

PORK SA GUIDEBOOK –

WORKPLACE HEALTH and SAFETY

UPDATED DECEMBER 2022

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**Acknowledgement is made to prior funding from the Pig
Industry Fund.**

**The Farmer’s Guidebook (SafeWork SA) has been used as a
reference source.**

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Disclaimer

The information contained in this booklet is intended as a guide only. The identification and assessment of many farm risks and associated control measures contained herein do not remove the farmer's ultimate responsibility for identification, assessment and control according to the relevant farm environment. Whilst every reasonable care has been taken in the preparation of this guide, all parties involved in its preparation do not accept any responsibility for errors or omissions it may contain.

This Guide has been developed to assist piggery owners and managers through the responsibilities covered under the Work Health and Safety (WHS) Act 2012, Regulations and Codes of Practice. The intent is to put in place a process aimed at the management of WHS risks, involving the identification of hazards and the assessment and control of risks which exist at the piggery. To provide further assistance it addresses many risks encountered at piggeries and suggests possible safety controls.

The Guide is not exhaustive or entirely suited to every piggery. What control may work on one piggery to control safety may not be entirely suitable for a similar risk on another piggery or farm.

The Piggery Owner as the Person Conducting a Business or Undertaking (PCBU, has the ultimate responsibility for identifying, assessing and controlling risks. If any points raised are not fully relevant, those points need to be amended until there is a safety fit.

If you need clarification on any aspects of this guidebook, you should obtain independent professional advice including from Pork SA.

This Guidebook has been prepared for Pork SA members only and is not to be given or sold to other parties.

1. Introduction

THIS INDUSTRY SPECIFIC WORKPLACE HEALTH AND SAFETY GUIDEBOOK HAS BEEN CREATED FOR PORK SA AND MEMBERS - THIS GUIDEBOOK SEEKS TO PROVIDE PIGGERY MANAGERS AND OWNERS WITH A TOOL TO MONITOR AND IMPROVE WORKPLACE SAFETY AND TO UNDERSTAND THEIR LEGAL RESPONSIBILITIES. THIS GUIDE IS INTENDED TO SUPPLEMENT THEIR QUALITY ASSURANCE PRACTICES AND LEGISLATIVE OBLIGATIONS.

IT IS A REQUIREMENT FOR A PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU) TO MEET THE WHS LEGISLATION THROUGH IMPLEMENTING SAFETY PROCESSES AND ENSURING THESE ARE UNDERSTOOD AND FOLLOWED BY WORKERS THROUGH INFORMATION, INSTRUCTION AND SUPERVISION. COPIES OF THE WHS ACT AND REGULATIONS CAN BE DOWNLOADED AT [HTTP://WWW.LEGISLATION.SA.GOV.AU](http://www.legislation.sa.gov.au)

ONE OF THE KEY PRINCIPLES IS THE 'DUTY OF CARE' RESPONSIBILITY IMPOSED UPON THE PCBU TO PROVIDE A SAFE PLACE OF WORK, SAFE PLANT, SAFE SYSTEMS OF WORK, SAFE USE AND HANDLING OF SUBSTANCES AND ADEQUATE AMENITIES AND FOR WORKERS, VISITORS AND CONTRACTORS TO WORK IN A SAFE MANNER AND COMPLY WITH ANY REASONABLE INSTRUCTION OF THE PCBU (SAFETY PROCESSES).

THE SIMPLE APPROACH TO ROUTINELY AND SYSTEMATICALLY IDENTIFYING HAZARDS (INCLUDING ENCOURAGING WORKER REPORTING), ASSESSING THEIR RISKS, AND IMPLEMENTING THE REQUIRED CONTROLS THROUGH SAFETY PROCESSES THAT ARE UNDERSTOOD AND FOLLOWED BY WORKERS WILL ACHIEVE MUCH OF THE INTENT OF THE LEGISLATIVE REQUIREMENTS AND REDUCE COSTS AND OTHER PRODUCTIVITY LOSSES ARISING FROM WORKPLACE INJURY, ILLNESS AND OTHER DAMAGE.

1. Legislation

The relevant legislative instruments are:

- *THE WORK HEALTH AND SAFETY ACT 2012 ("ACT")*
- *WORK HEALTH AND SAFETY REGULATIONS 2012 ("REGULATIONS")*

This legislation enforces a precise duty of care on employers and business operators. The Act spells out **who** is responsible for safety and **what** those persons are responsible for, whilst the Regulations spell out **how** responsibilities must be carried out.

Some of the features of this legislation include the following;

a) The meaning of Person Conducting a Business or Undertaking from the Act is as follows:

(1) For the purposes of this Act, a person conducts a business or undertaking—

(a) whether the person conducts the business or undertaking alone or with others; and

(b) whether or not the business or undertaking is conducted for profit or gain.

(2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.

- b) Personal responsibility and liability for company directors and managers exists
- c) Changes to the rights and duties of workers and other people at workplaces
- d) Workplace consultation about safety matters is mandated as far as reasonably practical
- e) Union right of entry and worker representation requirements are defined
- f) Enforcement and compliance regime explained
- g) Penalties for non-compliance and jail term for both Person Conducting a Business or Undertaking and workers are quantified
- h) Health and safety are a collective responsibility – not just for the Person Conducting a Business or Undertaking but also managers and those in authority especially directors
- i) Practical steps for Person Conducting a Business or Undertaking in preventing injuries and illnesses at work

The Act defines worker in Section 7 as:

A person is a worker if the person carries out work in any capacity for a Person Conducting a Business or Undertaking, including work as—

- (a) An employee; or
- (b) A contractor or subcontractor; or
- (c) A worker of a contractor or subcontractor; or
- (d) A worker of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) An outworker; or
- (f) An apprentice or trainee; or
- (g) A student gaining work experience; or
- (h) A volunteer; or
- (i) A person of a prescribed class.

The person conducting the business or undertaking is also a **worker** if the person is an individual who carries out work in that business or undertaking.

Section 8 of the Act defines “workplace” as

A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Failure to address health and safety risks can have significant social and economic consequences, including:

- a) families of deceased employees left without a breadwinner
- b) reduced income and living standards for the injured worker and dependents
- c) change in lifestyle and impact on community
- d) young children left without parental care
- e) guilt and anguish of an employer over an employee’s death or serious injury
- f) legal consequences including prosecution of breached of the WHS Act or Regulations to the PCBU, seniors officers and workers
- g) financial consequences affecting profitability e.g., interruptions to productivity
- h) Impact on the employer’s ReturnToWorkSA premium.

Unless otherwise stated, Regulations must be followed exactly. This is regardless as to whether the employer considers there is a better approach.

For this reason, it is important for piggery farmers and managers to know whether there are any risks in the Regulations which apply to their properties. If so, they must follow the specified control measures exactly.

The Act and Regulations may include reference to Codes of Practice or the Australian Standards. These are developed by various bodies, such as Standards Australia, or Government organisations (e.g SafeWork SA). Copies of the Approved Codes of Practice for South Australia can be downloaded from SafeWork SA at www.safework.sa.gov.au.

They provide practical guidance on the preferred methods or procedures to achieve standards of health and safety for specific risks (e.g., manual handling) or products (e.g., ladders, chemicals).

There is no legal compulsion to follow them exactly but to do anything less than the standard, suggests there has been a failure to exercise the duty of care. Also, as this guide is worked through, it's important to be mindful of the fact that whilst all employees have the right to be kept safe at work, a PCBU must also ensure, so far as is reasonably practicable, that the health and safety of other persons (this would include visitors) is not put at risk from work carried out as part of the conduct of the business or undertaking.

2. Work Health Safety Act 2012

Whilst the Act and Regulations enforce regulatory compliance, the Person Conducting a Business or Undertaking must demonstrate due diligence in their approach to identifying, controlling, and minimizing risks to health and safety within the workplace.

3. Farming Accident Statistics

In South Australia 4.5% of the total workforce work in agriculture; however, almost 19% of workplace deaths occur on farms.

AgHealth Australia has reported that during the period 1 January to 30 June 2022:

- a) a total of 21 on-farm deaths were reported.
- b) Quad bikes (n=4) were reported most frequently as the agent of injury causing death.
- c) Of the total number of cases, males were involved in 19 (90.5%).
- d) In the corresponding period for 2021, there were 20 cases. For more information you may wish to visit <https://agrifutures.com.au/wp-content/uploads/2022/08/22-083.pdf>

Since 2001:

- a) 1,651 people have lost their life on a farm due to non-intentional injury in Australia.
- b) Of these, 1,454 cases (88.1%) have been finalised and 'closed' by a coroner.
- c) Persons in the 50+ years category (n=887) accounted for 53.7% of all reported incidents.
- d) Children under 15 years were present in 237 cases (14.4%).
- e) Males were involved in 1,457 cases (88.2%).
- f) Tractors (n=262) and quad bikes (n=208) are the leading agents causing fatal injury since 2001.

Other findings include:

- a) 58 non-fatal on-farm injury events were reported in the Australian media.
- b) Of those seven (12.1%) of the injury events involved children aged under 15 years. Quad bikes (n=9)
- c) The study also found farmers over 55 years of age were involved in 58 per cent of all work-related incidents and were significantly more likely to die than their younger colleagues.
- d) These incidents were followed by horses (n=8), tractors (n=5), motorbikes (n=5) and side by side (utility terrain vehicles, UTVs)(n =5). These five agents (n=32) accounted for more than 55% of all incidents reported.
- e) Farm structures, including dams and powerlines, were causes of 11 per cent of fatal injuries, with environmental factors like tree felling behind seven per cent.

- f) Injuries were caused by accidents on quad bikes and utes, and machinery like tractors and forklifts.
- g) The researchers used national coronial data to examine trends of unintentional farm deaths from 2001 to 2020, identifying 1584 fatalities, or roughly seventy-nine per year.

4. Approved Codes of Practice

Some Codes or Standards can be, and have been, approved by Parliament for incorporation into the Regulations as minimum standards for health and safety.

If the Regulations use the word 'must' in relation to a Code of Practice, which has been referred to in the Regulations, it must be followed exactly. However, if a Code is referred to other than within the procedures of a specific Regulation, it becomes the minimum standard to be followed.

A Person Conducting a Business or Undertaking can adopt an alternative practice to achieve this minimum standard provided it is equal to or better than the approved Code.

Failure to meet mandatory or minimum obligations is an offence against the Act or Regulation and SafeWork SA can take legal action for a breach of the Act or Regulation.

5. Why Worry about Safety?

a) Economic

The cost of death, injury and illness arising from workplace incidents runs into billions of dollars within Australia and ultimately increases the cost of goods and services for consumers. Cost estimates have been based on statistics recording workers' compensation payments, hospital, medical and all other associated treatment costs.

These are the direct costs but there is no recording of indirect costs due, for example, to

- i. counselling of traumatised employees
- ii. replacing injured employees
- iii. training staff and overtime
- iv. investigation of accidents
- v. plant, equipment and other damage

vi. lost productivity.

These indirect or hidden costs have been estimated to be from four to six times greater than the direct costs (the “iceberg effect”). Financially, there may be heavy legal penalties because of breaches of the Act or Regulations for failure to exercise due care; also increases in Workers’ Compensation premiums.

The cost of workers’ compensation affects the industry premium rate.

Workplaces which experience workers’ compensation claims will find that their annual premium will be higher than the industry rate.

These costs are hard to quantify but are perhaps the most significant and include:

- i. the devastation on an injured or deceased employee’s family
- ii. the permanent disability of an employee, with no future employment prospects and reduced quality of life
- iii. for the farmer – the death, permanent or serious disability of a farm hand on farm, particularly if the farm hand was a family friend, acquaintance, neighbour or relative.

Piggeries are risky, because of the diversity of hazards – farm equipment and machinery chemicals, physical and infectious disease risks of animals, exposure to elements, noise which has a gradual impact on hearing, water risks from dams etc.

Industry statistics have shown that a frequent cause of injury resulting in time off work is being hit by a pig.

b) The Farmer and Safety

Whilst other commercial operations may have dedicated Work Health and Safety Officers or support facilities to establish and support WHS processes, most piggeries may not have these facilities. However, there is much safety information available for example through reputable websites and industry associations (refer useful links listed at the end of this guide). Following the simple steps outlined in the Guide will assist you implement simple systems to manage safety.

During seasonal activities many pig-farmers and their employees work extremely long hours and can be exhausted. Consequently, health and safety may be secondary in their thinking to operational activities. Having simple systems in place developed in less busy times will assist to manage safety during these peak periods.

There may be the temptation to improvise when equipment breaks down or to take short cuts like not using machine guards, not wearing helmets on quad bikes and not wearing protective clothing and equipment. These regularly feature in farm accidents.

The problem is equally as difficult with contractors who come onto the farm as it is with employees. It is just as critical for contractors to have an Induction as it is for employees.

If any serious injury occurs there may be serious legal and financial consequences for both. A farmer may have vicarious liability to a contractor and the contractor's employees.

It is critical that farmers provide an induction process for employees, contractors and, visitors to explain safe working practices on the property.
(Refer Appendices R,S and T)

Piggeries are subject to random inspections by SafeWork SA. This could be the result of an aggrieved worker lodging a complaint or be part of the SafeWork SA inspection program.

In addition to a serious accident, a fatality or, an admission to hospital will result in an inspector calling on the farm to investigate the incident(s). Non-adherence to safety obligations and responsibility may give rise to legal action including prosecution.

