



# SAFE FARMING INDUCTION HANDBOOK



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# MINISTER'S FOREWORD



**Message from the Minister for Primary Industries and Water, Hon Guy Barnett MP**

Farm safety is a high priority area which is why since 2015, our Safe Farming Tasmania Program has been working to reduce the high rate of workplace injuries and fatalities that occur in Tasmania's rural industries. For our rural community, farms aren't just workplaces. They are also family homes and places where friends and neighbours gather. For this reason, it is important that we work together to reduce the risk not just to our farm workers, but to their families, friends and visitors who also live, work and visit farms across the State.

Over the last four years, the Safe Farming Tasmania Program has been making a difference to how we talk, think and act about safety and is helping to make a safety culture a permanent fixture on Tasmanian farms.

Through the program, a dedicated Farm Health and Safety Consultant works directly with farmers to raise awareness of farm safety issues, encouraging discussions and providing farmers with the practical tools they need to improve on-farm work health and safety.

It's important to understand this program is not about telling farmers how to undertake their work. No one knows

their farm business better than they do. It aims to help everyone understand how to go about their work and farm life recognising the hazards that can occur and how they can reduce the risks.

The program includes a work and health safety induction handbook and induction videos to assist farmers with practical workplace induction. The handbook offers clear, easy to understand advice on a range of subjects including - how to handle animals safely, chainsaw safety, manual handling and farm safety for kids. We want to make sure that new farm workers are provided with a copy of the Safe Farming Tasmania Induction Handbook when they start work and to go through the accompanying series of induction videos.

I thank everyone involved in this initiative including the Safe Farming Program Reference Group, WorkSafe Tasmania and the Department of Primary Industries, Parks, Water and Environment (DPIPWE) for their ongoing work in this important area. Most importantly I thank our farmers and farming families who are playing such an important role in making safe farming a part of their everyday business.

**Hon Guy Barnett MP**

Minister for Primary Industries and Water.

Copies of the Safe Farming Tasmania Induction Handbook and induction videos are available by contacting the Safe Farming Tasmania Program at **AGT.Admin@dipwe.tas.gov.au** or by calling **1800 291 100**.

# SAFE FARMING TASMANIA -



**Message from the Chairman of the Reference Group - Safe Farming Tasmania, Corey Spencer.**

The production of the work health and safety induction handbook and the associated induction video clips is an initiative of the Tasmanian Government's Safe Farming Tasmania Program and is designed to enhance on-farm workplace induction.

On-farm deaths and injuries remain a major challenge for our agricultural sector across Australia. Data indicates the importance of motorbikes, quads, vehicles, horses, farm machinery (grain augers and PTO shafts) and animals (horses and cattle) as some of the main causes of serious farm injury.

The cost to the national farming sector for fatalities and serious injuries is approximately \$1 billion annually. Each incident results in increased worker's compensation costs, production down time, possible civil or coronial court action and of course the trauma to the victim, families and the farmer as well.

While these resources are designed to enhance workplace induction, they can also assist farmers in their work health and safety planning. The Safe Farming Tasmania Program is about raising awareness of farm safety issues, encouraging

# CHAIRMAN'S MESSAGE

discussions and providing farmers with the support they need to improve work health and safety.

Leading the program from the Department of Primary Industries, Parks, Water and Environment (DPIPWE) is Senior WHS Consultant Phillip John. With many years of experience providing practical advice to rural, forestry and other small businesses, Phill has strong ties with rural stakeholder groups.

The Safe Farming Tasmania Program is a joint initiative between DPIPWE and WorkSafe Tasmania funded by the Tasmanian Government. Safe Farming Tasmania is part of the State Government's commitment to cultivating prosperity in the rural sector.

Phil works State-wide so if any farming operation would like some free, confidential and practical work, health and safety advice, phone him on 0407 015 400. I thank the Reference Group members for their continuing input and the creative team who have worked hard on filming and photographing these resources.

In closing, I would also like to thank the State Government for continuing to support the Safe Farming Tasmania Program. If this Program prevents one fatality or serious injury, then the investment of time and resources has been well worthwhile.

