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Mobile plant and vehicle movement

☐ All tractors are fitted with a roll over protective structure (ROPS) and, in the case of tractors fitted with a front-end loader attachment, a fall on protective structure (FOPS).

☐ Seat belt mounting points are incorporated into the design of the mobile plant and seat belts are fitted and worn by the operators.

☐ A master guard is fitted to the tractor, the power take off (PTO) shaft is guarded and the power input coupling is fitted to all PTO machinery and equipment.

☐ Ensure the manuals (operator’s instructions) for mobile plant are available for persons required to operate each item of mobile plant.

☐ Logbooks, maintenance records & pre-operational checks of mobile plant are completed and kept.

☐ Operators have been instructed, trained and assessed as competent to operate the plant or vehicle they are using, and hold any required drivers’ licence.

☐ Any person required to undertake High Risk Work such as using a hoist, EWP (boom over 11m), or operating a forklift (or forklift mast attached to a tractor) holds a current applicable High Risk Work Licence.

☐ The movements of all vehicles are managed in a way that minimizes risks to operators and bystanders.

☐ Slip, trip and fall hazards relating to tractors and mobile plant have been identified, assessed and controlled.

☐ When working under raised plant ensure machine is turned off, jacking points are identified, and equipment is secured and adequate chocks/supports used.

☐ A safe system is established for dealing with split rims.

☐ Mobile plant is only ever started from the operator’s seat.

☐ Ensure that any passengers on mobile plant are seated in accordance with manufacturer’s recommendations, and using any seatbelts provided.

☐ Ensure that prior to operating mobile plant, all overhead and underground services (e.g. power lines, drains, sumps) have been identified and safe work procedures are in place for persons in the vicinity.

☐ Systems are in place for the use of spotters, including training on their roles and responsibilities.

☐ Ensure an appropriate system (such as a lock-out and tag-out system) is in place to ensure that mobile plant or vehicles with impaired function cannot be used until repairs have been completed.

☐ Ensure that the vehicle used for each task is the vehicle most suitable for that task, based on the employer’s risk assessment.

☐ Maximum speed limits are established for all areas of the property.

☐ Mobile plant and vehicles carry loads in accordance with the manufacturers’ instructions.

☐ Mobile plant and vehicles have been maintained and are in good working condition.

☐ Towed accessories do not exceed the towed or tongue weight limit.

☐ Accessories used meet the requirements of the manufacturer of the mobile plant and vehicles to which they are attached.
## Mobile plant and vehicle movement cont’d

| ☐ | Terrain is assessed and hazards identified. Consider operator skills, slope, weather, surface structure, vegetation and other hazards in conjunction with the manufacturer’s instructions for the safe use of the plant. |
| ☐ | Persons transporting mobile plant and vehicles have been trained in loading, tying down, and unloading procedures. |
| ☐ | Ensure the stability and restraint of transported loads has been addressed to prevent load slip, falling load and overloading. |
| ☐ | All safety and warning decals on mobile plant and vehicles are legible. |
| ☐ | Keys to mobile plant and vehicles are stored in a place where they cannot be accessed by children (to prevent unintended use). |
| ☐ | Movement and speed of vehicles and mobile plant is managed to minimise the risk of collision or crush injury to pedestrians and persons operating vehicles. This may include:  
  - adequate loading and unloading areas, i.e. surfaces are in good condition, ramps are maintained  
  - design of truck access areas to minimise the need for reversing, such as by using a one-way loop road  
  - pedestrians being segregated from areas where there is vehicle movement or areas where vehicles are being loaded or unloaded and separate marked pedestrian walkways are used;  
  - installation of adequate signage, e.g. speed limits, vehicles in use, no unauthorised entry, one-way access or other access limitations  
  - ensuring persons working in vehicle movement areas wear PPE such as hi-visibility vests or clothing. |
| ☐ | Mobile plant and vehicles are not modified unless modifications are designed, risk assessed, and installed, and instructions for use prepared by a competent person such as an engineer. |
| ☐ | Adequate communication systems are in place for plant and vehicle operators. |

### Further information:

Employer provided accommodation

☐ Is a residential premise provided for employees (outside a townsite or metro area due to lack of other reasonably available accommodation); that is owned by or under the control of the employer and not under a tenancy agreement with that employee?

☐ If YES, have safety and health hazards been identified and controlled? Consider maintenance, electrical, housekeeping, evacuation procedures and security.

