

Inland Aquaculture Association



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of SA Inc.

OCCUPATIONAL HEALTH AND SAFETY MANUAL

and the

**Small Business, Working to Live
Health and Safety Starter Kit**

Produced with funds from WorkCover
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Disclaimer

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

Achievement of the objectives and/or suggested measures made in this manual will depend among other things, the action of the client over which the Consultant has no control, including but not limited to the effectiveness of the clients staff.

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AN INTRODUCTION TO OCCUPATIONAL HEALTH AND SAFETY

Your Commitment to Safety

The **Inland Aquaculture Association of South Australia Inc. (IAASA)** encourages all of its members as well as other aquaculturists to make a commitment to ensuring that the workplace is safe.

Why we need to work safely?

Occupational Health and Safety Legislation (*Occupational Health Safety and Welfare Act 1986*) is specific in respect to the obligations of employers to provide a safe working environment, safe systems of work and plant, and substances in a safe condition.

In particular the Occupational Health Safety and Welfare Regulations place a **duty on employers** to identify hazards and ensure measures are in place to eliminate or minimise risk to employees.

The Occupational Health and Safety materials contained in this **Manual** are aimed at assisting Inland Aquaculture Association of SA Inc. members to meet their legal responsibilities in relation to the *Occupational Health Safety and Welfare Act 1986* and manage the hazards in the inland aquaculture workplace.

Working safely means fewer and less severe injuries, better informed operators in the industry and better informed workers. Good health and safety practices will deliver to your business, better efficiency and reduced costs.

These materials are designed **not just** to protect your employees, as they equally will protect yourself, your family members and others who work on or visit your facility.

These materials are designed to provide you with an easy to use collection of **industry specific hazard management tools** that will assist you and your staff to improve health and safety, ultimately, your business.

The materials utilise one of the key principles used for the implementation of the *Occupational Health Safety and Welfare Regulations 1995*, that of **hazard management**. This essentially involves the stages of **hazard identification, risk assessment** and **risk control** for a number of hazards that have been identified through literature searches and industry site visits.

The approach used to hazard management through this Manual is the **SAFER** approach, **SEE the hazard, ASSESS the hazard, FIX the hazard, EVALUATE the effectiveness of the fix** and **REVIEW the hazard control** after a period of time.

THE SAFER APPROACH TO HAZARD MANAGEMENT

- **SEE** the Hazard – Observe the conditions in your workplace, examine the way it is proposed to carry out work tasks, look for hazards that may injure workers or visitors to your enterprise. Use the checklists provided in the Manual to identify the common hazards that may be associated with your workplace. This should be undertaken in consultation with all staff.
- **ASSESS** the Hazard - Complete a risk assessment, the likelihood that someone will be hurt, how badly he or she could be hurt, how much, how long and how often a person is exposed to the hazard. A series of questions are provided in the checklists to assist you identify specific hazards in your workplace. This should be undertaken in consultation with all staff.
- **FIX** the Hazard - Develop measures to control the hazard, if eliminating the hazard completely is not possible, look at other ways that can reduce the level of risk. Get a second person to check this. (There is a 'Hierarchy of Controls' for the Fix, see pages 5 & 6).
- **EVALUATE** the Effectiveness of the FIX - Once the most appropriate FIX has been selected and implemented, it is important to check that the FIX has been successful in eliminating or reducing the level of risk. By simply re-assessing the level of risk again, this will establish if the Hazard has been eliminated or reduced. Again get a second person to check this and set a date for the next check.
- **REVIEW** - After a period of time, when the work environment or work practice has changed, a review process is needed to continually monitor for hazards. This means starting the process back at the start "See the hazard".

THE SAFER APPROACH TO HAZARD MANAGEMENT

The **IAASA OH&S Manual** contains a number of materials to help you to make OH&S a priority for your workplace. Simply follow these steps:

1. Make occupational health and safety (OH&S) a priority in your business and start **regular OH&S discussions**. An OH&S group or committee should be formed and include adequate staff representatives to ensure that information flows to and from all staff as eliminating hazards in the workplace is a must for everyone on the farm. Set regular meeting times, preferably once a week (an **OH&S Planning Calender** has been provided in this Manual). Initially these meetings may take some time to get through, however, as the various recommendations are acted on, the time taken should reduce to around an hour or so. Get a copy of the *Occupational Health Safety and Welfare Act* and associated *Regulations* and check through the appropriate sections.
2. If you are an existing operation with **no redesign or new work** likely to occur during the next few months, go directly to Step 3. If you are just starting or planning an aquaculture operation or undertaking an expansion or refitting, it is critical that hazard elimination is built into the design and construction of your facility. Together with your business partners and advisers, read and work through “**Designing a safe workplace – eliminating the risks**” **IAASA Checklist #A**. Many recommendations are provided to avoid hazards through innovative, but often common sense, design features.
3. Together with your staff, read and work through the “**Maintaining a safe workplace – avoiding the risks**” **IAASA Checklist #B**. This contains a great deal of general advice and provides a good introduction to the process of the **SAFER Hazard Checklists**. Undertake the recommendations it offers.
4. Consider the nine **SAFER Hazard Checklists** and through discussions with your staff set priority levels on the checklists – the levels could include high, medium and lower priority. Write the priority levels that you set in the box in top right-hand corner of the respective checklists. Note that as you work through these over a period of time, the priority is likely to change. Usually a down grading of priority will occur, although some changes of circumstances (called ‘triggers’ see point 10 below) can elevate the priority levels set.

These IAASA checklists have been specifically designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklists offer recommended actions to minimise risk of injury from a range of hazards that have been identified by literature searches and farm surveys.

THE SAFER APPROACH TO HAZARD MANAGEMENT

Some of the checklists might not need to be considered on some farms, for example, the “Working Outdoors” checklist may not be relevant to an indoor recirculating tank farm, although checking water storage tanks or repairing holes in the roof of the building would require some outdoor work. Likewise, some staff may not be involved in work activities that involve the use of chemicals, or farm vehicles and plant. Never the less, it is important that all staff are briefed on the hazards on the farm and are made aware of the correct procedures to manage those hazards.

Starting with the “high” priorities, work through the relevant **SAFER Hazard Checklists**. This may involve a **walk through inspection**. Remember, just because a hazard type has been given a lower priority doesn’t mean that the hazard does not exist and an injury could not take place. Therefore, quickly work through all the relevant checklists to ensure you address all hazards.

Make a person responsible for each checklist and elect a second person to check the decisions and the actions undertaken. Date the sheet and write in the number of the sheet (this assists in keeping these in order). Also set the date for the next check.

Work through the **See, Assess, Fix, Evaluate** and **Review** sections. Ensure that you redo the checklist within the recommended time period. In the **OH&S Planning Calender** it is suggested that after the first few weeks when all the Checklists are reviewed, at least 3 to 4 Checklists are reviewed each week. This means that over a month each one is reviewed at least once.

5. As soon as possible, have you and your staff participate in an **OH&S Familiarisation Workshop**. Initially these will be run by representatives from the Inland Aquaculture Association of SA, and in time, it is planned that they will be a regular event in all regional areas. The workshops can form part of the nationally accredited Seafood Industry Training Package. Get all staff to read the relevant documents in the **Small Business, Working to Live Health and Safety Starter Kit**.

The IAASA has also specially designed **Workplace OH&S Training Kits** containing all the presentation materials, handouts and exercises required to run your own in-house workshops. Check with the IAASA if you wish to borrow them. Again they can form part of the nationally accredited Seafood Industry Training Package.

6. Establish an **Induction Session for New Staff** to ensure that they are correctly briefed on the hazards on the farm and are made aware of the correct procedures to manage those hazards **BEFORE** they start work. An example is

THE SAFER APPROACH TO HAZARD MANAGEMENT

included in the **Small Business, Working to Live Health and Safety Starter Kit** that can be found in the back part of this Manual.

The amount of time this should take will vary from operation to operation as the level and numbers of hazards are mostly operation-specific. It seems probable that this session should take at least 2 to 3 hours including a guided tour of the farm.

7. A shorter (eg. 15-20 mins), but no less important, **Visitor Introduction Session** should be provided for all visitors BEFORE they are allowed to look around the farm.

