SAFETY NOW!

AN OCCUPATIONAL HEALTH AND SAFETY MANUAL FOR THE FARMED ABALONE INDUSTRY

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Developed by Seafood Training SA Inc in association with Dosaqua Pty Ltd.

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This manual contains recommended risk control measures made in good faith on the basis of information provided to the Consultants.

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CONTENTS

Introduction

- Why do we need to know about Occupational Health and Safety
- What action must we take
- How does this manual work

SECTION 1
OUR OCCUPATIONAL HEALTH AND SAFETY POLICIES

- What is Occupational Health & Safety?
- Our company policy
- The law in relation to Occupational Health and Safety
- Prosecutions!
- What are your responsibilities as an employee?
- The company’s responsibilities
- Your commitment to working safely (Form A)

SECTION 2
OUR PROCEDURES MANUAL FOR IDENTIFYING HAZARDS AND PLANNING FOR SAFETY

- Checklist of things to consider for our Occupational Health and Safety Plan
- The four step approach to safety hazard management
  - Identify the hazards
  - Assess the level of risk
  - Control the risks
  - Continuously review
- Potential hazards in the farmed abalone industry
- Potential farmed abalone hazards by type
- Hazard Profile Sheet (Form B)
- Hazard Management Plan (Form C)
- Staff Meeting OH&S checklist (Form D)
- Hazard/Incident Reporting Form (Form E)
- Operating and Safety Procedures
- The Steps to Developing a Safety Procedure
- Safety Procedure Example (Manual Handling)
- Risk Assessment Example (Manual Handling)
- Risk Assessment Example (Substances)

Section 3
INDUCTION KIT

- Induction Procedure for Employees
- Induction Checklist (Form F)
**INTRODUCTION**

We all have to work in accordance with the Occupational Health, Safety and Welfare Act 1986. This Act spells out what we must do at work to work safely.

**Why do we need to know about occupational health and safety?**

Working safely is an important part of everyone’s working life. Injuries and deaths are unfortunately too common in the seafood industry and we must not only be aware of safety hazards in the workplace, but take **action** to prevent injuries and illnesses.

**What action must we take?**

By having set procedures for occupational health and safety and ensuring everyone is aware of their responsibilities, we can reduce and eliminate workplace injuries in the farmed abalone industry.

Being sensible about wearing appropriate protective clothing such as non-slip boots and gloves and working in a responsible manner will certainly help to reduce injuries and illnesses.

Identifying safety hazards, assessing the level of risk of injury from those hazards, prioritising those hazards, taking action to remove or reduce those hazards and continually reviewing each work area is essential.

All personnel on the farm must make sure that any potential hazards are communicated to the nominated safety person in order to avoid workplace injuries and illnesses. Occupational health and safety is a process of continuous improvement involving everyone on this farm.

**How does this manual work?**

This manual is in three parts to assist you to put in place the required OH&S policies and procedures.

**Section 1** covers our occupational health and safety policies,

**Section 2** provides procedures for dealing with occupational health and safety issues and planning for safety, and

**Section 3** provides an induction kit for new and existing employees.
SECTION 1

COMPANY NAME

OUR OCCUPATIONAL HEALTH AND SAFETY POLICY

COMPANY LOGO

File: OH&S File
Copy in Tea Room

Responsible Officer

Signed

..........................
Making sure appropriate procedures are in place to protect the health and safety of all personnel in our workplace.

This Policy Statement and the associated OH&S procedures manual will assist personnel to identify and avoid risks to their health and safety.

This OH&S Policy provides a brief summary of the responsibilities of all personnel, key points of the legislation covering occupational health and safety, typical workplace risks in our industry and forms associated with your commitment to working safely.

The OH&S Policy has been designed so that all personnel know their responsibilities and ensure all safety hazards are identified and appropriate action taken to prevent accidents and injury.

Each one of us is responsible for making sure we work in a safe manner and identify any risks to our health and safety.

By taking responsibility and action to work safely, you are less likely to be injured or die in the workplace.

Our vision is a safe and productive aquaculture environment for everyone on our farm
OUR COMPANY POLICY

Statement of intent

Our company is committed to providing and maintaining a safe and healthy work environment for all personnel, contractors and visitors in accordance with the Occupational Health, Safety and Welfare Act 1986.

Our company will meet this commitment by providing training to all personnel in all relevant occupational health, safety and welfare matters, by having a continuous risk assessment process to identify and control workplace hazards, by using appropriate specialist expertise when relevant and by seeking to promote and maintain a safe and healthy workplace through regular consultation.

Objectives

The objectives of this policy are to ensure:


- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated, effectively controlled.

- Measures to control hazards and risks to health and safety are regularly monitored, evaluated and improved.

- All employees understand their accountability and responsibilities and are consulted and encouraged to contribute to the decision making process on occupational health and safety matters affecting their health and safety at work.

- All managers, supervisors and employees receive appropriate information, instruction, training and the supervision they need to safely fulfil their responsibilities.

- We will strive for continuous improvement in all occupational health and safety issues.

- We recognise our duty of care to all persons in our workplace.

Continued...
Continued...

**Strategies**

Our company will achieve these objectives by developing operational procedures and workplace instructions that promote safe working and are in line with the Occupational Health and Safety legislation and any industry codes of practice.

The company has an Occupational Health, Safety and Welfare Manual and a set of operational procedures which promote safe working practices for all personnel. The company will update the Manual and any operating procedures as may be necessary on a regular basis to meet these requirements and may use either internal or external expertise to assist in system improvements.

