

# Farm safety checklist

---

Confined spaces .....	2
Electrical safety.....	2
Emergency procedures and fires .....	3
Falls from height .....	3
First aid .....	4
Fuel storage.....	4
Grain movement and storage.....	5
Guarding plant.....	5
Hazardous chemicals .....	6
Induction, training and supervision.....	7
Isolated and remote work.....	7
Manual tasks .....	8
Mobile plant and vehicle movement.....	9
Noise.....	10
Psychosocial hazards.....	11
Quad bikes, motor bikes and side by sides .....	11
Safety management.....	12
Further information.....	12
Slips, trips and falls.....	12
Waterways, tanks, wells, dams and bogs.....	13
Working with livestock.....	13
Workshops.....	14

## Confined spaces

---

A risk assessment is conducted by a competent person for any confined space work or risks, and that is recorded in writing.

---

The assessment to include whether work can be undertaken in another area, the nature of the confined space, changing levels of oxygen or airborne contaminants, methods of work, and emergency procedures including rescue.

---

No confined space work to be conducted unless the person has been issued a confined space entry permit for the work.

---

Emergency procedures are to be in place for confined space work.

---

Relevant workers are given suitable and adequate training before entering or undertaking any work in a confined space, and a record of that training kept for 2 years.

---

### Further information

[Confined spaces: Code of practice](#)

## Electrical safety

---

Electrical installations:

- are maintained, protected and tested to minimise the risk of electric shock or fire.
  - Evidence of maintenance and testing is in place.
  - Components on the switchboard are clearly labelled.
  - Switchboard is free from obstructions.
  - External installations are appropriately rated.
- 

Residual current devices (RCD):

- Handheld portable equipment is protected by RCDs.
  - Switchboards or fixed sockets are marked to show whether they are RCD protected.
  - RCD testing program is in place.
- 

Cord, connections, plugs and sockets:

- Flexible cords and extension cords are used in a safe manner.
  - Connections have either a moulded or transparent plug.
  - Plugs, sockets and extension leads are in good condition and protected from damage.
- 

Procedures are in place for work in the vicinity of underground services and overhead power lines.

---

The use of any plant does not expose workers to the risk of electrical injury or electrocution.

---

High voltage switch room access is controlled.

---

High voltage switch room is kept clear with no obstructions or stored goods.

---

Power is switched off at the switchboard and isolated before working in domestic type roof spaces.

---

### Further information

[Private power poles and lines](#)

## Emergency procedures and fires

---

Evacuation procedures, and a diagram of the workplace are available, displayed and practiced.

---

Emergency exits enable safe egress in the event of an emergency.

---

Exit signs are provided and clearly visible.

---

Portable fire extinguishers are provided in the workplace and in vehicles.

---

Portable fire extinguishers are mounted and regularly maintained.

---

Procedures are in place to deal with emergencies (e.g. accidents, medical emergencies, floods, fire).

---

A bushfire plan is in place and all workers have been instructed in the plan, including the available routes to leave in the event of an emergency.

---

Risks associated with lighting or managing fires have been assessed, workers involved are trained in safe work methods, and emergency procedures are in place.

---

### Further information

[Emergency management](#)

[Prepare your bushfire plan](#)

## Falls from height

---

Risk assessments of identified fall from height hazards have been conducted.

---

Practicable control measures have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with workers.

---

Safe means of access to and egress from the work at heights is provided.

---

Adequate edge protection or a fall injury prevention system (fall arrest system, catch platform, scaffold, safety nets or safety mesh) is in place when:

- a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork or false work
  - a person could fall 3 or more metres.
- 

For access to the top of a vehicle, truck or plant, a scaffold, portable platform ladder, fall arrest system and/or railing is installed.

---

Adequate plant or equipment is provided for the task, for instance an elevated work platform, or a specifically designed workbox ("man cage") that is securely attached to a forklift (no standing in excavator bucket or on pallet raised by forklift).

