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

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

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
HAZARDS ON THE FARM

Attached is a farm map marked with hazards that we have identified. These include:

- Powerlines
- Dams / bore drains / wet boggy areas
- Electric fences / electric tape
- Disused fences
- Dry weather only roads
- Restricted access / steep / rocky / no-go areas
- Other hazards: __________________________

BEING READY FOR EMERGENCIES

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

KEEPING RECORDS - SAFETY ACTION PLANS

It is good practice to keep records of risk management activities, as it demonstrates proactive safety management and assists in meeting legal obligations. Maintain records for at least 7 years.

All staff should know how to report hazards and unsafe work practices. The following is a simple way to record the actions taken to address those hazards.

OWNER/MANAGER: ____________________________
PROPERTY NAME & ADDRESS: ____________________________
PHONE: ____________________________
COMPLETED BY: ____________________________
DATE COMPLETED: ____________________________

SAFETY ACTION PLAN

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Risk level</th>
<th>Action Planned</th>
<th>Cost $</th>
<th>Target date</th>
<th>Date completed</th>
<th>Person Responsible</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>[for example] Broken PTO shaft guard</td>
<td>H</td>
<td>Remove slasher from tractor until new PTO fitted</td>
<td>200</td>
<td>ASAP</td>
<td>DD/MM/YY</td>
<td>Jane Smith</td>
<td>Slasher unhitched. Guard purchased (DD/MM/YY) and fitted.</td>
</tr>
</tbody>
</table>

YOUR WHS PLAN MAY LOOK LIKE THIS:
The Primary Industries Health and Safety Partnership is a collaborative effort to deliver healthy, safe and productive working lives in the primary industries. It is funded by the Australian Meat Processor Corporation (AMPC), Cotton Research and Development Corporation (CRDC), Grains Research and Development Corporation (GRDC), Meat & Livestock Australia (MLA) and Rural Industries Research and Development Corporation (RIRDC).

Remainder

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.


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.