

Rural Hazard Checklist



Date the checklist completed:

Date the checklist is to be reviewed:
(annually or when there is a change or addition to procedures or workplace set-up)

Person completing the checklist:

HAZARDS

Tick if you have any of the following potential hazards on your farm, and note what they are and their location:

- aggressive stock
- confined spaces
- dams, ponds and creeks
- fire hazards
- flood areas
- hazardous trees
- loose rock
- noisy plant equipment or environments
- open drains and pits
- overhead power lines
- quarries and mines
- sheep dips
- steep grades
- unauthorised visitors (including poachers and wood hookers)

For the follow checklists, if you mark any NO box, you need to take action to make your farm safer.

There is extra space for you to tailor these checklists to your farm environment.

WORKPLACE FACILITIES

- Yes No Is the toilet clean, sanitary and well maintained?
- Yes No Is there always adequate toilet paper?
- Yes No Does the toilet have a secured door?
- Yes No Do workers have access to hot water, soap or cleaning fluid, and a basin for washing up?
- Yes No
- Yes No
- Yes No

FIRST AID FACILITIES

- Yes No Is the size and content of your first aid kit *adequate* for your farm and number of workers?
- Yes No Is the size and content *appropriate* for the work on your farm?
- Yes No Is your first aid kit in an easily-accessed location?
- Yes No
- Yes No
- Yes No

REGISTERED PLANT

You may have some of the following registered plant on your farm:

- | | |
|-----------------|--------------------|
| cranes | pressure equipment |
| forklift trucks | scaffolding |
| gantry cranes | work boxes |
| hoists | work platforms |

- Yes No Do you keep service and maintenance records for your plant?
- Yes No Do the operators of your plant hold certificates of competency?
- Yes No
- Yes No
- Yes No

PLANT (GENERAL)

- Yes No Are guards fitted to equipment where there is a risk of limbs, hair or clothing being caught (for example, in a power take off, auger, unguarded belt or pulley)?
- Yes No Are emergency stop switches working and easily accessible?
- Yes No Are installed safety devices in good working order?
- Yes No Are brakes functioning correctly?
- Yes No Is there adequate lighting?
- Yes No Are modifications approved?
- Yes No Is equipment (including guards) regularly inspected for damage and wear, and kept clean and maintained according to the manufacturers' instructions?
- Yes No Is there safe access?
- Yes No
- Yes No
- Yes No

TRACTORS

- Yes No Is your tractor fitted with an approved rollover protection structure (ROPS)?
- Yes No Are PTO shafts fitted with guards?
- Yes No Is the tractor structurally sound?
- Yes No Are there any steering defects? (if you answered YES you need to take action)
- Yes No Are brakes working correctly?
- Yes No Are foot plates/steps in good condition?
- Yes No Is the exhaust in good condition?
- Yes No Are hand rails in place?
- Yes No Are seats in a useable condition?
- Yes No Is the function of controls clearly identified?
- Yes No Are controls working correctly?
- Yes No Is guarding in place?
- Yes No Is hearing protection worn where appropriate?
- Yes No Are passengers prohibited from riding on tractors that don't have appropriate seating?
- Yes No
- Yes No
- Yes No

QUAD BIKES

- Yes No Have operators attended an approved training course?
- Yes No Is the horn working correctly?
- Yes No Are foot plates/steps in good condition?
- Yes No Are headlights working correctly?
- Yes No Are brakes working correctly?
- Yes No Are brake lights working correctly?
- Yes No Are quad bikes regularly inspected for damage and wear, and kept clean and maintained according to the manufacturers' instructions?
- Yes No Are seats in a useable condition?
- Yes No Is appropriate PPE provided and worn?
- Yes No Do quad bikes carry loads in accordance with manufacturers' recommended limits?
- Yes No Is hearing protection worn where appropriate?
- Yes No
- Yes No
- Yes No

