Safety in Horticulture

An OH&S Resource Kit

for the Citrus, Grape, Stonefruit and Almond
growing industry in the Riverland of South Australia

WorkCover
CORPORATION

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Disclaimer

This kit has been developed to provide information to assist the horticultural industry to improve its occupational health, safety and welfare (OH&S) performance together with any associated documentation and systems.

The information contained in the kit is not considered to be exhaustive, but addresses the priority issues identified by members of the industry at, and subsequent to, the strategic planning day.

Growers should only act upon information in the kit after considering the implications for their own workplace and workers. It may be necessary to seek further advice for a grower's own particular circumstance.

WorkCover Corporation and The Riverland Horticultural Council, their employees and any other organisation represented on the OH&S steering committee disclaim any liability to any person in respect to the content of, or any action arising from the use of, this kit.

Updating

This printed version of the kit will not be updated as a new print edition. All updating and future versions will be available through WorkCover Corporation's Internet site at: www.workcover.com

Owners are encouraged to review the website document at regular intervals to obtain updated information.

To access the information click on the SAfer Industries tab under: For Industry, then click on Citrus, grape, stone fruit and almond growers.

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Introduction

This occupational health and safety (OH&S) improvement kit has been produced specifically for you as citrus, grape, stone fruit or almond growers in the Riverland to help improve the OH&S performance of your business.

Improved OH&S means fewer and less severe injuries, better trained and informed employers and workers, improved morale among workers, and better efficiency and reduced costs for your business.

The kit and its companion, the OH&S calendar, were developed from ideas put forward by employers in the industry, the Riverland Horticultural Council and other interested groups at a workshop facilitated by consultants from WorkCover Corporation on 30 June 1998.

The workshop was held as part of the Corporation's SAfer Industries program, a program designed to improve the OH&S performance of a range of high-risk industries. These industries have been targeted by the Corporation to receive special assistance to reduce the number and cost of work-related injuries and illnesses.

As a result of the workshop the Riverland Horticultural Council OH&S Steering Committee was formed. The steering committee has worked hard to identify the wide range of projects under way. You may already be aware of some of them. The production of this kit is one such project.

The content of the kit is the end result of input from a large group of experts, and I congratulate them on their efforts.

The kit addresses important issues on the block, in the packing shed and in the workshop, and contains information for you and your workers on a wide range of topics, together with tools such as checklists and record formats to guide you in improving your OH&S performance.

As Chairperson of the OH&S Steering Committee, I commend the growers' OH&S resource kit to you, and ask you to use it as an ongoing reference and tools package for your business.

Philip Sims
Chairperson
Riverland Horticultural Council
OH&S Steering Committee.
30 June 2000

About the Committee

The Riverland Horticultural Council OH&S Steering Committee was formed as a result of the workshop held on 30th June 1998.

The committee represents the interests of some 3000 citrus, grape, stone fruit and almond growers across the Riverland. Meetings, held monthly, address a wide range of issues affecting growers, their employees and families.

Projects have been initiated covering issues over a range of topics. The list includes:

- This kit and its companion OH&S calendar
- Ergonomic assessment of picking bags
- Clarification of first aid requirements**
- Road testing a range of safety glasses`
- Elevating work platforms**

Topics marked ** are included in the growers kit

Future work will address the training and licensing of elevating work platforms operators.

The committee comprises:

A. Stepien	RHC
P. Rapisarda	Employment National
I. Armstrong	CGSA
P. Sims	RHC
M. Trautwein	SAFFGA
T. Martin	AAGA
P. Wohlers	MADEC
D. Lang	TAFE
C. Spinks	Workplace Services, DAIS
J. O'Neil	AWU
B. Adams	WorkCover Corporation

Planning Workshop

The growers' OH&S kit was instigated at a Strategic planning day held on 30th June 1998 as part of WorkCover Corporation's SAfer Industries program. Annette Kappler, an OH&S Industry Consultant with the Corporation, facilitated the day.

The major outcome from the planning day was the comprehensive strategic plan, from which all the projects evolved.

Twenty-three representatives from across all aspects of the industry attended the day.

Organisations represented were:

Riverland Horticultural Council

Citrus Growers of SA

South Australian Fresh Fruit Growers Association

SA Farmers Federation

Australian Dried Fruit Association

Apple and Pear Growers Association

Consolidated Co-op Wineries

Women in Horticulture

Local Action Planning

Riverland Multicultural Forum

Regional Health Service

Workplace Services, DAIS

Primary Industries SA

Farm Injury Reference Group

Simarloo Australia Pty Ltd

Waikerie Agricultural Bureau

WorkCover Corporation

Acknowledgment

The information contained in this kit covers a wide range of topics and could not have been produced without the skill and effort of numerous contributors who wrote, edited, reviewed and proof read the information and check sheets.

The efforts of all concerned are acknowledged. They Include:

Angela Bateman
Kay Loechel
Anne Stepien
Carole McKendrick
Georgie Basey
Annette Kappler
Ian Armstrong
Tok Basuki
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Richard Ebel
Ian Furness
Mick Gallant
Shaun Hannam
Daryl Lang
Tom Martin
Jim McArthur
Phil Sims
Brian Sones
Chris Spink
Michael Trautwein
Peter Wohlers
Robin Yardley
Brian Adams

George Aldridge's drawing skills continue to make a point where, often, words fail us.

Getting started with the kit

Purpose of the Kit

The purpose of this kit is to provide growers and their workers with information about a range of important topics that will help improve the OH&S performance of the Industry. Using the information on each topic will assist in identifying hazards and risks to health and safety using the S.A.F.E. process detailed below.

The kit also provides employers with information for inclusion in induction programs for new or transferring workers.

Occupational Health Safety and Welfare (OHS&W) Legislation places the prime responsibility for making the workplace safe on employers. Workers also have responsibilities that include protecting their own safety and that of others, and assisting the employer to make the workplace safe.

Hazard Management – Reducing the Risks

The OHS&W Legislation is designed to ensure everyone understands their responsibility to work together to minimise risks to health and safety at work. Minimising risk is achieved by identifying hazards that could affect the safety and health of people at the workplace, assessing the degree of risk from those hazards and then developing and implementing controls to minimise that risk.

This can be achieved through a hazard management method called S.A.F.E.

See the hazard
Assess the risk from the hazard
Fix the hazard
Evaluate the results

See the hazard.

Employers need a procedure for routinely identifying hazards. The best method for a business is the simplest one that can be carried out as part of normal business operations.

Management and workers regularly inspecting the block, packing shed or workshop together can identify the majority of hazards. If the jobs, machinery and chemicals are also examined hazards associated with these can be identified.

Workers and their supervisor should be involved in the process because people working in an area and doing the tasks are generally more aware of the problems that exist there. Also if they are involved in developing safety solutions they will be more committed to making the solution work.

Getting started with the kit

The checklists in this kit are designed to assist in planning and conducting inspections. Each topic contains information about hazards, – situations that increase the risk of injury, and also some of the control strategies, – ways to reduce the risk of injury.

Use the checklist, together with your own knowledge and that of your workers to identify situations that could cause an injury or illness. Once hazards have been identified, the next step is to assess the risk from those hazards.

Assess the risk from the hazard.

The risk from a hazard is a measure firstly, of the probability that a certain accident will occur, and, secondly the severity of the injuries from the accident.

E.g. A hazard that could occur frequently, leading to severe accidents would be assessed as a very high risk, whereas a minor injury that could remotely occur would be classified as a low risk.

Once the risks have been assessed, employers can use the level of risk to prioritise their actions; that is, identify those that need urgent attention from those that can be monitored and fixed later.

The level of risk also gives growers a guide as to what may constitute reasonable action, i.e. how much effort and resources should be put into minimising the risk. I.e. employers would be expected to put a lot more effort and resources (like time and money) into fixing a high risk hazard than they would a very low risk hazard.

Fix the Hazard

Once the risk has been prioritised employers, together with their workers must develop controls, or ways to minimise the risks. The kit provides information for each topic about ways to reduce the risk of injury (examples of controls).

The OH&S Regulations state that risk controls must be considered in a specific order that addresses hazards at their source. The order is:

Elimination: E.g. Stop doing a high-risk task, or stop using a piece of high-risk equipment.

Substitution: E.g. Use a less toxic chemical, or a less noisy piece of equipment

Engineering: E.g. Fit guards to a hazardous piece of machinery

Administration: E.g. Put up warning signs or write safe work procedures, do a task at a different time of the day

Personal protective equipment (PPE): Provide workers with personal protective equipment, e.g. ear muffs, safety glasses.

In reality many controls are a combination of two or more controls types. E.g. If a noisy machine cannot be substituted with a quiet machine immediately, then the employer would need to provide hearing protection (PPE) and write a safety instruction while the new machine is being purchased.

After putting controls in place their effectiveness needs to be evaluated.

Evaluate the Results

After controls have been implemented, monitor the situation and inspect it regularly to make sure that the controls put in place are working and not creating any additional risks.

Structure of the kit

The kit has been designed for everyday use in the workplace. It provides essential information on a wide range of topics covering work on the block, in the packing shed and the workshop, as well as a range of topics of a general OH&S nature. It also gives some ideas about what to do to make those situations safe.

The information and check lists will help you and your workers meet your responsibilities under the Occupational Health, Safety and Welfare (OHS&W) Act and Regulations.

Each topic is addressed in several ways:

• Information pages, which discuss the problems associated with each topic, what some of the risks are and what you and your workers need to do to ensure your safety. The information can also be used for worker induction training and when carrying out workplace inspections.

- A comprehensive check list, that contains questions and information about each topic. To help you plan your improvement program we suggest that you:
  - work through the checklist, and the information sheet to gauge whether you need to make any improvements
  - write actions you need to do to improve your compliance with the questions in the checklist. (You can refer back to the information sheets for guidance to identify what you need to do to meet your responsibilities for OH&S)
  - assign someone to be responsible for ensuring the action is carried out
  - set an agreed completion date for the action
  - follow up progress regularly
  - check to make sure your changes are successful and have not introduced any new hazards.

Getting started with the kit

The kit has been divided into sections to give you ready access to information you need for General OH&S, the Block, Packing shed and Workshop. Other sections are provided for you to store records such as: Material Safety Data Sheets, inspections, training records, hazard reports, plant maintenance and policies etc.

Using the kit

The kit can be used in several ways.

- For induction training of new or transferring workers. Each topic can be used to train new and transferring workers. The risks and their controls are discussed in each topic. Refer to topic G02 Induction.
- As a stand-alone kit. Simply read the information sheets and go through the checklist for each topic. The action plans you develop can then form part of your ongoing OH&S program.
- As a problem solving guide for hazard management. Use the kit to help you solve OH&S problems as they arise. These could be inquiries from workers or contractors, or problems raised during inspections or in hazard and accident reports. Use the kit as a look-up reference.
- As a resource kit, when you are:
  - writing safe work procedures
  - engaging contractors
  - using Employment Agency workers.
- Use your OH&S Calendar for OH&S tips relating to the seasonal tasks. All topics are referenced in the calendar. Each tip in the calendar includes a reference to the information topic in the kit, e.g. B11 (Block topic 11), P06 (Packing shed topic 6). This way you will be able to address the complete kit over a set period of time.
- The kit also contains sections for you to keep your ongoing records for:
  - Material Safety Data Sheets
  - equipment maintenance schedule
  - Inspection checklist records
  - training records
  - induction records
  - accident and investigation reports.
  - policies

Keep your records up to date. Reviewing them regularly, as part of your ongoing continuous improvement system will help you to identify problems and keep track of changes you make to solve those problems.

Using the checklists

Purpose of checklists:

Checklists help you examine your workplace in a systematic way. Answering the questions on the checklist will help you identify actions you need to take to identify and control hazards and improve OH&S. The outcomes from completing the checklist should form part of your ongoing improvement plan for OH&S in your workplace.

Note:

- Lines marked ⚖ are a legal requirement and are referred to directly in the Occupational Health, Safety and Welfare Act or Regulations

- Lines marked  are not specifically identified in the Act or Regulations, but are considered to be part of the General Duty of Care provisions of the Act.

- You will often see reference to a Code of Practice or an Australian Standard in the kit

  - A Code of Practice is a document that gives you details about how to meet the minimum standard for any situation required by the OHS&W Act or the Regulations. Codes of practice, such as First Aid in the Workplace and the Manual Handling Code of Practice have been specifically written for use in all industries.

    Some Australian Standards have been called up in the Legislation as Codes of Practice. E.g. Aust. Standard 1121 Guards for Agricultural Tractor PTO Drives is a Code of Practice and sets the minimum level of compliance.

    Where the Legislation refers to a Code of Practice you must meet the minimum standard set down in the code. It is not necessary to follow the code exactly, but you must be able to show that what you have done exceeds the minimum standard in the relevant Code of Practice.

  - An Australian Standard is a document produced by Industry as a guide for complying with OHS&W. Australian Standards, not called up as Codes of Practice are not enforceable under OH&S Legislation.

Getting started with the kit

Step by step Instructions for using checklists

1. Make a photocopy of the checklist you want to use
2. Make up a group to be the inspection team.
   If a group carries out an inspection, particularly the workers in the area being inspected, the results will be better. Results are better because workers who do a job in an area are generally more aware of problems and hazards in their work and area, and will be more committed to making solutions work if they have been involved in solving the problem.
   - In smaller businesses there may be only one employee working in an area with one or two casuals. This is OK, they can form the inspection team with the business owner
   - In larger businesses more than one group could be formed.
3. Examine each question as it applies to your workplace and show in the column if your situation is okay, or if changes are needed.
4. If changes are needed write down what needs to be fixed, and what is the best way to fix it.

   Not all changes need to be alterations to equipment. It may be that a job needs to be carried out differently to be safe.

   There may be a several ways to fix a problem. The best way may take time and money to be properly put in place. If this is the case, a temporary solution may be needed until the best one is in place. This should be shown on the checklist and built into your ongoing improvement plan.
5. Identify who is going to be responsible for taking the action.
   Remember that the person responsible for an action must also be given the authority to do it.
6. Nominate a completion date
   The completion date must be realistic and achievable. People should be given targets they can reach.

   If completion dates are not achievable, and not met because of this, improvement programs can lose the support of both managers and workers.
7. Include the actions as part of your overall improvement program so that you can check them off as they are completed.
8. Keep completed checklists in the Checklist section of this kit for future reference and proof of compliance.
9. Monitor your changes to ensure they are satisfactory and that they do not introduce new hazards.

Need more help?

For further information contact
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Topic G01: Seasonal and Labor Hire Workers

Seasonal and labor hire workers are at a high risk of injury

Seasonal and labor hire workers are often not full time permanent workers. They may only work for an employer for a very short time and may not be familiar with the work place and any risks associated with specific jobs or locations.

Many employers do not see seasonal or labor hire workers as their responsibility. They are often seen as the responsibility of the labor hire company or as self employed workers. Because of this they may not be adequately inducted into the workplace, trained in their jobs or supervised closely.

In many instances labor hire or seasonal workers are employed without matching the skills and experience needed for the job with those possessed by the worker. This results in a higher rate of injury for this group, lower production rates and poorer quality product.

These aspects of seasonal and labor hire workers put them at a greater risk of injury

Injuries are more likely to occur to seasonal or labor hire workers when

- they are not given induction training for the workplace and tasks to be performed
- seasonal or labor hire workers are not closely supervised or instructed in the tasks
- employers do not tell the labor hire company what skills, experience and personal attributes are required to do the job when making arrangements for engaging labor hire workers
- labor hire companies do not register the skills, experience and personal attributes their workers have so that they can be cross matched to meet the employer's needs

Ideas to reduce the risk of injury

- Employers using seasonal or labor hire workers should treat them as new, inexperienced workers.
- To ensure that the best safety and productivity outcomes are gained from their use, employers should establish systems with the labor hire company to match the personal skills and attributes of potential workers with the job's requirements.

