



Orchards safety and health checklist

How safe is your property?

Use this easy-to-follow checklist to rate potential hazards and risks on your property and to help you control and prevent the risk of serious injury or disease.

The law

Occupational safety and health laws in Western Australia apply to all workplaces, including agricultural properties. Under these laws, self-employed people, employers and employees, or a person or people in control of a workplace, have responsibilities to make the workplace safe. Everyone - employer or self-employed person - has a legal responsibility called a 'duty of care' to provide a safe working environment. All employed workers - full time, part time, casual or contract - have the right to a safe and healthy working environment and to be protected from any hazard that may exist at the workplace.

Make sure your property is safe

The Occupational Safety and Health Act 1984 requires all employers, in consultation with their employees, to identify any potential hazards that could harm the safety and health of any person in the workplace.

The employer must ensure that hazards and risks are identified and effective procedures are in place to assess and control those hazards and risks. Property owners should familiarise themselves with occupational safety and health laws, relevant Australian Standards, codes of practice and industry guides.

Two good sources of practical information are **WorkSafe** telephone: 1300 307 877 and **Safe Farms WA** telephone: 0402 611 290 or www.safefarms.net.au

This agricultural safety and health checklist will help you to assess how safe your property is and provide you with a starting point to a complete approach for improving safety at your workplace.

Getting started

This checklist includes the most common hazards on agricultural properties. The checklist has been compiled using information provided by industry and WorkSafe priority areas. It is not an exhaustive list, but a good starting point. Use the checklist in conjunction with the agricultural safety and health workbook to provide you with details on each of the hazard areas. You can carry out the inspection all at once or over a period of time. No matter how you do the inspection, revisit it regularly to ensure you maintain a safe property.

Please read explanations for Steps 1, 2 and 3 before starting.

Step 1 - Inspect the location or item

Inspect the locations or items listed down the left-hand side, and answer the questions by answering 'Yes' or 'No'. Identify the person responsible for actioning the inspection and performing any control measures required.

Step 1 - Example

Step 1		Step 2	Step 3		Name	
	Yes	No	Rating 1-6	Control measure required	Completion date	Responsible person
A chemical register listing all the hazardous substances used on the property is kept together with the Material Safety Data Sheet (MSDS) for each of those held on the property.		No		Example		James Smith
A risk assessment has been conducted and recorded for each hazardous substance used.		No				James Smith

Step 2 - Rate the risk

Now use the rating table below to rate the hazards against which you answered 'No'. You can do this by asking yourself the questions in the rating table, then entering a rating between 1 and 6 in the checklist under the column headed 'Rating'. For example, an accident involving an unguarded PTO could kill or cause a permanent injury AND could happen at any time. Therefore, this hazard would receive a rating of 1.

Rating table

How severely could it hurt someone or make them ill?	How likely is it to occur?			
	Could happen at any time	Could happen sometime	Could happen, but very rarely	Could happen, but probably never will
Kill or cause permanent ill health or disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and days off work	2	3	4	5
First aid needed	3	4	5	6

Step 2 - Example

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
A chemical register listing all the hazardous substances used on the property is kept together with the Material Safety Data Sheet (MSDS) for each of those held on the property.		No	1	Example		James Smith
A risk assessment has been conducted and recorded for each hazardous substance used.		No	1			James Smith

Step 3 - Take action

Prioritise what needs to be done, and then do it! You can do this by writing on the checklist the changes that are needed, and then tackle those hazards with a rating of 1 first, and so on. When you have dealt with the hazard you can tick it off in the column headed 'Completed'

Step 3 - Example

Step 1			Step 2	Step 3		Responsible
	Yes	No	Rating 1-6	Control measure required	Completed	Name and date
A chemical register listing all the hazardous substances used on the property is kept together with the Material Safety Data Sheet (MSDS) for each of those held on the property.		No	1	Create a chemical register listing all hazardous substances used on the property	12.02.2019	James Smith
A risk assessment has been conducted and recorded for each hazardous substance used.		No	1	Conduct a risk assessment	14.02.2019	James Smith

The checklist on the following pages includes the most common hazards on agricultural properties. Use it as a starting point to improve safety at your workplace.

Checklists

Safety induction safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
All workers, including casual and seasonal, have completed an induction.						
Workers are competent to carry out the tasks allocated to them.						
Supervision is ongoing to ensure workers are completing tasks safely.						
Workers understand the need to report hazards, near misses and injuries.						
Reportable incidents such as those in Table 1 have been reported to WorkSafe? (See page 15)						
There is a system in place to provide adequate safety information to employees, contactors and visitors who have limited English, or English as a second language						

Emergency procedures and first aid safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Procedures are established to deal with emergencies e.g. accidents, medical emergencies, floods, fire etc.						
Telephone / call sign details are displayed in prominent locations.						
A first aid kit stocked with items suitable to address the needs for first aid is maintained and provided at available locations.						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
An adequate number of people have been trained in first aid.						
Have the risks associated with bites and stings been assessed, and are appropriate procedures in place?						

