



Introduction

WorkSafe has developed this publication for the vegetable growing industry with a view to increase awareness of safety issues faced by this industry. Please take the time to read the relevant parts of this publication and use the checklists in the second part of this document to assist you in improving safety in your organisation.

What issues are we looking at?

Checklists have been developed which may assist you assess your workplace prior to being visited by an inspector. The checklists are included in this publication and cover the following areas:

- Forklifts, tractors and harvesters (mobile plant)
- Hazardous substances
- Manual tasks
- Machine guarding
- Electricity
- Slips, trips and falls
- New and young workers, incl. labour hire and contract workers
- Workshop safety
- OSH management and consultants
- Personal protective equipment
- Air receivers
- Working from height
- Noise
- Emergency procedures
- Sun safety and other areas

How do I use the checklists?

1. Use the checklists in the second part of this newsletter to inspect your workplace. You may see other hazards as you are going through – add them to the checklist.
2. Anything that you have ticked 'No' or added to the list needs to be fixed. So, look at each hazard using the table below to prioritise identified hazards.

Risk rating table – for working out level of risk Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk

Likelihood of injury or harm to health	Consequences of any injuries or harm to health			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

3. If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away.

If it is lower down in the table – moderate or low – then plan when you will fix it.

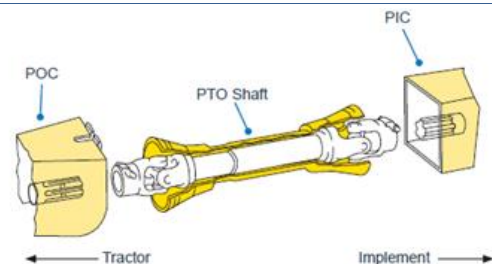
Remember hazards have to be controlled – you can't ignore them. For further information go to www.worksafe.wa.gov.au

Machine SAFETY

Machine guarding

Employers, manufacturers, designers and suppliers of machinery and equipment are legally required to make sure dangerous parts are safely guarded so that operators and others are protected from injury.

A guard may be any shield, cover, casing, physical or electronic barrier intended to prevent contact between a hazardous machine part and any part of a person or a person's clothing.



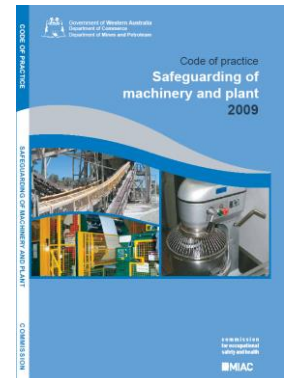
Power take off guarding. Yellow = guarding. Source: Code of practice Safeguarding of machinery and plant

Machine guarding - control the risk

Machinery, such as conveyor systems, packing equipment, or workshop equipment is sometimes poorly guarded. Hazard areas may include extra moving parts like shafts, sprockets and pulleys that have been added for other uses. Original guarding may have also been removed for maintenance and not put back. There may be times when an operator may need to reach over, under, around or into a machine while it is running for cleaning for example. If so, any moving parts or other hazards must be appropriately guarded from human contact.

Some of the hazards associated with machinery and likely to cause injury include:

- Any pulley or flywheel that incorporates openings, spokes or protrusions, etc. that renders it anything except totally smooth.
- Any crushing or shearing points, such as roller feeds and conveyor belts.
- Rotating shafts, for example power take off (PTO) shafts, joints, couplings, shaft ends and crank shafts.
- Gearing, including power take off shafts, friction roller mechanisms, cables, sprockets, chains, clutches, cams or fan blades.
- Keyways, keys, grease nipples, set-screws, bolts or any other projections on rotating parts.
- Rotating knives, blades, tines or similar parts of power driven machines that operate in or near the ground.
- Any machine component that cuts, grinds, pulps, crushes, breaks or pulverises.
- Hot parts of any machine.
- Machinery being accidentally started during maintenance (for more information see guidance note Isolation of plant.)



For further information, download a copy of the Code of practice - Safeguarding of machinery and plant from WorkSafe's website www.worksafe.wa.gov.au

Agricultural Mobile Plant SAFETY

Mobile plant is the number one cause of deaths in the agricultural industry. One in every five deaths is due to the operating falling or climbing of a moving item of plant or being run or struck over by plant or attached machinery. Mobile plant may include tractors, elevated work platforms, earthmoving machinery, dozers, graders, headers, forklifts, multi tool carriers and mobile cranes.

Reducing the risk

Regularly check for hazards related to mobile plant, attached implements and field conditions. Hazard areas include mechanical parts, untrained or poorly trained operators, by-standers, work procedures, unsafe jacking, climate conditions, chemicals used and uneven terrain.

Keep a record of hazards identified and make sure they are assessed and controlled. Once a potential hazard has been identified, assess the likelihood and severity of an injury or hazardous incident occurring and take steps to minimise or control the risk.

General safety tips

- Read the safety manual and follow procedures, including safe maintenance and jacking procedures.
- Make sure the operator is properly trained.
- Ensure a roll-over protective structure (ROPS) is fitted to plant that can overturn.
- Fit and use a seat belt on mobile plant with ROPS.
- Never carry passengers unless the mobile plant is fitted with ROPS and has a separate passenger seat and seatbelt, inside the protective zone of the ROPS.
- Where there is a risk from falling objects, or where a front end loader attachment is fitted to an agricultural tractor, ensure a falling objects protective structure (FOPS) is fitted.
- Conduct daily pre-start checks and have an up to date maintenance schedule.
- Never work under any raised item of plant unless adequate stands or supports are in place.
- Keep all guards in place including master guards, the power take off (PTO) and power input coupling (PIC).
- Wear hearing protection if machinery is noisy as not all cabs are sound reduced.
- Keep children and bystanders away from the plant and ensure visibility is clear.

Operating mobile plant

- Always mount and dismount mobile plant from the left side to avoid accidental activation of controls.
- Adjust the seating so all controls are safely and comfortably reached.
- Only ever attempt to start mobile plant from the operator's position.
- Operate at speeds to retain control over unexpected events.
- Reduce speeds before turning or applying breaks.
- Watch out for ditches and other ground conditions that may result in loss of control.
- Where possible reverse up steep slopes for greater safety.
- Engage the clutch gently at all times, especially when going uphill or towing.
- Use as wide wheel track as possible on hillsides and sloping ground.
- Descend hillsides and slopes cautiously, in low gear, using the engine as a break.
- Never leave the engine running unattended.
- Ensure the park brake is effective and applied before dismounting.
- Always remove the ignition key when the plant is not in use.
- Never leave mobile plant in a position where it could roll.
- Never mount or dismount moving plant.
- Take breaks regularly when working long hours.
- Ensure workers are competent in operating the plant or have the required licence.
- When parking, always lower hydraulic equipment.

