**Name and Name Name**

**T/As Farm Business Name**

# *Some elements of this Plan are still a*

# *‘Work in Progress’*

# **Version 1****Foreword**

This safety plan has been prepared to help us all manage health and safety within our business.

It follows the principles outlined in the *Australian Standard 4801 - OHS Risk Management* and takes into consideration current work health and safety legislation, along with safety and employment best practice in Australian farming.

The contents of this manual are referred to in your Job Description or Terms and Conditions in your Employment Agreement or Contract with Farm Business Name.

This manual is available to all our workers, contractors and working visitors. We refer to this document in all our health and safety and business undertakings.

We welcome your suggestions and input to improve this document and our approach to managing your safety and welfare at work. Please approach the management of Farm Business Name with questions and suggestions to improve this document.

If you don’t understand any part of this manual or are unsure of your obligations, please ask for help and an explanation.

Your input is welcome and valued.

We want you to have a happy, safe, fulfilling and rewarding employment with Farm Business Name.

We want you to achieve your goals and we hope that your participation can help us achieve ours.

Farm Business Owner Name’s

Date: 19/8/18

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# 

# **Introduction - Our Business Philosophy**

Farm Business Name is a proud participant in Australian agriculture. We believe that the effective management of health, safety and well-being for those working for and with us is a measure of our success.

This safety philosophy underpins our business and we expect all workers (workers and contractors) that work with us to uphold this philosophy.

We value our workers (workers and contractors) and in return, we expect that they will co-operate with our efforts as part of this Farm Business Name Safety Plan, upholding the following ideals:

* **To return home safely uninjured** at the end of each day’s work
* **A commitment to excellence** at all levels in all our farming operations
* **Constructive** advice and good communication from anyone is welcome
* Encouragement for all workers to report any work injury or near miss incidents
* Investigating any incidents & injuries with the aim of improving the business’s future safety performance and not to apportion blame
* Disciplinary action is only considered when there is deliberate violation, intentional recklessness, negligent behavior or willful misconduct

All of our safety arrangements are implemented based on what is ‘reasonably practicable’ for our farm business, its location, our seasonal demands and the number of workers we have involved.

Principles of what is reasonably practicable:

1. **likelihood** – the likelihood of the risk occurring – for example, a serious injury to a worker operating an auger
2. **harm** – the degree of harm that could result from such a risk or damage
3. **knowledge** – what the person knows, or ought reasonably to know, about the risk or damage
4. **solutions** – the ways of removing or minimising (treating) the risk and whether they are feasible
5. **cost** – whether the costs associated with the available ways of risk treatment are proportional to the risk

## **Farm Business Name Health and Safety Policy**

We believe that the health, safety and well-being of people working at Farm Business Name is important and we will do all that is reasonably practicable to ensure that they are not injured at work.

We aim to have a farm that is free of injury and where people enjoy life and work.

To help us achieve a safe workplace, we ask people working at Farm Business Name to:

* participate in our efforts to manage work health and safety
* follow all safety instructions and to work safely so they are not injured or cause injury to other people
* report all safety hazards and risks they identify, and report all injury and serious near miss incidents where health or safety of people working for Farm Business Name is at risk

Signed by Farm Business Name workers: Dated:

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# **Providing a Safe Workplace**

Farm Business Name provides a safe workplace by implementing a health and safety plan that is based around ‘reasonably practicable’ farm safety arrangements. This includes regular inspection of all farm buildings, structures, machinery, plant and equipment to identify hazards, assess risk, control risk and review the effectiveness of controls put in place.

We aim to eliminate hazards or use engineering controls to protect workers from identified and potential hazards. These will be backed up by ensuring workers are trained and use Personal Protective Equipment (PPE) provided. **The single most important document in our safety system is our Safety Action Plan,** we use this to work through any issues systematically and put effective controls in place.

## **Identifying Hazards**

Regular inspections are conducted for hazards such as woolsheds, quads, tractors, slashers, stockyards and loading ramps, irrigation equipment, workshops, harvesting machinery and vehicles. Current hazard checklists for a range of issues relevant to our farming operations are available in the farm office.