Topic G01: Seasonal and Labor Hire Workers

To do this the employer and labor hire company must:

- specify the task to be done, skills and experience required and any special conditions, equipment to be used, licenses required etc with the labor hire company
- ensure that the labor hire company records the task history, skills held and any specialist licenses etc prospective workers possess, and has a documented method to match the worker with the task.

This will ensure that the person selected matches the job requirements and is fit for the task.

- Provide induction training for seasonal and labor hire workers as they would for any new worker and ensure that they are given close supervision, instruction and training about:
  - the business:
  - work arrangements and
  - procedures for tasks they will be required to perform, and
  - the hazards present at the workplace together with the methods used to control the hazard.

Master copy. Make photocopies for general use.

Safety Checklist G01

Duty of Care ⚖ Specific requirement

Topic: Seasonal and Labour Hire Workers

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■ See Act Sec. 4 (2) + 19.	1. Is the seasonal or labor hire worker going to work under your direct control? • If so then they must be treated as though they are workers.					
⚖ See Act Sec. 19 ■ See Reg 1.3.4	2. Have you documented the specific requirements of the task to be performed by seasonal or labor hire workers?					
⚖ See Act Sec. 19	3. Have you agreed on a way for matching your job skill needs with the individual seasonal worker or the worker provided by the labour hire supplier?					
⚖ See Reg 1.3.5	4. Have you inducted seasonal and new labor hire workers in the task, site and policies/procedures to be used?					
⚖ See Reg 1.3.5	5. Have you identified the on the job training the worker will receive? • If so this should be discussed at the induction.					

Master copy. Make photocopies for general use.

Safety Checklist G01

Duty of Care ⚖ Specific requirement

Topic: Seasonal and Labour Hire Workers continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 1.3.2	6. Do you perform regular checks to ensure labour hire workers comply with your policies and procedures? • By inspecting the workplace regularly you will be able to spot any new hazards on site and check that policies and procedures are being used.					
⚖ See Reg. 1.3.1 1.3.2 1.3.3	7. Do you instruct your labour hire workers about the known hazards of any high-risk work and the workplace?					
⚖ See Reg. 1.3.7 1.3.8	8. Do the labor hire workers understand the procedure for reporting hazards, faulty equipment, accidents and near misses?					
⚖ See Reg 1.3.4	9. Have you provided the labour hire worker with detailed operating instructions to enable them to perform the task safely? • E.g. use of machinery, emergency procedures, lifting and handling procedures					

Master copy. Make photocopies for general use.

Safety Checklist G01

Duty of Care ⚖ Specific requirement

Topic: Seasonal and Labour Hire Workers continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■ See Act Sec. 19.	10. Do you provide plant and equipment to the worker? • Is it in good repair?					
■ See Act Sec. 19	11. Have you checked to ensure that any plant or equipment supplied by seasonal and labor hire workers is licensed, insured and registered? • vehicles registered and insured, contractors have forklift, EWP licenses etc.					
⚖ See Reg. 2.12	12. Do you provide seasonal and labor hire workers with personal protective equipment, (PPE), and instruction on the use and maintenance of it?					
⚖ See Reg. 1.3.1	13. Do you include seasonal and labor hire workers in consultation about OH&S issues? • This could be anything from a safety meeting to having OH&S as a regular topic at team meetings and briefings.					

Topic G02: Induction

Induction of workers

Workers who are new to a business or to a job are more likely to be injured than longer serving workers. This occurs because, often, new workers are unaware of the risks associated with a workplace or with the job they are doing. New workers include permanent workers in a job for less than 12 months, or seasonal workers, longer term workers transferring to a task or location, or workers from a labor hire company

New workers are often not trained, or given enough information or instruction about hazards associated with the job or the workplace. Also, new workers are often too keen to impress their employer, working more quickly or acting without proper thought of the result. This can lead to injury.

The same problem can affect a worker who may have been with the employer for a long time but is transferred to a task or location that is completely new to them. Workers in this situation are at an increased risk of injury. They need to be considered as new workers and be given induction training in the new task or location.

Induction training is important

Induction training is the best way of making new workers aware of the business, how it operates, what are the important procedures and what are the risks of the workplace and jobs.

Inducting workers means providing training and information when workers first start at a workplace. Trained workers have a better understanding of the job and business, have better productivity and quality output and are less likely to be injured.

Legal Requirements

To meet their duty of care for the health, safety and welfare of workers and anyone else present at the workplace an employer must develop and implement an induction program.

Injuries are more likely to occur when

- Employers presume that new workers have higher job skills than they do, do not provide any training or instruction about risks associated with the job and workplace, and do not supervise new workers closely.

Topic G02: Induction

- Employers do not have a documented procedure for inducting new workers, workers transferring to a new job or location, or new contractors, in the risks associated with the job and the workplace
- Workers are transferred to a new job or location without induction into the new task or location
- New workers act in haste or thoughtlessly because they want to impress their employer, supervisor or work mates

Ideas to reduce the risk of injury to new workers

- Induction training must be given to
  - all new workers
  - all workers undertaking a hazardous job for the first time
  - longer employed workers moving to a new location in the business or new task for the first time
  - contractors or other people approved to be present in the work area.
- Employers need to review their induction program regularly to ensure that workers and contractors are provided with information, instruction, training and supervision relevant to the health and safety risks associated with work they are expected to perform.
- Employers must induct a contractor, or workers engaged by a contractor, to a standard applicable with their workers, but only for those aspects of the contractor's work or related matters that come within the employer's control.
- An induction program should include information, instruction and training on both general health and safety matters and specific, job related topics including:
  - relevant health & safety policies and procedures
  - responsibilities or roles of various key people for health and safety at the workplace
  - incident and hazard reporting procedures
  - workers compensation claims and rehabilitation procedures
  - arrangements for consulting with workers
  - emergency, evacuation and first aid facilities
  - general hazards and control methods relevant to the work area
  - specific hazards and controls, including safe operating procedures, relevant to the actual work to be performed.

Master copy. Make photocopies for general use.

Safety Checklist G02

Topic: Induction

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ Act Sect. 1.4; 4; 19; 20 Reg 1.3	1. Have you, in consultation with your workers, developed an Induction policy and procedure that all workers can understand?					
⚖ Act Sect. 19 (3) (d,e) Reg 1.3.5 (1) (b) & (2) (b) and 1.3.6	2. Are all new workers, contractors, and current workers undertaking new work for the first time given induction and training prior to commencing the work? • Are workers adequately supervised until they have demonstrated that they are competent at the task?					
⚖ Reg 1.3.8 (2), 2.9.5	3. Do workers apply the induction training provided for them to the best of their ability?					
⚖ See Reg 1.3.4	4. Are all induction/training records relating to health or safety risks maintained for five years from the last entry?					

Topic G03: Manual Handling

Manual handling - the most common injury

Manual handling involves anything we lift, hold or move ourselves with or without the aid of mechanical assistance. Injuries occur when workers are not trained to lift properly, twist their spine when lifting or lift weights beyond their capability.

Injuries to backs, arms and shoulders often happen when the body is not warmed up and prepared for physical work, or if a previous injury exists.

Injuries associated with manual handling can result in a permanent disability and can come from any of the tasks on fruit blocks including:

- picking fruit
- carrying, moving or holding chemical containers
- lifting bags of fertiliser or cement
- using secateurs or chainsaws
- shifting or moving fruit bins
- carrying fruit picking bags
- moving ladders
- lifting boxes of fruit onto pallets
- shoveling and using wheelbarrows
- shifting or moving trailers
- lifting vehicle batteries or tyres
- attaching implements to tractors
- lifting motorbikes onto a ute

Legal Requirements

- Under Regulation 2.9 Manual Handling, employers must identify, assess and control risks arising from manual handling in the workplace.
- The Approved Code of Practice for Manual Handling provides detailed information on how to conduct a risk assessment and how to apply control measures to manual handling tasks in line with the hierarchy of controls.

Manual handling injuries are more likely to occur if the following factors are present

- workers are more likely to develop a muscle or joint injury if they
  - are not trained or instructed thoroughly in lifting and moving objects
  - do not stretch and warm muscles prior to starting work
  - are not fit and job ready
  - continue to work when they are ill or suffering from an existing injury

Topic G03: Manual Handling

- Workers are at a higher risk of injury if the job is carried out in a way that requires them to
  - bend repeatedly or for long periods
  - reach or work with their arms above shoulder height repeatedly or for long periods
  - stretch when reaching forward
  - twist the spine, particularly while holding a load
  - work while in an awkward posture
- Workers are more likely to be injured if they must
  - move heavy loads (ie moving a load greater than 16kgs places workers at greater risk of injury)
  - use large pushing or pulling forces
  - perform heavy tasks repetitively and over long periods
- workers are more likely to be injured if their work area
  - is cramped with insufficient room to move
  - floors are uneven, slippery or cluttered

Ideas to reduce the risk of injury

Employers and workers should assess jobs together, including jobs that have resulted in injuries in the past, to determine if any of the above factors, that are more likely to result in injury, are present. If they are, workers are at a higher risk of injury and employers must see what can be changed to minimise the risk factors and their effect on workers

Ways to minimise the risk of injury to workers include:

- make sure workers are properly trained for the tasks they carry out.
- make sure workers are job-ready. That is, they are fit and ready for the job and their muscles are stretched and warmed up ready for work
- Use the S.A.F.E. method to identify the hazards from the list given above, assess the level of risk to workers from the manual handling and develop controls.
- consult with workers when identifying, assessing and controlling risks

- redesign the way the manual handling task is done.
  This could include, where practicable:
  - modify the object if possible.
    E.g. smaller load, fitting better handles to object etc.
  - modify the workplace layout to reduce distances or heights. E.g work out best place to put bins when picking, or use self-leveling tables for hand loading cartons onto pallets.
  - rearrange materials flow to avoid: pedestrians in mobile equipment traffic areas, double handling, unnecessary lifting, excessive pushing, pulling or carrying etc
  - develop different actions, movements or forces which have less effect on workers e.g eliminate twisting of the spine wherever possible; turn pushing into pulling; use self elevating tables to eliminate bending; use conveyor to eliminate carrying.

  - modify task; use mechanical assistance where practicable, use team lifting

- Workers must report any hazards observed or experienced with manual handling tasks

  - This may include the weight, location, size, layout, work organisation or equipment that is related to undertaking that task

- Workers must use the correct equipment and mechanical handling aids provided for the job.

- Workers must be regularly reminded to:
  - keep objects close to the body when lifting
  - raise and lower objects in front of the body without twisting the spine or deep bending
  - follow any reasonable instruction, training or information provided for any manual handling tasks
  - report any existing injuries to ensure that tasks allocated are within the their capacity
  - report any symptoms or injuries as soon as possible to avoid any ongoing problems
  - Work at a comfortable and realistic pace. Accidents are more likely to occur when working under pressure or when rushing.

Master copy. Make photocopies for general use.

Safety Checklist G03

Topic: Manual Handling

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	1. Have workers been trained to do the tasks? • See information sheet for information to include in training					
■	2. Are your workers properly supervised, particularly when carrying out manual handling tasks?					
⚖ See Reg 1.3 & 2.9	**Hazard identification.** 3. Have you identified all manual-handling tasks that may be a risk to health and safety? • See the information sheets about tasks that may be a risk to workers when pruning or picking fruit? • Have you reviewed your injury and incident statistics to determine what tasks have caused manual handling injuries in the past? • Have you consulted with workers to determine which tasks **they** consider cause a problem or a risk of injury?					
■	**Risk Assessment.** 4. Have you assessed the risks from manual handling tasks taking into account factors listed in the information sheet?					
■	**Risk Control.** 5. Have you taken reasonably practicable steps to control the risks present in manual handling tasks using the ideas to reduce the risk of injury provided in the information sheet?					

Topic G04: Chemicals and Hazardous Substances

Chemicals can be harmful

Chemicals used in the horticultural industry are often toxic, flammable and dangerous to use if they are not used and stored correctly. The nature of some chemicals puts everyone in the workplace at serious risk of harm.

Untrained or unsupervised workers mixing or spraying chemicals and other hazardous substances are placing themselves and others at a high risk of injury, which could result in death or permanent disability.

Chemicals that are designed to kill weeds, insects or fungi can also kill people and can have a significant impact on the environment, as well as workers, contractors, neighbors and anyone who may be passing by during spraying operations

Dangers also arise when chemicals and other hazardous substances such as oils, solvents and fuels are not stored correctly (in a locked area), mislabeled or not stored in their original containers, (e.g. in drink bottles).

If swallowed, these substances can kill someone in a matter of minutes.
A thorough knowledge of handling and using chemicals, and basic first aid knowledge are essential.

Legal Requirements

Part 4, Division 4.1 of the Regulations under the Occupational Health, Safety and Welfare Act outline the requirements for “hazardous substances”, and other chemicals used in fruit growing.

Under these regulations, employers must:

- train all workers and contractors in the safe handling, use and storage of chemicals
- train all personnel in the use of materials safety data sheets (MSDS)
- obtain an up to date MSDS for all substances used on their premises.
- ensure that MSDS are available to workers for easy reference
- ensure that all chemical storage containers are suitable for the substance (e.g. do not store petrol in drink bottles), and are correctly stored and labeled.
- keep a register of all hazardous substances.
- identify and assess all risks related to using hazardous substances.

Topic G04: Chemicals and Hazardous Substances

- eliminate or minimise the risk of injury from the chemical by considering risk control measures in the order of: substitution; engineering controls; administrative controls or lastly providing personal protective equipment
- provide information to the local emergency service organisation about storage, location and quantities of any hazardous or dangerous substances kept onsite.
- provide information to workers on the results of atmospheric monitoring or health surveillance carried out (maintaining confidentiality).
- Regulations for other Legislation (Food Health Regulations) require that accurate “Spray Diaries” be kept for all chemicals used.

Topic G04: Chemicals and Hazardous Substances

Material Safety Data Sheets

Materials Safety Data Sheets (MSDS) are information sheets about proprietary chemicals. The manufacturer is responsible for providing MSDS.

Chemical users must have an MSDS for each chemical used in a business, and should understand the information on the MSDS, which includes:

- The name and address of the manufacturer
- The trade name of the substance
- Whether or not the substance is hazardous according to the Worksafe criteria
- The chemical constituents of the substance
- Data associated with international and national classification schemes:
  - UN number
  - Dangerous goods class
  - subsidiary risk, and
  - emergency procedure guides.
- Descriptions of the physical nature of the material
  eg, color, odor appearance etc.
- A section of the data sheet also includes properties of the substance,
  eg boiling point flammability limits, flash point vapor density, vapor pressure
- Safe packaging, transport and storage requirements
- Spill and disposal advice
- Health effects
- First Aid requirements
- Personal protective equipment that needs
  to be used when handling the substance

Employers must:

- Obtain an up to date MSDS before purchasing a new substance.
  (Any MSDS on record must not be more than 5 years old. Up to date MSDS can be obtained from the supplier or manufacturer)
- Keep an inventory of all chemicals stored or used by the business.
  A blank inventory sheet is includes in the MSDS records section of the kit.
- The MSDS will indicate whether the chemical is classified as hazardous or non-hazardous according to the published Worksafe criteria.