Employer provided accommodation **safety checklist**

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Is a residential premises provided for employees (outside a townsite or metro area due to lack of other reasonably available accommodation); and which is owned by or under the control of the employer and not under a tenancy agreement with that employee?						
If YES, have the safety and health hazards such as (maintenance, electrical, housekeeping, evacuation) been adequately addressed?						

Manual tasks **safety checklist**

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
All workers have been instructed in correct lifting techniques.						
Alternative ways of lifting and carrying have been implemented, e.g. mechanical hoist, trolley.						
Manual task risks are identified and assessed (weight of picking bags, lifting/tipping into wooden crates)						

Electricity safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
All electrical installations are regularly inspected, checked and tested to minimise the risk of electric shock and fire.						
A residual current device (RCD) is fitted to the electrical installation where hand held and portable electrical equipment is used.						
Extension cords and electrical power tools are used in a safe manner, in good condition and have moulded or transparent plug ends.						
Hazards of overhead and belowground power lines have been identified and addressed.						
Electrical cables protected from mechanical damage (run over by mobile plant etc)						

Fuel storage safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Have the fall hazards from above ground fuel tanks been controlled.						
The supporting structure is free of damage and corrosion, is protected from vehicle impact.						
All ladders are securely attached and in good condition.						

Agricultural workshop safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Good house keeping standards are maintained to control slips, trips and falls.						
All guards and safety shields are kept in place.						
Safety glasses, gloves and hearing protection provided (at no cost to employees) where people are at risk of injury.						
Gas and electric welding hazards have been controlled.						
Flash back arrestors have been fitted to all gas welding equipment, at the operators side of the regulator and at the handpiece						
Tools and equipment are safe to operate. (Maintained and fit for purpose).						
Adequate work space is provided for each job.						
Portable ladders are used and stored in a safe manner.						
Walkways and exits are kept clear.						

Machinery guarding/plant safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Every dangerous part (except operational areas) of fixed, mobile and hand held powered plant is securely guarded such that it is safe for use, and the highest level of guarding possible is being provided for operational use.						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
The manufacturers operating instructions (manuals) are available.						
Procedures are in place to ensure all guards removed for maintenance or cleaning are replaced before machine is returned to work.						
Plant: Records of maintenance alterations & repair e.g compressors, pressure vessels, sorting machines as per Manufacturers requirements.						
Lock out and tag out system for energy sources in place for maintenance of plant.						

Agricultural chemical (Hazardous substances) safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
A chemical register listing all the hazardous substances used on the property is kept together with the Material Safety Data Sheet (MSDS) for each of those held on the property.						
A risk assessment has been conducted and recorded for each hazardous substance used.						
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 farm chemicals hold current certification or have a record of similar farm chemical training.						
Where the DrumMuster, ChemCollect or						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
similar schemes are in existence, plans are implemented to dispose of empty chemical containers and unwanted chemicals						
All containers of chemicals, including where chemicals have been decanted into another container, are clearly labelled with the contents.						

Agricultural bikes/quad bikes **safety checklist**

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
A helmet [labelled AS/NZS 1698] which fits the rider; and substantial footwear is a mandatory requirement when riding motor or quad bikes.						
Maximum speed limits established for all areas of the property.						
Bikes carry loads in accordance with the manufacturers' instructions.						
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 utilised meet the requirements of the manufacturer of the agricultural bike to which they are attached.						
Terrain is assessed and hazards identified. Consider operator skills, slope, weather, surface structure etc has been addressed.						
All safety and warning decals on bikes are to be legible.						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Keys to bikes stored in a place where they cannot be accessed by unauthorised persons (to prevent unintended use).						
No passengers to be carried unless the plant has been designed to do so; and if so - carried according to the manufacturer's recommendations.						