Towing implements

- Fit attachments according to the manufacturer's instructions. Consult the safety manual.
- Always attach implements to the draw bar or the mounting points provided.
- Never alter, modify or raise the height of the draw bar unless provided for in the safety manual.
- Regularly check safety pins on implements to ensure they are not worn.
- Never hitch above the centre line of the rear axle (high hitch).
- Never adjust or perform on implements while they are in motion.
- Never attach PTO implements unless guarded.
- When parking, always lower the three-point linkage.
- Always ensure the mobile plant is suitable for the task.

Avoiding strain injuries

- When first operating mobile plant make sure the seat is in a good condition, safe and comfortable.
- Check the seat height, depth, back rest height and angle, forward and backward movement, seat tilt, vibration absorbing suspension and that the padding is firm.
- Check if the seat is partial pivoting if you have to spend long periods looking behind.
- Assess to mobile plant is such that there are no slip, trip and fall hazards, ie low steps, secure handgrips, adequate access, sufficient cab space (no rubbish or spare tools in the way), a safe mounting platform.

Safe movement of vehicles including mobile plant

Vehicle hazards may occur during:

- pedestrian movement;
- vehicles and mobile plant reversing and manoeuvring;
- loading and unloading operations;
- hitching and unhitching of attachments;
- mounting and dismounting;
- securing of loads; and
- maintenance work.



Tractor
The requirements of Regulation 4.44 apply.

Movement and speed of vehicles must be managed in a way that minimises the risk of injury to operators and pedestrians. Vehicle access around the property must be:

- wide enough for the largest vehicle;
- one way if possible, with adequate passing space around slow or stationary vehicles;
- clearly signposted to indicate hazards or restrictions;
- well surface and drained; and
- free from excessive gradients.

Source: Agricultural safety and health – workbook and checklists – WorkSafe WA

Forklift SAFETY

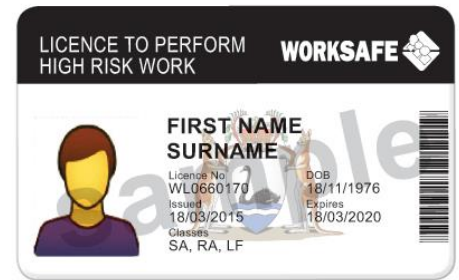
Is your forklift licence current?

By June 2012, all certificates of competency will need to be converted to high risk work licences. This includes scaffolders, riggers, crane and hoist operators and forklift and pressure equipment operators. All unconverted certificate holders will be required to be reassessed.

How are workers getting hurt using forklifts?

The major safety issues using forklifts are:

- co-workers/pedestrians being hit by moving forklifts or moving parts of a forklift;
- co-workers/pedestrians being trapped or caught between a moving forklift/moving parts of a forklift and stationary object;
- operators suffering muscular stress due to a combination of inappropriate seating, vibration and manual handling;
- operators falling while getting into or out of forklifts;
- collisions between forklifts and other vehicles or stationary objects;
- overloading or unsafe stacking of loads on forklift tines;
- forklift is not used for towing unless the manufacturer has approved this in writing;
- forklift operators and others being hit by objects falling from the forklift tines;
- the operator's body protruding from the cab and hitting an object; and
- forklifts tipping over.



What can be done?

To avoid injuries a number of things can be done such as:

- ensuring that the forklift is adequately maintained in accordance with the manufacturer's instructions;
- carrying out daily pre-start checks and keep records of all checks and maintenance;
- providing adequate signage in areas where the forklift is used and providing load charts for attachments;
- ensuring that any attachments are de-rated for the particular forklift;
- not using the forklift for pushing or pulling (ie towing equipment), unless the manufacturer has advised in writing that it is safe to do so; and
- maintaining the seat and seat belt and ensuring the seat belt is always used.

Quad BIKES

What is a quad bike?

A quad bike (a four-wheeled motorbike) may be defined as – 'Any motorised off-highway vehicle designed to travel on four low pressure tyres, having a seat designed to be straddled by the operator and handlebars for steering control and intended for use by a single operator and no passenger, unless the quad bike is designed to do so'.



Quad bikes have serious safety risks when used incorrectly.

Before purchasing a quad bike or using existing quad bikes:

- conduct a risk assessment to determine if a quad bike is the best vehicle option for the task;
- ensure that anyone using a quad bike has appropriate information, training and supervision;
- supervise all inexperienced operators; and
- always wear an approved motorcycle helmet when operating a quad bike.

General safety tips

- Agricultural bikes should be operated in accordance with the manufacturer's instructions.
- Agricultural bikes are not designed to carry passengers.
- Never allow children to operate an agricultural bike.
- Always have a system for restraining items being carried on agricultural bikes.
- Always wear an approved motorcycle helmet [labelled AS/NZS 1698] which fits the rider.
- Never attempt jumps, wheelies or other stunts on an agricultural bike.
- Ride at an appropriate speed for the terrain, experience and the visibility conditions.

Workshop SAFETY

Facts

Agricultural workers routinely perform workshop tasks that in other industries would be undertaken by a variety of skilled trades people. Injuries associated with slips trips and falls, repairs and maintenance of machinery and associated workshop tasks are among the most frequent causes of injury.

Reducing the risk

Regularly check the workshop for potential hazards in the structure of the building, electrical installations and fittings, power tools and equipment, ladders and trestles, electric and gas welding equipment, safe storage of hazardous materials accessibility to children and the carrying of heavy and awkward weights. Once a potential hazard has been identified, assess the likelihood and possible severity of an injury occurring and take steps to minimise or control the risk. Consider the following control measures, listed in order of importance:

- remove the hazard eg dispose of the old grinder;
- substitute with a less hazardous one eg clean hands with hand cleaner and not petrol or thinners;
- isolate the hazardous process eg erect welding screens;
- adopt safe working practices eg only one person in the area when grinding; and
- provide personal protective equipment eg safety glasses or face shield.

General safety tips

- Maintain good house-keeping standards to control slip, trip and fall hazards.
- Ensure there is adequate working space for each job and ensure walkways and exits are kept clear.

Tools and equipment

- Use angle grinders only for grinding and not for cutting. Safer power cutting tools are available.
- Ensure all guards and shields are kept in place.
- Use clamps and vices to hold job items where possible.
- Ensure that bench grinders, pedestal drills and similar equipment is adequately secured.
- Always wear safety glasses or a face shield when eyes are at risk.
- Never cut or grind containers that have previously contained flammable or toxic substances.

Ladders and trestles

- Before climbing, place the ladder feet about a quarter of the ladder's length from the wall or top support.
- Before working high on a ladder, secure it to prevent it from slipping.
- Never stand ladders on drums or boxes to gain additional height.
- Ensure that all ladders comply with the Australian Standard.

