

# Contractor: Safety Induction checklist



Farm / Business name: \_\_\_\_\_

The health and safety of all the people who work and live on this farm is the most important responsibility that we all share.

As the farm owner / manager, we have responsibility for the health and safety of everyone who works or visits this farm, and this includes contractors.

The following information describes the safe work arrangements that we see as vital for ensuring the health and safety of workers and visitors to this property.

We will step you through our contractor induction process, however, you should also read this document carefully, make sure you understand it, that your needs are addressed and that your responsibilities are clear.

If you do not understand any section, ask for an explanation.

As a contractor working on our farm, we ask that you provide this information to your workers as well. Extra copies are available.

If at any time, you feel you cannot do your job safely, stop and discuss it with the farm manager or the person from the farm supervising your work. We will then work together to fix the problem.

## Contractor details:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Details already on file?**      Yes      No      If no, fill in below

ABN: \_\_\_\_\_ Licence / Registration no. (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Names of your employees who could attend on site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Services Provided: \_\_\_\_\_

Relevant insurances you hold (Insurer / Policy Number / Cover / Expiry Date)

Public Liability: \_\_\_\_\_

Workers Compensation: \_\_\_\_\_

Other: \_\_\_\_\_

## Contractor safety requirements

### Approach to work

1. As a contractor to our farm, we regard you as a professional person in your trade / area of expertise. As such, you have responsibilities for your own safety and the safety of your co-workers, and others that your work activities may impact upon.
2. All contractors are responsible for ensuring they and all persons working for or contracted by them have completed a basic site induction and have read and understood the safety requirements detailed below. This must be done prior to commencing work.
3. All contractor equipment, materials and personal protective equipment must be in good condition, be properly maintained, suitable for the job at hand and comply with the relevant legislative requirements and/or Australian Standards.
4. All work must be conducted in a safe, healthy and environmentally responsible manner and comply with all legal/regulatory requirements. The appropriate codes of practice from [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) relating to the work must be followed where reasonable and practical to do so.
5. Safety and protective equipment (e.g. hearing, foot, eye protection, hard hats, high visibility vests, etc.) must be worn/used as appropriate to the work being carried out.
6. Farm staff and visitors should be demarcated/ isolated from the work you are doing with appropriate warning signs, barriers etc.
7. Please do not bring children onto the farm.

### Hazards on the farm

8. A farm map is provided. Marked on the map you will find hazards that we have identified which may affect the work that you do. These include:
  - › Powerlines
  - › Dams, creeks and waterways, wet areas
  - › No-go zones
  - › Others (if relevant)

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9. A copy of our asbestos register will be provided where relevant.
10. We are striving to continue improving the working environment to prevent injury and illness. Please tell us of any hazards that you and your workers become aware of. We welcome any suggestions on how we can make our farm safer.

### Working on your own

11. Always let someone know where you or your workers plan to be on the farm and take a mobile phone or some other way to communicate in case of an incident.

### High-risk work

12. For any high-risk work (e.g. working at heights, confined space work, working with hazardous substances), you must have appropriate training and the correct equipment for the job. For high-risk work, an appropriate formal risk assessment must be completed prior to commencement.

### Handling chemicals

13. A current Safety Data Sheet (SDS) must be available for all chemicals used.
14. Anyone handling chemicals on the farm must comply with the instructions on the label and the Safety Data Sheet (SDS).

### Equipment operation and maintenance

15. Equipment belong to this farm can only be used by authorised persons. Discuss any of your requirements with us prior to commencing work.
16. Only authorised people can operate equipment on this farm. You and your workers must comply with all the safety warnings on machinery and equipment, and in the operator's manual.
17. No equipment is to be repaired or maintained unless properly isolated / switched off and / or stopped.
18. Any equipment or materials found to be unsafe should be reported immediately to the person in charge and should be tagged 'out of service'.
19. All mains powered portable electrical equipment must have a current test tag.

### Machinery, vehicles and traffic

20. Please abide by speed limits and watch carefully for pedestrians.
21. There may be children on this farm. Their safety is a high priority. Please be careful when driving vehicles or machinery – never reverse without checking for children.
22. No passengers are permitted on tractors, quad bikes or other farm machinery.
23. Keys must be removed from machinery after use.
24. Vehicles should be parked at:  

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## Contractor safety requirements

### Injury and incident reporting

25. All incidents, accidents and near misses must be reported to management and entered in the appropriate records. If you don't report an incident, accident or near miss, the farm won't get the opportunity to look at the situation that caused it. This means that it could happen again with far greater consequences!
26. All injuries or illness must be entered in the injury
27. record book. It is located in:

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### Being ready for emergencies

28. Fire extinguishers are located as per the map, please carry your own and obey seasonal and total fire ban requirements.
29. First aid kits are located at:

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and the following people are trained in first aid:

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30. Have the emergency telephone numbers keyed into your mobile phone. They are:

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

31. Know how to reach the emergency assembly point located at:

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### General requirements

32. Prior to coming on the farm and again when you leave. Always contact:

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Phone: \_\_\_\_\_

33. Agree to respect the business privacy/confidentiality policy of the farm.
34. Ensure that you and your workers come dressed for work in suitable clothes that do not pose a safety risk.
35. Maintain reasonable standards of housekeeping, cleanliness and hygiene. Washing facilities and toilets are located at:

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36. No form of harassment/bullying will be tolerated.
37. No one may be in possession of, consume or be suffering the effects of alcohol or illegal drugs.
38. No smoking in the farm vehicles, dairy or any other farm buildings.
39. No firearms are to be brought onto the farm.
40. No dogs are to be brought onto the farm.

## Contractor safety requirements

### Specific induction information

#### Spraying contractors

- › Have Safety Data Sheets (SDS) available for chemicals to be used.
- › Use chemical as per labelled and SDS instructions.
- › Use PPE according to label and SDS instructions.
- › Only use trained operators to apply chemicals.
- › For mixing/loading and wash down, use only the specified site at:

\_\_\_\_\_

\_\_\_\_\_

- › Ensure spray equipment is calibrated and in good working condition.
- › Only spray in suitable weather conditions with care not to affect the surrounding environment.
- › Report any incident relating to chemical use eg: spills, to farm management.

#### Livestock and general carriers

- › On or before arrival to receive despatch or delivery instructions, drivers must contact:

\_\_\_\_\_

Phone/s: \_\_\_\_\_

- › All drivers and operators must be wearing appropriate work boots.
- › High visibility vests are to be worn at night.
- › Plan and allow sufficient time to reduce fatigue when driving long distances.
- › If trucking livestock or delivering products at night, ensure that there is adequate lighting for loading / unloading.
- › Trucks must be fitted with reversing alarms.
- › Truck drivers and others must not climb onto the top of stock crates without a fall arrest system in place.

#### Earthmoving contractors

- › All operators must be trained and competent to operate skid steer and load shifting machinery.

**The safety of the people on this farm is our number 1 priority.**

Remember, at \_\_\_\_\_ we want everyone to go home to their family in the same condition that they arrived at this farm.

**I have read and understood these CONTRACTOR SAFETY REQUIREMENTS**

Signed: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Date: \_\_\_/ \_\_\_/ \_\_\_

*Note: This document does not, in any way, excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others.*