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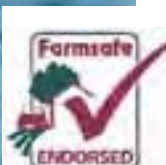
OH&S Managing Grain Production Safely

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



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OH&S Managing Grain Production Safely

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Foreword

Australian agriculture has one of the highest rates of workplace injuries. One aim of the Joint Research Venture on Farm Health and Safety is to develop practical information and management tools designed to assist producers in the 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 grain industry, by reducing fatality and injury rate on grain enterprises.

This project was funded by the Joint Research Venture for Farm Health and Safety which is managed by the Rural Industries Research and Development Corporation

on behalf of the contributing partners - Meat and Livestock Australia, Grains Research and Development Corporation, Australia Wool Innovation Limited, Cotton Research and Development Corporation, Sugar Research and Development Corporation, and Dairy Australia.

The Managing Grain Farm Safety program has been developed with industry and for industry. It represents current best practice for occupational health and grain producing farms.

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

Introduction

State Occupational Health and Safety (OHS) Acts 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 growers to add additional hazards that are identified. The checklist and templates are growers' 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 horticultural health and safety checklist is based on real injury and illness data associated with the horticulture industry. 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 eg 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 grain enterprises is to identify all the hazards to health and safety on the property. The following checklist is designed to assist in identifying hazards on grain enterprises.

At the beginning of each section 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 grain enterprise 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, assess the risk, and eliminate or control 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 fulfil 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 Horticulture Production 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 employee 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 Horticulture enterprises relates 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 Horticulture Farms.



Hazard Checklist

Hazard checklists

This pack contains the hazard checklists and business plan records for sections of the farm that are specific to horticulture production.

Checklists to help identify hazards and plan action for all other hazards can be downloaded from the Farmsafe Australia website, and should be added to this package.

Hazard checklists that will be needed include:

- Tractors, machinery and equipment
- Farm workshops
- Farm vehicles and motorcycles
- Chemicals and hazardous substances
- Workshop safety

The Farmsafe Australia website is:
www.farmsafe.org.au

The phone number is: 02 6752 8218

Pre-harvest Safety Checklist

OWNER/MANAGER:

COMPLETED BY:

PROPERTY NAME & ADDRESS:

PHONE:

FAX:

DATE COMPLETED:

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Tractors and Machinery – Guarding								
Are all tractors fitted with approved roll over protection structures (ROPS) or cabins?								
Do all tractors fitted with a front-end loader or forklift, have approved ROPS with falling object protection structures (FOPS)?								
Is the Power Take-Off (PTO) master shield in place on all tractors?								
Are all PTO and drive shafts and PIC shafts guarded?								
Are all appropriate guards including manufacturers' guards in place, in good condition and well maintained on all tractors?								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Are tractor tyres correctly inflated and ballasted to manufacturers' specifications?								
Are tractors correctly counter-weighted when towing implements or using three 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?								
Do ignition key and starter switches work?								
Is a fire extinguisher kept on all tractors?								
Is a first aid kit kept in the tractor or near where the tractor is operating?								
Do headlights and tail lights work?								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
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 where they have to raise their voices to be heard over loud noise?								
Additional Hazards								
Plant and Machinery								
Are all moving exposed belts, pulleys, PTO and drive shafts properly guarded?								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
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 started or engaged during maintenance?								
Are stands/chocks used to support machinery and implements during maintenance and repair?								
Are hydraulics locked, rams supported and/or pressure released from hydraulic lines before maintenance or repair?								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Are passengers kept off of tractors, machinery and implements?								
Is there a known and observed policy that children are kept away from and do not ride on tractors and machinery?								
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?								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Additional Policies and Practice								
Headers and Harvesters								
Are all moving parts (belts, pulleys, chains, augers, etc.) protected and guards kept in place?								
Is the machine operator manual readily available?								
Are lights, reflectors and screens clean and functional?								
Are ear muffs or plugs available to header operators if they need to raise their voice to be heard inside the closed cabin?								
Are all steps and handrails on headers in good condition?								
Are dust masks available for operators when harvesting/handling grain?								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Is a harness and appropriate respiratory protection provided when working in silos and other confined spaces?								
Is there a known and observed rule that children are not permitted near grain storage areas or grain handling activity?								
Are augers emptied of grain prior to lifting?								
Are augers lowered prior to transport?								
Are workers made aware of the methods to reduce grain dust combustion?								
Do workers exposed to grain dust wear appropriate face masks?								
Are powerlines that pose a hazard to headers, chaser bins and augers identified?								
Additional Hazards								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Silos and Field Bins								
Do silo ladders begin far enough above the ground (1.8 m) as to be out of reach of children, or have a safety device to prevent unauthorised access and children climbing?								
Are ladders and handrails on silos in good condition?								
Are silo ladders fitted with safety cages?								
Are all silos fitted with bottom access or entry from the ground?								
Are all silos fitted with lids that can be operated from the ground?								
Are silos fitted with sight glasses or fill level indicators?								
Can the power supply to the silo be locked out so that the auger cannot be started when someone is in the silo or bin?								
Are there warning signs on all grain storage areas about the risk of grain suffocation?								

Pre-harvest Checklist	Yes No	Risk Level	Action Planned	Cost \$	Target Date	Action Date	Person Responsible	Notes
Do you always use an observer located outside/near the silo whilst someone is working inside it?								
Is a harness and appropriate respiratory protection provided when working in silos and other confined spaces?								
Is there a known and observed rule that children are not permitted near grain storage areas or grain handling activity?								
Are augers emptied of grain prior to lifting?								
Are augers lowered prior to moving?								
Are workers made aware of methods to reduce grain dust combustion?								
Do workers exposed to grain dust wear appropriate face masks?								
Additional Hazards								

Induction Forms



HEALTH AND SAFETY ON OUR FARM
WE SHARE RESPONSIBILITY

Induction Information For Workers

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 who 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 workplace have made to ensure your health and safety, and the health and safety of all others who enter this workplace.

Your safety is as much your responsibility as it is ours. If you feel that you cannot do a job safely, don't do it. Let your supervisor or the farm manager 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 on this farm. 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 farm owners/managers 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 management program in place on the farm).

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
- Dams
- Wet areas
- Dry weather only roads
- _____
- _____
- _____
- _____

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 could be caught in machinery, including cords 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.
- _____
- _____
- _____
- _____

3. HYGIENE

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

- Ensure that you wash up after working and after handling pesticides or 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're working in areas that have been sprayed with 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.
- _____
- _____
- _____
- _____

4. USE OF PROTECTIVE CLOTHING AND EQUIPMENT

Protective clothing and equipment is provided for your protection for some hazardous tasks. You must use these as instructed, clean these properly after use and keep them in good order. You must let the manager know if protective equipment is damaged or 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 a motorcycle/ATV or horse.
- Protective gloves, respirator, overalls when handling pesticides, and when working in contaminated areas.
- A face mask or respirator when dust (including grain dust) is a problem, or if you suffer from asthma or other respiratory condition.
- If you have asthma, please discuss your condition with the manager, and make sure you have an Asthma Management Plan developed with your doctor.
- Goggles and/or welding helmet, gloves and other protective clothing when welding.
- Sunscreen when you are working in direct sunlight.
- _____
- _____
- _____
- _____

5. ADEQUATE FOOD AND WATER

It is most important to make sure that you have plenty of clean water with you during the workday, especially in hot weather.

- Before setting out each day you must ensure that you have adequate food and water to last for the day.
- Surface water on the farm is NOT suitable for drinking. It may be contaminated by pesticides or animal waste.
- _____
- _____
- _____
- _____

6. FATIGUE

There are certain times of the year when we are very busy on this farm. At these times it is often necessary to work during the night.

- You are encouraged to take frequent 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 during the night it is especially important to be alert.
- _____
- _____
- _____
- _____

7. RIDING THE MOTORCYCLE/ATV

You should:

- Wear suitable clothing including tough trousers and boots. A helmet must be worn for riding the farm motorcycle. Work or riding gloves may be needed.
- Before setting out at the beginning of the day, refuel, 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.
- Permit NO passengers on the ATV.
- The speed limit for all vehicles on this farm is km/h.
- No operators under the age of 16 years old to ride ATVs.
- _____
- _____
- _____
- _____

8. HANDLING CHEMICALS ON THE FARM

Chemicals that we may use on this farm include pesticides to kill or control insects, weed, fungal disease, mice or rats, as well as fertiliser and fuel.

- All persons handling pesticides must follow the instructions detailed 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 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 made available on request for any hazardous substance used on the farm.
- The Farm Chemical Register and MSDSs are located
- _____
- _____
- _____
- _____

9. MACHINERY OPERATION AND MAINTENANCE

- 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 any malfunction or condition likely to affect the safe operation of the machine that you cannot repair before operation. This includes guards that are damaged or missing 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 and the machine is in 'PARK'.
- 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 adequately blocked and supported.
- Keep in mind the need to be aware of the location of overhead powerlines when using and moving tall machinery.
- _____
- _____
- _____
- _____

10. SNAKES

Snakes are found on and around the farm, especially around dams and creeks. Many snakes are poisonous.

- If you come across a snake, move away 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.
- _____
- _____
- _____
- _____

11. BEING READY FOR EMERGENCIES

- In the case of an emergency dial "000" for fire brigade, ambulance or police.
- Before setting out each day always let someone know your planned location on the farm.
- First aid kits are available at
- Emergency telephone numbers are located at the telephones

- The people on this farm who are trained in first aid are:

- The emergency plan is located at
- We use UHF channel for communication.

-
-
-
-

12. INJURY REPORTING AND INJURY MANAGEMENT

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.

- Injury Register forms are located or contact the owner/manager.
- Workers compensation forms are available for your use; please contact the owner/ manager to access these.
- If you are injured during the course of your work on this farm, every attempt will be made to assist you to return to work. We will work with your Doctor and other service providers to find suitable duties for you if you are not able to fulfil your normal role.
- The person responsible for the return to work of injured workers on this farm is

The safety of people on this farm takes precedence over all other considerations – especially when we are under pressure!!

Declaration:

I have read the occupational health and safety instructions in this leaflet, discussed them with the owner/manager and understand and accept my responsibilities.

I agree to do what is required of me to ensure that the health and safety of all people is protected on this farm.

Signed: _____ **Date:** / /
Worker

Name: _____
Print

Signed: _____ **Date:** / /
Owner/Manager

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.

HEALTH AND SAFETY ON OUR FARM
WE SHARE RESPONSIBILITY

Induction Information for Farm Contractors

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 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 management program in place on the farm.)

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/illness.