Gas and electric welding

Hazards associated with welding include:

- **Arc** The arc reaches extreme temperatures and produces intense ultraviolet and infrared rays that can be harmful to both the welder and bystanders. Damage to unprotected skin and the eyes can occur.
- **Fumes** Welding in confined spaces and unventilated areas should be avoided. Welding fumes can be fatal.
- **Explosions** Never weld or heat empty containers.
- **Heat** Hot surfaces, metal fragments and sparks can cause severe burns to unprotected skin.
- **Electric shock** The risk is of electric shock is high. All electrical hazards should be identified and addressed.
- **Welding gasses** Ensure the supply is turned off on the completion of welding activities to avoid fire or explosion.

Electric welding safety tips

- Ensure personal protective equipment and clothing is provided and used eg helmet with suitable grade of lens, gloves, apron and fire resistant clothing.
- Install welding screens around the work area.
- Never attempt to connect or change welding cables before switching of mains power.
- Always install the welding unit as close as possible to the power point.
- Only use cables that are insulated throughout their entire length.
- Keep terminals clean and tight.
- Work on a well-insulated floor where possible and wear rubber-soled boots.

Gas welding safety tips

- Flash back arrestors **MUST** be fitted at each cylinder and at the hand piece.
- All gas cylinders **MUST** be restrained from falling.
- Do not allow any fitting of gas welding equipment to be contaminated by oil or grease.
- Do not light up using lighters or matches, use a flint lighter or piezo electric lighters.

Guidance note: Prevention of carbon monoxide poisoning and Guidance note: Gas welding safety flashback arrestors

NOISE

What is a 'safe' level of noise?

One of the main effects of noise is noise induced hearing loss. This can happen in two ways:

- noise of very high peak levels (more than about 135-140 decibels (dB)) can cause immediate damage to the structures of the inner ear; or
- noise of a lower level over an extended period of time can cause gradual damage.

People vary in their susceptibility to noise damage. A 'safe' level to protect the most noise-sensitive people from any hearing loss during a working lifetime, would be an average over the work shift of about 75 dB(A). For more information see Section 1.2 of the Code of practice, Managing noise at workplaces.

Noise can also contribute to other health effects such as increased blood pressure, stress and tinnitus (ringing in the ears). Safe levels to guard against these effects have not yet been determined and research is continuing. As a guide, stress can be reduced by keeping levels below 55 dB(A) in areas where people need to do work requiring concentration.

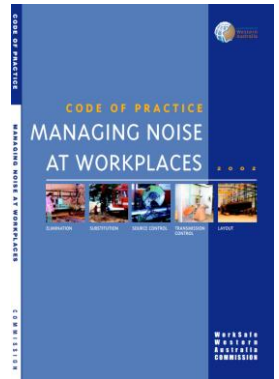
Another effect of noise is difficulty communicating and hearing warning signals or other sounds needed to work safety. A 'safe' level in these situations will vary depending on the level of the signals and the hearing capabilities of the listeners.

Examples of noise levels in agriculture

Agricultural machinery		Use of Tractors	
Vegetable preparation area/packing shed	91.6 dB(A)	Tractor with cab	73-90 dBA
Harvester	91.7 dB(A)	Tractor without a cab	91-99 dBA
Blower/duster (man carried)	89.4 dB(A)	Tractor at full throttle	105 dBA
Chain saw	103.9 dB(A)	Tractor at full load	120 dBA
All-Terrain Vehicle	100 dBA		

Source: European Agency for Safety and Health at Work- Noise in agriculture and forestry

For further information, download a copy of the Code of practice – Managing noise at workplaces from WorkSafe's website www.worksafe.wa.gov.au



Slips trips and falls

What risk factors contribute to slips and trips incidents?

Slips and trips account for 20% of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work.

Common risk factor categories include:

- floor surface and condition;
- floor contamination;
- objects on the floor – poor housekeeping;
- ability to see floor, walkways, hazards;
- cleaning and spill containment;
- space and design;
- stairs and stepladders;
- work activities, pace and processes;
- footwear and clothing; and
- individual characteristics.

How can I reduce the risk of slips, trips and falls in my workplace?

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with workers. This will ensure that the right control is chosen for the hazards that are relevant in the workplace.

Common controls used in workplaces can be categorised according to the hierarchy of controls:

- **Eliminate the hazard** - remove slip or trip hazard.
- **Substitution** - install non-slip surface on truck steps and ladders.
- **Isolation** - restrict access to some work areas.
- **Engineering controls (minimising risk by redesign)** - improve lighting, mark walkways and use ramps instead of steps.
- **Administrative Controls** - ensure good housekeeping - clean up spilled scrap immediately and use signs for slippery or wet floors, ensure items have designated storage locations that are clearly labelled so items can be returned when these are not in use.
- **Personal Protective Equipment** – use adequate safety boots.

Manual TASKS

Manual task injuries are a major cause of lost time at work and are the most common cause of injury in the agriculture sector. These injuries include sprains and strains, hernias and damage to the back.

Manual tasks is more than just keeping your back straight and knees bent, or lifting properly – it involves safely carrying, pushing and pulling, and holding or restraining. Just as manual tasks involve more than just lifting, the things that affect the risk of injury involve more than just the weight of the objects handled. Factors such as repetitive and/or forceful movements, awkward movements or postures are also very important.

Injuries can be the result of:

- gradual wear and tear - e.g. from frequent or prolonged activities such as sowing, picking and packing, or
- sudden damage - e.g. from a single lift of something very heavy or awkward to handle or from tripping and falling while carrying a load.

Strain injuries may occur when:

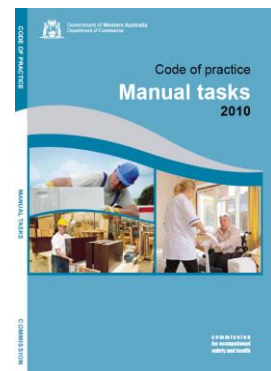
- the load is lifted from the floor, or from below mid-thigh height;
- reaching above shoulder height to either access items or work for any length of time in this position;
- there is too much twisting and bending;
- excessive forward reaching is required; and
- items, such as boxes or crates are too heavy - also take into account other risk factors, such as:
 - the number of times items have to be moved;
 - the distance the items need to be carried; and
 - the shape and size of the items (ie is het awkward to grasp).

What is a safe weight to lift?

There is no safe weight. The risk of injury increases as the weight of the load increases.

Evaluating the risk posed by the weight of the object needs to take into account:

- how long the load is handled;
- how often the load is handled; and
- the physical characteristics of the individual.