Farm inspections are conducted involving workers. The farm manager is responsible for managing the health and safety of all workers (contractors and workers). The results of the annual farm safety review and control options will be considered by our workers at our safety meetings.

Records of farm safety inspections and health and safety reviews are kept in the farm office at XXX Farm Address Rd, Town/Area.

## **Risk Assessment**

Risk assessment is based on principles that take into account the severity of the potential injury, the degree of exposure to the risk and the likelihood of harm occurring. Where risk assessments are conducted, records are maintained and located in the office with the safety action plan.

## 

## **Risk Control**

Risk control measures that are reasonably practicable are used for all hazards identified at the workplace. These are based on Work Health and Safety Regulations, Codes of Practice and farm safety guides.

Control measures are prioritised using the hierarchy of control. All hazards will be eliminated wherever reasonably practicable and then addressed using other approaches in the hierarchy. Where there is a known solution (e.g. self-latching gates in forcing yards), this must be made a priority for installation to control risk.

# **Working Safely**

## 

## **Reporting hazards and unsafe work practices**

All workers (workers and contractors) are asked to report any hazards or unsafe work practices. These may also be reported at safety meetings. Workers are required to:

* Comply with all our reasonable efforts in providing a safe farm. This includes working responsibly so they do not adversely affect the health and safety of other workers (workers, contractors) and visitors.
* Report hazards and are encouraged to suggest methods of controlling risk when they identify a hazard.
* Not to perform any work or use any machinery that is not properly guarded or in safe working order.
* Use all Personal Protective Equipment (PPE) provided by the Farm Business Name. If PPE is either not suitable or damaged, bring it to our attention and it will be replaced.
* Report all work injury and serious near miss incidents.

If you believe the job, machine, plant or equipment is unsafe and may cause injury to yourself or others -**DO NOT DO IT**, **DO NOT TAKE RISKS**.

## **Consultation**

We hold regular health and safety meetings with all workers to consider and review health and safety practice in this business and resolve issues as they arise. The process regularly reports hazards, identifies safety training needs and issues identified by workers.

Farm Business Name workers are consulted on all health and safety matters via seasonal harvest and seeding safety meetings at the beginning of each season and a weekly talk/rundown of operations. Notes are made of these meetings and any decisions regarding maintenance or safety issues are prioritised accordingly. We undertake an annual review of our WHS inspection/hazard performance and the progress our safety action plan implementation.

Our workers (workers and contractors) are made aware of these consultation arrangements during our safety induction.

We will also work closely with workers to resolve in a timely manner, any issues or problems relating to health and safety. If an issue cannot be resolved, the business will consult with a relevant farmer industry association.

These consultation arrangements are **DOCUMENTED** and reviewed annually during the review of our health and safety program.

## **Health and Safety Representation**

As part of the WHS legislation workers can request the establishment of a safety committee - Health and safety committees allow businesses (and other PCBUs) to work together with workers on health and safety matters.

A health and safety committee can be established on your own initiative or at the request of:

* A health and safety representative or
* Five or more workers at the workplace

Due to the small workforce of Farm Business Name, we don’t have a safety committee, instead of a committee our Safety Officer is:

**Name – Landline XXXXXX Mobile Phone XXXX XXX XXX**

## **Workplace Safety Induction**

All workers will receive a site-specific safety induction into our Farm Business Name operations prior to starting work.

Prior to starting work, inexperienced agricultural workers will also be asked to undertake an online General Agricultural Induction at the expense of Farm Business Name.

All workers will be inducted and supplied with:

* A Job Description
* Safety Responsibility Statement that outlines their safety responsibilities
* Our WHS Plan/Policy (this document)
* Site Induction and farm hazard maps
* Heavy Vehicle Policy & Chain of Responsibility

Contractors will be inducted into our workplace via hazard maps, online induction or site specific induction, depending on what level of role they are here to perform. If the farm manager determines a contractor is required to undertake the online general Ag induction, this will be at their own expense.