Further information:
Employer provided accommodation and duty of care

Grain movement and storage

☐ Silos and field bins are regularly inspected for structural damage, rust and metal fatigue.

☐ Access ladders and hatches are secured to prevent unauthorized access.

☐ Confined space entry procedures are followed when entering silos and field bins.

☐ The input ends of all grain augers are guarded where used in an external situation.

Further information:
- Guidance Note: Falls prevention in the agricultural sector 2011
- Safety and health alert - 5-2016 Grain fire and dust explosion in silo

Fuel storage

☐ Fall hazards from above ground fuel tanks have been controlled.

☐ The supporting structure is free of damage and corrosion and is protected from vehicle impact (e.g. using bollards or 200 L drums filled with concrete).

☐ All ladders are securely attached and in good condition.

☐ Fuel tanks have appropriate signage to identify the contents.
Agricultural chemicals (hazardous substances)

☐ Register of hazardous substances
- A register of hazardous substances is available and accessible to persons likely to be exposed to hazardous substances including emergency services personnel.
- The register of hazardous substances is complete – the register includes a contents list and current Safety Data Sheets (SDS) (also known as Material Safety Data Sheets [MSDS]).
- The register of hazardous substances is current – SDS (also known as MSDS) are not older than 5 years.

☐ Risk assessment and control
- Risk assessments have been completed for all hazardous substances. When conducting a risk assessment, consider how the substance is used, where it is stored, if ventilation is required, whether directions in the SDS (MSDS) were followed, and what personal protective equipment is used. The risk assessment compares the safety advice and how the substance is actually being used.
- A record is made in the hazardous substances register that the assessment has been done.
- A risk assessment report is available where the risk is significant.
- Practical control measures have been implemented and maintained, taking into account the hierarchy of control.

☐ Labelling
- Hazardous substances are properly labelled (e.g. containers are labelled with manufacturer’s labels that are complete and legible).
- Decanted hazardous substances not consumed immediately are labelled with complete name, risk and safety phrases.
- Empty food or beverage bottles are not used to store chemicals.

☐ Information, instruction and training
- Workers who may be exposed to or work with hazardous substances have been provided with adequate information and training, including health effects, controls, safe work methods, personal protective equipment and, where applicable, health surveillance.
- A record of the hazardous substances training is kept.

☐ Chemicals are stored in a well-ventilated and lockable area that has a containment floor in case of spillage and is identified as a ‘chemical store’.

☐ People using farm chemicals hold current certification or have a record of similar farm chemical training.

☐ Systems are in place to dispose of empty chemical containers and unwanted chemicals. These may include the DrumMuster, ChemClear or similar schemes.

☐ Health surveillance is undertaken where there is a risk due to the use of organophosphate pesticides.

☐ Personal protective equipment (PPE) is provided in accordance with the SDS (MSDS) when handling agricultural chemicals.

Further information:
- Hazardous substances compliance tool
- Health surveillance guidance
- Safe storage and handling of dangerous goods on farms
Electricity

- Electrical installations
  - Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire.
  - Evidence of maintenance and testing is in place.
  - Components on the switchboard are clearly labelled.
  - Switchboard is free from obstructions.
  - External installations are appropriately rated.

- Residual current devices (RCD)
  - Handheld portable equipment is protected by RCDs.
  - Switchboards or fixed sockets are marked to show whether they are RCD protected.
  - RCD testing program is in place.

- Cord, connections, plugs and sockets
  - Flexible cords and extension cords are used in a safe manner.
  - Connections have either a moulded or transparent plug.
  - Plugs, sockets and extension leads are in good condition and protected from damage.

- Procedures are in place for work in the vicinity of underground services and overhead power lines.

- The use of any plant does not expose workers to the risk of electrical injury or electrocution.

- High voltage switch room access is controlled.

- High voltage switch room is kept clear with no obstructions or stored goods.

- Power is switched off at the switchboard and isolated before working in domestic type roof spaces.

Further information:

- Private power poles and lines
Guarding of plant

☐ Every dangerous part of fixed, mobile or handheld powered plant (machinery) securely fenced or guarded in accordance with Regulations 4.37 and 4.29, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded.