SafeWork SA has two clear operational units – an educator and a regulator. The educator provides a mobile work health and safety advisory team to visit your workplace and help you understand your work health and safety responsibilities. SafeWork SA can provide you with practical support which together with your industry knowledge, can help make your workplace safe.

Most importantly, this team has a strong industry background and no inspector powers.

c) What is *reasonably practicable* in ensuring health and safety?

Most WHS legal requirements are 'so far as reasonably practicable'. What is 'reasonably practicable' is determined objectively. This means that a duty-holder must meet the standard of behaviour expected of a reasonable person in the duty-holder's position. There are two elements to what is 'reasonably practicable'. A duty-holder must first consider what can be done - that is, what is possible in the circumstances for ensuring health and safety. They must then consider whether it is reasonable, in the circumstances to do all that is possible. This means that what can be done should be done unless it is reasonable in the circumstances for the duty-holder to do something less. This approach is consistent with the objects of the WHS Act (section 18) which include the aim of ensuring that workers and others are provided with the highest level of protection that is reasonably practicable.

d) A Person Conducting a Business or Undertaking must ensure, so far as is reasonably practicable, the health and safety of workers engaged in the business or undertaking

The Person Conducting a Business or Undertaking must ensure that persons are not put at risk from work carried out as part of the conduct of the business or undertaking by:

- i. providing and maintaining a work environment without risks to health and safety
- ii. providing and maintaining safe plant and structures
- iii. providing and maintaining safe systems of work
- iv. ensuring the safe use, handling and storage of plant, structures and substances
- v. provision of adequate facilities for the welfare at work of employees including ensuring access to those facilities
- vi. provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety

monitoring the health of employees and the conditions of the workplace for the purpose of preventing illness or injury.

e) Provision of Accommodation

If a worker occupies accommodation that is owned by or under the management or control of the Person Conducting a Business or Undertaking and the occupancy is necessary for the purposes of the employee's engagement, the Person Conducting a Business or Undertaking must so far as is reasonably practicable maintain the premises so that the worker is not exposed to risks to health and safety.

f) Further duties of Person Conducting a Business or Undertaking involving management or control of workplaces

Section 20 of the Act defines a person with management or control of a workplace means a Person Conducting a Business or Undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace but does not include—

- i. the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or
- ii. a prescribed person.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

A self-employed person can also be a Person Conducting a Business or Undertaking for the purposes of this section.

g) Person with management or control of fixtures, fittings, or plant at a workplace

Section 21 of the Act states that the duties of persons conducting businesses or undertakings involves management or control of fixtures, fittings, or plant at workplaces

Person with management or control of fixtures, fittings or plant at a *workplace* means a Person Conducting a Business or Undertaking to the extent that the

business or undertaking involves the management or control of fixtures, fittings, or plant, in whole or in part, at a workplace, but does not include—

- i. the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or
- ii. a prescribed person.

Person with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

h) Duties of workers

Section 28 makes provision for the duties of a worker

While at work, a worker must—

- i. take reasonable care for his or her own health and safety; and
- ii. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- iii. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Person Conducting a Business or Undertaking to allow the person to comply with this Act; and
- iv. co-operate with any reasonable policy or procedure of the Person Conducting a Business or Undertaking relating to health or safety at the workplace that has been notified to Employees.

i) Duties of other persons at the workplace

Section 29 of the Act states that a person at a workplace (whether or not the person has another duty under this Part) must—

- i. take reasonable care for his or her own health and safety; and
- ii. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- iii. comply, so far as the person is reasonably able, with any reasonable
- iv. instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

As an example, Personal Protective Equipment (PPE) must be worn by employees and other persons on piggeries, including but not limited those

required for hygiene requirements, chemical handling procedures, and operating machinery and equipment in accordance with the manufacturers' requirements etc.

j) Responsibilities

To meet the above duties, a duty imposed on a person to ensure health and safety requires the person—

- (a) to eliminate risks to health and safety, so far as is reasonably practicable; and
 - (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
- (2) A person must comply with the above to the extent to which the person has the capacity to influence and control the matter or would have that capacity but for an agreement or arrangement purporting to limit or remove that capacity.

There are five key steps involved in managing risks to WHS:

- 1) commitment – not just the Person Conducting a Business or Undertaking must be committed, but also management, and workers including employees, contractors' employees and other persons who may be involved (commitment can include written commitment by all parties to understand and observe WHS responsibilities)
- 2) worker (employee) involvement in helping the employer to improve safety including following safety processes and reporting hazards and incidents
- 3) identifying hazards and controlling health and safety risks
- 4) information, instruction, training and supervision for workers particularly on the safety processes and controls that are required to be maintained
- 5) maintaining health and safety within the farm activities (for example, conducting regular workplace inspections and checks)
- 6) keeping safety records, which relate to how health and safety issues are addressed.

6. Overview of Six Steps in Management of WHS



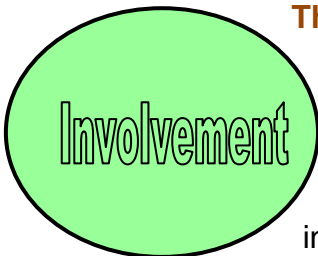
First Step

Firstly, let's take an overall 'snap-shot' to get a better appreciation of what's involved. One method of doing this might be to review the SOPs in your QA Manual, to identify hazards in your current operations. Review this document and do some reading of the legislation and relevant codes



Second Step

There must be commitment by the Person Conducting a Business or Undertaking, employees and other relevant persons. For that reason, a written policy statement by the farmer showing a commitment to safety, what is intended to have a safe working environment and, letting employees and other relevant persons know what is expected is an excellent start. (Appendix A may be used as a guide).



Third Step

Next there must be involvement. This is consultation and communication with all stakeholders particularly the employees involved. It is important to have share information and ideas about risks and their control.



Fourth Step

With everyone switched on to safety, the piggery needs to be checked out – top to bottom – to identify health and safety hazards. Assess how the associated risks can either be eliminated or minimised, then document the control measures that have been decided upon. Make sure everyone knows what they are.

Fifth Step



Risks do not remain static. Plant and machinery needs to be maintained and regularly serviced to minimise risk.

Risks can change or new ones emerge, making periodic inspections and audits and the

encouragement of piggery employees, contractors, and

other persons to report hazards **critical** to maintaining a safe environment. Training, including Toolbox Talks, is important in order to make sure workers know what controls they must follow and what is required of them and to keep safety at the forefront of thinking.

Sixth Step



Records must be kept regarding maintaining safety and managing risks. This includes Injury Registers, Risk

Assessments, SOPs, Training Registers, Plant and

Equipment Registers including records of inspection,

maintenance and servicing and Hazardous Substances Registers.

Keeping certain records is a legal requirement but can also be useful evidence that the farmer is taking safety seriously. Near misses should be recorded as well as accidents.

7. The importance of having Workplace Health & Safety Policies & Procedures

Developing a Health and Safety Policy is an important first step in gaining commitment. It is a written document in which the employer explains his or her commitment to health and safety, the safety responsibilities of management and employees and how a healthy and safe working environment will be developed and maintained.

There should be consultation with employees, contractors, any other relevant stakeholder - and if requested, relevant unions in - developing the policies.

Consultation must also occur when the policies are reviewed and updated.

Consultation is meaningful discussions about safety and sharing viewpoints,

ideas and getting agreement. By getting others involved in the discussion, their commitment, ownership, and accountability to safety is increased.

The policy should be written in plain English, so it is easy to understand and:

- i. affirms the employer and managers are responsible for the management of safety
- ii. state details of the Work Health and Safety Officer/s and advise all stakeholders
- iii. set out the responsibilities of the officer/s, manager/s, supervisor/s, employees and any other relevant people (i.e., contractors) and how they will be held accountable for carrying out their responsibilities
- iv. provide the name(s) or position(s) of the people to whom workers and contractors may make inquiries and complaints about health and safety issues
- v. be included in induction materials for new employees and contractors
- vi. be displayed and shown at the workplace to all stakeholders.

A sample Workplace Health and Safety Policy is attached [Appendix A](#), which can be used by piggeries as a guide for developing their own policy.

8. The Worker's Involvement

How can you get worker commitment unless it is steadily reinforced through consultation? Section 47 of the Act places a duty on the Person Conducting a Business or Undertaking to consult with workers who are, or are likely to be, directly affected by a matter relating to work health or safety.

Furthermore, if the Person Conducting a Business or Undertaking and the employees have agreed to procedures for consultation, the consultation must be in accordance with those procedures.

This means talking about safety with employees, getting their ideas and creating alertness about risks. There should be discussion on:

- i. the health and safety policy
- ii. individual responsibilities
- iii. identifying risks and finding solutions
- iv. procedures or controls adopted for safety
- v. ideas for safety improvement, and

- vi. workplace change that may affect health and safety.

The Act and Regulations state that consultation must occur with Work Health and Safety Committees and Safety Representatives if they are in place, however, some piggeries may not have enough employees to warrant a committee or there may not be employee interest in electing a health and safety representative. If unsure of the requirement for safety committees or safety representatives refer to the WHS Act or call SafeWork SA.

Consultation is all about open discussion, evaluation, and control of identified risks ensuring that all key parties take ownership, accountability, and responsibility for maintaining a safe place of work. The objective of consultation is to create risk awareness amongst all key stakeholders so that each person can intuitively assess each situation for potential risk.

Investment in risk awareness, management and control of risks reduces accidents, saves time, injuries, and possible death.

Consultation in other words is just plain talking about piggeries hazards and safety procedures that contribute to a risk consciousness. Every conversation about safety is an important one.

9. Identifying Workplace Health and Safety Risks

Hazard: something that could potentially cause harm.

Risk: the degree of likelihood that harm will be caused.

An important step in managing work health and safety is making sure that all hazards are identified, the risks assessed, and effective control measures are developed and introduced.

To begin it is recommended that the farmer identify his/her property by drawing a map of the property and highlighting locations such as:

- i. the residence and all other farm buildings
- ii. fences and gates
- iii. access roads and tracks
- iv. access to water (in case of fire)
- v. overhead and underground power lines

- vi. terrain where it is unsuitable to use tractors, quad bikes or other farm machines because of slopes, ditches etc.
- vii. silos and augers
- viii. vehicle loading/unloading locations
- ix. dams and watercourses
- x. chemicals and other substances
- xi. habitat of dangerous animals or reptiles (e.g., snakes) and other potential risks.

Once the map is completed, it can become a systematic tool for working through sections of the farm, exploring for risks, and highlighting the sections where they exist and thus assisting the employer/manager in the risk identification and assessment process. As a dynamic document, it should be frequently reviewed and amended accordingly.

This will be a useful induction tool for new employees or contractors' employees who enter the property, and who need to be familiar with the location of specific risks.

To identify risks to health, safety, and welfare the employer can undertake the steps below to identify possible hazards in existing operations:

- i. conduct a walk-through inspection of the farm using a checklist to identify potential hazards (refer the Farm Safety Checklist attached – Appendix E); note that this checklist is not exhaustive and should be regularly updated as risks change, or new ones are identified
- ii. check records of injuries, hazard reports and incidents (including near misses) which have occurred in the past on the farm, to see what risks have occurred in the past and which should be included for current assessment
- iii. read publications such as Regulations and approved Codes of Practice, which identify potential hazards of relevance
- iv. research general or specific farm risks
- v. consult with-piggery workers to find out what risks they may have experienced or become aware of

- vi. seek information from relevant manufacturers or suppliers of hazardous substances or plant, also from those service outlets which maintain and service the farm's machinery
- vii. contact government agencies, industry bodies and other sources for WHS information.

(1) Physical hazards

- a) Manual handling pigs
- b) Being knocked over by pigs
- c) Being bitten by a pig
- d) Being gored by a boar which hasn't been de-tusked
- e) Needle stick injury, when injecting a moving animal
- f) Loud noise can interfere with concentration, or interfere with communication, affecting job performance and safety
- g) Sustained noise over a long period can lead to hearing loss
- h) Heat can lead to dehydration, heat stress or even a fatal outcome.
- i) Height risks - from falls from ladders, rooftops, silos or windmill
- j) Electrical power cords, fittings, machinery, tools and equipment.

(2) Chemical and gas hazards

Chemicals can affect the skin, gain access through the digestive system or through the respiratory system. Their effects may not be immediately apparent hence leading to sustained exposure before serious symptoms become evident. Use of herbicides and pesticides would be the major farm risks in this category. The risk of poisonous fumes on piggeries may arise from working in confined spaces e.g., silos, water tanks and manure pits.

(3) Biological hazards

These hazards can involve viruses, bacteria, fungi or insects. As an example of bacteria, if meat products are infected with the bacteria *Brucella*, those handling the meat can contract the illness Brucellosis. Other transmissible diseases can occur from animals. Snake and spider bites are also relevant.

(4) Other hazards

- i. Manual handling is a recognised workplace hazard where handling heavy or difficult loads is involved
- ii. Exposure to the elements e.g., dehydration, sunburn (which includes melanoma risk)

- iii. Stress-related illness arising from sexual harassment, bullying, discrimination, workloads, and workplace violence. These are serious enough as workplace health and safety issues but there may also be serious penalties involved for the employer through other legislation e.g., SafeWork SA can investigate claims for inappropriate behaviour and the Human Rights and Equal Opportunity Commission has wide-ranging jurisdiction.

