

Farming Safely *in* Tasmania

Safe Farming Tasmania Program

A guide to
developing
a safety
management
system
for rural
businesses



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About Safe Farming Tasmania

The Safe Farming Tasmania Program aims to reduce farm-work related death, injury and disease and improve the health and safety of workers in the farming industry by:

- raising awareness of farm safety issues, including packing and processing
- working with industry stakeholders to provide training and education on farm safety issues.

The Safe Farming Tasmania program is a joint initiative of WorkSafe Tasmania and the Department of Primary Industries, Parks, Water and the Environment (DPIPWE). It is supported by a reference group comprising key industry stakeholders:

- Primary Employers Tasmania
- Fruit Growers Tasmania
- DairyTas
- Wine Tasmania
- Tasmanian Agricultural Productivity Group
- Tasmanian Farmers & Graziers Association
- Agricultural Contractors of Tasmania Inc
- PASS
- Tasmanian Women in Agriculture
- Rural Youth Organisation of Tasmania Inc.

Please note

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and any other relevant legislation. To view, go to the WorkSafe Tasmania website at www.worksafe.tas.gov.au

We welcome your feedback on this guide. Send to: wstinfo@justice.tas.gov.au

Acknowledgement

This guide:

- is based on the WorkCover Queensland's guide Serious About Farm Safety. Go to www.worksafe.qld.gov.au and search for 'farm safety'
- is based on WorkSafe Tasmania's guide Safety Management Toolkit. Go to www.worksafe.tas.gov.au and search for 'GB315'
- replaces WorkSafe Tasmania's guide The Work Health and Safety Laws: Guide for Tasmania's Rural Industry (GB308).

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About this guide

This guide:

- is aimed at farmers, farm owners and farm managers. However, farm workers and families may also find it useful
- explains the legal obligations you have to provide a safe workplace for your workers, contractors, visitors and family members
- will help you develop a system to manage the health and safety risks on your farm and reduce the likelihood of a farm-related death, injury or illness. This in turn can help you reduce your workers compensation insurance premiums
- covers some hazards and tasks specific to farming workplaces and points you to more detailed practical guidance to help you manage these.

About the work health and safety laws

About the Act

The Work Health and Safety Act 2012 protects the health, safety and welfare of all workers at work, and other people who might be affected by the work. It aims to:

- help businesses and workers achieve a healthier and safer working environment
- promote information, education and training on work health and safety
- provide effective compliance and enforcement measures
- ensure fair and effective consultation and cooperation to manage health and safety issues.

About the Regulations

The Work Health and Safety Regulations 2012 specify the procedural or administrative way some of the Act's requirements must be met. These include licences for specific activities and keeping records.

About the codes of practice

Codes of practice are practical, user friendly guides that will help you manage health and safety issues and comply with the laws. Many have easy to use checklists and practical examples of how to manage risks.

We've referred to codes of practice throughout this guide. You can find all the codes at www.worksafe.tas.gov.au by searching for 'codes'. Over time, further codes will be developed, so check the website regularly.

PCBU (formerly employer)

The term 'employers' has been replaced by 'Person Conducting a Business or Undertaking' (PCBU).

Although an employer is a PCBU, the term PCBU is much broader than this and may include:

- a corporation
- an association
- partners in a partnership
- a sole trader
- a volunteer organisation which employs one or more people to carry out work
- householders where there is an employment relationship between the householder and the worker.

A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work.

Responsibilities

You must ensure the health and safety of your workers (including contractors) and others (for example, visitors to your property) affected by your work. In detail, you must:

- provide and maintain a working environment that is safe and without risks to health
- provide and maintain plant, structure and systems of work that are safe and do not pose health risks (for example providing effective guards on machines and regulating the pace and frequency of work)
- ensure plant, machinery, structures, substances and chemicals are used, handled, stored and transported safely
- provide adequate facilities for your workers' welfare
- provide the information, instruction, training or supervision that workers need to work safely
- consult and work with your workers on health and safety matters
- monitor the health of your workers and the conditions of your workplace, to prevent injury or illness.

These requirements are detailed throughout this guide.

You can delegate health and safety tasks to others (such as your managers or supervisors) but as the PCBU, you still have overall responsibility for work health and safety.

Worker

You are considered to be a worker if you carry out work for a PCBU, such as:

- an employee
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour hire company
- an apprentice or trainee
- a student gaining work experience
- an outworker
- a volunteer.

You can also be a PCBU and a worker if you carry out work for another PCBU.

Responsibilities

While at work, you must:

- take reasonable care for your own health and safety, and that of others who may be affected by anything you do or (just as importantly) don't do
- comply (as far as you're reasonably able to) with any reasonable instruction given by the PCBU
- cooperate with any reasonable policy or procedure of the PCBU that relates to work health and safety.

Build a system to manage safety

Managing work health and safety doesn't have to be difficult or complicated. You can build a system to suit your farm's size, operations and needs.

This section deals with the essentials of a good safety system, and includes templates you can use.

Start with a safety policy

Leading by example and making work health and safety a priority sends the message to everyone that you're serious about safety. A great way to demonstrate your commitment is to have a safety policy.

Why have a policy?

Even if you employ only a handful of workers, you can't assume everyone knows what is required with health and safety.

And never assume that safety is 'common sense'— a workplace that relies solely on common sense is likely to be unsafe (if you do or decide something based on common sense, make sure you can rationally justify that decision or action).

What your policy should contain

Your policy should:

- state the responsibilities of everyone
- set the rules and standards you expect everyone to follow.

This reinforces the message that while you have a responsibility for safety, everyone else is responsible too.

Involve your workers as you develop your policy so it becomes a shared commitment to health and safety.

What next

- Sign it and display it prominently.
- Tell everyone about it so they know what to expect, and what is expected of them. Just handing your workers something to read and getting them to sign it is not adequate. So go through it at a staff or toolbox meeting, and provide it to your workers in inductions.
- Review your policy regularly (say, once a year) to make sure it stays relevant and effective.

See *the work health and safety policy template on page 9*.

(Business Name) - Health and Safety Policy

(Business Name):

- considers health and safety an essential part of the success of our business and is committed to providing and maintaining a safe and healthy working environment for our workers, visitors and members of the public
- will as far as reasonably practicable, eliminate or where this is not reasonably practicable, manage work health and safety hazards to prevent injuries, illnesses and dangerous incidents from occurring
- is committed to creating a workplace culture that supports and encourages injury prevention and healthy lifestyles
- considers worker wellbeing, safety and incident prevention to be vital to the ultimate success of our operations and productivity and is a vital part of management's responsibilities.

(Business Name) Management is responsible to:

- ensure (business name) complies with all legislation relating to work health and safety
- provide safe working conditions and safe operating procedures for company activities
- provide workplace environments and systems that support and encourage safe and healthy lifestyles
- consult, encourage and respect all workers involvement in the improvement of work health and safety
- provide adequate information, procedures and training to enable all workers and contractors to do their job effectively and safely
- provide appropriate safety equipment and personal protective equipment (PPE) whenever required.

Workers are responsible to:

- follow all safe work practices, procedures, instructions and rules
- participate in the management of work health and safety and healthy lifestyle activities
- encourage workmates, contractors and members of the public to act in a healthy, responsible and safe way
- actively participate in training
- actively participate in consultation processes to promote a healthy and safe work environment
- report unhealthy and safety hazards and issues
- adopt and maintain safe and healthy behaviours
- use the safety equipment and personal protective equipment provided responsibly.

This policy is part of our overall management plan. Our goal is to have no work related injuries and illnesses to our workers, contactors and members of the public. This can only be achieved through participation, consultation, cooperation and the commitment of everyone at our workplace.

Policy authorised by: Owner - Manager

Signed:

Date: August 2015

Review Date: August 2016

Be aware that this farm contains potential hazards; they include but are not limited to:

- Live power lines above and below ground.
 - Pivot irrigators, under-ground irrigation mains, hydrants and fittings
 - Livestock
 - Automated machinery
 - Electric fences
 - Open waterways and deep water
 - Effluent ponds
 - Heavy machinery
 - Slow moving vehicles
 - Quad bikes and motorbikes
 - Unmarked drains, ruts, rocks and stumps
 - Hazardous chemicals (chemicals and fertilisers)
 - Dairy
 - Others unspecified.
-
- ▶ Please report your arrival to the farm manager.
 - ▶ A 30km/h speed limit applies to all farm tracks.

Your safety is very important to us, thank you for helping to make our farm safe.

Managing hazards and risks

Managing risk is the most important aspect of work health and safety, and it's an ongoing, step-by-step process. It includes identifying tasks that are a risk to your workers, taking steps to control those risks, and developing simple procedures to manage the risks where they can't be eliminated.

For more information read the How to Manage Work Health and Safety Risks code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI12'.

Step 1: Identify hazards

A hazard is a situation or thing that has the potential to harm a person.

Hazards in a fruit orchard or vineyard may include:

- chemicals
- manual handling, frequent/repetitive lifting
- moving fruit bins
- noise
- wasps
- overhead power lines
- picking fruit from ladders
- sun exposure
- tools such as chainsaws; mobile plant such as tractors, quad bikes, forklifts and elevating work platforms.

Hazards in a dairy may include:

- animals: kicking or distressed; and going down on the platform and/or entering the pit
- chemicals
- electrical hazards
- extremely hot water
- lifting heavy objects or frequent/repetitive lifts
- moving rotary platforms passing fixed rails
- projections at head height
- slippery and uneven floors, steps and yards
- unguarded equipment.

Hazards on a beef cattle or sheep farm may include:

- animal handling in stock yards or wet, slippery or uneven surfaces
- chemicals
- mustering
- riding a horse
- sun exposure
- tractors, quad bikes or motorbikes.

Hazards in shearing may include:

- animals: heavy cross-breed sheep
- hand piece lock-ups
- no or poorly signed emergency stop controls on shearing machinery and wool presses
- poor lighting
- poorly located and orientated catching pens (increasing drag); poorly designed and sticking catching pen doors
- rotating shearing machinery shafts
- stands raised and too close together
- unguarded grinders and wool presses
- wet, dirty and uneven shed floors and slippery boards.