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
- Dams
- Wet areas
- Recently sprayed areas
- Proposed spray activity that may affect your work on this farm
- _____
- _____
- _____
- _____

3. ACCESS TO AREAS OF THE FARM

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

The attached farm map outlined 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.

4. EMERGENCY ARRANGEMENTS

In the case of an emergency, dial "000" for fire brigade, ambulance or police.

- First aid kits are located
- 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
- Trained and designated first aid officer/s
- _____
- _____
- _____
- _____

You are responsible for the provision of emergency equipment on your machinery e.g. fire extinguishers, where required.

5. 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): _____

Fax: _____

Email: _____

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

Name	Telephone	Position

6. 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 could be caught in machinery, including cords 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.
- _____
- _____
- _____
- _____
- _____

7. HYGIENE

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

- Ensure that they wash up after working and after handling pesticides or dogs or other animals, especially before eating.
- Make sure that their work clothes are washed regularly. They will need to wash them daily if they're working in areas that have been sprayed with 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 their tetanus vaccinations.
- Not be in possession of, consume or be suffering the effects of alcohol or any illicit drug.
- _____
- _____
- _____
- _____
- _____

8. 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 the protective equipment that you have provided for their use.

The owner/manager will inform you of the areas of the farm that have been recently sprayed with pesticide. It is your responsibility to provide appropriate PPE for your workers if they are required to work in these recently sprayed areas. If you have any questions please contact the farm owner/manager or

9. AMENITIES

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

- Toilets
- Shelter sheds
- Drinking water
- Washing facilities
- _____
- _____
- _____
- _____

10. WORKERS COMPENSATION ARRANGMENTS*

EITHER

You, the contractor, are responsible for workers compensation insurance for the workers in your team. Please supply a certificate of currency from your workers compensation insurer.

OR

Your workers are covered for workers compensation by the policy of this farm. 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 for workers' compensation from your insurer, your State's work health authority, your farmers' organization or your union).

11. 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. Injury Register forms are located or contact the owner/manager.

The safety of people on this farm takes precedence over all other considerations.

Declaration:

I have read the occupational health and safety instructions in this leaflet, discussed them with the owner/manager and understand and accept my responsibilities.

I agree to do what is required of me to ensure that the health and safety of all people is protected on this farm.

Signed: _____ **Date:** / /
Worker

Name: _____
Print

Signed: _____ **Date:** / /
Owner/Manager

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



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; and
 - 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 ag' bike 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 Checklist (One page per employee)

EMPLOYEE NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ DATE OF BIRTH: _____

DATE EMPLOYMENT COMMENCED: _____ DATE EMPLOYMENT CEASED: _____

IDENTIFIED TRAINING NEEDS							
SUBJECT OF TRAINING	DATE	CONTENT	TRAINING RESOURCES PROVIDED	TRAINING PROVIDED BY	TARGET DATE	ACCREDITATION NO.	TRAINEE SIGNATURE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

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Farm Injury Register

Why keep farm injury records?

Occupational health and safety legislation in most states requires employers to keep a register 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 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
- QLD – Division of Workplace Health & Safety
Tel: 1300 369 915
www.deir.gld.gov.au
- WA – WorkSafe
Tel: 1300 307 877
www.docep.wa.gov.au
- NT – Work Health Authority
Tel: 1800 193 111
www.tbc.nt.gov.au
- VIC – WorkCover Authority
Tel: 03 9641 1444
www.workcover.vic.gov.au
- SA – WorkCover Corporation
Tel: 08 8226 3120
www.workcover.sa.gov.au
- TAS – Workplace Standards Authority
Tel: 1300 366 322
www.wsa.tas.gov.au
- ACT – Comcare
Tel: 02 6205 0200
www.workcover.act.gov.au

Farm Injury Checklist (One page per employee)

PROPERTY NAME:

NAME:

SEX: MALE FEMALE

DATE:

RESIDENTIAL ADDRESS:

TIME OF INJURY:

AM PM

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"/> Front end loader
<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"/> Module press
<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"/> Gates/fences
<input type="checkbox"/> Spray unit	<input type="checkbox"/> Chainsaw	<input type="checkbox"/> Pumps	<input type="checkbox"/> Animal	<input type="checkbox"/> Other, please specify	

WHICH BODY PART(S) WERE INJURED? WHAT WAS THE TYPE OF INJURY? (EG. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you have to stay in hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how many nights?
Did the injury stop you from working?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how many days/weeks?
How did the injury happen? What led to or caused the injury? What were you doing?		
What were the brand and model names of machinery/equipment involved in the injury?		
How do you think this accident could have been prevented?		

INVESTIGATION OF INJURY

To be undertaken by owner/manager:	
Was there any action taken to address the cause of the injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so what action was taken?	

ACTION TAKEN BY:

SIGNED:

DATE:

NAME:

(PRINT)

Farm Injury Checklist (One page per employee)

PROPERTY NAME:

NAME:

SEX: MALE FEMALE

DATE:

RESIDENTIAL ADDRESS:

TIME OF INJURY:

AM PM

ON WHAT AREA OF THE PROPERTY DID THE INJURY HAPPEN? TICK A BOX.			
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Was the injury seen by a doctor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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What were the brand and model names of machinery/equipment involved in the injury?		
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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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so what action was taken?		

ACTION TAKEN BY: _____

SIGNED: _____ DATE: _____

NAME: _____ (PRINT)

Farm Injury Checklist (One page per employee)

PROPERTY NAME:

NAME:

SEX: MALE FEMALE

DATE:

RESIDENTIAL ADDRESS:

TIME OF INJURY:

AM PM

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--------------------------------	---	-----------------------------------	--	--	--

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"/> Front end loader
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If so what action was taken?			

ACTION TAKEN BY:

SIGNED: _____ DATE: _____

NAME: _____ (PRINT)

Farm Injury Checklist (One page per employee)

PROPERTY NAME:

NAME:

SEX: MALE FEMALE

DATE:

RESIDENTIAL ADDRESS:

TIME OF INJURY:

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<input type="checkbox"/> Spray unit	<input type="checkbox"/> Chainsaw	<input type="checkbox"/> Pumps	<input type="checkbox"/> Animal	<input type="checkbox"/> Other, please specify	

WHICH BODY PART(S) WERE INJURED? WHAT WAS THE TYPE OF INJURY? (EG. 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
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<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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you have to stay in hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how many nights?
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How did the injury happen? What led to or caused the injury? What were you doing?		
What were the brand and model names of machinery/equipment involved in the injury?		
How do you think this accident could have been prevented?		

INVESTIGATION OF INJURY

To be undertaken by owner/manager:	
Was there any action taken to address the cause of the injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so what action was taken?	

ACTION TAKEN BY:

SIGNED:

DATE:

NAME:

(PRINT)

Farm Injury Checklist (One page per employee)

PROPERTY NAME:

NAME:

SEX: MALE FEMALE

DATE:

RESIDENTIAL ADDRESS:

TIME OF INJURY:

AM PM

ON WHAT AREA OF THE PROPERTY DID THE INJURY HAPPEN? TICK A BOX.			
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INVESTIGATION OF INJURY

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Was there any action taken to address the cause of the injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so what action was taken?	

ACTION TAKEN BY:

SIGNED:

DATE:

NAME:

(PRINT)

Guidance Notes



Guidance Notes

This pack contains the Grain Handling Safety Guide – A Practical Guide.

Guidance Notes are available for many hazards that are common to all farms. They can be downloaded from the Farmsafe Australia website, and should be added to this package.

They include Guidelines for

- Tractor rollovers
- Tractor runovers
- Tractor Power Take-offs
- Noise on farms
- Farm Machinery Guarding
- Child safety on farms
- Horses on farms
- Farm ATV Safety
- Animal handling
- Workshop safety on farms
- Organic dusts on farms
- Farm chemicals
- Firearms Safety
- Heat Stress on Farms
- Sun Safety on Farms
- Woolshed safety
- Cotton Picking
- Cotton Chipping
- Safe cattle handling
- Health and safety in the packing shed

The Farmsafe Australia website is:
www.farmsafe.org.au

The phone number is: 02 6752 8218

SAFE FARM WORK METHOD STATEMENT

Working Safely with Grain Augers

Before moving or operating an auger, make sure that you have been trained and shown how to safely operate the auger.

Before using the auger, ensure that you understand the safety information in the operator's manual.

Before transporting or moving the auger

1. Check for overhead power lines.
2. Empty and lower the auger to prevent the auger from toppling or coming into contact with overhead power lines.
3. Fit the jockey wheel to the auger or use a helper to move and lift the auger onto the vehicle tow bar.
4. Transport the auger slowly.

Before using the auger

1. Make sure that all guards are fitted to the auger hopper, pulleys, belts and drive shafts.
2. Chock the auger wheels to prevent it moving during operation.
3. Make sure goggles, dust mask and hearing protection are available for all people using the auger and handling grain.

Operating the auger

1. Make sure all bystanders are clear before starting and operating the auger.
2. Wear a dust mask, eye and hearing protection.
3. Stop the auger before clearing any blockages.
4. Do not use your hands to clear any rubbish from the auger hopper while the auger is running.
5. Stop the auger and remove the key before maintaining or adjusting the auger.

After using the auger

1. Make sure the auger is empty before stopping the auger.
2. Remove the key from the engine ignition.
3. Cover the auger motor.

In an Emergency

1. Assess further danger to the injured person and yourself.
2. Provide first aid to the injured person as required.
3. If further help is required, contact your supervisor/manager and/or dial 000.
4. Give necessary information to emergency personnel.
5. Follow directions given to you by your supervisor and/or emergency personnel.

SAFE FARM WORK METHOD STATEMENT

Working in Confined Spaces

Health and safety regulation requires a safety risk assessment to be completed before working in any confined space. Do not work in a confined space without having completed a safety risk assessment.

Before working in a confined space, make sure that you have been trained and shown how to safely work in a confined space.

Do not work in a confined space alone. A helper must remain outside to provide help in an emergency. Where climbing down or into a confined space, a safety harness must be worn.

Before working in a confined space

1. Ensure that a safety risk assessment has been completed before working in a confined space.
2. Ventilate the silo or other confined space to remove toxic gasses and fumes.
3. Check the oxygen level before entering and working in the confined space.
4. Check the condition of ladders and work platforms.
5. Check the condition of safety harness.
6. Put on safety harness and adjust harness straps.
7. Attach the harness to the retrieval system.
8. Wear proper work boots.
9. Make sure that there is a helper on standby outside the confined space in case of emergency.

Before working in a confined space

1. Ensure that a safety risk assessment has been completed before working in a confined space.
2. Ventilate the silo or other confined space to remove toxic gasses and fumes.
3. Check the oxygen level before entering and working in the confined space.
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6. Put on safety harness and adjust harness straps.
7. Attach the harness to the retrieval system.
8. Wear proper work boots.
9. Make sure that there is a helper on standby outside the confined space in case of emergency.