For contractors and work experience volunteers this may involve only the areas they are working or have to pass through, however, it should be farm policy that no visitors to the farm are allowed to wander around unescorted. This is particularly the case with children, tourists, and friends of the family or staff.

8. Make each staff member responsible for some aspect of OH&S and ensure that person has to report on the status of their responsibility at every OH&S meeting (not necessarily in person). The maintenance of written reports (use the checklists) and tabling them to the meetings could also be part of their responsibility.
9. **Warning signs for hazards.** It is recognised that when undertaking this hazards management process, that many potential hazards will be identified, particularly in the initial stages. Given the economic realities and needs of a business to actually stay focussed on what makes money, eg. producing fish, it is likely that the purchase of warning signs will sometimes have a low priority.

If you become aware of a problem then you should fix it immediately. The **temporary warning signs** (these are contained in the Additional Materials section of this Manual) have been designed to allow you to immediately sign post hazards in the workplace. Yellow (inside) and red (outside) coloured pieces of durable plastic can be written on and made into temporary warning signs that can be attached in the appropriate area. This should **NOT** be seen as anything than a temporary action until the appropriate 'commercial' signs arrive (stockists of these are also contained in the Additional Materials section of this Manual).

It is recommended that these temporary signs should only be in place for a week or so. Get the appropriate signs or fix the problem quickly.

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10. The use of personal protective equipment or warning signs are only the early stages in the hazard elimination process. According to the Hierarchy of Controls the stages are:

- Provide personal protection equipment.
- Introduce administrative controls (such as the erection of warning signs).
- Engineer out the problem.
- Substitute the hazard or risk.
- Eliminate the hazard or risk.

It is important that the level of control instigated in the workplace are as far down the list as possible, i.e. a control that eliminates the risk is much better than simply providing personal protection equipment.

11. As noted in the **SAFER Hazard Checklists**, a number of 'trigger' events have been listed when reviews should be undertaken. These include:

- New staff start work (including work experience people and contractors);
- Visitors come to the facility;
- Site conditions change, new hazards may have been created; and
- Work practices change, new hazards may have been created.

Ensure that hazards are reviewed before these events occur, and that particular attention to hazard management is undertaken whenever they occur.

12. Encourage appropriate offsite or 3rd party training for staff so they are qualified to address potential hazards (for example training in First Aid). Several courses are available utilising the Seafood Industry Training Package.

13. Install an OH&S Suggestion Box and provide copies of the **OH&S Suggestion Forms** (these are contained in the Additional Materials section of this Manual). This should be checked several times a day and staff encouraged to report OH&S issues to management immediately.

14. Continue to have your regular OH&S meetings using the **SAFER Hazard Checklists** and make hazard management a priority for the workplace.

ANY SUGGESTIONS ON HOW TO IMPROVE THIS MANUAL AND THE MATERIALS IT CONTAINS SHOULD BE SENT TO:
IAASA, BOX 387, KENT TOWN, SA 5071.

You can use the Feedback form supplied in the back part of this Manual.

SAFER HAZARD CHECKLISTS

Altogether 11 checklists have been prepared to address issues and risks, both general and job specific, in the aquaculture workplace. It is recommended that each one be considered to make your workplace safe.

The General Checklists include:

- A. Designing a safe workplace – eliminating the risks**
- B. Maintaining a safe workplace – avoiding the risks**

The Job Specific Checklists include:

- 1. Working with electricity**
- 2. Manual handling and lifting**
- 3. Working over or adjacent to water**
- 4. Working outdoors**
- 5. Using chemicals**
- 6. Using power and hand operated tools**
- 7. Visitors (tourists, work experience volunteers, contractors and friends)**
- 8. Handling of culture animals**
- 9. Using farm vehicles and mobile plant**

DESIGNING A SAFE WORKPLACE

– ELIMINATING THE RISKS

SAFER HAZARD CHECKLIST #A

This 2-page checklist has been designed to enable you to eliminate many risks in your workplace through appropriate facility design. It is important that you work closely with experienced advisers on the design and the hazards management process, so even if you are a one-person operation, get an appropriate third party to assist you make this check.

Priority Level
(High, Medium or Low)

Inland Aquaculture Association of SA Inc members and their employees are encouraged to use the checklist **during the design phase and prior to commencing construction work** to eliminate or minimise risk exposures.

Person responsible:
Second person:
Date: .../.../.....
Check No.:
Next Check: .../.../.....

FIX the Problem - Before it becomes a hazard

Consider all the following design features; write "Yes" (= they have been incorporated in your design process), or "NA" (= not applicable to your particular culture method or design) and then add your initials.

Have a second person also check the considerations and initial their check. All of the considerations should be either marked "Yes" or "NA". None should be left blank!

A section for comments allows you to write down your thoughts on these design features.

In your design of the facility did you:	Yes/NA Initials & Check	Location/Comments
Provide appropriate layout of plant and equipment. Locate storage areas near to working areas. Designate workflow patterns or pathways and avoid crossings or overlaps whenever possible.		
Provide adequate clearance between plant/equipment, remember to consider both height and width. Allow easy access to all areas that require cleaning or other work activities.		
Provide adequate storage facilities (racks/cupboards) including lockable areas for chemicals and petroleum products.		
Clearly mark accesses for vehicles and pedestrians and ensure doors and pass-ways are sufficiently wide to allow access for mechanical lifting and moving equipment.		
Ensure walkways/access ways are sufficient width with sufficient height clearance.		
Ensure all working surfaces are flat, dry and made from non-slip materials. Provide drains and other depressions with non-slip covers.		
Ensure appropriate safety equipment (eg. fences) are in place.		
Ensure that all cables/pipes are elevated from the floor or buried where appropriate.		
Ensure there are no protrusions, including nails and hooks, from surfaces.		
Utilise mechanical bulk lifting systems to minimise effects of repetitive lifting on staff. Make positions and heights of tanks and other equipment appropriate to reducing lifting hazards.		

DESIGNING A SAFE WORKPLACE

– ELIMINATING THE RISKS

In your design of the facility did you:	Yes/NA Initials & Check	Comments/Location
Place dangerous equipment (eg. autoclaves) in areas of low traffic and ensure they are installed according to regulations.		
Ensure a qualified electrician installs the electrical systems and that these have circuit protection, effective earths and Residual Current Devices (RCDs).		
Adequate power outlets are provided to avoid use of power leads and that all outlets have waterproofing in wet or moist areas. Use aerial outlets where possible.		
Provide shade in areas where staff congregates.		
Ensure doors to cool rooms and other sealed areas have appropriate interior opening structures and alarm systems in case someone becomes trapped inside.		
Ensure adequate ventilation in all indoor areas.		
Erect appropriate warning signs and isolate dangerous areas (lock access points if possible).		
Add any others you can think of yourself.		

The EVALUATE the Effectiveness of the FIX and REVIEW Steps can be incorporated when the designs are being made.

Remember: *a*lways get a second person to check your designs.

MAINTAINING A SAFE WORKPLACE - AVOIDING THE RISKS

SAFER HAZARD CHECKLIST #B

This four-page checklist has been designed as an introduction before you use the **SAFER HAZARD CHECKLISTS**. Both will assist you and your staff begin the important process of hazard management. It is important that you work closely with your staff on this process and that each time something is done, a second person checks each stage of the process. If you are a one-person operation, then get your partner or a friend to do the checks for you.

Inland Aquaculture Association of SA Inc members and their employees are encouraged to use the checklist **prior to commencing work** and frequently (**at least monthly**) during work to eliminate or minimise risk exposures.

With respect to the SAFER approach, you need to start looking for potential hazards i.e.

SEE the Hazard

On inland aquaculture facilities there are a number of hazards that can be categorised under the titles for the Checklists. Other common hazards in the aquaculture workplace are generally associated with:

- Objects on work area surfaces (floors around tanks or ponds, access ways, other work areas).
- Uneven floor surfaces.
- Slippery floor surfaces from spillage.
- Slippery ground or working areas around ponds and reservoirs.
- Articles falling from bench areas, above work areas.
- Striking projections from poorly placed materials and equipment.
- Poorly restrained or unrestrained equipment (eg. compressed gas cylinders, lights over tanks, electrical cables, etc).
- Projecting nails/hooks/ broken glass in work areas.
- Cables, water pipes and other service lines in work areas/access ways.
- Inadequate working space from accumulated rubbish.
- Dirty toilets, washing facilities and meal areas.
- Contaminated feed (eg. fungi).
- Infestation of insects/snakes/spiders and other like creatures.
- Staff wearing appropriate footwear and clothing.
- Potentially dangerous equipment (eg. autoclaves)

Priority Level
(High, Medium or Low)
Person responsible:
Second person:
Date:/...../.....
Check No.:
Next Check:/...../.....