(Refer to Appendix C Respectful Workplace Procedure).

What are generally considered the main hazards on piggeries?

- i. Pigs - as outlined above and appropriate manual handling and awareness of animal behaviour are important
- ii. Firearms or equipment used for euthanasia of injured or diseased pigs- must only be used by licensed & trained individuals
- iii. Vehicles – mainly tractors quad bikes and motorcycles
- iv. Machinery – Piggeries abound with machines ranging from feed mills to chain saws. Each machine presents its unique dangers and increases the complexity of operation. Guarding of moving parts is an important control as is regular maintenance, servicing and inspection.
- v. Electrical risks associated with damaged or faulty wiring – regular inspection and testing is required.
- vi. Water – dams, lakes, ponds, rivers, irrigation channels and creeks. They are usually unfenced and hence a real danger to unsupervised children
- vii. Exposure to the environment e.g., dehydration, heat stress, sunburn (which includes melanoma risk), snakes, spiders
- viii. Noise from pigs and machinery
- ix. Slips, trips and falls from uneven ground, mud and from heights
- x. Working in isolation – having methods to check in with workers and effective emergency response processes is vital (to render first aid or medical emergency services)
- xi. Bushfire and flood planning and response

- xii. Fatigue – contributing to workplace accidents and injury.

10. Identifying Workplace Health & Safety Risks - Children

There should also be consideration to the risks posed to children on the farm. What may not be considered a risk for an adult may well be a risk for a child.

For example, insecticides can be safely labelled for adults, but children can't necessarily read or appreciate the dangers.

The risk of a water dam can be readily appreciated by an adult but not by a child.

Risks for a child on the piggeries can be:

- i. Machinery
- ii. Pigs or other animals
- iii. Chemicals and poisons
- iv. Firearms
- v. Water hazards - dams, creeks, rivers, storage tanks and water troughs
- vi. Fire hazards
- vii. Suffocation within silos or storage bins
- viii. Septic tanks, cellars, bores or wells
- ix. Falls from heights - ladders or roofs
- x. Electrical hazards - fuse boxes, wiring without safety switches, tools and wiring in poor condition.

Children aren't necessarily those of the farmer. They can be visiting children or children trespassing. Children want to get involved with everything, whether riding or clambering over a tractor or getting amongst farm animals. They have, a poorly developed sense of danger; natural curiosity; and narrow range of vision – all of which can result in leading children unwittingly into situations of danger.

11. Assess the Risks

When hazards have been identified, their associated risks must be assessed. Risk assessment means the process of evaluating the probability and consequences of injury, illness or disease arising from exposure to identified

hazards re Section 17 of the Act address the process for risk assessment which involves consideration of:

- a) the nature of the hazard
- b) how it may affect health or safety (what type of injury, illness or disease could occur and how serious they are)
- c) how employees are exposed to the hazard
- d) the way that work is organised
- e) the training and knowledge needed by a person to work safely
- f) the layout and condition of the work environment
- g) any potential restrictions of employees affected
- h) how much, how often and for how long employees are exposed
- i) the location
- j) type of control measures that are available.

There is no 'right' answer in deciding on how any risks identified should be controlled. People will vary in making decisions about risks because they have different ideas about what is acceptable. That's why the Act and Regulations stress the consultation process to canvas collective viewpoints.

Having identified the risks, the control measures need to be developed. This should be done in priority of the scope, severity, and likelihood of the risk.

The Risk Assessment Guide in Appendix F provides a tool for working out priorities, based upon likely frequency of risk and how severe resulting injury might be. This way, higher risks are ranked first for quick attention on risk control.

The term 'reasonably practicable' is found within the WHS Act 2012 legislation, Codes of Practice and Guidelines and this Guidebook. For example, that Act states every Person Conducting a Business or Undertaking has a duty to each worker to ensure so far as is reasonably practicable that the worker is, while at work, safe from injury and risks to health. The emphasis is on doing what is reasonable.

12. Control the Risks

As far as possible a risk should be controlled at its source - i.e., by risk elimination, If the risk can be eliminated, no control measures are necessary. If not, then it's necessary to work through a list of other options, often called the Hierarchy of Controls. This means working from the top of the hierarchy to get better results, starting with elimination of the hazard.

The Hierarchy of Control Measures Table (Example for Using Chemicals)

1. Eliminate the hazard	e.g., eliminate the use of a dangerous chemical on the farm
If this is not practicable, then	
2. Substitute the hazard with something of a lesser risk	e.g., substitute with a chemical that does the same job but is not as hazardous
If this is not practicable, then	
3. Use engineering controls	e.g., provide coverings, chains, muffler controls on noisy machinery or other methods to control risk
If this is not practicable, then	
4. Use administrative controls	e.g., training (including Toolbox Talks) and education, job rotation, planning
If this is not practicable, then	
5. Use personal protective clothing or equipment	e.g., provide clothing, masks, gloves, shoes relevant to the safety data sheet

Control measures should be considered from the top to the bottom as the higher order controls are more effective as they manage the risk at the source rather than relying on human behaviour to work around the risk. Lower order controls should be regarded as interim measures until preferred ones can be implemented e.g., wearing gloves and masks when using chemicals, until a much less hazardous chemical is found which does the same job.

Once all risks have been identified, assessed and control measures decided in consultation with relevant personnel, this can be converted into a Work Method Statement (WMS) or Safe Operating Procedure for each risk. A WMS outlines the working procedures and controls which have been designed for safe working and are to be followed by all personnel.

It is the farmer's responsibility to identify and assess the risk, and then introduce those control measures he or she thinks is appropriate. Two or three people may differ on what is the best control. That's why consultation is useful.

They are for distribution to all farm employees for review and training, with an understanding of the consequences for failing to observe any procedures.

Consequences can consist of disciplinary action including performance warnings and dismissal by the employer or the action may attract a legislative penalty.

In effect, the WHS Policy, associated Procedures and Work Method Statements for each identified risk represent a manual for ongoing review and contribution for improvements, induction, and training.

13. Firearms

The Firearms Act 2015 (SA) and Firearms Regulations 2017 (SA) provide a modernised scheme for firearm control in South Australia, facilitate a nationally consistent approach, improve public safety, prevent crime and reduce red tape.

The underlying principles of the Firearms Act are to confirm the possession and use of firearms as a privilege conditional on the overriding need to ensure public safety. Improved public safety can be achieved by promoting the safe and responsible storage and transport of firearms and ammunition.

There are numerous types, classes and prescribed firearms available incorporating but not limited to air guns, air rifles, grenades, shot guns and automatic firearms and more recently gel blasters.

For a full breakdown of firearms refer to pages 10 and 11 of the Firearms Act 2015 and pages 9 and 10 of the Firearms Regulations 2017.

Every employer/manager has a responsibility to ensure only those who hold appropriate licenses operate firearms.

They must also ensure that they encourage responsible behaviour amongst employees, contractors, labour hire personnel and other stakeholders to

secure all firearms and ammunition. These requirements are detailed in Schedule 1 – Code of Practice for the Security, Storage and Transport of Firearms, Ammunition and Related Items within the Firearms Regulations 2017.

If you are residing at or accessing premises where a firearm is kept, and you reasonably suspect another person who resides at or has access to that premises is suffering from a physical or mental illness, or another circumstance, which poses a threat to any person because of the presence of the firearm, you must advise the Registrar as soon as practicable of your suspicions. If you know that another person has failed to secure their firearm(s) or ammunition in compliance with the Act or Regulations, you must also advise the Registrar as soon as practicable. It is important to note that you incur no civil or criminal liability in making a report in good faith, however the making of a false or vexatious report is an offence.

If you are in physical possession or control of a firearm, or are supervising the use of a firearm, you must carry your firearms licence or a legible copy (which can include an electronic copy).

Where a firearm of any category (other than a paint-ball firearm or deactivated firearm) is stored in an outbuilding (e.g., a shed) a minimum Level 2 safe must be used to store the firearm (unless you are entitled to use a Prescribed safe). The level of security required by you is dependent on the categories and total number of firearms being permanently kept at your premises by all licensees. You will need approval of the Registrar (Firearms Branch) to change your manner of firearm security.

(Refer to Firearms Policy Appendix B)

14. Drugs and Alcohol

An area that is often missed for inclusion in risk control is the management of any drug or alcohol issues that arise in the workplace.

Section 28 of the Act - Duties of Workers and Section 19 Duties of Person Conducting a Business or Undertaking provide clear guidelines for each individual responsibility when it comes to controlling the risk to self and others

It is recognised that the inappropriate use of drugs and alcohol may impair an employee's ability to maintain safe work practices affecting themselves and the safety of others.

Everyone must take responsibility for ensuring the health and safety of themselves and others and that his or her acts or omissions do not adversely affect the health and safety of other persons.

Arriving at work in an unfit state for work due to being under the influence of drugs or alcohol may place themselves and others at risk

By definition 'Drugs' mean both illegal substances and prescription drugs

'Unimpaired by drugs or alcohol' means that work performance is unimpaired, ensuring no increased risk of endangering the safety of the worker and other persons, members of the public or property.

If a worker (or other person) is prescribed a drug by their doctor (or taking non-prescription drug) which may have side effects such as drowsiness (check the label or ask the doctor) then they have a responsibility to advise their employer/manager so that suitable alternative duties may be assessed (if available).

If a worker or other person believes that someone, they are working with is under the influence of drugs or alcohol, they have an obligation for the safety of themselves, the suspected affected worker, and others to consult with their employer as soon as possible.

Employers/managers have a responsibility to manage the issue of drugs and alcohol in the workplace by practicing intervention and prevention measures by:

- a) Seeking to develop a culture that recognises that drugs and alcohol have no place at work
- b) Encouraging responsible behaviour amongst its employees, contractors, labour hire personnel and other relevant persons
- c) Training employees, contractors, labour hire personnel and other relevant persons to comply with the requirements of this procedure during the induction period

- d) Encouraging and assisting all employees, contractors, labour hire personnel and other relevant persons with drug or alcohol related problems to seek medical assistance and or treatment
- e) Ensuring confidentiality is always maintained in these matters
- f) No employee or other person is discriminated against or disadvantaged by his/her actions in this matter.

Every opportunity and assistance should be given to a worker or other relevant person to improve their standards with regards to their understanding of their obligations in relation to drugs and alcohol in the workplace.

(Refer Appendix D Drugs and Alcohol Policy)

15. Maintaining Workplace Health and Safety

Now that risks have been identified, assessed and controls introduced we need to recognise that risks don't remain static. They can change or new ones emerge, so:

- a) all farm personnel are required to be constantly alert and consulted, reporting all hazards and incidents promptly,
- b) inspections and audits need to be maintained as regularly as necessary
- c) whenever an injury, or an incident (near miss) which could have resulted in injury, occurs this needs to be assessed and controlled as a new risk or existing controls revised
- d) when new areas are built, or new plant or equipment or substances introduced, consider any new hazards or risks that may be introduced and the safety processes required if these were not considered in the design or procurement stage.

On the farm:

- a) Plant, equipment and machinery need to be maintained and regularly serviced including inspection and testing of electrical equipment
- b) Operating manuals on use and servicing should be kept for ready reference
- c) A register of repairs and maintenance should be maintained. (If anything should happen that results in an injury a register confirms that actions were taken to minimise risk)
- d) Damaged tools or equipment should be set aside and tagged out (Out of Order) so they can't be inadvertently used
- e) There needs to be procedures and training in place for emergencies such as medical emergencies, fires or chemical spills
- f) Hazards should be reported so that safety steps can be taken until controls have been put into place.

Training is extremely important, particularly for new employees (who statistically have a high rate of injury) and should include the following elements:

- a) Thorough induction for hazardous work
- b) Training for the event of emergencies, including arrangements for accessing first aid and medical emergencies, bush fires
- c) Common risks and what safety equipment and safety process is necessary to control the risk and the consequence of improper use.

If a new employee claims that they have the qualifications or certification required for their job the employer/manager must verify this by sighting certificates, licences etc.

Training to do jobs safely must include an understanding of matters like:

- a) Hazardous substances and chemicals
- b) Work Method Statements (WMS) or Standard Operating Procedures (SOPs)
- c) Use of Personal Protective Equipment (PPE) including the wearing of face masks if required
- d) Reporting of hazards and incidents including 'near misses'
- e) Hygiene including hand hygiene
- f) Bullying, discrimination, and harassment including sexual harassment
- g) Company policies and procedures
- h) Making a Workers' Compensation claim.

Training should emphasise that managing WHS on the farm is a joint responsibility between employer and employees. Breaches of WHS statutory obligations may result in prosecutions of employers and employees.

Maintaining workplace safety is a serious obligation.

There must be accessible first aid facilities in the event of illness or injury and their location must be known to all employees. Burns, wounds, snake and spider bites, and chemical reactions are likely occurrences on piggeries and it

is advisable to have a nominated person - who can administer first aid when necessary.

There is an approved Code of Practice for Occupational Health and First Aid in the workplace. SafeWork SA has a detailed booklet as an important guide to treatments and what should be contained in the kit which conforms to the Code.