Working in a confined space

1. Attach the safety harness lanyard to the attachment point.
2. Climb the ladder, using the 3 point rule.
3. Wear breathing apparatus as required.

After working the confined space

1. Remove and place harness in its bag, store away from sunlight and dirt.
2. Close access and/or remove ladder access to prevent unauthorised access by children or others.
3. Report damaged ladders or handrail to your manager/supervisor.

In an Emergency

1. Assess further danger to the injured person and yourself. Do not enter the confined space without breathing apparatus.
2. Provide first aid to the injured person as required.
3. Winch the injured person from the confined space.
4. If further help is required, contact your supervisor/manager and/or dial 000.
5. Give necessary information to emergency personnel.
6. Follow directions given to you by your supervisor and/or emergency personnel.

SAFE FARM WORK METHOD STATEMENT

Working at Height

Before working at height, make sure that you have been trained and shown how to safely climb and work on top of farm structures.

Where a permanent work platform has not been installed, a safety harness must be worn.

Before climbing a silo

1. Check the condition of ladders and work platforms.
2. Check the condition of safety harness.
3. Put on safety harness and adjust harness straps.
4. Before climbing, check the condition of the ladder.
5. Wear proper work boots.

Working on top of the silo

1. Attach the safety harness lanyard to the attachment point.
2. Climb the ladder, using the 3 point rule.

After working on the silo

1. Remove and place harness in its bag, store away from sunlight and dirt.
2. Close or remove ladder access to prevent unauthorised access by children or others.
3. Report damaged silo structure, ladders or handrail to your manager/supervisor.

In an Emergency

1. Assess further danger to the injured person and yourself.
2. Provide first aid to the injured person as required.
3. If further help is required, contact your supervisor/manager and/or dial 000.
4. Give necessary information to emergency personnel.
5. Follow directions given to you by your supervisor and/or emergency personnel.

SAFE FARM WORK METHOD STATEMENT

Harvesting Machinery

Before operating any harvesting machinery, make sure that you have been trained and shown how to safely operate the tractor or harvester.

Before operating or maintaining tractors, headers and harvesting machinery, make sure that you understand the safety information in the operator's manual.

Operating Harvesting Machinery

1. Make sure everyone who operates the equipment has received training and is physically able to operate it safely.
2. Be physically and mentally fit before operating any equipment. Take regular breaks to reduce fatigue.
3. Inspect the equipment and fix any hazards before operating any machinery.
4. Check that all safety locks are operational.
5. Ensure that all machinery guards and shields are in place, especially PTO guards, before machinery is operated.
6. Shut down equipment, turn off engine, remove key and wait for moving parts to stop before approaching equipment or opening guards to perform maintenance.
7. Stay clear of pinch points, shear points, wrap points, pull-in areas, thrown objects, crush points, stored energy hazards and freewheeling parts.
8. Keep bystanders and others away from equipment operation area. Do not allow passengers, especially children, to ride on harvesting machinery.
9. Check that fire extinguishers are charged and first aid kits are available.

In an Emergency

1. Assess further danger to the injured person and yourself.
2. Provide first aid to the injured person as required.
3. If further help is required, contact your supervisor/manager and/or dial 000.
4. Give necessary information to emergency personnel.
5. Follow directions given to you by your supervisor and/or emergency personnel.



Australian Government

**Rural Industries Research and
Development Corporation**



OH&S Grain Handling Safety **A PRACTICAL GUIDE**

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



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Authors: Temperley, J B and Fragar, L J

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Grain production enterprises should use this document in association with the Managing Health and Safety in the Grain Industry risk management package

1

Introduction

1.1 This publication – its purpose

This publication aims to provide a practical guideline for grain producers, managers and workers to improve and ensure the safety of those who work with grain production and grain handling, and those who are in the vicinity of areas where grain production and handling is being undertaken.

The document briefly gives guidance on the hazards and risks associated with grain production and handling in the farm setting, and practical guidelines on how to implement effective occupational health and safety (OHS) risk control that will not only reduce or prevent injury, but will assist grain producers to meet OHS regulatory requirements.

Grain production enterprises should use this document in association with the *Managing Health and Safety in the Grain Industry* risk management package – a practical management tool for implementing OHS in grain production and handling workplace – available on the Farmsafe Australia website www.farmsafe.org.au.

The guideline has been prepared under the direction of the Farmsafe Australia Grain Production Safety Reference Group.

1.2 Health and safety problems in grain production and handling

People working in the grains industry are exposed to a range of injury hazards – many are common to other sectors in agriculture, but many are specific to grain production and grain handling.

Hazards associated with grain production and handling include:

- Mechanical hazards – associated with machinery involved in grain production; including tractors, cultivation, sowing and tillage equipment, harvesting machinery (combine harvesters, field and chaser bins), farm motorcycles, ATVs, utes, trucks, augers, silos, and spraying equipment
- Manual handling hazards
- Biological hazards – grain and other organic dusts
- Chemicals – fuels, herbicides, insecticides, fungicides, rodenticides and grain fumigants
- Solar radiation – working outdoors in heat and sunlight
- Electricity
- Noise – causing hearing injury, loss and tinnitus
- Stress and fatigue

The types of injury range from death to serious injury requiring hospitalisation and down time, to “nuisance” injury that stops work for a short time, or makes work slower and reduces productivity.

1.3 Legal obligations of the people in grain production enterprises

State OHS Acts 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.

Employers and self-employed persons must ensure the health and safety of people visiting or working at their places of work.

Responsibilities of *employers* include:

- Consultation with workers to implement OHS management and programs
- 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 instituting 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 OHS 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.

Each of these OHS obligations must be met in the grains industry and on each property.

1.4 Acknowledgements

These guidelines have relied heavily on the work of other agencies and individuals. Specifically, we acknowledge the Health and Safety in the Grains Industry Reference Group, whose members commissioned and made significant contributions to this document.

Furthermore, in light of good sheep industry feedback on the suitability of the format of the shearing shed guideline, that format has been used as a template for this document.

2

Finding and fixing safety problems in grain production enterprises

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

1. Involve your workers – *Consultation*

There must be ways for workers to actively participate in the OHS program of the enterprise. How managers and employers involve workers will be different on different properties and methods may include:

- Regular meetings where safety issues are discussed
- Systems whereby a safety representative is nominated to have specific responsibility for liaison between workers and managers

Whatever system is in use, it is essential that there is a clear commitment to safety of the owner and manager, and that this is obvious by the safety behaviour and activity taken on a day-to-day basis.

2. Look for unsafe conditions and unsafe practice – *Hazard identification*

Safety hazards must be identified in a systematic way.

This means that property owners, managers and workers must identify those jobs and situations that may cause injury or illness, not only to people doing the work, but also to bystanders and visitors.

Hazard identification should be an ongoing and be carried out:

- At least annually
- When systems are changed – new equipment, changed facilities, changed practice

All workers should be actively encouraged to report anything that could be considered hazardous to health and safety – any unsafe condition, or unsafe action needs to be identified and action taken to make the system safe.

3. For each hazard, consider the likely outcome – *Risk assessment*

Risk associated with each hazard must be assessed in terms of the severity of the potential harm that could occur, and the likelihood that such an outcome could occur – generally greater if workers are frequently exposed to the hazard.

4. Control risk using the hierarchy of control approach – *Risk control*

Risks must be controlled to prevent injury. The hierarchy, or order of effectiveness, is as follows:

1. Elimination of the hazard

Where possible, the hazard must be eliminated, or removed from the workplace. This is obviously the most effective way to reduce risk. While it is often not possible to eliminate a hazard, OHS regulations require employers to consider this option. If it is not possible, then the next most effective solution should be sought and put in place.

2. Substitution for a hazard of lesser risk

Where it is not possible to eliminate a hazard altogether, consider whether the hazard can be substituted for something that will do the same job, but is less risky.

3. Isolation of hazard from worker and other engineering controls

In most hazardous situations it is possible and practicable to improve the design of work and/or isolate the worker from the hazard. This is the basis of most of the safety improvements that should be put in place by grain production enterprises to reduce risk of injury as well as to be compliant with OHS regulations.

4. Administrative controls

Administrative controls include safe operating procedures or rules, organising work in such a way that reduces risk, giving safety induction and training to workers, supervising unskilled workers and providing safety information to workers about the safety risk associated with the work to be done and how these risks can be minimised.

5. Personal protective equipment

Provision and use of personal protective equipment (PPE) must be provided and used where workers cannot be protected from a hazard by a control measure higher up the order 9 1-4 above). This includes providing helmets to protect from head injury for riders of motorcycles and ATVs.

These guidelines suggest the higher order controls in the first instance, with the lower order, less effective controls that depend on individual behaviour lower in the list. In practice, best practice in OHS risk management will require a mix of controls for the high risk hazards.

5. Keep a written note of your OHS activity – *Record keeping*

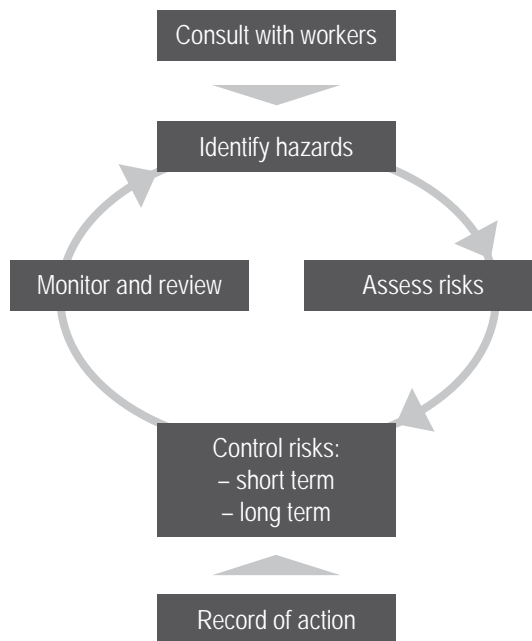
Records of all OHS activity must be kept.

6. Check that safe grain handling keeps up to date – *Monitor and review*

It is vital to continue monitoring health and safety risks associated with grain handling. This can be achieved by:

- Continuing to be on the lookout for new hazards
- Anticipating hazards which result from changes in your system or work or when new equipment is purchased
- Checking that safety measures are working
- Developing an understanding of safety in all workers and family members which encourages them to adopt the OHS best practice principles.

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



These processes should become a key part of the management of the whole business. Successful businesses invest significantly in OHS in terms of time, money and commitment at all levels. These businesses understand that overall performance of the business benefits from good OHS practice.