How to identify hazards

- Look around your workplace: regularly walk around and check the work environment, the tasks your workers do, and the equipment and chemicals they use.
- Talk to your workers: after all, they're the ones using the equipment, performing the tasks and being in the work environment. They'll have valuable experience that will help you identify hazards and decide on controls (consulting your workers is covered in detail later in this section).
- Ask other farmers what causes them problems, incidents, injuries or near misses.
- Read equipment manufacturer's instructions and safety data sheets for chemicals.
- Read the relevant codes of practice.

Step 2: Assess risks

You *must* do a risk assessment for certain high risk activities (such as entering confined spaces like grain silos).

You *should* do a risk assessment when there are any changes in your workplace, such as:

- changing work practices, procedures or the work environment
- purchasing equipment (new or used)
- using new chemicals
- planning to improve productivity or reduce costs
- receiving new information about workplace risks.

You should also do a risk assessment when:

- you're uncertain if a hazard may result in injury or illness
- you're responding to an incident (even if no one was hurt)
- you're responding to concerns raised by workers or others.

Questions to ask when assessing risk

- What's the worst-case scenario? What's the potential scale of the harm? Could the hazard cause death, serious injury or illness requiring hospitalisation, or a minor injury requiring first aid?
- What factors could influence how severe the harm is? For example, the distance someone might fall or the concentration of a particular chemical will determine the level of harm. The harm may occur immediately (for example, injury from a fall) or it may take time to become apparent (for example, illness from long-term exposure to a chemical).
- How many people are exposed to the hazard? How many could be harmed, in and outside your workplace?
- How often are people near the hazard? How close do people get to it?
- How often is the task done? Does this make the harm more or less likely?
- How is work being done, versus how it's meant to be done?
- Has it ever happened before, either in your workplace or somewhere else? How often?

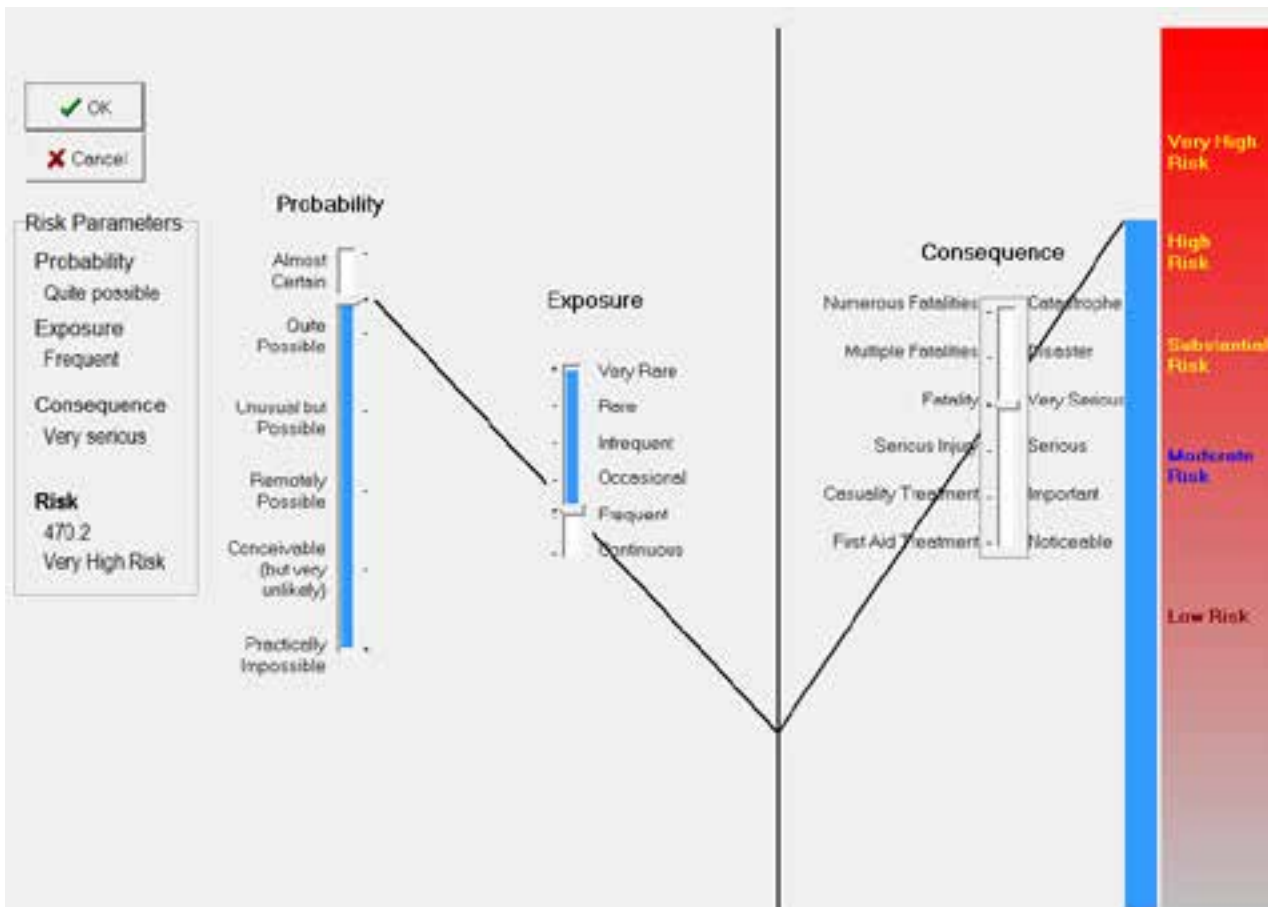
After considering all of this, you could rate the likelihood as:

- certain to occur: expected to occur in most circumstances
- very likely: will probably occur in most circumstances
- possible: might occur occasionally
- unlikely: could happen at some time
- rare: may happen only in exceptional circumstances.

The level of risk will increase as the severity and likelihood of harm occurring increases.

See the risk calculator on page 13 on the USB with this guide.

Go to www.worksafe.tas.gov.au and search for 'safety advisors'.



Step 3: Control risks

Risk control means taking action to:

- remove any health and safety risks entirely
- if that's not possible, reduce the risks to an acceptable level.

What resources can help you?

Look at these resources for guidance:

- the relevant codes of practice (such as How to Manage Work Health and Safety Risks). Go to the WorkSafe Tasmania website at www.worksafe.tas.gov.au and search for 'code'
- operating manuals, chemical safety data sheets and industry association safety alerts and guidance materials
- the manufacturers and suppliers of the equipment and chemicals you use
- industry associations.

Which control measure is best?

Consider the different options and look at what will most effectively remove the hazard or reduce the risk. This may be one single control measure; or using a combination of different controls may provide the highest level of protection.

- Where there is potential for a fatality or serious injury, take immediate action.
- Some problems can be fixed easily and so should be done straight away.
- Others need more effort and planning to resolve. For these, prioritise the areas for action, focusing first on the hazards with the highest level of risk that can cause the greatest harm.

Levels of Control:

Level 1 control measures

The most effective control measure gets rid of the hazard from your workplace entirely.

The best way to do this is by not bringing the hazard into your workplace in the first place.

But if it's there, you need to do something about it. For example:

- eliminate the risk of falling from a height by doing the work at ground level
- outsource the task to a company purposely set up with the right equipment and processes designed to do it safely
- replace a noisy old machine with a quieter new one (which is more effective than providing workers with hearing protection)
- safely dispose of unwanted chemicals.

Level 2 control measures

If removing the hazard completely isn't possible, then reduce its risks by using one or more of these approaches:

- replace the hazard with something safer (for example, use a safer chemical)
- physically separate people from the hazard (for example, by guards, barriers or distance)
- reduce the risks through engineering controls: change your work area, equipment or work processes.

Level 3 control measures

These control measures rely on human behaviour and supervision. Used on their own, they are the least effective at reducing risk.

- Use administrative controls (for example, develop safe work procedures for operating machinery safely, limit a worker's exposure time to a hazardous task, use signs to warn of a hazard).
- Use personal protective equipment (PPE).

About PPE

PPE includes breathing protection, hard hats, gloves, aprons, steel capped boots, chaps and protective eyewear.

PPE is the least effective method of controlling a safety risk — relying on PPE alone will not reduce the chance of an incident, but it could reduce the severity of an injury.

For example, an approved helmet will reduce the severity of a head injury to a rider of a quad bike or two-wheel motorbike if they were to fall off, but it does not prevent the incident from occurring.

PPE must be:

- suitable to the risk, the work being done, and the worker
- used and work correctly to be effective
- maintained, repaired or replaced to keep it in good working order, clean and hygienic.

You must provide your workers with information, training and instruction about safely using the PPE; and they must use the PPE accordingly.

Safe work procedures

What they do

Safe work procedures are a practical and consistent way for everyone to work safely. They clearly:

- document the sequence of steps for doing the task safely
- point out the hazards associated with the task
- incorporate the appropriate risk control measures into the steps.

When trained how to use a safe work procedure, everyone will know the safe way to do their job, and will work the same way. They won't need to guess or make things up as they go along.

Where to get them

WorkSafe has many sample procedures for different tools and machines that you can use and adapt. Go to www.worksafe.tas.gov.au and search for 'procedures'.

However, if you want to develop your own safe work procedures for a particular task:

- look at information from manufacturers, suppliers, operator's manuals and relevant codes of practice
- involve your workers who do the job
- outline the risk you're managing with the procedure
- write down the actions that your workers should follow, step by step, from beginning to end, in their logical order (you could use one of WorkSafe's safe work procedures as a template)
- keep it straightforward and simple.

What next

- Train your workers in using the safe work procedures.
- Keep procedures on or near the equipment so workers can easily refer to them.
- Review procedures regularly (say once a year); if there are any changes to equipment or activities that may affect them; or after an incident involving the task or equipment that the procedure covers.

See the *quad bike safe work procedure template* on page 18.

The *checklist* on pages 16 to 18 can also help you manage safety.

