

Safety on Farm – Contractor Checklist

Your Responsibility When Employing Contractors on Your Farm:

On our dairy farms, contractors are often engaged to carry out tasks such as cutting and making hay, making silage, picking up calves and other livestock, building and maintenance work, veterinary work, herd testing, AI, delivering fuel, grain and other feed sources, fertilizing, fencing, milk pickup

Did you know that you need to manage the risks to their health and safety as you would for any other worker? This includes a site specific induction for contractors before the work begins and ensuring the work is completed safely, according to agreed procedures.

Following is a good checklist to fill out for all of your contractors:

FARM:	JOB:
CONTRACTOR:	COMMENCEMENT DATE:

ITEM:	YES	NO	REQUIRED ACTION:	PERSON RESPONSIBLE:	COMPLETION DATE:
1. Does the contractor have a safety management system and or safety qualifications?					
2. Has the contractor been briefed about the known hazards on the farm?					
3. Has the contractor provided evidence of their competency to undertake the work such as licences and/or certificates as well as public liability and WorkCover insurance?					
4. Has the contractor documented control strategies to eliminate or reduce the risks associated with high risk hazards (such as working at heights or in confined spaces such as milk vats or the use of hazardous substances) identified in Q2? (a Safe Work Method Statement)					
5. Has a site specific induction been provided for the contractor including known hazards, no go zones and authorised use of on farm equipment, reporting incidents?					
6. Does the contractor inform the manager when they are on site?					
7. Has the contractor inducted their employees and subcontractors about the safety plan for this job?					
8. Does the contractor agree to provide adequate supervision of their workers (if applicable)?					
9. Has the contractor notified the farm manager of vehicles, equipment, materials and substances to be used on the site?					
10. Is equipment supplied by the contractor well maintained with relevant safety features eg guards, emergency stops, carbon filters, electrical equipment test and tagged					
Will the contractor supply and use relevant Personal Protective Equipment/ Clothing (PPE/C) during the job? (e.g. hearing protection, chemical PPE safety footwear, high visibility vests.)					
11. Do you check the contractors' work while in progress to ensure they are working safely?					

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ITEM:	YES	NO	REQUIRED ACTION:	PERSON RESPONSIBLE:	COMPLETION DATE:
12. Do you take appropriate action if contractors are not working safely?					

Conducted By:	Signature:	Date:
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Contractor:	Signature:	Date Inducted:
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