Further job specific safety instruction and training will be given in the safe operation of all machinery and equipment that a worker will use to perform their work. No worker or contractor is to operate any machinery or use equipment that they are not authorised or trained to operate.

## 

## **Training**

Before performing any job or using any machinery/equipment, we will assess our worker’s skills to ensure that they can do the job safely.

* Workers must not operate a machine which they have not been trained or instructed to use e.g. tractors, quads, telehandlers.
* Formal training and accreditation is required for first aid and chemical use.
* High Risk Work Licences are required for some equipment/activities e.g. forklift cranes and construction.
* Workers will be supervised while training in the safe operation of all plant and machinery.
* All plant and machinery must be operated safely using the Operators Handbook or Safe Work Method.
* A record of all workplace training will be maintained in a Training Register located in the farm office.

## **Instruction**

All workers will be given instruction for work and jobs to be done safely. If you do not understand any instruction or directions given to you, please ask for a clearer explanation or demonstration of work or jobs to be performed.

All workers are required to follow instructions given to them by the farm manager. If you have not been trained or instructed to use machinery or equipment to carry out your work, do not use it.

## 

## **Supervision**

All new workers will be supervised until they can demonstrate that they can operate the machine or do the job safely.

Your safety can be monitored and supervised using UHF radios or mobile phones.

When work is being done remotely, alone or at night, we will ensure that:

* An SMS or UHF call is made to home base on arrival and departure at a remote work site

Workers must notify the owner/manager by SMS/Mobile/UHF or in person when they are leaving the property.

## **Safety Information**

We will provide information relating to health and safety, including the safe use of plant, machinery and Safety Data Sheets for chemicals.

Operator manuals for vehicles, plant, machinery and equipment are available for all workers. Operator manuals are located at the Farm Business Name workshop or office.

Safety Data Sheets for pesticides and other hazardous chemicals are located in the chemical store and via the farm’s dropbox for Chemical SDS which workers are connected to during Induction. Chemical safety information can be obtained from the label on the chemical container, State or Territory Work Health and Safety Authorities, Australian Pesticides and Veterinary Chemicals Authority (APVMA) and Farmsafe Australia.

Other Farm Safety Guides and Guidance Notes are available through the Australian Centre for Agricultural Health and Safety Centre website - [www.aghealth.org.au](file:///C:\Users\KATHLEEN\Documents\GARRY%20BAINES%20FARM%20TRUST\Work,%20Health%20&%20Safety\www.aghealth.org.au)

## 

## **Pesticides, Fuels and Chemicals**

We use chemicals, fuels and oils, pesticides and veterinary medicines. All pesticides are stored securely in a designated chemical store according to their label and Safety Data Sheet (SDS). A Chemical Register and Manifest of pesticides stored and used is maintained in the chemical store and farm office/dropbox app. A Spray Diary is kept of all chemical applications to our crops and pastures.

Pesticides and veterinary chemicals are reconciled regularly. An annual audit checks the condition of the store and currency of Safety Data Sheets (SDS’s). Suppliers of agricultural chemicals are required to supply SDSs when supplying or delivering pesticides to Farm Business Name.

Our workers or contractors must not use or apply any pesticide unless they have been trained and accredited in the proper use of pesticides (i.e. Chemical Accreditation).

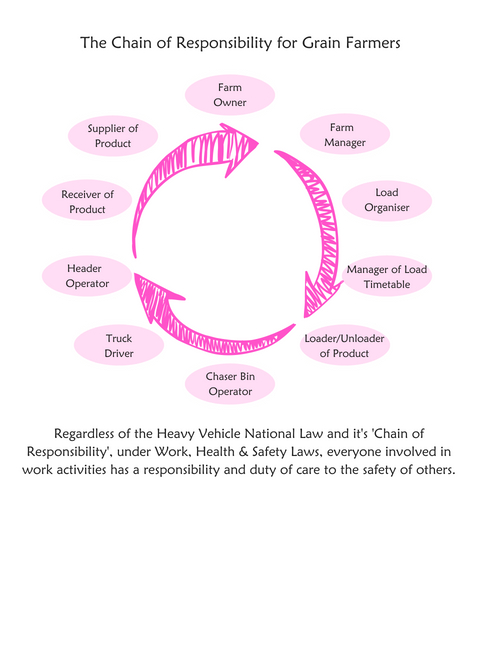
We provide PPE to our workers for handling and applying chemicals and pesticides. All workers and contractors are to use the PPE required by the manufacturer and described on the product label or SDS.