These procedures will assist all personnel to carry out their responsibilities in:

- Identifying hazards and risks to health and safety associated with tasks and activities carried out by this organisation.
- Assessing the degree and level of risks arising from hazardous tasks or activities.
- Selecting, implementing and maintaining appropriate measures to control risks to health and safety.
- Consulting with employees and their representatives on matters which may affect their health and safety.
- Identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors and employees with the knowledge and skills necessary to meet their responsibilities.
- Developing, implementing and monitoring plans to put the organisation’s health and safety policies and procedures into effect.
- Ensuring all persons in the workplace including visitors, contractors and volunteers are informed of their responsibilities.

The company will designate specific occupational health and safety responsibilities and may establish an occupational health and safety committee, comprised of personnel from all areas of the farm, to review and evaluate performance.
THE LAW IN RELATION TO OCCUPATIONAL HEALTH & SAFETY

~ The Occupational Health, Safety and Welfare Act 1986 ~

This Act aims to protect everyone in the workplace.

What the Act says

The Act is designed to protect people by setting up safe systems of work to eliminate or minimise the risks to health, safety and welfare.

- The Act says an employer or supervisor must be committed to providing:
  - a safe working environment,
  - safe systems of work,
  - plant and substances which are in a safe condition,
  - provision of adequate amenities,
  - information, training and supervision for all workers,
  - processes for identifying safety hazards, assessing the risks and controlling them and
  - a copy of the OHS&W Act 1986 and OHS&W Regulations 1995

- Everyone who has an impact on safe working is responsible under the Act. This means employers, employees, building designers, equipment manufacturers, substance manufacturers, contractors and visitors.

- Everyone must be familiar with the company’s safe working policies and procedures.

- Everyone is responsible for identifying hazards and reporting or fixing them.

- If the hazards are not fixed and someone is injured, severe penalties can apply. Penalties can apply to any individual in the company who has not taken appropriate action.

~ Occupational Health, Safety and Welfare Regulations 1995~

The regulations spell out an approach for occupational health and safety which is based on identifying and fixing workplace hazards. They set out principles that provide practical steps for employers in preventing injuries and illnesses at work.
PROSECUTIONS!

Occupational Health, Safety and Welfare Act 1986

Since 2000, fines for breaches of the Occupational Health, Safety and Welfare Act have doubled and can now run into hundreds of thousands of dollars!

In case you think you can avoid being fined for not taking action, look at these cases of employee and employer prosecutions in recent years.

~ Employees ~

<table>
<thead>
<tr>
<th>Date of Court Hearing</th>
<th>Summary</th>
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<tbody>
<tr>
<td>20/6/97</td>
<td>A fisherman was convicted and fined $10,000 plus costs $3,205.00 for 2 breaches of Section 39 plus convicted without penalty for 2 breaches of Section 19 (1). A 35 year old diver drowned while cleaning underwater pump chambers. The air hose had come into contact with the hot exhaust cover of the pumps motor. The magistrate allowed 18 months to pay, and if he did not he would have been given a 265 day prison sentence.</td>
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<tr>
<td>21/10/98</td>
<td>An assembler pleaded guilty for a breach of Section 24(2a) (d) and fined $4,000 plus costs for failing to ensure that the seating structure was safe. On August 6 1996, between 100 and 150 people were attending a circus at the Cleve show grounds when the seating structure collapsed injuring 4 people.</td>
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</table>

~ Employers ~

<table>
<thead>
<tr>
<th>Date of Court Hearing</th>
<th>Summary</th>
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<tbody>
<tr>
<td>1/6/98</td>
<td>A sea farming company was convicted and fined $49,000 plus costs for 6 counts of breaching Section 19 (1) and one count of Section 61. A 28-year-old fisherman died as a result of a diving accident on the 17th March 1997. He was assisting an occupationally trained diver who was diving using Surface Supplied Breathing Apparatus. It was his first dive with SCUBA; he did not possess any formal qualifications in diving. Also the company was ordered to pay $1,000 to the Department in respect of legal fees.</td>
</tr>
<tr>
<td>2/7/98</td>
<td>A sea farming company was convicted and fined $36,000 plus costs on 20 August 1997 for a breach of Section 19. On 25 March 1995 on a fishing vessel, an accident occurred where a crew member was killed by falling equipment. The conviction was overturned and a fresh trial was ordered. The outcome of the retrial was that on 1 July 1998 the sea farming company was convicted and fined $18,000.</td>
</tr>
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</table>
WHAT ARE YOUR RESPONSIBILITIES AS AN EMPLOYEE?


That means that you are responsible for what you do on the farm both to yourself and others. By taking the time to learn what your responsibilities are and understand what you need to do to work safely you can reduce the possibility of getting sick injured or even dying at work.

1. Know your legal responsibilities
   Make sure you read the Occupational Health and Safety Regulations 1995. A copy is kept in the office and tea room. You must ensure you are familiar with the Act and its contents and particularly the obligations placed on you to ensure health and safety. If you fail to take note of your legal responsibilities and someone is injured, you can be fined very large amounts of money.

2. Work safely
   Do not place yourself or others in the position where your actions are likely to compromise your safety or the safety of your fellow workers, for example, due to drug or alcohol abuse, lifting weights above your physical capability or using machinery/equipment for which you have not been trained. The simple rule is act responsibly and if you think there is a potential danger tell someone.

3. Wear suitable protective clothing/equipment
   The company will provide you with a range of protective clothing and equipment for different jobs on the farm. Always make sure you use, wear and maintain any appropriate personal protective equipment provided to you.