Topic G04: Chemicals and Hazardous Substances

- List all hazardous substances on the hazardous substance register.
  A blank register form is included in the MSDS records section of the kit, and
- Carry out a simple risk assessment from exposure to the substance.
  A blank risk assessment form for photocopying is included in the
  MSDS records section of the kit

The risk assessment should identify:

- how many people are exposed to the substance (eg 1 operator,
  3 workers in the same area and the public passing near the block)
- for how long each exposure is (eg 3 hrs each time it is used)
- how often people are exposed (eg 6 times per year)
- how the exposure occurs (eg wide area spraying; broadcast direct to ground)
- how best to minimise exposure and the risks presented
  (use a safer substance; use spray containment curtains)

Injury from exposure to chemicals

- Chemicals harm workers by reacting with the organs, nerves and body tissue.
  There are 4 ways for chemicals to enter the body.
  - Absorption through skin contact
  - Absorption through eye contact
  - ingestion (swallowing)
  - inhalation of: dusts, vapors, sprays or mists

Protection for workers means stopping chemicals from entering the body.

- Another significant risk is that of fire (the ignition of vapors).
- The level of risk from chemicals must take into account the following issues,
  dependent upon the substance being considered.
  - Number of people potentially exposed
  - Frequency of exposure
  - Duration of exposure
  - Usage and method of application
  - Environment - eg wind, temperature, terrain
  - Level of employee training
  - Storage and handling practices.
- workers and others can be exposed to chemicals if the withholding period
  information is not followed

- chemicals may harm the environment if;
  - they get into water ways
  - wind carries them to areas where they should not be applied (eg. where livestock may be grazing)
  - containers are not disposed of in the correct manner
  - quantities are incorrectly mixed and excessive product is applied

Ideas to reduce the risk of injury from chemicals

- Reducing the risk of injury from exposure to chemicals starts with knowing what the risks are. This can be achieved by following a simple step by step procedure that follows proven methods for hazard management, That is:

Identify the hazard,
Assess the risk from exposure to the hazard, and
Identify ways to reduce the risk.

There is a form for you to use in the Materials Safety Data Sheet section of this kit.

Identify the Hazard

Step 1 - Collect all available information on the chemical from the material safety data sheet.
If the chemical is a designated hazardous substance, the manufacturer or supplier is legally required to provide you with one.

Step 2 - Investigate the chemical market to establish if there is a safer product that does the same job with less risk to the user.
If no safer substance is available, identify the hazards from the MSDS in the context of your workplace. Then, using the data from the MSDS together with the risk issues given above, undertake a risk analysis to establish the level of risk.

Assess the risks

Step 3:- In consultation with your workers, assess the risks from the substance, taking into account:

- Number of people potentially exposed
- Frequency of exposure
- Duration of exposure
- Usage and method of application
- Environment - eg wind, temperature, terrain
- Level of employee training
- Storage and handling practices.

Topic G04: Chemicals and Hazardous Substances

Control the risk

Step 4 - Develop controls considering opportunities in the order shown:

- Eliminate the use of the chemical altogether or use a safer chemical
- Isolate the use of the chemical from workers, either in space or time.
- Engineering solutions such as: using local and /or general ventilation. (In an enclosed environment such as a packing shed or workshop, local or general mechanical ventilation is the preferred option)

In some areas where flammable liquids are used, it may be necessary for ventilation to be flame proofed.

- Develop safe work procedures for using the chemical. Write the procedure down and make sure all workers using the chemical are trained in the procedure.
- Provide personal protective clothing and make sure workers use it.

Provide Training

Step 5 - Train all workers using a chemical about the hazards of the particular chemical, and how to use the MSDS. (This training could come from the manufacturer of the product).

Topic G04: Chemicals and Hazardous Substances

Storage

Step 6 - Store chemicals properly, as detailed by the manufacturer. This information is on the MSDS and, often, on the label

- Ensure that the storage area has enough room and takes into account the need to contain spills and segregate incompatible materials.
- A double door garden shed with a containment pallet on the floor is quite suitable, and moveable.
- Set up storage areas so that liquids, such as fuels and oils, are stored separate from other flammable materials such as ammonium nitrate.
- Keep the master copy of your hazardous substances register and MSDS near the storage area so that deliveries and withdrawals can be easily recorded.

Disposal

Step 7 - Ensure acceptable waste disposal procedures are established. (Contact your local council office or the Environmental Protection Agency for advice)

In an Emergency....

Step 8:- Contact the local emergency services organization and carry out your spill and emergency procedures with their help.

Topic G04: Chemicals and Hazardous Substances

Safe use of chemicals at work

Before using any pesticide, insecticide, herbicide, fertilizer, fuel or other substance, workers must make sure that they:

- are trained in the use of the particular product
- only operate the spraying plant if they have been properly trained and are authorised to do so by the employer
- do not work in an enclosed air-conditioned cab wearing contaminated clothing. The chemical could be continually recycled through the air conditioner
- use the manufacturers instructions for mixing the product. Wear the correct Personal Protective Equipment (PPE) and only work with chemicals in suitable containers that are properly labeled if not using the entire container of chemical on that day
- do not pour out or mix chemicals on earth floors as workers could be exposed to contaminated dust at a later date
- cover feed and water containers if spraying areas adjacent to stock grazing
- know the correct steps to take if directly exposed to the chemical or if the chemical is spilt
- follow the correct procedures when coupling or uncoupling self filling devices. Poor connections may cause splashing or leaking of the concentrate
- Stir wettable powders carefully as dust from them can settle on exposed skin and be absorbed into the body
- never put the end of a water-filling hose right into the tank as the spray mixture could be siphoned back into the mains supply
- keep all tractor cabin doors and windows closed and the air conditioner running to keep the cab in positive air pressure
- Wear full protective clothing if there is no cab
- Take the weather into account when planning spraying. Note of the wind direction and strength. Do not spray in windy conditions and always spray in the direction that is going to provide everyone with the least exposure to the product
- clean down all machinery and equipment following the chemical manufacturers instructions on completion of spraying
- always wash hands after using chemicals, before going to the toilet, eating or smoking. Do not eat or smoke whilst decanting, mixing or spraying chemicals, or in the storage area
- wash down, clean, dry and store all personal protective equipment properly, in the correct place.

Master copy. Make photocopies for general use.

Safety Checklist G04

Duty of Care ⚖ Specific requirement

Topic: Chemicals and Hazardous Substances

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg. 4.1.14(1)	1. Have workers been trained in the correct handling and use of all of the hazardous substances related to their job?					
⚖ See Reg. 4.1.9(b)	2. Do workers have access to all information related to the use of the hazardous substances?					
⚖ See Reg. 4.1.9(b)	3. Are Material Safety Data Sheets freely available for hazardous substances? (Supplier should be able to provide these)					
⚖ See Reg. 4.1.10	4. Are all containers the correct type for the material, and clearly labeled?					
■	5. Are hazardous substances stored correctly? (for dangerous goods class 3 flammable liquids) • Bunding, a Flame Proof cabinet, effective ventilation, separation of incompatible materials etc may be required					

Master copy. Make photocopies for general use.

Safety Checklist G04

Duty of Care ⚖ Specific requirement

Topic: Chemicals and Hazardous Substances continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 4.1.(16) (4)	6. Are workers provided with the correct Personal Protective Equipment? • Have they been instructed in its correct use and maintenance? • Do they wear it?					
⚖ See Reg. 4.1.11	7. Is the hazardous substances register regularly brought up to date?					
⚖ See Reg. 4.1.20	8. Is the register made available to the local emergency services?					
⚖ See Reg. 4.1.15	9. Has a risk assessment been carried out on all hazardous substances?					
⚖ See Reg. 4.1.16, 17 & 18	10. Where a risk assessment has indicated the need for controls and/or monitoring, have the most suitable measures to be implemented?					
■	11. Are the standard warning signs in use, or readily available for use when needed?					

Topic G05: Hand Tools

Hand tools

Using hand tools can lead to joint and tissue injury if the tools are not well designed or not suited to the user, or if workers are required to work in uncomfortable or restrictive working positions. A common term for these injuries, characterised by discomfort or persistent pain in muscles, tendons and other soft tissues is occupational overuse syndrome (OOS). Symptoms may include:

muscle discomfort	reduced sense of touch
soreness	reduced manual dexterity
tingling	fatigue and stiffness
restricted movement	reduced strength
soft tissue swelling	numbness

The design and condition of the tools can accentuate the discomfort, lead to more serious symptoms or lead to other injuries such as cuts etc.

Legal Requirements

- Employers must provide equipment in a safe condition as part of their Duty of Care under the OHS&W Act.
- Under OHS&W Regulation 1.3 - General Principles for Implementation of the Regulations, employers must, in respect to hand tools, ensure that they:
  - consult with workers about hand tools
  - minimise risks associated with the use of hand tools (use the S.A.F.E. process)
  - inform, instruct and train workers in the selection, use and maintenance of hand tools
  - induct and closely supervise new workers

Injuries are more likely to occur when

- Awkward body postures are necessary to effectively do the job
- tools are not comfortable to use
- tools are not suitable for the job
- jobs are poorly planned and work organisation factors such as work load, job rotation and rest breaks, that all contribute to demands placed on workers, are not fully considered during planning.

Topic G05: Hand Tools

- workers must perform repetitive movements without enough rest bı
- new workers, or those returning to work after long time off work are not physically work-hardened
- workers are not trained in correct work practices and safe procedures
- hand tools are not inspected and maintained

Ideas to reduce the risk of injury

- Reduce muscle fatigue effects by reducing the need to work in positions where the arms are above shoulder height or tools are held for extended periods without proper rest breaks or task rotation between workers
- Select hand tools that are comfortable for workers to hold and use
  Hand tool comfort, for any particular worker, is affected by

  - handle diameter,
  - hand span,
  - handle length,
  - protruding or sharp edges,
  - tool weight, and
  - tool balance.

- select tools that do not put localised pressure on muscles or joints in the palm and fingers
- inspect and maintain hand tools regularly to keep them in good working order.

- Also, regularly remind workers that they must:
  - follow any reasonable instruction, training or information provided for the inspection and use of hand tools
  - take a short break when needed
  - report any symptoms or injury as soon as possible to avoid on-going problems
  - report any defective or damaged hand tools
  - let a supervisor know, before starting work, of any:
    - existing injuries or concerns that may affect their work
    - physical or work capacity restrictions
  - report any hazards involving the use of hand tools, including repetitive or forceful movements and/or restrictive working positions.

Master copy. Make photocopies for general use.

Safety Checklist G05

Topic: Hand Tools

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	1. Are workers trained and supervised in the use of handtools?					
⚖ See Reg 1.3.3	2. Are handtools selected after considering the job and the needs of workers? Make sure the tool is: • Comfortable, • well-balanced, • of minimal weight, • easily held and does not require excessive gripping force?					
■	3. Are hand tools inspected, before use for any defects, maintained and kept in good order?					

Topic G06: First Aid

First aid is essential aid

Without first aid many injuries such as cuts and scratches could become infected, resulting in a more serious injury. For serious injuries and illnesses, lack of first aid treatment may cost a life.

If workers are sent to a hospital or medical practitioner for treatment that could have been provided at work by a qualified first aid attendant total injury costs could be much higher.

Legal Requirements

The Regulations, Division 2.11, state that employers must provide first aid facilities for the welfare of their workers. The Approved Code of Practice for Occupational Health and First Aid in the Workplace sets out how to do this. For fruit growers this includes the following.

First Aid kits

How many do I need?

You must provide one kit for every group of 50 workers, or part thereof (this means if you have one group of 65 workers you need 2 standard kits). There should be a kit within 100 metres of any worker. In practice this may mean separate kits each for the workshop, block and packing shed.

What should the kit contain?

This depends on:

- the number of workers. For 25 or less workers you need a Basic First Aid Kit and for more than 25 you need an Occupational First Aid Kit. See the attachment for a list of contents for both of these.
- whether there are specific hazards. Eg:
  - where corrosive chemicals are handled or there is a possibility of flying particles from welding, cutting or machining, an eye module should be added
  - where heat, flammable liquids, corrosive chemicals or non-ionising radiation (eg UV light) are present, a burns module should be added to the kit
- if the workplace is variable or is mobile eg, on the block. The Regulations state that all workers should have access to a kit and that a small, personal kit may be sufficient for individuals traveling by foot. On the block this could be a smaller kit designed to give first aid for cuts and scratches, eye injuries and insect bites.

Note Replace used contents of kits.
A kit is of little value if components are missing.

Topic G06: First Aid

Where should the kits be placed?

Kits must be easily accessible to all workers, so they must not be locked away. There must be clearly visible signs showing where each kit is located. See examples of signs attached.

First aid training

Do I need a person with first aid training?

If a workplace has more than 25 workers you should have at least one person with a Senior First Aid Certificate. If the workplace has 51 to 100 workers there should be two people with training. For more than 100 workers there must be one trained first aider for each additional 50 workers or part of a group.

Training and instruction for specific hazards

If specific hazards are regularly present at a workplace, eg chemicals or machinery, there should be a first aid trained person who knows about the hazard and how to treat injuries arising from it.

All workers should be instructed as to where the first aid kits are located, who to see and what to do if they need first aid treatment.

This instruction should be given at their induction training when they are first employed, and also when there are changes to their work area or to the first aid procedures.

Workers should be frequently reminded to report all accidents including First Aid treatment. Records for first aid treatment should be kept with the first aid kit.

Related information

If you want to know about:

- arrangements for people who become ill at work
  - see the Amenities topic, G12
- first aid for eye injuries
  - see the Eye Safety topics, B03, W01
- first aid for heat stress
  - see the Heat Stress topics, B09, P06
- remote work
  - see the Remote Work topic, B11
- emergencies
  - see the Emergency Procedures and Equipment topic, G07

Topic G06: First Aid

What's available?

First aid training

For St John Ambulance, in Riverland
- phone 85 881010

For Red Cross, in Adelaide
- phone 08 8267 7666

Red Cross can also do local training for a group of 10 or more.

First aid kits

St John Ambulance and Red Cross supply the following kits.

Basic First Aid Kit	$90 - $95
Occupational First Aid Kit	$160 - $165
Eye Module	$15
Burns Module	$15 - $22

St John Ambulance also supplies a smaller personal kit (Hikers Kit) in a soft pack that can be worn on a belt, for $35.

The mid-north Farmsafe group has developed a Farm First Aid Kit containing an eye pack, small wound pack, large wound or burn pack and various other items. (See list of contents attached.) Although the contents are slightly less than in the Basic First Aid Kit, if it can be shown that its use can achieve an equivalent or better standard than that achieved by following the Code of Practice then this is acceptable. (For example it might be a suitable kit to have on the tractor.) The kit costs $85 plus freight and is available from Laura Hospital ph 08 8663 3100.

Information and Instruction

The Riverland Regional Health Service has produced a video, An Introduction to Safe Handling of Chemicals and Basic First Aid. The video pack contains audiotapes in Italian, Greek, Punjabi and Turkish and the St John Ambulance book Staying Alive - First Aid.

WorkCover Corporation has produced four pamphlets: First Aid - Eye Injuries; First Aid - Burns; First Aid - remote areas; and First Aid - instructions. These are available from Horticulture House, Berri or from WorkCover Corporation, Adelaide.