Where possible, chemicals are purchased in Envirodrums or IBC’s to enable the use of the micromatic coupling to further reduce exposure to chemicals.

**Heavy Vehicle Chain of Responsibility**

Farm Business Name is a participant in the Chain of Responsibility under the Heavy Vehicle National Law.

Under the Chain of Responsibility, every person within our Heavy Vehicle transport process has responsibilities for the safety of each other. These responsibilities encompass everyone involved with our farming operation and the transport of our produce or other product.

****

We supply in-house training in the application of the ‘Chain of Responsibility’ for our workers during their Induction period. This includes training in our Heavy Vehicle Policy and Procedures.

Farm Business Name is accredited in the NHVAS Maintenance Management Scheme and has an organised record keeping and procedural system that must be followed.

***Regardless of the Heavy Vehicle National Law and its ‘Chain of Responsibility’, under Work, Health & Safety Laws everyone involved in our workplace activities has a responsibility and a duty of care to the health and safety of others.***

## 

## **Vehicle and Machinery Safety**

Regular and routine maintenance is carried out on all vehicles, machinery and equipment. Before maintenance is carried out on any machinery or implement, it must be disengaged, machines parked and motors turned off with keys removed. If working under a raised machine or implement, they must be supported on stands and wheels chocked.

A Machinery Maintenance Register is kept in the farm office. All guards will be replaced following servicing.

Seatbelts must be worn in vehicles that are fitted with them when on the property. Workers and visitors must drive to the conditions and within any specified speeds. No passengers are to be carried in a Ute tray, or other areas not designated for passengers.

Fitting a Quad Bike with a crush protection device (CPD) is not considered necessary at this stage with the flat topography of our properties. But no passengers or loads will be carried and all riders of adult sized quads must be at least 16 years of age, wear a helmet and be competent.

## 

## **Electrical Safety**

All electrical installations and maintenance is performed by a licensed electrician. Residual Current Devices (RCDs) are fitted to all electrical power boards and are inspected and tested regularly. All electrical tools and equipment must be turned off and unplugged.

All power extension cord sets and portable power tools are regularly checked for wear. A register of electrical inspections of RCDs and electrical tools is kept in the farm office. Contractors are responsible for maintenance of their equipment e.g. grinders, stereos and extension leads.

## **Fatigue**

Fatigue adds to the risk of incidents and injury. Work rosters are to be designed to allow sufficient sleep and recovery. Farm owners and Managers should discuss fatigue with workers at tool box talks and stress the importance of sleep, good nutrition/hydration and how to recognise fatigue symptoms. In discussion with workers, agree on steps they can take to manage fatigue and what they can do if they notice that a fellow worker is fatigued.

A fatigue self-assessment checklist is located in the workshop.

## **Manual Handling**

There are many manual handling hazards (e.g. lifting heavy loads) that can cause injury.

Where necessary, controls will be applied so as to effectively manage the risk. Management shall be responsible to ensure that:

* Manual handling requirements are considered when purchasing new equipment, introducing new work practices or technologies.
* Lifting aids are provided and should be used to prevent the risk of manual handling injury where practical.
* Workers are instructed in correct lifting techniques used for performing tasks that involve manual handling and using manual handling equipment.

Farm Business Name workers shall be responsible for:

* Assisting with the assessment of manual handling hazards and risk.
* Using equipment including front end loaders, pallet jacks, stands, trolleys and other lifting equipment provided to assist with manual handling tasks, or use team lifting to safely lift and move loads.