4. Use plant and equipment safely
   Always use any plant, equipment or materials in a safe manner and in accordance with work instructions. Some equipment, particularly mobile plant, can be very dangerous. If you have not been properly trained to use equipment and are being asked to use it, tell your supervisor.

   Never interfere with or remove safety equipment or protective clothing.
5. **Apply any training or instruction you receive**

When you are trained or instructed in a particular task, you must ensure that you apply what you have learned every time you perform that task.

6. **Follow instructions**

Make sure that you always understand and follow written or verbal instructions, particularly when working with equipment or in a hazardous job. Remember that most work instructions have been developed with safety in mind.

7. **Keep an eye out**

Look at the known safety or health hazards in your workplace, understand the level of risk or likelihood that they may result in an injury or illness and make sure you work safely and in line with the company’s safe operational procedures.

8. **Report hazards and incidents**

Make sure you report any hazards or incidents to your supervisor.

All occupational health and safety hazards or anything you think might be dangerous, must be reported as soon as possible to your supervisor and the person responsible for fixing them. Remember that some hazards, such as live wires or overcrowded circuit boards, should be fixed by a suitably qualified electrician.

9. **Record hazards**

Make sure you record any safety hazards you see, immediately, so that action can be taken and the risk of injury or illness to yourself and other employees is reduced. This includes any “near misses”. This is done by filling in the forms we use for identifying hazards and incidents.

Recording of injuries and illnesses in the workplace is important so that any trends are identified and action taken by management.

10. **Become involved in improving safety**

You are required to contribute to improving all occupational health and safety issues and actively participate in any health and safety committees. This is part of your obligation to this company’s continuous improvement process for occupational health and safety.

**Remember, it is critical that you continue to assess and report any occupational health & safety hazards in your workplace or you could be liable for legal costs and large fines…and this means YOU PAY!**
OUR COMPANY’S RESPONSIBILITIES

As your employer, we have a duty to each employee to “ensure so far as is reasonably practicable that the employee is, while at work, safe from injury and risks to health”. This is a wide-ranging responsibility that involves everyone taking action to control risks associated with hazards in the workplace.

In determining what is reasonably practicable, the company must take into account the severity of the safety risk, knowledge about the hazard and ways to remove or reduce it, the best way of removing or reducing the hazard and the cost of taking action.

We have a responsibility to:

1. Provide a workplace that is committed to safe work practices

Our company aims to have continuous improvement in all areas of quality, occupational health, welfare, safety and environmental management.

In accordance with the occupational health and safety legislation we provide to the best of our ability:

- Safe ways of working;
- Safe systems of work;
- Plant and substances in a safe condition;
- Equipment, tools and machinery in a safe condition;
- Safe and hygienic facilities, including toilets, eating areas and first aid;
- Information, training, instruction and supervision for all employees;
- Processes for identifying safety hazards, assessing the risks and controlling risks;
- A continuous assessment process for health and safety risks;
- Adequate records on workplace injuries, and
- A copy of the relevant OHS&W Act and Regulations.

2. Develop a policy

The company’s policy for occupational health, welfare and safety has been developed through consultation with employees and all policies and procedures will be continually reviewed to achieve a high standard of safety.

The occupational health, welfare and safety policy is displayed in the company office and is to be read in conjunction with this manual.
3. **On-going responsibilities**

We will provide suitable training for all personnel and ensure that all new personnel and contractors are aware of the OH&S policy and procedures prior to commencing work. We will also ensure that before any employee undertakes any work, the employee is instructed in the performance of the work.

4. **Monitoring and review**

We are committed to a continuous improvement process involving reviewing current work practices and safety hazards. All personnel are expected to contribute to any reviews of workplace health and safety. We will ensure that all employees can contribute to and be involved in improving occupational health and safety on this farm through formal staff meetings or through any appointed safety committee.

5. **Taking action**

When we are aware of hazards that have the potential to cause injury or illness to employees we will take action through the hazard management process we have put in place.
FORM A

YOUR COMMITMENT TO WORKING SAFELY

I _______________________________ have received a copy of the company’s Occupational Health and Safety Policy. I have read and understood my commitment to working in accordance with that Policy and agree to work in a safe manner at all times to minimise the risk of injury or illness to myself and others.

I have completed my induction and I understand that I must familiarise myself and be aware of the requirements of the Occupational Health, Safety and Welfare Act 1986 and the Regulations under the Act, as well as the operational procedures and safety forms that the company has established for my workplace.

I understand that a copy of all these documents is freely available for my examination in the office at any time.

___________________________________________________________

Employee’s Signature: ________________________________________

Employer’s Signature: _________________________________________

Date: ________________________________________________________

File: OH&S File

Copies Personnel File

Employee
SECTION 2

COMPANY NAME

OUR PROCEDURES MANUAL FOR IDENTIFYING OH&S HAZARDS AND PLANNING FOR SAFETY

COMPANY LOGO

FILE: OH&S FILE

RESPONSIBLE OFFICER

COPY IN TEA ROOM

.................................
# Checklist of Things to Consider for Our Occupational Health & Safety Plan