MAINTAINING A SAFE WORKPLACE

- AVOIDING THE RISKS

The next step is to critically examining your workplace. This is known as:

ASSESS the Hazard

This check for potential hazards should be undertaken in conjunction with all your staff to ensure that all aspects are covered. These questions can assist you and your staff to focus on the critical areas and allow you to decide if there is a problem (if you identify a problem, mark in its location and provide some other comments):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Can a person fall over objects cluttering the work area?		
Are the floors or working surfaces uneven?		
Has spillage occurred resulting in slippery floors or working surfaces?		
Can objects fall from bench areas, or above work areas?		
Are materials and equipment positioned in a manner that they are obstacles?		
Are compressed gas cylinders or other equipment not adequately restrained?		
Are there nails or hooks protruding from surfaces?		
Is there broken glass on benches/floors/other surfaces in the work area?		
Are cables, water pipes or other service lines lying on floors or along the ground?		
Do surplus plant/equipment or rubbish clutter the work place?		
Does plant/equipment/rubbish provide havens for snakes, spiders, and other insects?		
Are chemicals stored in an appropriate storage facility?		
Are the amenities kept clean?		
Is stock feed protected from sources of contamination?		
Is stock feed stored in sealed containers, kept cool and not accessible to rodents?		
Are rodent, spider and other pest infestations inadequately controlled?		
Any other hazards to consider?		

NOTE: Many other hazard specific questions are provided in the nine checklists.

MAINTAINING A SAFE WORKPLACE

- AVOIDING THE RISKS

Once the hazards have been identified, then you need to act immediately to overcome them i.e.

FIX the Hazard

Undertake all the following actions; write in the date undertaken and your initials. Have a second person also check the actions and date and initial the check. Set date for the next check.

General	Initials & date undertaken	Initials & date checked
Provide appropriate Personnel Protective Equipment (PPE) and instructions in how to use them to all personnel.		
Provide appropriate signage around the workplace.		
Provide adequate rubbish receptacles and regularly remove rubbish/debris from the workplace.		
Clearly mark access for vehicles and pedestrians.		
Regularly clean amenities.		
Contain spillage whenever and wherever possible.		
Store tools (including power tools) and other equipment in an orderly manner.		
Restrain compressed gas cylinders (chained to a structure or mounted on a trolley) and other equipment.		
Store portable ladders and other equipment appropriately.		
Ensure that all cables/pipes are elevated from the floor or buried where appropriate.		
Store chemicals and small quantities of flammable liquids in separate appropriate storage cabinet.		
Store stock feed stored in sealed room or sealed containers.		
Ensure control programs for insects, rodents and other pests are in place.		
Store Personal Protective Equipment (PPE) separate from work places.		
Ensure that a well-equipped First Aid kit is readily accessible, if appropriate include bite kits.		
Ensure that appropriate fire fighting equipment is maintained in well-marked locations.		
Insect control program is in place.		
Remove protrusions, including nails and hooks, from surfaces.		
Ensure all the required hazard tags been correctly positioned and fix dates have been set.		
Training	Initials & date undertaken	Initials & date checked
Provide Senior First Aid training for all personnel.		
Provide fire-fighting training for all personnel.		
Ensure that all personnel are inducted in relation to production process, site hazards, emergency procedures, and dangerous areas/equipment.		

MAINTAINING A SAFE WORKPLACE - AVOIDING THE RISKS

The measures taken to FIX the hazard should be evaluated during and after implementation i.e.

EVALUATE the Effectiveness of the FIX

Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

Training	Check #1 Date & Initials	Check #2 Date & Initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the housekeeping hazard eliminated or reduced the risk associated with workplace conditions?		
Has the FIX created a new hazard?		
Is there a need to provide information to others regarding keeping housekeeping to a certain standard at the worksite?		

REVIEW

A review of the entire process that is used to manage housekeeping hazards should be performed at regular intervals. The 'FIX the Hazard' checklist can be used to inspect your worksite at least before and during the following 'triggers':

	Before Trigger Date & Initials	During Trigger Date & Initials
New staff start work, including work experience people and contractors.		
Visitors come to the facility.		
Site conditions change, new hazards may have been created.		
Work practices change, new hazards may have been created.		

USING CHEMICALS

SAFER HAZARD CHECKLIST#5

The SAFER HAZARD CHECKLIST has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Chemical hazards are generally associated with:

- Chemical and biological agents (eg. hormones) use.
- Poor labelling of substances, including decanted substances.
- Poor handling and storage practices.
- Material Safety Data Sheets (MSDS) are not read and understood by people using chemical and biological agents.

These can have one or more of the following:

- Poisonous or toxic (acute and chronic) health effects.
- Corrosive effects.
- Irritant effects.
- Can have the effect of a sensitiser (i.e. makes the affected person more sensitive to other chemicals and biological agents).
- Explosive or flammable consequences.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Have all staff and appropriate management completed a Farmcare SA Farm Chemicals Users Course? (sometimes referred to the "Chem Cert" course)		
Are the Material Safety Data Sheets (MSDS) provided for the chemicals being used to all users?		
Can the health effects, short and long term be derived from the MSDS?		
Does the user of the MSDS understand the information contained in the MSDS?		
Does the labelling on the container indicate substance and hazards?		
Are decanted substances labelled in accordance with the WorkSafe Standard?		
Can the substance be inhaled?		
Can the substance come in contact with skin?		
Can spillages occur?		
Can the substance be ingested?		
Any other hazards to consider?		

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date: .../.../.....
Check No.:
Next Check: .../.../.....

USING CHEMICALS

FIX the Hazard

Undertake all the following actions; write in the date undertaken and your initial. Have a second person also check the actions and date and initial the check. Set the date for the next check.

	Initials & date undertaken	Initials & date checked
Ensure selection of correct commercially prepared chemicals for the task.		
Ensure that when chemicals are prepared, the correct amounts are used as directed on labels/procedures.		
Seek a less toxic product to use where the Material Safety Data Sheet indicates acute health effects.		
Use chemicals in accordance with the directions on labels and the Material Safety Data Sheet (MSDS).		
Wear the appropriate Personal Protective Equipment (PPE) when using chemicals.		
Ensure that chemicals are always stored in appropriate labelled containers.		
Ensure chemicals are transferred by appropriate means (eg. pouring in ventilated areas, using a drip tray and auto-pipettes, etc.)		
Ensure all the required hazard tags been correctly positioned and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no 1 Date & initials	Check no. 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with work tasks involving the use of chemicals?		
Can an alternative chemical substance be used?		
Has the FIX created a new hazard?		
Is there a need to provide Material Safety Data Sheet information to others?		

REVIEW

A review of the entire process that is used to manage chemical use and the hazards associated with working with various chemicals should be performed at regular (at least monthly) intervals. The 'FIX the Hazard' checklist can be used to regularly inspect your worksite at least before and during the following:

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
Visitors come to the facility.		
There is a change in work practices that involve the introduction or use of new chemicals to the worksite.		

WORKING OUTDOORS

SAFER HAZARD CHECKLIST #4

The **SAFER HAZARD CHECKLIST** has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards are generally associated with:

- Hot weather (heat stress).
- Exposure to ultra-violet radiation (sunburn).
- Cold weather.
- Immersion in cold water.
- There can also be hazards associated with working in abnormally hot or cold rooms for extended periods of time.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Are a significant component of work activities held outdoors?		
Are extreme heat/cold conditions evident?		
Is little or no available shade/protection from the elements?		
Is there an opportunity to retreat to cooler/warmer work areas?		
Is a high component of heavy work involved in the task/s?		
Is a person required to work alone outdoors?		
Is a person required to work for extended periods in abnormally hot or cold rooms?		
Any other hazards to consider?		