Farm Safety Self Assessment Checklist

	Yes	No	Action Required
1. Management Roles and Responsibilities:			
Has a Manager been nominated with responsibility for health and safety on the farm?			
Do workers, contractors and visitors know where to report on entry to the farm?			
Do workers, contractors and visitors know how to report health and safety issues?			
Has a farm safety approach been developed that includes a commitment to:			
eliminating or reducing risks to health and safety which arise from farm-work activities?			
consulting with workers about health and safety issues and ways to control hazards?			
providing workers with information, instruction, training and supervision - so they can complete tasks safely?			
maintaining and storing plant and chemicals in a safe condition and ensuring they are used in ways that are safe and without risks to workers health?			
providing and maintaining first aid and emergency procedures?			
2. Consultation:			
Are safety issues discussed with workers (including family workers)?			
3. Induction, Training and Supervision:			
Are workers, visitors and contractors inducted on entry to the farm?			
Are workers trained in safe work procedures?			
Are workers supervised to ensure safe work procedures are followed?			
Are inspections of plant and equipment, sheds, workshops, silos etc conducted?			
Are maintenance records kept?			
4. Farm Safety Rules:			
Have safety rules been established to prevent family members, workers, visitors and children from placing themselves at risk of injury?			
Are rules in place that require helmets to be worn with all riding activities including quad bikes, motorbikes and horses?			
Does the quad bike safe work procedure state that children under 16 do not operate adult sized quad bikes and are not carried as passengers?			
Are NO-GO zones identified and communicated where excessively hazardous terrain exists?			
Are safe access/egress and internal routes established and clearly communicated?			
Have hazards associated with over-head and under-ground power lines been identified?			
Have hazards associated with waterways, dams, pits, quarries, steep grades and vehicle crossings been identified and addressed?			
5. Tractors and Mobile Plant:	Yes	No	
Is agricultural mobile plant:			
Fitted with approved ROPs and/or FOPs and seat belt mounting points where required?			
Are seat belts fitted and worn by operators?			
Are PTO outlets and drive shafts guarded, master shield on tractors guarded and maintained in good working condition?			
Only started from the operator's seat?			
Checked for safe access and egress, including condition of steps and handrails to prevent falls?			

Farm Safety Self Assessment Checklist

	Yes	No	Action Required
Operated only by workers assessed as competent to operate plant and hold appropriate certification where required?			
Has competence been recorded and signed off by a competent assessor where required?			
Maintained and records of maintenance kept?			
6. Workshop and Electrical Hazards:	Yes	No	
Is a residual current device (RCD) fitted to electrical power boards where portable equipment is used?			
Are power lines o/head and u/ground - identified and risks controlled?			
Are bench grinder guards in place and tool rests adjusted?			
Is eye protection supplied and used?			
Are oxy acetylene sets fitted with flashback arrestors, bottles upright and secured, gauges working, and hoses not damaged or perished?			
Is hearing protection supplied, used - and maintained in good condition?			
Are air compressor drive pulleys and belts guarded and plant registered and inspected where required?			
Are appropriate fire extinguishers available in relevant areas, is servicing up to date and are workers trained in how to use them?			
Is a clearly signposted and properly stocked first aid kit available in working areas such as the workshop, vehicles, mobile plant and are locations identified?			
Are trained First Aiders on site?			
7. Machine Guarding Safety:	Yes	No	
Are manufacturers' safe use instructions available?			
Are all dangerous parts of fixed, mobile and hand held plant securely guarded?			
8. Chemical Safety:	Yes	No	
Are chemicals stored in properly constructed, lockable, ventilated, fire resistant and bunded areas?			
Are all chemicals stored in original containers with correct legible labels?			
Are decanted chemicals labelled?			
Are Safety Data Sheets available and up to date?			
9. Paddocks and Open Areas:	Yes	No	
Are Irrigation pumps, motor drive shafts and couplings properly guarded?			
Are crossings clearly marked (e.g. channels and cattle crossings on public roads)			
Are fuel and overhead tanks placarded with safe ladder access to prevent falling?			
Are fuel storage tanks clear of debris with firefighting appliances available?			
10. Animal Handling:	Yes	No	
Are gates inspected and maintained to ensure they swing easily on hinges to minimize strain on workers?			
Are emergency escapes sufficiently available?			
Are safety/warning signs in place where relevant?			
Are workers trained in working around livestock			
11. Grain Movement and Storage:	Yes	No	
Are storage and feed bins regularly inspected for damage, rust and metal fatigue?			
Are Confined Space Entry Procedures developed and followed when entering silos and bins?			
Are input ends of grain augers guarded where used externally?			

(Your Business Name Here) Safe Work Procedure QUAD BIKE

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission

Personal Protective Equipment

- ✓ Wear an approved helmet.
- ✓ Wear suitable clothing, including long trousers and boots.
- ✓ Consider wearing high visibility clothing if working remotely, or near/on a road.
- ✓ Have appropriate communication (i.e. mobile phone or 2-way radio) available

Pre-Operational Safety Checks

- ✓ Follow manufacturer's recommendations and warning labels.
- ✓ Locate and ensure you are familiar with all machine operations, controls and warnings.
- ✓ Check fuel, tyres, guards, drive line and brakes as recommended by the manufacturer.
- ✓ Always tell someone where you are going and estimated time of return

Operational Safety

- ✓ Do not carry passengers or any load that is not suitable and secured.
- ✓ Observe speed limits and no-go areas.
- ✓ Drive at speed slow enough to keep control over unexpected hazards.
- ✓ Travel up/down slopes rather than across, taking extra care when ascending or descending slopes or riding over uneven ground.
- ✓ Take care when refuelling to avoid spilling fuel onto hot motor or exhaust.
- ✓ Ensure no person or animal is endangered when operating equipment.
- ✓ Advise your supervisor of any mechanical problems and do not ride a quad bike that is not in good repair

Ending Operations

- ✓ Park on even ground.
- ✓ Lock the parking brake.
- ✓ Stop the engine and remove the keys.

After Use

- ✓ Remove any foreign material from in and around engine parts.
- ✓ Check for damage and report if found.

Potential Hazards and injuries

- ⓘ Rollover
- ⓘ Collision
- ⓘ Eye injuries
- ⓘ Crush injuries
- ⓘ Head injuries

Don't

- ✗ Do not use faulty equipment. Report suspect machinery immediately.
- ✗ Do not drive in excessively poor conditions (weather, visibility or surface).
- ✗ Never carry passengers.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to complement training and as a reminder to users prior to equipment use.

Consultation: Talking safety

Consultation is about talking to one another so everyone knows what's going on with safety. It involves sharing information, giving workers a reasonable opportunity to express their views, and taking those views into account before making decisions. It allows you to really get to know your workplace, workers and the hazards they face.

A safe workplace is more easily achieved when everyone communicates with each other to identify hazards and risks, talks about health and safety concerns, and then works together to find solutions.

Who to consult with

You must consult on health and safety matters with:

- workers and their health and safety representatives
- your contractors and sub-contractors and their workers, seasonal and labour hire workers
- volunteers
- anyone else working for you who is directly affected by any health and safety matter.

How to involve your workers

Never underestimate the value of your workers' knowledge and experience when it comes to knowing about the hazards associated with their work. They often have ideas about how to reduce safety risks, make improvements and find solutions. Just ask them.

Involve your workers as you:

- develop and later review your work health and safety policy and procedures
- use safety checklists
- identify hazards, tasks and conditions, and the safe way to manage them
- set up ways to report hazards, incidents, near misses and injuries.

You can consult formally, in staff meetings, or informally during breaks.

Regular meetings are best, because these allow you to be proactive about identifying — and fixing — any problems before they turn into an incident.

Keep a record of feedback and any action ideas.

For more information read the Work Health and Safety Consultation, Cooperation and Coordination code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI35.'

See our record of staff safety meeting template on page 21.

Induction

When a new worker starts work, it's normal to show them around and tell them what they need to know (such as the facilities, work times and meal breaks) and introduce them to their immediate supervisor and fellow workers.

This process is called an induction, and is very important. During an induction, you must cover health and safety information, including:

- your work health and safety policy and safe work procedures (give them copies)
- how to report hazards, incidents, near misses and injuries
- who their health and safety representative, first aider and fire warden are.

Who else?

You should also do an induction for:

- contractors and visitors (you might use a simpler induction for visitors)
- existing workers transferring to a new worksite or into a new job
- workers returning after extended leave
- workers doing a hazardous task or using new equipment for the first time.

Use an induction checklist

Use an induction checklist to make sure you cover all important information.

Remember your new workers (especially if they're young) may be nervous, or keen to impress, so they may not ask you questions. Encourage them to talk to you (or their supervisor or health and safety representative if they have one) and ask questions if they're not sure about anything.

If you've never used an induction checklist before, it's worthwhile doing one with each of your existing workers as well (no matter how long they've been with you — don't assume they know what's required with safety). It can also act as a record proving you've had these safety conversations with your workers.

Keep copies of the completed induction checklists, and provide your workers with a copy too.

See the induction checklist template on page 22.

Training

An important step towards a safe farm is making sure your workers are trained to do their work, correctly and safely.

You must provide your workers (including managers and supervisors) with any information, instruction, training and supervision necessary to ensure their safety and health.

Assessing your workers' skills

- Find out what skills and experience your workers have, then work out how to build on and maintain these with appropriate training.
- Review the jobs your workers have to do. Do they have problems doing them? If so, this may indicate a need for training.
- Find out what licences or competencies your workers must have to perform their work. Are these current?

When things change

If your work environment or work tasks change, if new equipment or chemicals are introduced, you need to work out what additional training is required.

Use a training register

A training register helps you record and track what training your workers have received and what additional training they may require. It helps you keep track of the skills and competencies your workers possess in specific areas.

Keep copies of licences, certificates or other evidence of formal qualifications or competencies held by your workers.

Where to get training

To find training providers in the tasks or matters that you need, talk to your industry association, or go to the Australian Government's website for registered training organisations (RTOs) at www.myskills.gov.au

See the training register template on page 24.

See the competency register template on page 25.

.....
(PCBU Name)

Record of Consultation/Staff/Toolbox Meeting

Work group:

Meeting held at: Date :

Meeting conducted by: Signed:

HSR: Signed:

Issues to be covered:

1.