Such businesses do not accept that the major responsibility for workplace health and safety rests in the workers themselves, rather the opposite – that safety is a key management responsibility, and involving workers is a critical management skill.

3

Hazards and risk control


While no-till grain production is becoming routine for many farms, cultivation and ground preparation remains important for many enterprises. Occupational Health and Safety Acts and Regulations require that hazards are identified, risks assessed and controls be based on maintaining a safe system of work. This includes

systems for ground preparation and sowing. Sowing is associated with grain handling risks.

Use of **herbicides** in ground preparation poses risk. See Section 4.


Handling **seed treated with fungicides and insecticides** poses risk. See Section 4.


Hazard and risk	Risk controls
<p>Tractor and Machinery Operation</p> <p>Moving machinery</p> <p>Operators and bystanders are at risk of run-over injury by moving tractors and machines.</p> <p>Smaller tractors may also roll over and pose risk of crush injury and death.</p> <p>Moving machines on narrow or raised tracks or roads poses risk of the machine rolling over embankments and injury to the operator.</p> <p>Collision of machines with other vehicles may occur on farm or on public roads, with risk to operator and vehicle occupants.</p>	<p>Modify tractor access, steps and handrails to prevent slipping while dismounting and being run-over by the tractor. Information on how to modify tractor access can be obtained from the Australian Centre for Agricultural Health and Safety or the Farmsafe Australia website.</p> <p>Ensure that all un-cabined tractors are fitted with Roll Over Protection Structures (ROPS).</p> <p>Before starting and moving any machine or vehicle, check to ensure that all bystanders are clear and well away from machinery.</p> <p>Fit a reversing alarm to alert and remind bystanders that tractor and machinery operators may have reduced visibility when reversing.</p> <p>When transporting tractors and machinery on public roads, survey and plan routes to be taken to ensure that roads are suitable. Where required, use escort vehicles on public roads.</p>


Hazard and risk	Risk controls
<p>Exposed moving parts</p> <p>Power-Take-Off (PTO) assemblies pose risk of entanglement and serious injury for operators and bystanders.</p> <p>Unguarded engine belts and pulleys, when operating, pose risk of entanglement and injury.</p>	<p>Fit and ensure that all PTO shafts and assembly guards are in good order and functional before tractors and machinery is operated.</p> <p>Ensure that all engine moving parts are properly guarded and guards are in place before operating tractor and machinery.</p> <p>Build and install engine guards where they were not manufactured on older tractors.</p>
<p>Hydraulics</p> <p>Hydraulic fluid under pressure poses risk of penetrating injury that is difficult to treat effectively due to the oil penetrating many tissue layers under the skin.</p> <p>If hydraulics fail, there is risk of serious crush injury if the rig falls.</p>	<p>Check and replace leaking hydraulic hoses and fittings.</p> <p>Before working under raised hydraulic machinery, ensure that hydraulic and ram locks have been fitted and that machinery is chocked and supported.</p>
<p>Hitching</p> <p>Crush injury can occur to hands and body of operator and/or helper when reversing and hitching implements.</p>	<p>Fit quick-hitch mechanisms to draw bars and ensure helpers are not standing between the tractor and implements.</p>
<p>Noise</p> <p>Hearing injury occurs where the operator is exposed to damaging levels of noise. These may be due to engine noise, and/or radio and stereo at loud volume.</p> 	<p>When operating un-cabined tractors or loud machinery, wear ear muffs or plugs.</p> <p>Turn radio and stereo volume down, excessively loud music also damages hearing.</p>
<p>Ergonomic risks</p> <p>Operating tractors for long hours can be associated with back, shoulder, and other pain and injury; especially with poorly designed seats and controls.</p>	<p>Check that all seats are in good condition and repair.</p> <p>Take regular breaks to exercise neck and back to prevent neck, shoulder and back pain.</p>

An unsafe workplace results in injury and illness.

Hazard and risk	Risk controls
<p>Slips, trips and falls</p> <p>Many operators are injured slipping and falling when getting in and out of the tractor, and from slipping off seeding equipment. Risk of injury is higher as you get older.</p>	<p>Check, install, modify and update tractor and machinery steps and handrails to reduce the risk of slipping and falling. Do not jump off machinery. Face ladders when climbing up and down.</p> <p>Ensure that operators wear appropriate work boots.</p>
<p>Distractions</p> <p>Operators are at risk of collision and loss of control of machinery when distracted by use of devices that may include mobile phones and portable DVD players. Risk is greater at night and when using GPS guidance systems.</p>	<p>Discourage use of mobile phones or DVDs or reading magazines while operating tractors.</p> <p>Stop the machine while talking, texting and performing other mobile phones operations.</p> <p>Fit a hands free mobile phone kit to the tractor.</p>
<p>Fatigue</p> <p>Working for long hours without breaks increases risk of making mistakes that can lead to injury.</p> <p>Falling asleep is a real risk, with possible outcomes such as running into creeks and gullies, fences, trees and structures.</p>	<p>Organise the workforce to ensure that tractor and machinery operators can take regular breaks.</p> <p>When having snack or lunch breaks, stop and get out of the tractor or machine for a break to stretch and refresh, don't eat and drive on the run.</p>
<p>Refueling</p> <p>Risks during refueling relate to fire, and exposure to diesel.</p>	<p>Check that fuel hoses and fittings are not leaking.</p> <p>Check that there is a fire extinguisher on the tractor or fuel trailer or bowser.</p>
<p>Fertilising</p> <p>Handling bags</p> <p>Injury may occur during handling of fertiliser either using fork lift or bucket attachments or by manual handling.</p> <p>Crush injury can occur if the load falls, or the lift fails. Bystanders are at risk of run-over injury.</p> <p>Manual handling of fertiliser may be associated with back and other musculoskeletal injury.</p> <p>Handling one-tonne bags poses risk of the operator working underneath being crushed under falling bags.</p>	<p>Use fork lifts, tractor mounted jib cranes or other lifting aids to move and carry fertiliser bags.</p> <p>Keep bystanders away when moving loads with fork lifts and jib cranes.</p> <p>Do not store one-tonne fertiliser bags in the sun to reduce sunlight perishing carry handles. Inspect carry handles before lifting bags with fork lifts and jib cranes. Use a support under raised bags to prevent being crushed if the bag or handle breaks.</p>

Hazard and risk	Risk controls
<p>Anhydrous ammonia</p> <p>Handling anhydrous ammonia poses risk of chemical burns to operators and bystanders.</p>	<p>Ensure that all operators have been trained according to supplier's requirements, in the transfer, application and safe use of anhydrous ammonia.</p> <p>Regularly check that all fittings and hoses are not cracked or leaking.</p> <p>Check that all safety and shutoff valves and taps are working and are not leaking.</p> <p>Make sure that all PPE (including respirators, gloves and eye protection) is carried on the tractor and is used when connecting and disconnecting vapour and liquid hoses.</p> <p>Carry a first aid kit and water to treat ammonia burns.</p>
<p>Grain handling</p> <p>Augers and auger operation</p> <p>Operation of grain augers poses risk of hand, arm, foot and leg injury caused by being entangled in an unguarded auger flight. This injury is common.</p> <p>Crush injury may also occur in unguarded pulleys, belts and drive-shafts.</p> <p>Full augers are unstable, and pose risk of toppling when moved. Injury may occur if operators or bystanders are in the vicinity.</p> <p>Electrically driven augers pose risk of electrocution.</p> 	<p>Ensure that all auger flights, engine pulleys, drive belts and shafts are properly guarded and that the guards are in good condition before using all augers.</p> <p>Make sure that all guards are in place before augers are operated, especially after maintenance.</p> <p>Ensure all bystanders are kept away. To prevent toppling, empty and lower augers before moving them.</p> <p>Check that all electric wiring is in good condition and augers are operated with a Residual Current Device (RCD) installed. Portable RCDs are available to prevent electrocution where augers are powered by generators or if an RCD is not installed in the power board.</p>

Hazard and risk	Risk controls
<p>Overhead power lines</p> <p>Electrocution of operator and others can occur when augers are moved or used under overhead power lines.</p>	<p>Relocate or put power lines underground where overhead power lines pose a risk of electrocution, especially around silos and grain handling areas where augers and tip trucks are regularly used.</p> <p>Plan work to avoid power lines, and provide detailed instructions to operators about where and how work should be done to avoid electrocution.</p>
<p>Dusts</p> <p>Grain dusts pose risk of respiratory disease. People with asthma are at particular risk of an acute asthma episode.</p> 	<p>Ensure that all people who handle grain wear dust masks.</p> <p>Assess all people who work with grain for the risk of asthma. All people with asthma who handle grain should have an asthma management plan arranged with their doctor.</p> <p>Ensure asthmatics have ready access to their medication.</p>
<p>Noise</p> <p>Hearing injury occurs where the operator and/or bystanders are exposed to damaging levels of noise associated with operating augers and motors.</p> <p>Damaging levels of noise are usually associated with use of grain augers.</p>	<p>Keep bystanders not associated with work away from loud noise.</p> <p>Ensure that hearing protection is provided and worn by all people when operating augers and motors.</p>
<p>Manual handling</p> <p>Moving augers can result in back and other musculoskeletal injury.</p>	<p>Empty and lower grain augers before moving them will make them lighter to move, improve their balance, and reduce the risk of back and muscle injury.</p> <p>Fit a jockey wheel to help move and maneuver augers. Get help from another person to help lift and move an auger.</p>

Hazard and risk	Risk controls
<p>Working in and around silos</p> <p>Falls</p> <p>Climbing silos to get inside, or to check levels and close and seal lids poses risk of falls and serious injury.</p> 	<p>Fit silos with bottom entry access, fill level indicators, and self sealing lids that can be operated from the ground to reduce the need to climb silos.</p> <p>Before filling silos, check and repair silos that have been damaged or rusted.</p> <p>Before climbing any silo ladders, check and repair damaged hand rails and ladders.</p> <p>Ensure that silo ladders higher than 6 m have a safety cage fitted.</p> <p>Before working on top of silos, ensure that a safety harness is worn and attached to the silo.</p>
<p>Grain engulfment</p> <p>Engulfment by grain can occur when silos and field bins collapse. Rust damage may weaken such structures.</p> <p>Flowing grain can also cause engulfment and death and poses risk to operators, bystanders and especially children.</p>	<p>Repair rusted and broken welds, straighten bent field bins structure and mesh to reduce bins toppling when being filled.</p> <p>Place mesh field bins on level ground.</p> <p>Empty field bins before moving or transporting to prevent field bins and silo axles bending.</p> <p>Transport field bins and silos slowly to prevent damage.</p> <p>Do not climb the side of mesh field bins to prevent bending mesh.</p> <p>Use a portable ladder to prevent bending mesh.</p> <p>Keep children and bystanders away.</p>
<p>Sweep augers</p> <p>Sweep augers in flat-bottomed silos pose risk of entanglement injury to all body parts for operators and helpers.</p>	<p>Guard all sweep augers.</p> <p>Modify flat bottomed silos with conical bases to eliminate the need for sweep augers.</p> <p>Ensure that grain augers, elevators and sweep augers are turned off and locked out.</p> <p>Fit interlocks to silo access so that all augers can not be operated when a person is working inside a silo.</p> <p>When cleaning silos, operate sweep augers only when all persons are outside of the silo.</p>

