



SAFETY INDUCTION INFORMATION FOR STAFF / VISITORS TO FLETCHERVIEW RESEARCH STATION

Name: _____ **Date:** _____

Welcome to Fletcherview Research Station. We hope that you find your work / visit here interesting and rewarding. The health and safety of all the people who work and who live on this farm is the most important responsibility that we all share.

It is important that you understand your responsibility in occupational health and safety. We want you to also understand the commitment that we as managers of this workplace have made to ensure your health and safety, and the health and safety of all others who enter this workplace.

Your safety is also your responsibility. If you feel that you cannot do a job safely, don't do it. Let your supervisor or the farm manager know about the problem, and we will work together to fix the problem or find a safe way to complete the job.

Every workplace must have rules and guidelines to ensure that safe work practices are followed. This leaflet outlines some of the rules and guidelines that you are expected to follow on this farm. Please read this leaflet carefully, and if you do not understand any section, please ask for an explanation.

1. LETTING PEOPLE KNOW YOU ARE AROUND

It is important that farm staff know who is on site at any time. This ensures you will be kept informed about any dangerous work that might be happening near you and you will not be forgotten if there is an emergency.

When you arrive at site:

- SIGN IN to the attendance book
- Let the farm manager know you are on site.

When you are about to leave the site:

- SIGN OUT of the attendance book
- Let the farm manager know you are leaving.

2. HAZARDS ON THE FARM

Attached is a farm map. Marked on the farm map you will find hazards that we have identified, which may affect the work that you do on the farm, or may be particularly hazardous to your work. These include:

- Powerlines
- Creeks
- Dams
- Wet areas
- Dry weather only roads
- Other

3. RISK ASSESSMENT

If you are conducting work at Fletcherview (rather than just meeting with people) all of the work you do must be covered by a risk assessment. There are several forms of risk assessment including:

- Risk Assessment on Riskware - JCU staff
- Job Safety Analysis' (JSA) – contractors
- Safe Work Method Statements – for construction work
- You may be asked to produce your risk assessment at any time

4. WORK CLOTHES

You are expected to come to work dressed in suitable clothes that do not pose a safety risk. These include:

- Suitable work boots with non-slip soles for work on the farm
- Long leg trousers, work overalls or sensible work shorts

- Long sleeved shirt (preferably), buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials
- Shirts tucked into trousers, and no loose clothing that could be caught in machinery, including cords of jackets etc.
- A wide brimmed hat for outdoors work
- Sun cream is provided in the administration building

5. ENOUGH FOOD AND WATER

It is most important to make sure that you have plenty of food and clean water with you during the workday, especially in hot weather.

- Before setting out each day you must ensure that you have adequate food and water to last for the day.
- Surface water on the farm is NOT suitable for drinking. It may be contaminated by pesticide or animal waste.
- Water bottles can be filled at the house kitchen or the kitchen in the accommodation block

6. HYGIENE

Good personal hygiene will help reduce the risk of illness due to infection or contamination with hazardous substances that you may be exposed to.

- Ensure that you wash up after working and after handling pesticides, cattle (or other livestock), animals and dogs, especially before eating.
- Make sure that your work clothes are washed regularly. You will need to wash them daily if you're working in areas that have been sprayed with pesticides. Never re-wear clothes that have been contaminated with pesticides.
- DO NOT smoke inside buildings, farm vehicles or cabined machines.
- Keep up to date with your tetanus vaccinations.
- Not be in possession of, consume or be suffering the effects of alcohol or any illicit drug.
- Advise your manager of any prescribed medications that you need to take in work time. This is most important if you need to take asthma medication.
- Other:

7. USING PROTECTIVE CLOTHING AND EQUIPMENT

Protective clothing and equipment is provided for your protection for some hazardous tasks. You must use these as instructed, clean them properly after use and keep them in good order.

You must let the manager know if protective equipment is damaged or not available, or if you are having difficulty in using the equipment provided. Protective equipment includes:

- Ear muffs or plugs where noise is a problem
- A helmet for head protection when riding a motorcycle/ ATV.
- Protective gloves, respirator, overalls when handling pesticides, and when working in contaminated areas.
- A face mask or respirator when dust is a problem, or if you suffer from asthma or other respiratory condition.
- Goggles and/ or welding helmet, gloves and other protective clothing when welding.
- Sunscreen when you are working in direct sunlight.
- Other:

8. FATIGUE

There are certain times of the year when we are very busy on this farm. At these times it is often necessary to work during long hours.

- You are encouraged to take frequent short breaks to reduce fatigue during these busy times. Fatigue will increase the risk of accident and injury for operators of machinery as reflex times will be slowed and concentration lost.
- When working during the night, it is especially important to be alert.
- Other:

7. RIDING MOTORBIKES AND ATVs

Work related injuries when operating motorbikes and UTVs are significant on beef cattle farms. You should:

- Only persons who have been trained and are authorised by the farm manager may use farm vehicles, including the UTVs
- Wear suitable clothing including tough trousers and boots. A helmet should be worn for riding the farm motorcycle. Work or riding gloves may be needed. These not only protect you from the sun but also from the scrub and low lying tree branches.
- Before setting out at the beginning of each day, refuel and check the tyres, all guards, chain tension, and check that the brakes are in good working order.
- Read the rider's manual before you operate any motorcycle or UTV.
- The speed limit for all vehicles on this farm is 40 km/h.
- Other:

8. HORSE RIDING

- Suitable clothing, including jeans, tough trousers, smooth soled riding boots and a helmet should be worn when riding horses.