## **Working at Height**

There is a risk of serious injury from falling when working above ground height. No worker or contractor will work at height without ensuring that ladders, steps and handrails are safe or fall prevention/arrest harnesses are in place.

These structures include, but are not limited to:

* Overhead fuel, water tanks and windmills.
* Buildings and roofs.
* High vehicles and machinery e.g. stock crates, tractors, other trucks and trailers.

Farm Business Name will ensure that:

* Workers working at height are made aware of the hazards and safe operating procedures.
* Fall arrest or fall prevention harnesses are under consideration but not deemed ‘reasonably practicable’ at this stage
* Workers are instructed in the correct use of fall prevention or fall arrest harnesses if these systems are implemented to our operation

Contractors will ensure that they:

* Observe and apply safe operating procedures when working at heights.
* Use the required PPE where indicated.

## **Noise**

There are many jobs on the farm where continual exposure to loud noise may cause hearing injury and loss e.g. using chainsaws, firearms, angle grinders, circular saws, tractors and working in the farm workshop. Music in the shearing shed will be maintained at a reasonable level - 85dB (A).

All farm workers and contractors are to use hearing protection (ear muff or plugs), to prevent hearing loss when they are working in the farm workshop or where there is loud noise.

## **Asbestos**

We have checked buildings for asbestos. Do not repair or work on any building without first checking whether it contains asbestos. An Asbestos Register is maintained in the Farm Business Name office.

## **Dust/Grain Dust**

We provide P2 dust masks for our workers where grain and other dust is a problem. All workers are to wear a dust mask when dust is a problem to prevent issues such as asthma, Q Fever and other lung damage.

## **Working Alone and Remote Work**

Working alone or in remote locations, increases the risk of injury or harm because of difficulty contacting emergency services when they are required.

The consequences of an incident arising when working alone or in remote locations may be very serious, so farm owners/managers can select from a range of strategies as appropriate to manage risks:

Farm Business Name chooses the following strategies:

* A telephone, text message or UHF call to home base on arrival and departure at a remote work site.
* Pre-arranged mobile phone call, text or UHF call at a scheduled time.
* Appropriate first aid kit.
* Sufficient water for emergency purposes.

## **Confined Spaces**

No worker or contractor is to work in any confined space on the farm unless they are trained and supervised. All people working in a confined space must have a bystander present. A register of identified confined spaces and relevant safe operating procedures is maintained in the farm office.

## **Workplace Bullying and Aggression**

Farm Business Name does not tolerate violence or bullying by any worker or contractor on our farm. We also believe in equal opportunity and will not discriminate against any person applying for work.

Complaints of workplace violence must be made formally to management. We will take action to resolve the complaint. If the complaint is found to be valid, action against the offender may include any combination of the following:

* Asking for an apology.
* Creating an agreement with the offender that will stop the behavior of concern.
* Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution.
* Disciplinary action in the form of verbal, written or final warning or dismissal.
* All violence will be reported to the police.

In determining the action to be taken against the offender, the following factors will be considered:

* Severity and frequency of bullying.
* Whether there have been previous incidents or prior warnings.

We will investigate all complaints confidentially and take necessary action without retribution.

## 

## **Sexual Harassment**

Farm Business Name will not tolerate any form of sexual harassment by anyone. Sexual harassment is:

* Uninvited acts of sexual intimacy
* Unsolicited requests (both expressed or implied) for sexual favours.
* Remarks aimed at others which have a sexual connotation.
* Unwelcome conduct of a sexual nature towards others.

Examples of sexual harassment are:

* Patting, pinching.
* Deliberately brushing against someone.
* Sexual propositions.
* Insinuation about another person's private life.
* Comments about somebody's body.
* Offensive phone calls.
* Indecent exposure.
* Sexual harassment could also be displaying offensive photographs or telling sexist jokes in common work areas.

## 

## **Drugs and Alcohol**

It is the policy of Farm Business Name that workers or contractors do not work under the effect of alcohol or illicit drugs that may endanger their own safety or the safety of others on the farm.