Hazard and risk	Risk controls
<p>Confined spaces</p> <p>Entry into silos poses risk of suffocation due to lack of oxygen or exposure to noxious gases, explosive gasses and dusts and fumigants such as phosphine gas.</p>	<p>OHS Regulations require that a risk assessment is undertaken before anyone works inside a silo or other confined space.</p> <p>Check that all silos have proper warning signs informing the risks of working in confined spaces.</p> <p>Do not allow anyone to work inside a silo alone.</p> <p>Do not allow anyone to smoke in silos or grain sheds.</p> <p>Measure oxygen content before entering all silos that are filled with grain. If oxygen is low, then no-one should enter until the silo has been ventilated and oxygen levels are safe.</p> <p>Ensure that the silo has been ventilated to purge toxic gasses and dusts before entry.</p> <p>Never get into a silo which does not have a bottom entry.</p>
<p>Communication</p> <p>Where more than one person is working to prepare and sow grain crops, there is increased risk of injury due to poor planning and poor communication about work being done. Risk is associated with vehicle and machinery traffic.</p>	<p>Identify the likelihood of collision and run-over by machinery and vehicle traffic. Inform all workers of areas of increased machinery, truck and vehicle traffic.</p> <p>Plan and communicate to all people involved with sowing, work and traffic flow.</p> <p>Establish and post speed limit signs where required on areas around the farm, especially on roads around farm houses, workshops, grain handling and storage areas.</p>
<p>Machinery maintenance</p> <p>Changing tyres</p> <p>Injury risk when repaired tyres are being inflated is associated with tyre blow-out, falling machinery, split rims blowing apart.</p>	<p>Replace worn or damaged tyres to prevent blowout. Do not over-inflate or stand beside machinery tyres whilst being inflated.</p> <p>Ensure that machinery and vehicles are properly chocked and supported before removing tyres for repair.</p> <p>Make available and ensure tyre cages are used when inflating split rimmed tyres.</p> <p>Inspect rims before replacing tyres. Ensure the rim pieces are seated properly and inflate the tyres in 10 psi stages. Check the rim after each inflation.</p>

Hazard and risk	Risk controls
<p data-bbox="204 264 550 295"><i>In-field maintenance and repair</i></p> <p data-bbox="204 318 734 385">People doing in-field maintenance and bystanders are at risk of entanglement while engines are running.</p> <p data-bbox="204 407 710 474">Operators are at risk of crush injury while working underneath chocked machines.</p> <p data-bbox="204 497 710 609">People working under machines may be at risk of being run over if the machine is operated with the person still underneath.</p>	<p data-bbox="774 318 1316 385">Turn off engines and remove keys before performing maintenance or adjusting any machinery.</p> <p data-bbox="774 407 1308 519">Ensure that machinery and vehicles are properly chocked and supported before beginning maintenance or working under tractors and machinery.</p> <p data-bbox="774 542 1268 631">Inspect and make sure all people are away from machinery before restarting or moving tractors and machinery.</p>



4


Pest control

Weed control may be by mechanical means – inter-row cultivation – or by use of pesticides.

Pesticides used in grain production include herbicides for pre- and post-emergent weed control; insecticides

to treat seed and crop infestations; fungicides to treat seed and crop infestation; and others including rodenticides where mice are in plague proportions. Pesticides may take the form of powders, granules, liquids, fumigants and baits.

Hazard and risk	Risk controls
<p>Pre-emergent pest control</p> <p>Application of herbicides is associated with risk of exposure to chemicals for operators and bystanders during mixing, application and clean-down.</p> <p>Operators are also at risk of injury associated with the operation of spray machinery.</p>	<p>Select herbicides that have a low toxicity to operators.</p> <p>Use closed mixing and transfer systems to reduce operator exposure to herbicide spray mixtures.</p> <p>Check hoses and connections; replace those that are cracked and leaking to prevent operator exposure.</p> <p>Use cabined tractors and spray equipment fitted with carbon/activated charcoal air filters to reduce operator exposure to spray.</p> <p>Ensure that all people applying pesticides have been properly trained and have current Chemical User Accreditation e.g. ChemCert or equivalent.</p> <p>When using contractors to apply pre-emergent pesticides, use only operators that have approved and current accreditation to apply pesticides.</p> <p>Provide and ensure that personal protective clothing and equipment is worn as described on the pesticide label.</p>

Hazard and risk	Risk controls
<p>Seed treatment</p> <p>Seed treatments are often of high toxicity.</p> <p>Operators are at risk of exposure to chemicals during treatment and handling of treated seed.</p> <p>Machines used for treatment may pose risk of entanglement.</p>	<p>Select those seed treatments that have a lower toxicity to human health.</p> <p>Use closed mixing and transfer systems to reduce operator exposure to seed treatments.</p> <p>Ensure that lids and seals on mixers are in good condition, and pumps, injection lines do not leak when treating seed.</p> <p>Ensure that all people applying pesticides have been properly trained and have current Chemical User Accreditation e.g. ChemCert or equivalent.</p> <p>Provide and ensure that personal protective clothing and equipment is worn as described on seed treatments labels, to reduce contact with seed and seed dusts.</p>
<p>Post-emergent crop protection</p> <p>Herbicides, insecticides and fungicides may pose risk of chemical exposure for operators and bystanders during mixing, application and clean down.</p> <p>Operators are also at risk of injury associated with the operation of spray machinery.</p> 	<p>Select herbicides, fungicides and insecticides that have a low toxicity to operators.</p> <p>Check hoses and connections; replace those that are cracked and leaking to prevent operator exposure.</p> <p>Use closed mixing and transfer systems to reduce operator exposure to herbicide, insecticide and fungicide spray mixtures.</p> <p>Use cabined tractors and spray equipment fitted with carbon/activated charcoal air filters to reduce operator exposure to spray.</p> <p>When using contractors to apply pre-emergent pesticides, use only operators that have approved accreditation to apply pesticides.</p> <p>Provide and ensure that personal protective clothing and equipment is worn as described on the pesticide label.</p>

When planning a task it is essential that you plan it in the best and safest way.

Hazard and risk	Risk controls
<p>Rodent control</p> <p>Chemicals used for rodent control are usually of high toxicity and may have special handling and application requirements. Users are at risk of chemical exposure during preparing and laying of baits.</p>	<p>Use pre-prepared baits. Handle and apply baits as described on the rodenticide label.</p> <p>Ensure that all people applying pesticides have been properly trained and have current Chemical User Accreditation e.g. ChemCert or equivalent.</p> <p>When using contractors to apply baits, use only operators that have approved accreditation to apply rodenticides.</p> <p>Ensure that personal protective clothing and equipment, including gloves and respiratory protection, is provided and used when handling and laying baits.</p>
<p>Aerial application of pesticides</p> <p>Aerial application of pesticides poses risks to pilots, mixers, markers and rural communities.</p> <p>Risks may be of contamination with chemicals from on - or off-target application.</p> <p>Pilots are at risk of collision with power-lines, trees and other hazards, and of crashing during take-off from poorly constructed and maintained farm airstrips.</p> 	<p>Select and use those pesticides that have a low toxicity to human health and the environment.</p> <p>Use closed mixing and transfer system to reduce the exposure of pilot, mixers and markers to pesticides.</p> <p>In areas where there is increased risk of contamination or off-target application, apply pesticides by ground rig to reduce off-target application.</p> <p>Use only aerial operators who have an approved current accreditation to apply pesticides. To reduce the need for ground flaggers and markers, use aerial operators who have GPS spray guidance systems.</p> <p>Use airstrips of proper length and clearance. Maintain airstrip surfaces in good condition, short grass, free of ruts, rabbit holes, damaged by cattle, horses and other livestock during wet weather, loose wire and other farm debris.</p>

Hazard and risk	Risk controls
<p>Grain protection</p> <p>Treatment of grains for storage in silos or sheds poses risk of exposure to chemicals. Fumigants pose special risk due to high toxicity. Risk is associated with treatment, and opening of sealed storages or containers, including trucks.</p>	<p>Use fumigants and seed treatments that have a lower toxicity to human health.</p> <p>Ensure that all people using fumigants and pesticides for treating stored grain have been properly trained and have current Chemical User Accreditation e.g. ChemCert or equivalent.</p> <p>Do not enter silos, containers or trucks without providing proper ventilation as stated on the pesticide label and observing re-entry or with-holding periods.</p> <p>Ensure that personal protective clothing and equipment, including gloves and respiratory protection, is provided and used when handling and using grain fumigants.</p>
<p>Chemical storage, and transport</p> <p>Exposure to chemicals can occur during transport and storage.</p> <p>Risk to users and bystanders may be associated with leaks, spillages that may occur during routine storage and handling or in the event of a collision during transport.</p>	<p>All chemicals should be handled strictly in accordance with label safety directions, including the requirement for personal protective clothing and equipment such as gloves, masks, waterproof clothing, fire fighting and accidental spill containment.</p> <p>Do not transport pesticides in a cabined vehicle with passengers.</p> <p>State OHS regulations require that a record is kept for any hazardous substance stored and/or used in the workplace, and that Material Safety Data Sheets are available for workers handling all chemicals.</p>

Hazards can often be identified and resolved before any harmful event takes place.

5


Grain harvesting


Grain harvesting is a complex management job to get done efficiently and effectively, without injury to any of the people involved. It usually involves use

of a seasonal workforce, and use of contractors for some of the work.