FIX the Hazard

Undertake all the following actions; write in the date undertaken and your initials. Have a second person also check the actions and date and initial the check.

General	Initials & date undertaken	Initials & date checked
Erect appropriate warning signs, provide induction to staff and visitors, restrict access to potentially dangerous areas.		
Have emergency procedures in place.		
Ensure all staff know nearest medical centre.		
Provide a communication system with regular checks of lone/isolated workers.		

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date:/...../.....
Check No.:
Next Check:/...../.....

WORKING OUTDOORS

FIX the Hazard (Continued)

	Initials & date undertaken	Initials & date checked
Exposure to Heat Stress		
Ensure that the symptoms of heat stress are known and communicated to employees.		
Ensure the work program provides for acclimatisation.		
Provide mechanical ventilation (if possible).		
Utilise clothing that permits free flow of cooling air over body surface.		
Make available a supply of cool drinking water.		
Schedule work to be carried out in cooler times of the day.		
Ensure rest breaks are regular.		
Ensure rest breaks are taken in cooler locations.		
Exposure to ultra-violet radiation		
Ensure clothing is long sleeves and trousers.		
Provide Personal Protective Equipment (PPE), tinted safety glasses, wide brim hat, sunscreen, etc.		
Erect temporary arrangements for shade.		
Reschedule work to be undertaken earlier or later in the day.		
Exposure to Cold		
Ensure clothing is appropriate for cold conditions to prevent convective heat loss.		
Erect temporary protection from elements.		
Provide heating in lunch/rest areas.		
Make hot drinks available.		
Complete work tasks when weather is not inclement.		
Provide quick rescue from cold water conditions and appropriate treatment of hypothermia.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no 1 Date & initials	Check no. 2 Date & initials
Has the FIX the hazard eliminated or reduced the risk associated with outdoor work activities?		
Has the FIX the hazard eliminated or reduced the risk associated with working in abnormally hot or cold rooms?		

REVIEW

A review of the process that is used to control the hazards associated outdoor work activities should be performed at regular intervals. The 'FIX the Hazard' checklist can be used to regularly inspect your worksite at least before and during the following 'triggers':

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
Visitors come to the facility.		
Seasonally with changing weather conditions.		
There is a change in work practices or the introduction of different production methods.		

WORKING OVER OR ADJACENT TO WATER

SAFER HAZARD CHECKLIST #3

The SAFER HAZARD CHECKLIST has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards with working over or adjacent to water are generally associated with:

- Falling or slipping into reservoirs, raceways, tanks or ponds.
- Over turning of boats.
- Working in tanks or ponds while wearing waders, gumboots or other clothing that can fill with water.
- Working in a risky environment alone or without communication equipment.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date: / /
Check No.:
Next Check: / /

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Is the condition of working surface, undulating or wet; are there slippery floors or work surfaces?		
Is the stability of boat suspect (if used in ponds)?		
Does the boat operator have appropriate certification and experience?		
Is there slip-fall protection around the edges of tanks or ponds? Are safety harnesses available?		
What access may be required to other plant, equipment or stock over tanks or ponds?		
Can the employee or visitor swim?		
Is anyone ever working alone around tanks or ponds without the knowledge or in communication with other staff?		
Are personal floatation devices (PFD's) always provided for people working over or on the water?		
Are rescue equipment always provided at tank or pond location?		
Are self-rescue lanyards always provided at strategic locations around the tank or pond?		
Do staff working over or on the water always have appropriate clothing (eg. provide buoyancy, allows for ready discarding)?		
Do staff know and regularly practise mouth-to-mouth and CPR?		
Any other hazards to consider?		

WORKING OVER OR ADJACENT TO WATER

FIX the Hazard

Undertake all the following actions; write in the date undertaken and your initials. Have a second person also check the actions and date and initial the check. Set the date for the next check.

	Initials & date undertaken	Initials & date checked
Ensure that the facility is designed appropriately by removing obstacles; keep access ways clear and well marked; working surface condition is flat, not undulating; working surface is kept dry where possible; working surface is made from slip resistant material, etc.		
Erect appropriate warning signs, provide induction to staff and visitors; provide a suggestion "box" or opportunity for staff input; restrict access to dangerous areas.		
Ensure all staff and visitors wear slip resistant footwear.		
Use a boat that is appropriate for the task.		
Have an experienced boat operator.		
Make it a policy to wear PFD's while working over water.		
Institute a policy that no-one works alone; or if that is not possible; ensure others are informed when working alone and establish a communication system for working alone around tanks or ponds.		
Train employees in mouth-to-mouth and CPR.		
Train employees in the use of waders.		
Ensure all employees can swim.		
Provide rescue equipment around tanks or ponds.		
Provide a self-rescue lanyard system over ponds or tanks to allow people to pull themselves out of the water.		
Ensure all the required hazard tags been correctly positioned and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no. 1 Date & initials	Check no. 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with work tasks around or over water?		
Has the FIX created a new hazard?		
Is there a need to provide information to others, for example visitors to the site, regarding the hazards associated with working around or over water?		

REVIEW

A review of the entire process that is used to manage hazards associated with working adjacent to or over water should be performed at regular intervals. The 'FIX the Hazard' checklist can be used to regularly inspect your worksite at least before and during the following "triggers":

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
Visitors come to the facility.		
There is a change in work practices that involves work activities adjacent to tanks or ponds.		

WORKING WITH ELECTRICITY

SAFER HAZARD CHECKLIST #1

This **SAFER HAZARD CHECKLIST** has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury. It is important that you work closely with your staff on this process and that each time something is done, a second person checks each stage of the process. If you are a one-person operation, then get your partner or a friend to do the checks for you.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards are generally associated with:

- Any electricity around water or moist environments.
- Poor facility design and construction.
- Damaged extension leads, cables or junction boxes.
- Overloading of circuits.
- Bare electrical conductors and defective assembly of wiring and components.
- Lack of circuit protection (poor earth, no Residual Current Device [RCD]).
- Poor maintenance of electrical equipment and electrical installations not regularly checked.
- Unqualified persons wiring electrical installations.
- Improper placement of equipment and fittings (eg. lights hung over tanks with twine).

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Are cables or extension leads lying on the ground or across traffic ways and are they susceptible to damage?		
Are the extension leads being used too long, (> 20m)?		
Are cables or leads in wet areas not installed in conduits?		
Are the extension leads and power boards being used in contact with moisture or in areas with moist atmosphere?		
Has a person who is not a qualified electrician undertaken the electrical installation?		
Were the installation tested, and a certificate of compliance issued for the installation? Is it still current?		
Are there bare electrical conductors?		
Are there broken or defective junction boxes allowing access to bare wires?		
Has there been defective assembly of components and wiring?		
Is the circuit protection defective, does it have an effective earth and Residual Current Device (RCD)?		
Has the RCD been recently (>6 months) tested for operation?		
Have the power tools and other portable electrical equipment been recently (>6 months) tested and tagged?		
Any other hazards to consider?		

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date: .../.../.....
Check No.:
Next Check: .../.../.....

WORKING WITH ELECTRICITY

FIX the Hazard

Undertake all the following actions, write in the date undertaken and your initials. Have a second person also check the actions and date and initial the check. Set the date for the next check.

	Initials & date undertaken	Initials & date checked
Ensure that the facility is designed appropriately with aerial electricals, appropriate siting of fixtures, waterproof power points, fixed rather than extension leads, low voltage appliances, etc.		
Ensure a qualified electrician installs all electrical wiring and equipment. Do not allow unqualified people to repair or alter electrical equipment or installations.		
Ensure a certificate of compliance is issued for fixed, permanent installations and that it is current ("in date").		
Ensure appropriate circuit and people protection is installed and regularly tested (must have either earth or Residual Current Devices [RCD]).		
Have the electrician install cables below ground in accordance with AS 3000.		
Erect appropriate warning signs, provide induction to staff and visitors, restrict access to potentially dangerous areas.		
Check equipment and usage methods to predict potential problems and their impact (eg. light falling into tank).		
Do not use power-boards, 'piggy-back' plugs and extension leads in wet or moist conditions. Never use 2-lead extension cables.		
Prevent access to bare electrical conductors.		
Have power tools and other portable electrical equipment tested regularly and tagged with as safe to use and the inspection date.		
Have all defective or broken junction boxes repaired immediately.		
Ensure all the required hazard tags been correctly positioned, and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check # 1 Date & initials	Check # 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with permanent or temporary electrical installations?		
Has the FIX created a new hazard?		
Is there a need to provide information to others regarding the operation or use of electrically powered tools and equipment on the site?		