Topic G06: First Aid

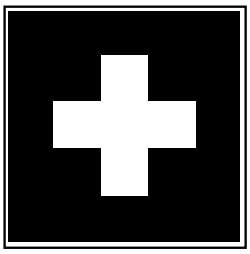
First Aid Kit Contents

Item	First Aid Kits	
	Basic	Occupational
Gauze pieces 75 mm x 75mm, sterile packets containing 5	5 pkts	20 pkts
BPC wound dressings No. 15	1	2
Wound dressings sterile, non-adherent, small	3	12
Wound dressings sterile, non-adherent, large	1	3
Eye pads, sterile, individually wrapped	-	4
Conforming cotton bandages, 50 mm	3	6
Conforming cotton bandages, 75 mm	3	6
Conforming cotton bandages, 100 mm	1	6
Triangular bandages (minimum width 90 mm)	2	6
Non-stretch adhesive tape, 25 mm x 2 m rolls (hypo-allergenic)	1	1
Adhesive dressing strips, independently wrapped, minimum quantity	50	100
Paracetamol tablets	-	24
Disposable wound cleaning swabs (1% Cetrimide BP)	10	25
Povidone-iodine 10% solution	15 ml	2x15 ml
Cotton-tipped applicator	-	50
Disposable latex gloves	5 prs	10 prs
Disposable eye wash (holding at least 30 ml)	-	5
Approved resuscitation face mask *	1	1
Scissors (sharp/blunt points)	1	1
Splinter forceps	-	1
Splinter probe/remover	1	1
70% alcohol swabs (ethanol or methanol) (for instrument disinfection)	10	25
Safety pins	5	10
Recording book and pencil for recording injury and illness first aid	1	1
Leaflet, First Aid Instructions (issued by WorkCover Corporation)	1	1

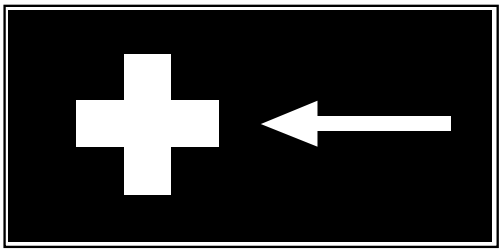
* Anyone using a resuscitation facemask should have received recent training in its use.

Examples of suitable first aid signs.

Symbolic First Aid Sign -
white cross on green background



Symbolic First Aid Sign to indicate direction to First Aid
white cross and arrow on green background



English text First Aid Sign

Note: Signs may be constructed to suit individual requirements.

- for further information talk to your local Safety Equipment Dealer.
- All signs should comply with Australian Standard AS 1319 – Safety Signs for the Occupational Environment.

Master copy. Make photocopies for general use.

Safety Checklist G06

Topic: First Aid

Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See First Aid Code of Practice	1. Have you provided a first aid kit for every group of 50 workers, or part thereof?					
⚖ See Code of Practice	2. Is there a first aid kit within about 100 metres of every worker?					
⚖ See Code of Practice	3. Are the contents of the kits acceptable, given the number of workers, the hazards and the type of workplace? (See information sheet for more details)					
⚖ See Code of Practice	4. Are the kits easily accessible to all workers with signs showing their location?					

Master copy. Make photocopies for general use.

Safety Checklist G06

Duty of Care ⚖ Specific requirement

Topic: First Aid continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See First Aid Code of Practice	5. If you have 25 - 50 workers, is there at least one person with a Senior First Aid Certificate?					
⚖ See Code of Practice	6. If you have more than 50 workers, is there the required number of people with a Senior First Aid Certificate? (See information sheet for details)					
⚖ See Code of Practice	7. Is there a first aid person who knows about any specific hazards and how to treat injuries arising from them?					
⚖ See Code of Practice	8. Have you instructed your workers about where the first aid kits are, and who to see and what to do if they need first aid?					

Topic G07: Emergency Procedures

Employers must have emergency procedures in place

An 'emergency' within the fruit growing industry can be any of a variety of events such as fire, explosion or a major accident.

Employers have both a legal and moral obligation to have procedures in place to ensure the safety of workers, contractors and visitors if an emergency occurs. The detail and extent of any procedures would reflect the size of the organisation, the activities and risks to health and safety

There may also be a contractual liability to insurers to identify and control situations to minimise any losses arising from an emergency. (Growers should check their policy conditions with their insurance broker.)

Legal Requirements

Regulation, Div. 2.6 states that employers must:

- Put emergency procedures in place which reflect the size and nature of the business
- train personnel in those procedures
- provide adequate emergency exits
- have and maintain emergency control facilities (such as fire fighting equipment)
- make sure suitable rescue arrangements are in place if required.

Emergency risks that should be considered

- Worker medical emergency (eg. severe exposure to hazardous substances, heart attack, serious injury from a workshop or motor vehicle accident)
- major spillage of hazardous substances
- fire on the property, or a bushfire that may affect the property
- public roadway motor vehicle accident that encroaches onto your property

Topic G07: Emergency Procedures

What must an employer do to reduce the risk of injury to workers in an emergency?

- Make sure there are people, trained in first aid, who can be contacted easily in the event of a emergency
- provide first aid cover to each separate working area
- nominate someone, (who is on the property most of the time),to be responsible for emergency co-ordination, and make sure they are formally trained in emergency control
- train all personnel in the emergency procedures. Everyone should know where fire alarms and fire extinguishers are, where to safely assemble, how to contact the local emergency service, what to do with visitors, contractors etc in an emergency situation

Note: The best way to train workers is to practice the established procedures at least twice each year.

Topic G07: Emergency Procedures

- make labor hire workers, contractors, seasonal workers and visitors aware of the procedures
- make sure that emergency facilities (e.g.deluge showers, eyewashes, fire fighting equipment, portable spill containment devices, first aid equipment) are located where needed, installed correctly, regularly maintained, and that access to them is kept clear

- make sure that the correct equipment is available to handle any chemical or other dangerous materials spills
- have a contact procedure for the local emergency services and hospital, ambulance and medical centre. Display the procedure, with contact telephone numbers on notice boards and at first aide stations
- keep the local emergency services informed about any changes to the property that could affect emergency procedures
- this should include dangerous and hazardous substances used, where they are stored and used and what quantities of each substance they may encounter in the event of an emergency
- the emergency service will be able to give advice as to what safety signs associated with hazardous or dangerous substances you may need to install
- ensure that evacuation routes in buildings are clearly marked and always free from obstructions
- nominate evacuation assembly points that are in a safe location, and have alternate assembly points nominated in case the first point is affected by the emergency
- make sure that all workers, contractors and visitors are accounted for during an emergency, and that during an evacuation, emergency services personnel are continuously advised of the location of all people

Topic G07: Emergency Procedures

What are workers' responsibilities associated with emergency procedures?

- Workers are required to assist the employer to maintain the safety of the workplace, and must report any situation that may result in an emergency
- everyone is required to comply with all reasonable instructions in the event of an emergency
- workers must keep work areas clean and tidy and make sure there is a clear evacuation route
- make sure they know the location of the nearest fire extinguisher, together with the type of extinguisher and what type of fire it is for
- all workers in an area should be trained to use fire extinguishers
- all workers must know, understand and practice the emergency procedures, how to contact first aiders, fire officers and other people relevant to the emergency
- workers should not try to fight fires, deal with the spillage of hazardous substances, undertake rescue activities or do anything to control an emergency situation unless:
  - they feel confident to do so
  - they have been trained in the correct procedures
- workers must evacuate the premises to the allocated assembly area when instructed to do so

Master copy. Make photocopies for general use.

Safety Checklist G07

Duty of Care ⚖ Specific requirement

Topic: Emergency Procedures

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg. 2.6	1. Have emergency procedures been developed for the workplace in consultation with workers? • Are all areas of the business considered? • Consult with local fire protection experts and use AS 3745 Emergency Control Organisation and Procedures for Buildings as a guide					
⚖ See Reg. 2.6	2. Have enough responsible people been appointed and trained to oversee the safe evacuation of the site and trained to use fire-fighting equipment?					
	3. Do you practice emergency evacuations at least twice per year					
	4. Do you review your procedures after each practice to identify ways of improving them					
⚖ See Reg. 2.6	5. Has adequate fire protection equipment been installed for the nature of the hazards of the workplace? Nature of hazards would include electrical or chemical fires. Consult with local fire protection expert and AS 2444 - Portable Fire Extinguishers - Selection and Location.					

Master copy. Make photocopies for general use.

Safety Checklist G07

Duty of Care ⚖ Specific requirement

Topic: Emergency Procedures continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg. 2.6	6. Has suitable emergency lighting been installed if the workplace becomes dark and the need to evacuate arises? Consult with local fire protection expert					
⚖ See Reg. 2.6	7. Are there any specific items of plant that need special emergency shut down procedures in the event of an emergency? • If so then emergency procedures for these items need to be prepared and workers informed and trained in them.					
⚖ See Reg. 2.6.3 (1) (b)	8. Does a competent person maintain the fire protection equipment? Fire protection equipment should be inspected at specific intervals. Consult with local fire protection expert who should use AS 1851 - Maintenance of Fire Protection Equipment as a guide.					
⚖ See Reg. 2.6.3 (3)	9. Is protective clothing and equipment provided & maintained to clean up or shutdown plant with hazardous substances in the event of an accidental escape?					
⚖ See Reg. 2.6.3 (4)	10. Are adequate deluge facilities (eye baths or emergency showers, depending on the chemical or other hazard present) available and maintained on site?					

Topic G08: Accident Reporting

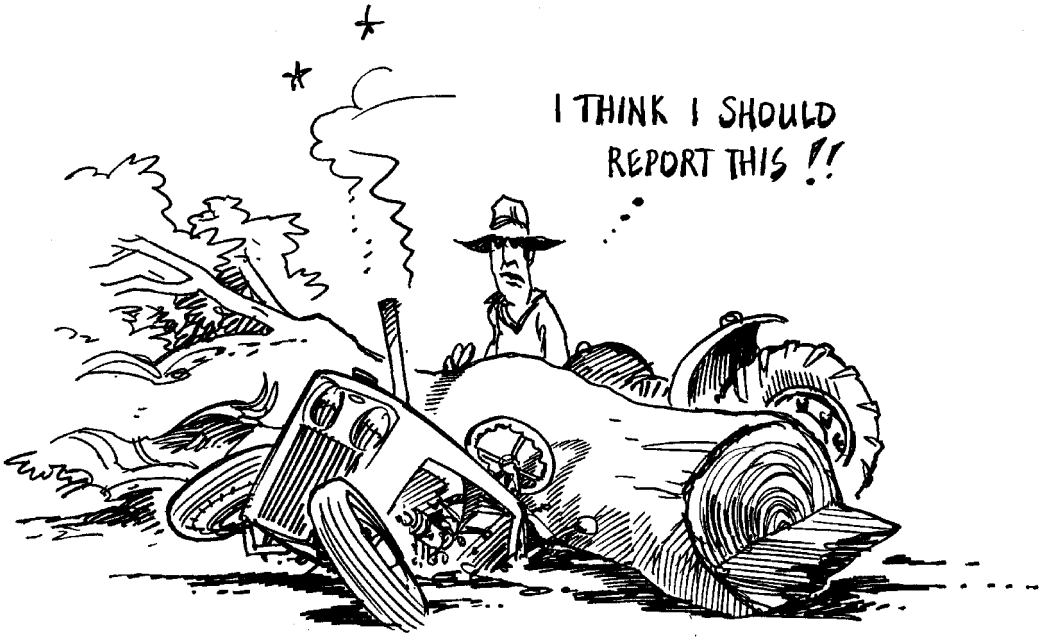
Accidents must be reported

Accidents and incidents should all be reported. Accidents need to be reported so that the details can be assessed and risks controlled to prevent similar accidents and injuries in the future. Incidents or near misses should also be reported so the risks can be minimised, avoiding accidents and injuries.

Accident and incident records are also a most valuable tool for identifying hazards and risks to workers. Unfortunately many incidents and accidents go unreported. There are many reasons for this:

- lack of training in reporting,
- fear of dismissal,
- macho image,
- no reporting system,
- employers may discourage reporting of accidents.

Reporting accidents and incidents is part of an important system for identifying and investigating hazardous situations so as to prevent a recurrence



Legal Requirements

The Act places the responsibility on the employer to put in place systems and procedures that ensure the health and Safety of people at work.

Regulation 1.3.7 requires employers to record details of work related injuries and keep the records for three years after the date of injury.

Regulation 6.6 requires employers to report certain incidents to the Department for Administrative and Information Services (DAIS) immediately.

Topic G08: Accident Reporting

Under Section 34 of the Act, employers are required to notify health and safety representatives of any injury or dangerous occurrence, which is relevant to the work group. This allows the representative to be consulted on health and safety actions taken in response to the injury or dangerous occurrence.

Workers must report accidents

- Workers are legally responsible to report any near miss, injury, dangerous situation or dangerous occurrence to a supervisor as soon as practicable.

  The initial notice may be given verbally. Injured workers should then complete a form "Notice of Work-Related Injury", which is a record of the injury occurring.

- Any recurrence or aggravation of a previous injury must be reported.

What must be reported to DAIS?

1 report an immediately notifiable work-related injury. Which is an injury, that:

- causes death
- has acute (occurring immediately) symptoms associated with exposure to a chemical or other substance at work
- requires treatment as an in-patient in a hospital immediately after the injury occurs (disregarding any time taken for emergency treatment or to get the person to hospital).

2 report any notifiable dangerous occurrence. Which is any incident or event:

- where there is an immediate and significant risk to any person that is caused by any of the following:
  - the failure, overturning or unintended collapse, of the load-bearing part of: scaffolding, lift, crane, hoist, excavation more than 1.5 m deep, building or structure including a floor, wall or ceiling that is being demolished or used as a workplace
  - damage to, or malfunction of, other machinery or powered equipment
  - an accidental explosion, fire or escape of any gas, hazardous substance or steam
  - the accidental ignition or explosion of an explosive
  - an electrical short circuit, malfunction or explosion
  - an unintended event involving a flood of water, rock burst, rock fall, or any collapse of ground
  - an incident where any specialised breathing apparatus in use, fails to an extent that may endanger health

Note: After a dangerous occurrence, do not alter the site or reuse, repair or remove anything associated with the occurrence without permission from the person in charge of the workplace.

Topic G08: Accident Reporting

Recording work-related injuries

By law, employers must record work-related injuries, and the records must be kept for at least three years. The records should include investigation reports. A format for recording accidents and injuries is contained in Australian Standard 1885.1, Workplace Injury and Disease Recording Standard, which is an approved code of practice under the OHSW Regulations.

The standard outlines the method to set up and use a recording system. It includes a standard form that can be used for reporting and recording.

Accidents are recorded so that the circumstances surrounding it are available for future investigation and analysis, to prevent future recurrence, to provide data for hazard identification and to provide supporting evidence in any future legal action.

Investigating work-related injuries or illness

All occurrences that result in a work related injury should be investigated as soon as possible after the event has been reported. The investigation should thoroughly analyse the accident, determine the cause(s) and identify actions necessary to prevent a future recurrence.

Accident investigations should consider:

- the immediate work location and the conditions at the time of the accident
- any machinery and equipment involved, its function, setup, operating procedures, safeguards etc
- the job procedures
- work arrangements, safety systems in place, shifts, hours of work, production rates etc.
- the worker, their level of skill, level of training, familiarity with equipment, general health etc

Develop written investigation procedures.

Employers should document their accident investigation procedure to ensure that all aspects of each accident are covered. The procedure should outline

- who will be responsible for the conduct of the investigation,
- how soon after the event the investigation is expected to be completed, and
- what follow up procedures are to be established.
- safety systems used by the business, to be included in the investigation.

Topic G08: Accident Reporting

Preventing future accidents

It is important to make sure that investigations result in a corrective action plan.

Cause(s) of accidents generally fall within one or more of the following three categories:

- system failure - The lack of an existing system to control the hazards arising from the work. The failure of an existing system (of procedure) that an employer has in place
- human error - this may or may not be the injured person
- a purely mechanical failure of equipment (these are extremely rare).

The most effective way of preventing future accidents from occurring is to identify and correct the failures. So, investigations should look closely at systems of work. In practice, corrective measures will address all of the above causes to some extent.

Reporting a compensable disability to the Claims Agent

Any injury that results in a visit to the doctor or time off work is a compensable disability and must be reported to the claims agent. This is done by filling out the Worker Report Form and Employer Report Form and forwarding them to the employer's Claim Agent.

