

These notes were taken by Kate Pollard and Jenny West

What is **reasonable** and **practicable** in every situation. Have you done your best to avoid an incident and where is your proof?

Ensure an appropriate system (such as a lock out and tag out system) is in place to ensure that mobile plant or vehicles cannot be used until repairs have been completed.

All electrical installations are regularly inspected, checked and tested to minimise the risk of electric shock and fire.

A residual current device (RCD) is fitted to the electrical installation where hand held and portable electrical equipment is used.

Extension cords and electrical power tools are used in a safe manner, in good condition and have moulded or transparent plug ends.

Hazards of overhead and belowground power lines have been identified and addressed.

## 1. SYSTEM FOR LOCKING OUT/TAGGING OUT AN APPLIANCE

- locked out is a lock, so no access to anything e.g. locking out a switchboard or lock out paddock (locks on farm gate) when spraying. (PIC TO COME FROM JULII).
- Big lock out systems available for when several people working on locks/area.
- Tagged out - put on a piece of plant if not operating as per manufacturers requirements.
- You need to train staff in your tag out / lock out system.
- Make sure tags/locks have been put in visible area.
- Fill out tag/locks correctly-phone number, name then take photo of tag on piece of machinery.
- Must keep a record lock out & tag out systems.
- Anyone can do a tag out but must tell management.
- If something is tagged out, it's invisible to Work Safe.
- Use ink that will withstand weather / sunshine.
- If tagged out, work out if it will be fixed. If not, take to the tip – farm tip is not a standard workplace area, don't go unless authorized to visit there.
- Tags available from Farm Suppliers, Bunnings. Don't use print outs. Put spares in vehicles, trucks etc. so staff can grab when needed. Also have good supply of markers - not pens/pencils.

## 2. ELECTRICITY INSTALLATIONS

This is Julii's number 1 fear and it's invisible/silent, can be fatal.

- Electrical installations need to be regularly checked by a licensed electrician.
- Don't splice wires yourself.
- Electricity is the most dangerous thing on the farm
- Do a general inspection (by eye) of electricity twice a year. Checking power point, light switches, lamps with fittings, loads of dust (dust congregating on light switches, power points etc.)
- Keep electrical equipment clean and protected (box with closed door)
- Beware - sites where old houses/sheds were - there could be live wires still there so get an electrician to disconnect.
- There is a special pen you can buy that lights up if a wire is live.
- Upgrade switchboard if baker light fittings, often connected to asbestos.
- Check all your power leads and things that get moved about as well as behind the fridge.
- To test electrical installations - get an electrician.
- Timeframes: Construction to be done every three months, laptops annually, power drills - annually. Julii will look up the Australian standards - will see what she can find.
- You can build yourself a checklist for monitoring, things like fridge not moved regularly, don't have to test as regularly.
- Switchboards - need to be enclosed in a cabinet. Work Safe regularly see lots exposed. Can put a door or frame around. Door prevents dust, flies, spiders etc. Need to be able to read the switch labels. They all need to be marked. If not, get electrician to do this.
- If dust or damp gets into switchboard, will build up inside switchboard, will cause short out and fire, possibly electric shock.
- If workers touch shed and get a buzz they must report immediately, barricade shed off, and get electrician to check.

### 3. RESIDUAL CURRENT DEVICES (RCD'S)

- Where you have power point, need a RCD on the circuit. Electricians must install. All have a test button, looks similar to circuit breaker (Juliee to send photo).
- RCD with test, if drops out, circuit has been compromised. Eg kid fork power point, RCD will switch it off.
- Julii's house nearly burnt down due to RCD being compromised.
- Testing of RCD, needs to be done regularly, every 3 months, keep a record of the testing. Walk around workplace and test RCD, who – you can do yourself, a prosecutable person, an adult, Its imperative to show you are
- How to test: Press button, / Should go off / If not RCD failed and not operating, unplug and call electrician.
- Spiders can build nests behind switches and will stop them from working.
- There are changes to RCD rules: They are to be upgraded, need switchboards in code.
- Go through all your electrical stuff. If in doubt, chuck it out.
- Wrapping electrical tape around wiring cable when hanging cord - don't do this. There are plastic hooks, when taped up, you can't inspect and gets forgotten and

#### 4. EXTENSION CORDS AND POWER TOOLS

- Need molded or transparent plugs.
- You are allowed to change plug yourself. If get right plug 10 or 15 amp, can wire on yourself. Follow the instructions or get electrician to do.
- If you replace a plug, it has to be a clear plug. So, you can see the inside wiring. Black cloud inside - throw it.
- Electrical leads, pull out by plug, not the lead, or you will separate the wiring. You will get a shock and could die
- Take it out of service if anything is wrong with cord or equipment.
- Cost of a life versus cost of a lead...
- Majority of things drills, grinders, leads- Most are a throw a way item, buy for industry rather than home. White leads, and white boards - designed for inside for houses, hairdryer etc. Industrial electrical, is covered, yellow, orange, more heavy duty. These can take more of a battering than domestic.
- Don't coil on the floor, or don't knot leads-you can buy proper hooks or stands.
- Don't have leads under mats that you walk over, can rub and cause fire.
- Good way to store leads: lightly looped and plug one end into the other, if cord is left for a long time it's a good idea to move/rotate so it doesn't kink.

#### 5. HAZARDS OVERHEAD AND UNDERGROUND

- Underground – before you start digging, call Dial before you dig although internal lines won't be on the map. E.g. on the farm.
- If you have something dug in, put up some markers. Don't rely on your memory and do aerial map. Keep in records for next generation.
- If digging in an area where not sure , do small digs, cable 100mm to 600mm below the ground. Dig with shovel to locate a cable.
- If you know where the areas are, be careful with fencing. Future access to line, if needs dug up and repaired.
- Ensure where have works by contractors like digging out shed pad, do test holes first.
  
- Overhead power lines – harvesters are dragged through 6 to 7 times a harvest in Australia.
- Power can jump from line to piece of machinery.
- Need 6m gap around high voltage poles and 3m around low voltage poles.
- Contact supplier - to find out height of lines. Or buy a device (around \$80) to be assured of how safe.
  
- Infilling on driveways and laneways, be careful, can reduce the height of the powerline.
- Be wary of sag from heat, re-measure on hot days.
- Check power poles so they are not leaning.
  
- Own poles - Make sure you they are safe, try not to brace poles, as that means you know there might be something wrong with it.
- Contractors - on site. If they have to pass under lines, you need to let them know the height, in writing or signage, the minimum height you expect them to pass through.

- Signage, clear and direct path, witch's hats, bollards, stick to tracks marked. So you are getting them to drive under the lines. Yellow paint is good idea to show where poles are and signage. Fixed signage is best.
- Overhead banners - Julii not a fan as its not fixed.
- Be careful around sheds where powerlines overhead. Eg Cattle crates on trucks and powerlines.
- Waterjets to clean trucks, water jets can be shot up to power lines.
- Put silos away from power lines.
- Stacked items, hay, away powerlines.
- Spraying pilots: get a qualified contractor, for helicopters, drones, planes.
- Any contact with drone and powerlines is reportable and can start a fire.

#### 6. TRAINING LIST (ONGOING)

#### 7. YEARLY CHECKS (ONGOING)

Vehicle hoist checking

#### 8. NEXT MEETING

To be confirmed, hopefully Wed 27<sup>th</sup> July.