☐ Adequate safe work procedures provided and documented to set, test and use machinery during all cycles of production and maintenance. Look for:
  - pre-operational checks
  - appropriate isolation and lock-out procedures and equipment provided for maintenance
  - where setting, testing and start-up of machinery is required with the final means of safeguarding removed, interim safeguards are used
  - where fixed physical guards are provided, adequate provision is made for cleaning, maintenance, adjustment and repair
  - presence sensing system:
    - safe system of work documented and a clearly identified warning provided when guard is muted
    - inspection and maintenance records maintained
  - the highest level of guarding that is practicable is being provided
  - where it is not practicable to guard machinery, a safe system of work is in place for persons operating or passing in close proximity

☐ Operators and maintenance personnel are properly trained and familiar with the operation and set up of the machinery, including safety features.

☐ Manufacturers’ decals, manuals and operator instructions are readily available and are in English and if required in other languages spoken at the workplace.

☐ In relation to plant each hazard has been identified:
  - from the design, manufacture, erection, installation or use of plant
  - before and during the introduction of plant at the workplace.

☐ Procedures are in place to ensure all guards removed for maintenance or cleaning are replaced before machine is returned to use.
Isolation of plant

This checklist applies where any inspection, cleaning, repair, maintenance or alteration of plant is carried out or where the function or condition of plant is impaired to the extent that it presents an immediate risk to safety.

☐ If access to plant is required for the work described above, the employer must:
1. identify all relevant items of plant
2. identify all hazards associated with each item of plant
3. identify energy sources for each item of plant, including multiple energy sources such as electrical, fluids under pressure, fuels and any other potential energy sources
4. authorise one or more employees (e.g. plant operator, supervisor, maintenance person) who must if it is practicable to do so:
   - stop the plant, before the above work is carried out
   - ensure that risks associated with identified hazards are reduced
   - ensure the procedure for isolation/lock-out tag-out below is followed.

☐ The employee(s) authorised by the employer must ensure that the isolation/lock-out tag-out procedure below is followed:
1. the plant is stopped/shut down
2. all energy sources are de-energised
3. all energy sources are isolated using an isolation device and locked out using a lock-out device:
   - all common lock-out points have been identified to ensure energy cannot be restored while someone is still working on the plant
   - if more than one person carries out the work, consider a multiple lock system so that each person can attach their own ‘personal’ lock to prevent the plant being operated before all locks have been removed
4. an out of service tag is fixed to the plant
5. danger tags are fixed at the energy sources and the operating controls of the plant
6. all other potential hazards are controlled
7. before any work is carried out, the plant is tested by trying to re-activate the plant, without exposing the tester or others to risk
8. the work is carried out on the plant
9. once the work is completed, the workers who tagged the controls remove the locks and tags before the plant is returned to operational status.

☐ The procedure above is always used.

☐ If it is not practicable for the employee(s) authorised by the employer to carry out all matters in the above procedure, the employer must:
- ensure a written procedure, such as a permit to work system, is developed by a competent person that deals with the hazards and energy sources
- provide the procedures to the employee(s) authorised by the employer
- ensure the procedures are followed by all workers carrying out the work.

☐ If access to plant is required for the above work and it is not practicable to stop the plant, the employer must:
- ensure the plant is fitted with operating controls that allow controlled movement of the plant
- provide written procedures to be followed
- ensure that persons working on the plant carry out the work in accordance with the procedures.

☐ Isolation switches are installed on the wall or on the item of plant.
If items of plant are hard-wired or there are no isolation points:
- the appropriate circuit on the switchboard is de-energised and locked out with a lock-out device, or
- the appropriate circuit is de-energised and switchboard cover is locked with a lock-out device.

☐ All relevant employees and contractors have been provided with information and training in relation to the isolation/lock-out tag-out procedure.
Agricultural bikes and quad bikes

- The right vehicle for the job is selected
- Helmets are worn
- Vehicle is well maintained
- Training is provided
- Pre-operational checklists are used

☐ A risk assessment has been completed and alternative vehicles have been considered. For example, a side-by-side (two-seater) with a rollover protective structure has more safety features than a quad bike.

☐ If quad bikes are used, they are selected with regard to safety information, including stability test outcomes. From October 2021, all new quad bikes must have an operator protection device (OPD).

☐ Risk assessments for the use of quad bikes consider engineering controls including fitting an after-market OPD.

☐ A helmet [labelled AS/NZS 1698] which fits the rider and substantial footwear are used when riding quad bikes.

☐ Maximum speed limits have been established for all areas of the property.

☐ Bikes carry loads in accordance with the manufacturer’s instructions.