There should be regular safety inspections / audits (at least annually) such as

- a) identification and assessment of new risks
- b) machine guarding
- c) maintenance of ladders
- d) maintenance and currency of the first aid kits
- e) machinery serviced preventative and reactive
- f) currency of chemical SDS
- g) accurate labelling and storage of chemicals
- h) safety training occurring as necessary
- i) emergency procedure drills e.g., medical emergency, fires, chemical spills
- j) adherence to safety procedures whilst undertaking work
- k) toolbox talks on safety improvements or new risks
- l) accurate and current safety signage.

16. Workplace Health and Safety Records & Information

The WHS Policy and Procedures have been addressed, as have the Farm Safety Checklist and the Risk Assessment Guide. Other documents in support of the WHS risk management system are reviewed below, some of which are referred to in the Regulations.

Apart from statutory requirement, they represent documentary evidence of the employer's commitment should SafeWork SA attend the workplace or conduct any safety audits.

1 Induction Checklists for New Employees /Contractors

These are checklists for employees and contractors to ensure that the job and its responsibilities are explained, introductions to other farm

personnel and facilities are carried out, any training needs are assessed and the WHS system is explained. Refer

- Induction Checklist for New Farm Employees Appendix R and S
- Induction Checklist for Contractors Appendix T

2 Health and Safety Training/Induction Register

This document (refer Register Appendix U) is a record of all training, induction or toolbox talks that the worker participated in.

All employers/managers need instruction and training so they that they are aware of their responsibilities and the actions they must take to ensure employees are safe from injury and health risks. Elected Health and Safety Representatives (if any) need training as specified in the Regulations.

There are several courses for safety representatives and the responsibilities of WHS officers and the Person Conducting Business or Undertaking. SafeWork SA conducts courses on a regular basis.

All employees must be provided with instruction and training that is required to do their work safely. This is a requirement of Section 19 (3f) *“the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking”*.

This is best provided on site by the employer by the direct supervisor.

3 Workplace Injuries

Whenever there is a work-related injury, near miss, illness or disease, a record should be kept of the injury in an Injury Register, regardless of whether the event required medical treatment or whether time was lost (refer attached Injury Register (Appendix W)).

The Register provides the employer with the opportunity of reviewing each incident and deciding whether existing controls are adequate and need review. Historically the Register can identify trends as an occurrence may seem innocent, but a number over a period may be an indicator of an issue which represents a valuable resource for analysing accidents.

It is important to have with the Injury Register a list of any contact details of local hospitals, medical centres, emergency services or fire services.

Note that Section 39 of the Work Health and Safety Act 2011 relates to the duty to preserve incident sites for incidents that require reporting to SafeWork SA (refer to Section 18 for further information).

- a. Empowers SafeWork SA to enforce penalties for disturbing or deliberately tampering of an area where the incident occurred.
- b. Reference to a site includes any plant, substance, structure or thing associated with the notifiable incident. Associated with the notifiable incident.
- c. Subsection (1) does not prevent any action—
- d. to assist an injured person; or
- e. to remove a deceased person; or
- f. that is essential to make the site safe or to minimise the risk of a further notifiable incident; or
- g. that is associated with a police investigation; or
- h. for which an inspector or the regulator has given permission.

4. Hazardous/Dangerous Substances Register

It is important to maintain a register containing a list of all hazardous substances. Your Safety Data Sheets (SDS) must also be maintained at your property and accessible to and understood by workers. You can look up SDS online if you haven't got a legible copy from your supplier. A folder of all SDS should be kept handy near the chemical storage area. Personal Protective Equipment (PPE) used around chemicals should also be kept close by. (refer attached Sample Hazardous Substances Register (Appendix X).

5. Hazardous/Dangerous Substances Storage

The link below provides guidance to assist in the correct storage of chemicals in the workplace.

17. Workplace Amenities

In maintaining a safe workplace, farmers have responsibilities in relation to providing adequate facilities for eating, accommodation and recreational facilities for the benefit of their employees. Section 19 (3e) requires employers and the Person Conducting a Business or Undertaking to *“provide adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities”*

To achieve this responsibility the farmer must consider reasonable access to toilets, facilities for changing clothes and the storage of personal belongings. Dining and washing facilities must also be considered. Some properties may need to provide accessible toilets and cleaning facilities within a reasonable distance of the work area.

Separate toilets should be available for male and female employees whenever practicable. However, if privacy can be assured, it may be appropriate to provide only one toilet (if the toilet facilities are unisex this must be covered off in induction to ensure all employees are informed). Consideration should also be given to access for people with special needs.

Cleanliness of facilities (toilet and shower room)

Where the nature of the work is such that the worker requires showering after completion of the relevant task, there must be access to a suitable facility and it must be in a clean and hygienic condition for safe use.

Further considerations for the health and wellbeing of employees:

- a) adequate supply of cool and potable drinking water for each worker
- b) the temperature of the water should be at or below 24 degrees Celsius and should be separate from toilet and washing facilities
- c) access to a rest area for employees feeling unwell or a process for sending home or referring to doctor
- d) reasonable access to seating.

18. Investigation of WHS Incidents

Whenever injuries or health risks occur, including 'near misses', the farmer should carry out an investigation as soon as possible. How far the investigation goes depends on the circumstances of what happened, e.g., whether the incident is minor or more serious, and whether more than one worker was affected. It's important to find out what happened and why to prevent a similar future occurrence.

An investigation should identify causes of the occurrence, including causes other than 'human error' or 'worker carelessness'. In many cases of injury there may be more than one factor involved. i.e.: A worker slips on oil on the floor of the machinery shed.

The 5 why technique can be used, where you ask a series of questions such as:

'Why did the worker slip' – because there was oil of the floor.

Why was there oil of the floor – because it was split and no one cleaned it up

Why was it spilt – because the equipment used is leaking oil

Why is the equipment leaking – because the seal has failed

Why has the seal failed – because no one has checked it or repaired it.

Why had no one checked it or repaired it...etc

Investigations require an open mind about all possible causes and gathering information, analysing it, drawing conclusions, and making recommendations. For a serious occurrence it may mean taking notes, drawing a plan of the scene, or taking photographs as soon as possible to avoid reliance on memory and to keep as evidence.

The investigation should focus on the conditions as they were at the time and who were witnesses to the occurrence.

If there has been a death or immediately notifiable injury/incident the site must not be altered in any way without the permission of a SafeWork SA inspector. Refer Section 18.

Further, steps should be taken to preserve evidence and witnesses should be identified and information gathered as soon as possible. Every effort must be

made not to disturb evidence. Unless further damage or injury may occur, the site should be left as it was at the time of the accident.

Photographs may be taken both general area and specific items. Sketches of the scene based on measurements taken may also assist the subsequent analysis. These can record the position of equipment, the injured worker, and witnesses.

Broken equipment, debris and samples of material involved may be removed for further analysis by appropriate experts following consultation first with the SafeWork SA inspector. Notes should be made to identify where these items came from.

Every effort should be made to interview witnesses as soon as possible after the occurrence. Interviews should be conducted individually rather than in a group to avoid distortion in the minds of witnesses as to what happened.

There should be no attempt to lead the witness. Ask open questions. Tact should also be used in the questioning process to the effect the interviewer is not attempting to blame anyone. If the procedures at the time involved a Regulation or approved Code of Practice, questions need to consider how those procedures were being followed.

Possible questions may include:

1. What did you see or hear?
2. Was there clear visibility?
3. How far from the injured worker were you?
4. What was the worker wearing?
5. What do you think was the cause?
6. What can be done to prevent this happening again?

The most important final step is to make well considered recommendations for the prevention of a recurrence. By documenting the investigation and conclusions, the farmer then has formal evidence for changing or introducing new procedures or for presentation to external investigators.

A written report should be prepared as a record of the investigation for consideration of SafeWork SA if necessary and any others who need to know (e.g., other persons/contractors whose actions may have been a contributing

factor to the occurrence). It should detail the sequence of events leading up to the occurrence, the range of causes and witnesses to the event. The final conclusions drawn should be fully explained.

The employer has an important stake in a well-prepared report with detailed analyses and sound conclusions. It provides a foundation to reduce the likelihood of a similar reoccurrence, but also if there is any suggestion of legislative breach a thorough investigation may avert legal penalty.

A later investigation may not always be as precise or conclusive when dealing with facts or recollections after the event.

Some investigations can be more difficult because not all injuries are of a physical nature. There are psychological injuries that occur because of a trauma or inappropriate behaviour. A witness to a serious accident may need critical incident debriefing and be diagnosed with post-traumatic stress. A worker subjected to harassment, bullying or inappropriate behaviour may also have a compensable injury.

Employers need to treat these types of injuries just as seriously as physical injuries and conduct full and proper investigations.

Employers need to be proactive and have an arrangement to refer employees to an Employee Assistance Programme (EAP) provider. For those who don't know who to contact, a good starting point is Pork SA or SafeWork SA.

19. Reporting Incidents to SafeWork SA

Injuries or incidents requiring notification to SafeWork SA

Certain injuries and incidents must be reported to SafeWork SA within 24 hours. Failure to do so may attract a fine or penalty under the Act. Section 35

“Notifiable incidents” means:

- a. the death of a person; or
- b. a serious injury or illness of a person; or
- c. a dangerous incident.

A serious injury or illness of a person means an injury or illness requiring the person to have—

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for—

- (i) the amputation of any part of his or her body; or
- (ii) a serious head injury; or
- (iii) a serious eye injury; or
- (iv) a serious burn; or
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
- (vi) a spinal injury; or
- (vii) the loss of a bodily function; or
- (viii) serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance,

A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations,

Additionally, under Regulation 699, each of the following conditions is a serious illness:

- (a) any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work—
 - (i) with micro-organisms; or
 - (ii) that involves providing treatment or care to a person; or
 - (iii) that involves contact with human blood or body substances; or
 - (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products;

- (b) the following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
- (i) Q fever;
 - (ii) Anthrax;
 - (iii) Leptospirosis;
 - (iv) Brucellosis;
 - (v) Hendra Virus;
 - (vi) Avian Influenza;
 - (vii) Psittacosis.

SafeWork SA will decide whether an immediate investigation is required and may send an inspector to the farm to investigate and prepare a report.

How to notify SafeWork SA

Life threatening issues or a death

- call 1800 777 209 (statewide – 24 hours)

Non-life threatening injuries/issues

- call 1300 365 255, or
- use the [notifiable incident form](#), or
- by [email](#).

In the event of a notifiable incident, Section 39 of the Work Health and Safety Act 2012 requires preservation of the incident site.

20. Workers' compensation claims – Injured workers

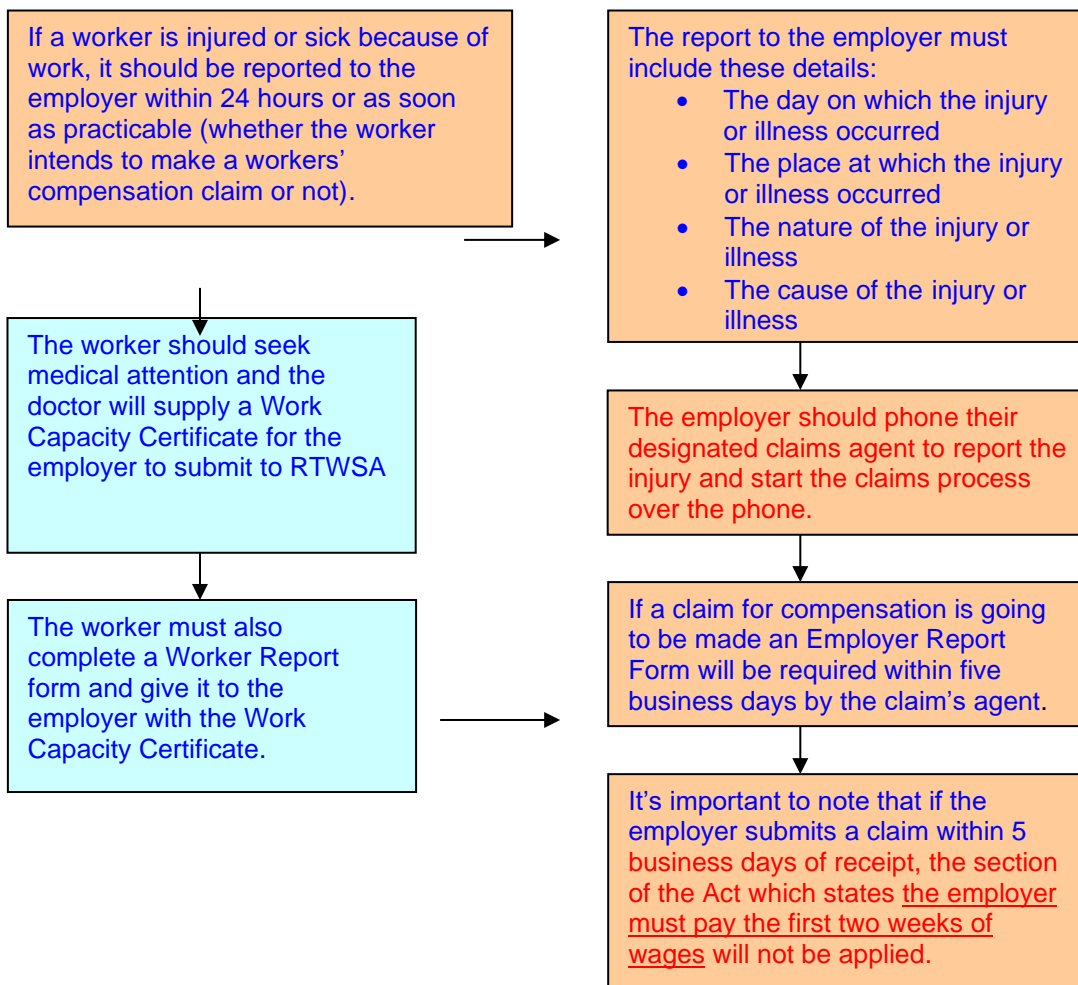
The Return to Work Act 2014 supports workers who suffer injuries at work and that has as its primary objective to provide early intervention in respect of claims to ensure that action is taken to support workers—

- (a) in realising the health benefits of work
- (b) in recovering from injury
- (c) in returning to work (including, if required, after retraining)
- (d) in being restored to the community when return to work is not possible.