---

For access to the top of a vehicle, truck or plant, a scaffold, portable platform ladder, fall arrest system and/or railing is installed.

---

Workers required to work at height have been provided with adequate information, instruction and training for the work being performed.

---

---

Anchorage points and fall injury prevention systems:

- Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and anchorage points must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person's fall.
  - An inspection regime is in place for each component of the fall injury prevention system and means of attachment (e.g. harnesses, safety belts, shock absorbers, lanyards, inertia reels) to an anchorage point.
  - If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components.
  - Permanently fixed anchorage points are checked by a competent person in accordance with the manufacturer's instructions. If these are not available, anchorage points should be checked by a competent person at least every six months if in regular use, or if not regularly used, before it is used.
- 

### Further information

[Fall prevention in the agricultural sector](#)

[Managing the risk of falls at workplaces: Code of practice](#)

### First aid

---

Adequate first aid facilities (e.g. first aid kit, eye wash station, emergency shower) are provided, including in work vehicles where necessary.

---

Adequate number of persons have been trained in first aid.

---

Risks associated with bites, stings and allergies have been assessed and first aid provisions are in place.

---

The risk of hot water burns and scalds have been identified, and tasks are performed in a controlled way.

---

### Further information

[First aid in the workplace: Code of practice](#)

### Fuel storage

---

Bulk fuel tanks to have stable foundations and supports to minimise the risk of subsidence and collapse.

---

Fall hazards from above ground fuel tanks have been controlled (e.g. round filling points attached, ladders maintained and rated for load, and the supporting structure is free of damage and corrosion).

---

The supporting structure is free of damage and corrosion and is protected from vehicle impact (e.g. using bollards or 200 L drums filled with concrete).

---

Fuel tanks have appropriate signage to identify the contents.

---

Access and egress in the event of a spill, fire or other emergency to be free from hazards.

---

### Further information

[Stay safe when storing diesel in polyethylene tanks](#)

## Grain movement and storage

---

Silos and field bins are regularly inspected for structural damage, rust and metal fatigue.

---

Access ladders and hatches are secured to prevent unauthorized access.

---

Confined space entry procedures are followed when entering silos and field bins.

---

The input ends of all grain augers are guarded where used in an external situation.

---

The risks of combustible dust are identified and managed.

---

### Further information

[Fall prevention in the agricultural sector](#)

[Safety alert 5/2016 - Grain fire and dust explosion in silo](#)

## Guarding plant

---

Every dangerous part of fixed, mobile or handheld powered plant (machinery) is securely fenced or guarded in accordance with Regulation 208, ensuring bypassing or disabling the guard, whether deliberate or accidental, is as difficult as possible.

---

Adequate safe work procedures are provided and documented to set, test and use machinery during all cycles of production and maintenance.

---

Operators and maintenance personnel are properly trained and familiar with the operation and set up of the machinery, including safety features.

---

Manufacturers' decals, manuals and operator instructions are readily available and are in English and if required in other languages spoken at the workplace.

---

In relation to plant each hazard has been identified:

- from the design, manufacture, erection, installation, or use of plant
- before and during the introduction of plant at the workplace.

---

Procedures are in place to ensure all guards removed for maintenance or cleaning are replaced before machine is returned to use.

---

### Further information

[General guide for managing the risks of machinery in rural workplaces](#)

[Wool press guarding](#)

## Hazardous chemicals

---

A register of hazardous chemicals is available and accessible to persons likely to be exposed to hazardous chemicals including emergency services personnel.

---

The register of hazardous chemicals is complete – the register includes a contents list and current Safety Data Sheets (SDS) The register of hazardous chemicals is current. SDS are not older than 5 years.

---

Risk assessments have been completed for all hazardous chemicals. When conducting a risk assessment, consider how the chemical is used, where it is stored, if ventilation is required, whether directions in the SDS were followed, and what personal protective equipment is used. The risk assessment compares the safety advice and how the substance is actually being used.