2.

3.

4.

Other issues addressed:

1.

2.

3.

4.

Action Required:

Action	By Whom	Timeframe

Attendance (all participants to print name and sign):

1. Signed:

2. Signed:

3. Signed:

4. Signed:

Induction checklist for <business name>

Worker's name:	Position:	
Supervisor's name:	Start date:	
Subjects	Workers Initials	
<p>1. Explain health and safety laws:</p> <input type="checkbox"/> Workers have a legal duty of care for self, fellow workers and visitors <input type="checkbox"/> PCBU expects workers to behave in a safe manner and not to put themselves or others at risk (no fooling around!) <input type="checkbox"/> Add other relevant points		
<p>2. How to report an incident, injury or hazard:</p> <input type="checkbox"/> If you are injured no matter how minor, report it immediately to your supervisor <input type="checkbox"/> If you see something unsafe, report it to your supervisor <input type="checkbox"/> The first aid kit and incident record forms are located at <location> <input type="checkbox"/> What to do if a fire breaks out or there is an emergency and emergency evacuation plan <input type="checkbox"/> Add other relevant information for your workplace		
<p>3. Take new worker for a workplace tour to show them:</p> <input type="checkbox"/> Toilets, sinks, showers <input type="checkbox"/> Fire extinguishers, fire hoses and fire blankets <input type="checkbox"/> Emergency plan, workplace exits, fire exits and any alarm processes <input type="checkbox"/> Assembly point (where to go if evacuating the work area) <input type="checkbox"/> Drinking water <input type="checkbox"/> First aid kit location <input type="checkbox"/> Workplace hazard signs and what they mean <input type="checkbox"/> Electrical switchboard locations <input type="checkbox"/> Dangerous areas in the workplace (e.g. slip, trip and falls) <input type="checkbox"/> Areas where workers can / cannot smoke <input type="checkbox"/> Introduce to co-workers <input type="checkbox"/> Add other points relevant to your workplace		
<p>4. How to control manual task risks:</p> <input type="checkbox"/> Explain the procedure for identifying and reporting hazardous manual tasks <input type="checkbox"/> Explain how to recognise the symptoms which may indicate a sprain or strain, and note the need to report symptoms early <input type="checkbox"/> Show workers the mechanical aids at the workplace (e.g. forklifts, pallet jacks and trolleys) <input type="checkbox"/> Train workers in safe work procedures, including the use of machinery, tools, equipment and work techniques <input type="checkbox"/> Have workers demonstrate the safe work procedure to do the manual tasks involved in their job <input type="checkbox"/> Add other points relevant to your workplace		
<p>5. How to deal with hazardous chemicals:</p> <input type="checkbox"/> Show worker where hazardous chemicals are stored <input type="checkbox"/> Explain any important handling and storage details about the chemical <input type="checkbox"/> Show worker where the SDS (safety data sheet) register is kept <input type="checkbox"/> Show worker where the SDS are kept and explain the information in the SDS <input type="checkbox"/> Explain any precautions for use and emergency procedures (e.g. location of eye wash stations)		

<p>6. How plant and equipment can be dangerous: <input checked="" type="checkbox"/> List all plant and equipment that could present a hazard (e.g. tractors, quad bikes, electrical equipment; ladders; hoists and compressors)</p> <p>.....</p> <p>.....</p> <p>Show and explain:</p> <input type="checkbox"/> Risks and hazards with each piece of plant <input type="checkbox"/> Guards <input type="checkbox"/> 'Danger' and 'Out of Service' tags <input type="checkbox"/> 'Lock out' procedures <input type="checkbox"/> Emergency stops <input type="checkbox"/> What to do if the equipment requires repairs <input type="checkbox"/> Inspection and maintenance processes and schedules <input type="checkbox"/> Anything else you must not do	
<p>7. Show SWP (safe work procedures) for your workplace:</p> <input type="checkbox"/> Show procedures <input type="checkbox"/> Indicate who the supervisor is for any problems for a work task <input type="checkbox"/> Explain process for failing to comply with safety and site instructions <input type="checkbox"/> Explain the risk assessment process and indicate current controls	
<p>8. Provide PPE (personal protective equipment) and show workers how to use it:</p> <input type="checkbox"/> Issue worker with PPE and/or show where it is stored (PPE is for personal use and not to be shared) <input type="checkbox"/> Explain when PPE must be worn (stress importance!) <input type="checkbox"/> Show worker how to fit and use PPE correctly <input type="checkbox"/> Show worker how to clean and maintain PPE <input type="checkbox"/> Show worker how to store PPE when not in use <input type="checkbox"/> Explain what to do if PPE is damaged i.e. PPE replacement policy <input type="checkbox"/> Demonstrate use of PPE <input type="checkbox"/> Get the worker to demonstrate the use of PPE <input type="checkbox"/> Get the worker to tell you when they will need to wear their PPE <input type="checkbox"/> <i>Add other as required</i>	
<p>9. Workplace Bullying and Harassment</p> <input type="checkbox"/> Explain workplace bullying and harassment definitions <input type="checkbox"/> Advise of Workplace bullying and Harassment Policy	
<p>10. Remote Work</p> <input type="checkbox"/> Explain definitions of remote work <input type="checkbox"/> Advise of available communication equipment <input type="checkbox"/> Training in use of available communication equipment	
<p>11. Consultation process:</p> <input type="checkbox"/> Introduce the worker to safety personnel (e.g. Health and safety representative and first aid staff) <input type="checkbox"/> Indicate the times of staff meetings/toolbox talks where safety issues can be raised <input type="checkbox"/> Show process for reporting hazards <input type="checkbox"/> Explain purpose of 'toolbox talks' and when they will be held <input type="checkbox"/> Workplace bullying will not be tolerated. Explain the policy and procedures. <input type="checkbox"/> <i>Add other as required</i>	
<p>12 Workers compensation</p> <input type="checkbox"/> Explain workers compensation insurance <input type="checkbox"/> Return to work policies and procedures	
<p>Induction sign off</p>	
<p>Worker's signature:</p>	<p>Date:</p>
<p>Supervisor's signature:</p>	<p>Date:</p>

Sample Training Register

Name of worker	Training required	Who will deliver training and how	Scheduled date	Complete

Sample Competency Register

		Competency			
Name of worker					

Notes:

- 1. Write the names of the workers in the 'name of worker' area.
- 2. Write the name of the skill required in the 'competencies columns' — for example, manual handling, cash handling, chemicals.
- 3. The worker and supervisor/manager should initial and date the appropriate column.

		Competency			
		Manual handling	First aid	Security procedures	Chemical handling
Name of worker	Mike D	3.5.13 MD/RP			27.10.13 MD/RP
	Sue M		17.8.13 SM/BG		27.10.13 SM/BG

Supervision

Good supervisors are essential for:

- improving productivity
- ensuring safe work practices are followed
- providing a direct link between you and your workers.

Supervising your workers helps ensure your policies and procedures are being properly followed, and allows you to quickly spot and fix any problems.

The level of supervision required depends on:

- the level of risk in your operations
- the experience of your workers involved.

For example, you'll need higher levels of supervision if you have inexperienced workers following new procedures or doing difficult and critical tasks.

Your workers

New and young workers

Pay special attention to new or young workers with limited experience or background in a rural environment or the task to be done. They may not be confident to ask questions, so it's important that you:

- make sure they clearly understand the job they are doing
- supervise them adequately; a buddy system is also a good idea
- make them feel comfortable about asking questions, reporting hazards and discussing any other issues. Some may find it easier to talk to a supervisor or safety representative.

Keep information as simple and straightforward as possible. Consider using photos/pictures and practical demonstrations.

Seasonal and labour hire workers

You must manage the health and safety of your seasonal and labour hire workers just as you would for any other worker.

That includes:

- inducting them before they start work, to the same level as a new worker
- providing training and supervision.

Seasonal workers are at a higher risk of injury due to language barriers, and their limited experience or background in a rural environment or the task to be undertaken. Treat them the same as any new, inexperienced worker, no matter how old they are.

You must make sure any workers from non-English speaking backgrounds understand the information and training you give them. You may need to provide closer supervision, an interpreter, instructions translated into different languages or more photos/pictures. Talk to your industry association about any help or resources they may have.

Labour hire companies

Both you and your labour hire company must manage the risks to the health and safety of your labour hire workers (you cannot contract out your work health and safety obligations).

Before sending you any workers, it's good practice for the labour hire company to send a representative to your farm, so they can:

- understand your specific operations and work environment
- do their own risk assessment with you.

You need to tell the labour hire company:

- the tasks to be done
- skills and experience needed
- any equipment to be used, licences required and appropriate clothing to be worn.

Working together like this is the best approach for managing risks to your labour hire workers.

Contractors

You must manage the health and safety of your contractors just as you would for any other worker.

That includes:

- inducting them before they start work
- ensuring their work is done safely according to agreed procedures
- ensuring the machinery and equipment they bring on to your farm is well maintained with all guards in place
- ensuring they are suitably qualified with the necessary licences to do the work.

The health and safety requirements of contractors are usually included in the contract documentation. You should also get your contractors to sign an agreement that they will work safely.

In some situations, you will share responsibilities for safety with your contractors. In this case, you must consult, co-operate and co-ordinate with each other to provide and maintain a safe work environment.

A good example of this is shearing sheds. Generally the farmer owns the shearing shed but uses a contractor to shear his sheep.

- The farmer must present the shearing shed and equipment (such as wool presses and grinders) to the shearing contractor in a safe condition, with clean and adequate facilities for the contractor and any workers.
- The contractor and its workers must work safely, and report any hazards that they come across with the shearing shed and equipment to the farmer.

See *the contractor management form template on pages 28 to 30*.

Contractor Safety Management Form

Name.....

Position.....

Company name ABN.....

Licence/Registration number (if applicable)

Address.....

.....

Phone number Mobile.....

E-mail

Names of your workers who could attend on site:

.....

.....

Services provided.....

.....

.....

Provide a summary of any relevant insurances you hold (e.g. public liability, workers compensation, personal accident/disability, relevant other).

