<insert business name>

# Health and Safety – We Share the Responsibility

# Safety Induction for Employees

Dear <insert employee’s name> <insert date>

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

It is important that you understand your responsibility in occupational health and safety. We want you to also understand the commitment that we as managers of this farm business have made to ensure your health and safety, and the health and safety of all others who enter this farm business.

We will walk you through our induction process, however, you must inform us if there is something you don’t understand. Please read the following information carefully and make sure that your needs are addressed and your responsibilities are understood. If you do not understand any section, ask for an explanation.

Your safety is as much your responsibility as it is ours. If you feel that you cannot do a job safely, stop and discuss it with us. Let your supervisor or the farm manager know about the problem, and we will work together to fix it or find a safe way to complete the job.

**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: <delete / amend as necessary>

* + Powerlines
	+ Channels
	+ Dams
	+ Wet areas
	+ Dry weather only roads

****Vehicles****

Vehicles should be parked <insert location>.

Please abide by speed limits and watch carefully for pedestrians.

****Work clothes****

You are expected to come to work dressed in suitable clothes that do not pose a safety risk. Suitable clothes include:

* sturdy work boots with non-slip soles for general work on farm;
* tough overalls or long, washable trousers;
* a comfortable long-sleeved shirt – the sleeves should be either buttoned at the wrist or rolled up so that no loose ends can be caught in machinery or on protruding materials, the shirt should also be tucked into your trousers for the same reason;
* a broad-brimmed hat for outdoor work; and
* wet weather gear.

You are expected to wash your work clothes daily, particularly after working with chemicals.

****Personal health and hygiene****

Attention to personal hygiene is essential. It is in the interests of your health and our business – our produce must be of the highest standard possible.

If you are a smoker, we will support your attempts to quit, as smoking in a rural environment poses a fire risk.

You must:

* ensure your skin, especially your hands, are kept clean and washed with soapy water after working, particularly after handling chemicals, effluent, detergents or animals;
* washing facilities and toilets are located <insert location>;
* wash your work clothes between shifts;
* keep up to date with your tetanus vaccinations;
* not be in possession of, consume or be suffering the effects of alcohol or illicit drugs;
* promptly report skin infections to the owner/manager;
* not smoke in vehicles or any other farm buildings; and
* advise the owner/manager of any prescription medicines you may need to take during working hours – this is particularly important if you use asthma medication.

****Use of personal protective equipment (PPE)****

Protective clothing and equipment is provided for your personal protection while you work with us. All PPE should be used as instructed, cleaned properly after use and kept in good order.

Let the owner/manager know if PPE is damaged or unavailable, or if you are having difficulty using the equipment provided.

The PPE includes:

* protective gloves and face shields for handling cleaning agents;
* hearing protection when noise is a problem;
* helmets when riding a motorcycle/all-terrain vehicle (quad bike);
* protective gloves, face shields, goggles, coveralls and respirators for handling chemicals;
* sunscreen when working in direct sunlight;
* goggles or safety glasses for eye protection;
* welding masks and leather long sleeve gloves
* dust masks;
* chainsaw helmet and cut resistant trousers.

**Adequate food and water**

It is 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 pesticide or animal waste.

****Riding the motorcycle or all-terrain vehicle (quad bike)****

Motorcycles and all-terrain vehicles (quad bikes) are dangerous if not handled properly.

* Do not use the motorcycle/quad bike unless authorised, and you have been provided with instruction and training. You may only use it on a public road:
* for work activities;
* if the motorcycle/quad bike is registered; and
* you have a valid driver’s licence to use a motorcycle/quad bike (by law, L-platers are not allowed to operate a quad bike on a public road).
* Wear suitable clothing, including tough trousers, boots and a helmet, when riding the motorcycle/quad bike.
* Before setting out on the motorcycle/quad bike, refuel and check that the tyres, guards, chains and brakes are in good working order. Undertake daily maintenance and report any problems immediately.
* No passengers are permitted on the quad bike.
* Children under 16 years are not allowed to operate the quad bike.
* Do not exceed the vehicle’s front and rear load limits.