---

Hazardous chemicals are properly labelled (e.g. containers are labelled with manufacturer's labels that are complete and legible).

---

Decanted hazardous chemicals that are not used immediately are labelled correctly.

---

Empty food or beverage bottles are not used to store chemicals.

---

Workers who may be exposed to or work with hazardous chemicals have been provided with adequate information and training, including health effects, controls, safe work methods, personal protective equipment and, where applicable, health monitoring.

---

A record of the hazardous chemicals training is kept.

---

Chemicals are stored in a well-ventilated and lockable area that has a containment floor in case of spillage and is identified as a 'chemical store'.

---

People using chemicals hold current certification or have a record of similar farm chemical training.

---

Systems are in place to dispose of empty chemical containers and unwanted chemicals. These may include the DrumMUSTER, ChemClear or similar schemes.

---

Health monitoring is undertaken where there is a risk due to the use of organophosphate pesticides.

---

Personal protective equipment (PPE) is provided in accordance with the SDS when handling agricultural chemicals.

---

Adequate water pressure and water quality are provided to showers and eye wash facilities which are installed to be used in the event of chemical exposure.

---

### Further information

[Guidance about hazardous chemicals](#)

[Managing risks of hazardous chemicals in the workplace: Code of practice](#)

## Induction, training and supervision

---

All workers, including casual and seasonal, have completed an induction.

---

Induction and training have been provided in relation to:

- task specific hazards
  - safe operating procedures
  - provision, use and maintenance of PPE
  - hazards and injury reporting
  - emergency and evacuation procedures
  - fitness for work procedures (e.g. fatigue, alcohol and drugs at work)
  - bullying, aggression and violence procedures.
- 

Worker capabilities are assessed and, where applicable, a training plan is developed in consultation with the workers.

---

Age, experience and non-English speaking background have been taken into account.

---

There is a system in place to provide adequate safety information to workers, contactors and visitors who have limited English, or English as a second language.

---

Workers understand the need to report hazards, near misses and injuries.

---

Adequate supervision is provided to new workers to ensure they follow instructions and safe work procedures.

---

Workers understand that skylarking, initiation ceremonies and bullying are not permitted.

---

Risk of injury or harm to visitors is eliminated or reduced as far as is practicable, for instance, visitors are accompanied and are segregated from vehicles, mobile plant and machinery.

---

### Further information

[New and young workers](#)

## Isolated and remote work

---

Where working remotely or alone, safe systems of work are in place. For example, consider weather, travelling distance, terrain, and procedures in the event of vehicle breakdown or injury.

---

Workers are provided with information training and supervision in relation to working alone or remotely.

---

If workers are isolated from other persons, ensure there is a means of communication which enables the worker to call for help in an emergency and a procedure is in place and training provided regarding regular contact with the worker.

---

Communication and safety equipment such as long-range radio, GPS, and EPIRB are provided as required and regularly tested and maintained to ensure they are in good working condition.

---

People working remotely are suitably equipped to deal with an emergency (e.g. spare parts, extra water, first aid kit).

---

### Further information

[Working alone: Guidance note](#)

## Manual tasks

---

Manual task hazards have been identified in consultation with workers.

---

Risk assessments of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, and restraining have been considered.

---

All workers have been instructed in correct lifting, carrying, and repetitive working techniques.

---

Alternative ways of lifting and carrying have been implemented, e.g. mechanical hoist, trolley.

---

Training is conducted for their use, and those items are inspected and maintained.

---

Work is planned so that the risks of physical injury are reduced, for example encouraging stretching, regular breaks, hydration and working hours.

---

Risks associated with falling objects which may injure a person are minimised for example stacked hay, pallets, IBC.

---

Reduce duration and frequency of tasks by ensuring adequate rest breaks and task rotation and hydration.

---

Use simple handling equipment when lifting heavy items off the back of utes (e.g., back saver, utility crane, hydraulic tailgate loader). Ensure those items are inspected and maintained.