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<th>No.</th>
<th>Item</th>
<th>Done</th>
<th>Initials</th>
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<tbody>
<tr>
<td>1.</td>
<td>We have a copy of the Occupational Health, Safety and Welfare Act 1986 and the Regulations 1995 in the Office and Tea Room;</td>
<td></td>
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<tr>
<td>2.</td>
<td>We have an OH&amp;S Policy that specifies our occupational health, safety and welfare commitment;</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Responsibilities for occupational health and safety within the workplace have already been assigned. Make sure that any person with designated responsibilities fully understands those responsibilities;</td>
<td></td>
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<tr>
<td>4.</td>
<td>In consultation with employees we will need to:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Identify key workplace health and safety hazards using Forms B and C;</td>
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<tr>
<td></td>
<td>• Assess the risk of injury and level of severity from identified hazards;</td>
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<tr>
<td></td>
<td>• Take urgent action to control those activities that have the potential to cause injury using the Four Step Process on Page 19;</td>
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<tr>
<td></td>
<td>• Ensure that a suitable timetable is established for fixing non-urgent identified hazards. These can be prioritised using the Hazard Management Form (Form C);</td>
<td></td>
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<tr>
<td></td>
<td>• Develop suitable workplace safety procedures for key hazard areas using the process outlined in Form C;</td>
<td></td>
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<tr>
<td></td>
<td>• Put in place an effective review process and evaluation system. The Staff Meeting Occupational Health and Safety Review Checklist (Form D) is useful for this purpose.</td>
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<tr>
<td></td>
<td>• Establish a program of regular workplace inspections, conducted by management and staff representatives to review the adequacy of the system and check off inspection points.</td>
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</table>
5. We will set up an induction system and ensure all staff (both new and existing) are inducted using the company occupational health and safety manual. We will have all staff sign the Form A Declaration once they have read and understood the policies and also sign the Induction Checklist Form (Form F) at the completion of the company induction;

6. We will programme Occupational Health, Safety and Welfare as a regular (i.e. monthly) item in formal staff meetings. If we do not have formal meetings as such, we will develop a schedule of meetings that can address these issues;

7. We will ensure through a program of training, that all employees know how and to whom hazards should be reported and when they need to take personal action to control hazards;

8. All personnel will document any health and safety incidents as well as potential incidents using the Incident Reporting Form, (Form E);

9. A program of continuous review of current safety procedures and operational practices will be established to improve safety. The review process will involve all personnel and actively encourage all personnel to contribute suggestions and concerns;

10. On an annual basis we will organise an external or independent audit to ensure the system is working effectively.

11. We will set up an OH&S System Forms Register and filing system.
The Four Step Approach to Safety Hazard Management

This simple 4 step approach will help all personnel undertake a risk assessment process including taking actions on hazards that you have identified within our operations.

**Step 1.** Identify the Hazards

**Step 2.** Assess the Level of Risk

**Step 3.** Control the Risks

**Step 4.** Continuously Review

The following information provides you with some general guidelines which can be used to identify safety hazards and effectively manage them.
STEP 1  Identify the Hazards

In conjunction with all personnel, identify anything that has the potential to harm the health or safety of people at work and visitors to the worksite.

The Abalone Hazard Profile Form, Form B, provides a simple identification form to help identify any hazards within our company.

Using Form B and the Hazard Management Form, Form C, look at each of our work activities and begin to prioritise the risks associated with each area.

When assessing what these risks might be, look at the Potential Hazards list on Pages 23-26 and see how these might apply to our key work activities.

An example might be manual handling of product in a shed. Possible hazards may be equipment, chemicals, handling of product, wet floors, electricity and mobile plant.

STEP 2  Assess the Level of Risk

All work activities have some potential for causing injury or illness. What we need to do is look at all areas of our work and see which of these activities have a high likelihood of causing injury or illness. Many of the potential hazards are likely to be relatively low risk. You will need to focus on high-risk issues initially. Examples of common high-risk areas are where there is constant lifting, machinery in operation, mobile plant operation, forklifts and wet floor areas.

However, issues such as sun safety and cuts from handling of the shells may also be potentially high risk.

Lack of maintenance is also something that needs to be considered. Poor pump maintenance or shed machinery maintenance can result in hoses splitting, oil spills and metal parts shearing. In extreme cases, some machinery can explode or catch fire.

When you use our hazard management form, you have the opportunity to assess the level of risk, e.g. high/medium/low and spell out what measures you will take to control these risks. It is always better to first consider eliminating the hazard rather than adopt a Band-Aid type solution. For example, giving employees personal protective equipment may not be of much use if a machine blows up.

If you think that you need to undertake a more detailed assessment of each task/activity, a more structured risk assessment form can be used such as the example on Page 34.
STEP 3  Control the Risks

Any assessment of our farm safety hazards will undoubtedly result in several identified high risk areas. These may be regarded as significant hazards and will need to have some planned action or procedure to control them. You will need to determine how we will control them.

There are some very obvious measures that can be taken such as ensuring all personnel working outdoors have suitable protective equipment to minimise sun exposure and sunburn, any vessels have all relevant safety gear and that only trained operators operate such machinery as cranes and hoists.

Whatever the high-risk areas are, you must develop procedures to eliminate or minimise them. The Hazard Management Form (Form C) will help you identify, assess and list for action any high risk safety hazards. You may find that the potential abalone industry hazards which are listed on the following pages are a useful start and the Hazard Profile for the industry (Form B) even more useful. Once you have identified the hazards and agreed on the action to be taken you should record these on the Hazard Management Form.

STEP 4  Continuously Review

You will need to continuously review how well our hazards are controlled. You will also need to look for new hazards in the workplace as they are constantly changing as new personnel, procedures, machinery and vessels and introduced to the farm.

Therefore, it is extremely important that the company puts in place a continuous review process involving all personnel to ensure that all hazards are identified and addressed as soon as they are known. A small workplace safety committee can be a very effective way of reviewing the process and identifying any new hazards.