- A 'disability' can be a physical or mental injury, illness or disorder.
- It is compensable if it arises out of, or in the course of, employment.

Injuries that only require first aid attention in the workplace are not included, nor are injuries received when commuting to or from work. A more thorough description of a compensable disability is given in section 30 of the Workers Rehabilitation and Compensation Act, 1986.

- If time off work, or medical treatment is necessary the worker should also complete a "Claim for Compensation". The forms are contained in WorkCover's "Worker Report Form". Instructions for completing the forms are provided on its front page.

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Safety Checklist G08

Topic: Accident Reporting

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
	1. Do you have procedures in place to ensure that workers report all accidents/ incidents?					
⚖ See Reg 6.6.2(a) & 6.6.3	2. Are contact numbers for your nearest office of Workplace Services, DAIS, displayed so that you can immediately notify them of any serious injuries or dangerous occurrences?					
⚖ See Reg 6.6.1	3. Do you and your supervisors know what types of injuries or occurrences must be immediately notified to Workplace Services?					
⚖ See Sect 34(1) of the Act	4. Do you notify health and safety representatives of the injury or dangerous occurrence?					
⚖ See Sect. 51 & 52 of WR&C Act	5. Do you have and use copies of WorkCover's Worker Report Forms and Employer Report Forms for reporting any injury that occur (other than first aid only injuries)?					

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Safety Checklist G08

Duty of Care ⚖ Specific requirement

Topic: Accident Reporting continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	6. Do you investigate the causes of injuries and dangerous occurrences?					
■	7. Do you take action to make changes following injuries and dangerous occurrences to prevent a re-occurrence?					
⚖ See Reg.1.3.7	8. Do you keep records of your injuries and occurrences, including contributing factors and corrective action taken?					
⚖ See Reg.1.3.7	9. Do you keep injury records for at least 3 years after the date of the injury?					
■	10. Do you record and review first aid injuries and near misses?					

Topic G09: Child Safety

Children and the workplace

Children who enter the workplace place themselves at great risk and pose a serious risk to the health and safety of everyone concerned. No matter how well supervised they are, children have "tunnel vision" and do not readily recognize hazardous situations. The workplace in the horticulture industry does not readily provide a safe place for children to play

In the ideal situation children would be prevented from entering any work area. However, this is unrealistic as some children may even help out on the property as part of the family business. Children must be made aware of the risks to their health and safety.

More importantly employers must take into account risks to children when managing the workplace. It is also important that workers are made aware of the risks to children in the workplace and work with the business owner to minimise those risks.

Legal Requirements

Section 19 of the Occupational Health, Safety and Welfare Act provides for a general duty of care for the safety of everyone who may be in a workplace, and places the responsibility for this on any person working in the workplace, in particular.

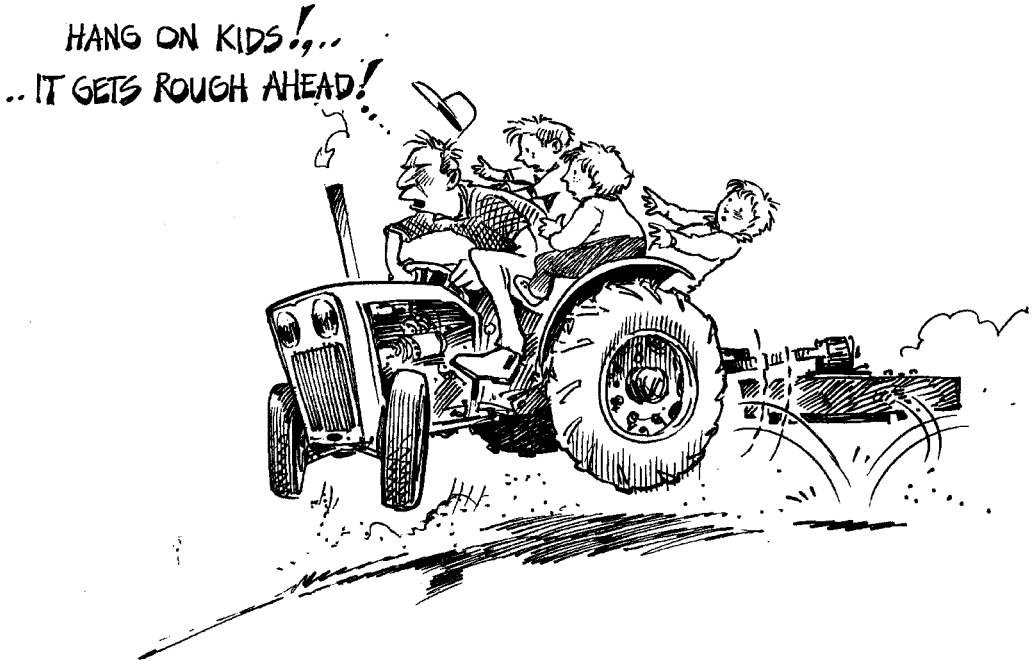
- Employers
- Owners
- Workers
- Occupiers

Injuries are more likely to occur to children in a workplace where:

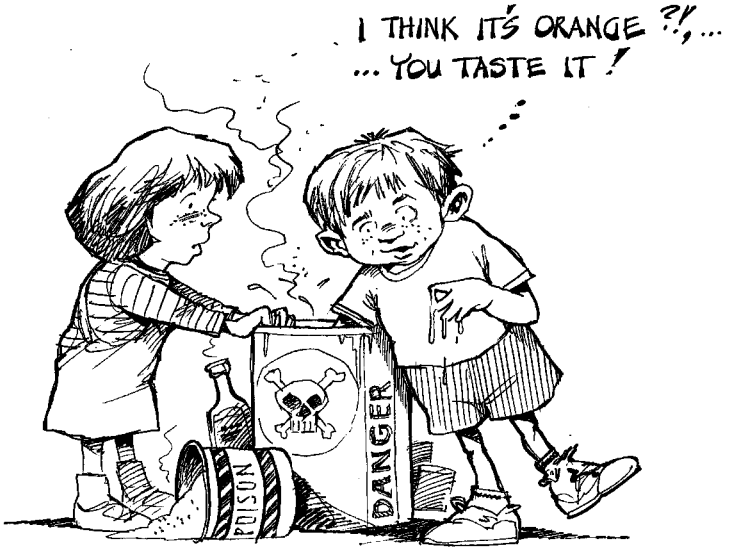
- there is access to dams, creeks and irrigation trenches, or other water hazards, increasing the possibility of a child drowning
- machinery with moving or other hazardous parts is in use. Children have smaller limbs which can get into smaller openings than can adults. This places children at a greater risk of getting caught in the machinery

Topic G09: Child Safety

- children are allowed to ride on mobile equipment as a passenger when seating or seatbelts are not provided



- chemicals and poisons are not locked away or stored correctly (eg in soft drink bottles). These are a very high risk to children



- firearms or explosives, such as those used as bird scarers etc are accessible to children
- unguarded confined spaces, such as storage bins, cool rooms, vehicle pits, water tanks or septic tanks are present. These places are inviting to children who do not understand the risk of suffocation and being trapped in the confined space

- children have access to ladders and raised storage places. They like to climb and explore high places. This puts them at an increased risk of falling from heights
- exposed and hidden electrical hazards such as fuse boxes and wiring without safety switches or tools in poor condition are present. They present a serious risk of electrocution to children in the workplace.

Ideas to reduce the risk of injury to children

- train workers to be aware of the risks to children
- consider the risks to children when addressing each topic in this kit
- prevent children from entering work areas.
- prevent children from traveling on machines unless passenger seats and seat belts are provided
- lock up all chemicals, flammable liquids and explosive devices so that children cannot get to them
- lock up explosives, firearms and ammunition separately. Wherever possible remove the firing pin mechanism and store it separately from the firearm
- guard moving parts properly so that children cannot touch or get into dangerous areas

- remove or lock out ladders, or other means of climbing, so children cannot get onto machines, roofs and into storage bins

Topic G09: Child Safety

- Supervise children closely when they are in a workplace
- don’t rely on children to act safely, make your workplace safe.
- teach children to recognize health and safety risks in the workplace
- always store chemicals in the correct containers, which have been correctly labeled
- stop children from starting or gaining access to machines by removing keys from the machines when not in use and
- inspect electrical systems and equipment, including extension power leads, and power tools, on a regular basis and make sure they are out of children’s reach.

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Safety Checklist G09

Topic: Child Safety

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 3.3.3.	1. Are you and your workers aware of the risks to children on the property?					
⚖ See Reg 3.2.27.	2. Are all machines adequately guarded?					
⚖ See Reg 4.1.16	3. Has access to machinery or plant been restricted?					
■	4. Have all chemicals been stored in a locked shed/cabinet and out of the reach of children not in use?					
■	5. Are all dangerous places like dams, tanks silos, pits, ladders etc guarded to prevent children from entering or climbing?					
■	6. Is all electrical equipment inspected regularly, kept in good repair and stored safely when not in use?					

Topic G10: Training & Records

Training workers improves safety

When workers are not trained in the health and safety aspects of their tasks and the workplace they will be unaware of the risks to their health and safety, accidents will occur more frequently, quality and production will reduce and the business performance will fall. Health & safety training is crucial for business efficiency.

Training workers is an essential part of ensuring the continuing success of a business. This is equally true for safety, quality and business success.

Training workers ensures that they understand, and can meet the employer's requirements, whether it is for safety, quality or business efficiency reasons.

Legal requirements to provide and record training

The Act and Regulations are very detailed about training and training records. An employer must provide information, instruction, training and supervision to ensure that everyone is safe from injury and risks to health while at work. To do this, and to have the records to show that it is done, an employer must:

- establish the training needs of workers at all levels of a business. Workers includes contractors regularly on site, seasonal and labor hire workers as well as permanent workers
- prepare a training plan in consultation with workers or their representatives
- identify and arrange the details of:
  - what specific training will be conducted,
  - for which workers,
  - when the training will be conducted,
  - who will conduct the training
  - recording the training for the business and for each worker.
- review and revise the training plan at reasonable intervals
- provide training that:
  - is designed for the worker's level of responsibility and risks
  - takes into account the background, skills and knowledge of the particular worker,
  - is provided in a language and form that is understandable
  - includes a demonstration by the trainer of the skills being taught and an assessment of the trainees ability to perform those skills
  - is conducted by a competent person
  - is evaluated to ensure it is effective.

Topic G10: Training & Records

What training must be given?

The Regulations state that training for workers must address:

- general and site specific OH&S issues (see G03 Induction)
- company policies and work practices
- emergency procedures and plans associated with their work environment
- hazard management. Outlining the method of identifying hazards, assessing and controlling risks, the nature of hazards, risks and control measures for any task a worker must perform at work; particularly those involving:
  - manual handling, eg picking, pruning and packing
  - noise
  - use of plant & equipment
  - using chemicals, including hazardous substances
  - work in or around confined space
  - working at heights
  - the selection, fitting, use, maintenance and storage of personal protective equipment.
- Managers and supervisors must be provided with the information, instruction and training they need to ensure the health and safety of the workers under their supervision.

When must workers be trained?

- Training must be provided to workers:
  - before undertaking work of a hazardous nature for the first time
  - before making changes to any work practice, activity or task methods or to any plant or equipment that may put the worker at risk.

Topic G10: Training & Records

What records must be kept?

- Employers must keep records of any training provided when the work involves a risk to health or safety. Records must be maintained for at least 5 years.

  The records should identify the nature of the course, course duration, date(s), the training provider, the worker's signed attendance record, the competencies achieved and course evaluation data.

The employer should also record the following details:

- A checklist of the training needs identified for each group or classification of worker.
- A copy of the training plan identifying when specific training will be conducted, on what topic, for which workers and by whom.
- Evidence of consultation with workers on the formation of the training plan and procedures for its review.
- Copies of licenses, certificates or other evidence of formal qualification, or competencies held by key workers such as operators of load shifting equipment, boilers, motor vehicles, elevated work platforms, first aid certificates etc.

What are the workers' responsibilities for training?

- Workers should actively participate in training provided by the business and complete any evaluation sheets as requested
- Workers must assist their supervisor or the Health and Safety Committee to identify training requirements by suggesting what further skills or information they may need
- Workers should advise their supervisor of any change in the qualifications, skills or licences held.
- Workers must apply, to the best of their ability, the information, instruction and training provided.

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Safety Checklist G10

Topic: Training & Records

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Act Sect 20 Reg. 19.3(c).1.3	1. Have you developed procedures and a training plan in consultation with your workers? • Is it documented? • Is a review procedure included? • Is language and training format taken into account?					
⚖ See Act Sect 19 Reg. 1.3.4 (1)	2. Have you identified your workers training needs? • Have changes to the workplace or work practices etc. been included? • Have you included training on safe operating procedures prior to undertaking new work for the first time? • Are workers provided with training on hazard management procedures applicable to their work?					
⚖ See Reg.2.6 See G06 First Aid	3. Are workers who are responsible for the provision of First Aid, site evacuation, rescue procedures or fire control, been trained and given refresher training where necessary?					
⚖ See Act Sect. 34 (3)(4) Reg. 6.1.11	4. Have health and safety representatives (and members of health and safety committees) been trained?					

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Safety Checklist G10

Duty of Care ⚖ Specific requirement

Topic: Training & Records continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible
⚖ See Act Sect. 19	5. Have your Responsible Officer, managers and supervisors been trained in general OH&S responsibilities and hazard management procedures specific to their areas of responsibility? • Are Rehabilitation and Compensation responsibilities included? • Is training in Business procedures relating to workplace inspections, incident reporting and investigation included?				
⚖ See Reg.6.4, 2.5 & 3.2.	6. Have workers requiring certificates or licenses completed their training? Ie: • operators of forklifts, elevating work platforms • Electrical work on installations and plant.				
⚖ See Reg.1.3 4.1 & 2.4.	7. Are all training records relating to work that is a risk to health or safety maintained for five years from the last entry?				
⚖ See Reg. 1.3.8 (2), 2.9.5	8. Do workers apply the training provided to the best of their ability?				
⚖ See Act. Sect. 4 (2) (3)	9. Are contractors and their workers, seasonal workers and labor hire workers engaged for you provided with induction and training relevant to the risks they face?				

Topic G11: Building Safety

Buildings must be maintained in a safe condition

The condition of buildings contributes to the safety of workers. There are many aspects of buildings that need to be regularly inspected and maintained to keep them safe.

Workshops or packing sheds may have asbestos roofing sheets, and polycarbonate or plastic skylights. These are classified as fragile roofs and workers who are on them are at risk of falling through the roof if safe work procedures or guards are not in place. Warning signs must be placed around the building warning of the danger due to fragile roofing.

Floors may have not been designed to allow for the weight and volume of traffic flow that may be placed upon them. This could result in cracking, potholes or other flooring failures that can lead to trips and falls, and in some instances can tip the load from a forklift.

Inside buildings, walkways need to be laid out is a way that makes movement around the workplace safe, aids evacuation in an emergency, and clearly delineates work areas from traffic and storage areas Emergency lighting may be required if workers used the building at night.

Where skylights and windows are not kept clean they may not allow sufficient natural light in for the work performed.