Type	Insurer	Policy Number	Expiry Date
------	---------	---------------	-------------

1
---	-------	-------	-------

2
---	-------	-------	-------

3
---	-------	-------	-------

4
---	-------	-------	-------

I have read and understood the CONTRACTORS SAFETY REQUIREMENTS list attached:

Signed:..... Name:..... Dated:.....

(please print)

Contractors safety requirements

1. As a contractor to our site, we regard you as a professional in your trade/area of expertise. As such, you have responsibility for your own safety and the safety of your co-workers and others that your work activities may impact upon.
2. All contractors are responsible for ensuring they, and all persons working for or contracted by them, have completed a basic site induction and have read and understood the safety requirements detailed below. This must be done before starting work.
3. If working on a construction site, all workers must hold a white card.
4. All contractors must sign in upon arrival and contact the person in charge of the area they will be working in. Sign out when you leave the site.
5. No work is to start until contractors, and everyone working for them or contracted by them, have been authorised to do so by the person in charge of the area they are working in.
6. Before starting work, all contractors working at this site have a duty to consult with other workers who may be affected by the planned work activities and where work health and safety matters arise during the course of the work.
7. All contractor equipment, materials, and personal protective equipment must be in good condition, properly maintained and suitable for the job at hand. They must comply with the relevant legislative requirements and/or Australian Standards.
8. All work must be conducted in a safe, healthy and environmentally responsible manner and comply with all legal/regulatory requirements. The Tasmanian codes of practice (at www.worksafe.tas.gov.au) relating to the work must be followed where reasonable and practical to do so.
9. Control any hazards (as deemed appropriate).
10. No equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped.
11. Any equipment or materials found to be unsafe should be reported immediately to the person in charge and should be tagged "out of service".
12. On a construction site, all mains powered electrical equipment must have a current test tag.
13. A current safety data sheet must be available for any hazardous/dangerous chemical used.
14. For any high risk work (such as work at heights over 2m, confined space work, working with hazardous substances) you must have appropriate training and the correct equipment. An appropriate formal risk assessment, safe work method statement or job safety analysis must be completed before starting work.
15. Safety and protective equipment (such as hearing, foot, eye protection, hard hats, high visibility vests) must be worn/used as appropriate to the area and work being carried out.
16. All injuries, incidents and equipment damage/breakages/failures are to be reported immediately to the person in charge. If appropriate, an accident/incident form is to be filled out and submitted to the person in charge of the area.
17. A serious incident may be notifiable to Worksafe Tasmania. Call 1300 366 322 to notify and preserve the scene of the incident.

18. Beware of vehicle traffic operating on site. Where possible, you must follow the designated pedestrian walkways (designated by yellow lines).
19. Demarcate/isolate visitors/clients from the work you are doing with appropriate warning signage and barriers.
20. Do not enter any areas which you are not authorised to enter.
21. Agree to follow the business privacy/confidentiality policy.
22. Maintain reasonable standards of housekeeping, cleanliness and hygiene.
23. Smoking, alcohol and illegal drugs are prohibited at the site.
24. No form of harassment/bullying will be tolerated.
25. Understand site emergency requirements (basic evacuation procedures, exit locations, evacuation assembly location).
26. Comply with any reasonable direction from the PCBU, Principal Contractor or Site Management. You could be asked to leave the site if any of the above requirements are not followed to reasonable expectations. Please ask the person in charge of your work if any doubt exists.
27. Remember, at (Insert PCBU Name) we want you to be safe at work so you can go home at the end of each day.

Reporting safety

You may think the less you hear about incidents or near misses, the better.

However, reports of hazards, incidents, near misses and injuries should be welcomed and encouraged: they enable you to take corrective action where necessary and reduce the likelihood of future injury, illness or incidents.

Internal reporting

You don't need an elaborate reporting system: it could be as simple as a dedicated notebook or whiteboard in the workshop or lunchroom.

Encourage your workers to use it. Then make sure you check it.

It's important that your workers are comfortable reporting hazards to you, and you're prepared to listen and act. Make sure your workers are confident about reporting any safety or health problems as soon as they notice them.

See the *sample hazard reporting form* on page 33.

Reporting to WorkSafe

You must notify WorkSafe Tasmania if:

- someone is killed, or
- someone suffers a serious injury or serious illness (they require immediate hospitalisation or medical treatment), or
- a dangerous incident occurs (for example, a fire, explosion, infrastructure collapse, chemical spill or leak).

If you're not sure, report it:

- immediately after becoming aware of the incident
- by calling 1300 366 322 (inside Tasmania) or (03) 6166 4600 (outside Tasmania) (this line operates 24 hours a day, seven days a week).

You must keep a record of each notifiable incident for at least five years from the date you notify WorkSafe Tasmania.

See the *sample incident notification form* on pages 34 to 35.

At the incident site

You must not disturb the site until a WorkSafe Tasmania Inspector arrives or authorises you to do so.

This doesn't stop you from taking any action necessary to help an injured person or make the site safe and prevent a further incident occurring.

Keeping records

Keeping records is not just 'paperwork'. It:

- demonstrates you're managing work health and safety and complying with the laws (to your workers, WorkSafe Tasmania, insurer, investors, shareholders, customers)
- provides a starting point for future risk assessments
- demonstrates how you made your decisions about controlling risks
- helps you target training for your workers for the key hazards in your workplace.

What to keep records of

- The identified hazards, assessed risks and chosen control measures. This includes any hazard checklists and forms, worksheets and assessment tools you used.
- Hazards, incidents, near misses and injuries that your workers tell you about.
- How and when the control measures were implemented, monitored and reviewed.
- Who you consulted with.
- The training and competencies of your workers.
- Machine maintenance records.
- Any proposed plans for change in your workplace.

There are also specific record keeping requirements for things such as hazardous chemicals. If you have these hazards, make sure you comply with requirements. You'll find these in the relevant codes of practice.

Workers compensation and return to work

If you employ workers, you must have:

- a current workers compensation insurance policy, available from a workers compensation insurance company
- a copy of the workers compensation act summary displayed in your workplace. To print a copy, go to www.worksafe.tas.gov.au then choose the 'compensation' tab and the link to 'workers compensation guides'
- an injury reporting system
- a return to work program.

These ensure any worker suffering a work-related injury or illness receives appropriate treatment, benefits, and is helped to get back to work.

For more information on these requirements, read the Workers Compensation Handbook: The Basics. Go to www.worksafe.tas.gov.au and search for 'GB010'.

For more information on helping your worker get back to work, go to www.worksafe.tas.gov.au and search for 'injury guides'.

See the return to work plan template on pages 36 to 37.

Hazard report form

Please print clearly

	Location: Date: Name: Reported to:
Worker to complete	DESCRIPTION OF HAZARD: Corrective Action: Taken <input type="checkbox"/> Required <input type="checkbox"/>
PCBU to complete	ACTION TAKEN: Discussed at staff meeting/WHS committee <input type="checkbox"/> Date: FURTHER ACTION REQUIRED:
	PCBU Date.....
	Worker Date.....



INCIDENT NOTICE FORM



A person conducting a business or undertaking must immediately notify WorkSafe Tasmania by the fastest possible means of any notifiable incident, as defined in sections 35 to 37 of the *Work Health and Safety Act 2012*. This form must then be submitted by the person conducting a business or undertaking within 48 hours of that initial notification.

Incident details (includes for example a fire, explosion, infrastructure collapse, chemical spill/leak or electric shock)

This is to notify of a:			
<input type="checkbox"/> Death	<input type="checkbox"/> Serious Injury	<input type="checkbox"/> Serious illness	<input type="checkbox"/> Dangerous incident
Date of incident:	Incident address:		
Time of incident:	Postcode:		
Specific area at the workplace where the incident occurred:			
Provide a description of the incident including any plant involved:			

Person's injury/illness and treatment details (if appropriate)

First name:	Surname:
Date of birth:	Contact phone:
Residential address:	Postcode:
Occupation:	
Relationship to the entity notifying:	
<input type="checkbox"/> Worker <input type="checkbox"/> Self-employed <input type="checkbox"/> Member of public <input type="checkbox"/> Labour hire worker <input type="checkbox"/> Contractor <input type="checkbox"/> Group training	
<input type="checkbox"/> Other (specify):	
Description of injury/illness:	
Did the worker receive treatment following the injury/illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the injured person admitted to hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which hospital?	
What treatment was received?	

Version Control and Change History

Version Number	Approval date	Approved by	Amendment
IS-FORM-011 1.1	7 August 2015	Director of Industry Safety	1

Details of the business or undertaking notifying of the incident:

Legal name of person/business or undertaking:		
Trading name of business:		
ABN:	ACN:	
Business address:		Postcode:
Phone:	Mobile:	Email:
Main business activity:		

Details of actions taken to prevent a recurrence of the incident:

Describe any action taken following the incident to prevent a recurrence of the incident:
Describe any longer term action proposed to prevent a recurrence of the incident:

Incident notifier's details:

First name:	Surname:
Position at workplace:	Phone:
Email:	
Is this the person that should be contacted for further information?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide the details contact details below for the appropriate person should further contact be required.	
First name:	Surname:
Position at workplace:	Phone:

Returning this completed form:

When this form is completed it can be sent by any of the following means: <ul style="list-style-type: none"> Emailed to: wstinfo@justice.tas.gov.au Posted to: PO Box 56, Rosny Park Tas 7018 Faxed to: (03) 6173 0206

Questions and further information:

If you have any questions or require further information you can: <ul style="list-style-type: none"> Search our website worksafe.tas.gov.au Phone our Helpline on 1300 366 322 (outside Tasmania (03) 6166 4600) Email wstinfo@justice.tas.gov.au

Version Control and Change History

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Return to work plan

Employee:

Phone number

Claim number

Supervisor

Phone

Treating doctor

Phone

Fit for suitable duties

Job description

Injury

Task details		
Week	Duties	Restrictions
Week 1 – commencing:		
Days: 5		
Hours: 4 per day		
Week 2 – commencing:		
Days: 5		
Hours: 8		
Week 3 – commencing:		
Days:		
Hours:		
Week 4 – commencing:		
Days:		
Hours:		

Treatment occurring during this plan (e.g. physiotherapy):	Training required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'Yes', given by:		
Plan to be reviewed on:	Training given on:		

Signatures	
Treating medical practitioner	Worker
I approve this plan.	I have been consulted about the content of this plan and agree to participate.
Signature:.....	Signature:.....
Date signed:	Date signed:
Supervisor	Rehabilitation and return to work coordinator
Name:	Name:
I agree to ensure this plan is implemented in the work area.	I agree to monitor this plan.
Signature:.....	Signature:.....
Date signed:	Date signed:

Farm work and safety hazards

There are many activities and hazards that are unique to farms. But there are also things — such as first aid — that everyone needs to manage, no matter what your business is.