Quite obviously, safety hazards should be continuously reviewed and a formal process of reporting any new hazards will be encouraged from all personnel. Similarly, regular staff meetings will be programmed at which occupational health and safety issues are a standing agenda item. Once again, all personnel will be encouraged to contribute to the discussion on safety hazards, whether old or new and management will use these meetings to report on hazards checked and/or fixed. An occupational health and safety review checklist, Form E, is a useful way of recording possible hazards in staff meetings.

Having a formal farm hazard check every six months will also highlight any “missed” hazards. This will be undertaken by all relevant personnel with OH&S responsibilities and the results will be compared with the existing hazard schedule.
Potential Hazards in the Farmed Abalone Industry

The following pages provide an overview of potential hazards in the farmed abalone industry.

Potential Farmed Abalone Hazards

The first three pages spell out likely major hazards on the farm. There are 14 hazard headings with some practical descriptions of things to look out for or consider. This list is not comprehensive, but gives some clear pointers as to what to look for as you identify hazards.

Hazard Profile Sheet (Form B)

The Hazard Profile Sheet which follows this section, Form B, identifies some of these major hazards in key operational areas. As a first step, this form is a very useful tool for helping all personnel identify hazards in each operational area of the farm.

For instance in the Feeding of Juveniles, manual handling is an important area to look at as proper lifting procedures must be employed when handling feed bags or bins.

There may be some operations that are not covered by this list. If this is the case, amend the list to suit our actual operations.

Hazard Management Form (Form C)

Following your identification of hazards, an assessment of the risk and any necessary actions will need to be undertaken. Form C allows personnel to determine the level of risk for each hazard and agree on action to be taken. This form is used to manage and review safety and health hazards and is a formal record of the company’s performance.
POTENTIAL FARMED ABALONE HAZARDS BY TYPE

A hazard is something that has the potential to harm the health, welfare and safety of people at work or visitors to the worksite.

Not all health and safety risks are obvious. The farmed abalone industry has both obvious risks such as back injury and electrocution and non-obvious risks such as sun exposure and chemical exposure.

Potential Hazards

1. Working with electricity
   - Electricity around water or moist environments;
   - Poorly designed facilities with exposed cables;
   - Damaged extension leads, cables, junction boxes and overloaded circuits;
   - Improper placement of equipment and fittings

2. Manual handling and lifting
   - The pulling of equipment through or from the water;
   - The lifting of stock from or into tanks or raceways;
   - Harvesting and grading stock;
   - Lifting or moving bins or tubs filled with stock or feed;
   - Lifting or moving stock in cool rooms
   - The loading of stock for transport, lifting stock up to or down from the back of a truck;
   - Not wearing personal protective equipment such as gloves;
   - Not using appropriate lifting equipment;
   - Not making sure each person has the skills, experience and physical capabilities to do the work; and
   - Repetitive lifting tasks, especially twisting while lifting, heavy lifting, and lifting away from the centre line of the body;
   - Bending the back instead of knees when lifting.

3. Working over or adjacent to water
   - Falling or slipping into water;
   - Over turning of boats;
   - Mooring of vessels;
   - Working in or near water whilst wearing waders, gumboots or other clothing that can fill with water and result in drowning;
   - Working in a risky environment alone or without communication equipment;
   - Not having and wearing personal flotation devices (PFD’s).
4. **Working outdoors**
   - Hot and cold weather;
   - Exposure to ultra-violet radiation (sunburn); and
   - Immersion in cold water;
   - Tripping over piping/water lines;
   - Not wearing personal protective equipment e.g hats/gloves/sunscreen.

5. **Working indoors, undercover or under shade cloth**
   - Tripping over piping/water lines
   - Electrical apparatus in wet areas

6. **Using chemicals**
   - Not reading and understanding how each chemical is used;
   - Poor labelling of chemical substances;
   - Poor handling and storage practices;
   - Material Safety Data Sheets (MSDS) not being read and understood by people using chemicals and biological agents; and
   - Not wearing personal protective equipment whilst handling chemicals.

7. **Using power and hand operated tools**
   - Tool design and the way tools are used;
   - The condition of the power tools;
   - Operators not trained in power tool use;
   - Safety attachments removed or altered;
   - Using untagged electrical tools;
   - Inadequate or no signage;
   - Not wearing personal protective equipment.

8. **Employees**
   - No induction prior to entry to site;
   - Not understanding the hazards associated with the worksite;
   - Inadequate or no safety signage;
   - Unfit for work:
     - *Danger to self and others*
     - *Dangerous behaviours*
     - *Under the influence of drugs and/or alcohol.*

9. **Visitors (tourists, work experience, volunteers, contractors and friends)**
   - No induction talk prior to entry to site;
   - Unsupervised visitors;
   - Understanding of the hazards associated with the worksite; and
   - Inadequate or no signage
10. **Handling of stock**
   - Handling of live animals,
   - Cuts/punctures from shells; and
   - Using knives.

11. **Using vehicles and mobile plant**
   - Operator competency;
   - Weather conditions;
   - Persons riding on vehicles not seated;
   - Getting on/off mobile plant;
   - Vehicles left standing with the engine running;
   - Lack of maintenance of equipment
   - People other than the operator in the work area;
   - Overloading; and
   - Not using personal protection equipment (e.g. helmets for bikes, ear muffs).

12. **Confined spaces**
   - Working in cold storage rooms;
   - Working in pump rooms; and
   - Inadequate lighting.

