

WHS PLANNING

*is easier than
you think.*



PRIMARY
INDUSTRIES
HEALTH AND
SAFETY
PARTNERSHIP

Safety is the responsibility of everyone, whether they work, live or visit your farm.

However, it's up to you to put systems in place to help them understand where the risks lie, and how to minimise them.

Developing a basic Work Health and Safety (WHS) plan can be a simple process, and this document provides some tips on what you need to think about - and write down.

Good health and safety is a great investment.

Having written proof that you've done all you can to deal with hazards can help to protect you if an incident does occur, and developing a culture of safety makes your business more productive.



FIVE STEPS TO A SAFER FARM

- ✓ **Management:**
outline your own responsibilities and those of any workers/contractors; provide resources to meet those responsibilities; take charge
- ✓ **Consultation:**
involve your workers when identifying and addressing safety issues
- ✓ **Hazards and risks:**
identify tasks that are a risk for workers, take action to control these risks and develop simple steps to manage the risks that can't be controlled
- ✓ **Training and instruction:**
train and help workers understand safe work procedures
- ✓ **Reporting:**
have a system for reporting hazards, near-misses and incidents; act upon these immediately

Injury claims and associated costs for agriculture were almost \$300 million in four years.

Figures for the period 2008-09 to 2011-12. Source: *Mapping work health and safety risks in the primary industries*, Rural Industries Research and Development Corporation, 2015



WHAT GOES IN A WHS PLAN?

The key steps to a WHS Plan are to identify potential hazards, then take action to control those risks.

Documenting the process is also important, but that can be as simple as developing a checklist for each of the following areas that are relevant to your operation.

Copies should be provided to all staff to ensure they're aware of the safety rules.

- The process for staff to report hazards and unsafe work practices
- A record of all safety-related training undertaken by staff, including initial induction and ongoing training
- Where safety information is kept, including for machinery and equipment, and for chemicals
- The location of fire extinguishers and other safety equipment
- A record of maintenance carried out on machinery and equipment, as well as guidelines for safe operating procedures
- Details of inspections carried out for electrical devices
- Where there's a need for working at height, noting the rules to be followed for each structure, such as use of ladders or harnesses
- Conditions to be followed for storage of chemicals, pesticides and fuel, including the location of relevant Safety Data Sheets
- Instances where Personal Protective Equipment must be used, including for sun exposure, noise, dust, chemicals and falls
- Strategies to be followed by anyone working alone or in remote locations
- Rules for children who live on or are visiting the farm





REMEMBER

Encourage everyone on your farm to uphold the following ideals:

- **To return home safely, uninjured**, at the end of each day's work.
- **A commitment to excellence** at all levels in all our farming operations.
- Don't sit back and wait for things to happen - **make things happen**.
- **Constructive** advice and good communication from anyone is welcome.

For more information about the Partnership, please visit www.rirdc.gov.au/PIHSP

Research shows that the most safety-minded organisations are also among the most profitable. A safety culture pays off – and not just by reducing fatalities and injuries.

Hudson, P. *Safety Management and Safety Culture The Long, Hard and Winding Road*. Accessed 20 May 2016 at: <http://www.caa.lv/upload/userfiles/files/SMS/Read%20first%20quick%20overview/Hudson%20Long%20Hard%20Winding%20Road.pdf>

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