This section deals with farm work and safety hazards, and includes references to codes of practice for more detailed and practical guidance.

Animal handling

Livestock handling facilities should be well designed, safe and functional for both animal welfare and worker safety. Consider:

- the design and placement of yard and loading facilities
- separating people from animals as much as possible
- ensuring livestock handlers have a good working knowledge of animal behaviour
- selecting livestock that demonstrate a preferred temperament.

Asbestos

Materials that contain asbestos can be found in buildings, workplaces and dwellings built before 1990. Asbestos can also be found in products such as cement wall cladding, tiles, lino or older roof cladding.

Registers

An asbestos register is required for all workplace buildings unless they were constructed after 31 December 2003 and no asbestos has been identified, and where asbestos is not likely to be present.

The asbestos register must be maintained and kept up to date.

You must take reasonable steps to label and record asbestos in your register; and inform everyone on the premises where asbestos is present, the consequences of exposure to asbestos and other appropriate control measures.

For a sample register and more information read the How to Manage Asbestos in the Workplace code of practice. Go to www.worksafe.tas.gov.au and search for 'CPIII'.

Management plans

An asbestos management plan will help you prevent your workers and others being exposed to airborne asbestos fibres. Your plan should state what is going to be done to manage asbestos on your property, when it is going to be done, and how it is going to be done.

Licensing

An asbestos licence is required for work to remove any amount of friable asbestos or for removal of more than 10 m² of non-friable (bonded) asbestos.

An asbestos license is not required for removing 10 m² or less of non-friable asbestos. However it can only be performed by a competent person (that is, someone with the qualifications, training, knowledge, experience or skill to do so).

Removing asbestos containing material must be done according to the How to Safely Remove Asbestos code of practice. Go to www.worksafe.tas.gov.au and search for 'CPII3'.

Chainsaws

Do not allow an inexperienced person to use a chainsaw. Sending your workers to a chainsaw operator training course is one way to ensure they'll be competent.

Before you operate a chainsaw, it's important to:

- follow the manufacturer's instructions
- ensure the chainsaw is in good working order
- wear the appropriate protective equipment.

Child safety

Each year, around 20 children under 15 years of age are killed on Australian farms, and many more require medical treatment or hospitalisation.

The main causes of death and serious injury for children on farms are:

- drowning in dams: the number one cause of child farm deaths in Australia, and mostly for those under five. Other dangerous water areas for children are animal dips, settling ponds, creeks, water troughs and irrigation channels
- quad bikes, farm vehicles (cars, motorbikes and utes)
- machinery
- horses.

A common scenario is a toddler wanders away from the home unnoticed, into water storage areas, or sheds and areas where vehicles and mobile machinery operate.

If you have children on your property, consider building safe play areas, and adequately supervise them.

For more information:

- go to the Farmsafe Australia website at www.farmsafe.org.au and search for 'child safety'
- go to the Queensland Work Health and Safety website at www.worksafe.qld.gov.au and search for 'children code' for the Children and Young Workers code of practice.

Chemical safety

Most farms handle, use and store hazardous chemicals for a range of rural industry activities. Hazardous chemicals are those that have been classified as dangerous goods and/or hazardous substances. Examples include fuels, liquid petroleum gas, pesticides, herbicides, acids and industrial gases.

The hazardous chemical's label has advice on safe handling, storage and use, and information about the chemical's identity and toxicity.

Chemical manufacturers are required to supply you with a safety data sheet (SDS) that details information on its health hazards, precautions for use, first aid, safe handling, storage and disposal. Make sure our workers have access to these.

Workers handling and using hazardous chemicals must be trained to do so safely.

For more information read the:

- Labelling Workplace Hazardous Chemicals code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI15'.
- Managing Risks of Hazardous Chemicals in the Workplace code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI20'.

See the *Chemicals register template* on page 40.

Chemical Register

Many chemicals used in work tasks are hazardous. The first step in managing chemicals is to check with your supplier if any chemicals you use are hazardous. If they are, your supplier must provide a Safety Data Sheet (SDS) if you ask for it. This provides information on safety risks and how to manage them. The SDS must be made available to your workers. You need to maintain a register listing the hazardous substances you use. You must also train your workers in the safe use of a hazardous substance.

Name of product	Manufacturer	Location stored	Used for	SDS* Yes / No	Maximum quantity held on site	Dangerous goods class (1-9) (if applicable)	Comments

* Safety data sheet. This can be obtained from your supplier/manufacturer. Make sure all SDS are current and no more than five years old.

Renew this chemical register annually to ensure it remains up to date.

Keep copies in each of your chemical stores, and in the same place you keep your SDS.

Storage

Hazardous chemicals should be stored:

- in a well-ventilated and well-lit, lockable shed with an impervious floor, which has impact protection and bunding, or other spill containment system to contain leaks and spills
- away from respirators, protective clothing and equipment
- away from incompatible chemicals (refer to the SDS or your supplier)
- in original containers, with labels intact (if labels come off, always re-label)
- securely from unauthorised access
- with fire-fighting equipment nearby.

Managing risks

Ways to manage the risks associated with hazardous chemicals include:

- keeping a register which includes the SDS
- erecting the required placarding for the hazardous chemicals (where specified by the Regulations)
- erecting safety signs to convey appropriate safety information
- providing a manifest for emergency services (where specified by the Regulations)
- developing emergency plans for hazardous chemicals
- eliminating or controlling potential ignition sources around flammable materials
- preventing contamination and interaction of incompatible goods
- immediately cleaning up spills
- ensuring workers know how to safely store and handle hazardous chemicals
- ensuring personal protective equipment (PPE) is provided and worn (for example, respirators, gloves, chemical resistant boots and eye wash)
- preventing access by unauthorised people
- decommissioning storage or handling systems that are no longer used.

You may also need to arrange atmospheric, environmental or medical monitoring (where recommended or required by the Regulations) to ensure safe thresholds for the chemical are maintained at all times.

Spray drift

Spray drift from applying agricultural chemicals has the potential to adversely affect the health and safety of people in the areas not being targeted. Some ways to eliminate or reduce spray drift include:

- develop a property plan that takes into account future chemical application requirements
- establish buffer zones, vegetation barriers and no-spray zones to reduce downwind impact of spray drift on sensitive areas
- communicate with your neighbours about proposed spraying activities
- plan and match the timing of chemical applications to your local weather conditions. Go to www.dpipwe.tas.gov.au/seasonal
- consider alternatives for reducing the pest: modify crop culture, or adopt mechanical or biological control methods
- install equipment that provides information on wind speed and direction, temperature and humidity
- use the correct application techniques
- understand the atmospheric conditions and the impact these will have on spraying operations and the chemical label's recommendations
- make sure your workers have appropriate training, skills and knowledge to reduce the risk of off-target spray drift
- keep records of spray application, chemical usage and storage details

Confined spaces

Storage tanks, silos, field bins, wet and dry wells, manure and silage pits are some of examples of confined spaces that your workers might be expected to work in.

If you are working in a confined space, you must follow certain procedures, including having a system for entering a confined space that incorporates:

- placing a standby person outside the confined space to talk to anyone in the confined space and implement emergency procedures if required
- providing personal protective equipment; rescue, first aid and fire suppression equipment; and training for workers entering the confined space
- supplying safety harnesses and safety or rescue lines where there is a danger of falling during the ascent or descent to access the confined space
- erecting signs that show entry is only permitted after signing the entry permit
- ensuring the area is well ventilated.

Other related duties include confined space entry permits, signage, communication, emergency procedures and written risk assessments.

For more information read the Confined Spaces code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI03'.

Cutting and welding

Workers who cut or weld metal should be trained, and should understand the risks associated with the task.

Particular care must be taken when cutting or welding containers and structures that contain chemical residues such as fuels and oils.

Drums that contain residual flammable or combustible substances or vapours may explode when exposed to direct heat and sparks. Drums that have contained substances such as pesticides may release hazardous gases when exposed to heat. Therefore never cut drums that have contained flammable or combustible liquids or gases.

Even drums that have been empty for a very long time can contain enough residue substances to explode and/or emit hazardous gas when exposed to heat. Rinsing drums with water is not a fail-safe method for purging vapours from containers.

For more information read the Welding Processes code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI34'.

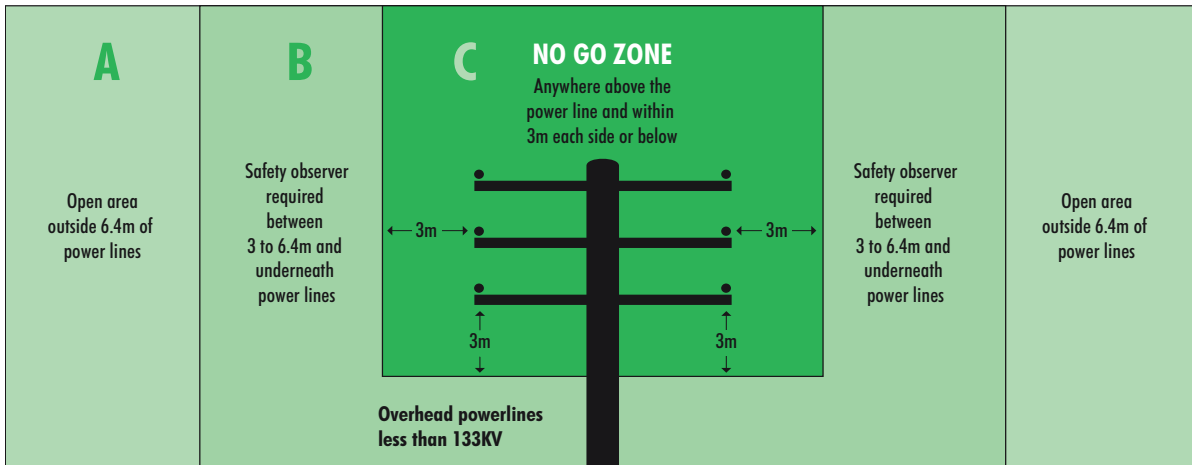
Electrical power lines

Electrical incidents in the rural sector usually occur when machinery or irrigation pipes contact overhead power lines. These can result in death, electric shock and significant property damage.