☐ Persons operating bikes in the workplace have received training and instruction.

☐ Motor or quad bikes have been maintained and are in good working condition.

☐ Towed accessories do not exceed the towed or tongue weight limit.

☐ Accessories used meet the requirements of the manufacturer of the bike to which they are attached.

☐ Terrain is assessed and hazards have been identified. Consider operator skills, slope, weather, surface structure etc.

☐ Persons transporting bikes have been trained in loading, tying down, and unloading procedures.

☐ All safety and warning decals on bikes are legible.

☐ Keys to bikes stored in a place where they cannot be accessed by children (to prevent unintended use).

☐ No passengers are carried unless the plant has been designed to do so, and if so, they are carried according to the manufacturer’s recommendations.

Further information:

- Australian Competition and Consumer Commission – [Quad bikes safety standard](#)
- Australian Competition and Consumer Commission – [Quad bike operator protection devices (OPDs)](#)
- Safe Work Australia – [Quad bikes](#)
Manual tasks

☐ Manual task hazards have been identified in consultation with employees.

☐ Risk assessments of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, and restraining have been considered.

☐ Practicable control measures have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees (e.g. altering the workplace environment, design or layout, changing the systems of work, modifying the load being handled, changing the tools used to do the task, using mechanical aids). Some considerations include:

- grab rails and adequate steps being put in place (three points of contact available)
- bins on wheels, use of trolley, pallet jacks, forklifts, etc being provided where practicable to avoid lifting or dragging
- limiting or avoiding double handling of things or items
- implementing work procedures to limit the manual tasks
- providing trolleys - no lifting of large or heavy items
- wheels of trolleys being properly maintained and move freely and are appropriate for the ground surface
- not overloading trolleys when pushing – full visibility is required
- work is varied through job rotation or other systems to reduce repetitive actions over long periods of time, i.e. sorting at conveyors
- providing and using adequate mechanical aids
- no lifting of heavy equipment, machinery or recyclable items
- no lifting of heavy equipment from one level to another level by stairs
- no lifting of heavy equipment from vehicles - lifting equipment is provided
- no reaching over work benches and equipment
- heavy items being stored at waist height and lighter items being stored at top shelves
- not obstructing access to shelves, storage areas, cupboards
- ramps being in place where trolleys are used to go from one level to another level
- work benches and other work surfaces being at good height to reduce poor posture
- where work is undertaken in standing position on concrete floor, rubber matting is provided where practicable or sit/stand options are made available
- organising work is to prevent excessive workload (e.g. extra staff provided for peak periods)
- reaching aids, such as hooks, being made available where required
- adequate and regular breaks being provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts
- well-designed controls and monitors in mobile plant and controls and seat being maintained

☐ Task specific induction and refresher training in relation to manual tasks is provided, refer to pages 17/18 of the Code of practice Manual tasks or to the manual task training package of the WorkSafe website. Elements of training should include:

- key sections of the OSH regulations and manual tasks code of practice
- roles and responsibilities of the employers, employees and others
- consultation between the employer and employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk
- basic function of the spine, body postures, types of muscle work and principles of levers
- the relationship between the human body and the risk of injury
- the activities included in manual tasks and resulting types of injuries
- risk factors and potential sources of risks
- control strategies to reduce the risk of manual tasks injuries.

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Manual tasks cont’d

☑ Reported manual task injuries and hazards have been investigated, with:
  • the investigation examining the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented
  • outcomes of the investigation having been reported to the person who reported the hazard or injury within a reasonable timeframe.

For further guidance, refer to the sample template manual task investigation report on www.worksafe.wa.gov.au.

☑ Further information, including a manual tasks toolkit is available from www.worksafe.wa.gov.au and includes:
  • Code of practice – Manual tasks
  • Manual tasks training package
  • Video: Manual tasks risk management - Running time: 11:32 mins;
  • Worksheet: Manual tasks incident investigation (Word);
  • Worksheet: Manual tasks risk management tool (PDF)
  • Risk management checklist for manual tasks.
# Agricultural workshop