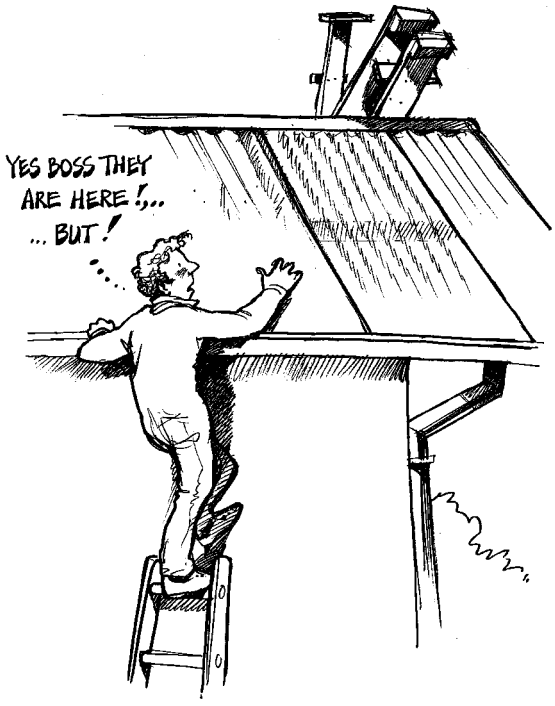
Legal Requirements

The Act provides for a general duty of care and places the responsibility for keeping buildings safe on

- Employers
- Occupiers
- Owners
- Workers

Injuries are more likely to occur when

- fragile roofs are not highlighted with signs to warn workers to use crawl boards for roof access
- crawl boards are not readily available for use
- safety mesh is not fitted under fragile roofing or skylights etc
- floor surfaces become worn, pitted and rutted



Topic G11: Building Safety

- yellow walkway lines are not marked on the floor
- electrical supply lines are exposed or damaged
- fire exits are not clearly marked and maintained

Ideas to reduce the risk of injury

- Place warning signs prominently on all sides of buildings with fragile roofs; warning that fragile roofing materials have been used and that workers must use crawl boards.

- where skylights are present make sure safety mesh is fixed either above or below the plastic or polycarbonate sheet, or a guard rail is installed to prevent people standing on the skylight.
- provide a safe way of getting onto and down from roofs for workers who must work on roofs.
- ensure that skylights and windows are cleaned to allow natural light to brighten the work area and reduce the dependence on artificial lighting.
- floors must be strong enough to support the weight of plant and vehicle traffic placed on them.
- floor surfaces must be even, have a non-slip surface, and be adequately drained where liquids may spill onto the floor surface.
- floor covering should be provided where workers are required to stand for extended periods on hard, hot or cold floors
- Lighting must be sufficient for the job (for detailed work this must be 600lux)
- If work is carried out during hours of darkness, emergency exit lighting must be provided in case of power failure
- Workers are responsible to help reduce the risks to themselves, and other people who use buildings, by reporting any hazardous situation associated with buildings to a supervisor as soon as practical.
- Lay the work area out so that, where possible vehicle traffic is separated from workers and walk areas
- storage areas, work areas and access ways are marked out in yellow lines.

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Safety Checklist G11

Topic: Building Safety

Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg. 2.3.3.	**1. Roofs** 1. Are your workplace roofs free of fragile roofing materials? • Asbestos • Skylights If NOT. Are warning notices posted where fragile roofing is present displaying the words: DANGER FRAGILE ROOFING USE CRAWL BOARDS?					
⚖ See Reg. 2.3.3(a)	2. Where Skylights are present do they conform to AS2424 Plastic Building Sheets? If not: • Is safety mesh fitted above or below the sheets? Or, • Are barriers fitted around skylights?					
⚖ See Reg. 2.3.3 (5) (b) (c)	3. Has a safe system of work been provided for a person who must work on roof when fragile materials are present? • Eg. Crawl boards and a ladder long enough to be 1metre above roof edge					
⚖ See Reg 2.18 (3)	**2. Lighting** 4. Are all Skylights and Windows cleaned to allow adequate light for the work performed?					
⚖ See Reg 2.8 (2)	5. Is adequate artificial lighting provided in the building including: • All work areas • All access-ways • All Emergency Exits?					

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Safety Checklist G11

Duty of Care ⚖ Specific requirement

Topic: Building Safety continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.3.2 (2)(a)	**3. Floors** 6. Are all floors strong enough to support all plant, vehicles and materials, and any person at work.					
⚖ See Reg 2.3.2 (2) (b)	7. Are all floors even, having: • An unbroken surface • Slip resistance • No holes, indentations or obstructions					
⚖ See Reg 2.3.2 (2) (d)	8. Are all floors properly drained where liquids spill onto the floor?					
⚖ See Reg 2.3.2 (3)	9. Are procedures in place to prevent an injury should a liquid spill occur? • Signs to indicate slippery surface. • Absorbent materials to dry-out the area					
⚖ See Reg 2.3.2(4)	10. Are anti-fatigue mats or other floor coverings made available when a person must: • Stand for a significant proportion of a work shift on a hard floor surface? • Stand on a floor surface that is hot or cold?					

Topic G12: Amenities

Employers must provide adequate amenities

Employers must provide amenities such as toilets, drinking water, change rooms etc at a minimum standard needed for the health, safety and welfare of workers (refer Regulations, Div. 2.2). This means that the standard for facilities must be maintained to an adequate level:

Toilets

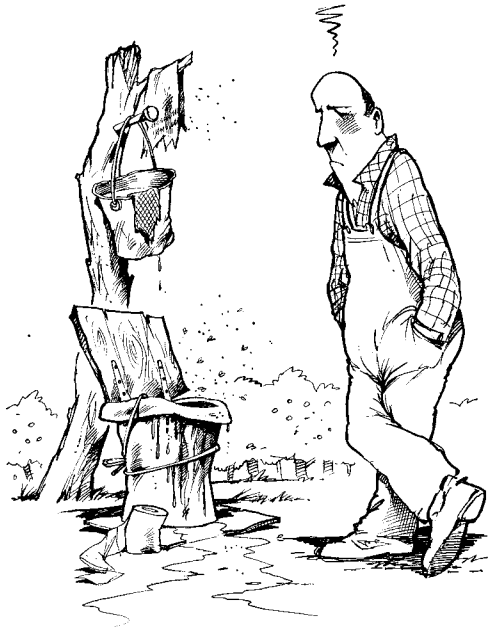
Access to clean washing facilities and toilets is important for good health and hygiene.

- If washing facilities or toilets are not kept clean people may become ill or aid the spread of infections. They could also pass on an infection to other workers or to the public through the product.
- Workers who do not have access to toilets may drink less fluid. This can lead to heat stress in hot or strenuous work conditions.
- Temporary toilets must comply with the Public and Environmental Health Act 1987. Talk to your local council about complying with this Act, as there may be local environmental and health issues, especially for borehole toilets and toilets situated near a river.
- For temporary toilets, it is better to use chemical closets because there is less smell, flies and ground water contamination.

Washing facilities

Hand washing facilities must be accessible to workers in dusty or dirty work conditions, when using chemicals, before eating or after using a toilet.

- An acceptable hand washing facility would consist of soap and a hand basin, trough, tap or hose.
- WorkCover Corporation's Guidelines for Workplace Amenities and Accommodation state that washing facilities:
  - must have clean water
  - should be protected from the weather
  - must be supplied with soap
  - should provide hot and cold water, where the facility is at a permanent workplace.



Topic G12: Amenities

Drinking water

Cool drinking water must be available to all workers. This is particularly important for preventing heat stress in hot or strenuous work conditions.

- The temperature of the drinking water should be at or below 24 degrees Celsius. When water pipes are exposed outside a building, it may be necessary to shade the pipes from the sun in order to maintain an acceptable water temperature.

Arrangements for sickness

There should be arrangements for looking after a worker who becomes sick while at work. This may mean providing a rest area, or sending, or taking, the person home or to a doctor.

- There must also be arrangements for first aid and for looking after people doing remote or isolated work. Refer to the sheets about first aid and remote or isolated work.
- Employers should develop these arrangements in consultation with workers

Workers must be responsible to look after their health

Employers provide amenities for the health and comfort of workers at work. Workers must have high personal hygiene levels in order to protect their own health and safety and that of their co-workers

- it is essential to use toilet and washing facilities provided
- drink enough fluids when carrying out hot, strenuous work. This may need to be at least 600 ml per hour. (For more information see the sheets about heat stress.)
- workers must tell their supervisor if they become sick while at work, or as a result of work.

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Safety Checklist G12

Topic: Amenities

Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.2.5(1)	**Toilets** 1. Do workers have reasonable access to toilet facilities? • On the block, are there toilet facilities within 200 metres of workers? • At the packing shed or workshop, are there toilet facilities within 100 metres of workers?					
⚖ See Reg 2.2.5 (2) (a	2. Is there at least one toilet per 15 workers (or portion of 15 workers) at work at any particular time?					
⚖ See Reg 2.2.5 (2) (b)	3. Are there adequate and hygienic means for sanitary disposal for female workers?					
⚖ See Reg 2.2.5(3) (a) & (b)	4. If there is a toilet at the workshop or packing shed, is it attached to either a sewer or septic tank?					
⚖ See Reg 2.2.5 (3) (c)	5. If the toilet is on the block, is it a chemical closet, an earth closet or a system that complies with the Public and Environmental Health Act 1987? (Contact your local Council for information)					

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Safety Checklist G12

Duty of Care ⚖ Specific requirement

Topic: Amenities continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.2.5(5)	**Toilets continued** 6. Is there privacy and security for men and women (eg locks on doors) If there is only a single toilet?					
■	7. Does the toilet have: • Adequate lighting and ventilation? • A door that can be locked by the occupant? • Toilet paper? • A stable toilet bowl that is fitted with a seat and lid?					
⚖ See Reg 2.2.6(2)	**Washing Facilities** 8. Do workers have reasonable access to hand washing facilities (eg basin, trough or tap)?					
■	9. Are clean water, soap and hand-drying facilities provided?					
⚖ See Reg 2.2.6(2)	10. Is there at least one hand washing facility per 15 workers (or portion of 15 workers) at work at a particular time?					
⚖ See Reg 2.2.7	**Drinking Water** 11. Do workers have an adequate source of cool, potable drinking water (at or below 24^{0} C)?					
⚖ See Reg 2.2.8	**Arrangements for sickness** 12. Are there arrangements to look after a person who becomes sick while at work (eg a rest area, or the person is sent home or to the doctor, or someone takes them)?					

Topic G13: Policies and Procedures

Health and safety policies demonstrate commitment to safety

Health and safety policies are important because they document arrangements for protecting the health and safety of workers, contractors and visitors at a workplace and are a base for developing improvements to health and safety systems.

The general health and safety policy is an important way for an employer to demonstrate to workers, contractors and visitors that there is a commitment to ensuring high standards of health and safety.

Businesses without policies or procedures do not have a reference point for the direction of their OH&S. Policies and procedures guide workers and provide a stable background upon which to base the business' progress.

What should a policy contain?

A general OH&S policy should be written to include the following points:

- the health and safety objectives of the business, and how the employer will implement the policy to achieve those objectives. This could be by indicating that the business will develop supporting policies and procedures for specific topics or hazards.
- the OH&S roles and responsibilities of managers, supervisors, workers and any other key person with a role to play in health and safety. These may be detailed in separate documents referenced in the policy statement.
- that the policy was prepared in consultation with workers or their elected health and safety representatives
- the policy should be signed off by the business owner and a worker representative, and should have a date for review.

Workers and others affected by the policy must be informed about it

- Everyone should easily understand the policy. It may be necessary to translate it into other languages
- management must ensure that all workers are made aware of the policy. Its contents need to be clearly explained.

Topic G13: Policies and Procedures

Getting the policy to work

- make sure that the policy works and leads to effective actions that prevent injury and disease in the workplace by:
  - Training and instructing everyone about their own role in health and safety, and holding each person accountable for their responsibility
  - developing supporting policies and procedures to address specific OH&S issues within the business
  - planning the development of OH&S improvements in consultation with workers
  - documenting the plan
  - reviewing the plan on a regular basis
- an effective way to implement and manage policies is to develop a time based program to achieve the goals set out in the policies. The program should include responsibilities and completion dates for the actions
- ensure the Owner/manager and a worker representative sign off the policy
- ensure that the policy contains a review date
- workers should be encouraged to ask questions of the employer if they do not understand their roles and responsibilities. The Regulations state that the responsibilities of workers are as follows:
  - workers must protect their own health and safety at work and avoid adversely affecting the health and safety of any other person through an act or omission at work
  - if a worker becomes aware of a hazardous situation or incident, or if a situation could be a source of danger to anyone, they must:
    - take reasonable steps to protect the health and safety of any person who may be immediately threatened by the situation
    - immediately report the matter to the employer and relevant health and safety representative
  - workers must follow any reasonable request or instruction made to protect the health and safety of anyone in the workplace
  - workers must use any plant, equipment, clothing, or other items or materials provided under or in accordance with, the Regulations
  - workers must not consume alcohol or a drug that may endanger their own health and safety at work or the safety of any other person.

Topic G13: Policies and Procedures

Sample Occupational Health, Safety & Welfare Policy

_____ is committed to improving health and safety and will adopt a preventative approach to its management of occupational health, safety and welfare (OHS&W) by:

- ensuring that management is committed to improving OHS&W through planning, setting targets, allocating resources and evaluating outcomes
- ensuring that managers and supervisors are responsible and accountable for the safety and health of workers, visitors and contractors in their area, by monitoring adherence to policies and procedures
- ensuring that supervisors are responsible and accountable for the health and safety of workers under their control
- management consulting with health and safety representatives, workers and, if requested, registered associations, on matters affecting the OHS&W of all people
- having safety policies in place which document the responsibilities and procedures for protecting the health and safety of all people
- providing adequate training and instruction to workers to equip them with the knowledge and skill necessary to meet their responsibilities
- providing an effective injury management system to achieve the earliest possible safe return to work of injured workers.
- ensuring a systematic approach to reporting, recording and investigating all incidents and hazards to prevent injury and illness.

Topic G13: Policies and Procedures

Sample Occupational Health, Safety & Welfare Policy

Roles and Responsibilities

Responsible Officer or business owner

The _____ (Title of Responsible Officer) as the responsible officer, has the overall responsibility to provide a healthy and safe workplace for everyone, and will ensure:

- adequate resources are provided to meet legislative requirements and the aims and objectives of the OHS&W policy
- action is taken to address issues raised by managers, supervisors and the Health and Safety Committee
- mechanisms are provided which enable policies and procedures to be identified, developed and reviewed
- the Health and Safety Committee is consulted on any proposals for, or changes to, the workplace, policies, work practices or procedures which may affect the OHS&W of workers
- policies, practices and procedures recommended by the Health and Safety Committee are considered and, if acceptable, approved and implemented
- managers and supervisors have sufficient knowledge and skills to carry out their OHS&W responsibilities
- managers and supervisors are provided with adequate resources to carry out their OHS&W responsibilities
- targets for OHS&W are set and performance is monitored against them
- action plans are developed to implement OHS&W policies and procedures.

Topic G13: Policies and Procedures

Sample Occupational Health, Safety & Welfare Policy

Roles and Responsibilities

Managers

Managers have a responsibility to ensure that:

- OHS&W policies and procedures are developed and implemented
- supervisors have sufficient knowledge and skills to carry out their OHS&W responsibilities
- all reported incidents and hazards are properly investigated and evaluated, and that control measures are implemented in consultation with health and safety representatives and workers
- safe work procedures are developed for hazardous tasks
- health and safety representatives and workers are consulted about:
    - any proposal for, or change to, plant, equipment, substances, the workplace, or work practices and procedures which may affect the OHS&W of workers
    - the identification, evaluation and control of hazards
- contractors, sub-contractors and visitors abide by OHS&W policies and procedures.

Topic G13: Policies and Procedures

Sample Occupational Health, Safety & Welfare Policy

Roles and Responsibilities

Supervisors

Supervisors, including people with supervisory responsibilities, eg., leading hands/team leaders, play a critical role at the 'front line' of the OHS&W Management Program.