Workers, machinery and other plant must be kept at a safe distance from overhead power lines at all times. These no go zone distances are shown in the following two figures.

The ABC to WORKING SAFELY Near POWERLINES

Assess Safe Distances
Be Cautious and Seek Assistance from a Safety Observer
Contact Electricity Supplier (13 2004) & seek advice

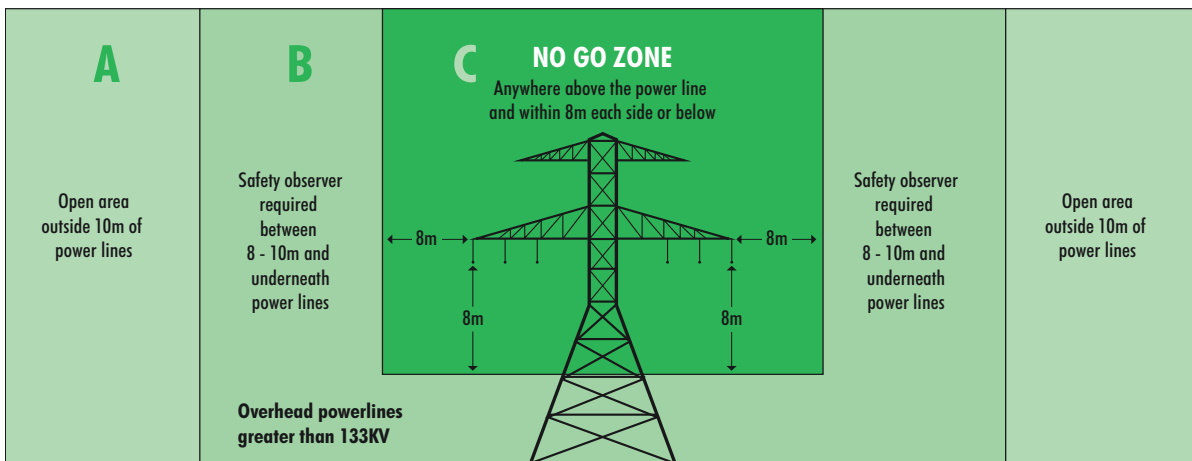


A SAFETY OBSERVER is required when working under Power Lines

Objects, Plant, Machinery or Equipment are NOT to be stored, stacked or kept under Power Lines

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At a minimum:

- do a risk assessment before you start work
- do not enter or work inside the overhead electrical line no go zones unless you have written permission from TasNetworks or the private owner of the line (whichever is applicable)
- do not store, stack or keep objects, plant, machinery or equipment under overhead electrical lines
- use a dedicated safety observer to observe clearances and provide direction to the operator
- be vigilant at all times.

For more information read A Guide to Working Safely with Mobile Plant Near Overhead and Underground Electrical Lines. Go to www.worksafe.tas.gov.au and search for 'GBI37'.

Private electrical poles

Most electrical poles on rural properties are privately owned by the property owner. The repair/ replacement and cost of these is the responsibility of the owner.

If you suspect your electrical poles are unsafe, arrange for an electrical contractor experienced in this type of work to inspect them.

Private electrical poles in Tasmania are regulated by Consumer, Building and Occupational Services (Department of Justice). Call 1300 366 322 for any private pole matters.

Electrical safety

Make sure you:

- keep electrical equipment away from water
- protect all electrical equipment by using a residual current device (RCD). These may be portable or installed, and must be regularly tested by a competent person
- secure and protect extension leads from damage and ensure they are uncoiled when in use
- maintain electrical equipment in good working order and ensure it is regularly inspected and tested by a competent person, where required
- identify the location of overhead and underground power lines with ground markers
- understand the use of exclusion zones when working near overhead power lines.

For more information read the Managing Electrical Risks in the Workplace code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI17'.

Facilities

You must provide and maintain adequate facilities for your workers, including clean toilets, drinking water, washing facilities and eating facilities. You must also provide:

- a safe means of entry, exit and movement within the workplace
- a safe work space
- floors and surfaces in a safe condition
- adequate lighting to enable everyone to do their work, move within the workplace freely and evacuate in an emergency
- adequate ventilation
- control of risks associated with extremes in temperatures
- control of risks associated with essential services.

For more information read the Managing the Work Environment and Facilities code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI24'.

Falling objects

You must manage the risks associated with an object falling on someone, if it's likely that falling object will injure them.

If it's not reasonably practicable to remove the risk completely, then you must reduce it by providing adequate protection by preventing the object from falling freely.

If that's not reasonably practicable, then you must use a system to arrest the fall of a falling object; for example, installing a secure barrier or exclusion zone.

Falls from heights

Workers can fall from things such as silos and shed roofs. You must manage the risks associated with a fall by someone from one level to another that's likely to injure them or anyone else (this does not apply to horse riding).

You must ensure (as far as reasonably practicable) that any work that involves the risk of a fall is carried out on the ground or on a solid construction. If this isn't reasonably practicable, then you must reduce the risk of a fall by providing adequate protection.

For more information read the Managing the Risks of Falls in the Workplace code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI22'.

First aid, emergency plans

You must provide, and ensure your workers have access to, first aid equipment, first aid facilities, and an adequate number of trained workers to administer first aid.

Keep emergency phone numbers handy (for example, in the office, in vehicles, and on the wall of the workshop, shearing shed, dairy or other buildings) for:

- your local fire service
- your local doctor and ambulance
- Poisons Information Centre (131 126).

It's also a good idea to have the GPS coordinates of your property on the list, so you can provide them to any rescue aircraft or ambulance called out.

You must develop procedures to deal with workplace emergencies. These procedures include:

- evacuation procedures
- notifying emergency service organisations at the earliest opportunity
- medical treatment and assistance
- effective communication
- testing of the emergency procedures, including the frequency of testing
- information, training and instruction to relevant workers on implementing the emergency procedures.

Your workers should be familiar with emergency procedures for the workplace, such as:

- who to report to in an emergency
- emergency telephone numbers
- evacuation procedures and the designated meeting place
- the type of fire extinguisher to use for different fires.

For more information read the First Aid in the Workplace code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI08'.

See the *emergency information card template* on page 46.

Emergency information

FOR EMERGENCIES DIAL 000

Business name	
Owner/Manager	
Property name	
Nearest town	
Property UHF	
Repeater channel	
GPS coordinates	
Homestead	
Front entrance	
Airstrip: Longitude South Longitude East	
Yards	
Shed	
Description of entry/mailbox Roadside number or Emergency ID	(for example, type of mailbox, colour, gates and signage)
Directions from nearest town	
Important phone numbers	
Emergency (Police/Fire/Ambulance)	000
State Emergency Service (SES) (floods and storms only)	132500
Tas Networks	132004
Local Fire Brigade	
Local Police station	
Poisons information	131126
Local doctor	
Local hospital	
Neighbours	
Local vet	

Hazardous atmospheres

A hazardous atmosphere occurs when:

- the atmosphere does not have a safe oxygen level (for example in effluent pits, grain silos, fermentation areas)
- the concentration of oxygen in the atmosphere increases the risk of fire (for example, a gas leak)
- the concentration of flammable gas, vapour, mist or fumes exceeds 5% of the lower explosive limit for these
- combustible dust (for example, wood dust, bio-solids, sugar, starch, flour, feed or grain) is present in a quantity and form that would result in a hazardous area.

The presence of a hazardous atmosphere is difficult to detect without appropriate monitoring equipment, because many substances are colourless and odourless.

Manual tasks

Common manual task injuries include sprains and strains to your back, neck, knees and shoulders, ruptured discs and hernias. You could suffer one of these by:

- handling and restraining live animals
- using uncoupling equipment
- lifting and carrying loads
- bending and reaching when performing tasks
- repetitive bending and awkward positions
- using farm gates that are sticking or poorly fitted
- slipping or falling from tractors or other machinery.

Contributing factors

To work out how to remove or reduce the risk of suffering a manual task injury, you need to consider all the contributing factors, such as:

- postures, movements, forces and vibration performed during the task
- the duration and frequency of the task
- workplace environmental conditions
- the design of the work area and layout of the workplace
- the systems of work used
- the nature, size, weight or number of people or animals or objects involved in the task.

Possible solutions

Possible solutions include:

- redesigning the work area, such as farm gates, stockyards, or find a better way of doing the tasks
- lowering the storage heights of objects
- using mechanical aids such as calf cradles, cattle crushes, sheep cradles, tailgate loaders, trolleys, forklifts, telehandlers or tractor platforms
- using smaller bags to reduce the loads
- improving training and instructions to workers about the tasks
- ensuring workers have adequate rest breaks.

See the *Manual tasks risk management worksheet* on pages 48 to 50.

For more information read the Hazardous Manual Tasks code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI10'.

Manual tasks risk management worksheet

Refer to the *Hazardous manual tasks code of practice 2011* or the *Overview of the hazardous manual tasks regulation and code of practice 2011* for guidance.

