

Rural safety induction

<Insert business name>

[Click and Type: employee name]

[Click and Type: position title]

Safety protocols

Personal health, safety and hygiene

- We aim to provide a safe workplace and good personal hygiene will assist to reduce sickness due to animal disease or exposure to dangerous substances.
- The business will supply personal protective equipment (PPE) where deemed necessary:
 - sunscreen for employee use
 - fresh drinking water
 - protective gear to wear for spraying and mixing chemicals
 - dust masks and respirators
 - ear muffs
 - welding masks and protective workshop devices.
- Sun protection is to be worn at all times by staff working in the open. It is the employee's responsibility to apply the sunscreen supplied and wear a hat.
- Employees must wash up before eating.
- Smoking is not permitted in confined spaces including the dairy staff room and farm vehicles.
- While operating vehicles, mobile phones must only be used when stationary.
- Personal use of mobile phones and text messaging is restricted to prescribed breaks.
- No staff member is to work under the influence of alcohol or drugs.
- Use of prescribed medication must be reported to the manager.
- Protective gear must be used by employees when mixing or spraying chemicals.
- Clothing exposed to chemicals must be removed and washed following the completion of mixing and spraying tasks.
- It is the responsibility of the employee to fit, wear, clean and store protective gear as instructed.
- Employees must wear ear muffs in noisy situations.
- Dust masks or respirators must be fitted in dusty conditions.
- Safety gear must be fitted by employees when using workshop equipment.
- Employees are expected to supply and come to work in clothes that are safe and suitable to work in. These include:
 - a wide brimmed hat for working in direct sunlight
 - closed in boots
 - long sleeved shirt and either appropriate work trousers or shorts.

- A licensed firearm is kept on farm to enable the manager to address matters of animal welfare.
- Firearms and ammunition must be stored in the locked firearm cupboard.
- Only licensed personnel are permitted to use firearms on this farm.
- No employee is permitted to bring firearms on to this property.

Motor bikes and quad bikes

- The farm motor bike policy is designed to protect our employees from the potential hazards that may result in injury.
- Motor bikes and quad bikes are to be well maintained at all times.
- New employees will receive training and /or assessment by the manager before operating the motor bikes or quad bikes.
- All staff will be issued with personal helmets. These are named inside the helmet and are stored in the garage.
- Helmets are to be worn at all times when riding quad bikes or motor bikes except when travelling less than 10 km/hr herding cows.
- Riders are not permitted to carry passengers. Only riders approved by the manager may ride the farm motor bikes. Children are not permitted.
- Speed is limited to 40 km/h on good tracks, however, care must be taken to ride within your limits given the conditions.
- Any mechanical malfunctions must be reported to the manager. Do not ride any quad bike or motor bike if you consider it to be dangerous.

Tractors, vehicles and implements

- The farm tractors are fitted with all required safety features to provide a safe operating environment for our employees.
- Tractors are to be well maintained at all times.
- New employees will receive training and /or assessment before operating the tractors.
- No internal combustion engine is to be left running in poorly ventilated areas.
- All PTO guards are to be in place before operating PTO driven machinery.
- All farm vehicles are fitted with reversing beepers. Please ensure that they remain operational. Report any malfunctions.
- Children are not permitted to drive or ride on tractors.
- Employees must not step from moving vehicles or tractors.
- No one is permitted to ride upon front-end loaders or cranes.
- Due care must be taken to avoid touching overhead power lines.
- A marked-up farm map is provided to assist farm employees to identify overhead power lines.

Moving equipment

- This business has a policy of ensuring all machinery is in safe working order and safety features are in place to protect employees.
- All moving parts must have guards firmly in place before starting any machinery.
- The safety stop mechanism must be checked and be functional before any milking is begun.
- Children must be confined to the designated safe play area.
- All farm vehicles are fitted with reversing beepers. Employees must report any malfunctions.
- No machinery is left running unless the park brake is applied and the employee is convinced that it is safe to do so.
- No employee must step from moving vehicles or machinery.
- No employee will climb under tractors or machinery unless they have ensured that the machinery is adequately chocked and supported.

Water

Water is one of our most valuable resources, however employees must be aware of the dangers.

- Water including effluent is fenced to prevent access to children and animals.
- Employees should ensure that the fences around water remain in good repair.
- Employees are not permitted to ride or drive on dam banks.
- Employees should take care if working around water and watch out for snakes.
- When encountering a snake an employee should not attack the snake but should move away quietly or allow the snake to go away.
- Only drink the designated drinking water.

Confined spaces

- Staff are not permitted to enter confined spaces such as silos or water tanks unless they have specific permission from the manager.
- Should a staff member enter a confined space with permission there must be a stand-by person who shall maintain visual or verbal contact with them.
- Harnesses must be worn whenever entering a silo.

Heights

- The company has a policy of ensuring that risks are identified and reduced.
- Hazard identification will include:
 - potential of people falling
 - potential of objects falling
 - consideration of people working above or below hazards
 - structural adequacy of the ladder or platform.
- All risks on this farm regarding heights must be identified and controlled.
- When using ladders employees must ensure the ladder is at least one metre beyond the height of the task.
- Ensure that all ladders are secured to prevent falling.
- No employee shall climb on a roof without consultation with management/owners.
- All platforms must be stable, secure and have protection guard rails to prevent falls.

Manual handling

- This farm has manual handling protocols. All staff are to be trained in safe lifting techniques and are to observe manual handling protocols.

Farm infrastructure

- Tipping objects and slippery surfaces are signed.
- Approved tapes only are to be on tracks.
- Dangerous surfaces are removed or protected.
- No smoking is permitted around silos, hay sheds and other places where potentially flammable materials are stored.

Chemicals and spraying

- All staff required to spray chemicals on this farm must have satisfactorily completed an approved Farm Chemicals Users Course.
- All chemicals used on this farm must be applied as per label instructions.
- Staff using farm chemicals must have read the Safety Data sheet and must have fitted the required personal protective wear.
- When you have finished spraying, the chemicals should be locked up in the farm chemical storage and you should fill in the register that is part of the QA.

Electricity

- All electrical work on this farm is to be done by a qualified electrician. Under no circumstance will an employee try to fix electrical problems.

Animal handling

Many farm injuries happen when handling cattle. It is our intention that this business will provide an environment that is as safe to work as practicable.

- The stock handling facilities are well designed, but the operators should exercise care when working around cattle.
- Staff are expected to take care when working around bulls or cows and calves as they can be unpredictable.
- Particular care should be taken of downer cows as they may thrash around or throw their heads.
- Calving, pregnancy testing and mating may expose the employee to the risk of a zoonotic disease especially if hygiene is poor.
- Gloves should be worn when performing any procedures that may bring an employee into contact with cattle bodily fluids.
- Needles and syringes used to administer veterinary drugs must be disposed of using the sharps disposal container provided.
- The herd is vaccinated against leptospirosis and we encourage all employees to be vaccinated against Q fever.
- All animals are to be treated humanely.
- Should an animal require euthanasia seek help from the manager to ensure swift action.
- All animals requiring euthanasia to be euthanized by authorised personnel.
- Euthanasia is to be by use of a rifle to the head according to instructions and abiding by the firearms protocol.
- Ensure that the yards or race is strong enough to match the cattle being handled.
- All animals must have their feed and water requirements met. Check stock water availability regularly.
- Sick animals require extra attention. They require shelter, treatment, feed and water.
- Take care when using a gun. All gun users must be licensed.

Other:

<insert comments>

Overview of protocols
conducted by

<insert name>

Date

<insert date>

Employee's signature