REVIEW

A review of the entire process that is used to manage electrical hazards should be performed at regular (at least monthly) intervals. The 'FIX the Hazard' checklist can be used to regularly inspect your worksite at least before and during the following 'triggers':

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
Visitors come to the facility.		
There is a change in electrical installations (permanent or temporary).		
There is a change in work practices that involve the use of electricity.		

VISITORS (TOURISTS, VOLUNTEERS, CONTRACTORS, WORK EXPERIENCE)

SAFER HAZARD CHECKLIST #7

The SAFER HAZARD CHECKLIST has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards are generally associated with:

- No induction talk prior to entry to site leading to lack of familiarity with the worksite, with the production process and with site emergency procedures.
- Age, lack of maturity (eg. young friends of family).
- Unqualified workers.
- Unsupervised visitors.
- Ambiguity in task definition and unclear relationships at the worksite.
- Unsupervised access to hazardous areas, ambiguities in relation to go/no go zones.
- Little understanding of the hazards associated with the worksite.
- Inadequate communication system.
- No or inadequate warning signs.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Do visitors enter the facility without an induction talk covering the hazards & emergency procedures?		
Do visitors have access to ponds and tanks?		
Do visitors use or ride-on mobile plant.		
Are visitors working or visiting alone/unsupervised?		
Do visitors use hand tools, power tools or other power driven equipment?		
Do visitors have access to /or use hazardous substances?		
Do visitors have access to / or work at heights?		
Are visitors competent to perform the work task?		
Do visitors handle stock?		
Are any dangerous areas or equipment open to visitors or inadequately signed?		
Any other hazards to consider?		

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date: / /
Check No.:
Next Check: / /

VISITORS (TOURISTS, VOLUNTEERS, CONTRACTORS, WORK EXPERIENCE)

FIX the Hazard

Undertake all the following actions; write in the date undertaken and your initials. Have a second person also check the actions and date and initial the check. Set the date for the next check.

	Initials & date undertaken	Initials & date checked
Require all visitors to register at site entrance and to be briefed as to site hazards as well as emergency procedures.		
Require all visitors to be accompanied/monitored on the worksite.		
Restrict access to dangerous areas and equipment.		
Ensure that the volunteers/work experience/contractor personnel are inducted in relation to production process, site hazards, emergency procedures, and dangerous areas/equipment.		
Check qualifications and experience of visiting personnel.		
Ensure OH&S training is provided in relation to specific hazards.		
Ensure that reasonably foreseeable hazards are communicated.		
Establish an effective site communication system.		
Ensure that levels of supervision are defined and communicated to visiting personnel.		
Provide reasonably practicable levels of supervision to visiting personnel to ensure they are not working alone for too long.		
Develop and communicate procedures for those personnel working alone.		
Regularly monitor conformance of visiting personnel to good OH&S practice.		
Provide appropriate Personnel Protective Equipment (PPE) to visiting personnel.		
Ensure signage is provided around the site to warn all visitors of potential hazards and dangers.		
Ensure all the required hazard tags been correctly positioned and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no 1 Date & initials	Check no. 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with tourists, volunteers, contractors, work experience personnel access to the site?		
Has the FIX created a new hazard?		
Is there a need to provide information to others regarding the presence of tourists, volunteers, contractors, and work experience personnel on the site?		

REVIEW

A review of the entire process that is used to manage visitors should be performed at regular (at least monthly) intervals. The 'FIX the Hazard' checklist can be used to inspect your worksite at least before and during the following 'triggers':

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
Visitors come to the facility.		
Site conditions change, new hazards may have been created.		

MANUAL HANDLING & LIFTING

SAFER HAZARD CHECKLIST #2

This **SAFER HAZARD CHECKLIST** has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards to workers involved in manual handling are generally associated with:

- The pulling of nets or equipment through or from the water.
- The lifting of culture stock from or into tanks.
- Carrying culture stock from one location to another.
- Handling stock food, distributing feed pellets.
- Grading culture stock.
- Lifting or moving fish bins or tubs filled with culture stock and ice.
- Moving plant and equipment around the worksite by hand.
- The working conditions, the setting and other people.
- The loading of culture stock for transport, lifting culture stock up to or down from the back of a truck.
- The type of equipment used, the skills, experience & physical capabilities of the persons doing the work.
- Repetitive tasks, twisting while under strain, heavy lifting, lifting away from the centre line of the body.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Is there pushing, pulling and lifting of nets or containers laden with culture stock that involves leaning or twisting?		
Are there manual tasks that are repetitive or involve leaning or twisting when the floor or ground is wet?		
Are repetitive arm movements undertaken?		
Is the back twisting while lifting or moving objects?		
Are there frequent, prolonged lifting above shoulder height when loading culture stock onto or off a truck?		
Is there continual bending and stooping over culture tanks, ponds or other structures?		
Can slips and trips occur during the movement of culture stock, foods, or equipment?		
Are there large heavy tubs containing culture stock or other products?		
Is the load difficult to handle, and does the load contain water and culture stock?		
Is it difficult to get a good grip of the load?		
Are there work areas that are regularly wet or slippery?		
Are other objects on the floor or working surface? Is the work area cluttered? Are movement corridors clear?		
Can a more efficient and/or mechanical system be used to minimise adverse effects on staff?		
Any other hazards to consider?		

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date:/...../.....
Check No.:
Next Check:/...../.....

MANUAL HANDLING & LIFTING

FIX the Hazard

Undertake all the following actions; write in the date undertaken and your initials. Have a second person also check the actions and date and initial the check. Set the date for the next check.

	Initials & date undertaken	Initials & date checked
Ensure appropriate facility design with doors and passageways sufficiently wide to allow access for mechanical lifting & moving equipment; appropriate heights and positions of tanks, drains and equipment; non-slip surfaces in wet areas; locate storage facilities nearby; designated work flow patterns or pathways; etc.		
Undertake warm-up exercises or stretching before beginning lifting tasks. Take short breaks during repetitive tasks.		
Organise other team members to assist in lifting. Rotate people where repetitive movement is involved.		
Become aware of mechanical assistance options. Use smaller loads or handle in bulk using lifting or mechanical handling equipment.		
Modify containers in size and shape so that objects can be handled closer to a person's centre of gravity. Use containers with handles for easier handling.		
Erect appropriate warning signs, provide induction to staff and visitors, provide a suggestion "box" or opportunity for staff input.		
Minimise wet areas by ensuring leaks, drips and overflows are avoided except where they fall directly in designated drains.		
Use non-slip matting or wear slip resistant shoes in wet areas.		
Clean up the workplace, remove obstacles, keep access ways clear.		
Provide handles on nets and other equipment which give adequate mechanical advantage.		
Provide manual handling training for employees.		
Ensure all the required hazard tags been correctly positioned. and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no. 1 Date & initials	Check no 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with manual handling tasks?		
Has the FIX created a new hazard, has this utilisation of mechanical assistance created other hazards?		
Is there a need to provide information to others regarding the operation or use of lifting gear or other mechanical lifting equipment on the site?		

REVIEW

A review of the entire process that is used to manage manual handling hazards should be performed at regular intervals. The 'FIX the Hazard' checklist can be used to regularly inspect your worksite at least before and during the following 'triggers':

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
Visitors come to the facility.		
There is a change in work practices that involve manual handling.		