How do I reduce the risk of injury from manual tasks?	
First step	<p>The first step, in consultation with your workers, is to identify the manual task hazards in your workplace.</p> <p>Manual task hazards can be identified by:</p> <ul style="list-style-type: none"> • by observing tasks being performed; • consulting with workers and supervisors • reviewing hazard/injury reports
Second step	<p>Next, in consultation with staff, complete a risk assessment for each task to determine which risk factors are present and identify the level of risk. Risk factors may be:</p> <ul style="list-style-type: none"> • forces and loads; • vibration; • working environment; • systems of work; and • work characteristics.
Final step	<p>Finally, for each hazard, determine what controls are needed to minimise risk. Priority should be given to implementing control measures where the level of risk is moderate, high and extreme. These controls may include:-</p> <ul style="list-style-type: none"> • Reducing the sizes of packing crates making them easier to carry • Provision of a range of equipment such as:- <ul style="list-style-type: none"> • trolleys; • castor and wheels; • forklifts; • hand trucks; • lift tables; and • work stands; and pallet lifters. • Ensure the packing area is designed to reduce double handling and the need for twisting, bending or lifting from the ground. • Ensure benches, conveyors and other work surfaces are at a good height to reduce poor posture. • Rubber anti-fatigue matting provide to staff standing for extended periods on concrete floors. • Work is varied to avoid repetitive action over prolonged periods e.g. mix up time spent picking and packing, regular breaks, etc. • Ensure that supervisors and staff responsible for training have a good understanding of the factors that increase the risk of manual task injuries.

Manual tasks-lifting

Lifting is the single most common cause of manual task related injury in Western Australia. On average, workers with injuries from manual tasks take the longest time to recover and return to work.

The weight of an object is only one of many factors to consider in avoiding injuries. Other things to take into account include: how often and how quickly a task is performed; the age and physical strength of the person; and the size and shape of the object.

General safety tips

- Avoid heavy lifting where possible. Take advantage of various lifting devices that you have on your property. Think about ways you can use trolleys, front-end loaders, ute-back cranes and hydraulic tailgates to reduce the risk of injury.
- Lifting heavy items on and off the back of utes and trucks is a major problem area, because of the weight of the objects and the height of the lift. The use of simple handling equipment can eliminate the risk. For example, when you buy a new ute, consider having a 'back saver' or 'utility' crane or hydraulic tailgate loader fitted.
- When you are on a tractor or other equipment, use mirrors and swivel seats to eliminate the need to twist and turn to see.
- Avoid twisting and bending when standing or sitting at a job. For instance, complete jobs at a waist height workbench rather than on the ground.
- Avoid double handling. For example, look for ways to reduce the number of times you repeatedly handle objects such as bags of fertiliser, hay bales, livestock, etc. The less work you do, the less chance you'll suffer a manual handling injury.
- When you do have to carry and lift numerous items, where possible choose light-weight materials, divide the load up into smaller units, or think about buying in smaller bags. You could also half-fill containers.
- If manual lifting is the only option, seek assistance when you lift heavy objects. The help of a few mates could save your back.

Source Agriculture workbook, WorkSafe

For further information, download a copy of the Code of practice – Manual tasks from WorkSafe's website www.worksafe.wa.gov.au

Falls from HEIGHT

Falling from one level to another is a major workplace hazard and is the most common cause of death from traumatic injuries. Fall hazards occur in all industries and most fatalities occur from a relatively low height. It is vital to secure the health and safety of workers by undertaking adequate risk management and implementing safe systems of work whenever employees are required to work at height.

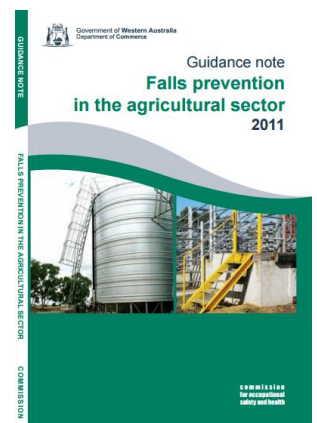
Ladders

Ladders can be hazardous if they are not correctly maintained and used. Ladders should properly stored and inspected regularly. Check that ladders:

- are not damaged, do not have loose or missing parts;
- are secured against movement and are supported from a firm, level, non-slip surface;
- project at least 1 metre above the landing place;
- are placed at a slope that is no steeper than 4 units of height to 1 unit horizontally;
- are rated for industrial use, not domestic use.

When using a ladder:

- always have two hands free to climb up and down (three points of contact);
- any materials or tools (other than those held on a worker's belt) should be transferred to the work area separately;
- always face the ladder while climbing up, down or working;
- never place feet higher than 900mm from the top of the ladder;
- never over-reach from a ladder;
- never work from a ladder above another person;
- never have more than one person on a ladder at any one time;
- do not use a ladder in an access way or where it may be hit by a door;
- do not undertake work requiring restricted vision, welding or metal cutting from a ladder; and
- use a non-metallic ladder where there are electrical hazards.



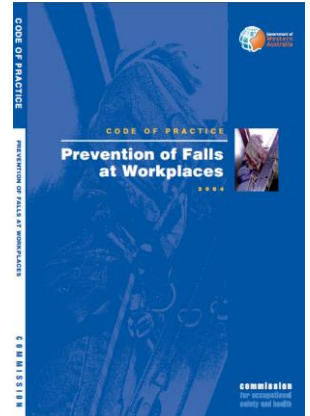
Elevating work platforms

Consider the following when selecting an appropriate type of Elevating Work Platform (EWP):

- type of work to be carried out;
- height and reach of the unit;
- safe working load of the unit;
- existing ground conditions; and
- existence of any electrical hazards such as power lines.

Safety precautions that should be taken include:

- operator and personnel are appropriately trained and familiar with the EWP;
- the EWP is checked for operational safety prior to use;
- the support surface for the EWP is free of penetrations and is preferably flat;
- pneumatic tyres are in good condition and free of defects;
- any travel when the platform is raised is in accordance with the manufacturer's recommendations;
- harnesses are connected and worn at all times if a boom-type EWP is used;
- do not climb in or out of the platform while the EWP is elevated; and
- persons operating boom-type EWPs with a boom length of 11 metres or more must hold a WP Class High Risk Work Licence.



For more information on the prevention of falls refer to the Guidance note – Falls prevention in the agricultural sector and the Code of practice – Prevention of falls at workplaces, available from WorkSafe's website www.worksafe.wa.gov.au

Sun SAFETY

Plant operators, outdoor workers and truck drivers are at risk of sun related injuries due to the nature of the work. Implementing a comprehensive sun protection program, which includes a range of protective measures, can prevent sun-related injuries and reduce the suffering and costs associated with skin cancer.