Date of assessment:
Name of assessor(s):
Position(s):
Step 1: What is the manual task?
Name of task or activity:
Location where task occurs:
Who performs the task:
General description:
Step 2: Is the manual task hazardous? (Hazardous manual tasks can result in a sprain or strain) Work through the following questions to assist you in determining which postures, movements and forces of the task pose a risk.
Question 1 – Does the task involve any of the following risk factors?
<input type="checkbox"/> Repetitive movement
<input type="checkbox"/> Sustained or awkward postures
<input type="checkbox"/> Repetitive or sustained forces
<i>(‘Repetitive’ means that a movement or force is performed more than twice a minute and ‘sustained’ means a posture or force is held for more than 30 seconds at a time.)</i>
Question 2 – Does the task involve long duration?
Is the task done:
<input type="checkbox"/> for more than a total of two hours over a whole shift
<input type="checkbox"/> continuously for more than 30 minutes at a time?
Question 3 - Does the task involve high or sudden force?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Question 4 – Does the task involve vibration?

Yes No

Question 5 – Is there a risk?

The task involves a risk of sprain or strain if you have ticked any boxes or answered 'yes' to either:

Question 1 **and** Question 2

Question 3

Question 4

If you answered 'yes' to Question 4 the task may be a risk but it will require further investigation. Further guidance on vibration can be obtained from www.worksafe.qld.gov.au.

Step 3: What is the source of the risk?

(These are the things that are causing the risk. They are also the things that may be changed in order to eliminate or minimise the risk).

Work area design and layout: *work space available; design of workstation, furniture and equipment:*

The nature, size, weight or number of things handled in performing the manual task:

Systems of work (e.g. *pace and flow of work; resources available; maintenance*)

The environment in which the manual task is performed (e.g. *flooring; obstructions; lighting; hot/ cold/humid environments*):

Step 4: How do I control the risk?

(Consider the hierarchy of control. A range of controls may be required).

Can the task be eliminated?

<input type="checkbox"/> Can you change what is causing the risk (the source)? (e.g. change the work area; alter the size of loads; use mechanical aids; manage environmental conditions; use adjustable equipment; implement preventative maintenance program.)	
<input type="checkbox"/> What training is needed to support the control measures? (Training needs to be task specific. Training in lifting techniques is not effective as the sole or primary means to control the risk of sprains/strains).	
Implement controls	
Person(s) responsible for approving controls:	
Person(s) responsible for putting controls in place:	
By when:	
Step 5: Review the controls	
Evaluated on: / / Assessor:	
<input type="checkbox"/> Consultation undertaken with all workers?	
<input type="checkbox"/> Have the controls implemented reduced the risks?	
<input type="checkbox"/> Have any other risks been created by the controls?	
<input type="checkbox"/> Can further controls be implemented to minimise the risk?	

Noise

You must protect yourself and your workers from the risk of exposure to excessive noise. So assess whether or not noisy activities on your farm present a potential risk to yourself or your workers.

Noise-induced hearing loss usually develops slowly over several years so you do not realise there is a problem until it is too late. When using firearms, if proper protection is not used, hearing loss can happen after a few shots.

Repeated exposure to excessive noise will eventually lead to permanent hearing loss and may also create health problems such as increased blood pressure and heart rate, heart disease and stress.

A worker who is frequently required to wear hearing protection to protect against noise that exceeds the exposure standard must be provided with audiometric testing within three months of starting the work, and at least every two years after.

For more information read the Managing Noise and Preventing Loss at Work code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI18'.

dB(A)	Farming machinery or operation	Maximum time
80	Tractor idling	No limit
85	Working in a tractor with an enclosed cab	8 hours
90	Shearing shed	2 hrs 30 min
90	Chainsaw idling	2 hrs 30 min
95	Angle grinder	48 min
95	Grain auger	48 min
95	Header	48 min
100	Tractor operating under load without a cab	15 min
100	Orchard sprayer	15 min
105	Pig shed at feeding time	4 min
120	Chainsaw cutting	8 seconds
140	Aircraft at 15 m	No safe limit
140 dB (C)	Shotguns/rifles and other firearms far exceed the 140 dB limit	No safe limit: instantaneous damage

This table shows likely upper levels of noise from different farming machinery and the respective allowable exposure times without hearing protection. Noise is excessive where it exceeds the exposure standard of 85 dB(A), averaged over an eight hour period or where a peak noise level of 140 dB (C) occurs.

Plant and machinery

Regular maintenance, repair, inspection and testing must be carried out by a competent person. Inspection must be at least annually. You should keep records of these activities.

For more information read the Managing the Risks of Plant in the Workplace code practice. Go to www.worksafe.tas.gov.au and search for 'CPI23'.

Guarding

A guard is any shield, cover, casing or physical barrier which is intended to prevent contact between the moving part and a person or their clothing.

Generally, guards should be provided where any rural plant part is within reach of people and could become hazardous during operation, routine maintenance or adjustment. This includes situations where it is necessary to service, maintain or adjust the plant while it is operating or mobile.

Guards are needed for:

- any rotating shaft, gear, cable, sprocket, chain, clutch, coupling, cam or fan blade
- any crushing or shearing points (for example, augers and slide blocks, roller feeds and conveyor feeds)
- ground wheels and track gear
- any machine component which cuts, grinds, pulps, crushes, breaks or pulverises farm produce
- hot parts where the surface temperature exceeds 120°C in normal operation.

Guards must comply with the relevant Australian Standards and manufacturer's specifications.

Licences

You must hold a high risk work licence to operate certain machinery (such as a forklift).

For information on licensing requirements, go to www.worksafe.tas.gov.au and choose the 'licensing' tab, where you'll find a complete section on high risk work.

Registering plant

Some plant (such as large capacity compressors) must be registered with WorkSafe Tasmania. For more information read the Plant Item Registration guide. Go to www.worksafe.tas.gov.au and search for 'GB365'.

Quad bikes

Quad bike incidents are among the leading causes of injuries and deaths on farms.

Quad bike operators must be competent to undertake the task safely — you must never allow an inexperienced person to use a quad bike. Sending your workers to a quad bike operator's course is one way of ensuring they'll be competent.

Safe use

- Consider whether a quad bike is the right tool for a particular task or person. Is it better to use a ute, side by side, motorbike or horse?
- Ensure all operators are trained and competent.
- Wear a properly fitting approved helmet, eye protection, gloves, sturdy footwear and clothing that covers arms and legs.
- Reduce your speed, especially if you are on rough or uneven ground.
- Be aware of the terrain, objects, and any changes due to rain; or that may be hidden in long grass.
- Consider declaring very rough or steep terrain 'no go zones'.

- Leave attachments behind that you don't need. Towing attachments add to the overall weight and instability of the bike. Take extra care when carrying liquid loads as the weight will shift when turning corners or crossing slopes making the bike unstable.
- Consider whether your quad bike would benefit from installing a crush protection device.
- Do not double up on a single person quad bike.
- Never let children under 16 use an adult-sized quad bike.
- Follow the manufacturer's specifications and instructions.
- Remove the key when the quad bike is not in use.

For more information read the Quad Bikes on Farms guide. Go to www.worksafe.tas.gov.au and search for 'GB321'.

Remote or isolated work

Remote or isolated work means work that is isolated from the assistance of other people because of location, time or the nature of the work. 'Assistance' includes rescue, medical assistance and the attendance of emergency service workers.

You must reduce risks for remote and isolated workers and provide a safe system of work that includes effective communication.

This could include a call in system, communication tools such as a two-way radio or phone, or a buddy system.

For more information read the Managing the Work Environment and Facilities code of practice. Go to www.worksafe.tas.gov.au and search for 'CPI24'.

Tractors

Tractors are heavy and powerful machines that can lead to a serious injury or death through only a minor mistake.

Consider each type of tractor hazard and associated risk. Control measures should be chosen, implemented and regularly reviewed to ensure the health and safety of tractor operators.

Guards should protect the operator or any other person from parts of the tractor which are potentially hazardous, either when the tractor is in normal operation or undergoing routine maintenance.

Safe use

- Never dismount from a moving tractor or adjust or work on implements while they are in motion.
- Always use 3 points of contact when getting on and off a tractor.
- Look up for overhead and look down for underground clearances of power lines.
- Do not use or attach implements unless the power take-off (PTO) shaft is guarded.
- Always start a tractor from the driver's seat, not from the ground.
- Make sure the park brake is engaged and operating effectively before leaving the driver's seat.
- Do not park a tractor on a steep slope.
- Remove the key when the tractor is not in use.
- Make sure all operators are trained and competent to safely use tractors.
- Wear a seat belt where fitted.

Rollover protective structures (ROPS)

Don't use the tractor unless it is fitted with a ROPS. A plate or decal confirming compliance should be attached to the ROPS's frame or inside the tractor's cabin.

Suppliers must fit a ROPS to tractors weighing between 560 kilograms and 15,000 kilograms. It does not matter whether the tractor is new or second hand. A farmer who sells a tractor privately must also do this.

If you use a tractor under trees (for example, in an orchard) or somewhere too low (within a building), it may not be practicable to work with an approved ROPS fitted. In this case, you can lower or remove the ROPS and ensure the tractor is operated with due care; you must return the ROPS to its normal operating position immediately afterwards.

Visitors

You must also manage the safety of visitors who come on to your farm. This can include having a sign at your farm's main entrance that lists the hazards on your farm and provides a phone number to call for authorisation to enter.

Zoonoses

Occupational zoonoses (animal diseases that may affect humans) include avian influenza, hendra virus, Q fever and brucellosis. You could contract these by handling or coming into contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products. You can get these diseases from healthy or ill animals.

The easiest way to prevent these diseases is:

- practising good personal hygiene
- providing prompt and effective first aid treatment to cuts and scratches
- using personal protective equipment such as overalls, gloves, boots, goggles, aprons
- cleaning and disinfecting work spaces and equipment
- vaccinating pets and livestock
- worming pets
- controlling rodents
- isolating and treating sick animals.

For detailed guidance on zoonoses, go to the Victorian Agriculture section of the Department of Economic Development, Jobs, Transport and Resources at www.agriculture.vic.gov.au and search for 'zoonoses'.

Reporting zoonoses

Some zoonoses must be reported to the Department of Primary Industries, Parks, Water and the Environment. These are listed on the DPIPWE's Biosecurity Tasmania website. Go to www.dpipwe.tas.gov.au/biosecurity and search for 'notifiable'. To notify DPIPWE, call 1800 675 888.

1300 366 322
www.worksafe.tas.gov.au

For more information contact

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ISBN: 978 1 876712 18 1