---

Reported manual task injuries and hazards are investigated:

- the investigation examines the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented.
  - Outcomes of the investigation having been reported to the worker who reported the hazard or injury within a reasonable timeframe.
- 

## Further information

[Hazardous manual tasks: Code of practice](#)



## Mobile plant and vehicle movement

---

All tractors are fitted with a roll-over protective structure (ROPS) and, in the case of tractors fitted with a front-end loader attachment, a fall on protective structure (FOPS).

---

Seat belt mounting points are incorporated into the design of the mobile plant and seat belts are fitted and worn by the operators.

---

A master guard is fitted to the tractor, the power take-off (PTO) shaft is guarded and the power input coupling is fitted to all PTO machinery and equipment.

---

Ensure the manuals (operator's instructions) for mobile plant are available for workers required to operate each item of mobile plant.

---

Logbooks, maintenance records and pre-operational checks of mobile plant are completed and kept.

---

Operators have been instructed, trained and assessed as competent to operate the plant or vehicle they are using, and hold any required drivers' licence.

---

Any person required to undertake High Risk Work such as using a hoist, EWP (boom over 11m), or operating a forklift (or forklift mast attached to a tractor) holds a current applicable High Risk Work Licence.

---

The movements of all vehicles are managed in a way that minimizes risks to operators and bystanders.

---

Slip, trip and fall hazards relating to tractors and mobile plant have been identified, assessed and controlled.

---

When working under raised plant ensure the machine is turned off, jacking points are identified, and equipment is secured and adequate chocks/supports used.

---

A safe system is established for dealing with split rims.

---

Mobile plant is only ever started from the operator's seat.

---

Ensure that any passengers on mobile plant are seated in accordance with manufacturer's recommendations, and using any seatbelts provided.

---

Ensure that prior to operating mobile plant, all overhead and underground services (e.g. power lines, drains, sumps) have been identified and safe work procedures are in place for persons in the vicinity.

---

Systems are in place for the use of spotters, including training on their roles and responsibilities.

---

Ensure an appropriate system (such as a lock-out and tag-out system) is in place to ensure that mobile plant or vehicles with impaired function cannot be used until repairs have been completed.

---

Ensure that the vehicle used for each task is the vehicle most suitable for that task, based on the risk assessment.

---

Maximum speed limits are established for all areas of the property.

---

Mobile plant and vehicles carry loads in accordance with the manufacturers' instructions.

---

Mobile plant and vehicles have been maintained and are in good working condition.

---

Towed accessories do not exceed the towed or tongue weight limit.

---

Accessories used meet the requirements of the manufacturer of the mobile plant and vehicles to which they are attached.

---

---

Terrain is assessed and hazards identified. Consider operator skills, slope, weather, surface structure, vegetation and other hazards in conjunction with the manufacturer's instructions for the safe use of the plant.

---

Persons transporting mobile plant and vehicles have been trained in loading, tying down, and unloading procedures.

---

Ensure the stability and restraint of transported loads has been addressed to prevent load slip, falling load and overloading.

---

All safety and warning decals on mobile plant and vehicles are legible.

---

Keys to mobile plant and vehicles are stored in a place where they cannot be accessed by children (to prevent unintended use).

---

Movement and speed of vehicles and mobile plant is managed to minimise the risk of collision or crush injury to pedestrians and persons operating vehicles. This may include:

- adequate loading and unloading areas, e.g. surfaces are in good condition, ramps are maintained
  - design of truck access areas to minimise the need for reversing, such as by using a one-way loop road
  - pedestrians being segregated from areas where there is vehicle movement or areas where vehicles are being loaded or unloaded and separate marked pedestrian walkways are used
  - installation of adequate signage, e.g. speed limits, vehicles in use, no unauthorised entry, one-way access or other access limitations
  - ensuring persons working in vehicle movement areas wear PPE such as hi-visibility vests or clothing.
- 

Mobile plant and vehicles are not modified unless modifications are designed, risk assessed, and installed, and instructions for use prepared by a competent person such as an engineer.