HARVESTERS

- Yes No Is adequate guarding provided and maintained?
- Yes No Is appropriate training provided for operators?
- Yes No Are workers dressed appropriately for the task at hand?
- Yes No Are the functions of controls clearly identified?
- Yes No Are controls working correctly?
- Yes No Are emergency stop switches working and easily accessible?
- Yes No Are lock out switches provided where applicable?
- Yes No Are harvesters regularly inspected for damage and wear, and kept clean and maintained according to the manufacturers' instructions?
- Yes No Are walkways free from slip/trip hazards?
- Yes No Is lighting adequate?
- Yes No Is a first aid kit easily located on the harvester?
- Yes No Is hearing protection worn when using noisy equipment?
- Yes No Do you have adequate communications in place between the harvester and tractor?
- Yes No Have you considered fire protection?
- Yes No Is there safe access into and out of the harvester?
- Yes No
- Yes No
- Yes No

HAND TOOLS

- Yes No Are handles in a safe and well-maintained condition?
- Yes No Are hammer and axe heads in a safe and well-maintained condition?

CHAINSAWS

- Yes No Is a functional chain brake provided?
- Yes No Is a chain catcher fitted?
- Yes No Is adequate training provided for chainsaw operators?
- Yes No Is appropriate PPE provided and worn when using chainsaws?
- Yes No
- Yes No
- Yes No

CHEMICALS

- Yes No Do you store chemicals in a safe and secure location?
- Yes No Are all flammable liquids (Class 3) stored away from ignition sources?
- Yes No Do you have adequate and appropriate warning signs in place around your chemical store?
- Yes No Is the floor made of an impermeable substance, and sloping to help when collecting spills and washing down?
- Yes No Is the store structurally sound to wind and weather?
- Yes No Is the roof in good condition, with no leaks?
- Yes No Does the store have wall and roof insulation for a moderate storage temperature?
- Yes No Does the store have clear access?
- Yes No Are the doors lockable, and do they open outward?
- Yes No Is there adequate lighting in the store?
- Yes No Is there adequate ventilation in the store?
- Yes No Do you have a boundary fence around the chemical store?
- Yes No Do you have a lockable gate around the chemical store?
- Yes No Do you keep a register of all hazardous substances used on the farm?
- Yes No Is this register located away from the chemical store?
- Yes No Do you have Material Safety Data Sheets (MSDS) for all chemicals on the farm?
- Yes No Do your workers know about and understand MSDS, and have access to them?
- Yes No Do you label chemical containers clearly and correctly (for example, not in soft drink bottles)?
- Yes No Is shelving sturdy, and sufficient to avoid stacking?
- Yes No Do you keep herbicides, insecticides and fungicides on separate shelves?

- Yes No Do you separate incompatible chemicals?
- Yes No Do you have appropriate and adequate washing facilities (at least a portable shower or hose)?
- Yes No Do you have first aid facilities to deal with splashes or other chemical emergencies (for example, eye washes)?
- Yes No Have you and your workers been trained in safe storage, use and disposal of the chemicals?
- Yes No Do you have procedures in place to handle chemical spills?
- Yes No Are fire extinguishers located near chemical/fuel storage areas?

Do you provide adequate personal protective equipment (PPE), as determined on the MSDS, when using chemicals? Examples are:

- Yes No eye protection
- Yes No respirator
- Yes No cartridges appropriate for the store chemicals and respirator
- Yes No waterproof and washable hat with wide brim
- Yes No waterproof elbow length gloves
- Yes No waterproof footwear
- Yes No waterproof jacket
- Yes No waterproof trousers
- Yes No Do you and your workers store and maintain PPE in accordance with the manufacturers' instructions?
- Yes No Do you have a record of when and where chemicals are used in your spraying program?
- Yes No Do you know the with-holding period (re-entry and period)?
- Yes No Do you undertake health surveillance of workers exposed to organo phosphate chemicals?
- Yes No
- Yes No
- Yes No

WORKSHOPS, SHEDS AND BUILDINGS

- Yes No Are the buildings on your farm in a safe and sound condition?
- Yes No Is the roofing on your buildings in good condition?
- Yes No Is there asbestos in any of the buildings? (if you answered YES you need to take action)
- Yes No Are all doors — both hinged and sliding — safe?
- Yes No Are loading ramps in a safe condition?
- Yes No Are they designed to prevent slips and falls (for example, anti-slip tread)?
- Yes No Are walkways, stairways, entryways and doorways clear of boxes, extension cords and litter?
- Yes No Are steps firm, and with anti-slip treads?