The Return to Work Act 2014 is administered by Return to Work SA (RTWSA) through agents licensed by RTWSA to provide claims management services to the farmer and injured employees, and through proactive advice, support, and

consultation with all parties the earliest possible return to work can be achieved.

The following chart outlines the claims process:



The Return to Work SA site can be accessed via www.rtwsa.com

The obligation for the employer to pay the first two weeks of compensation (wages).

An Employer can have the two weeks' pay waived if the claim is reported to the claim's agent within five business days and the worker wage details are provided to the case manager within 48 hours of request.

When a fatality occurs at work, or a worker requires admission to a hospital due to illness or injury at work, the employer must immediately report the incident to SafeWork SA on emergency telephone 1800 777 209 (24-hour service).

21. Rehabilitation of workers

The Return to Work Act 2014 (Act) relates to the rehabilitation of injured employees and their return to productive work. Rehabilitation is all about returning the injured worker to safe, sustainable, and meaningful work as soon as possible.

Understandably this all takes time on the part of the employer. This further underlines the importance of preventing injuries occurring in the first place.

Another influencing factor in the return of injured employees to work as soon as possible is the prompt notification of injuries by the farmer to their representing agent. Early notification means that rehabilitation intervention can start quickly whereas the longer the worker is off work the greater the difficulty there will be for the worker to return to work.

The Act establishes the legal obligation of the employer to provide suitable duties to an injured worker during their return-to-work process. An employer should always consult with their agent should there be difficulties in providing work which meets the employee's capacity.

The best therapy for an injured worker is getting back to work quickly!

22. When an Inspector Calls

Inspectors from SafeWork SA can call at any time to audit a farm's safety practices and to see whether the farmer is complying with legislative requirements. Inspectors do not need an appointment and may call at any time to carry out an inspection, investigate an injury or incident that has occurred, audit health and safety records required under legislation or take other action. They can examine records, take photographs, take measurements of injury scenes, or take witness statements. They may also take statements from employees about WHS practices, if any, on the property. It is an offence to hinder or obstruct inspectors doing their job.

An inspector can issue two types of legal notices for statutory breaches — 'improvement' and 'prohibition' notices.

An improvement notice sets out details of the breach or breaches, including possible directions about resolving the problem.

A prohibition notice relates to any immediate risk to health and safety and prohibits the performance of unsafe work. This work cannot recommence until adequate steps have been taken to eliminate or minimise the risk and the inspector has signed off that the notice of breach or improvement has been rectified.

The primary focus of the Inspector is safety and working with employers to meet their obligations.

Whatever he/she can do to help the farmer they will, but they are governed by the legislation/regulations and the farmer must follow their legal directions.

Being able to show safety measures, WHS practices, procedures, and documentation as well as a willingness to cooperate, will assist in the overall assessment for compliance, thereby reducing the likelihood of notices and possibly penalties for the farmer.

23. Getting Started

Getting started on a safety program is the hard part. Time is a big factor, and the magnitude of the task is another. But it's better to start and make some headway rather than having nothing in place at all. Should a serious injury or fatality occur on the farm, the farmer may be held accountable. However, any steps that have been undertaken that show a commitment to safety will be taken into consideration by the inspector when preparing their report and findings.

Let's start with the Safety Policy and Procedures -

- a) use the model in these notes if needed or modify the wording to suit
- b) give a copy to the employees, asking them to read them, commit to farm safety and draw any hazards or risks they encounter to your attention
- c) develop appropriate risk assessments, and develop Standard Operating Procedures (SOPs) and Work Method Statements (WMS) for the higher risk activities
- d) distribute these to the employees for their adoption, seeking feedback on improvements at the same time
- e) provide information, instruction and supervision on the key Standard Operating Procedures (SOPs) and Work Method Statements (WMS) for the higher risk activities to make sure they are followed
- f) record actions and discussions in a Safety Register as evidence of what's been done
- g) develop the Hazard Register and make sure reported hazards, incidents (including near misses) and injuries are recorded

If all of these can be adopted as preliminary steps then a more detailed program of risk identification, assessment and control can be undertaken. This would involve putting in place simple inspection and audit processes such as:

- reviewing the incidents and hazards reported to ensure controls are in place and effective
- reviewing risk assessments, WMS or SOPS as a result
- undertaking workplace inspections, pre start checks, pre season checks of activities, processes and equipment
- undertaking programmed or preventative and breakdown maintenance
- ensuring regular information, instruction and supervisor to workers when required especially when new workers start or workers commence new tasks or use new equipment.

Any major risks (imminent risk to health and safety) which are identified will be a high priority however and control action can't be delayed.

Web sites to refer to for more information:

Safework SA www.safework.sa.gov.au

Return to Work SA www.rtwsa.com

SafeWork Australia www.SafeWork.gov.au

Farmsafe Australia <https://farmsafe.org.au/>

Farmer's Guidebook
https://www.safework.sa.gov.au/_data/assets/pdf_file/0005/136355/Farmers-guidebook.pdf

Employers Mutual SA www.employersmutualsa.com.au

Gallagher Bassett www.gallagherbassett.com.au

APPENDIX A - Health and Safety Policy

This policy recognises that the piggery owner/employer (*'insert name'*) is responsible for the health and safety of all employees in the workplace commits to provide and maintain a working environment that is safe and without risks to health so far as reasonably practicable.

To do this, the (*'insert name'*) will regularly consult with employees either personally (or through the officially appointed safety co-ordinator) to make sure that health and safety issues are regularly reviewed. The (*'insert name'*) places considerable importance on a joint approach to identifying and solving health and safety problems.

The (*'insert name'*) co-ordinator or any supervisor must ensure effective implementation of this policy and procedures and meeting their responsibilities under the WHS Act and Regulations to ensure that employees are safe from injury and risks to health so far as reasonably practicable.

Employees and contractors are duty bound within the WHS Act and Regulations to ensure that they take care of their own health and safety and that of others. They are thereby bound by the responsibilities as expressed in the procedures to this Policy.

This Policy will be regularly reviewed in the light of changes to the workplace and legislation. Management seeks cooperation from all employees and contractors in realising our health and safety objectives and creating a safe work environment.

Signed: Date:
.....

Procedures

1. The piggery owner/employer and/or safety co-ordinators/supervisors have a duty to employees to ensure so far as is reasonably practicable that employees are safe from injury and risks to health, which includes
 - providing and maintaining a safe working environment and safe systems of work
 - providing and maintaining machinery, equipment, appliances, implements, tools, and substances in a safe condition
 - • following agreed procedures for regular discussion between the owner/safety co-ordinator and employees
 - • conducting regular workplace inspections
 - • providing information, training, and supervision for all employees in the safe use of plant, equipment, chemicals, and other substances, and following safe work procedures.

2. Through commitment to WHS, the piggery owner/employer will ensure all employees new and existing are similarly committed through written commitment to the WHS Policy and Procedures and through consultation, safety supervision, and training.

3. For their part, employees must take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by their actions or omissions. They must cooperate with the piggery owner/employer in ensuring health and safety in the workplace. They must:
 - a) use equipment provided to protect health and safety, including Personal Protective Equipment (PPE)
 - b) follow reasonable instructions the piggery owner/employer gives on health and safety, ensuring alcohol or another drug does not so affect them that they may endanger themselves or others
 - c) inform the piggery owner/employer of hazards, accidents and near accidents and further assist in the identification of hazards, the assessment of risks and the implementation of risk control measures

- d) consider and provide feedback on any matters which may affect their health and safety.
4. Employees who fail to wear Personal Protective Equipment (PPE) as provided and advised on use, or who fail to follow any reasonable instructions given on health and safety will be subject to disciplinary action up to and including termination of employment.
 5. Employees are required to report workplace accidents, near misses, injuries or illnesses as soon as possible.
 6. Visitors, contractors, and other persons will be informed of the employer's commitment to WHS and therefore:
 - a) must not put themselves or any of the farmer/employer's employees at risk
 - b) Must abide by the farmer/employer safety policy and rules
 - c) must not enter restricted areas without permission.
 7. The piggery owner/employer will further ensure that contractors' employees engaged in the workplace are competent and understand their responsibility to take reasonable care to protect their own health and safety as well as the health or safety of any other person.
 8. In addition to those hazards identified to date for priority attention, the piggery owner/employer will continue to identify and assess hazards and controls, and to implement safe working procedures
 9. The Induction Checklist will be completed for all new employees to ensure all aspects of WHS are addressed and understood by the worker and will be signed off by the employee.
 10. Safety will be further supported through the introduction and maintenance of:
 - a) Workplace Safety Checklists for regular audits
 - b) Machinery Registers
 - c) Dangerous Chemicals/Substances Registers
 - d) Hazard and Injury Registers

- e) Training Registers
- f) Standard Operating Procedures (SOPs)
- g) Work Method Statements (WMS)

11. All employees existing and new are to sign a copy of this Policy and Procedures to confirm they have read and understood the contents.

Signed: (the employer's signature)

Date / /

I have read and understood this policy and supporting procedures.

Signed: (employee's signature)

Date /

/

APPENDIX B - Firearms Policy

All employees and other persons are responsible for ensuring the health and safety of themselves and others as per the Work Health and Safety Act, 2012.

Employees and other persons have an individual responsibility whilst in the possession of, use of or handling of a firearm or ammunition by:

- a) always obeying instructions for the safe use of firearms whilst carrying, handling and operating the firearm
- b) always carrying their firearms license (Firearms Regulations 2017 Section 35)
- c) securing the firearm and ammunition whilst in possession of the firearm
- d) returning the unloaded firearm and unused ammunition for storage at the conclusion of its use
- e) arriving at work in a fit state for work and remain unimpaired by drugs or alcohol during use, handling or possession of the firearm
- f) operating the firearm and ammunition as per its intended purpose in conjunction with the Firearms Act of 2015 and supporting Firearms Regulations of 2017.

Employers have a duty under Section 19 Work Health and Safety Act, 2012 for managing the use of firearms in the workplace by practicing safe use and prevention measures.

Employers' responsibilities for handling/storage/possession of a firearm:

- a) Seek to develop a culture amongst its employees and other persons to recognise that firearms are to be used for the intended purpose
- b) Ensuring all operators of firearms provide a firearms license aligned to the class of firearm in use and endorsed by the Register
- c) Encouraging responsible behaviour amongst its employees, contractors, labour hire personnel and other persons
- d) Securing the firearm and ammunition (refer Schedule I of the Firearms Regulations 2017)

- e) Training employees, contractors, labour hire personnel and other persons to always comply with the requirements of this procedure
- f) Abiding by the rules and regulations as set down within the Firearms Act of 2015 and supporting Firearms Regulations 2017

Disciplinary Action

Disciplinary action up to and including termination of employment or contract may be taken if the operator of a firearm fails to meet his or her obligations in the safe use of the firearm whilst on the employer's premises, this includes outside of normal working hours.

Signed: _____

Position:

Date:

APPENDIX C – Respectful Workplace Policy

This policy recognizes that the piggery owner/employer (*insert name*) is responsible for the health and safety of all employees and other persons in the workplace and will commit as far as reasonably practicable to provide and maintain a working environment free from inappropriate interactions and will strive for a safe and inclusive workplace.

Disrespectful behaviour in the workplace means any kind of behaviour that is unprofessional, uncivil, inappropriate, rude, unpleasant, disturbing and/or offensive - that hurts others and causes stress. Uncivil behaviour is demonstrated disregard of others. Examples of disrespectful behaviour include (but is not limited to) verbal abuse (harsh and insulting language), shouting, intimidation, isolating, ostracising, undermining or humiliating others. If this behaviour is persistent and directed to an employee or group of employees, it constitutes bullying.

Many complaints of bullying, discrimination and harassment can be resolved through discussion, counselling, and conciliation.

Formal action should be seen as a last resort only if all other efforts have failed.

Definitions

1. Workplace Bullying

Bullying at work is unreasonable and repeated behaviour directed at an individual or group of people. It can be written or verbal and includes humiliation, abuse, spreading rumours or gossip.

2. Discrimination

When someone is not treated fairly or given the same opportunities because of their race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

3. Harassment

Harassment is classified as unwanted, unwelcome behaviour towards a person on the basis of their race, sex, age, disability or some other ground or

characteristic stipulated in antidiscrimination legislation that causes the person to feel offended, humiliated or intimidated.