USING POWER & HAND OPERATED TOOLS

SAFER HAZARD CHECKLIST #6

The SAFER HAZARD CHECKLIST has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards are generally associated with:

- Tool design and the way they are used.
- The condition of the power tool.
- Incorrect size for the job.
- Excess or insufficient power tool energy for the job.
- Operators not trained in power tool use.
- The weight of some power tools.
- Location and arrangement of power outlets.
- Poor fitting spanner/wrenches.
- Cutting tools not properly sharpened.
- Handles on tools in poor condition.
- Safety attachments removed or altered.
- No or inadequate signage.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Is the correct tool selected for the job? It designed to be used in the way proposed?		
Is the tool blunt and in poor repair?		
Are makeshift extensions required to make the tool apply the required force?		
Are handles/grips suitable?		
Are the electrical leads/switches/plugs damaged?		
Will it generate hazardous particles, dust, and noise?		
Are the power tool air ventilation holes free of obstruction?		
Are all the appropriate safety attachments in place and working properly?		
It is heavy to hold under power?		
Are switches on power tools the dead person type?		
Is there an adequate power source?		
Is circuit and Residual Current protection provided?		
Is there any evidence of overloading (burning appearance or smell)?		
Any other hazards to consider?		

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date: .../.../.....
Check No.:
Next Check: .../.../.....

USING POWER & HAND OPERATED TOOLS

FIX the Hazard

Undertake all the following actions, write in the date undertaken and your initial. Have a second person also check the actions and date and initial the check. Set date for the next check.

	Initials & date undertaken	Initials & date checked
Erect appropriate warning signs, provide training to staff, restrict access of inexperienced staff to potentially dangerous tools.		
Provide standard operating procedures for each of the tools, including maintenance checks & starting, operation, problem solving and post-use clean-up.		
Maintain power and hand tools in good condition.		
Maintain tools as sharp as required.		
Ensure handles on tools are not cracked, split or splintered.		
Keep tools are clean and stored away from harmful substances.		
Prevent overloading of the tools (electrically or mechanically).		
Provide Personal Protective Equipment (PPE) for protection in respect of hazardous particles, dust, and noise.		
Ensure electrical leads, plugs, switches, and connections on power tools are not damaged.		
Ensure the electrical supply is adequate for the tool.		
Provide Residual Current Devices (RCD) for use with all electrical power tools.		
Ensure all the required hazard tags been correctly positioned and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no. 1 Date & initials	Check no. 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with tools?		
Has the FIX created a new hazard?		
Is there a need to provide information to others regarding the storage and use of tools?		

REVIEW

A review of the entire process that is used to manage tool usage hazards should be performed at regular (at least monthly) intervals. The 'FIX the Hazard' checklist can be used to regularly inspect your worksite at least before and during the following 'triggers':

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
At regular intervals to ensure tools are in good condition and are properly used.		

HANDLING OF CULTURE ANIMALS

SAFER HAZARD CHECKLIST #8

The SAFER HAZARD CHECKLIST has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards are generally associated with:

- Handling live animals.
- Animal bites.
- Transfer of species-related disease to humans.
- Fish pathogens contagious to humans.
- Algal blooms (toxic substances).
- Cuts/punctures from spines and spikes of culture animals (stock).
- Needle sticks from administration of vaccinations, tagging of fish, etc.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Priority Level
(High, Medium, or Low)
Person responsible:
Second person:
Date: / /
Check No.:
Next Check: / /

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Is the handling of the stock by hand necessary?		
Does the animal have sharp teeth or claws or a rough exterior?		
Are the dorsal and pectoral spines sharp and serrated?		
Can the fish lock dorsal and pectoral spines in an erect position?		
Can the spines transmit toxins?		
Will the fish move in a jerking manner?		
Are the fish hand held during vaccination?		
Is an automatic repeating syringe or individual syringes used for vaccination?		
Is the tagging syringe/needle likely to puncture the handler's skin?		
Does the tank or pond system contain recirculating system have an aeration system which generates mist in the work environment?		
Do any employees experience allergy reactions when handling stock or when around the culture systems?		
Have you detected any bacteria, parasites, fungi, algae or other microorganisms that can cause health problems in staff?		
Any other hazards to consider?		

HANDLING OF CULTURE ANIMALS

FIX the Hazard

Undertake all the following actions, write in the date undertaken and your initial. Have a second person also check the actions and date and initial the check. Set the date for the next check.

	Initials & date undertaken	Initials & date checked
Ensure that staff do not have open wounds when handling stock.		
Avoid handling stock without gloves or other PPE protection.		
Ensure a double safety bow is attached to the repeating vaccination syringe.		
Ensure individual syringes are retractable type.		
Ensure that the tagging is carried out using protective devices.		
Ensure staff are trained in the correct handling methods including safety procedures.		
Ensure tank or pond recirculation has effective water treatment to remove microorganisms.		
Ensure that mist generation is contained.		
Check for presence of toxic algal blooms in the water.		
Ensure all the required hazard tags been correctly positioned and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no 1 Date & initials	Check no. 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with work tasks involving the handling of animals?		
Has the FIX created a new hazard?		

REVIEW

A review of the process that is used to handle animals and the hazards associated with them should be performed at regular (at least monthly) intervals. The 'FIX the Hazard' checklist can be used to inspect your worksite at least before and during the following 'triggers':

	Before trigger Date & initials	During trigger Date & initials
New staff start work, including work experience people and contractors.		
Visitors to the facility want to handle animals.		
There is a change to work practices that involves the introduction of a new species.		

USING FARM VEHICLES AND MOBILE PLANT

SAFER HAZARD CHECKLIST #9

The SAFER HAZARD CHECKLIST has been designed to assist inland aquaculture farm operators to identify and assess common hazards associated with the industry. The checklist offers recommended actions to minimise risk of injury.

Inland Aquaculture Association of SA Inc members and their staff are encouraged to use the checklist **prior to commencing daily work** and to **review it frequently (at least monthly)** to eliminate or minimise risk exposures.

SEE the Hazard

Common hazards are generally associated with:

- Operator competency.
- Weather conditions.
- Condition of the vehicle or mobile plant.
- Persons riding on vehicles not seated.
- Speed.
- The terrain.
- Reversing over objects in the work area.
- Seat belts not provided/worn.
- Getting on/off mobile plant.
- Vehicles left standing with the engine running.
- People other than the operator in the work area.
- Overloading.
- Not using personal protection equipment (eg. helmets for bikes, ear muffs).
- Inadequate ventilation when vehicles are used/housed in enclosed spaces.

ASSESS the Hazard

Check for these potential hazards (tick if there is a problem, add in further information as appropriate):

Ask yourself and your staff these questions:	Problem ✓	Location/Comments (include any hazard tags and date to fix)
Has this hazard been appropriately considered in the design and construction stage?		
Are there any hazard tags in place?		
Are the operators trained and accredited for use of the vehicle or mobile plant?		
Is the vehicle or mobile plant suitable for the terrain, weather conditions and proposed activity?		
Is the centre of gravity of the plant known? Is it possible that the plant can tip over?		
Are the vehicle or plant controls clearly marked?		
Is the vehicle or plant in good operable condition?		
Are others permitted to ride on the vehicle/plant?		
Are others working in the vicinity of the vehicle/plant?		
Is appropriate personal protection equipment (PPE) used when the vehicle/plant is in operation?		
Any other hazards to consider?		

Priority Level

(High, Medium, or Low)

Person responsible:
.....

Second person:
.....

Date: .../.../.....

Check No.:

Next Check:
.../.../.....

USING FARM VEHICLES AND MOBILE PLANT

FIX the Hazard

Undertake all the following actions; write in the date undertaken and your initial. Have a second person also check the actions and date and initial the check. Set the date for the next check.

	Initials & date undertaken	Initials & date checked
Ensure all operators are trained/accredited operators for the particular mobile plant.		
Ensure vehicles/mobile plant are driven with due care at all times.		
Prevent additional persons riding on the plant (unless seat is provided for that purpose).		
Check daily before use the condition of vehicles/mobile plant.		
Keep records of daily inspections.		
Ensure loads are within weight and size limits for each item of plant.		
Ensure forklifts/ front-end loaders are not driven with tines or buckets elevated.		
Ensure all mobile plant is fitted with reversing audible warning devices.		
Ensure vehicle/mobile plant is not left standing with the engine running.		
Provide good access/egress arrangements on all plant.		
Ensure the access/egress is free from oil and grease.		
Ensure seat belts are fitted to all mobile plant.		
Ensure the seat belts are used by operators.		
Ensure the vehicle/mobile plant seating is adjustable.		
Ensure the buckets/forklift tines are not used for personal access to heights.		
Provide personal protection equipment (PPE) and ensure it is used.		
Ensure that vehicles/plant are not used or stored in unventilated areas.		
Ensure all the required hazard tags been correctly positioned and fix dates have been set.		

