



The University of Sydney



# Farm Safety Induction

A Practical Guide  
for Employers

Worker Discussion Guide



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Worker Discussion Guide

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# 1. Why is safety important on this property?



*Welcome to work on this property.*

*We want everyone to stay safe and well on this property.*

- That means you and all other workers.
- It means family members who live on the property.
- And it means all visitors or contractors who come onto the property for any reason.

- *You are going to suffer if you are injured.*
- *Your family is going to suffer if you are injured.*
- *We'll all feel bad.*
- *And the business is going to suffer if anyone is injured.*

*The safety of the people on this farm is the most important thing to us - especially when we are under pressure!*

*You will never be in trouble for reporting things that are not safe.*

## 2. Who is responsible for safety?



*Keeping everyone safe is the job of all of us.*

- The employer, or boss, has overall responsibility for safety.
- Workers also have responsibilities for safety.

*So we need to talk together to be sure that we all understand our responsibilities for keeping each other safe.*

*Every property or workplace must have rules to make sure that work is done safely. This booklet helps show you how we work to keep everyone safe. Please read this booklet carefully, and if you do not understand any part please ask and we'll explain.*

*Work on agricultural properties is often risky, but together we can be safe.*

### 3. What does the employer do about safety?



*The employer or boss has to ensure that the workplace is safe.*

This means making sure that:

- Machinery and vehicles are safe.
- Roads, buildings and yards are safe.
- There is no risk from chemicals.
- Work is carried out safely.
- You have the things you need to keep you safe.
- Personal protective equipment, like goggles, ear muffs are available.
  
- Amenities are available at .....

*We take this responsibility very seriously, but your help is needed to keep the workplace safe.*

## Dangers on the property



*We have given or shown you a map of the property.*

Marked on the farm map you will find dangers that we know about that you must beware of and follow our instructions to keep safe.

These dangers include:

- Powerlines
- Bore drains, creeks and channels
- Dams
- Wet areas
- Dry weather only roads
- 'No-go' areas for quad bikes or vehicles

#### 4. What is expected of workers?



*As a worker, you have safety responsibilities to protect yourself and others.*

*The most important thing is that you should not do a job if you think it is not safe for you, or for others.*

*Do not do any job or operate any machinery until you have been told to do the job and how to do it safely.*

*You may be working on your own. Check that you have radio or phone contact with your boss.*

*Always tell someone where you are going to be on the farm and when you will be back.*

*Then there are some things that are important for all farm workers .....*



First.... Come to work ready and safe



*What do you think we might mean by this?*

*Clothes must be safe*

- Sturdy work boots with non slip soles for general work on the farm.
- Tough work overalls, or long leg washable trousers, or sensible work shorts if you're working inside a machine or workshop.
- Comfortable shirt. Long sleeves should be either buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or protrusions.
- Shirts should be tucked into trousers, and there should be no loose bits that can get caught up eg cords of jackets etc.
- Long hair should be tied back, out of the way of machinery.
- A shady hat for outdoor work.
- Suitable wet weather gear when needed.

*Heads must be clear*

- Not affected by alcohol – after a heavy night, or early morning sessions.
- Not affected by any other drugs – legal or illegal.

Before you go out each day....



*What do you need to check?*

- Have enough food and drinking water to keep you well hydrated for the day. You should take at least a 5 litre water bottle of cold water with you.
  - Some water from dams on the farm may not be fit for drinking. It may be contaminated by pesticides, or animal waste.
- The mobile phone or 2-way radio - check that its working before you head out.
- A check of safety of any vehicle or machine you'll be using. This includes checking the condition/ level of fuel, oil, water, transmission, tyres, brakes, and guards.
  - You should report to the manager anything that is likely to affect the safety of the machine or vehicle, which you cannot repair before operation.
  - This includes guards that are damaged or where there are exposed moving parts of machines causing safety hazards.

*Can you think of other things to check?*

The most important thing is to be on the lookout for anything that is dangerous.



*Its important that you understand that your safety and the safety of everyone else is the most important thing on this farm.*

- Look out for dangers.
  - *Things* that are dangerous.
  - *Actions* that are risky.
- Decide what needs to be done to make things safe.
  - If you can fix it, make the change and report what you've done.
  - If you can't, stop work and let the boss know.

*Our safety rules are:*

- 1. Look out for dangers*
- 2. Think about the danger*
- 3. Act to prevent anyone being hurt*

*You won't be in trouble for taking care of safety on this property*

Always follow the safety instructions



*The safety instructions must always be followed.*

- The instructions may be told to you.
- Or you may be asked to read a warning sign.
- Or the safety instructions may be in the manual.

*If you don't understand what you've been asked to do, ask us to tell you more plainly.*

*If you don't understand why there is a safety instruction, please ask and we'll explain.*

## Using chemicals safely



*On this property we can use chemicals that may be fertilisers, dips and drenches, chemicals to kill or control insects, weeds, plant diseases, and to control rats and mice.*

*Fuels are also dangerous chemicals.*

- All people who use farm chemicals must follow the instructions that are on the label for 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 must be worn as stated on the label.
- You must always have enough water ready for washing yourself, and have clean clothes ready to change into.
- When you have finished your chemical job, the chemical must be locked away in the chemical storage area and information recorded in the Farm Chemical Register.
- Material Safety Data Sheets (MSDSs) have more information and are available for any dangerous chemical used on the property. You just have to ask.
- The Farm Chemical Register and MSDSs are to be found .....

