



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 in 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

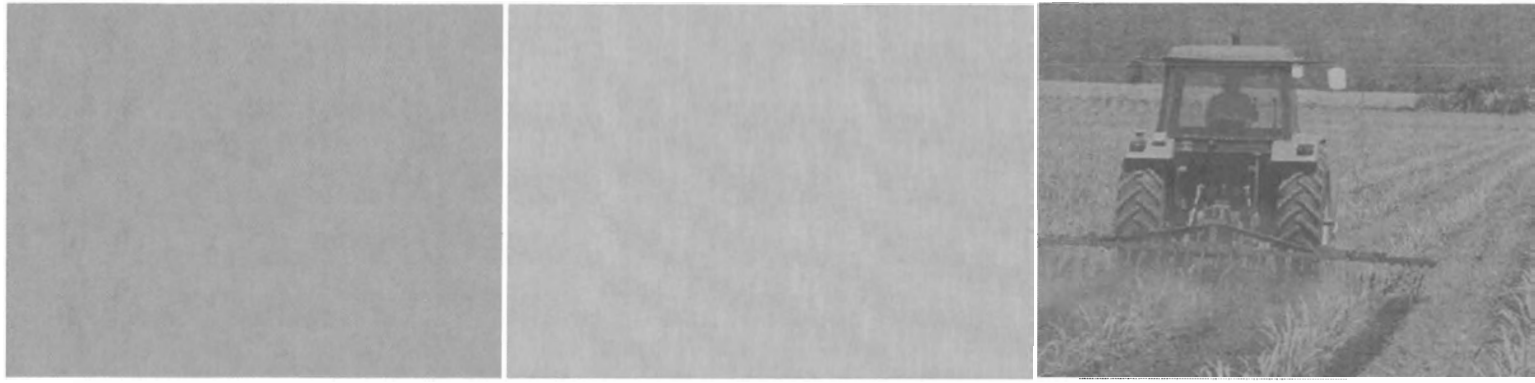
Your workers are expected to come to work dressed in suitable clothes which do not pose a safety risk. These include:

- 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:

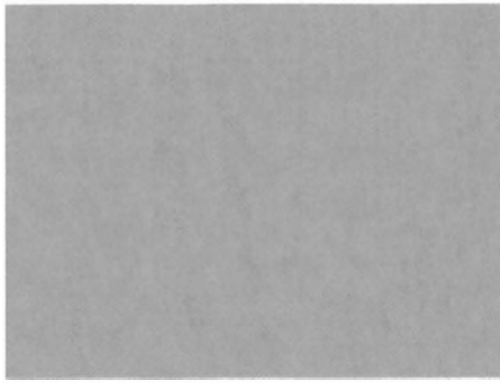
Name _____

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.

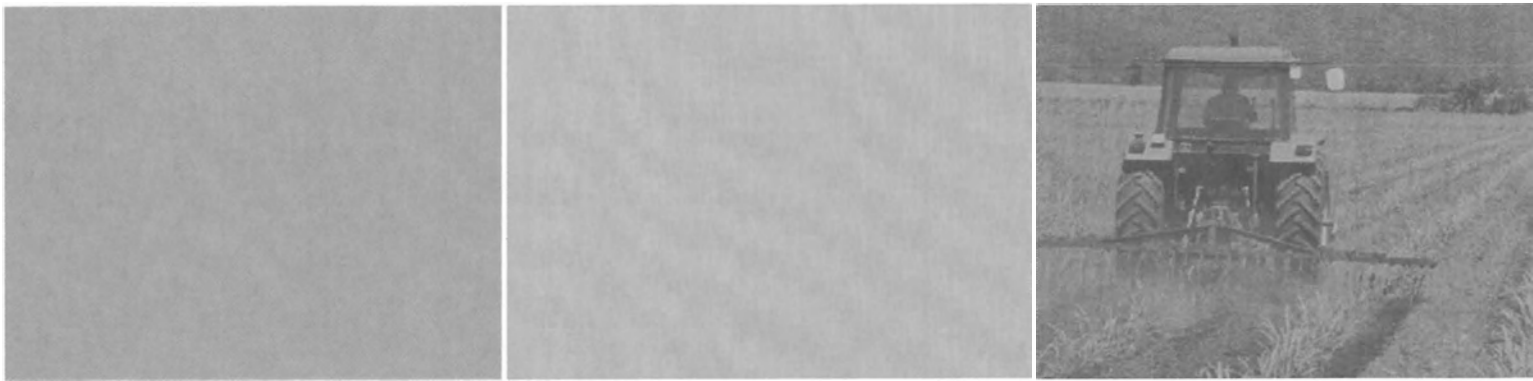
The owner/manager will inform you of the areas of the farm and livestock that the have been recently sprayed/treated with pesticides.