The behaviour may be verbal, non-verbal, written, or physical, is often repeated, and may include:

- a) intimidation, ridiculing and teasing
- b) offensive jokes
- c) negative, insulting, or belittling comments
- d) unreasonably setting different conduct or work standards
- e) excluding a staff member from activities, allocation of facilities and resources or information.

4. Sexual harassment

Sexual harassment at work is an unwelcome sexual advance, an unwelcome request for sexual favours or other unwelcome conduct of a sexual nature in relation to another person. Examples might include unwelcome touching, staring, or leering, or a suggestive comment or joke. To be sexual harassment, it must be reasonable to expect that there is a possibility that the person being harassed would be offended, humiliated, or intimidated by the behaviour.

5. Violence

Exertion of physical force by one person against another; physical harm deliberately caused to a person by another or the threat (explicit or implicit) of causing such harm.

6. Victimization

Recurrent offensive manner, harsh treatment, intimidation, or negative actions directed against a person, which may result in excluding this person from the workplace community.

Any disrespectful behaviour in the workplace is not acceptable and will not be tolerated.

If you consider you are being disrespected at the workplace the following is a guide to assist in the management and control of the behaviour

- a) ask the offender politely but firmly to cease the behaviour as it is offensive to you

- b) if the offensive behaviour continues, keep a record of all conversations and incidents between you and the offender including details such as time, date, place, witnesses
- c) speak to your supervisor or employer for advice and/or action
- d) alternatively, you may wish to lodge a written complaint with your employer
- e) incidents of a serious nature should be reported straight away
- f) you cannot be penalised for complaining about genuine cases of disrespect.

Any employee who is found to be responsible for disrespectful behaviour as outlined in this policy will be subject to disciplinary action up to and including termination of their employment.

Signed:

Position:

Date:

APPENDIX D – Drug and Alcohol Policy

The misuse of alcohol and drugs can seriously impair individual's ability to work safely and productively. (Insert piggery owner/employer name) acknowledges its responsibilities to take all reasonable action to safeguard the Health and Safety of all its employees.

The employer is committed to being consultative, educative, and rehabilitative in relation to alcohol and substance abuse.

This policy sets out steps, which will be taken to provide advice, and assistance to those affected.

Once it has become evident that work performance is being impaired by alcohol and/or drug substance related problems, the individual concerned will be given the opportunity to discuss the matter, in total confidence, with the relevant manager or supervisor.

Employees have the right to be accompanied at any discussion by a support person.

Any reasonable absence from work necessary to receive treatment maybe treated as leave if there is full cooperation from the employee and sick leave is available to that employee. Any absences are to be supported by a Medical Certificate.

Managers and Supervisors are responsible for seeing this Policy is carried out on a day today basis. If they have any reasonable doubts about endangering their own or colleague's safety they will:

- a) Order the worker to stop work
- b) Suggest the employee seek medical attention and / or advice
- c) In the case of suspected alcohol abuse, the employee will be helped to return home.

Supervisors or Manager must immediately document an account of what took place and as soon as practicable, interview the individual ensuring that the employee has the option of having a representative of their choice at the meeting.

Contractors and other persons

If it is evident or reasonably noticeable, that a contractor's work performance is being impaired by alcohol and or drug substance(s), the individual concerned will be given the opportunity to discuss the matter. Where appropriate, the contractor's manager should be notified.

Dependent on the outcome of the discussions the employer may give rise to termination of the contract for work.

Any other person(s) found to be under the influence of alcohol or a drug related substance whilst on the employer's site will be asked to leave the premises.

The employer always has the right to call for assistance via 000.

Any person found using or trading in alcohol or illicit substances in any way whilst on the employer's premises will be subject to termination of their contract of service (employee) or, contract for service (contractor).

APPENDIX E – Farm Safety Checklist

WORKSHOP, BUILDING AND STRUCTURES AND FARM ENVIRONS

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	<p>ACCESS AND EGRESS</p> <p>Does the workshop layout provide safe access and allow for rapid exit in an emergency?</p> <p>Are all steps, stairways and platforms checked for deterioration?</p> <p>Are traffic and pedestrian corridors well defined?</p>			
2	<p>ELECTRICAL HAZARDS</p> <p>Is all moveable electrical equipment protected by a suitable residual current Device? (RCD)</p> <p>Is the sheathing of electrical cords and extension leads maintained in good condition?</p> <p>Are non-conductive, insulated ladders used for electrical work?</p> <p>Are electrical plugs and power points in good condition?</p> <p>Is all the electrical equipment in the workshop protected from exposure to water?</p> <p>Are all electrical power tools and electrical equipment properly earthed and maintained?</p> <p>Are main and isolating switches clearly labelled and accessible?</p> <p>Are extension leads and power boards located in a safe position to prevent mechanical or other damage (and are not overloaded)?</p> <p>Are there flammable chemicals located within 1 metre of an electrical power point?</p> <p>Is testing and tagging current for all electrical and portable electrical equipment?</p>			
3	<p>FIRE SAFETY</p> <p>Are the correct fire extinguishers provided, signed appropriately and regularly maintained?</p> <p>Have workers been trained in the use of fire-fighting equipment (including the correct use of extinguishers)?</p> <p>Is fire equipment maintained and in good condition?</p> <p>Has fire alarm system been tested and are fire drills held?</p> <p>Are smoke detectors fitted and current?</p>			

4	<p>LIGHTING Is the workshop provided with adequate lighting?</p> <p>Note a workshop should have not less than 300 lux in work areas.</p> <p>Is the lighting adequate for night-time working? Is emergency lighting visible and operating?</p>			
5	<p>NOISE Is noise in the workshop kept to a safe level, not exceeding the exposure standard of 85 dB (A)?</p> <p>Is appropriate personal hearing protection provided? (i.e., ear plugs, muffs etc.)</p>			
6	<p>EMERGENCY PROCEDURES AND FIRST AID Has a basic first aid kit been provided?</p> <p>Is it maintained, stocked and up to date?</p> <p>Is its location known by all persons on the property?</p> <p>Do workers have access to spill recovery kits and emergency eye washes?</p> <p>Are relevant staff trained in first aid?</p> <p>Are their emergency procedures for access to first aid or rendering emergency service or medical assistance.</p> <p>Are their procedures relating to bushfire danger ratings and in the event of a bushfire danger warning?</p>			
7	<p>MANUAL HANDLING Are mechanical aids provided where necessary? Are workers trained in manual handling? Have risks (e.g., handling animals) that can cause injury been assessed? Are bench tops and platforms at a height to suit the individual needs of the operator?</p> <p>Are raw materials and where possible at an appropriate height?</p>			
8	<p>PERSONAL PROTECTIVE EQUIPMENT (PPE) Is personal protective equipment provided and maintained?</p> <p>Are workers trained in the use and care of PPE? Personal protective equipment is laundered, disinfected, or discarded at work and is never be taken home or worn outside of work areas?</p>			
9	<p>PREVENTION OF FALLS, TRIPS AND SLIPS Is suitable guard railing in place to prevent falls from elevated workplaces?</p> <p>Do stockyards have good drainage and firm footing to prevent the risk of trips, slips and falls?</p>			

10	<p>VENTILATION</p> <p>Is the workshop adequately ventilated?</p> <p>Is local exhaust ventilation installed if required?</p> <p>Are ventilation and dust collection systems regularly inspected and cleaned?</p>			
11	<p>HOUSE KEEPING AND HYGIENE</p> <p>Is the workshop kept clean and hygienic?</p> <p>Have tripping hazards been eliminated?</p> <p>Have objects stored at height been secured to prevent risks from falling?</p> <p>Are foot or road traffic areas in good condition?</p> <p>Is there any debris or clutter in paddock areas which can cause injury?</p> <p>Are there empty fuel drums discarded on property?</p> <p>Are toilet, washing and dining facilities are kept clean and hygienic?</p> <p>Are toilet and washing stocks are kept up to date?</p> <p>Are areas free of debris that may harbour snakes, spiders?</p> <p>Is the presence of asbestos signed and on a register?</p>			
12	<p>PLANT AND MACHINERY</p> <p>Are regular inspections performed by a competent person?</p> <p>Is equipment serviced, maintained and repaired in accordance with the manufacturer's specifications?</p> <p>Are records kept of all servicing and maintenance?</p> <p>Are operator manuals readily available?</p> <p>Are moving parts of all power-driven machines properly guarded?</p>			
	<p>12.1</p> <p>Are oxygen/acetylene bottles stored upright and secured in a fixed position? (chained)</p> <p>Are oxygen/acetylene hoses kept in good condition?</p>			
	<p>12.2</p> <p>Are non-flammable welding screens available and used?</p> <p>Are signs used to warn that welding is taking place?</p> <p>Are gloves and face shield for eye protection from arc welding, in good condition?</p>			

	<p>12.3 Is the air compressor/air receiver properly inspected and maintained: (a) Guards over vee belts? (b) Outlets and drain plugs checked periodically? (c) Does the air receiver require registration?</p>			
<p>13</p>	<p>CONFINED SPACES Are confined spaces identified, signed and secured? Are all workers required to enter a confined space trained? Is there an observed policy and procedure for confined space entry? Is particular care taken not to work in a hazardous atmosphere, a well, pit or other confined space where exhaust gases from an internal combustion engine are present?</p>			

TRACTORS AND PLANT

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Are key safety precautions considered when starting, driving, dismounting, and parking a tractor?			
2	Are all associated risks considered when fitting a front-end loader attachment?			
3	Has a risk assessment been carried out to check if there is a risk of rollover?			
4	Are all tractors fitted with an approved rollover protection structure (ROPS)?			
5	Have tractors at risk of being struck by a falling object been fitted with a falling object protective structure (FOPS)?			
6	Do passengers on tractors have appropriate seats, foot holds and hand holds?			
7	Are children prevented from riding on tractors under any circumstances?			

FORKLIFT

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Do all operators have a current <i>Licence to Perform High Risk Work</i> ? Note: a forklift licence is required when using a tractor with a front-end loader attachment.			
2	Are forklifts regularly serviced?			
3	Are maintenance and service records kept?			
4	Is weight carrying capacity fitted?			
5	Is reverse beeper, flashing light and warning sound in good working order?			
6	Is falling object protection fitted?			
7	Is walking pace observed by operators?			
8	Are only approved forklift attachments used?			
9	Forklift tines are not used for any other purpose.			
10	Do operators and pedestrians wear high-visibility vests?			
11	Are forklift 'roadways' clearly defined, and separated from pedestrian walkways?			

FARM USE - ELEVATING WORK PLATFORM (EWP)

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Are worksites checked prior to use, to assess site specific risks and ground conditions?			
2	Do all workers operating an EWP with a boom length of 11 metres or more hold a <i>Licence to Perform High Risk Work</i> ?			
3	Are all EWP operators trained in the use of the equipment.?			
4	Are operating instructions clearly and permanently displayed on an EWP?			
5	Has the operational weight of people, tools and materials been checked to ensure that the rated load capacity is not exceeded?			
6	Base controls are not used when people are on the platform, except in an emergency or for maintenance purposes?			
7	Are secondary guarding devices fitted (e.g. protective structures, presence sensing devices, proximity systems)?			
8	Is an emergency personnel retrieval system fitted or auxiliary retrieval equipment provided?			
9	Is an appropriate fall arrest harness with lanyard type energy absorber provided for each person working on an EWP?			
10	Are suitable barricades positioned, warning signs displayed and approvals obtained from local authorities when an EWP is used in a public place or on a roadway?			
11	Is maintenance carried out in accordance with the manufacturer's recommendations and recorded in a logbook?			

PLANT AND MACHINERY

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Are operator manuals and safety instructions readily accessible for all powered machines?			
2	Are drivers or operators adequately trained to operate the machines under their control?			
3	Are safe hitching procedures taught to operators?			
4	Are children kept away from power operated machinery?			
5	Are exhaust systems functioning properly?			
6	Are machines checked for harmful noise?			
7	Is appropriate hearing protection provided?			
8	When on public roads, are hitches sturdy and safety chains connected?			
9	Is machine power isolated before adjusting, unclogging, or servicing?			
10	Are power take-off and drive shaft properly guarded?			
11	Are all moving parts safely guarded as per required Australian standards?			
12	Are guards kept in place during plant operation?			
13	Are all machines and powered equipment adequately labelled with safety decals and caution notices?			
14	Is a fire extinguisher available to the machine operator?			
15	Is a first aid kit available to the machine operator?			

VEHICLES

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Are all farm vehicles regularly serviced and safety checked?			
2	Is communication equipment provided for Emergencies or breakdowns in isolated work areas?			
3	(a) Are farm motor bikes regularly serviced? (b) Are safety helmets provided and worn?			
4	Are risk assessments in place for use of quad bikes (to ensure their use only under suitable conditions i.e. not on sloping terrain or higher speed)			

ANIMAL HANDLING

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Are separate veterinary facilities provided, including crushes, pregnancy testing and AI facilities?			
2	Are workers instructed and trained in working around and handling livestock?			
3	Are gates inspected and maintained to ensure they swing easily on hinges to minimise strain on workers?			
4	Is appropriate protective equipment and clothing worn to suit the job?			
5	Are wide raceways and gates used, and the same route and direction through the yard used to maintain good flow of animals?			
6	Are ramps with side rails and walkways used to load animals?			
7	Are catching pens kept dry and free of hazards such as loose grating and nails?			
8	Are strict hygiene practices observed and all needles, shears, knives, pliers and cutters sterilised?			
9	Where pigs need restraining, are crushes used?			
10	Are boars de-tusked if tusks are too big?			
11	Are raceways used to encourage pigs to move freely, with no changes to lighting conditions?			