Hazard and risk	Risk controls
<p>Harvest operation</p> <p><i>Moving/transporting harvesters and machinery</i></p> <p>Transporting and moving harvester machines on narrow or raised tracks or roads poses risk of the machine rolling over embankments and injury to the operator.</p> <p>Harvesting near gullies and erosions poses special risk to harvester operators.</p> <p>Collision of machines with other vehicles may occur on farm or on public roads, with risk to operator and vehicle occupants.</p> <p>Bystanders are at risk of run-over if not in view of the operator.</p>	<p>Plan and check routes before transporting harvesting machinery on public and farm roads. This will prevent machines colliding with other vehicles and rolling over embankments.</p> <p>Use escort vehicles where required when traveling on public roads.</p> <p>Fit a reversing alarm to alert and remind bystanders that tractor and machinery operators may have reduced visibility when reversing.</p> <p>Before starting and moving any machine or vehicle, check to ensure that all bystanders are clear and well away from machinery.</p>
<p><i>Mechanical injury</i></p> <p>Unguarded belts, pulleys and exposed augers when operating, pose risk of entanglement and injury.</p>	<p>Fit and ensure that all PTO assembly and exposed drive shafts and auger guards are in good order and functional before headers and harvesting machinery is operated.</p> <p>Ensure that all engine moving parts are properly guarded and guards are in place before operating tractor and machinery.</p> <p>Build and install engine guards where they were not manufactured on older tractors. A guide may be obtained from the Australian Centre for Agricultural Health and Safety.</p>


Hazard and risk	Risk controls
<p>Clearing blockages</p> <p>Clearing blockages poses risk to operators due to entanglement and crush injury caused by belts, pulleys, failing hydraulics and exposed augers.</p>	<p>Check and replace leaking hydraulic hoses and fittings.</p> <p>Before working under raised hydraulic machinery, ensure that hydraulic ram locks have been fitted and that machinery is chocked and supported.</p>
<p>Dust</p> <p>Grain dusts pose risk of respiratory disease, particularly asthma. Risk is increased for those who have asthma.</p>	<p>Ensure that all people who handle grain wear dust masks.</p> <p>Assess all people who work with grain for the risk of asthma. All people with asthma who handle grain should have an asthma management plan arranged with their doctor.</p> <p>Ensure asthmatics have ready access to their medication.</p>
<p>Fire</p> <p>Fire in the harvester is a major risk during harvest and is associated with ignition of trash accumulated around belts and pulleys. Fire can spread and become a risk for others.</p> <p>Fire can occur during in-field maintenance, and refueling.</p> <p>Fire in the crop can be associated with lightning strike.</p>	<p>Ensure that guards are in place to keep trash and straw away from drive pullets and belts.</p> <p>Regularly clean straw buildup from comb, reel, drive belts, pulleys and motor bay.</p> <p>Regularly check and adjust drive belts and bearings for wear to prevent overheating.</p> <p>Ensure proper maintenance and service; this will prevent/identify probable failure and cause of breakdown.</p> <p>Check that fuel hoses and fittings are not leaking and there is a fire extinguisher on the header or fuel trailer. Keep a water trailer adjacent to harvesting operations in the case of stubble fire.</p>
<p>Slips, trips and falls</p> <p>Many operators are injured due to slipping and falling when getting in and out of the header, or climbing during maintenance. Risk of injury is higher as you get older.</p>	<p>Modify harvester and machinery that have poor access steps and handrails to prevent slipping and falling while dismounting. Do not mount or dismount from moving machinery.</p> <p>Ensure that operators wear appropriate work boots.</p>
<p>Using GPS guidance systems</p> <p>Operators are at some risk of collision with other vehicles and machines, especially tractors and chaser bins, if they are not attentive to the operating environment, and distracted with reading or using mobile phones. Risk is greater at night.</p>	<p>Do not fit DVDs and other sources of distraction to self-steering tractors and headers.</p>

Hazard and risk	Risk controls
<p>Other distractions</p> <p>Operators are at risk of collision and loss of control of machinery when distracted by use of devices that may include mobile phones and portable DVD players. Risk is greater at night.</p>	<p>Discourage use of mobile phones or DVDs or reading magazines while operating headers. Stop the machine while talking, texting and using mobile phones.</p> <p>Fit a mobile phone hands free kit to the tractor or header.</p>
<p>Overhead power lines</p> <p>Electrocution of operator and others can occur when headers are operated under overhead power lines.</p>	<p>Relocate or put power lines underground where overhead power lines pose a risk of electrocution, especially around silos and grain handling areas where augers and tip trucks are regularly used.</p> <p>Plan work to avoid power lines, and provide detailed instructions to operators about where and how work should be done to avoid electrocution.</p>
<p>Fatigue</p> <p>Working for long hours without breaks increases risk of making mistakes that can lead to injury.</p> <p>Falling asleep is a real risk, with possible outcomes such as running into creeks and gullies, fences, trees and structures.</p> 	<p>Organise work to ensure that tractor and machinery operators can take regular breaks.</p> <p>When having tea or lunch, stop and get out of the header or tractor for a break, don't eat and drive on the run.</p>
<p>Haste</p> <p>Risk of injury is increased during times of intense haste, these may be associated with impending storms, rain, availability or otherwise of transport, manpower, etc.</p>	<p>Plan ahead, if short of man-power, step back and think about organising for safety.</p> <p>Slow down, don't try and do the work yourself or take shortcuts or accept injury risk.</p>

Hazard and risk	Risk controls
<p>Tractor and chaser bin operation</p> <p><i>Moving machines</i></p> <p>Operators and bystanders are at risk of run-over injury by moving tractors and bins.</p> <p>Smaller tractors may also roll over and pose risk of crush injury and death.</p> <p>Moving machines on narrow or raised tracks or roads poses risk of the machine rolling over embankments and injury to the operator.</p> <p>Collision of machines with other vehicles may occur on farm or on public roads, with risk to operator and vehicle occupants.</p> <p>Bystanders are at risk of run-over if not in view of the operator.</p> 	<p>Ensure that all un-cabined tractors are fitted with Roll Over Protection Structures (ROPS).</p> <p>Plan and check routes before transporting tractors and harvesting machinery on public and farm roads. This will prevent machines colliding with other vehicles and rolling over embankments.</p> <p>Use escort vehicles where required when travelling on public roads.</p> <p>Fit a reversing alarm to alert and remind bystanders that tractor or machinery is reversing and operators may have reduced visibility.</p> <p>Before starting and moving any machine or vehicle, check to ensure that all bystanders are clear and well away from machinery.</p>
<p><i>Exposed moving parts</i></p> <p>PTO assemblies pose risk of entanglement and serious injury for operators and bystanders.</p> <p>Unguarded engine belts and pulleys on tractor and bins, when operating, pose risk of entanglement and injury.</p>	<p>Fit and ensure that all PTO assembly and shaft guards are in good order and functional before tractors and machinery are operated.</p> <p>Ensure that all engine moving parts are properly guarded and guards are in place before operating tractor and machinery.</p> <p>Build and install engine guards where they were not manufactured on older tractors. Replace missing master guards on tractors and chaser bins. A guide for fitment of a replacement master guard is available from the Australian Centre for Agricultural Health and Safety.</p>
<p><i>Hydraulics</i></p> <p>Hydraulic fluid under pressure poses risk of penetrating injury that is difficult to treat effectively due to the oil penetrating many tissue layers under the skin.</p>	<p>Check and replace leaking hydraulic hoses and fittings.</p> <p>Before working under raised hydraulic machinery, ensure that hydraulic and ram locks have been fitted and that machinery is chocked and supported.</p>

Hazard and risk	Risk controls
<p>Hitching</p> <p>Crush injury can occur to hands and body of operator and/or helper when reversing and hitching implements.</p>	<p>Fit a quick-hitch mechanism to draw bars. Make sure helpers or bystanders are not standing between the tractor and implements.</p>
<p>Noise</p> <p>Hearing injury occurs where the operator is exposed to damaging levels of noise. These may be due to engine noise, and/or radio at loud volume.</p>	<p>When operating un-cabined tractors or loud machinery, wear ear muffs or plugs. Turn radios and stereos down, excessively loud music also damages hearing.</p>
<p>Ergonomic risks</p> <p>Operating tractors for long hours can be associated with back, shoulder, and other pain and injury. Body strain is increased with tractor speed. Especially with poorly designed seats and controls.</p>	<p>Check and maintain all seats are in good condition and repair.</p> <p>Take regular breaks to exercise neck and back to prevent neck, shoulder and back pain.</p>
<p>Slips, trips and falls</p> <p>Many operators are injured due to slipping and falling when getting in and out of the tractor, and from climbing up and down chaser bins. Risk of injury is higher as you get older.</p>	<p>Check, install, modify and update tractor and machinery steps and handrails to reduce the risk of slipping and falling. Do not mount or dismount moving machinery. Information on how to modify tractor access can be obtained from the Australian Centre for Agricultural Health and Safety or the Farmsafe Australia website.</p> <p>Ensure that operators wear appropriate work boots.</p>
<p>Distractions</p> <p>Operators are at risk of collision and loss of control of machinery when distracted by use of devices that may include mobile phones and portable DVD players. Risk is greater at night, and when using GPS guidance systems.</p>	<p>Discourage use of mobile phones or DVDs or reading magazines while operating tractors. Stop the machine while talking, texting and using mobile phones. Fit a mobile phone hands free kit to the tractor or header.</p>
<p>Fatigue</p> <p>Working for long hours without breaks increases risk of making mistakes that can lead to injury. Falling asleep is a real risk, with possible outcomes such as running into the header.</p>	<p>Organise work to ensure that tractor and machinery operators can take regular breaks.</p> <p>When having tea or lunch breaks, stop and get out of the tractor for a break, don't eat and drive on the run.</p>
<p>Refueling</p> <p>Risks during refueling relate to fire, and exposure to diesel and petrol fuels.</p>	<p>Check that fuel hoses and fittings are not leaking and there is a fire extinguisher on the tractor or fuel trailer/bowser.</p>

Hazard and risk	Risk controls
<p><i>Electrocution</i></p> <p>Operators may be at risk of electrocution operating field and chaser bins under low overhead power lines.</p>	<p>Relocate or put power lines underground where overhead power lines pose a risk of electrocution, especially around silos and grain handling areas.</p> <p>Identify and check the height of power lines that headers and chaser bins may be at risk of contact. Arrange to have those power lines raised that are too low.</p> <p>Place markers (balls and reflectors) on over head power lines that cross the path of tall machinery.</p> <p>Identify power lines with signs to identify those that cross the path of tall machinery.</p> <p>Plan work to avoid power lines, and provide detailed instructions to operators about where and how work should be done to avoid electrocution.</p>
<p>Work with field bins and temporary storages</p> <p>Field bins</p> <p>Operators and bystanders are at risk of grain engulfment if bins collapse, and risk increases if bins are moved when full.</p>	<p>Check the structure and repair damaged field bins and silos before use.</p> <p>Empty field bins to prevent damage and collapse during transport.</p> <p>Do not climb up the side of mesh bins, use a portable ladder to prevent the mesh bending.</p> <p>Keep children and bystanders away from mesh field bins.</p> <p>Transport empty bins slowly.</p>
<p><i>Engulfment by grain</i></p> <p>Harvest operators and by standers are at risk of grain engulfment from collapsing field bins that may be affected by rust.</p>	<p>Repair rusted and broken welds, straighten bent field bin structures and mesh to reduce bins toppling when being filled.</p> <p>Place mesh field bins on level ground.</p> <p>Empty field bins before moving or transporting to prevent field bins and silo axles bending.</p> <p>Transport empty field bins and silos slowly to prevent damage.</p> <p>Keep bystanders and children away. Do not climb the side of field bins.</p> <p>Use a portable ladder to prevent bending mesh.</p>