**Corey Spencer**

Chairman of the Reference Group - Safe Farming Tasmania.



# SAFE FARMING TASMANIA -



**Message from Safe Farming's Senior Health and Safety Consultant, Phillip John.**

Working on a farm can be hazardous, and accidents on farms continue to cause a lot of unnecessary pain and suffering within our farming communities. Our farm workers continue to be seriously injured at an alarming rate.

Health and safety laws require farmers and farm owners to provide a working environment that is safe and to have some basic farm safety rules in place to protect our workers.

These laws also require workers to follow the farm's safety rules, work safely, and not take any unnecessary risks. It is very important that everyone understands their health and safety responsibilities.

As workers, we need to understand and remember that working safely is as much our own personal responsibility as it is our employers. So if you feel you can't do your job safely, or you're not sure how to do it, then stop and ask questions, let someone know about the problem so it can be fixed, or a safer way to do the job can be found.

# SAFETY CONSULTANT'S MESSAGE

Remember to take a little bit of time to stop and think about what you're going to do before you do it, and most importantly, think of the consequences if it goes wrong, because the consequences of rushing or taking short cuts could seriously injure you!

I'm very proud to lead Safe Farming Tasmania and be given the opportunity to share my experience both as a farm worker, and now a health and safety consultant, to help our farming communities make our farms safer for everyone.

The safety booklet and videos have been created and provided to help you understand and know how to work safely, so keep your booklet handy - and use it to help keep you safe at work.

**Phillip John**  
Safe Farming Tasmania.

# ANIMAL HANDLING

## HANDLE ANIMALS SAFELY

### ANIMAL HANDLING AND MUSTERING:

- Make sure livestock know you are approaching.
- Avoid sudden movements, new noises or any other distractions that can startle livestock.
- Livestock may charge to protect their young - or if startled.
- Work beyond the kicking range of livestock or as close as possible to its body.
- Use head bails, cradles and crushes to restrain animals when necessary.
- Make sure workers are trained to use animal needles safely.
- Make sure animal husbandry needles and medications are stored and disposed of safely.
- Maintain livestock handling equipment for safe operation.



# CHAINSAW SAFETY

## CHAINSAWS CAN BE LETHAL

### CHAINSAWS:

- Before operating a chainsaw, it's important to follow the manufacturer's instructions.
- Ensure the saw is in good working order.
- Wear the appropriate protective equipment.
- Do not allow an inexperienced person to use a chainsaw. An operator training course is a good way to ensure they are competent.
- Maintain chainsaw for safe operation and report any problems.
- Only trained and authorised people should use chainsaws.



# CHEMICAL SAFETY

## HANDLE & USE CHEMICALS SAFELY

### CHEMICALS:

- Make sure workers know how to safely store and use chemicals.
- Make sure safety data sheets are available and up to date.
- Make sure personal protective equipment (PPE) is provided and worn.
- Use the right application techniques and don't forget environmental issues.
- Only trained and authorised people should use chemicals.





# DUTY OF CARE

## STOP AND THINK

### DUTY OF CARE:

- Workers must take care of their own health and safety as well as work mates and visitors.
- Make sure health and safety rules are followed:
  - Understand and follow safety rules and safe work procedures. Stop and think.
  - Use safety equipment supplied as instructed.
  - Work safely and don't take unnecessary risks.
  - Report hazards and safety issues.
  - Bullying and harassment is not acceptable.



# ELECTRICAL SAFETY

## LOOK UP, LOOK OUT!

### POWER LINES:

- Keep a safe distance from overhead power lines.
- Never stack, store or park anything under power lines.
- Always look up and look out for power lines
  - above and below ground.



# FORKLIFT SAFETY

## WATCH FOR MOVING TRAFFIC

### FORKLIFTS:

- Make sure operators are trained, competent and licensed.
- Watch out for pedestrians and keep speeds sensible.
- Don't overload.
- Be aware of ceiling clearance or overhead obstructions when raising the mast.
- Maintain forklift for safe operation and report all problems.
- Slow down when changing direction on wet or greasy surfaces and avoid harsh braking, especially when carrying a load.
- Only trained and authorised people should use forklifts.