<table>
<thead>
<tr>
<th></th>
<th>Good housekeeping standards are maintained</th>
<th>PPE is provided and meets Australian Standards</th>
<th>Tools and equipment are safe to operate</th>
<th>Adequate workspaces are provided for each job</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Good house-keeping standards are maintained to control slips, trips and falls.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Good ventilation is maintained.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>All guards and safety shields are kept in place.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Safety glasses, gloves and earmuffs or other hearing protectors are provided (at no cost to employees) where people are at risk of injury.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Gas and electric welding hazards have been controlled.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Flashback arrestors have been fitted to all gas welding equipment, at the operator’s side of the regulator and at the handpiece.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Tools and equipment are safe to operate (i.e. maintained and fit for purpose).</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Adequate workspace is provided for each job.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Portable ladders are used and stored in a safe manner.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Walkways and exits are kept clear.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Gas cylinders are secured, and appropriate signage is in place.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Electrical leads, hoses, tools or other obstructions do not form trip or fall hazards while in use and are cleaned up after use.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Floors, stairs or ramps have an unbroken and slip resistant surfaces.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Spills are cleaned up immediately and, where required, a warning sign is erected near spills.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Railing or other safeguards are provided along stairs and ramps.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Ramps are available in areas where floor height changes and items are carried regularly, or trolley access is required.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Safety boots, safety wellingtons, high visibility clothing and respiratory protective equipment are provided where required (at no cost to employees).</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Air receivers:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>• Air receiver is registered if the hazard level is A, B or C.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>• Registration number of air receiver is legible on plant.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>• Copy of evidence of registration is displayed on or near air receiver.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>• Compressor belt is guarded.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
## Slips and trips

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Slip resistant flooring" /></td>
<td>Slip resistant flooring is ensured</td>
</tr>
<tr>
<td><img src="image" alt="Warning signs" /></td>
<td>Warning signs are placed on spills and wet floors</td>
</tr>
<tr>
<td><img src="image" alt="Trip and fall hazards" /></td>
<td>Trip and fall hazards are eradicated</td>
</tr>
<tr>
<td><img src="image" alt="Guard rails" /></td>
<td>Guard rails are fitted on ramps and steps</td>
</tr>
<tr>
<td><img src="image" alt="Appropriate footwear" /></td>
<td>Appropriate footwear is worn</td>
</tr>
</tbody>
</table>

- ☐ People can move safely around workplaces - walkways are kept free of obstructions.
- ☐ Access to and egress from the workplace is always free from obstructions.
- ☐ Emergency egress from the workplace is safe.
- ☐ Ground, floors, stairs or ramps have unbroken and slip resistant surfaces.
- ☐ Ground, floors, stairs or ramps are free from obstructions or hazards that may cause a person to fall (e.g. electrical leads, hoses, tools, mounted power boxes, water across walkways).
- ☐ In areas where there is a risk of liquid coming into contact with the floor, adequate drainage is provided.
- ☐ Systems are in place to ensure that the ground or floor is kept free from fall hazards and obstructions.
- ☐ Workplaces are maintained in a clean condition as is necessary to avoid hazards to persons at the workplace – the workplace is kept clean, and rubbish is removed.
- ☐ Guard rails or other safeguards are provided on ramps and stairs.
- ☐ Appropriate protective equipment, such as safety boots that comply with Australian Standard AS/NZ2210.1 are provided, where required.
- ☐ Ramps are available in areas where height of floor levels change and items are carried regularly or trolley access is required.
- ☐ Steps have even risers and goings, which are not too high or low and have defined nosing and treads. Guidance is available in the Building Code of Australia.
- ☐ Warning signs are available and erected near spills.
- ☐ Safety steps or stepladders are designed appropriately – no standing or sitting on milk crates.
Falls from height hazards have been identified in consultation with employees. Key areas to check at the workplace include surfaces, levels, structures, the ground, raised working areas, scaffolding, edges, hand grips, openings or holes, proximity of employees to unsafe areas (e.g. where loads are placed on elevated areas, where objects are below a work area, where work is carried out above workers, where power lines are in the working area), movement of plant and equipment, access to, egress from and movement in the working area, manual tasks, lighting, weather conditions, suitability of footwear and clothing, ladders and young or new inexperienced workers.

Risk assessments of identified fall from height hazards have been conducted.