Use the safety equipment that is provided



*Safety equipment is important*

- It may be a guard on a machine to protect you from getting caught in the machine
- It may be your helmet for work on horses or motorcycles.
- It may be eye goggles to protect your eyes.
- Or ear muffs to stop you losing your hearing.
- It may be a safety harness to stop you falling from a height.

*You must use whatever is given to protect you.*

*If the safety equipment is damaged, or not available, please stop what you're doing and report the problem.*

## Vehicle and machinery safety



### *Machinery and vehicles are dangerous*

- Every driver must have a current driver's license.
- Everyone should wear a seatbelt either as a passenger or when driving vehicles around the farm. Keep to the speed limits on all laneways on the farm.
- No one should ride on the back of utes or on machinery when it is being driven, or operated.
- Before starting any machine you must do a safety check. This means checking the fuel, oil, water, transmission fluid, tyres, brakes and guards.
- You should report to the boss anything that is not in working order or that is unsafe and you cannot fix it. This means guards that are damaged or missing where there are exposed moving parts of machines that are dangerous.
- If you leave a machine with the engine running, you must make sure that any equipment is disengaged and the machine is in PARK, with the hand brake on.
- Whenever you remove a guard to do repairs or maintenance, or to clear a blockage, you must put the guard back after finishing the repair and/ or before you start the motor again.
- Before working under machinery you must make sure that the machine is blocked and well supported.
- Keep in mind where there are overhead powerlines when using and moving tall machinery.

## Think about yourself



*There are personal things to pay attention to*

- You must not smoke inside any building, farm vehicle or in machines with cabins.
- Make sure you wash off any dirt from the job, especially before eating or smoking. This will stop you getting infections.
- Make sure you wash off any chemicals and fuel that you may have come into contact with. This will stop you getting sick.
- Make sure your work clothes are washed regularly. This should be every day if you are working in areas where chemicals have been used.
- Make sure you are not too tired to do the job safely.
  - You should take regular breaks so that you don't get too tired.
  - If you are feeling tired, stop work and let the boss know that you need a break.



## Watch out for children and visitors



*There may be visitors or children on the property at times.*

*Please make sure that you look after their safety.*

- No machine or vehicle should be reversed if there are children around, without checking that they are out of the way.
- No child may ride on a tractor or farm machine.
- No child under 16 years old can ride on a farm quad bike.
- Please do not bring your own children to the property without discussing it with the boss. Special arrangements will have to be made for their safety.

# Know what to do in an emergency



*Emergencies could be injury, snake bite, fire, flood, explosion...*

- Always let someone know your planned location on the farm.
  
- First aid kits are provided at .....
  
- The following people on the farm have First Aid training  
.....  
.....
  
- Emergency telephone numbers are located at the telephones at  
.....
  
- Please advise us if you have a medical condition or allergy for which you may need help, and where your medicines are located.

If you are injured



*We want to know about it!*

- We need to know about it to ensure that your injury is properly looked after.
- We need to know so that we can fix the safety problem.

*You will not be penalised for telling us about an injury.*

*Everyone will benefit from you telling us about it.*

We want you to go home safely at the end of the day!



*And to follow up ...*

- If you feel you do not have the experience to undertake a job safely, please advise your boss or the manager, and do not go ahead with the job.
- Before you start any new job, make sure that we've talked together about how to do it safely.
  - There are some other sheets attached with some safety information about common jobs on this property.

## Disagreements about Health and Safety

If you have a disagreement about how safety is managed on this farm, tell us about it and we can work it out.

If we cannot fix our safety disagreement, we encourage you to contact .....

..... for help. For further information, you can contact your state Workplace Health and Safety Authority.

*Remember, we all have a part to play in keeping us all safe*

# Contact Information

Workplace Health and Safety Queensland	<a href="http://www.whs.qld.gov.au">www.whs.qld.gov.au</a> 1300 369 915
WorkCover NSW	<a href="http://www.workcover.nsw.gov.au">www.workcover.nsw.gov.au</a> 13 10 50
WorkSafe Victoria	<a href="http://www.workcover.vic.gov.au">www.workcover.vic.gov.au</a> 1800 136 089
Workplace Standards Tasmania	<a href="http://www.wst.tas.gov.au">www.wst.tas.gov.au</a> 1300 366 322
SafeWork SA	<a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a> 1300 365 255
WorkSafe Western Australia	<a href="http://www.safetyline.wa.gov.au">www.safetyline.wa.gov.au</a> 1300 30 78 77
NT WorkSafe	<a href="http://www.worksafe.nt.gov.au">www.worksafe.nt.gov.au</a> 1800 019 115
ACT Work Safety	<a href="http://www.ohsc.act.gov.au">www.ohsc.act.gov.au</a> 02 6205 0333
Australian Workers Union	<a href="http://www.awu.net.au">www.awu.net.au</a> 1300 885 653
Farmsafe Australia Inc	<a href="http://www.farmsafe.org.au">www.farmsafe.org.au</a> 02 6752 8218
Australian Centre for Agricultural Health and Safety	<a href="http://www.aghealth.org.au">www.aghealth.org.au</a> 02 6752 8210



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