Farm Business Name maintains its right to refuse work to any worker or contractor who in the opinion of the management, are in an unfit state to perform their work in a safe manner.

To assist in these requirements, Farm Business Name workers, contractors and visitors shall observe that:

* No alcohol shall be consumed or permitted on farm at any time unless expressly authorised by management and only when work is completed for the day.
* No illegal drugs shall be consumed or permitted on farm at any time or under any circumstance.
* If, in the opinion of the management, a worker is unfit to work safely, they will be taken home.
* Workers who are taking prescription medication that may affect their safety at work (e.g. that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

Farm Business Name encourages all workers not to smoke. Please do not smoke in any vehicle, tractor or building.

## 

## **Workplace Disputes**

In the event of a dispute arising in the workplace the procedure to be followed to resolve the matter will be as follows:

* The worker and their supervisor to meet and confer on the matter.
* If the matter is not resolved at such a meeting, the parties shall arrange for further discussions between the worker and the worker’s nominated representative, if any, and more senior levels of management.
* If the matter is still not resolved a discussion shall be held between representatives of the organisations affiliated with your farmer association or other representatives of the employer and the union or other worker representative.
* If the matter cannot be resolved it may then be referred to the Fairwork Ombudsman.

While the parties attempt to resolve the matter, work will continue as normal unless a worker has a reasonable concern about an imminent risk to his or her health and safety.

## 

## **Purchasing for Safety**

When new or second hand machinery is purchased by the Farm Business Name, it is inspected to see if it is safe for use. This includes the commission of new buildings and structures. This assessment will be considered in:

* Purchasing decisions.
* Risk control requirements for operation of new equipment.
* Induction and training of workers to operate new equipment.
* Development of Farm ‘Safe Operating Procedure Statements.

## 

## **Personal Protective Equipment (PPE)**

Farm Business Name has assessed the need for Personal Protective Equipment (PPE) and we will supply and maintain PPE for use by all our workers, to protect them from:

* Sun exposure - sunburn while working outdoors.
* Noise - in workshops and when using noisy machinery and equipment.
* Ultraviolet radiation and flash burn during welding.
* Eye injury - flying particles during grinding, welding, working with metal and fencing.
* Exposure to chemicals, including pesticides when mixing, spraying and disposal.
* Exposure to dust, gasses and fumes.
* Head injury - when riding horses, motorbikes and quads.
* Foot and hand injury.

Workers are responsible for wearing or using PPE and reporting damaged PPE. Replacement PPE is available from the farm owner/manager.

# **Emergency Preparedness and Response**

## 

## **Emergency Planning**

An emergency plan has been developed in case of emergency and is given to all workers (workers and contractors) before they begin work, during Induction.

Emergency Plans are displayed in the office, workshop, vehicles, quarters and all homes. Emergency plans have also been given to all family and friends who live and visit Farm Business Name farming properties.

These emergency plans and procedures are located in our safety induction document, the office and workshop.

## 

## **Emergency Telephone Numbers**

Emergency telephone numbers are located in the safety induction document, vehicles and machinery and are displayed in the workshop and home office.

## 

## **First Aid**

First Aid can be provided by the Farm Business Name director, Name. In her absence, the following workers are First Aid trained and can provide assistance as required:

1. \_\_\_\_Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First aid kits are accessible at relevant locations e.g. farm vehicles, tractors, the workshop and chemical store. The First Aid kit contents are appropriate for the likely kinds of injuries to be sustained, and are regularly checked and restocked.

## 

## **Fire Safety**

Farm Business Name has assessed the need for fire safety equipment including fire extinguishers, fire blankets, smoke detectors and alarms.

Fire extinguishers and fire blankets are regularly inspected and maintained to the Australian Standard, *AS 1851.1 – 1995 Maintenance of fire protection equipment*.

All workers are to inform management when a fire extinguisher has been used or requires servicing, refilling or a smoke detector/ alarm requires a replacement battery.