EVALUATE the Effectiveness of the FIX

The measures taken to FIX the hazard should be evaluated during and after implementation. Ask the following questions. Date and initial when the evaluation has been made. Get a second person to check the evaluation. Set the date for the next check.

	Check no. 1 Date & initials	Check no. 2 Date & initials
Are the fix by dates on the hazard tags realistic?		
Has the FIX the hazard eliminated or reduced the risk associated with the use of vehicles and mobile plant?		
Has the FIX created a new hazard?		
Is there a need to provide information to others regarding the operation or use of vehicles and mobile plant on the site?		

REVIEW

A review of the entire process that is used to manage hazards associated with vehicles and mobile plant should be performed at regular intervals. The 'FIX the Hazard' checklist can be used to inspect your worksite at least before and during the following 'triggers':

	Before check Date & initials	During check Date & initials
You take on new staff, including work experience people, who will be working on or near vehicles and mobile plant.		

ADDITIONAL MATERIALS

These materials have been included in this IAASA OH&S Manual to assist you and your staff to make your workplace safe.

They include:

- 1. Quarterly Calender to assist in scheduling OH&S meetings**
- 2. SAFER Hazard Checklist Priority Meeting forms (X 2)**
- 3. OH&S Suggestion Forms (X 10)**
- 4. Small Business, Working to Live Health & Safety Starter Kit**
- 5. Tags to be used as temporary warning signs**
 - Red (outside) (X 2)**
 - Orange (inside) (X 2)**
 - Pen (X 1)**
 - Plastic ties (X 6)**

OH&S PLANNING CALENDER

FIRST QUARTER

This calendar has been designed to assist management and staff timetables the regular review of the 11 checklists. Except for the first 4 weeks, when it is recommended that all the checklists be reviewed, only a maximum of 3 checklists are programmed to be reviewed each week. Write in the date of the weekly meeting.

The General Checklists include:

#A. Designing a safe workplace – eliminating the risks. #B. Maintaining a safe workplace – avoiding the risks.

The Job Specific Checklists include:

- | | |
|-----------------------------------------------------------|-----------------------------------------|
| #1 Working with electricity. | #2 Manual handling and lifting. |
| #3 Working over or adjacent to water. | #4 Working outdoors. |
| #5 Using chemicals. | #6 Using power and hand operated tools. |
| #7 Visitors (tourists, volunteers, contractors, friends). | #8 Handling of culture animals. |
| #9 Using farm vehicles and mobile plant. | |

Week	Date	A	B	#1	#2	#3	#4	#5	#6	#7	#8	#9
1.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.			✓			✓	✓			✓		
5.				✓				✓			✓	
6.					✓				✓			✓
7.						✓				✓		
8.			✓				✓				✓	
9.				✓				✓				✓
10.					✓				✓			
11.						✓				✓		
12.			✓				✓				✓	
13.				✓				✓				✓

OH&S PLANNING CALENDER

SECOND QUARTER

This calendar has been designed to assist management and staff timetables the regular review of the 11 checklists. Except for the first 4 weeks, when it is recommended that all the checklists are reviewed, only a maximum of 3 checklists are programmed to be reviewed each week. Write in the date of the weekly meeting.

The General Checklists include:

#A. Designing a safe workplace – eliminating the risks. #B. Maintaining a safe workplace – avoiding the risks.

The Job Specific Checklists include:

- | | |
|-----------------------------------------------------------|-----------------------------------------|
| #1 Working with electricity. | #2 Manual handling and lifting. |
| #3 Working over or adjacent to water. | #4 Working outdoors. |
| #5 Using chemicals. | #6 Using power and hand operated tools. |
| #7 Visitors (tourists, volunteers, contractors, friends). | #8 Handling of culture animals. |
| #9 Using farm vehicles and mobile plant. | |

Week	Date	A	B	#1	#2	#3	#4	#5	#6	#7	#8	#9
14.		✓			✓				✓			
15.						✓				✓		
16.			✓				✓				✓	
17.				✓				✓				✓
18.					✓				✓			
19.						✓				✓		
20.			✓				✓				✓	
21.				✓				✓				✓
22.					✓				✓			
23.						✓				✓		
24.			✓				✓				✓	
25.				✓				✓				✓
26.		✓			✓				✓			

OH&S PLANNING CALENDER

THIRD QUARTER

This calendar has been designed to assist management and staff timetable the regular review of the 11 checklists. Except for the first 4 weeks, when it is recommended that all the checklists are reviewed, only a maximum of 3 checklists are programmed to be reviewed each week. Write in the date of the weekly meeting.

The General Checklists include:

#A. Designing a safe workplace – eliminating the risks. #B. Maintaining a safe workplace – avoiding the risks.

The Job Specific Checklists include:

- | | |
|-----------------------------------------------------------|-----------------------------------------|
| #1 Working with electricity. | #2 Manual handling and lifting. |
| #3 Working over or adjacent to water. | #4 Working outdoors. |
| #5 Using chemicals. | #6 Using power and hand operated tools. |
| #7 Visitors (tourists, volunteers, contractors, friends). | #8 Handling of culture animals. |
| #9 Using farm vehicles and mobile plant. | |

Week	Date	A	B	#1	#2	#3	#4	#5	#6	#7	#8	#9
27.						✓				✓		
28.			✓				✓				✓	
29.				✓				✓				✓
30.					✓				✓			
31.						✓				✓		
32.			✓				✓				✓	
33.				✓				✓				✓
34.					✓				✓			
35.						✓				✓		
36.			✓				✓				✓	
37.				✓				✓				✓
38.		✓			✓				✓			
39.						✓				✓		

OH&S PLANNING CALENDER

FOURTH QUARTER

This calendar has been designed to assist management and staff timetable the regular review of the 11 checklists. Except for the first 4 weeks, when it is recommended that all the checklists are reviewed, only a maximum of 3 checklists are programmed to be reviewed each week. Write in the date of the weekly meeting.

The General Checklists include:

#A. Designing a safe workplace – eliminating the risks. #B. Maintaining a safe workplace – avoiding the risks.

The Job Specific Checklists include:

- | | |
|-----------------------------------------------------------|-----------------------------------------|
| #1 Working with electricity. | #2 Manual handling and lifting. |
| #3 Working over or adjacent to water. | #4 Working outdoors. |
| #5 Using chemicals. | #6 Using power and hand operated tools. |
| #7 Visitors (tourists, volunteers, contractors, friends). | #8 Handling of culture animals. |
| #9 Using farm vehicles and mobile plant. | |

Week	Date	A	B	#1	#2	#3	#4	#5	#6	#7	#8	#9
40.			✓				✓				✓	
41.				✓				✓				✓
42.					✓				✓			
43.						✓				✓		
44.			✓				✓				✓	
45.				✓				✓				✓
46.					✓				✓			
47.						✓				✓		
48.			✓				✓				✓	
49.				✓				✓				✓
50.		✓			✓				✓			
51.						✓				✓		
52.			✓				✓				✓	

SAFER HAZARD CHECKLIST PRIORITY MEETING

Staff present:

Date:

Apologies:

The Checklists include:	Priority level *	Comments
1. Working with electricity		
2. Manual handling and lifting		
3. Working over or adjacent to water		
4. Working outdoors		
5. Using chemicals		
6. Using power and hand operated tools		
7. Visitors (tourists, work experience volunteers, contractors, friends)		
8. Handling of culture animals		
9. Using farm vehicles and mobile plant		

* High, medium or low

HAZARD MANAGEMENT SUGGESTION FORM

See the hazard

What is the hazard identified? (Describe it!)

Assess the hazard

What is your assessment of the risk? Is it high, medium or low risk? (Circle what you think!)

High	Medium	Low
------	--------	-----

Fix the hazard

Can we eliminate the hazard, substitute or engineer the problem out, or do we require administrative controls and/or personal protective equipment? How can we fix it?

Evaluate and Review It

How effective is this control measure(s) and what is the best way to keep an eye on this problem in the future?