Practicable control measures have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees, for example:

- safe means of access to and egress from the work at heights is provided
- adequate edge protection or a fall injury prevention system (fall arrest system, catch platform, scaffold, safety nets or safety mesh) is in place when:
  - a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork or false work
  - a person could fall 3 or more metres.
- portable ladders comply with Australian Standard AS 1892.1 (metal) or AS 1892.2 (wooden). For work on or near electrical equipment, provide appropriate equipment
- adequate plant or equipment is provided for the task, for instance an elevated work platform or a specifically designed workbox (“mancage”) that is securely attached to a forklift (no standing in excavator bucket or on pallet raised by forklift)
- stairs, walkways, ladders and mechanical lifts are obstruction free
- where items are stored on suspended storage areas or mezzanine floors:
  - a competent person has conducted a risk assessment to ensure the structural integrity of the storage area
  - adequate edge protection has been provided
  - the access and egress to and from this storage area is safe.
- the height of the first step of the vehicle, truck or plant is accessible, width and tread on step are adequate, grab rails are available and there are three points of contact
- for access to the top of a vehicle, truck or plant, a scaffold, portable platform ladder, fall arrest system and/or railing is installed
- no riding on the rear or the side of trucks and plant
- people required to work at height have been provided with adequate information, instruction and training for the work being performed.

Anchorage points and fall injury prevention systems

- Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and anchorage points must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person’s fall.
- An inspection regime is in place for each component of the fall injury prevention system and means of attachment (e.g. harnesses, safety belts, shock absorbers, lanyards, inertia reels) to an anchorage point.
- If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components.
- Permanently fixed anchorage points are checked by a competent person in accordance with the manufacturer’s instructions. If these are not available, anchorage points should be checked by a competent person at least every six months if in regular use, or if not regularly used, before it is used.
OSH management

- Consultation takes place on OSH matters between management and workers.
- Hazard and injury reporting
  - Systems are in place for reporting hazards and injuries.
  - Reported hazards and injuries have been adequately investigated.
  - Systems are in place for reporting notifiable injuries to WorkSafe.
- In relation to all tasks:
  - Hazards have been identified
  - The risk of injury has been assessed
  - Control measures have been implemented so far as is practicable
  - Implemented control measures are regularly reviewed.
- Safe operating procedures have been developed and implemented.
- Employees have received adequate safety induction and task specific training in relation to OSH.

**TABLE 1**
Injuries and diseases reportable to WorkSafe

<table>
<thead>
<tr>
<th>Injury</th>
<th>Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) A fracture of the skull, spine or pelvis.</td>
<td>Infectious diseases:</td>
</tr>
</tbody>
</table>
| (b) A fracture of any bone –  
  (i) in the arm, other than the wrist or hand  
  (ii) in the leg, other than a bone in the ankle of foot. | • Tuberculosis  
• Viral Hepatitis  
• Legionnaires’ Disease  
• HIV |
| (c) An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint. | Occupational Zoonoses: |
| (d) The loss of sight of an eye. | • Q Fever  
• Anthrax  
• Leptospirosis  
• Brucellosis |
| (e) An injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred. | |

Further information:
- [How to report an injury or disease to WorkSafe](#)
## Other safety hazards

<table>
<thead>
<tr>
<th>Electric fence hazards have been addressed</th>
<th>Water hazards have been addressed</th>
<th>Workplace facilities are provided</th>
<th>Warning signs are in place</th>
<th>Adequate lighting is maintained</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Hazards of waterways, dams and effluent ponds, including vehicle crossings have been addressed.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Water tanks and other water storage units are secured against unauthorised access, especially by children.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Adequate water pressure and water quality are provided to showers and eye wash facilities which are installed to be used in the event of chemical exposure.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Hazards associated with electric fences, wire straining and gate opening/closing have been addressed.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>The risk of hot water burns and scalds have been identified, and tasks are performed in a controlled way.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Persons exposed to the sun have adequate protection provided at no cost to employees (e.g. long sleeves/pants, hats, sunscreen and sunglasses).</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>The risks of contracting zoonoses such as Q fever have been managed through informing workers on its characteristics and risks, offering immunization, and training workers on the correct use of control measures in the workplace.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Suitable and maintained amenities are provided including sanitary facilities and cool, clean drinking water.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Work areas are monitored for cleanliness and removal of debris/waste.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Adequate seating is provided.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Decommissioned buildings, tanks and plant have been rendered safe by removal of energy sources, fencing, or other means as necessary to prevent unauthorised access.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Suitable lighting is provided for tasks conducted at night.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Warning signs are in place to alert persons to hazards which may not always be obvious.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Smoking in the workplace is prohibited where there may be a risk of fire, and in enclosed areas (indoors and in vehicles with enclosed cabs).</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>The movement on foot of livestock on and across roads and railways is planned to ensure all hazards have been identified, and procedures are in place.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>All internal roads and laneways are maintained in good condition.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>Drug and alcohol policy is developed and implemented.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>A register of asbestos structures has been made to ensure persons working on those structures are advised of the presence of asbestos.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Induction, training and supervision

