date	Content	Training Resources Provided	Training Provided By	Accreditation No.	Trainee Signature

# INJURY REGISTER

## Managing Sugarcane Farm Safety





# FARM INJURY REGISTER

## Why Keep Farm Injury Records?

Occupational health and safety legislation in all states requires employers to keep a record of work related injury. In addition, workers compensation authorities also require employers to provide information on employee workplace injuries whenever a claim is lodged.

Maintaining a farm injury record will assist farmers to identify high risk activities on the farm, and may also be used to record 'near misses'. The farm injury register will allow farmers to keep a record of exactly what injuries have occurred on-farm and how they may have happened.

The following farm injury register may be photocopied to provide an ongoing record of on-farm injuries and any action that may have been taken to address the cause of the injury.

## Notification of Injury

In addition to keeping a farm injury record on farm, it is legislation in most states that the Work Health Authority or Workers Compensation Insurer be notified of any serious injury that occurs.

Each state has different requirements so farmers should check with their local Authority. Injury/Accident notification forms are available by contacting the relevant Authority on the phone number below.

- NSW WorkCover NSW  
Tel: 13 10 50  
[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)
- QLD Division of Workplace Health and Safety  
Tel: 1800 177 717  
[www.whs.qld.gov.au](http://www.whs.qld.gov.au)
- WA WorkSafe  
Tel: 08 9327 8777  
[www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)
- NT Work Health Authority  
Tel: 08 8924 4200  
[www.tbc.nt.gov.au](http://www.tbc.nt.gov.au)
- VIC WorkCover Authority  
Tel: 03 9628 8188  
[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)
- SA WorkCover Corporation  
Tel: 08 8226 3120  
[www.workcover.sa.gov.au](http://www.workcover.sa.gov.au)
- TAS Workplace Standards Authority  
Tel: 1300 366 322  
[www.wsa.tas.gov.au](http://www.wsa.tas.gov.au)
- ACT WorkCover  
Tel: 02 6205 0200  
[www.workcover.act.gov.au](http://www.workcover.act.gov.au)

# Farm Injury Register

PROPERTY NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX:  Male  Female DATE: \_\_\_\_\_ TIME OF INJURY: \_\_\_\_\_ am / pm

RESIDENTIAL ADDRESS: \_\_\_\_\_

On what area of the property did the injury happen? Tick a box.

<input type="checkbox"/> Field	<input type="checkbox"/> Chemical storage	<input type="checkbox"/> Workshop	<input type="checkbox"/> Machinery bay	<input type="checkbox"/> Channel/dam/creek	<input type="checkbox"/> Other, please specify: _____
--------------------------------	---	-----------------------------------	--	--	---

What hazard/agent(s) were involved in the injury? Tick as many boxes as you like.

- |  |                                    |  |  |   |  |
|--|------------------------------------|--|--|---|--|
| <input type="checkbox"/> Tractor         | <input type="checkbox"/> Picker    | <input type="checkbox"/> Crane           | <input type="checkbox"/> Tools – grinder etc | <input type="checkbox"/> Car/utility      | <input type="checkbox"/> Module press          |
| <input type="checkbox"/> Slasher/mulcher | <input type="checkbox"/> Chemicals | <input type="checkbox"/> Field bin       | <input type="checkbox"/> Seeder/Planter      | <input type="checkbox"/> Cultivator       | <input type="checkbox"/> Gates/fences          |
| <input type="checkbox"/> Module loader   | <input type="checkbox"/> Silo      | <input type="checkbox"/> Other harvester | <input type="checkbox"/> Ag motorcycle       | <input type="checkbox"/> Fuel             | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> Spray unit      | <input type="checkbox"/> Chainsaw  | <input type="checkbox"/> Pumps           | <input type="checkbox"/> Animal              | <input type="checkbox"/> Front end loader |  |

Which body part(s) were injured? What was the type of injury? (for example, fractures, cuts)

<input type="checkbox"/> Head _____	<input type="checkbox"/> Hand _____	<input type="checkbox"/> Hamstring _____
<input type="checkbox"/> Eyes _____	<input type="checkbox"/> Fingers _____	<input type="checkbox"/> Knee _____
<input type="checkbox"/> Neck _____	<input type="checkbox"/> Rib _____	<input type="checkbox"/> Lower leg _____
<input type="checkbox"/> Shoulder _____	<input type="checkbox"/> Stomach _____	<input type="checkbox"/> Ankle _____
<input type="checkbox"/> Chest _____	<input type="checkbox"/> Back _____	<input type="checkbox"/> Feet _____
<input type="checkbox"/> Upper arm _____	<input type="checkbox"/> Groin _____	<input type="checkbox"/> Toes _____
<input type="checkbox"/> Lower arm _____	<input type="checkbox"/> Thigh _____	<input type="checkbox"/> Other, please specify _____

## About the injury

Was the injury seen by a doctor?  Yes  No

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Did you have to stay in hospital?  Yes  No      If Yes, how many nights?

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Did the injury stop you from working?  Yes  No      If Yes, how many days/weeks?

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How did the injury happen? What led to or caused the injury? What were you doing?

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What were the brand and model names of machinery/equipment involved in the injury?

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How do you think this accident could have been prevented?

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## Investigation of injury *(To be undertaken by owner/manager)*

Was there any action taken to address the cause of the injury?  Yes  No

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If so what action was taken?

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Action taken by:

---

Signed:

Date:

---

Name (print):

---

# GUIDANCE NOTES

## Managing Sugarcane Farm Safety