****Handling chemicals****

The chemicals used on farm may include detergents and other chemicals used to clean, as well as veterinary chemicals and hormones used in breeding programs. Chemicals are also used to control insects, weeds, fungal diseases, mice and rats.

* Only use chemicals if you have been trained in their use and are authorised to do so.
* Anyone handling farm chemicals must comply with the instructions on the label and the material safety data sheet (MSDS). The MSDSs are located at <insert location>.
* If you cannot understand the label or the MSDS, or have difficulty reading them, ask for help before continuing.
* The recommended personal protection equipment (PPE) must be worn during chemical mixing, application and clean up.
* Always have clean water available for washing down and clean clothes when using chemicals.
* When you have finished your job, the equipment should be washed down and the chemicals locked away in the chemical storage area.

****Equipment operation and maintenance****

* Make sure you have received instruction and training, or have been assessed before you operate any equipment for the first time.
* Become familiar with the operator’s manual for all the machinery you operate.
* Read, understand and comply with all the safety warnings on machinery and equipment, and in the operator’s manual.
* Ensure the power has been isolated before removing the guards on any machinery for maintenance or testing.
* If you find a piece of equipment is damaged or faulty, put a warning sign on it and report it to the owner/manager to arrange for repair or disposal.
* As soon as the job is finished, always replace a guard that has been removed for machine maintenance or to clear a blockage.
* Keys must be removed from machinery after use and placed in the key cupboard.
* If it is unavoidable to leave a machine when the engine is running, ensure that the working equipment is disengaged and the brake applied.

****Working on your own****

At times you will be expected to work alone. Always let someone know where you plan to be on the farm and take a mobile phone or some other way to regularly communicate with your manager or supervisor and some form of distress alarm in case of an incident. If no one is about, leave a note in a conspicuous place.

****Being ready for emergencies****

From time to time you could be exposed to the threat of flood, fire, explosion, chemical spills, cyclone, serious injury and loss of power. Having emergency procedures in case of these events is important for minimising the risk of personal injury or property damage.

In the event of an emergency within the farm business it is vital you know what to do. Make sure you understand the farm’s emergency procedure policy and what to do in the case of an emergency.

In the event of an emergency:

* In the case of an emergency call “**000**” for fire brigade, ambulance or police.
	+ Before setting our each day always let someone know your planned location on the farm.
* The emergency assembly point is <insert location>.
You should think about how you would make your way to this point from any position within the farm. Consider alternatives in case your usual path is blocked as a result of the emergency.
* The following people are trained in first aid <insert names>.
* First aid kits are located at <insert locations>.
* Fire extinguishers are located <insert locations>.
* Make sure the emergency telephone numbers are keyed into your mobile phone. They are <insert phone numbers>.
* Emergency numbers are located <insert location>.
* We use UHF channel ………………………. for communication.

****Injury and incident reporting****

* All incidents, accidents and near misses must be reported to the owner/manager.
* Incident report forms make up part of the management system.
* If you don’t report an incident, accident or near miss, the business won’t get the opportunity to look at the situation that caused it. This means that it could happen again with far greater significance!
* All injuries or illness must be entered in the injury record book. It is located in <insert location>.

****General****

The law requires the owner/manager to provide a safe workplace and safe systems of work. To help us meet that obligation, tell us of any safety hazard you come across in the workplace.

The same laws require you, as an employee, to take care to ensure the health and safety of yourself and others on the farm – including other workers, contractors, family and visitors.

You must ensure occupational health and safety requirements are met including:

* following safety policies and safe working procedures (see attached);
* attending health and safety training;
* using safety equipment supplied as instructed;
* not recklessly interfering or misusing anything that could adversely affect health, safety and welfare.

There are children on this farm. <amend / delete as necessary> Their safety is a high priority. Please be careful when driving vehicles or machinery – never reverse without checking for children.

Children and passengers are not permitted on tractors or other farm machinery when it is in operation.

***The safety of the people on this farm is our top priority***

****Declaration****

I have read and understand the occupational health and safety instructions above. I agree to do what is required to ensure that the health and safety of all people on this farm is protected.

Employee signature Date

Employer signature Date

Adapted from information supplied by the Australian Centre for Agricultural Health and Safety June 2016