Skin cancer and outdoor work - A guide for employees is a valuable guide and is available from the Cancer Council website www.cancercouncilwa.asn.au

Working in HOT CONDITIONS

Organisation of work

Heat stress can be reduced by attention to the way work is organised. Examples include:

- rescheduling work so the hot tasks are performed during the cooler part of the day or in cooler times of the year;
- reducing the time an individual spends doing the hot tasks eg by job or task rotation;
- arranging for more workers to do the job;
- providing additional rest breaks in cool, shaded areas; and
- using mechanical aids to reduce physical exertion.



Providing training and information

Training and information will enable workers to:

- identify hazards associated with heat stress;
- recognise symptoms of heat stress and heat illness;
- identify appropriate first aid procedures;
- understand how to avoid heat illness;
- recognise the potential dangers associated with the use of alcohol and/or drugs; and
- use appropriate protective clothing and equipment.

Toolbox meetings and pre-start meetings present opportunities to reinforce the actions needed to avoid heat illness.

Providing personal protective clothing

Outdoor workers should be provided with protection against ultraviolet exposure, such as a wide brim hat, loose fitting, long sleeved collared shirt and long pants, sunglasses and sunscreen.

Keeping well hydrated

The Western Australian Occupational Safety and Health Regulations 1996 require that a supply of clean, cool drinking water is provided and is readily accessible to workers. Employers should plan ahead and ensure all the necessary measures for preventing heat illness can be implemented when hot weather is predicted

.Source: WorkSafe Bulletin: Working in hot conditions

Working with PESTICIDES

Pesticides are often classified as hazardous substances and can harm workers, other people or the environment if not used correctly. Pesticides are regulated by several agencies; including the Health Department and WorkSafe.

Do you need to use pesticides?

- Can the pest be managed through hygiene, pest-proofing or barriers or using resistant species?

Before you apply pesticides

- Choose less hazardous pesticides where practical.
- Spray operators should have received training in chemical hazards, controls (including personal protective equipment/PPE) and safe use of pesticides. Training providers with a specific focus on pesticides are available.
- Health surveillance should be provided for workers if there is a health risk from organophosphates.
- Read the label and material safety data sheet (MSDS), assess the risks, and work out what equipment (including PPE) you need.
- Check the weather – follow any weather warnings on the label.
- Check your equipment – use dust and charcoal air filters for tractor cabs if spraying hazardous pesticides. Choose nozzles to suit the weather conditions, the chemical and the label requirements.
- Calibrate spray equipment before use.
- Have soap and water available for washing hands.
- Make sure others know your plans and that there is a communication plan if you will be working alone.

Preparing and mixing chemicals

- Do not eat, drink or smoke when handling chemicals.
- Use the PPE listed on the label.
- Open containers slowly in case pressure has built up.
- Mix chemicals in the correct order and use the recommended dilution rate.
- Wash gloves with soap and water before removing them.
- Wash hands after handling chemicals, especially before eating, drinking, smoking or going to the toilet.

Applying pesticides

- Ensure the spray area is clear of people and animals before spraying. If close to sensitive land uses, inform neighbours before spraying.
- Keep vehicle cabs clean – remove contaminated PPE before entering and keep windows and doors closed and air conditioning on 'recycle' during spraying.
- If cleaning blocked nozzles, wear gloves and safety glasses and use a small brush or toothbrush – never blow clear with your mouth.
- Check the label for information on when the area can be re-entered by unprotected people.

Cleaning up

- Wear PPE when cleaning up.
- Empty and rinse tanks, flush all couplers and filling devices with water, clean spray lines and nozzles, wash down sprayer and decontaminate if required.
- Triple rinse empty pesticide containers and return to the store/supplier where possible, otherwise use an environmentally responsible waste disposal service.
- Wash PPE in hot soapy water. Wash gloves last. Check reusable PPE for damage.
- Wash hands, arms and face with soap and water, or shower.
- Change clothes and hat.

Record keeping

Keep records of:

- spray operator's training;
- register of hazardous substances - including a contents list of hazardous substances, a copy of material safety data sheets (MSDSs) and reference to the risk assessments conducted in relation to hazardous substances;
- health surveillance for workers using organophosphates; and
- details of each pesticide application.

For further information on safely working with pesticides and the requirements surrounding health surveillance when working with organophosphates, visit the WorkSafe website on www.worksafe.wa.gov.au and search for 'pesticides'

Safety tips for new and young workers and their employers

What are the employers' responsibilities for workplace health and safety?

New and young workers may be backpackers, contract or labour hire workers. As an employer, you must, as far as practicable, ensure the work environment and systems of work are safe and healthy, regardless of the type and terms of their employment. This includes preventing them from both physical hazards (such as slippery floors, heavy loads, faulty and unguarded machinery and chemicals) and 'psychosocial' workplace hazards (such as bullying, violence and fatigue). You must consider the tasks you give to new and young workers given their skills, abilities and experience.

To provide training and supervision

As an employer, you must make sure workers have enough information, training and supervision to enable them to work safely. This training must:

- show workers how to do their job safely and how to recognise hazards on the job;
- provide and show workers how to safely use the necessary machinery and equipment; and
- provide and show workers how to safely wear and use any personal protective clothing and equipment (PPE), such as gloves, safety footwear and goggles.

You should also:

- show workers how to report any safety concerns or hazards;
- help them to get to know the workplace layout, their immediate supervisor, safety and health representative (if there is one) and co-workers; and
- make it easy for new and young workers to ask questions – don't assume they will ask.

To talk to workers about safety and health

As an employer, you are responsible for sharing information with workers about workplace safety and health matters, including:

- asking for their input when looking at any workplace hazards and ways to control them;
- discussing new machinery and equipment when it is introduced into their work area;
- holding discussions at team or toolbox meetings where safety and health concerns can be raised; and
- holding discussions with safety and health representatives (if any).

What are new and young workers' responsibilities for workplace safety and health?

To work safely

Look after yourself and others by:

- following all reasonable instructions for doing the job;
- following workplace procedures;
- not putting yourself or your workmates at risk;
- wearing personal protective clothing and equipment (PPE) as required; and
- reporting unsafe situations and injuries to your supervisor, employer and/or safety and health representative.

To ask if you're not sure

Find out how to do things safely by:

- taking the induction and training seriously;
- knowing and following the safety and health requirement of your job; and
- if you are not sure how to do something safely, asking for help or training before you start the task.

Work is important, but your life is more important. Some ways you could ask your supervisor for help are to ask questions like:

- 'I'm not sure how this works, could you spare a few minutes to show me again?'
- 'I think I've got the hang of this, but can you watch to make sure I'm doing everything right?'
- 'I'm still a bit uncomfortable with this, would you mind explaining it/or showing it to me again?'