PIGGERY SHED SAFETY

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Are steps checked regularly for corrosion or rot and replaced where necessary?			
2	Is flooring checked regularly for damage or weakness?			
3	Are mesh floors used in pig pens where possible?			
4	Are handrails provided at the side of steps?			
5	Are automatic feed systems guarded appropriately?			
6	Are drive belts guarded?			
7	Where internal combustion engines are operated inside a shed, is there adequate ventilation? Are all engine exhausts discharged to the outside of the building? (NOTE: Carbon monoxide gas factor.)			
8	Are chemicals securely stored in a well-ventilated area outside the pig shed? Are safety data sheets (SDS) available for all hazardous substances? Are all SDS current within 5 years of issue date? Is training and personal protective equipment provided to operators?			
9	Are all chemical swabbing or other treatments carried out by competently trained personnel?			
10	Are chemical treating personnel provided with appropriate protective clothing and equipment?			

11	Manual Handling practices should meet the standards specified in the manual Handling Code of Practice.			
12	Is ventilation sufficient to increase air flow through the piggery to remove airborne particles, including micro-organisms, which can cause respiratory disease?			
13	Is lighting adequate for 24-hour working?			

HAZARDOUS and DANGEROUS SUBSTANCES

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	RISK ASSESSMENT and CONTROL Has an assessment been made of risks to health due to potential exposure to any hazardous substance?			
2	REGISTER Is a register maintained for ALL substances stored or used at the workplace irrespective of whether they are classified as dangerous or hazardous? Is the information in the register readily accessible to any emergency service?			
3	LABELS/DECANTED SUBSTANCES Are all containers of hazardous substances clearly labelled with the product name and health and safety information?			
4	INSTRUCTIONS AND TRAINING Have persons in contact with hazardous substances been instructed and trained in all the uses of a particular substance?			
5	RECORD KEEPING Where necessary, have records been kept for: <ul style="list-style-type: none"> • risk assessment • instruction and training • atmospheric monitoring • health surveillance? 			

CHEMICAL STORAGE, HANDLING and DISPOSAL

#	SAFETY ITEM	YES	NO	ACTION REQUIRED
1	Is an appropriate storage area provided for chemicals, separate from other storages or any grain storage?			
2	Does the risk assessment identify the requirements for storage and carrying in line with the MSDS for all Dangerous substances?			
3	Does the risk assessment identify environmental risks associated with the disposal of unwanted chemicals or empty containers?			
4	Is appropriate signage attached to: (1) the entrance to the chemical area, (2) the property, to alert emergency service personnel of the types of chemical stored on the property?			
5	Is there a map of the property denoting chemical storage/quantity available for firefighting personnel?			
6	Is the chemical store secured against unauthorised access?			
7	Are chemicals protected from moisture?			
8	Are herbicides stored away from insecticides and fungicides?			
9	Are incompatible chemicals stored separately?			
10	Are leakage controls in place? (a) impervious floor with collection sump (b) absorbent material (c) spill kit			
11	Is the storage area resistant to fire?			
12	Is firefighting equipment readily available?			
13	Are considerations made of possible affects to your neighbour from overspray before commencement of any spray job?			

APPENDIX F – Risk Assessment Guide

Risk assessments are based on two key factors:

- (1) The likely frequency of harm (exposure and probability) (2) The likely severity of harm

FREQUENCY LEGEND – the likely frequency of harm itself based on two considerations a) level of exposure to worker b) environment to the hazard

Frequency	Description
Extraordinary	Once a year or less, and for a short time (minutes)
Infrequent	Only a few times a year and for a limited time (e.g., less than 2 hours at a time)
Occasional	A few times a month
Frequent	From several times a week to daily
Routine	Several times a day or continuously

PROBABILITY LEGEND– the probability that harm will result to the person/s/environment exposure

Probability	Description
Exceptional	Harm may occur in exceptional circumstances
Could occur	It is conceivable that harm could occur at sometime
Might occur	It is reasonable to predict that harm might occur at sometime
Probable	Harm will occur in most circumstances
Expected	Harm is expected to occur in most circumstances

PROBABILITY OF HARM

Exposure	Exceptional	Could occur	Might occur	Probable	Expected
Extraordinary	Rare	Rare	Unlikely	Unlikely	Possible
Infrequent	Rare	Unlikely	Unlikely	Possible	Possible
Occasional	Unlikely	Unlikely	Possible	Possible	Likely
Frequent	Unlikely	Possible	Possible	Likely	Likely
Routine	Likely	Likely	Likely	Likely	Near Certain

FREQUENCY OF EXPOSURE

SEVERITY OF RISK

Rating	Personal
Negligible	No injury, (mishap, near miss)
Minor	First aid treatment only
Major	Medical treatment required
Critical	Serious eye, head or spinal injury, permanent partial disability
Catastrophic	Permanent total disability, death

RISK TABLE (SEVERITY VS FREQUENCY)

Severity	Frequency				
	Rare	Unlikely	Possible	Likely	Nearly Certain
Negligible	None	None	Low	Medium	Medium
Minor	Low	Low	Medium	High	High
Major	Low	Low	Medium	Urgent	Urgent
Critical	Medium	Medium	High	Urgent	Urgent
Catastrophic	Medium	High	Urgent	Urgent	Urgent

TIMEFRAME

Rating	Interim Control	Long Term Control
Urgent	24 hours	Control to be prioritized based upon severity and effectiveness of interim control measure
High	1 week	
Medium	1 month	
Low		3 months
None		6 months

Timeframe for implementation of measures to effectively control identified hazards shall be determined based up severity and potential frequency.

APPENDIX G - General Safety Precautions - All Road Vehicles, Equipment and Machinery

The Owner/Manager must ensure:

- copies of current licences, certificate of competency or permits for road vehicles, farm equipment and machinery used in and around the farm are produced beforehand by drivers or users
- if any licences, certificates of competency or permits have been cancelled or suspended, the worker employees is barred from driving or using a relevant vehicles, equipment and machinery until currency has been restored
- if any licences, certificates of competency or permits are restricted or subject to qualification, the worker is only permitted to use relevant vehicles, equipment and machinery in accordance with those restrictions or qualifications.

APPENDIX H – General Safety Precautions - Chemicals/Dangerous Substances

The Owner/Manager must ensure:

- anyone using chemicals has been trained/instructed in safe use
- safety data sheets (SDS) are current and available for each dangerous/hazardous chemical or substance
- employees or other persons using dangerous/hazardous substances or chemicals carefully read the SDS and label before use and stringently adhere to the recommended safety measures
- anyone using chemicals wears the personal protective equipment (safety footwear, eye protection, gloves, respirator, etc.) specified in the SDS
- the first aid facilities are available to deal with splashes and other incidents and employees and other persons are aware of immediate treatment necessary
- all containers are safely stored for authorised access only
- routine checks for leaking containers
- unwanted chemicals are regularly disposed of in accordance with the SDS
- chemicals are not stored in non-original containers (e.g., soft drink bottles)
- employees or other persons are competent or trained for safe spraying
 - a) work upwind from the spray
 - b) check wind conditions to avoid spray drift from the spraying operations affecting anyone else
 - c) wash with soap and water before eating, drinking, or smoking at the end of spraying
 - d) wash respirators, gloves and other safety equipment in soapy water after use
- All dangerous substances, e.g., inflammables, are transported, stored, and handled as per the SDS and the prescribed regulations.

APPENDIX I – General Safety Precautions - Farm Machinery

The Owner/Manager must ensure:

- operators use machinery for the purpose it was designed for, and within its specified capacity limits
- manufacturers' guidelines for safe and proper use are readily available for reference
- operators are aware of manual guidelines for safe and correct operation
- operators before using any machinery make sure all safety features, such as guards and warning devices, are in place, clearly visible, and are operative
- operators under no circumstances remove or modify guards designed for safe use
- all operators are either competent or have been adequately trained/instructed to use the machinery safely
- any operator has a certificate of competency where required
- maintenance is carried out as necessary in accordance with manufacturer's recommendations
- operators use machinery in circumstances where there is no risk to others
- operators use any recommended personal protective equipment e.g., goggles, hearing protection
- a Machinery Register is maintained as a record of safety checks, availability of operating procedures for operator reference and maintenance reviews and history.

APPENDIX J – General Safety Precautions - Tractors

The Owner/Manager must ensure

- operators are provided with training as is necessary and that operators and others in vicinity of the risk understand the nature of the tractor hazard
- operators read and understand all the manufacturer's operating instructions and any generic manuals
- operators wear any seat belts provided
- all guards are kept securely in place
- safety cabs or frames are fitted and properly maintained in accordance with the regulations
- children are kept away from tractors and machinery
- operators wear close fitting clothing
- operators are competent to drive the tractor
- operators take rest as necessary to avoid accidents due to fatigue
- operators always ride on the seat and adjust the seat so that all the controls can be operated comfortably and safely
- a safe, secure seat, handholds and adequate footrests are provided if another person is permitted to sit with the operator
- operators check to make sure that the tractor is in neutral and the brake is on before starting
- the power take-off is guarded and operators check accordingly
- no operator starts the tractor while standing on the ground
- operators avoid running the tractor in buildings or poorly ventilated areas.

Hitching of Implements

The Owner/Manager must ensure

- attachments are fitted according to the manufacturer's instructions
- operators always use the draw bar, or the mounting points provided by the manufacturer, for attaching equipment and that makeshift method is not used
- the height of the draw bar is not altered, modified, or raised
- when a power implement is attached to the tractor, operators make sure that all guards are in place before operating

- operators never hitch around the axle housing or to the top link pin as this can cause the tractor to overturn backwards
- operators do not attempt to adjust implements while they are in motion
- operators do not use or attach implements unless the power shaft, take-off and input are guarded
- when pulling heavy loads or when pulling vehicles from a bog, operators use reverse gear and pull from a hitch point on the front of the tractor to avoid the tractor turning over backwards.

Travelling and Operating

The Owner/Manager must ensure

- operators do not allow more than one bale to be carried by the tractor at any one time or otherwise allow loads to obstruct view of tractor pathway
- operators drive at speeds slow enough to retain control over the unexpected, e.g., hidden hazards, such as rabbit holes and stumps, can be killers
- operators reduce speed before turning or applying turning brakes to avoid overturn
- when working on silage stacks, operators do not drive too near the edge, rather, always back up the slope
- operators watch out for ditches, embankments and depressions to avoid crumbling and slippery banks
- on very steep slopes, if operators have no trailing implements, they back up for greater safety
- operators engage the clutch gently when going uphill or towing
- operators use as wide a wheel track as possible when working on hillsides and sloping ground
- operators descend slopes cautiously, keep the tractor in low gear and allow the motor compression to act as a brake
- when stuck in mud or a hole, operators do not put planks, poles or other objects in front of the back wheels and attempt to drive forward. The back wheels may dig in and the front of the tractor will rise causing the tractor to roll over backwards
- when stuck, operators back out, otherwise get help.

Working in Timber

The Owner/Manager must ensure

- the operator is protected from falling objects by fitting an adequate canopy to tractors used for logging or working under timber
- operators do not use wheeled tractors for the direct pulling of trees
- when winching logs, operators do not back the tractor against a tree to gain extra anchorage
- all cables and chains are kept in good condition and store correctly when not in use.

Stopping Tractors

The Owner /Manager must ensure

- operators do not attempt to dismount from a moving tractor
- if operators dismount from a tractor while the engine is running, they make sure that the parking brake is on and the gear lever is in neutral.

Maintenance Safety

The Owner/Manager must ensure

- the tractor is regularly serviced and that tyres and brakes are always in top condition
- operators do not remove or replace belts while the pulleys are under power
- operators stop the engine before refuelling, servicing, or greasing. If possible, wait until the engine is cold before refuelling
- before removing any tractor wheel, operators chock the other wheels
- operators avoid improvised lifting arrangements but use a wide- based jack of adequate lifting capacity and have the tractor jacked up evenly. Operators must use wood for chocks, not bricks or building blocks, which have been known to crumble causing the tractor to crush the operator
- before removing a tyre from the rim, operators make sure that all the air pressure has been released
- If the engine overheats, operators allow time for it to cool off before removing the radiator cap. When removing the cap, to also be extremely careful to avoid being scalded by steam, which has built up pressure in the radiator.

APPENDIX K – General Safety Precautions - Children

The Owner/Manager must ensure according to practicality and likely risk:

Fences

- there is an effective fence around the house and yard
- septic tanks, sheep dips, seepage pits, ponds dams, pools and creeks are fenced off
- fences are maintained round nearby paddocks and work yards to protect children from animals, vehicles, machinery, and road traffic
- there are safe, fenced-off areas where children can play.

Workshop

- gates, doors and locking systems to keep young children out of workshops and hazardous storage areas
- there are safety rules for older children who may need to enter these areas on farm duties
- workshops are kept free from child hazards relating to electricity, power tools, fire, poisoning, slips, trips, falls and other dangers.

Pesticides

- farm pesticides are locked away out of children's reach
- pesticide mixing and wash-down bays are fenced off to prevent access by children
- children out of orchards or other areas after spraying.