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.

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:

* (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:

or contact the owner/manager.

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



Specific Safety Induction Information

Spraying Contractors

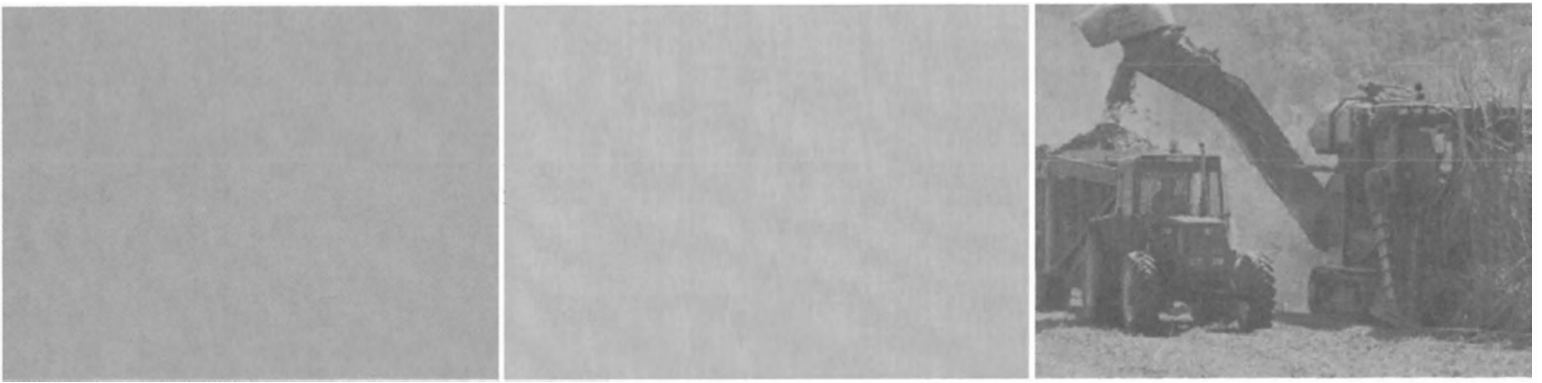
- Comply with state requirements for chemical application, and supply a copy of those spray records to the owner/manager.
- Use chemicals as per labelled instructions.
- Use PPE according to label instructions.
- Only use trained operators to apply pesticides.
- Report any incident relating to chemical 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

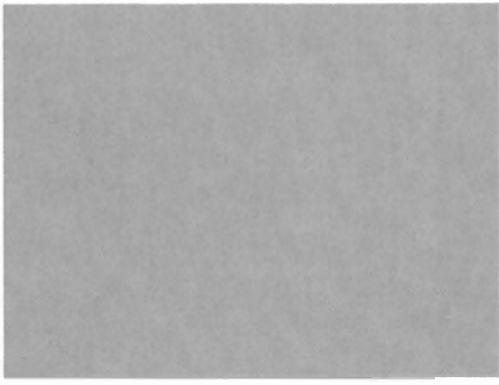
Worker: _____

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

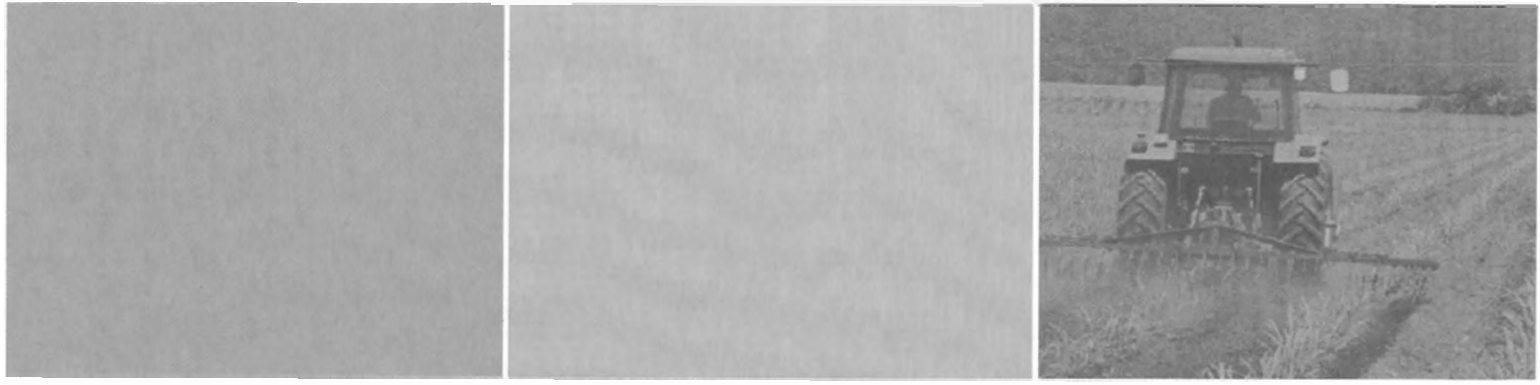
You are expected to come to work dressed in suitable clothes, which do not pose a safety risk. These include:

- 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: _____

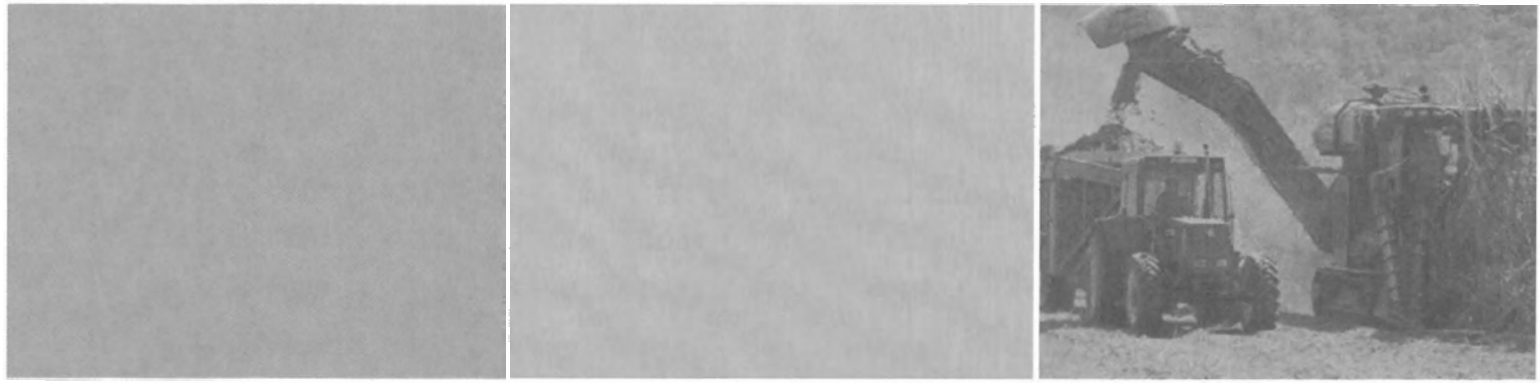
9. Machinery Operation and Maintenance

- 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

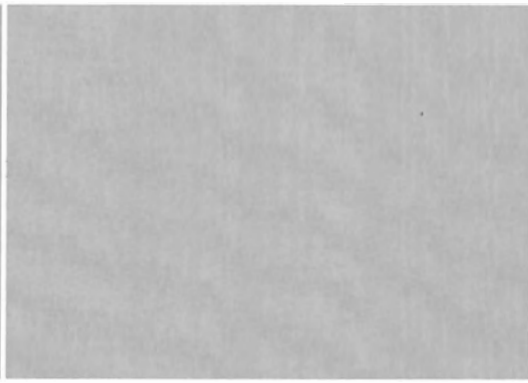
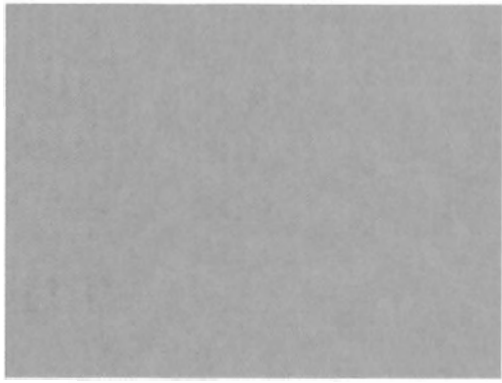
When irrigating you must follow the farm rules to ensure that you are not exposed to pesticides or other chemicals, and that you reduce your risk of injury from manual handling.

- 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)

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