Their responsibilities and functions include:

- acting as a role model by:
  - adhering to OHS&W policies and procedures
  - investigating all reported incidents and hazards
  - inspecting work areas on a frequent and regular basis to identify and report on hazards
  - assessing the degree of risk of the hazards identified, and determining priorities for action
  - analysing and monitoring work practices, to identify hazards or variations from policies and procedures.
- to consult with health and safety representatives and workers on:
  - the identification, evaluation and control of hazards
  - any proposal for, or change to, plant, equipment, substances, the workplace, or work practices and procedures which may affect workers.
- to ensure that workers have the necessary skills and knowledge to carry out their tasks in a safe and healthy manner.
- to ensure that everyone is provided with, or has access to, information regarding matters that may affect their OHS&W.

Topic G13: Policies and Procedures

Sample Occupational Health, Safety & Welfare Policy

Roles and Responsibilities

Health and Safety Committee

The Health and Safety Committee, consisting of management and worker representatives, is the principal forum through which

_____ (Organisation)'s management consults with workers on a broad range of issues concerning OHS&W.

The function of the Committee is to:

- coordinate the development and review of health and safety policies, practices and procedures
- consider any proposal for, or changes to, the workplace, policies, work practices or procedures which may affect the OHS&W of workers
- promote the importance of high level of awareness of health and afety among workers and management
- promote worker acceptance of their health and safety responsibilities
- monitor the business's OHS&W performance and assist in the resolution of OHS&W issues
- monitor the injury management system for the management and rehabilitation of workers with work-related injuries and disease.

Topic G13: Policies and Procedures

Sample Occupational Health, Safety & Welfare Policy

Roles and Responsibilities

Health and Safety Representatives

Health and safety representatives are elected by, and represent, workers.

The role of health and safety representatives is to:

- make representations to management and report back to workers on any matters relating to OHS&W, in accordance with agreed procedures
- discuss with workers any proposals or matters which may affect their health and safety at work
- participate in the identification, evaluation and control of hazards
- promote the use of accident and hazard reports
- promote adherence to policies and procedures.

Workers

Workers have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Workers have a responsibility to:

- report accidents or hazards
- know and adhere to all OHS&W policies and procedures aimed at protecting their health and safety
- assist in the evaluation of hazards and the implementation of control measures
- consider and provide feedback on any proposals or matters that may affect their OHS&W.

Topic G13: Policies and Procedures

Sample Occupational Health, Safety & Welfare Policy

Review of Policy

The OHS&W policy and program will be reviewed annually, in consultation with the Health and Safety Committee.

Dissemination of Policy

As part of the induction program, everyone will be provided with a copy of the Occupational Health, Safety and Welfare Policy. Workers will have ready access to all OHS&W policies and procedures through their supervisors and health and safety representatives.

Responsible Officer: _____ Date: _____

Worker Representative: _____ Date: _____

Next Formal Review Date: _____

Topic G13: Policies and Procedures

Sample Policy: Picking bags selection and use

_____ (Business)

will ensure that fruit picking bags are selected and used in a way that maintains the health and safety of our workers by:

- training our workers in the correct selection and use of picking bag
- providing adequate day to day supervision and instruction to workers when using picking bags
- maintaining our bags in good condition to ensure their soundness and safety when in use
- purchasing bags which meet our criteria for selection
- matching the picking bag with the capacity of the worker

Issued on: _____

This policy will be reviewed on: _____

Responsible Officer: _____ Date: _____

Worker Representative: _____ Date: _____

Master copy. Make photocopies for general use.

Safety Checklist G13

Topic: Policies

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Section 20 - OHSW Act	1. Have you prepared, and kept up to date, a written policy setting out the arrangements, practices and procedures at the workplace that will ensure the health and safety of the workers at the workplace?					
⚖ See Section 20 - OHSW Act	2. Have you taken reasonable steps to ensure that your workers are aware of and understand the content of your policy?					
■	3. Have you identified the specific hazards and issues in your workplace that require individual policies? This could include such topics as • Chemicals and hazardous substances, • working at heights, • manual handling • plant safety • electrical safety • contractors etc?					

Master copy. Make photocopies for general use.

Safety Checklist G13

Topic: Policies continued

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	4. Do you consult with health and safety representatives, health and safety committee(s), workers, and if requested, relevant unions and employer associations when a policy is developed, reviewed and updated?					
■	5. Is the policy easy to read and understand. • Has the policy been translated into languages or explained in their own language for workers who are not fluent in English?					
	6. Does the policy contain all the aspects as indicated in the information sheet?					

Topic B01: Tractors and tractor attachments

Tractor Injuries

Tractors are often involved in injuries to workers. Many tractors are older and not fitted with the safety features of later models.

Tipping over sideways or rolling over backwards are the types of tractor accidents that most often result in death or serious injury, so it makes good sense to fit roll over protection cabs or frames.

Protective structures also help prevent accidents that happen when objects fall onto tractors.

Many tractor accidents, particularly with older models, occur when people are run over while starting a tractor whilst standing on the ground. Operators mounting or dismounting while the tractor is in motion cause many other run-over accidents.

Power take-off stubs and shafts are a high-risk hazard. The rotating stub or shaft can easily entangle hair, clothes, and jewelry or body parts, resulting in very serious or even fatal injuries.

One most disturbing fact is the number of injuries to children; some as drivers and others as passengers riding on tractors or trailers.

Many people believe that tractors will only tip or roll over in steep or hilly country. Records show that tractor accidents happen in all kinds of places. Poor load hitching e.g. hitching too high on the towing stand is a major cause of tipping

Legal Requirements

- Roll over protection structures (ROPS) must be fitted on to tractors manufactured, imported or originally purchased after 1 January 1981, if the tractors weighs from 560 to 3860 kg (see OH&S Regulation 3.2.26.).

There are some exceptions to this law, including:

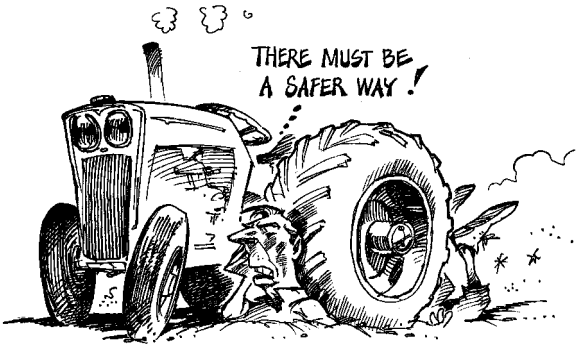
1. a tractor fixed and used in a position so that it cannot be used as Mobile, Powered Plant
2. tractors mainly used under or around trees, or
3. tractors used in places too low for the tractor to work while fitted with ROPS.

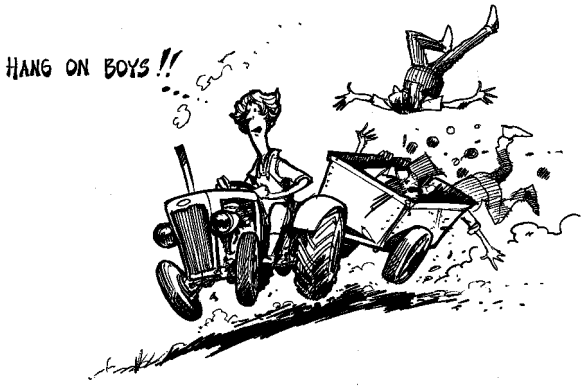
- Effective guarding must be fitted to all moving parts of machines, power take offs and attachments (Regulation 3.3.3.).

Topic B01: Tractors and tractor attachments

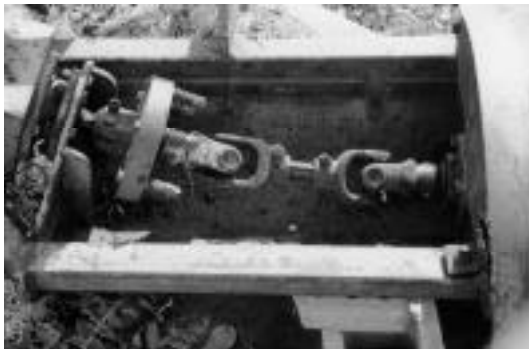
Injuries from tractors are more likely to occur if:

- operators are untrained in the safe operation of tractors
- workers get on or off a moving tractor
- workers start the tractor while standing on the ground





- passengers ride on tractors without proper seating
- PTOs are not guarded



- children are run over when
  - they are passengers on tractors that are not fitted with passenger seating and seat belts
  - their small size makes them difficult for the driver to see
- workers are crushed between an implement and the tractor
- people clean, service or adjust a power take-off driven implement while the power take-off is still engaged
- workers stand astride the PTO shaft on a 3 point linkage.

Topic B01: Tractors and tractor attachments

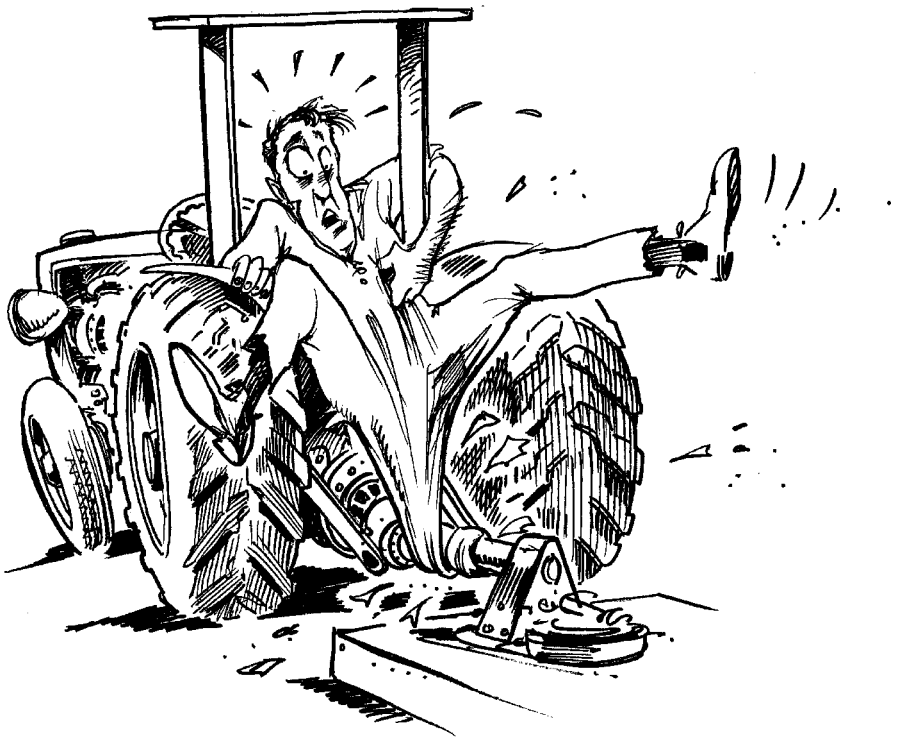
Ideas to reduce the risk of injury

- only trained operators may drive tractors
- use a motor bike or All Terrain Vehicle for jobs where there is a lot of mounting / dismounting
- fitting safe tractor access platforms to older tractors will reduce the risk of being run over
- handrails can help prevent slips from the tractor
- wear seatbelts, particularly if ROPS is fitted and keep them maintained
- fit safety-start switches so tractors cannot be started while standing on the ground. This will reduce the risk of being run over
- start the tractor only while sitting in the seat
- do not carry passengers unless specifically designed seats are fitted
- ensure all operators attend safe tractor operation and maintenance courses, eg through TAFE, Agricultural Colleges, etc
- fit guards to:
  - exposed set screws, bolts, keys or any other revolving part
  - exposed spurs or toothed or friction gearing
  - transmission machinery, drive wheel or pulley.

Topic B01: Tractors and tractor attachments

Operators must remember:

- do not park on a steep slope
- mount and dismount only when the tractor is stationary and with the park brake on
- disengage the power take-off before cleaning, servicing or adjusting a power take-off driven implement
- do not step over a rotating power take-off shaft
- do not stand astride a rotating power take-off shaft on the 3 point linkage
- immediately report any defects or problems with the tractor or implement to a supervisor
- always hitch implements and attachments according to the manufacturer's instructions
- be sure that all guards are in place before operating power implements
- never hitch around the axle housing or to the top link pin. Hitching to the axle or seat bracket or top link can cause the tractor to overturn backward crushing the operator
- use the draw bar or the mounting points provided by the manufacturer for attaching equipment. Do not use makeshift methods.



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Safety Checklist B01

Duty of Care ⚖ Specific requirement

Topic: Tractor and Tractor Attachments

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Sect. 19	1. Are your workers trained to operate the tractors under their control? • Are operator manuals and instructions available to operators?					
⚖ See Reg.3.2.26	2. Are tractors fitted with an approved Roll-Over Protection structure (ROPS) frame or cabin where required? • See information sheet You may not strictly meet the criteria for fitting ROPs. However, if workers are required to operate tractors, a risk assessment must be carried out, and if there is a risk of rollover, that risk must be eliminated.					
⚖ See Reg.3.2.26	3. Have you fitted falling object protection (FOPs) to your tractors? It is needed if: • the tractor is used with front end loader or forklift attachments; and • there is a risk of objects falling on the tractor operator? NB: A ROPS cab or covered four post ROPS frame adequately complies with FOPS requirements.					
⚖ See Reg.3.3.3	4. Are power take-offs and shafts fitted with guards that comply with Australian Standard 1121- 1982 (Guards for Agricultural PTO drives)?					
⚖ See Reg.3.3.3	5. Are PTO guard protective covers, including the master shield, kept in place on attachments when being used?					
	6. Are all PTO guards maintained in accordance with the manufacturers instructions?					

Master copy. Make photocopies for general use.

Safety Checklist B01

Duty of Care ⚖ Specific requirement

Topic: Tractor and Tractor Attachments continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg.3.2.29	7. Are passengers prevented from riding on tractors?					
■	8. Are tractors equipped with lighting for night operation? • Is the lighting bright and clear enough to allow a clear unobstructed view of the operation being carried out?					
■	9. Are the brakes effective for the task to be performed?					
⚖ See Reg.2.10.3	10. While operating the tractor and attachments is there a noise problem? As a guide: if you have to raise your voice to be heard over the noise, you may have a noise problem. • Often the exhaust system, in poor condition, is the source of excessive noise					
	11. Where there is a tractor-related noise problem, have you taken action to: • reduce the noise level • use hearing protection?					
⚖ See Reg. 2.10.3 (c)	12. Have you checked with your safety equipment provider to ensure that the hearing protection you have: • is suitable for the task and meets the Standard					
⚖ See Reg 2.11	13. Is a first aid kit accessible to the machine operator? (in a nearby vehicle is OK.)					
■	14. Are steps and handrails on tractors and attachments in good condition?					

Topic B02: Ladder Safety (Block)

Ladder Problems

Falling from ladders while picking or pruning is one of the most common accidents on fruit blocks. The most common cause of falls from ladders while picking fruit is from ladder movement caused by over reaching. The second most common cause is from slipping or loss of footing while on the ladder.

Injuries arising from falls from ladders may include:

Spinal injuries
fractures to bones
muscle ruptures and tears
death
tendon and ligament tears
internal bleeding
bruising
head Injuries
cuts and abrasions

Legal Requirements

- Employers have an obligation under Section 19 of the OHS & W Act to make sure that, as far as reasonably practicable, work methods are safe and equipment, including ladders, is in a safe condition.
- Also, under Regulation 2.13 - Prevention of Falls, employers must make every effort to prevent falls at work.