Silos, grain storage

- grain storage bins, silos and trucks are kept adequately guarded to prevent access by children
- children are never allowed to play on stored grain in silos
- fixed ladders are guarded and kept above children's reach
- rules are maintained to keep children out of grain loading and storage areas unless under close supervision.

Machinery and equipment

- tractors, trucks and other farm machinery are locked away after use, out of bounds to children
- electrical appliances and tools are turned off, disengaged and kept inaccessible to young children

- firearms, ammunition and explosives are kept locked and out of children's reach. (Note keeping the firing pin and bullets in a locked cupboard separate from the firearms may assist in the prevention of a fatality).

Protection from animals

- there are rules to safeguard children from dogs that might attack or bite
- small children cannot wander into animal pens and stockyards with confined stock.

Ladders

- ladders are stored away to prevent children climbing roofs, silos, trees and other height hazards
- fixed ladders on silos, bins, tank stands, windmills etc. are adequately guarded against children attempting to climb them.

APPENDIX L - General Safety Precautions – Contractors

The Owner/Manager must ensure:

- any person presumably hired as a contractor does in fact have contractor status, otherwise the owner has a direct responsibility as an employer
- all contractors hired are competent to do the work, including their employees
- contractors are committed to WHS and, where relevant, have employees committed to safety and competent/qualified to do the work
- contractors are informed of relevant farm risks and safety procedures and controls
- there are suitable facilities for toilet, washing and dining for contractors and their employees
- contractors have first aid kit or otherwise are informed of availability and location of farm kit
- there is 'spot' monitoring on safe working of contractors and their employees.

APPENDIX M – General Safety Precautions - Electrical Fittings & Equipment

The Owner/Manager must ensure:

- regular inspections and testing and tagging are conducted
- employees and other persons operating equipment carry out routine audit inspections before use
- maintenance or repairs are carried out by qualified tradespersons
- if a fuse blows out, operators turn off the switch and check the electrical equipment being used before replacing the fuse wire. If the fuse blows again, call an electrician
- operators don't adjust a tool without first switching it off and removing the plug from the power point
- all bench-mounted equipment, such as power saws or grinders, is effectively earthed - except for those with double insulation
- when replacing a fuse wire, the operator makes sure its rating is correct for the circuit
- if an RCD trips out, the electrical equipment is checked for obvious faults. If it keeps tripping out, call an electrician. Remember, while an RCD may shut off a lethal dose of electricity, it does not prevent electric shock. The operator must still avoid live contact, particularly if you are working at height or operating hazardous machinery.

APPENDIX N – General Safety Precautions - Chain Saws

The Owner/Manager must ensure operators:

- are competent and experienced and where relevant have read and understood the operational manual
- wear appropriate personal protective equipment i.e. a hard hat, eye protection, hearing protection, gloves, long sleeve shirt, long pants and sturdy boots or shoes
- make sure the guide bar and chain are clear of any obstructions
- avoid using the bar nose to prevent kickback
- make sure the safety chain is used and that it is correctly sharpened and tensioned
- always hold a running saw firmly with both hands (whether right or left-handed, the right hand should be at the rear handle and trigger and the left hand should be on the front handlebar)
- do not drop start the saw, as when the saw is dropped to the ground, the operator can easily lose control. Where possible place the chainsaw on firm ground prior to starting, ensuring that the blades are facing away from the operator.
- make sure the guide bar and chain are clear of any obstructions
- check that the machine is in safe working condition.

The owner/manager must also ensure any chain saw is equipped with the following items:

- a chain brake (preferably automatic) to prevent injury in the event of kickback
- interlock throttle system, to prevent uncontrolled activation of the throttle
- chain catcher and rear hand protector, to protect the saw and operator in the event of chain breakage
- anti-vibration system, to reduce exposure to vibration
- a low-kick chain (safety chain) to provide protections from kickback.

APPENDIX O – General Safety Precautions - Grinders

The Owner/Manager must ensure:

- all operators are competent or otherwise trained for using grinders
- any grinder has a stable base and is secured on a purpose-built grinder stand
- grinders do not impede safe traffic. If necessary, relocate any grinder so that it is out of the way
- all operators are provided with and use eye protection
- all operators are provided with and use hearing protection.

APPENDIX P – General Safety Precautions

- Farm Housekeeping/Hygiene

The Owner/Manager must ensure regular farm audits are conducted on:

- hygiene of toilet, washing and dining facilities
- stock maintenance of toilet and washing stocks
- debris or clutter in foot and road traffic areas
- debris or clutter, in paddocks (e.g., barbed wire in overgrown grass, rusty iron, broken glass)
- foot or road traffic areas are in good condition for use (e.g., no 'pot' holes, overhanging tree branches)
- there are no 'sharps' hazards in foot traffic areas e.g., protruding iron or nails in buildings)
- safety of farm ladders
- empty fuel drums discarded on property (risk of fumes)
- employees and other persons report housekeeping and maintenance issues.

APPENDIX Q – General Safety Precautions - Working in Isolation

The Owner/Manager must ensure employees and other persons are informed on the following procedures:

- Before the worker checks out to do any work in remote areas the farm owner/supervisor must confirm the worker has a reliable and charged mobile and must also agree the itinerary of farm activity.
- When the worker arrives at destination there should be immediate phone contact with the farm owner/supervisor to confirm safe arrival and accessibility of communication.
- There must be agreed times of phone contact so that in the absence of such contact the farm owner/supervisor is alerted to a possible emergency.
- The worker must be given a first aid kit to take whilst working remotely.
- The worker is informed of emergency procedures in the event of needing to render assistance.

Conducted by: _____

Date: _____

APPENDIX S– Piggery Worker Induction Checklist

PIGGERY WORKER INDUCTION CHECKLIST	
Employee's Name:	Start Date:
Position / Job:	
Introduction	
<input type="checkbox"/> Explained layout and activities of the piggery	
<input type="checkbox"/> Explained expected duties of employee	
Job Introduction	
<input type="checkbox"/> Explained roles and responsibilities of people in the workplace	
<input type="checkbox"/> Explained health and safety policy and procedures (copy provided)	
<input type="checkbox"/> Explained how to report hazards, OHS issues and to whom	
<input type="checkbox"/> Dress code for work and personal hygiene	
<input type="checkbox"/> Moving animals and placing barriers to reduce risk	
<input type="checkbox"/> Explained procedure for working alone	
<input type="checkbox"/> Established level of employee's competency i.e.	
<input type="checkbox"/> competent with good experience	
<input type="checkbox"/> competent but little experience	
<input type="checkbox"/> training and supervision required	
<input type="checkbox"/> Demonstrated to the worker how to do tasks safely	
<input type="checkbox"/> Demonstrated how to wear, clean and maintain all personal protective equipment	
<input type="checkbox"/> Explained relevant hazards in the workplace and how they are controlled (explain Standard Operating Procedures)	
<input type="checkbox"/> Explained use and restrictions related to motorcycles and ATV's	
<input type="checkbox"/> Introduced to other employees and any supervisor/manager	
<input type="checkbox"/> Identified first aid officer and shown storage of first aid kit	
<input type="checkbox"/> Shown the work area, toilet, drinking water and eating facilities	
<input type="checkbox"/> Shown how to safely use, store and maintain tools, machinery, vehicles and hazardous substances	
<input type="checkbox"/> Workers' compensation claims procedure explained including claim forms completion	
Employment Conditions (Explained)	
<input type="checkbox"/> Work times and meal breaks	<input type="checkbox"/> Rates of pay and how payment is made
<input type="checkbox"/> Taxation (include filling out required forms)	<input type="checkbox"/> Superannuation and other deductions

Leave entitlements

Notification of sick leave or absences

Conducted by: _____

Date:

APPENDIX T – Contractor or Other Person Induction Checklist

CONTRACTOR/OTHER PERSON INDUCTION CHECKLIST	
Contractor Name:	Date of Service:
Company representing:	
Introduction	
<input type="checkbox"/> Explained layout and activities of the farm <input type="checkbox"/> Explained who to report to	
Job Introduction	
<input type="checkbox"/> Explained roles and responsibilities for contractors <input type="checkbox"/> Copy of liability insurance provided <input type="checkbox"/> Explained how to report hazards and OHS issues, documents required and to whom <input type="checkbox"/> Dress code and required PPE for the job <input type="checkbox"/> Established level of contractor competency by reviewing licenses (copy retained) <input type="checkbox"/> Explained personal health and hygiene requirements whilst working <input type="checkbox"/> Explained relevant hazards in the workplace and how they are controlled (explain Standard Operating Procedures) <input type="checkbox"/> Introduced to supervisor/manager <input type="checkbox"/> Explained where first aid kit is located <input type="checkbox"/> Shown the work area, toilet, drinking water and eating facilities. <input type="checkbox"/> Shown how to safely use, store and maintain tools, machinery, vehicles and hazardous substances that are provided to complete the task <input type="checkbox"/> Identified location of SDS <input type="checkbox"/> Explained procedure for working alone <input type="checkbox"/> Identified emergency assembly point and procedures	
Contractor Conditions (Explained)	
<input type="checkbox"/> Work times and meal breaks <input type="checkbox"/> Reporting injuries	<input type="checkbox"/> Invoicing and tax details <input type="checkbox"/> Plant and Equipment register

Conducted by: _____

Date: _____

APPENDIX U – WHS Training/Induction/Toolbox Talk Register

TRAINING REGISTER						
Date	Training (T), Induction(I) or Toolbox (TB)	Name of Employee/ Contractor	Type of training (brief details e.g., competent use of chainsaw)	Competent	Inducted	Attended

APPENDIX V – SAMPLE Incident/Hazard Report

Business name

Date of incident

Time (am/pm)

Date reported

Name of person reporting the incident/hazard

First aid

Medical treatment

Hazard report

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Near miss

Property damage

Notifiable incident
reported to SafeWork SA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Name of person injured (if applicable)

Nature of injury

Part of body injured

Location of the incident

Description of incident or hazard

1.	
2.	
3.	
4.	
5.	
6.	

How did the incident occur (contributing factors)?

Corrective actions

What needs to happen

By when

Person responsible

Sign-off

Name of person reporting

Signature

Date

--	--	--

Supervisor's name

Signature

Date

--	--	--

Manager's name

Signature

Date

--	--	--

APPENDIX W – SAMPLE Injury Register

Injured / ill worker's details

First name:		Last name:		Date of birth:	
Position:		Department/team:			
Volunteers:		Worker's address:			
Manager/supervisor's name:					

Injury or illness details

Date of injury/illness:		Time of injury/illness:		am/pm
Nature of injury/illness:				
Bodily location of injury/illness (for illnesses include symptoms):				
Location at time of injury:				
How was the injury/illness sustained (cause of injury /illness):				
Was any plant, equipment, substance or thing involved in the injury/ illness? If yes, please provide details:				

Witnesses

Were there any witnesses to the injury/illness? Yes or No. If yes, please list name and contact number for each witness:			
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	

Follow up

Has the injury been reported to the worker's supervisor? Yes or No:	
Was any treatment provided? Yes or No. If yes, please provide details:	
Did the injured worker return to work following the injury/illness? If yes, please provide details:	

Details of person making this entry

First name:		Last name:	
Position:		Department/team:	
Signature:		Date:	
If you are not the injured worker, did you witness the injury/illness? Yes or No			

TO BE COMPLETED BY MANAGER/SUPERVISOR OF INJURED / ILL WORKER

Has an investigation been conducted into the incident? If yes, by whom?	
What controls have been implemented to ensure the incident doesn't happen again:	

Employer confirmation

I, _____ (print name), of

(insert company name),

Hereby confirm receipt of this notification.

Signature: _____ Date: _____

APPENDIX X – SAMPLE Hazardous Substance Register

Business Name

Date

Completed by

Product name	Chemical name	UN Number	What is the product used for?	Maximum quantities stored	Location stored	SDS available?

Useful links

Pork SA website

<https://www.porksa.com.au/>

Australian Pork

<https://www.australianpork.com.au/>

SafeWork SA

<https://www.safework.sa.gov.au/>

[Codes of Practice](#)

<https://www.safework.sa.gov.au/resources/codes-of-practice>

The Model Code of Practice: How to manage work health and safety risks provides step-by-step guidance on risk management.

https://www.safework.sa.gov.au/_data/assets/pdf_file/0007/136267/How-to-manage-work-health-and-safety-risks.pdf

The link below provides guidance to assist in the correct storage of chemicals in the workplace.

https://www.safeworkaustralia.gov.au/system/files/documents/1902/managing-risks-of-storing-chemicals-in-the-workplace_0.pdf

Farmsafe Australia

<https://farmsafe.org.au/>

Farmer's Guidebook

https://www.safework.sa.gov.au/_data/assets/pdf_file/0005/136355/Farmers-guidebook.pdf

Work Health and Safety Act 2012

https://www.legislation.sa.gov.au/_legislation/lz/c/a/work%20health%20and%20safety%20act%202012/current/2012.40.auth.pdf

Work Health and Safety Regulations 2012

<https://www.legislation.sa.gov.au/lz?path=%2Fc%2Fr%2Fwork%20health%20and%20safety%20regulations%202012>

Return to Work Act 2014

https://www.legislation.sa.gov.au/_legislation/lz/c/a/return%20to%20work%20act%202014/current/2014.16.auth.pdf

Australian Pork Accredited Training

<https://australianpork.com.au/training-and-development/accredited-training>