13. **Emergencies**
   - Fire control and evacuation
   - Vessel collision or grounding
   - Flooding
   - Person overboard
   - Injured person rescue
   - Rescue from confined spaces
   - Use of personal protective equipment
   - List of emergency numbers
   - Mobile phones

14. **Diving**
   - Predator control devices not operational
   - Dive procedures not followed

Some or all of these potential hazards can occur as part of our work on this abalone farm. Some are more obvious than others and all employees must be aware that any work activity carries some risk of injury or illness.
To minimise these risks, the company has identified a range of critical health and safety risks that form part of our policy on working safely.

All company personal must read and understand this manual and company policies on safe working including any standard operating procedures.

Each employee must play his/her part in identifying safety hazards and communicating any hazards to the designated safety officer. The company will regularly review each hazard and seek to reduce or eliminate any risks to health or safety.

If an accident does occur or a potential hazard needs to be fixed, each employee must report the incident to the responsible officer, fill out an Incident Report Form (Form E) and take the form to the office. A copy of the form will be provided to the designated Occupational Health and Safety person for immediate action. The designated safety person will record the incident and take immediate action. At the next staff meeting, personnel will be informed of the incident and any corrective action that was taken.

**How we will deal with identified hazards on the farm**

Obviously we will take whatever measures are appropriate to ensure all personnel can avoid illness and injury from any identified hazards. These measures may include:

- Repairing machinery/plant/tools
- Providing suitable guards for machinery
- Safer storage of equipment
- Provision of suitable lifting /handling equipment
- Supply of personal protective equipment
- Provide more instruction or supervision
- Or any other appropriate measure.
Collect broodstock from wild
- Manual handling and lifting
- Working outdoors
- Working over or adjacent to water
- Diving hazards
- Small Boat hazards

Hatchery and Nursery Activities
- Plant and equipment- pumps, piping, electricity
- Manual handling and lifting, feeds, plates and, tank lids
- Working outdoors
- Cleaning of tanks/equipment - chemicals

Feeding juveniles
- Manual handling and lifting of spat and feeds
- Mobile plant
- Working outdoors
- Working with plumbing/pumps/electricity

Transfer juveniles to grow out tanks/raceways
- Manual handling and lifting
- Working outdoors
- Working with electricity
- Vehicles and mobile plant
- Working with plumbing/pumps/electricity
- Cleaning of tanks/equipment - chemicals

Grading and harvesting of stock
- Plant and equipment for harvest
- Working outdoors
- Manual handling and lifting
- Working with grading equipment

Processing of abalone
- Shucking hazards
- Working in cold storage areas
- Working in confined spaces
- Manual handling and lifting –stock/bins
- Using handling/storage equipment
- Using packaging equipment
- Loading product for transport
- Working with electricity
## Hazard Management Plan

**FILE**  OH&S File

Manager: __________________________________________ Date of Action Plan: ____________________________

<table>
<thead>
<tr>
<th>1. Type of Hazard</th>
<th>2. Risk Level</th>
<th>3. Action to be Taken</th>
<th>By Whom</th>
<th>By When</th>
<th>Completed Date/Signature</th>
<th>4. Review Date</th>
</tr>
</thead>
</table>


STAFF MEETING OH&S REVIEW CHECKLIST

Please use the following table to record any occupational health and safety issues in our workplace and their locations which you believe should be reviewed. Under each issue, describe the particular hazard and consequent action. These will be discussed at our occupational health and safety meetings.

<table>
<thead>
<tr>
<th>Issue(s)</th>
<th>Investigate Yes/No</th>
<th>No hazards identified Yes/No</th>
<th>Date Signed</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with electricity:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual handling and lifting:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with pumps, plumbing and water:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working outdoors:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using chemicals:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using power and hand operated tools:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitors:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling of stock:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FILE: OH&S FILE
HAZARD/INCIDENT REPORTING FORM

NUMBER …..

DATE OF INCIDENT …………………………………………………

INCIDENT DETAILS

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

EMPLOYEE AFFECTED

………………………………………………………………………………………………

ACTION TAKEN

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

FURTHER ACTION REQUIRED

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

REVIEW DATE/RESPONSIBILITIES

………………………………………………………………………………………………

FILE: OH&S FILE RESPONSIBLE OFFICER

COPY PERSONNEL FILE ………………………

TEA ROOM
Operating and Safety Procedures

We need to have a set of operating procedures that spell out what tasks and processes apply. Over time, we will develop procedures for all our processes. To support these operating procedures, it is handy to develop work safety procedures. The following outlines what these procedures are and how we design and implement them. Included is an example of a Safety Procedure for manual handling.

**Standard Operating Procedures (SOP’s)**

Standard Operating Procedures are procedures that govern routine recurring activities or processes, for example how to load abalone product onto trucks. Standard Operating Procedures focus on the work itself and aim to standardize the way each task or job is undertaken so that it is done efficiently and safely every time.

Good SOP’s do not analyse each component of each task but set the conditions by which these tasks are successfully completed. A Standard Operating Procedure should ensure that operational safety is embedded within the procedure. For example, loading product onto pallets involves identifying mobile plant and checking the stability of the pallet.

**Safety Procedures**

Safety Procedures should always be designed for work activities that have recognised hazards, especially safety hazards. Some activities such as harvesting abalone can involve considerable amounts of lifting which can be a safety hazard resulting in back injury. Developing a simple safe operating procedure for such activities makes sense in minimising injury risks.