To report your concerns

If you are concerned about your own or your co-workers' safety and health:

- talk to your supervisor, employer and/or safety and health representative (if there is one) straight away – this might be about slippery floors, lifting heavy loads, faulty or unguarded machinery and equipment, chemicals, bullying, violence or fatigue;
- talk to one of your more experienced co-workers;
- if you work through a group training organisation or labour hire agency, report your concerns to them, as well;
- if you are a work experience or structured workplace learning student, you should also speak to your teacher or trainer about your concerns;

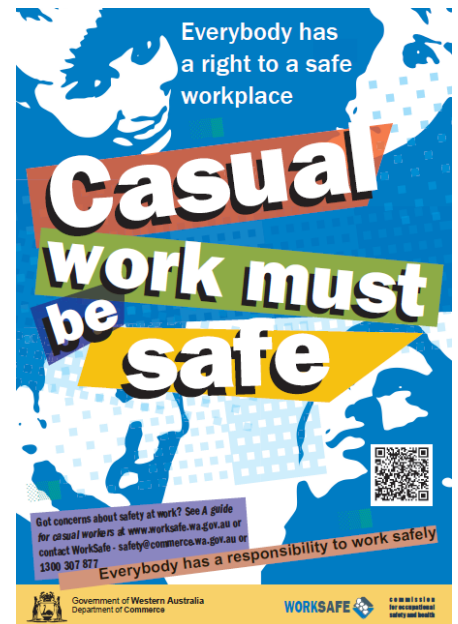
- where attempts to resolve a safety and health issue at work have not succeeded and you think there is a risk of imminent and serious injury or harm to health, you can contact WorkSafe and request an inspector attend the workplace; and/or
- where attempts to resolve a safety and health issue at work have not succeeded and there is no risk of imminent and serious injury, you can contact WorkSafe for advice. If you wish an inspector to attend the workplace, your request will be considered – you can request that WorkSafe does not release your name to your employer.

Do you use labour hire workers in your workplace?

Before engaging labour hire workers – what can you do?

Before you engage labour hire workers to carry out work, you should:

- provide the agent with detailed information about the nature of work to be carried out including details of:
 - any skills, knowledge, training and experience required to safely undertake the work required;
 - the tasks to be carried out;
 - the working environment;
 - any plant or equipment to be used;
 - any manual tasks to be carried out;
 - any hazardous substances to be used;
 - any other safety and health risks associated with the work;
 - any control measures to minimize the risk of injury; and
 - organisational and OSH management arrangements.
- verify that the selected worker/s have any necessary qualifications, licences, skills and training to carry out the work safely;
- consult with the agent on any OSH matters;
- discuss with the agent the contents of site specific OSH induction and required information, instruction and training outlining duties, policies, procedures and safe work practices, including consultation methods;
- discuss with the agent any required equipment, including personal protective clothing and equipment (PPE), the standards PPE must meet and who provides the PPE;
- eliminate or, if that is not reasonably practicable, minimise risks to labour hire workers in the workplace in consultation with the agent;
- establish open communication and consultation methods with the agent and the worker in relation to OSH matters, including changes to the job; and
- establish persons of contact for OSH matters between you and the agent, as well as agreed means and frequency of communication.



During a labour hire worker's placement – what is your role as a host?

While labour hire workers are carrying out work, you should:

- provide the worker(s) with site specific OSH induction and information, instruction and training outlining duties, policies, procedures and safe work practices, including consultation methods;
- treat labour hire workers as you would your own employees, with respect to the provision of a safe working environment and the provision of PPE;
- provide adequate supervision of labour hire workers to ensure that work is being performed safely;
- consult with the agent and worker regarding any changes which may affect OSH - you should not transfer a worker to a new task or a new location until you have consulted with the worker about this and have obtained approval of the agent to the proposed change(s);
- provide any further instruction, information and training necessary prior to transferring a labour hire worker to a new task or a new location;
- encourage labour hire workers to participate in the identification of hazards specific to their work;
- support and encourage labour hire workers to participate in workplace consultative arrangements;
- allow the agent access to the workplace and to relevant documents for the purpose of workplace safety assessments and to fulfill their OSH duties as an employer; and
- encourage workers to maintain contact with the agent throughout their placement.

Reporting an INJURY

All deaths and certain types of injury or disease, in connection with work, must be reported to WorkSafe. Failure to report could lead to prosecution. Reporting must be done by the relevant employer whenever death or certain types of injury occurs in connection with the relevant employer's business. Relevant employers may include the self-employed, principal contractors, labour hire agents and directors. In some cases, WorkSafe will require notification of the same reportable death, injury or disease by different 'relevant employers'. For example, if a manufacturer hired a self-employed contractor whose work caused a reportable injury at the manufacturer's workplace, a report would be required from both the manufacturer and the self-employed person.

Reporting is required for:

- employees who suffer death/injury/disease at work or at employer provided residential premises as described under section 23G(2) of the Act;
- non-employees who suffer death/injury/disease at a workplace or in connection with the business of an employer or a self-employed person; and
- self-employed people, who suffer death/injury/disease at work or in connection with work.

Types of injuries that must be reported:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone in the arm, other than in the wrists or hand, or in the leg, other than a bone in the ankle or foot;
- an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- the loss of sight of an eye; and
- any injury other than those referred to above 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.

How to report an injury to WorkSafe

Notification will be accepted either in person, in writing, by fax, by telephone or email. You can download copies of the forms from the WorkSafe website: www.worksafe.wa.gov.au

First aid and emergency procedures

First aid kit

A first aid kit may be of any size, shape, or type providing it is large enough to contain all the supplies required to suit the property and the types of injuries that may occur. First aid kits need to be provided and located to ensure they are immediately accessible. Access for people working in isolated or remote locations must be taken into account.

Additional information on or near the top of a first aid kit should include:

- the name, address and telephone number of the nearest medical or emergency service; and
- instructions for emergency treatment of injuries that may be specific to the workplace.

First aid training

The level of training for first aid needs to be determined when first aid facilities and services are being planned. As a general rule, the more remote the property is from professional medical help, the higher the standard of first aid training is required. As an absolute minimum one person who is at the property all the time must hold current first aid qualifications.

Further information

The Commission for Occupational Safety and Health has published the following publications: Code of practice First aid and first aid facilities Guidance note Preparing for emergency evacuations at the workplace

Emergency procedures

It is important that you are fully prepared for an emergency evacuation.

- everyone knows what to do in the event of an emergency; and
- preparations for potential and unexpected incidents at the workplace have taken place.

What are the types of emergencies to consider when planning evacuation procedures?

The types of emergencies to plan for include:

- fire;
- injuries;
- rescues;
- incidents with hazardous substances, including pesticides;
- natural disasters.

Who is responsible for evacuation procedures in the workplace?

Under the *Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996*, the employer, main contractor, self-employed person or person having control of the workplace must ensure that there is an evacuation procedure in place to protect anyone on the premises in the event of an emergency.

Evacuation procedures must be developed in consultation with employees and safety and health representatives (if any).

- An evacuation procedure has been prepared. The evacuation procedure is clearly and prominently displayed at the workplace, where practicable.
- A diagram showing the location of exits, and the position of the diagram in relation to the exits, is clearly and prominently displayed at the workplace, where practicable.
- The evacuation procedure is practised at the workplace at reasonable intervals, where practicable.
- The workplace is arranged so that people can safely move within it and the passages for the purposes of movement are always kept free of obstructions.
- The means of access to and egress from the workplace enable people to move safely to and from the workplace and at all times are kept free of obstructions.
- Emergency exits from a workplace are safe in the event of an emergency and clearly marked, for example, the exits are easily accessed and are free from obstruction.
- Efficient portable fire extinguishers are provided. These must be located and distributed in accordance with Australian Standard, AS 2444-2001: Portable fire extinguishers and fire blankets - Selection and location.
- Portable fire extinguishers are regularly maintained.
- Training is provided on how to use fire extinguishers and other safety equipment to people who will be required to help control or extinguish a fire at the workplace.
- Smoking and naked flames are banned from any part of the workplace where there are goods or materials which, in the event of a fire, are likely to burn with extreme rapidity, emit poisonous fumes or cause explosions, and there is a risk of harm or injury from ignition.
- The workplace is maintained in a clean condition to avoid hazards to people.
- Rubbish, building materials and plant are stored away from footpaths and roadways at the workplace.



Checklist

This checklist is based on the "Agricultural safety and health checklist" developed by WorkSafe. The checklist is available from: <http://www.commerce.wa.gov.au/publications/agricultural-safety-and-health-checklist>

Mobile plant safety checklist

Check	yes	No	n/a
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat belt mounting points are incorporated into the design of the mobile plant and seat belts are fitted and worn by the operators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that manuals (operator's instructions) for mobile plant are available for persons required to operate each item of mobile plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log books / maintenance records / pre-operational checks of mobile plant are completed and kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operators have been assessed as competent to operate the plant they are using.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The movements of all vehicles are managed in a way that minimizes risks to operators and bystanders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slip, trip and fall hazards relating to tractors and mobile plant have been identified, assessed and controlled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working under raised plant ensure machine is turned off, jacking points are identified, and equipment is secured and adequate chocks/supports used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A safe system is established for dealing with split rims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile plant is only ever started from the operators' seat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that any passengers on mobile plant are seated in accordance with manufacturers' recommendations, and utilising any seatbelts provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that prior to operating mobile plant, all overhead and underground services such as power lines, drains, sumps etc have been identified and safe work procedures are in place for persons in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that all mobile plant which has impaired function has been labelled as 'out of service', and is withdrawn from use until repairs have been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum speed limits established for all areas of the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile plant and vehicles carry loads in accordance with the manufacturers' instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons operating agricultural mobile plant and vehicles in the workplace have received training and instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mobile plant safety checklist - cont'd

Check	yes	no	n/a
Mobile plant and vehicles have been maintained and are in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Towed accessories do not exceed the towed or tongue weight limit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessories utilised meet the requirements of the manufacturer of the mobile plant and vehicles to which they are attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terrain is assessed and hazards identified. Consider operator skills, slope, weather, surface structure etc has been addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons transporting mobile plant and vehicles have been trained in loading, tying down, and unloading procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All safety and warning decals on mobile plant and vehicles are to be legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys to mobile plant and vehicles stored in a place where they cannot be accessed by children (to prevent unintended use).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No passengers to be carried unless the mobile plant or vehicle has been designed to do so; and if so - carried according to the manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer provided accommodation safety checklist

Check	yes	no	n/a
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If YES, have the safety and health hazards such as (maintenance, electrical, housekeeping, evacuation) been adequately addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grain movement and storage safety checklist

Check	yes	no	n/a
Silos and field bins are regularly inspected for structural damage, rust and metal fatigue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access ladders and hatches are secured to prevent unauthorized access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined space entry procedures are followed when entering silos and field bins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The input ends of all grain augers are guarded where used in an external situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agricultural chemicals (hazardous substances) safety checklist

Check	yes	no	n/a
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People using farm chemicals hold current certification or have a record of similar farm chemical training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agricultural chemicals (hazardous substances) safety checklist - cont'd

Check	yes	no	n/a
Where the DrumMuster, ChemCollect or similar schemes are in existence, plans are implemented to dispose of empty chemical containers and unwanted chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment has been conducted and recorded for each hazardous substance used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All containers of chemicals, including where chemicals have been decanted into another container, are clearly labelled with the contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health surveillance is undertaken where organophosphate pesticides are being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electricity safety checklist

Check	yes	no	n/a
All electrical installations are regularly inspected, checked and tested to minimise the risk of electric shock and fire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A residual current device (RCD) is fitted to the electrical installation where hand held and portable electrical equipment is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords and electrical power tools are used in a safe manner, in good condition and have moulded or transparent plug ends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazards of overhead and belowground power lines have been identified and addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residual current devices installed at the workplace are kept in a safe working condition and tested on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Machine guarding safety checklist

Check	yes	no	n/a
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The manufacturers operating instructions (manuals) are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures are in place to ensure all guards removed for maintenance or cleaning are replaced before machine is returned to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agricultural bike / quad bike safety checklist

Check	yes	no	n/a
A helmet [labelled AS/NZS 1698] which fits the rider; and substantial footwear is a mandatory requirement when riding motor or quad bikes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum speed limits established for all areas of the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bikes carry loads in accordance with the manufacturers' instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons operating motor or quad bikes in the workplace have received training and instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor or quad bikes have been maintained and are in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agricultural bike / quad bike safety checklist - cont'd

Check	yes	no	n/a
Towed accessories do not exceed the towed or tongue weight limit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessories utilised meet the requirements of the manufacturer of the agricultural bike to which they are attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terrain is assessed and hazards identified. Consider operator skills, slope, weather, surface structure etc has been addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons transporting bikes have been trained in loading, tying down, and unloading procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All safety and warning decals on bikes are to be legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys to bikes stored in a place where they cannot be accessed by children (to prevent unintended use).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No passengers to be carried unless the plant has been designed to do so; and if so - carried according to the manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Noise safety checklist

Check	yes	no	n/a
Risk assessments are conducted and adequate hearing protection is worn when exposed to noisy activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manual tasks safety checklist

Check	yes	no	n/a
All workers have been instructed in correct lifting techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative ways of lifting and carrying have been implemented, e.g. mechanical hoist, trolley.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training has been conducted on the potential hazards associated with animals and safe animal handling techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard identification - In consultation with workers, all hazards in relation to manual tasks have been identified, such as lifting items such as boxes or crates; carrying items; pushing/pulling crates; repetitive bending; repetitive awkward postures using knife or secateurs; reaching at conveyor or packing area; prolonged or awkward postures to pick or sort vegetables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments of hazardous manual tasks have been conducted. Risk factors, such as lifting, carrying, pushing, pulling, holding, restraining, have been considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical control measures have been implemented and maintained to eliminate or reduce risk associated with manual handling tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task specific induction and refresher training in relation to manual tasks is provided to all persons carrying out manual tasks. Elements of training should include: <ul style="list-style-type: none"> • key sections of the Code of practice manual tasks and Regulations; • roles and responsibilities of the employers, workers and others; • consultation to identify manual tasks and assess and control risks; • basic function of spine, body postures, muscles, principles of levers; • relationship between the human body and the risk of injury; • activities included in manual tasks and resulting types of injuries; • risk factors and potential sources of risks; and • control strategies for manual tasks. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manual tasks safety checklist cont'd

Check	yes	no	n/a
Reported manual task injuries and hazards have been investigated <ul style="list-style-type: none"> • The investigation examined relevant risk factors and sources of risks. • Outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolleys, pallet jacks, forklifts, etc provided where practicable to avoid lifting or dragging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolley wheels are appropriate to ground surface condition. Ramps in place in areas where trolleys are used to go from one level to another.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolleys are appropriate for use and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is designed to avoid bending or lifting from ground. Where this cannot be avoided, mechanical lifting and moving devices are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where work is undertaken in standing position on concrete floor, rubber matting is provided where practicable or sit/stand options are made available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work benches and other work surfaces are good height to reduce poor posture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is organised to prevent excessive workload (eg extra staff provided for peak periods).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is varied to avoid repetitive action over prolonged period of time (eg job rotation as usual practice, regular work breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to storage areas or work benches (eg pallets) is not obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching aids, such as hooks, tongs, are available where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors/personnel responsible for training understand manual tasks risk factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Further information on manual tasks is available from the WorkSafe website www.worksafe.wa.gov.au</p> <p>Resources include:</p> <ul style="list-style-type: none"> • Code of practice – Manual tasks. • Training package. • Video: Manual tasks risk management - Running time: 11:32 mins. • Worksheet: Manual tasks incident investigation (word) • Worksheet: Manual tasks risk management tool (pdf). 			

Fuel storage safety checklist

Check	yes	no	n/a
Have the fall hazards from above ground fuel tanks been controlled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The supporting structure is free of damage and corrosion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All ladders are securely attached and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agricultural workshop safety checklist

Check	yes	no	n/a
Good house-keeping standards are maintained to control slips, trips and falls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good ventilation is maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All guards and safety shields are kept in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety glasses, gloves and ear muffs provided (at no cost to employees) where people are at risk of injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas and electric welding hazards have been controlled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flash back arrestors have been fitted to all gas welding equipment, at the operators side of the regulator and at the handpiece.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are safe to operate. (Maintained and fit for purpose).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate work space is provided for each job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable ladders are used and stored in a safe manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkways and exits are kept clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders are secured and appropriate signage is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical leads, hoses, tools or other obstructions do not form trip or fall hazards while in use and are cleaned up after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors, stairs or ramps have an unbroken and slip resistant surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills are cleaned up immediately and where required warning sign is erected near spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railing or other safe guards are provided along stairs and ramps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps are available in areas where floor height changes and items are carried regularly or trolley access is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety boots, safety Wellingtons, high visibility clothing and respiratory equipment are provided where required (at no cost to employees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air receivers: <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other safety hazards - safety checklist

Check	yes	no	n/a
Hazards of waterways, dams and effluent ponds, including vehicle crossings have been addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazards associated with electric fences, wire straining and gate opening/closing have been addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic is managed in such a way that persons are not placed at risk of injury from collision with, or run over by, vehicles in and around the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other safety hazards - safety checklist cont'd

Check	yes	no	n/a
The risks of hot water burns and scalds have been identified, and tasks are performed in a controlled way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons exposed to sun have adequate protection provided (at no cost to employees) e.g. long sleeves/pants, hats, sunscreen and sunglasses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The risks of contracting zoonoses such as Q fever have been managed through informing workers regarding its characteristics and risks; offer immunisation; and training on the correct use of control measures in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable and maintained amenities are provided such as sanitary facilities and cool, clean drinking water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons required to work alone have established forms of contact should a medical or other emergency arise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water tanks and other water storage units are secured against unauthorised access, especially by children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decommissioned buildings, tanks and plant have been rendered safe by removal of energy sources; fencing; or other means as necessary to prevent unauthorised access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the stability and restraint of transported loads has been addressed to prevent load - slip, falling load and overloading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that at night or in poor light there is access to suitable additional lighting to safely perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that there are safe work procedures in place to prevent persons falling from one place to another; or into one place from another.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure warning signs are in place to alert persons to hazards which may not always be obvious.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoking in the workplace to be prohibited where there may be risk of combustion; or in enclosed areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A register of all asbestos structures has been made to ensure persons working on these structures are advised of the presence of asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risks associated with lighting or managing fires have been assessed, persons involved are trained in safe work methods, and emergency procedures are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where there is a risk of fire at a workplace, suitable and sufficient fire extinguishers and fire suppression equipment are provided; and where required, persons are trained in its use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All internal roads and laneways should be maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No person is at the workplace under the influence of drugs or alcohol; or consumes drugs or alcohol within the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety induction - safety checklist

Check	yes	no	n/a
All workers, including casual and seasonal, have completed an induction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are competent to carry out the tasks allocated to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision is ongoing to ensure workers are completing tasks safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers understand the need to report hazards, near misses and injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reportable incidents such as those below have been reported to WorkSafe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency procedures and first aid safety checklist

Check	yes	no	n/a
Procedures are established to deal with emergencies e.g. accidents, medical emergencies, floods, fire etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone / call sign details are displayed in prominent locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A first aid kit stocked with items suitable to address the needs for first aid is maintained and provided at available locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An adequate number of people have been trained in first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid procedures are in place for remote and isolated work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the risks associated with bites and stings been assessed, and are appropriate procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working at heights safety checklist

Check	yes	no	n/a
Practicable control measures have been implemented and maintained to eliminate or reduce the risk associated with work at height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge protection is provided where a person could fall >2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork, and false work. Fall injury prevention system or edge protection is provided where a person could fall >3 meters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe means of access and egress to the work being performed at heights is in place, ie access to mobile plant is safe, such as low steps, secure handgrips, sufficient cab space, no rubbish or spare tools in the way, adequate access, a safe mounting platform provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People required to work at height have been provided with adequate information, instruction and training for the work being performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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