Hazard and risk	Risk controls
<p>Augers</p> <p>Operation of grain augers poses risk of hand, arm, foot and leg injury caused by being entangled in an unguarded auger flight. This injury is common.</p> <p>Crush injury may also occur in unguarded pulleys, belts and drive-shafts.</p> <p>Full augers are unstable, and pose risk of toppling when moved. Injury may occur if operators or bystanders are in the vicinity.</p>	<p>Ensure that all auger flights, engine pulleys, drive belts and shafts are properly guarded and that the guards are in good condition before using all augers.</p> <p>Make sure that all guards are in place before augers are operated, especially after maintenance.</p> <p>Ensure all bystanders are kept away. To prevent toppling, empty and lower augers before moving them.</p>
<p>Tarping</p> <p>Harvest personnel are at risk of ergonomic injury pulling tarpaulins over field bins and trucks.</p>	<p>Fit rollover tarps that can be operated from the ground to trucks, chaser, and field bins.</p> <p>Use a portable ladder and use a helper to tarp field bins.</p>
<p>In-field maintenance of harvesters and machines</p> <p>People doing in-field maintenance and bystanders are at risk of entanglement while engines are running.</p> <p>Operators are at risk of crush injury while working underneath harvester and machinery.</p> <p>People working under machines may be at risk of being run over if the machine is operated with the person still underneath.</p>	<p>Stop harvester and machinery engines and remove keys from ignition switches to prevent the engine being started during maintenance.</p> <p>Before working under raised hydraulics, header fronts and combs, ensure that hydraulic and ram locks have been fitted and that comb is chocked and supported.</p>
<p>Grain handling</p> <p>Augers and auger operation</p> <p>Operation of grain augers poses risk of hand, arm, foot and leg injury caused by being entangled in an unguarded auger flight. This injury is common.</p> <p>Crush injury may also occur in unguarded pulleys, belts and drive-shafts.</p> <p>Loaded augers are unstable, and pose risk of toppling when moved. Injury may occur if operators or bystanders are in the vicinity.</p> <p>Electrically driven augers pose risk of electrocution.</p> 	<p>Check and fit all guards on auger flights, drive shafts, belts and pulleys before operating any auger.</p> <p>Repair and fit any guards that are damaged or missing.</p> <p>A safety guide for construction of auger guarding is available from NSW WorkCover.</p> <p>Replace all guards after maintenance and before operating augers.</p> <p>Empty and lower augers to prevent toppling when they are being moved or transported.</p> <p>Attach a portable RCD when electric motor augers are being used where a permanent RCD is not fitted to the power board or generator.</p>

Hazard and risk	Risk controls
<p>Overhead power lines</p> <p>Electrocution of operator and others can occur when augers are moved or used under overhead power lines.</p>	<p>Check for overhead power lines around grain handling areas. Re-route overhead power lines away from silos or bury them underground.</p> <p>Before raising or operating an auger, check that they are clear of overhead power lines.</p> <p>Plan work to avoid power lines, and provide detailed instructions to operators about where and how work should be done to avoid electrocution.</p>
<p>Dusts</p> <p>Grain dusts pose risk of respiratory disease, particularly asthma. All operators are at risk of inhaling grain and organic dusts during transfer of grain.</p> <p>Operators working in silos and grain stores at risk of death and serious injury from exploding grain dusts.</p>	<p>Ensure that all people who handle grain wear dust masks.</p> <p>Assess all people who work with grain for the risk of asthma. All people with asthma who handle grain should have an asthma management plan arranged with their doctor.</p> <p>Do not allow anyone to smoke or use naked flames in grain sheds or silos when filling or when filled with grain.</p>
<p>Noise</p> <p>Hearing injury occurs where the operator and/or bystanders are exposed to damaging levels of noise associated with operating augers.</p>	<p>Check that ear muffs and plugs are available and in good condition for auger operators. Ensure that hearing protection is worn by persons operating grain augers.</p> <p>Keep bystanders away from loud noise.</p>
<p>Manual handling</p> <p>Moving augers can result in back and other musculoskeletal injury.</p>	<p>Fit a jockey wheel to augers to make them easier to move.</p> <p>Use another person to help move augers to prevent back injury and muscle strain.</p>

Ensure that all workers are reviewed on a regular basis, as the commitment to training is ongoing.

Hazard and risk	Risk controls
<p>Post-harvest stubble-baling</p> <p><i>Moving machinery</i></p> <p>Operators and bystanders are at risk of run-over injury by moving tractors and hay balers.</p> <p>Smaller tractors may also roll over and pose risk of crush injury and death.</p> <p>Collision of machines with other vehicles may occur on farm or on public roads, with risk to operator and vehicle occupants.</p>	<p>Check, install, modify and update tractor and machinery steps and handrails to reduce the risk of slipping and falling. Do not get in or out of moving machinery.</p> <p>Ensure that all un-cabined tractors are fitted with Roll Over Protection Structures (ROPS).</p> <p>When transporting tractors and machinery on public roads, survey and plan routes to be taken to ensure that roads are suitable. Where required, use escort vehicles on public roads.</p> <p>Before starting and moving any machine or vehicle, check to ensure that all bystanders are clear and well away from machinery.</p>
<p><i>Exposed moving parts</i></p> <p>Power-Take-Off (PTO) assemblies and other moving parts pose risk of entanglement and serious injury for operators and bystanders.</p> <p>Unguarded engine belts and pulleys, when operating, pose risk of entanglement and injury.</p>	<p>Fit and ensure that all PTO shafts and assembly guards are in good order and functional before operating tractors and machinery.</p> <p>Ensure that all engine moving parts are properly guarded and guards are in place before operating tractor and machinery.</p> <p>Build and install engine guards where they were not manufactured on older tractors. A guide may be obtained from the Australian Centre for Agricultural Health and Safety.</p>
<p><i>Hydraulics</i></p> <p>Hydraulic fluid under pressure poses risk of penetrating injury that is difficult to treat effectively due to the oil penetrating many tissue layers under the skin.</p> <p>If hydraulics fail or are operated during maintenance, there is risk of serious crush injuries.</p>	<p>Check and replace worn and leaking hydraulic hoses and fittings.</p> <p>Before working under raised hydraulic machinery, ensure that hydraulic and ram locks have been fitted and that machinery is chocked and supported.</p>
<p><i>Hitching</i></p> <p>Crush injury can occur to hands and body of operator and/or helpers when reversing and hitching implements.</p>	<p>Fit quick-hitch mechanisms to draw bars and ensure helpers are not standing between the tractors and implements.</p>

Hazard and risk	Risk controls
<p>Noise</p> <p>Hearing injury occurs where the operator is exposed to damaging levels of noise. These may be due to engine noise, and/or radio at loud volume.</p>	<p>When operating un-cabined tractors or loud machinery, wear ear muffs or plugs. Turn radio and stereo volume down; excessively loud music also damages hearing.</p>
<p>Ergonomic risks</p> <p>Operating tractors for long hours can be associated with back, shoulder, and other pain and injury. Especially with poorly designed seats and controls.</p>	<p>Check that all seats are in good condition and repair.</p> <p>Take regular breaks to exercise neck and back to prevent neck, shoulder and back pain.</p>
<p>Slips, trips and falls</p> <p>Many operators are injured due to slipping and falling when getting in and out of the tractor, and from slipping off equipment. Risk of injury is higher as you get older.</p>	<p>Check, install, modify and update tractor and machinery steps and handrails to reduce the risk of slipping and falling. Information on modifying tractor and machinery access is available from the Australian Centre for Agricultural Health and Safety.</p> <p>Ensure that operators wear appropriate work boots.</p>
<p>Other distractions</p> <p>Operators are at risk of collision and loss of control of machinery when distracted by use of devices that may include mobile phones and portable DVD players. Risk is greater at night.</p>	<p>Discourage use of mobile phones or DVDs or reading magazines while operating tractors. Stop the machine while talking, texting and using mobile phones.</p>
<p>Fatigue</p> <p>Working for long hours without breaks increases risk of making mistakes that can lead to injury. Falling asleep is a real risk, with possible outcomes such as running into creeks and gullies, fences, trees and farm structures.</p>	<p>Organise work to ensure that tractor and machinery operators can take regular breaks.</p> <p>When having tea or lunch breaks, stop and get out of the tractor or machine for a break, don't eat and drive on the run.</p>
<p>Refueling</p> <p>Risks during refueling relate to fire, and exposure to diesel.</p>	<p>Check that fuel hoses and fittings are not leaking and there is a fire extinguisher on the tractor, fuel trailer or bowser.</p>
<p>Loading and transporting hay bales</p> <p>Tractor and forklift drivers are at risk of being crushed from falling round and large square hay bales during loading and unloading.</p> <p>Truck drivers are at risk of injury falling from the top of hay loads while securing loads.</p>	<p>Fit a Falling Object Protective Structure (FOPS) to all tractor fitted forklifts and tractors to prevent the operator being crushed by falling bales.</p> <p>Wear proper work boots when climbing onto the top of loads.</p> <p>Work health and safety legislation requires a fall arrest harness and system to be used when working at height without a permanent or mobile work platform.</p>

6

Grain storage and transportation

The safety of all people should be considered in planning and organising for grain storage and transportation. The controller of the workplace is responsible for the safety of visitors and contractors under state OHS Acts and Regulations.