- All workers, including casual and seasonal, have completed an induction.
- Induction and training have been provided in relation to:
  - task specific hazards
  - safe operating procedures
  - provision, use and maintenance of PPE
  - hazards and injury reporting
  - emergency and evacuation procedures
  - fitness for work procedures (e.g. fatigue, alcohol and drugs at work)
  - bullying, aggression and violence procedures.
- Staff capabilities are assessed and, where applicable, a training plan is developed in consultation with the employee.
- Age, experience and non-English speaking background have been taken into account.
- There is a system in place to provide adequate safety information to employees, contactors and visitors who have limited English, or English as a second language.
- Workers understand the need to report hazards, near misses and injuries.
- Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures.
- Skylarking, initiation ceremonies and bullying are not permitted.
- Risk of injury or harm to visitors is eliminated or reduced as far as is practicable, for instance, visitors are accompanied and are segregated from vehicles, mobile plant and machinery.

Cutting of empty drums or tanks

- Drums or tanks that once contained flammable or combustible substances or where there is doubt about the previous contents are not cut by angle grinders or other heat producing equipment.

Cutting or crushing of disused pressure vessels

- Condemned cylinders are depressurised and purged before any attempt is made to cut, crush or destroy them. For further guidance, refer to Australian Standard AS2337.1.

Noise

- A risk assessment has been conducted.
- Where practicable, control measures have been put in place to reduce the risk of hearing loss.
- Hearing protection has been provided to workers and is used.
- Workers have received information and training in relation to noise at the workplace.
- Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage of personal hearing protection.

Personal protective equipment (PPE)

- PPE has been provided as required by tasks, including steel capped boots, gloves, eye protection, high visibility clothing, sun protection (long sleeve shirt, trousers, hat and sunscreen), helmets, hearing protection and respiratory equipment.
- PPE is provided without any cost to workers.
- PPE is maintained.
- PPE is used by employees.
- Training and instruction has been provided in relation to the selection, fitting, use, maintenance and storage of PPE as per the applicable Australian Standard and the manufacturer’s instructions.

First aid

- Adequate first aid facilities (e.g. first aid kit, eye wash station, emergency shower) are provided, including in work vehicles where necessary.
- Adequate number of persons have been trained in first aid.
- Risks associated with bites, stings and allergies have been assessed and first aid provisions are in place.
Other issues cont’d

☐ Working alone and remotely

- Where employees work remotely or alone, safe systems of work are in place. For example, consider weather, travelling distance, terrain, and procedures in the event of vehicle breakdown or injury.
- Employees are provided with information training and supervision in relation to working alone or remotely.
- If employees are isolated from other persons, there is a means of communication which enables the employee to call for help in an emergency and a procedure is in place and training provided regarding regular contact with the employee.
- Communication and safety equipment such as long-range radio, GPS, and EPIRB are provided as required and regularly tested and maintained to ensure they are in good working condition.
- People working remotely are suitably equipped to deal with an emergency (e.g. spare parts, extra water, first aid kit).

☐ Workplace behaviours

- Policies and procedures are provided for preventing and managing bullying, violence and aggression in the workplace, and reporting incidents.
- Employees are provided with training and information in relation to bullying, violence and aggression in the workplace.
- Reports of bullying, violence and aggression in the workplace are thoroughly investigated.

☐ Emergency procedures and fires

- Evacuation procedures and a diagram of the workplace are available, displayed and practiced.
- Emergency exits enable safe egress in the event of an emergency.
- Exit signs are provided and clearly visible.
- Portable fire extinguishers are provided in the workplace and in vehicles.
- Portable fire extinguishers are mounted and regularly maintained.
- Procedures are in place to deal with emergencies (e.g. accidents, medical emergencies, floods, fire).
- A bushfire plan is in place and all workers have been instructed in the plan, including the available routes to leave in the event of an emergency.
- Risks associated with lighting or managing fires have been assessed, persons involved are trained in safe work methods, and emergency procedures are in place.

Further information:

- Prepare your bushfire plan
- SAFEFARMSWA https://safefarms.net.au/
- Checklist – asbestos management