---

Adequate communication systems are in place for plant and vehicle operators.

---

## Further information

[Safe movement of vehicles and mobile plant – Self assessment tool](#)

[Stock crossings](#)

## Noise

---

A risk assessment has been conducted, and where possible and where practicable, control measures have been put in place to reduce the risk of hearing loss.

---

Hearing protection has been provided to workers and is used.

---

Workers have received information and training in relation to noise at the workplace.

---

Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage of personal hearing protection.

---

When a worker is frequently required to wear hearing protection, audiometric testing within 3 months of commencing, and at least every 2 years (from 31/03/2024) is to be conducted.

---

## Further information

[Managing noise and preventing hearing loss at work: Code of practice](#)

## Psychosocial hazards

---

Policies and procedures are provided for preventing and managing bullying, violence and aggression in the workplace, and reporting incidents.

---

Workers are provided with training and information in relation to appropriate workplace behaviour.

---

Systems are in place to report, investigate and resolve psychosocial hazards.

---

### Further information

[Psychosocial hazards in the workplace: Code of practice](#)

[Violence and aggression at work: Code of practice](#)

[Workplace behaviour: Code of practice](#)

## Quad bikes, motor bikes and side by sides

---

A risk assessment has been completed and alternative vehicles have been considered. For example, a side-by-side (two-seater) with a rollover protective structure has more safety features than a quad bike.

---

If quad bikes are used, they are selected with regard to safety information, including stability test outcomes.

---

New quad bikes have an operator protection device (OPD) fitted.

---

Risk assessments for the use of quad bikes consider engineering controls including fitting an after-market OPD.

---

A helmet [labelled AS/NZS 1698] which fits the rider and substantial footwear are used when riding quad bikes.

---

Maximum speed limits have been established for all areas of the property.

---

Bikes carry loads in accordance with the manufacturer's instructions.

---

Persons operating bikes in the workplace have received training and instruction.

---

Motor or quad bikes have been maintained and are in good working condition.

---

Towed accessories do not exceed the towed or tongue weight limit.

---

Accessories used meet the requirements of the manufacturer of the bike to which they are attached.

---

Terrain is assessed and hazards have been identified. Consider operator skills, slope, weather, surface structure etc.

---

Persons transporting bikes have been trained in loading, tying down, and unloading procedures.

---

All safety and warning decals on bikes are legible.

---

Keys to bikes stored in a place where they cannot be accessed by children (to prevent unintended use).

---

No passengers are carried unless the plant has been designed to do so, and if so, they are carried according to the manufacturer's recommendations.

---

### Further information

[Quad bikes in workplaces: Guide](#)

[Quad bike safety standard](#)

## Safety management

---

Consultation takes place on health and safety matters between the PCBU and workers.

---

Hazard and injury reporting systems are in place for reporting hazards and injuries.

- Reported hazards and injuries have been adequately investigated.
- Systems are in place for reporting notifiable incidents to WorkSafe.

---

Risk assessment is complete for all tasks:

- hazards have been identified
- the risk of injury has been assessed
- control measures have been implemented so far as is practicable
- implemented control measures are regularly reviewed.

---

Safe operating procedures have been developed and implemented.

---

Workers have received adequate safety induction and task specific training in relation to health and safety.

---

Drug and alcohol policy is developed and implemented.

---

### Further information

[How to manage work health and safety risks: Code of practice](#)

[Incident notification: Interpretive guideline](#)

## Slips, trips and falls

---

People can move safely around workplaces - walkways are kept free of obstructions.

---

Access to and egress from the workplace is always free from obstructions.

---

Emergency egress from the workplace is safe.

---

Ground, floors, stairs or ramps have unbroken and slip resistant surfaces.

---

Ground, floors, stairs or ramps are free from obstructions or hazards that may cause a person to fall (e.g. electrical leads, hoses, tools, mounted power boxes, water across walkways).