Once you have identified key health and safety risks in your enterprise, you will need to develop procedures to minimise these risks. The following is a guide to developing such procedures and includes a template on manual handling which is common to all aquaculture enterprises.
The Steps to Developing a Safety Procedure

1. Identify the desired level of performance for the activity

2. Using your OH&S hazard management form (Form C), identify specific hazards and assign a priority

3. Identify methods of controlling the hazards

4. Develop procedures that involve personnel, equipment and conditions relevant to your operation

5. Trial the procedure with appropriate staff to make sure it is relevant.

6. Review and modify as required.

For instance, a procedure for loading a truck with abalone product involves taking account of relevant equipment, operators, other personnel, safe loading and operational safety. Such a procedure also needs to take account of wet conditions, bad weather and the need for personnel to be trained in safety and first aid.

The procedure should include a reference to accident (incident) reporting if personnel are injured or suffer health problems as a result of the activity.

Depending on the complexity of your operations and your identified hazards, you may have a number of procedures that relate to higher risk work activities.

The following example of a Safety Procedure for Manual Handling provides a broad template for developing such procedures for our enterprise. Obviously you will need to look carefully at key work activities and design suitable safety procedures for each one.
SAFETY PROCEDURE - EXAMPLE

MANUAL HANDLING – Abalone Product

Level of Performance

All product will be handled in a manner consistent with producing a high quality undamaged abalone. Operators will perform handling operations at all times in a safe manner consistent with safe working practices and the company’s safety policy.

Hazard Identification (example)

- Handling of broodstock;
- Lifting and handling of feed;
- Transfer of product to tanks/raceways;
- Loading of harvested abalone into bins;
- Loading product for transport
- Processing abalone.

Hazard Management

All personnel will be trained in safe manual handling procedures.

All personnel will wear relevant personal protective equipment (safety clothing) during handling operations.

Product will be lifted either manually or with relevant equipment consistent with the safe lifting practices. Personnel shall not lift or move product that they find heavy or awkward. Lifting equipment or team lifting will be used for such loads.

Lifting equipment which is damaged or in need of repair shall be reported to the relevant supervisor.

All product lifting will be undertaken with regard to proper posture and correct lifting practice. Continuous lifting whilst turning or twisting must be avoided.

All manual handling must be undertaken with due regard to the conditions in which the activity is to be undertaken. Wet conditions and bad weather will require a greater level of care when handling and lifting product.

A person qualified in first aid should be present when handling and lifting activities are being undertaken.

All workplace health and safety incidents related to manual handling must be reported to the relevant supervisor and recorded on the incident report form.

All workplace health and safety incidents related to manual handling will be investigated and action recommended.
RISK ASSESSMENT EXAMPLE – Manual Handling

Work Area: __________________________ Date: __________________________________

Activity: ______________________________________________________________________

List risks at between 0 – 5. (0 is no risk or no likelihood of injury or illness, 2 is minimal risk with small likelihood of injury or illness, 5 is high risk and high likelihood of causing injury or illness).

<table>
<thead>
<tr>
<th>Movements Performed Frequently or Prolonged Postures</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending with hands below mid-thigh height</td>
<td></td>
</tr>
<tr>
<td>Reaching with hands above shoulder height</td>
<td></td>
</tr>
<tr>
<td>Reaching forwards</td>
<td></td>
</tr>
<tr>
<td>Bent or twisted posture</td>
<td></td>
</tr>
<tr>
<td>Other awkward or cramped postures</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Difficult Tasks or Loads</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent or prolonged manual handling</td>
<td></td>
</tr>
<tr>
<td>Handling heavy load</td>
<td></td>
</tr>
<tr>
<td>Application of unexpected large forces – (pushing, pulling or holding)</td>
<td></td>
</tr>
<tr>
<td>Holding of awkward or difficult loads (awkward grips or sharp edges)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Difficult Work Environments</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confined spaces</td>
<td></td>
</tr>
<tr>
<td>Poor visibility</td>
<td></td>
</tr>
<tr>
<td>Cold, hot or wet conditions</td>
<td></td>
</tr>
<tr>
<td>Particularly unsafe floor or ground condition</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Organisation Difficulties</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need for speed, accuracy or both</td>
<td></td>
</tr>
<tr>
<td>Peaks or sudden increases in work load</td>
<td></td>
</tr>
<tr>
<td>Extended work hours</td>
<td></td>
</tr>
<tr>
<td>Shortage of personnel</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Factors</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>New employee or those returning from extended time off (&gt; 2 weeks)</td>
<td></td>
</tr>
<tr>
<td>Older workers or those with recurrent disabilities</td>
<td></td>
</tr>
<tr>
<td>Restrictions imposed by personal protective equipment or clothing</td>
<td></td>
</tr>
<tr>
<td>Inadequate skills or experience</td>
<td></td>
</tr>
<tr>
<td>Inadequate training</td>
<td></td>
</tr>
</tbody>
</table>

Any hazards that score a risk rating of 4 or 5 must have controls developed. Our aim should be to have all identified hazards with a score of 2 or less.
### RISK ASSESSMENT EXAMPLE – Substances

**Work Area:** __________________________  **Date:** __________________________

**Activity:** __________________________

This relates to chemicals stored on our farm or boat and includes paint, thinners, detergents and other farm chemicals. List risks at between 0 – 5. (0 is no risk or no likelihood of injury or illness, 2 is minimal risk with small likelihood of injury or illness, 5 is high risk and high likelihood of causing injury or illness).