Hazard and risk	Risk controls
<p>Vehicles, machines and traffic flow</p> <p>Workers and visitors to the grain storage areas and harvesting operations, including machinery operators, transport operators and contractors, are at risk of injury if planning of access and grain handling systems of work are poor.</p>	<p>Speed limits should be agreed and signposted for traffic in the vicinity of houses, grain handling areas and harvest operations.</p> <p>All workers and contractors should be provided with clear instructions as to route to be taken, for trucks and harvest machinery from the paddock to silos and grain sheds.</p>
<p>Electrocution</p> <p>Where trucks and trailers being emptied and cleaned or raised under overhead power lines, drivers and operators at risk of electrocution and death coming into contact with power lines.</p>	<p>Relocate or put power lines underground where overhead power lines pose a risk of electrocution, especially around silos and grain handling areas where augers and tip trucks are regularly used.</p> <p>Check for overhead power lines before raising tip trucks and trailers.</p> <p>Mark overhead power lines with marker balls and signs as a reminder to operators.</p>
<p>Road traffic risk</p> <p>Drivers are at risk of being injured in road traffic accidents due to mechanical failure, poor rural road conditions, excessive dust and fatigue.</p>	<p>Take regular breaks to manage driver fatigue. Slow down on gravel and dusty roads to avoid dust and prevent losing control and collisions with other traffic.</p>

Hazard and risk	Risk controls
<p>Grain trucks</p> <p>Transport drivers and contractors are at risk of injury if they become entangled in unguarded auger flights, drive shafts whilst shoveling and loading grain.</p> <p>Drivers and helpers are at risk serious of head and/ or spinal injury falling from trucks and grain trailers, especially climbing in and down from grain trailers to shovel and cover grain loads.</p> <p>Drivers and helpers are at risk of falling while tarping and un-tarping grain trucks and trailers.</p> 	<p>Guard and ensure that all auger flights, drive shafts, pulleys and belts are guarded before operating any auger.</p> <p>When loading trucks, use a helper to operate the auger so that truck drivers do not have to rush or jump down in a hurry from trailers to turn off augers. Avoid single operator operations when loading or unloading grain trucks.</p> <p>Fit a ladder and walk platform to truck to climb in and out of truck trailers.</p> <p>Fit rollover tarps to trucks and trailers so that grain loads can be covered and uncovered by the operator from the ground.</p> <p>Fit and wear a fall arrest harness where there is a risk of falling from a height greater than 1.8 m and a fixed platform is not available.</p> <p>Wear proper work boots when driving and working on trucks and trailers.</p>
<p>Changing tyres</p> <p>Drivers are at risk of crush injury working under unsupported trucks and trailers.</p> <p>Workers repairing split rimmed truck tyres are at risk of death and severe injury from split rim/ retaining ring exploding.</p>	<p>Ensure that trucks and trailers are properly chocked and supported before removing tyres for repair.</p> <p>Make available and ensure tyre cages are used when inflating split rimmed tyres.</p> <p>Inspect rims before replacing tyres. Ensure the rim pieces are seated properly and inflate the tyres in 10 psi stages. Check the rim after each stage of inflation.</p> <p>Replace worn or damaged tyres to prevent blowout. Do not over-inflate or stand beside tyres while they are being inflated.</p>
<p>Grain dusts</p> <p>Grain dusts pose risk of respiratory disease, particularly asthma. All operators are at risk of inhaling grain and organic dusts during transfer of grain for transport or storage.</p>	<p>Ensure that all people who handle grain wear dust masks. Assess all people that work with grain for the risk of asthma.</p>

Hazard and risk	Risk controls
<p>Augers</p> <p>Operation of grain augers poses risk of hand, arm, foot and leg injury caused by being entangled in an unguarded auger flight. This injury is common.</p> <p>Crush injury may also occur in unguarded pulleys, belts and drive-shafts.</p> <p>Full augers are unstable, and pose risk of toppling when moved. Injury may occur if operators or bystanders are in the vicinity.</p>	<p>Ensure that all auger flights, engine pulleys, drive belts and shafts are properly guarded and that the guards are in good condition before using all augers.</p> <p>Make sure that all guards are in place before augers are operated, especially after maintenance.</p> <p>Ensure all bystanders are kept away. To prevent toppling, empty and lower augers before moving or transporting augers.</p>
<p>Grain storages</p> <p>All persons working in grain storages are at risk of injury from explosion by grain dust, respiratory damage and suffocation from grain engulfment.</p>	<p>Do not enter any confined spaces in a grain storage shed, especially the quick fill or grain pit without completing a risk assessment to work in a confined space.</p> <p>Do not smoke in a silo or grain store, especially when loading and unloading trucks and moving grain; grain dust can ignite and explode.</p> <p>Do not enter or work alone without an observer present outside the confined space when working in grain storages, especially quick fill and grain pits.</p> <p>Turn off power; lock and tag out switches to prevent augers being operated when servicing or cleaning augers, grain pits and quick fill.</p>

Engulfment and being suffocated by grain from collapsed field bins and silos has resulted in farm deaths and injury.

7

People at special risk

The employer, and/or the person in control of the grains production workplace has a responsibility to provide a safe workplace for all people in the workplace including workers, contractors and visitors.

Most grain enterprises in Australia are located on family farms and are accessible to family members, including children. The safety of all, including children and family visitors must be ensured.

At risk group	Risk controls
<p>Children</p> <p>Children are at special risk of injury on Australian grain farms.</p>	<p>Young children must be physically separated from the workplace.</p>
<p>Visitors</p> <p>Visitors to the farm who are not aware of traffic hazards may pose risk to others as drivers or be at risk as pedestrians.</p>	<p>Farmers have responsibility to protect the safety of other visitors to the farm workplace. Visitors should not be permitted in the workplace unless they are trained and supervised to ensure their safety.</p> <p>Visitors to the farm should be directed to the farm house or office, with clearly marked signs. Visitors should only be allowed into the worksite when accompanied by a competent person.</p>
<p>Contractors</p> <p>Employers have a responsibility to provide a safe workplace for contractors who enter the farm workplace.</p>	<p>Contractors including tractor operators, harvest contractors and grain transport operators should be inducted into the safety systems and rules of the farm enterprise, and be made aware of their obligations.</p>
<p>Older workers</p> <p>Older workers, although they may be more skilled in the work operation, are likely to be less agile and thence at greater risk of suffering injury.</p> <p>Furthermore, older people, if they do fall, are more likely to suffer a fracture than younger people.</p>	<p>Older people may not recognise that they are less agile than young people. Appropriate action, including modifying machinery access, steps and improving handrails and allowing extra time to do job can reduce the risk of injury.</p>

8

Emergency preparedness

All grain properties must be “emergency ready”. Being well-prepared with emergency plans and equipment will ensure that the damage to people and property is minimised when accidents happen.

Risk controls

General

Emergency plans and procedures should be prepared and communicated to all workers.

Emergency plans should include plans for dealing with injury, poisoning, fire, explosion, pesticides and spills of hazardous substances.

All workers should be aware of emergency plans at induction, and be regularly updated.

Location of telephones and emergency numbers for Ambulance, Fire Brigade, Police and Emergency Services should be included in emergency plans and safety induction.

Communication systems should be in place to ensure that all workers are in contact with others on the farm, and that emergency personnel can be notified immediately.

The property address should be signposted in workshops, farm offices, and beside all farm phones and two-way radios in accordance with Emergency Service requirements. Record property rural address and GPS co-ordinates of mail box and airstrips should be signposted.

First aid

A suitable first aid kit should be accessible to all workers on the property. State Work Health Authorities detail the requirements for the type of workplace. The kit should be suitable for management of common farm injuries and snake bite.

At least one person, preferably two people, should be trained in first aid and hold a current First Aid Certificate.

The telephone numbers of the Poisons Information Centre should be available.

Fire

Work areas should be kept clear of flammable materials and the area around workshops kept clean and clear of debris.

Fire breaks around the farm, grain crops and paddocks should be established and maintained to prevent the spread of fire.

Fire extinguishers should be available where fire is a hazard, especially during welding and using oxy-acetylene, and during refueling. Fire extinguishers should be carried on all vehicles during harvesting. The water trailer and fire cart should be checked and made ready.

All workers should be aware of and trained in emergency fire procedures.

9

Occupational Health and Safety policies and practices

9.1 Induction form for new workers

Attachment 1 provides grain producers and employers with a proposed approach to safety induction for new employees/workers. It should be noted that this form is for use as an introduction to safety only – it is a preliminary communication to new workers about the importance of safety on the property.

9.2 Induction form contractors

Safety induction is also required for contractors who are employed at any stage of the production process – often as contract harvesters, or for grain transport. *Attachment 2* is a proposed approach for safety induction for contractors.

9.3 Managing Grain Production Safety – Hazard checklist and business plan

Grain producers can obtain a copy of the Managing Grain Production Safety resources through the Australian Centre for Agricultural Health and Safety, or can download a copy on the Farmsafe Australia website www.farmsafe.org.au.

9.4 Pre-harvest safety checklist

Attachment 3 provides a pre-harvest checklist to help producers assure the safety of those involved in harvest and transport of grain. This does not take the place of the whole farm risk assessment and safety program that should be in place year-round.

9.5 Safe Operating Procedures

Specific safety induction and safe work methods statements are needed for the specific jobs that workers will undertake on each farm. They will be required for:

- tractor operation
- harvester operation
- grain handling and using augers
- riding motorcycles – including 2- and 4-wheeled cycles and ATVs
- machinery maintenance work

Attachment 4 provides ACAHS safe farm work method statements to help develop safe farm work procedures.

10

Further information and important contacts

State and Territory Work Health and Safety Authorities

New South Wales

WorkCover NSW
Ph: 13 10 50
www.workcover.nsw.gov.au

Australian Capital Territory

ACT WorkCover
Ph: 02 6205 0200
www.workcover.act.gov.au

Victoria

Victorian WorkCover Authority
Ph: 1800 136 089
www.workcover.vic.gov.au

Tasmania

WorkCover Tasmania
Ph: 1300 366 322
www.workcover.tas.gov.au

South Australia

SafeWork SA
Ph: 1300 365 255
www.safework.sa.gov.au

Western Australia

WorkSafe – Consumer and Employment Protection
Ph: 08 9327 8800
www.safetyline.wa.gov.au

Northern Territory

Northern Territory WorkSafe
Ph: 1800 019 115
www.nt.gov.au/deet/worksafe

Queensland

Department of Industrial Relations –
Workplace Health and Safety
Ph: 1300 369 915
www.whs.qld.gov.au

National Contacts

Grains Council of Australia
Ph: 02 6273 3000
www.graincouncil.com

Australian Safety and Compensation Council
Ph: 02 6121 5317
www.ascc.gov.au

Standards Australia
Ph: 02 8206 6000
www.standards.org.au

Farmsafe Australia
Ph: 02 6752 8218
www.farmsafe.org.au

Australian Centre for Agricultural Health and Safety
Ph: 02 6752 8210
www.acahs.med.usyd.edu.au



Australian Government
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Rural Industries R&D Corporation
Grains R&D Corporation
Meat & Livestock Australia
Australian Wool Innovation Ltd
Sugar R&D Corporation
Cotton R&D Corporation