---

In areas where there is a risk of liquid coming into contact with the floor, adequate drainage is provided.

---

Systems are in place to ensure that the ground or floor is kept free from fall hazards and obstructions.

---

Workplaces are maintained in a clean condition as is necessary to avoid hazards to persons at the workplace – the workplace is kept clean, and rubbish is removed.

---

Guard rails or other safeguards are provided on ramps and stairs.

---

Ramps are available in areas where height of floor levels change and items are carried regularly or trolley access is required.

---

Steps have even risers and goings, which are not too high or low and have defined nosing and treads.

---

Warning signs are available and erected near spills.

---

Safety steps or stepladders are designed appropriately – no standing or sitting on milk crates.

---

The height of the first step of vehicles, trucks or plant is accessible, width and tread on step are adequate, grab rails are available and there are three points of contact.

---

No riding on the rear or the side of trucks and plant.

---

## Waterways, tanks, wells, dams and bogs

---

Water tanks and other water storage units are secured against unauthorised access, especially by children.

---

The risks associated with access to, or working in the vicinity of, cess pits, separation ponds, effluent drainage and tanks is to be assessed and controlled.

---

The removal or extraction of livestock, vegetation, pumps, machinery and plant for example from water ways, wells, dams and bogs are planned so the risk of injury or harm are minimised.

---

Items used for pulling and winching are rated for load, and a calculation of the load has been conducted (including mud, water, load carried by plant).

---

## Working with livestock

---

Races, yards, stables, catching and breeding pens, cattle and sheep crushes, gate ways and laneways are constructed and maintained to reduce risks to work tasks.

---

The movement on foot of livestock on and across roads and railways is planned to ensure all hazards have been identified, and procedures are in place to protect the safety of workers and road users.

---

The risks of contracting zoonoses such as Q fever, leptospirosis and Hendra virus have been managed through informing workers regarding its characteristics and risks; offer immunisation where available and training on the correct use of control measures in the workplace.

---

Training has been conducted on the potential hazards associated with animals and safe animal handling techniques, including using races and yards, head bails, loading, tagging, treatments, husbandry.

---

### Further information

[Zoonoses on farms](#)

## Workshops

---

Good house-keeping standards are maintained to control slips, trips and falls.

---

Good ventilation is maintained.

---

All guards and safety shields are kept in place.

---

Safety glasses, gloves and earmuffs or other hearing protectors are provided (at no cost to workers) where people are at risk of injury.

---

Gas and electric welding hazards have been controlled.

---

Flashback arrestors have been fitted to all gas welding equipment, at the operator's side of the regulator and at the handpiece.

---

Tools and equipment are safe to operate (i.e. maintained and fit for purpose).

---

Adequate workspace is provided for each job.

---

Portable ladders are used and stored in a safe manner.

---

Walkways and exits are kept clear.

---

Gas cylinders are secured, and appropriate signage is in place.

---

Electrical leads, hoses, tools or other obstructions do not form trip or fall hazards while in use and are cleaned up after use.

---

Floors, stairs or ramps have an unbroken and slip resistant surfaces.

---

Spills are cleaned up immediately and, where required, a warning sign is erected near spills.

---

Railing or other safeguards are provided along stairs and ramps.

---

Ramps are available in areas where floor height changes and items are carried regularly, or trolley access is required.

---

Safety boots, safety wellingtons, high visibility clothing and respiratory protective equipment are provided where required (at no cost to workers).

---

Air receivers:

- Air receiver is registered if the hazard level is A, B or C.
  - Registration number of air receiver is legible on plant.
  - Copy of evidence of registration is displayed on or near air receiver.
  - Compressor belt is guarded.
- 

Mezzanine floors:

- where items are stored on suspended storage areas or mezzanine floors
  - a competent person has conducted a risk assessment to ensure the structural integrity of the storage area
  - adequate edge protection has been provided
  - the access and egress to and from this storage area is safe.
-