- Before setting out on the horse at the beginning of the day, check the condition and safety of the riding tack.
- You must also check the health and care for the welfare of the horse.
- Other:

9. MUSTERING

Good stock and cattle handling techniques will help keep cattle calm and reduce stress, both to the animal and stock handlers.

- Mustering needs to be planned. Allow enough time and follow directions given to you by your supervisor. If you are unsure, ask again.
- When mustering by horse, motorbike or UTV, wear a helmet and any other protective equipment needed and supplied.
- Always pack and take water and food with you, mustering may take longer than planned.
- Always have communication on you. (Mobile Phone)

10. WORKING IN CATTLE YARDS

Before working in yards, you will be shown the layout of the yards and any safety features, e.g. man ways. Follow all directions given to you by your supervisor.

- You will have explained the plan of work for the day and operation of yard equipment, eg drafting pound, race and head bale.
- Handle cattle calmly and quietly. Be aware of the stock you are handling, and note any flighty/ stirry cattle.
- Dogs are not used in cattle yards, and should be kept away from the yard when working.
- When loading cattle, do not get in front of cattle in loading races or in cattle crates.
- To reduce the risk of injury from falling, do not get on top of the cattle trucks and crates.

11. VEHICLE AND MACHINERY OPERATION AND MAINTENANCE

- Only persons who are trained and are authorised by the farm manager may use vehicles and machinery. Do not operate any machinery for which you have not been authorised.
- Before starting any machine you must undertake a safety check. This includes checking the condition/ level of fuel, oil, water, transmission fluid, tyres, brakes and

guards. We have pre start booklets that have to be filled out before operating any machinery.

- You should report to the manager any malfunction or condition likely to affect the safe operation any vehicle or machine that cannot be repaired before operation. This includes guards that are damaged or missing where there are exposed moving parts of machines causing safety hazard.
- When leaving a machine with the engine running, you must ensure that equipment is disengaged and the machine is in 'Park'.
- Whenever you remove a guard to undertake machinery maintenance, or to clear a blockage, you must replace that guard after finishing the repair and/or before restarting the machine.
- Before working under machinery you must ensure that the machine is adequately blocked and supported.
- Keep in mind the need to be aware of the location of overhead power lines when using and moving tall machinery.

12. HANDLING CHEMICALS

Pesticides that we may use on this farm include fertiliser, dips and drenches, chemicals to kill or control insects, weeds, fungal disease, and to control rats and mice. Remember fuels are also hazardous chemicals.

- All persons handling pesticides must follow the instructions detailed on the label for mixing and applying pesticides.
- If you cannot read or understand the instructions, you must ask for help before continuing.
- Protective clothing and personal protective equipment must be worn as stated on the pesticide label.
- Always have sufficient water for washing yourself, and have access to clean clothes when using pesticides.
- When you have finished your pesticide job, the pesticide should be locked away in the chemical storage area and information recorded in the Farm Chemical Register.
- Material Safety Data Sheets (MSDSs) are made available on request for any hazardous substance used on the farm.

13. SNAKES

Snakes are found on and around farms. They can be anywhere, particularly under sheets of corrugated iron, parked machinery, or areas where they are undisturbed. Many snakes are poisonous. Many people are bitten chasing and attempting to kill snakes.

- If you come across a snake move away quickly and quietly and let it move away. If other workers are in the vicinity, let them know where the snake has moved.
- If bitten by a snake, place a firm pad over the bite, bandage securely and keep the limb as still as possible. Use the communication system to get help quickly.

14. BEING READY FOR AN EMERGENCY

Before setting out each day, always let someone know your intended work and location on the farm. Record your work location in the attendance register. Do not change your plans without letting someone know.

In the event of an emergency, assess any further danger to yourself and the injured person, provide First Aid as required, and notify the manager/ supervisor or call "000" for fire brigade, ambulance or police for further assistance.

- First Aid kits are located in all vehicles and a main kit is in the Manager's residence
- The Manager is a designated first aid officer
- Emergency telephone numbers are located in the Manager's Residence and accommodation block
- Fire extinguishers are located in the Managers residence and support buildings

15. GENERAL

- If you feel you do not have the experience to undertake a job safely, please advise the manager, and do not go ahead with the job.
- The laws of this state require that the owner/manager provide a safe place of work and safe work systems. In order to help us meet these obligations, you are expected to advise the owner/ manager of any safety hazard or problem that you come across.
- The same law requires that you as a worker must take care to ensure the health and safety of others who are on this farm - including other workers, family and visitors.
- You are also required to cooperate with our health and safety program, and comply with our requirements to protect your own safety and others safety.
- The law also requires that the safety of visitors and contractors who enter this workplace be assured. You must look out for hazards to health and safety for family members, contractors and others who enter the farm.

Declaration:

I have read the safety instructions in this leaflet, discussed them with the manager and understand and accept my responsibilities.

I agree to do what is required of me to ensure that the health and safety of all people is protected on this farm.

Signed: _____ Date: ____ / ____ / ____
Worker

Name: _____
Print

Signed: _____ Date: ____ / ____ / ____
Manager

Name: _____
Print

DISCLAIMER

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. Legislative requirements vary between states and territories. Therefore, it is necessary to check with the relevant state or territory occupational health and safety authority for appropriate information.