A farm fire unit is maintained by Farm Business Name for fire emergencies. The unit is kept full at the shed and maintained ready for use. Water tanks are easily accessible and available to CFS vehicles in need of water.

Sometimes we have fire restrictions and total fire ban days. On these days all workers and visitors must comply with directions from the owner/manager in relation to the use of potentially hazardous equipment e.g. harvesters/angle grinders and the added risk of smoking. The owner/manager will inform you of these requirements.

# **Injury Management, Rehabilitation and Return to Work**

Injury management, rehabilitation and return to work arrangements have been considered by Farm Business Name.

In the event of a worker being injured, assistance will be sought from our Workers Compensation Insurer, Farm Business Name or Return to Work SA to help coordinate our worker’s rehabilitation and return to work. Injury management and return to work plans are maintained in the farm office at XXX Farm Address Road, Town/Area.

## 

## **Health Surveillance and Monitoring**

We monitor the safety of people working for Farm Business Name.

Hearing screening and respiratory assessments are available to all permanent workers and upon request by those who are exposed to continual loud noise and/or organic dusts.

Health Surveillance is required if there is frequent use of organophosphate pesticides. On advice from Farmsafe that our current exposure level does not warrant this testing, we record the use of these substances within our spray diary. If our workers are using appropriate PPE and Envirodrums (where possible) we don’t consider the cholinesterase baseline test and follow up testing necessary.

## **Incident/Injury Register and Notification**

All workers, contractors or visitors must report any injury or near miss event to the farm owner/manager or to Farm Business Name.

**An incident/injury register is maintained in the farm office.**

Work Health and Safety and Workers Compensation legislation, requires employers to keep a record of work related injury or near miss incident (including contractors). In the event a ***serious injury or illness, a death or dangerous incident*** the appropriate Work Health and Safety Authority *must be notified immediately*.

In addition, Workers Compensation Insurers require employers to provide a record of the work related injury and notify Return to Work SA within 48 hours of the incident.

# **Workers Compensation and Personal Accident Insurance**

Workers Compensation arrangements are maintained for all Farm Business Name workers. The Farm Business Name will request a copy of a Certificate of Currency for Worker’s Compensation or Personal Accident Insurance from all our contractors. This will be maintained on file in the farm office and is required annually in the instance of long-term contractors.

Information about reporting injury is provided to all contractors and workers at the beginning of their employment during their safety induction.

# **Work Health and Safety Review**

**Business Changes**

When our business makes significant changes, a risk assessment must be undertaken in writing to determine any actions that are required to ensure safety. These significant changes are:

* Purchase of new plant or equipment
* Purchase of new property
* Lease of new property
* Modification of plant or equipment

**Annual Review**

This work health and safety plan, associated policies and induction procedures are **reviewed annually, between seeding and harvest periods**, and will consider:

* Changes to this business, new machinery purchases
* New information being made available about farm hazards and risk
* New legislation requiring revision to the policy and procedures
* Arrangements to implement health and safety management in this business
* Other regulatory and industry requirements e.g. Dangerous Goods Regulations, Quality Assurance and Food Safety programs
* Document amendments are recorded using a version & date system

A summary of the annual review for health and safety performance of Farm Business Name will be provided to the Farm Owner/Manager at the completion of the annual review. The summary will contain recommendations for improvements to maintain the effective management of health and safety within the business.

**This document is a controlled document.**

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| Version | Author | Description of changes | Approved by: Date |
| *1* | *ACAHC* | *Initial Plan* | *Name: 15/4/16* |
| *2* | *Karen Baines* | *Establish for ‘Our Business’* | *Karen Baines 17/9/16* |
| *3* | *Karen Baines* | *Review and amend* | *Karen Baines 2017* |
| *4* | *Karen Baines* | *Review and amend – CoR laws* | *Karen Baines 19/8/18* |
| Version | Author | Description of changes | Approved by: Date |
| 1 | Name | Initial Plan for: Farm Business Name | Name: dd/m//yyyy |
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Date: Signature: