

Background

The Safety System Snapshot provides an overview of your current farm safety system compared to Work Health and Safety legislation.

We have checked the snapshot with the Safety Regulatory Authorities who have agreed that it provides a practical guide covering the current legislation regarding safety on farms.

How to use the Safety System Snapshot

It is a good idea to fill out the Snapshot with the whole farm team – however, you may decide to do it on your own.

1. You will see that the Snapshot has a traffic light system to indicate how you rate for each step.
2. There are 6 Steps to go through.
3. Start with Step 1 and work across each row – either tick Red, Orange or Green for each row that is - one tick per row.
4. Work through all of the 6 Steps and 25 Rows – you will end up with 25 ticks altogether.
5. If you identify areas for improvement, add them to the Action Plan at the back of this document.
6. Revisit the Snapshot every 6–12 months to check how you have progressed. There are two extra copies of the Safety Systems Snapshot included for future use. You can also download a copy at www.thepeopleindairy.org.au/safetystarterkit.

Farm Safety System snapshot (Page 1 of 2)

	Poor practice Each Tick in the Red Zone means you are less likely to be working safely on the farm. Address these areas immediately!	Improving safety practice Each Tick in the Orange Zone means you are increasing the level of safety on the farm. There is still work to be done	Great safety practice Each Tick in the Green Zone means you are more likely to be working safely on the farm. Monitor and review to continually improve
Step 1: Setting Up a Safe Workplace	No clear understanding of safety responsibilities	Safety responsibilities identified but not always understood or operating effectively	Manager and worker safety responsibilities clearly understood and acted upon
	No time or money allocated to meet safety responsibilities	Insufficient time and money allocated to meet safety responsibilities	Sufficient time and money allocated to meet safety responsibilities
	Safety not a priority	Safety not always a priority	Manager/s promote safety as a high priority
	No safety initiatives	Limited involvement by Manager/s in safety initiatives	Manager/s involved in all safety initiatives
	Manager/s set a poor safety example	Manager does not always lead by example	Manager leads by example
Step 2: Consulting (Employee Engagement)	No consultation processes in place	Consultation processes in place but not always working effectively	Agreed consultation processes are used to discuss safety issues and are working effectively
	Workers are not involved in safety issues	Workers are not always involved in safety decisions and developing procedures	Workers are involved in safety decisions and developing procedures
	Workers views are not valued or taken into account	Workers views are not always valued and taken into account	Workers views are valued and taken into account
	Feedback from employees is discouraged	Feedback from employees is listened to	Feedback from employees is actively encouraged
Step 3: Managing Hazards	Tasks with safety risks not identified nor the risk controlled	Only some of the safety risks have been identified and the risks controlled	All tasks with safety risks have been identified and the risks controlled
	No safe work procedures developed	Limited development, implementation and review of safe work procedures	Safe work procedures are developed, implemented and reviewed for all these tasks
	Responsibility for doing tasks safely is left up to the worker	Safe work procedures developed but not followed	Procedures are followed in day-to-day operations

Add any areas for improvement you identify in the Action Plan at the back of this document.

Farm Safety System snapshot (Page 2 of 2)

	Poor practice	Improving safety practice	Great safety practice
Step 4: Informing, Training & Supervising	Workers not inducted	Induction in safe work procedures occurs but is incomplete	All workers/contractors inducted and signed off for the farm
	No safety training provided	Some workers are not trained to ensure they are able to do their tasks safely	Workers are trained in safe work procedures before starting tasks
	Workers not made aware of safety issues	Workers are sometimes made aware of safety issues	Workers/Contractors are always made aware of safety issues
	Ability of workers to do tasks safely is not checked	Workers are sometimes asked to demonstrate that they can do their tasks safely	Workers are always asked to demonstrate that they can do their tasks safely
	No safety supervision	Supervision does not always result in safe work procedures being followed	Workers are supervised, where necessary, to ensure safe work procedures are followed
Step 5: Maintaining a Safe Workplace	Safety scans are not carried out at all	Safety scans are not carried out regularly	Regular safety scans are carried out to detect hazards
	Workplace tools and equipment are not maintained	Some workplace tools and equipment maintained	Workplace tools and equipment are maintained
	Workers not provided with easy to understand information and training on how to do their job safely	Workers not always provided with easy to understand information and training on how to do their job safely	Workers are provided with easy to understand information and training on how to do their job safely
	No process set up for reporting accidents and incidents	There is an accident /incident reporting process but it isn't understood by all workers	There is an accident /incident reporting process understood by all workers
	No emergency plans	Plans in place for some type of emergency only	Plans are in place for all emergencies
Step 6: Keeping Records	Accidents /Incidents not reported	Some incidents reported, but follow-up action limited	Safety issues and incidents are reported and acted upon, including notifications required by law
	No review of work practices following an incident	Safe work procedures and training not always reviewed following incident reports	Safe work procedures and training reviewed following incident reports
	No records kept of training or induction	Safety training records, including induction, not up to date	Safety training records, including induction, are up to date
	DATE REVIEWED:	REVIEWER:	

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