

15 MINUTE FARM SAFETY CHECKLIST



SEPTEMBER 2003

FARM SAFETY CHECKLIST

Date checklist completed: __/__/__	
Date checklist to be reviewed (annually or when there is a change or addition to tasks on the farm): __/__/__	
Name of person(s) who completed checklist:	Initial:
Business Name:	

This checklist covers hazards found in typical rural workplace situations. It is not designed to cover all of the risks on a farm but to help you to get started on the process of identifying the hazards around you. You should involve your employees in filling out this checklist.

An important part of managing your farm is to ensure the health and safety of your employees and other people, such as customers, visitors or tradespeople who visit your workplace. In fact, the *Occupational Health and Safety Act 2000* requires you to ensure your workplace is safe.

To ensure you fulfil your obligation for a safe workplace, you need to become aware of what can cause harm and then take action to ensure no one is at risk while they are in your workplace. The following questions will help you evaluate how well you are currently managing safety on your farm.

- | | | |
|---|------------------------------|-----------------------------|
| Do you talk to your employees about safety issues? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you encourage your employees to report safety problems? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you regularly inspect your farm to identify safety problems? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you fix identified problems? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you ensure that all work is carried out safely? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

This checklist is designed to help you identify the safety risks in your workplace and allow you to think about how to make your workplace safer.

When using the checklist it is important to involve your employees as they are the most affected by safety issues and they can help you identify the best safety solutions. By involving your workers you will be meeting your obligation under the *Occupational Health and Safety Act 2000* to consult your employees on workplace safety issues.

When you complete the checklist, determine how often it needs to be reviewed. It is a good idea to review the checklist at least once a year. However, you would need to review the checklist sooner if there are changes to your workplace, new chemicals or equipment are introduced, or an incident occurs which raises safety concerns.

By completing this checklist and reviewing it regularly, you will be well on your way to meeting your legal obligations.

For further information visit the WorkCover web site at www.workcover.nsw.gov.au, phone the WorkCover Assistance Service on **13 10 50**, or contact the Rural Safety Hotline on **1800 300 377**.

If you mark a No box on the checklist, you need to take action to eliminate or control the hazard.

<i>Tractors and equipment</i>	
Is the tractor fitted with an approved ROPS (Roll Over Protection Structure)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are guards fitted to equipment where there is a risk of limbs, hair or clothing being caught (eg. PTO, auger, unguarded belts and pulleys)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are children and adults prevented from riding on tractors/towed implements that do not have a seat/hand and foot holds?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do vehicles, such as ATVs, carry loads in accordance with manufacturer's recommended limits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are operators of vehicles familiar with the manufacturer's instructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is hearing protection worn when using noisy equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there regular inspection and maintenance of equipment eg. guards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
When inflating tyres, are precautions taken to prevent injury from tyre blowout?	Yes <input type="checkbox"/> No <input type="checkbox"/>
When moving equipment, do you watch for power lines and maintain safe distances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the tractor brakes, including hand brake, functioning correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can the tractor only ever be started from the operator's seat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Silos and Field Bins</i>	
Are augers and/or conveyors guarded to prevent limbs, hair or clothing from getting caught?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are silos and field bins regularly inspected for structural damage or wear to minimise slipping?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you secure hatches to prevent unauthorised access to the silo or field bin?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is fall protection provided and worn when climbing vertical ladders and/or working on top of the silo or field bin?	Yes <input type="checkbox"/> No <input type="checkbox"/>
When moving equipment do you watch for power lines and maintain safe clearances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are confined spaces procedures followed when entering silos or field bins?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are appropriate respirators worn when loading dusty grains?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are respirators kept clean in accordance with manufacturer's instructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are silo ladders far enough above the ground so as to be out of reach of children?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you mark a No box on the checklist, you need to take action to eliminate or control the hazard.

Chemicals	
Is there a register of hazardous substances used on the farm?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are Material Safety Data Sheets (MSDS) available on the farm for those using hazardous substances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do all chemical containers have the correct and readable label affixed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the users of farm chemicals trained (and certified for fumigation) in the safe use of those chemicals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are appropriate respirators, gloves, safety glasses and clothing provided when using chemicals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is safety equipment regularly inspected and maintained as recommended by the manufacturer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are chemicals stored in suitable containers (eg. do not use food or drink containers) and kept in a secure location?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all flammable liquids (Class 3) stored away from ignition sources?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are procedures in place to handle chemical spills?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are fire extinguishers located near chemical/fuel storage areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
General	
Are electrical cables and equipment regularly inspected and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you checked and made safe any electrical wires, electrical switches, power points, conduits or appliances so as to eliminate the risk of electrical shock or death?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you use a portable Residual Current Device (RCD) or an earth leakage protection device (safety switch) when using portable power tools?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Prior to lifting anything, do you adopt correct manual handling procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is hearing protection worn in noisy areas (ie where the level of noise requires you to raise your voice to be heard by others)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are your firearms and ammunition stored in a safe place in accordance with legal requirements and out of the reach of children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you adopt correct handling techniques when working with animals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a procedure in place so that you and other workers can be located and contacted when working alone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you identified the hazards associated with dams and waterways?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Ordering Hotline: **1300 799 003**



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