<table>
<thead>
<tr>
<th>Respiratory Hazards</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute respiratory or inhalation problems for operators, including exclusion of oxygen</td>
<td></td>
</tr>
<tr>
<td>Chronic respiratory or inhalation risks for operators</td>
<td></td>
</tr>
<tr>
<td>Acute or chronic respiratory or inhalation risks for other people in the area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skin Irritation or Dermatitis Hazards</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute or chronic skin irritation or damage to operators</td>
<td></td>
</tr>
<tr>
<td>Any type of skin irritation or damage to others in the area</td>
<td></td>
</tr>
<tr>
<td>Possible skin irritation to other people who might come into contact with residue</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eye Irritation or Damage Hazards</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any type of eye damage to operators</td>
<td></td>
</tr>
<tr>
<td>Any type of eye damage to other people in the area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ingestion or Poisoning Hazards</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute problems associated with swallowing, eating or ingesting the substance</td>
<td></td>
</tr>
<tr>
<td>Chronic problems associated with swallowing, eating or ingesting the substance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carcinogenic, Mutagenic or other Biological Hazards</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threats to operators and those with high exposure</td>
<td></td>
</tr>
<tr>
<td>Threats to other people or those with low exposure</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Hazards and Emergency or Storage Hazards</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute environmental damage</td>
<td></td>
</tr>
<tr>
<td>Long term or delayed environmental damage</td>
<td></td>
</tr>
<tr>
<td>Fire or explosions or other chemical reactions</td>
<td></td>
</tr>
<tr>
<td>HAZCHEM or Dangerous Goods warning and place carding requirements</td>
<td></td>
</tr>
<tr>
<td>Storage or packaging with other substances or in certain environments</td>
<td></td>
</tr>
<tr>
<td>Problems associated with transporting the substances around the site</td>
<td></td>
</tr>
<tr>
<td>Poor labeling or information about the substance</td>
<td></td>
</tr>
</tbody>
</table>

Any hazards that score a risk rating of 4 or 5 must have controls developed. Our aim should be to have all identified hazards with a score of 2 or less.
SECTION 3

COMPANY NAME

INDUCTION PACKAGE

COMPANY LOGO

FILE: PERSONNEL FILE RESPONSIBLE OFFICER
COPY EMPLOYEE

.................................
Induction Procedure for Employees

YOUR INDUCTION

All new employees must read the OH&S Manual prior to commencing work and sign the Declarations at the end of Section 1 and at the end of the Induction Checklist.

All existing employees will also be required to read the manual and sign the Declaration.

Your supervisor will provide you with some background to the Abalone industry and cover occupational health and safety issues in the company.

Your induction will also cover employment conditions, security and other issues such as quality, hygiene and environmental management responsibilities.

The induction will involve a worksite tour, meeting all personnel, completing employment forms, reading and signing the Occupational Health and Safety Manual and being shown your job by your supervisor. Your training will be ongoing and involve additional training in safe working. You are expected to contribute towards all continuous improvement programs involving health and safety.

OBLIGATIONS

As an employee, you are required to comply with the conditions of your employment, including working in a safe and responsible manner. The Company’s Occupational Health and Safety manual outlines your health and safety responsibilities both under the Occupational Health and Safety Act and to this Company generally.

As a Primary Food business, it is important that you ensure that none of the product is contaminated or subjected to any bacteria or agents that can harm the product or our customers.

You are obliged to notify your supervisor of any contagious disease you may have. This is to ensure that we can avoid the transmission of disease to other personnel or the product.

This Company takes the welfare of its employees seriously and to this end, occupational health and safety is seen as an integral part of how we work and what we do.

The following checklist outlines issues to be covered in the formal part of your induction:
INDUCTION CHECKLIST

Employee’s Name: __________________________________________________________

Employment Start Date: ____________________________________________________

Position/Job Title: __________________________________________________________

Supervisor/Manager: _______________________________________________________

1. Introduction *(Explain to each new employee about...)*

☐ The industry, nature and structure of our abalone business
☐ Roles of key people in our business
☐ Job, tasks and responsibilities

2. Health and Safety *(Explain to each new employee about...)*

☐ Health and safety policy and safe work procedures (provide a copy)
☐ Where all occupational health and safety documents and forms are kept
☐ Roles and responsibilities of people in the workplace, e.g. health and safety representatives
☐ Hazards in the workplace and how they are reported/controlled
☐ How to report health and safety issues (including forms)
☐ How personnel will be kept informed about health and safety (meetings, etc.)
☐ Fitness for work (drugs, alcohol, behaviour)
☐ How to do the job safely including providing required information and supervision
☐ Introduce other employees and the supervisor
☐ Introduce the first aid officer and show location of first aid supplies
☐ Explain and demonstrate emergency procedures
☐ Show location of any exits and emergency equipment
☐ Show the work area, toilet, drinking water and eating facilities
☐ Show how to safely use, store and maintain tools, machinery and hazardous substances
☐ Show where to make phone calls and collect messages
3. **Employment Conditions** *(Explain to each new employee about...)*

- Work times and meal breaks
- Rates of pay and how payment is made
- Taxation (including filling out required forms)
- Superannuation and other deductions
- Leave entitlements
- Notification of sick leave or absences
- Disciplinary procedures (e.g. unfit for work)

4. **Other Requirements** *(Explain to each new employee...)*

- Quality procedures
- Environmental management issues
- Security issues
- Hygiene procedures and facilities

---

**I have participated in the Induction and understand my responsibilities in relation to Occupational Health and Safety in my workplace.**

**Conducted by:**

Name: ________________________________________________________________

Signature: ____________________________________________________________

Date: ________________________________

**Induction Received:**

Employee’s Signature: ________________________________________________

Date: ________________________________