- Yes No Are work areas, walkways and stairs well lit for the task at hand?
- Yes No Is there good natural lighting?
- Yes No Is there good light reflection from walls and ceilings?
- Yes No Is the building free of glare?
- Yes No Are light fittings clean and in good condition?
- Yes No Are floors clean and dry: free of rubbish, water, ice, oil or other fluids?
- Yes No Are walkways free of electrical leads, hoses or cables?
- Yes No Are floor surfaces even (for example, no loose tiles or carpet that is torn or has ridges or holes)?
- Yes No Are spills (of oil, grease, water) cleaned up immediately?
- Yes No Is it clear who is responsible for cleaning floors, clearing work areas and walkways?
- Yes No Is waste from work regularly cleaned up?
- Yes No Are bins located at suitable points?
- Yes No Are bins emptied regularly?
- Yes No Are oily rags and combustible refuse kept in covered metal containers?
- Yes No Is the foot-space on each stair adequate?
- Yes No Are ladder rungs and bolts safe and firm?
- Yes No Is there fallback protection on high ladders?
- Yes No Are hand-rails firm and adequate?
- Yes No Are materials stored in shelves, racks and bins wherever possible?
- Yes No Does storage minimise lifting problems?
- Yes No Is there easy access for people and equipment?
- Yes No Are fire extinguishers clearly marked, in place, regularly serviced, and easily accessed?
- Yes No
- Yes No
- Yes No

SHEARING SHEDS

- Yes No Are entry and exit ways kept clear?
- Yes No Are railings on stairways and ramps in a safe condition?
- Yes No Are safety chains on landings in place?
- Yes No Is flooring clean and in a good condition?
- Yes No Is there adequate ventilation?
- Yes No Are the catching pens in good order?
- Yes No Is there good lighting in the shearing, pressing and classing areas?
- Yes No Are shearing machines safe?

- Yes No Is the safety gut fitted and set at 26.5?
- Yes No Are guards fitted to machinery?
- Yes No Are grinders guarded and securely fastened?
- Yes No Are grinders located in a safe area?
- Yes No Are wool presses in good order and located in a safe area?
- Yes No Are wool presses fitted with emergency stop switches?
- Yes No Do you have an emergency stop on your shearing machinery?
- Yes No Is adequate PPE provided and used?
- Yes No Is there a separate eating area for workers?
- Yes No Is there clean, fresh drinking water for workers?
- Yes No Do workers have access to hot water, soap or cleaning fluid, and a basin for washing up?
- Yes No Is there clean and sanitary accommodation for workers?
- Yes No Is the size and content of your first aid kit *appropriate* for the shed?
- Yes No Is your first aid kit in an easily-accessed location?
- Yes No
- Yes No
- Yes No

SILOS AND FIELD BINS

- Yes No Are augers and/or conveyors guarded?
- Yes No Are silos and field bins regularly inspected for structural damage or wear?
- Yes No Do you secure access ladders and hatches to prevent unauthorised access to the silo or field bin?
- Yes No Is fall protection provided and worn when working on top of the silo or bin?
- Yes No When moving equipment, do you watch for overhead power lines and maintain safety clearances?
- Yes No Are confined spaces procedures followed when entering silos or field bins?
- Yes No Are appropriate respirators worn when loading dusty grains?
- Yes No Are respirators kept clean in accordance with manufacturers' instructions?
- Yes No
- Yes No
- Yes No

DAIRY

- Yes No Are rotary milking parlours and yards maintained in safe condition?
- Yes No Are chemicals stored in a safe area?
- Yes No Is the electrical installation safe?
- Yes No Is adequate guarding in position and maintained?
- Yes No Is there good lighting in the dairy?
- Yes No Is adequate PPE provided and used?
- Yes No Are walkways, stairways, entryways and doorways clean and clear of boxes, extension cords and litter?
- Yes No Is the size and content of your first aid kit *appropriate* for the dairy?
- Yes No Is your first aid kit in an easily-accessed location?
- Yes No
- Yes No
- Yes No