Agricultural mobile plant and vehicle safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Elevated Work Platforms - maintenance as per the manufacturer's instructions.						
Tractors greater than 800kg and less than 15 000kg manufactured, imported or originally purchased after January 1 1981 is fitted with rollover protective structure. All tractors over 15 000kg where there is a risk of rollover 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).						
A master guard is fitted to the tractor, the power take off (PTO) shaft is guarded and the power input coupling guard is fitted to all PTO equipment.						
Seat belt mounting points are incorporated into the design of the mobile plant and seat belts are fitted and worn by the operators.						
Ensure that manuals (operator's instructions) for mobile plant are available						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
for persons required to operate each item of mobile plant.						
Log books / maintenance records / pre-operational checks of mobile plant are completed and kept.						
Operators have been assessed as competent to operate the plant they are using.						
Ensure that any person required to undertake High Risk Work such as using a hoist, EWP (over 11mt), or operating a forklift (or forklift with a mast, and attached to a tractor), holds a current and appropriate High Risk Work Licence.						
The movements of all vehicles are managed in a way that minimizes risks to operators and bystanders e.g speed zones						
Slip, trip and fall hazards relating to tractors and mobile plant have been identified, assessed and controlled.						
When working under raised plant ensure 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 operators' seat.						
Ensure that any passengers on mobile plant are seated in accordance with manufacturer's recommendations, and utilising any seatbelts provided.						
Ensure that all mobile plant which has impaired function has been labelled as 'out of service', and is withdrawn from use until						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
repairs have been completed.						
Ensure an appropriate system (such as a lock out and tag out system) is in place to ensure that mobile plant or vehicles cannot be used until repairs have been completed.						
Ensure that the vehicle chosen for each task is the vehicle most suitable for that task. Employer to conduct risk assessments for tasks, and relay this information to employees.						
Mobile plant and vehicles carry loads in accordance with the manufacturer's instructions.						
Persons operating agricultural mobile plant and vehicles in the workplace have received training and instruction.						
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 utilised 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 etc has been addressed.						
Persons transporting mobile plant and vehicles have been trained in loading, tying down, and unloading procedures.						
All safety and warning decals on mobile plant and vehicles are to be legible.						
No passengers to be carried unless the mobile plant or vehicle has been designed						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
to do so; and if so - carried according to the manufacturer's recommendations.						

Other safety hazards safety checklist

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Pruning equipment: Training on use, maintenance, assessing pruning areas e.g not climbing into trees						
Secured gas bottles						
Hazards of water tanks, water storage units, waterways, dams and effluent ponds, including vehicle crossings have been addressed.						
Hazards associated with electric fences, wire straining and gate opening/closing have been addressed.						
Persons exposed to sun have adequate protection provided (at no cost to employees) e.g. long sleeves/pants, hats, sunscreen and sunglasses.						
Suitable and maintained amenities are provided such as sanitary facilities and cool, clean drinking water.						
Decommissioned buildings, tanks and plant have been rendered safe by removal of energy sources						
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.						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
Ensure the stability and restraint of transported loads has been addressed to prevent load - slip, falling load and overloading.						
Ensure that at night or in poor light there is access to suitable additional lighting to safely perform tasks.						
Ensure that there are safe work procedures in place to prevent persons falling from one place to another; or into one place from another.						
Ensure warning signs are in place to alert persons to hazards which may not always be obvious.						
Smoking in the workplace to be prohibited where there may be risk of combustion; or in enclosed areas.						
Emergency exit handle inside cool rooms/means of exit once inside.						
A register of all asbestos structures has been made to ensure persons working on these structures are advised of the presence of asbestos.						
Risks associated with lighting or managing fires have been assessed, persons involved are trained in safe work methods, and emergency procedures are in place.						
All internal roads and laneways should be maintained in good condition.						
Ensure people at the workplace are fit for work. This includes factors such as the effect of fatigue, alcohol and other drugs, medical fitness and mental health and wellbeing.						
Where there is a risk of fire at the workplace, suitable and sufficient fire extinguishers and						

Step 1			Step 2	Step 3		Name
	Yes	No	Rating 1-6	Control measure required	Completed	Responsible person
fire suppression equipment are provided; and where required, persons are trained in its use.						
Persons required to work alone have established forms of contact should a medical emergency or other emergency arise						

Table 1 - Injuries and diseases reportable to WorkSafe	
INJURY	DISEASE
(a) a fracture of the skull, spine or pelvis (b) a fracture of any bone — (i) in the arm, other than in the wrists or hand; (ii) in the leg, other than a bone in the ankle or foot; (c) an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint; (d) the loss of sight of an eye; (e) any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.	Infectious Diseases: <ul style="list-style-type: none"> • Tuberculosis • Viral Hepatitis • Legionnaires' Disease • HIV Occupational Zoonoses: <ul style="list-style-type: none"> • Q Fever • Anthrax • Leptospirosis • Brucellosis

By completing this checklist and putting in place the necessary changes, you have made your property a safer place to work.

You can use the same principles to identify other hazards on your property, and make improvements to reduce the risk of injuries or deaths occurring.

Remember, this checklist is only part of a whole approach to rural safety. You should also undertake regular appropriate training. Farmsafe WA conducts farm safety courses. You can contact Safe Farms WA on 0402 611 290 or email: admin@safefarms.net.au Peak farm organisations such as the WA Farmers' Federation and Pastoralists and Graziers' Association can also help you.

If you are online, excellent and easy to read information is available from WorkSafe's website: www.worksafe.wa.gov.au or safefarmswa.net.wa A26782336