Name: _____ Date: _____

Give this completed form to your supervisor, or place it in the OH&S Suggestion Box.

WARNING ON INJURIES FROM SPIKES, SPINES OR SHELLS

During the development of the OH&S Manual it became obvious that workers in aquaculture facilities need to be more aware of the potential for serious infections from cuts, punctures or other injuries caused by the spikes, spines or shells of finfish, crustaceans or molluscs (shellfish).

Generally such injuries are considered an every-day part of the job and little is done to treat the injury other than a wash and some disinfectant. Nevertheless workers should NOT ignore the potential for specific bacterial infections to occur.

It is important to keep open wounds, cuts, sores and burns out of water. If necessary this can be achieved by wearing waterproof gloves or a dressing over the affected areas.

In early 2001, one IAASA member received a puncture injury from the spine of a brackishwater fish. The injury became infected and after a couple of weeks when the injury was not healing and pain levels had increased so that he could no longer work, he sought medical attention. A biopsy was undertaken where a sample of the bacteria in the wound was cultured in a special media. The bacteria was identified as a resistant strain of *Mycobacterium marinum* and after some limited surgery and an extensive antibiotic treatment period he recovered and was able to return to work.

There are other organisms in water that can cause wound infections such as *Vibrio vulnificus*, *V. parahaemolyticus* and *Aeromonas*.

Two tropical aquarium hobbyists known to members of the Project Team have had problems with infections failing to heal. Both of these people were diabetics and medical treatment was sought. Biopsies indicated that the bacteria causing the infections may have originated from an aquatic environment. Extended treatment with antibiotics enabled both people to recover.

People who are immunocompromised (eg. cancer patients, transplant recipients, HIV positive and diabetics) should be particularly cautious regarding the potential for infections to occur as the outcomes can be extremely serious.

It should be remembered that fish keeping is the largest hobby in the world and these are a few isolated cases. However, if you have wounds, cuts or scratches that are not healing, particularly on the hands, arms, legs or feet, you should seek medical attention. Be sure to make the medical practitioner aware that you work in an aquatic environment as the bacteria and other micro-organisms found there are often different to those found on land. This means that they may require different treatment protocols.

Recommendations:

- **Be aware of the potential for infections from skin injuries.**
- **Take immediate steps to wash and clean wounds with disinfectant. Keep the wound dry and clean. Protect existing and new wounds from exposure to water.**
- **If an infection occurs seek appropriate medical treatment. Let the medical practitioner know that you work with water and aquatic organisms.**
- **People who are immunocompromised should be particularly vigilant about protecting wounds and cuts from exposure to water and if it is suspected that infections have occurred, medical treatment should be sought immediately.**

The input of Dr David Cunliffe, Environmental Health Branch, Department of Human Services, is acknowledged and thanked.

OH&S MANUAL REORDER FORM

The Inland Aquaculture Association of SA (IAASA) has produced an Occupational Health & Safety Manual specifically for people and operations involved with aquaculture in dams, reservoirs, ponds or tanks. It has been written "by industry members for industry" and it is being used throughout the State.

If you do not have a copy, it is recommended that you get the Full Set. However, if you already have a copy then you can choose those parts you require from the list. For our records it is important to know which Version of the OH&S Manual you already have. Look at the bottom (footer) that should say "IAASA Hazard Management Series" and check the date it was prepared or edited. Please complete the following: I have the / / Version. We will always supply the most recent version of the materials.

I would like to order the following items:	Unit	\$ Cost inc. p&p	Number ordered	Total \$
Full set (includes binders, dividers & year's supply of all checklists) Great value, full price is \$69.50	1	39.95		
Checklist set (1 copy of each checklist)	1	0.50		
2-ringlock binder, inc. inserts in cover & spine	1	5.00		
Cardboard Front Cover	1	2.00		
Inside cover with publishing info & disclaimer, 2 pp	1	1.00		
Introduction and Safety flow diagram, 4 pp	1	2.00		
Hazard Management – the critical steps, 4 pp	1	2.00		
Cardboard divider – checklist contents	1	2.00		
Small dividers	10	3.00		
Safety Checklist #A Designing a safe workplace, 2 pp	4	2.00		
Safety Checklist #B Maintaining a safe workplace, 4 pp	12	6.00		
Safety Checklist #1 Electricity, 2 pp	12	3.00		
Safety Checklist #2 Handling & lifting, 2 pp	12	3.00		
Safety Checklist #3 Work over water, 2 pp	12	3.00		
Safety Checklist #4 Working outdoors, 2 pp	12	3.00		
Safety Checklist #5 Using chemicals, 2 pp	12	3.00		
Safety Checklist #6 Using power tools, 2 pp	12	3.00		
Safety Checklist #7 Visitors, 2 pp	12	3.00		
Safety Checklist #8 Handling culture animals, 2 pp	12	3.00		
Safety Checklist #9 Using farm vehicles, 2 pp	12	3.00		
Cardboard divider – contents of additional materials	1	2.00		
Calender to plan meetings, 4 pp	1	2.00		
Meeting sheets, 2 pp	6	3.00		
Suggestions forms, 2 pp	10	3.00		
Small Business Starter Kit, several pages	1	free		
Tags (used as temporary warning signs, Red + Yellow)	4	6.00		
Permanent Marker Pen (to write on tags)	1	1.00		
Feedback / Suggestion Forms	2	free		
Reorder Form	1	free		
Where to purchase safety and warning signs, 2 pp	1	free		
Fish spike injury – a IAASA case study, 2 pp	1	free		

Please note that these prices may be changed without notice.

Materials may be returned within 14 days of delivery with a 50% return fee.

TURN OVER FOR PAYMENT DETAILS

PAYMENT OPTIONS

1. Please debit my credit card \$.....
(circle card)

Visa Mastercard Bankcard Diners Club American Express

Card Number:

Expiry date:

----- / -----

Card Holder's

Signature: Name:

2. Please find enclosed a cheque or money order for \$.....
Make the cheque or money order payable to "Dosaqua".

3. Please invoice me, Order Number:
Note terms are strictly 14 days of delivery.

SEND THE MATERIALS TO:

Name:

Company:

Address:

Tel: Fax: Email:

SEND THIS COMPLETED FORM TO:

**DOSAQUA
PO Box 647
Henley Beach SA 5022
Fax: 08 8200-2491
Email: dosaqua@bigpond.com.au**

WE WANT YOUR FEEDBACK!

We aim to continually improve the materials in this OH&S Manual. To do this we need your assistance so please let us know what improvements can be made.

You can assist us by doing any of the following:

- Handwriting comments on spare copies of any of the materials.
- Filling in the information provided below with your comments on issues like Ease of use? Any hazards we have over-looked? Improvements that can be made? Etc.
- Completing the questionnaire on the next page.

Name:

Address:

Tel: Fax: Email:

I have the following comments to make:

.....
.....
.....
.....
.....
.....
.....
.....
.....

Send your comments/ suggestions/ corrections and so on to:

IAASA
Box 387
Kent Town, SA 5071

Tel: 08 8362-8042
Fax: 08 8363-0503
Web: www.iaasa.org.au

Please answer these questions (where appropriate circle the correct response):

Did you use the IAASA OH&S materials in your workplace this week?	YES NO Comments:
How often do you refer to it?	SEVERAL TIMES A DAY DAILY WEEKLY MONTHLY OCCASIONALLY NEVER
Do you believe that it contains the necessary information and items to form a complete package that you require to implement OH&S on your farm?	YES NO Comments:
Have you ever read through the Small Business, Working to Live Health & Safety Kit?	YES NO Comments:
Do you have a copy of the OH&S Act?	YES NO
If not would you like a copy?	YES NO
Do you undertake regular OH&S meetings? How often?	YES NO DAILY SEVERAL TIMES A WEEK WEEKLY
Have the IAASA OH&S materials increased the level of awareness of hazards in your workplace?	YES NO Comments:
Have the IAASA OH&S materials been useful in determining ways to reduce these hazards?	YES NO Comments:
Would you recommend it to other farmers?	YES NO Comments:
Any suggestions for improvements? eg. how to make the process easier, ways to ensure regular meetings take place, new hazard reduction methods	
Any other comments?	