ELECTRICITY

**For specialised advice about electrical safety, contact a licensed electrical contractor.*

- Yes No Are switchboards and electrical equipment in a safe condition?*
- Yes No Is everything on the switchboard clearly labelled?*
- Yes No Have safety switches (residual current devices, earth leakage circuit breakers) been fitted to all circuits?*
- Yes No Are all power points, light fittings and switches in a safe place and free from obvious defects (for example, loose covers or wires, broken or damaged fittings, signs of overheating)?*
- Yes No Are isolating switches clearly labelled and accessible?*
- Yes No Is portable electrical equipment protected by safety switches?
- Yes No Are all power tools, extension leads and power boards maintained in a safe operating condition (check for damaged insulation, water leaks, burn marks, bent or loose pins or fittings)?
- Yes No Are extension leads and power boards located in a safe position to prevent mechanical or other damage (including trips)?
- Yes No Are all electrical fittings and electrical equipment, including portable power tools and pumps, regularly inspected and maintained?
- Yes No Have you identified electrical hazards (such as overhead power lines, underground cables, internal wiring in buildings, electrical equipment and appliances)?
- Yes No Have you taken precautions for working near overhead power lines?
- Yes No Do you know whether your electric fences are installed in accordance with the relevant standard (for example, with adequate warning signs, not using barbed wire)?

- Yes No Are there overhead power lines that could be a hazard due to the nature of your work or the equipment you use on your farm? (if you answered YES you need to take action)
- Yes No If you've experienced difficulties with the electricity supply to your property (for example, electric shocks or low voltage causing the lights to dim or pumps to overheat), have you notified the relevant power authority?
- Yes No Are electrical repairs done by a licensed electrical contractor?
- Yes No Do you have emergency shutdown procedures in place?
- Yes No Are push controls clearly marked and accessible?
- Yes No
- Yes No
- Yes No

MANUAL HANDLING

- Yes No Do you use lifting and mechanical aids (such as trolleys, hand trucks, wheelbarrows and conveyors)?
- Yes No Have your workers been trained to prevent a manual handling injury?
- Yes No Do you conduct manual handling assessments on your farm?
- Yes No Are benches and tables at a comfortable height for workers to use?
- Yes No Are heavy containers, materials and bags stored as close as possible to waist height on shelves or racks and within easy reach?
- Yes No Do you and your workers adopt correct handling techniques when working with animals?
- Yes No
- Yes No
- Yes No

DISEASE PREVENTION

Do you have control measures in place for the following diseases:

- Yes No hepatitis
- Yes No leptospirosis
- Yes No Q fever
- Yes No sheep ectoparasiticides
- Yes No tetanus

CHILD SAFETY

- Yes No Is there a safe play area (e.g. a fenced house yard) for small children; securely separated from farm machinery, vehicles, work activities and other hazards?
- Yes No Are there 'out-of-bounds' rules for children which are regularly reinforced?
- Yes No Do 'out-of-bounds' areas include all hazardous places (e.g. water storages, farm machinery and vehicles, silos, workshops, chemical storage areas and areas where stock is yarded)?
- Yes No Are swimming pools, ponds, channels or dams that are near the house securely fenced?
- Yes No Are tanks, wells and troughs near the house fitted with lids or covers?
- Yes No Do you know how to resuscitate a child?
- Yes No Do you adopt manufacturers' recommendations and prevent children under 16 from riding quad bikes?
- Yes No Are children only allowed to ride horses suited to their age and riding ability?
- Yes No Are children appropriately instructed and supervised on your farm when they are learning to ride horses?
- Yes No Does your farm prevent children from riding as passengers on tractors and mobile farm plant?
- Yes No Are children encouraged to keep away from tractors and farm machinery on your farm?
- Yes No Are drivers careful when moving vehicles near the house in case children are present?
- Yes No Are keys kept out of reach of children when vehicles are not being used?
- Yes No Have other hazards (e.g. firearms, chemicals, electrical, noise, silos) that children could access on your farm been identified and addressed?