# GUARDING

## KEEP ALL GUARDS IN PLACE

### GUARDING:

- Make sure all exposed belts, drives, pulleys and hot spots are guarded.
- Keep all guards in place and replace after maintenance.
- Make sure power take off shaft guards are maintained and operating correctly.
- Maintain equipment for safe operation and report any problems.





# HEIGHT SAFETY

## THINK ABOUT THE RISKS

### LADDERS:

- Choose the right ladder for the job and inspect for damage.
- Set up on a flat, stable surface.
- Maintain three points of contact, two hands and one foot, or two feet and one hand at all times.
- Never lean or reach away from the ladder while using it.
- Secure at top, or bottom, or both, or have someone hold the ladder for you.
- Extension ladders should be angled at a ratio of 1:4, that is, position the base 1 metre away from the structure for every 4 metres of height.
- Don't climb or work past the second-last rung and never straddle the top of an A-Frame ladder.



- Face the ladder and climb to the bottom rung before stepping off.



# MANUAL HANDLING

## AVOID BODY STRAIN INJURIES

### MANUAL HANDLING:

- Make sure workers are trained and aware of risks.
- Use proper lifting techniques - keep your back straight.
- Reduce repetitive tasks as much as possible.
- Have frequent rests or rotate jobs.
- Use mechanical lifting aids as much as possible.



# NOISE SAFETY

## USE HEARING PROTECTION

### NOISE:

- Hearing loss is permanent - always wear hearing protection where noise is a problem.



# QUAD BIKE SAFETY

## STOP AND THINK

### QUAD BIKES AND SIDE BY SIDES:

- Make sure operators are trained and competent.
- Always wear a helmet
- Be aware of rough terrain, steep slopes, hidden obstacles and machine limitations.
- Let someone know where you're going.
- Maintain for safe operation and report any problems.
- Only trained and authorised people should use quad bikes and side by sides, and remember to buckle up.
- No kids on quad bikes.





# REMOTE WORK SAFETY

## COMMUNICATION AND LOCATION

### REMOTE WORK:

- Let someone know of your plans and location.
- Establish a welfare check system.
- Make sure you can be contacted - or you can contact someone else in an emergency.
- Consider wearing HI-VIS.



# SPEED LIMITS

## OBEY FARM SPEED LIMITS

### SPEED LIMITS:

- Always obey speed limits on or near farms.
- Always watch out for pedestrians, particularly kids.



# TRACTOR SAFETY

## STOP AND THINK

### TRACTORS AND MOBILE PLANT

- Do pre start checks.
- Only ever start from the driver's seat and use 3 points of contact when getting in and out.
- Always wear a seat belt.
- Travel at a sensible speed.
- Be aware of the conditions and terrain.
- Maintain tractor for safe operation and report any problems.
- Never reverse without checking behind.
- Only trained and authorised people should use a tractor.
- Watch out for pedestrians, especially kids.



# WATER SAFETY

## PEOPLE DROWN IN DAMS AND RIVERS

### WATER:

- Never swim in farm dams or rivers without permission.
- Take extra care when working close to the edge of rivers and dams.





# WORKSHOP SAFETY

## USE EQUIPMENT SAFELY

### EQUIPMENT AND WORKSHOPS:

- Make sure tools and equipment are safe to use.
- Follow safe work procedures.
- Wear protective equipment.
- Keep workshop clean and tidy.
- Report any problems.



# FARM SAFETY FOR KIDS

## KEEP OUR KIDS SAFE

### FARM SAFETY FOR KIDS:

- Kids should have a safe and secure area to play in.
- No kids under 16 on quad bikes.
- Watch out for kids when moving vehicles or machinery.
- Don't let kids ride on the backs of utes or trailers.
- Put high viz on kids when near workshops or sheds.
- Teach kids about safety.







## Safe Farming Reference Group Members



For more information please call  
Safe Farming Tasmania on

**1800 291 100**