Injuries from falls off ladders are likely to occur if:

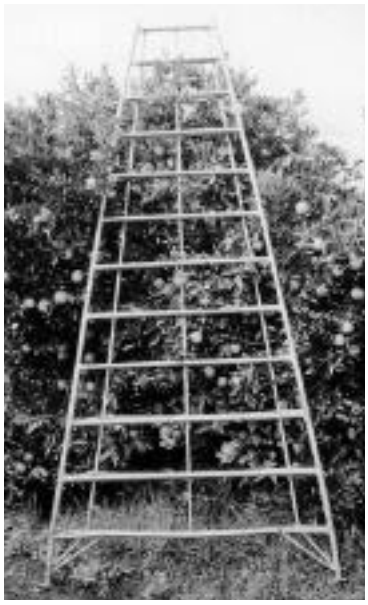
- workers are not properly trained or supervised
- workers select the wrong ladder for the job
- ladders are poorly maintained or not in safe and sound condition eg: treads/rungs are smooth and slippery or ground spikes are too short a length allowing ladders to tilt or shift
- ladders are not set-up properly ie, if set up on soft or sloping ground, in traffic ways without signs etc
- over-reaching while on a ladder especially with a full picking bag

Topic B02: Ladder Safety (Block)

- people using ladders are not fit for work (eg ill, using medicine, physically impaired etc)
- ladders are not manufactured or used in keeping with Australian Standard AS 1892 - Portable Ladders. (See checklist)
- hazard management procedures are not effective, e.g. risks not known or not minimised (See checklist)

Ideas to reduce the risk of falls

- workers must be instructed on safe set-up, climbing and use of ladders
- each ladder should suit the job and the worker using it
- Investigate all falls thoroughly to identify and minimise hazards
- Workers must also be instructed to let the supervisor know if they:
  - have any illnesses or injuries
  - have been using medicine, drugs or alcohol which may affect their ability to use and climb ladders
- set-up the ladder safely and follow any reasonable instruction, training or information provided in the use of ladders
- before using a ladder inspect it to make sure it is in safe and sound condition; Check the rungs/treads, stiles/side rails, fittings, spreaders and feet to ensure not worn, cracked corroded, broken, split etc. Mark and remove defective ladders from service immediately.
- use safe climbing and working practices on ladders
  - face the ladder and grip it with both hands when climbing
  - keep their body between the side rails
  - keep the ladder close to the work
  - do not over reach. Move the ladder to a better position
  - do not stand above the tread or rung indicated as the highest standing level
  - do not jump off the ladder
  - wear non-slip shoes.
- report any hazards or unsafe situations to a supervisor



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Safety Checklist B02

Topic: Ladders

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	1. Are all workers properly trained, instructed and supervised on the: • selection, • inspection, • maintenance and storage • set-up, and use, of ladders? Refer to information sheet					
⚖ See Reg 2.13	2. Do your ladders comply with the Australian Standard (AS) 1892: Portable Ladders? The following are general requirements outlined in the standards: • Ratings - load rating of not less than 120 kg? • Material - made from durable materials? • Manufacture and finish -free of sharp edges and burrs, and welds are of sound quality? • Treads and Rungs - minimize the possibility of slipping • Spacing - Are treads spaced within the range of 248mm to 306mm?					

Master copy. Make photocopies for general use.

Safety Checklist B02

Duty of Care ⚖ Specific requirement

Topic: Ladders continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
	3. Do you thoroughly inspect all ladders: • when originally purchased, received and put into service? • Before each use? • After mishaps, drops and impacts? and • Before storing away after use? Inspections should include the following? • Rungs/treads- • Stiles/Side Rails • Fittings • Spreaders • Feet					
	4. Are defective ladders marked with a "do not use" tag and taken out of service immediately for repair by a competent person or for disposal? • Workers must be aware of this procedure and what to do if they find a defective ladder					

Topic B03: Eye Safety (Block)

The Problem

On the block, eye injuries can occur when branches, twigs or leaves etc, cut or scratch the eye, or a particle remains in the eye as a foreign body. An object may also penetrate the eye and be embedded in it.

Chemicals can also enter the eyes from splashes, spray drift and vapours, or if workers rub their eyes when their hands or clothing that have chemicals on them.

Legal Requirements

- Section 19 of the OHS & W Act places the Duty of Care on employers to make sure that work tasks are safe and that workers are protected from risks to their safety. This includes taking steps to protect workers from exposure to chemical they use
- Regulation Division 2.12 provides the detail of what is required for eye protection.
- The Code of Practice for First Aid in the Workplace describes what facilities and equipment are required for eye care in the workplace.

Injuries to eyes are more likely to occur

- when workers do not wear eye protection
- if the wrong design safety glasses or goggles are worn, or if safety glasses do not fit well. (even a 6mm gap between the face and glasses can allow particles to enter the eye)
- if workers are not instructed and supervised about:
  - selecting the best type of eye protection for the job,
  - using eye protection properly, or
  - maintaining and storing it correctly
- when work is carried out in dusty conditions without eye protection
- if particles are airborne or fly off tools and equipment at high velocity
- to workers working among trees or vines

Topic B03: Eye Safety (Block)

Ideas to reduce the risk of eye injury

- provide workers with the right eye protection for the jobs they do
- make sure that workers are trained in the selection, fitting, use, maintenance and storage of eye protection equipment
- when buying eye protection products ask your supplier to make sure they comply with Australian/New Zealand Standards:
  - 1336 - Recommended Practice for Eye Protection in Industrial Environment,
  - 1337 - Eye Protectors for Industrial Applications
  - 1338 - Pts 1,2 & 3 Filters for Protection against Radiation (various)

  the type of protection that should be worn depends on the work being done, and is described below . Also check the results from the Riverland Horticulture Council road test of safety glasses. (Contact the Riverland Horticultural Council on 8582 2055.)
- for protecting eyes from branches, twigs etc
  employers should ensure that workers wear safety spectacles that:
  - give extra side protection
  - do not fog up
  - provide protection against ultra-violet radiation
  - are comfortable to wear
- for protection when mixing or pouring chemicals workers should wear face shields, hoods or wide vision goggles with indirect ventilation (all splash-resistant and marked C)

Note: chemicals can also enter and harm the body when absorbed through the skin, taken in by mouth or when vapours are inhaled. Additional protection for the face may be needed when there are harmful gases or vapours are present. Gloves, long sleeves and long trousers should also be worn

talk to your supplier and read the Material Safety Data Sheet (MSDS) for each chemical. Also read the hazardous substances information section of this kit

- Special protection is needed for workers who wear prescription spectacles or contact lenses.

Ordinary prescription glasses generally do not prevent eye injuries, so safety goggles or clip-ons must also be worn. Alternatively, prescription lenses can be made with hardened plastic and fitted into the frames of safety spectacles or goggles.

Contact lenses do not give protection from eye injuries - in fact there can be more harm if dust or chemical splashes enter the eye as it can become concentrated under the contact lens. It is very important that the correct eye protection is worn when contact lens are used

Workers should also be reminded of:

- their responsibility to wear the eye protection provided when instructed to do so
- their responsibility to give emergency first aid if an eye injury occurs (see below)
- their responsibility to contact their supervisor if an eye injury occurs.

First Aid for Eye Injuries

For cuts and scratches, foreign bodies or embedded objects:

- do not rub eyes (this applies to all eye injuries)
- do not try to remove foreign bodies embedded in the eye or resting on the coloured part of the eye
- flush out loose particles with sterile saline solution, or clean water
- where the eye is damaged or an object is embedded, cover both* eyes lightly with pads or eye shields from the first aid kit** and secure them with adhesive tape. Arrange transport to medical treatment (doctor or hospital).

  *If the good eye swivels to look at something, the injured eye will move along with it even if it is covered. So to prevent movement of the injured eye, both eyes must be discouraged from moving.

  **An eye shield prevents direct pressure on the eyeball. The bottom half of a clean, plastic drink cup can make an effective eye shield.

For chemicals:

- Immediately flush eye with clean, running water for at least 15 minutes. Hold eyelids apart if necessary (with clean fingers).
- Then seek medical treatment.

Master copy. Make photocopies for general use.

Safety Checklist B03

Topic: Eye Safety

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.12.1	1. Have you provided workers with safety glasses to protect their eyes against branches, twigs, chemicals, dust etc? • Have workers been instructed in their use, fitting, maintenance and cleaning					
⚖ See Reg 2.12.1	2. Do you and your workers assess the various risks on the block and wear the proper eye protection.?					
■	3. Are workers trained and instructed on how to reduce the risk of eye injuries and what to do if someone has an eye injury?					
■	4. Are workers told who to report to in the event of an eye injury?					
■	5. Do you make sure that workers with ordinary prescription glasses, or with contact lenses also wear additional eye protection?					

Topic B04: Picking bags, selection and use

The Problem

Strains and sprains to the back, neck, shoulders and arms are the most common injuries that occur during fruit picking. They result from the combination of repeated and prolonged raising of the arms and the direct load of a shoulder strap type fruit picking bag on the shoulders, resulting in continuous muscle loading on the shoulders.

Back Injuries occur through the full fruit picking bag load bearing on the spine, and also by working in awkward postures such as bending forward, twisting and over-reaching whilst wearing a bag loaded with fruit.

Legal Requirements

- Under OHS&W Regulation 2.9 Manual Handling, employers are required to identify, assess and control risks arising from manual handling in the workplace.
- The Approved Code of Practice for Manual Handling provides detailed information on how to conduct a risk assessment and how to apply control measures to manual handling tasks.

Injuries are more likely to occur because

- the picking bag does not fit the worker, is not adjusted correctly or is too heavy for the worker
  - bag size is too large for the worker, leading to over-loaded bags and heavy loads
  - narrow, non-padded shoulder straps increase the pressure loading on the shoulders, which may lead to severe discomfort and continuous pain
  - there are inadequate strap adjustments, preventing a comfortable or firm fit
  - bags swing or move away from the body, placing extra load on the back if there is no waist strap

Topic B04: Picking bags, selection and use

- damaged or defective bags, affect load handling ability and comfort
- continuously lifting a bag loaded with fruit, from the ground or from a low level places excessive loads on the back and arms.

Strategies to reduce the risk

- Select a bag to fit the worker. Discuss your individual requirements with the picking bag manufacturer prior to purchase, or investigate what amendments to the bag can be done to ensure best and most comfortable fit

- Keep bags to a minimum size to avoid heavy loads and overloading

- ensure shoulder straps are wide and padded to distribute the weight over shoulders

- hip or pelvis straps prevent the bag from swinging away from the body and also help distribute the load between the shoulders and the hips

Topic B04: Picking bags, selection and use

- ensure that new workers are trained to fit, adjust and use the bags, and that they are aware that they are at a higher risk of musculoskeletal injury when starting a new, physically demanding job
- ensure workers take regular rest breaks and work at a comfortable pace
- ensure that the bag is inspected prior to use for damage or defects and is taken out of use for repair if necessary
- avoid repetitive lifting full bags from low levels, and over-reaching, bending or twisting with a bag loaded with fruit as these actions place excessive load on the spine, muscles and joints.

Workers should be regularly reminded of:

- their responsibility to let the supervisor know if they have an illness or injury that may affect their ability to safely wear a picking bag, or have any problem or concern that may affect their ability to pick fruit safely
- their responsibility to follow any reasonable instruction or information provided in the use of picking bags.
- The need to inspect a picking bag before using it, to ensure that there is no damage or defect, including:
  - no rips or tears
  - shoulder padding is intact
  - shoulder strap adjustments are suitable
  - clips/fasteners are in good working order
  - the shape and size and load of the full bag is suitable for the worker
- report any defective or damaged picking bags

Topic B04: Picking bags, selection and use

How to choose a picking bag

- Choose a bag with plenty of adjustment in the shoulder straps and waist/hip strap. The straps need to be wide enough to provide a firm and comfortable fit
- the bag should be small enough to prevent overloading. Many bags have adjustable size for between 1/2 and 1 bushels (12.5-25Kg) capacity
- make sure that the design of the bag keeps the load as close to the body as possible
- the waist/hip strap distributes the load between the shoulders and hips, and decreases the load on the spine
- try the bag for a short period to check the stability and balance of the load, and that clips and fasteners are easy to access. Also try it to make sure that the bag is comfortable to use
- manufacturers can make bags to suit the individual. They can also make adjustments to bags after manufacture

Use safe working practices when wearing picking bags:

- avoid lifting from low levels or the ground when the bag is loaded with fruit
- take regular rest breaks from repetitive and prolonged postures involving raising the arms, and from direct loading on the shoulders
- prevent the loaded bag from moving away from the body, as this places extra load on the spine
- do not overload bags; it is better to carry smaller loads on a more frequent basis
- avoid bending and twisting movements, even with only a partly loaded bag
- Wear comfortable clothes that help to prevent chaffing or damage to the skin from rubbing and sweat
- report any injury or discomfort problems resulting from using picking bags to your supervisor immediately. Action can then be taken to prevent ongoing or long-term problems.

Master copy. Make photocopies for general use.

Safety Checklist B04

Duty of Care ⚖ Specific requirement

Topic: Picking Bags, Selection & Use

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	1. Are workers provided with proper instruction, training and supervision in selecting and using picking bags?					
■	2. Is the size/capacity kept to a minimum so that bags are not overloaded? • Best-practice is to keep the size of the bag to a maximum of 1 bushell (25Kg).					
■	3. Are shoulder straps wide to distribute the weight? • Are shoulder straps padded to decrease the direct load on the shoulders?					
■	4. Is the bag made from durable material, resistant to cuts and tears?					
■	5. Is the bag/hoop designed so that the load is balanced and kept close to the centre of the body? • Is wobbling and sideways movement of the bag minimal when loaded?					
■	6. Does the bag have a quick-release fastener to release fruit from the bag with minimal lifting? • Are the clips/fasteners easy to access and comfortable to use?					

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Safety Checklist B04

Duty of Care ⚖ Specific requirement

Topic: Picking Bags, Selection & Use continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	7. Does the bag have a pelvis/hip strap to prevent movement of the bag away from the body when reaching or leaning forward? • Does the pelvis/hip strap distribute the load between the shoulders and pelvis?					
■	8. Does the bag have enough adjustments to make it comfortable for the picker? • Shoulder straps • Waist/pelvis strap • Have you discussed altering the bag with the manufacturer to improve fit and additional adjustments?					
■	9. Do workers have sufficient rest breaks to avoid risk of injury from repetitive actions and holding awkward postures, and from the direct load on the shoulders?					
■	10. Do you inspect picking bags for damage and defects prior to use? • Are workers aware of reporting procedures for defective bags?					
■	11. If a worker/contractor supplies their own picking bag, do you ensure that the bags meet the checklist requirements to minimise the risk of injury to the worker					

Topic B05: Elevating Work Platforms

The Problem

Accidents occurring with elevating work platforms (EWPs) are frequent. They involve tipping over and falls due to untrained operators, overloading the platform, working on soft, uneven or sloping ground, or from traveling with the platform elevated.

Many EWPs were manufactured prior to July 1996, or were 'home made' and may not meet the requirements of the design and manufacturing standard for EWPs, AS 1418 Pts 1 & 10.

Legal requirements

- From 1 July 1996 boom and scissors type EWPs are to be designed and manufactured to standards complying with AS 1418 Pts 1 & 10
- risk assessments must be carried out on all pre-existing EWPs to establish upgrading requirements to the Standard
- EWPs must be used and maintained in accordance with the requirements of AS 2550 Parts 1 & 10, the Approved Code of Practice for the Safe Use of Elevating Work Platforms
- owners must make sure that all workers using boom type EWPs are properly supervised and trained in their safe operation
- prior to using an EWP a risk assessment of the task and area must be carried out. Points to be considered include:
  - operators are properly trained and licensed
  - daily safety inspections of the EWP are completed and any faults rectified
  - worksite ground conditions are safe, ie: slope not too steep, not uneven, sufficiently firm to support EWP in stable position, no collapse into adjacent holes, pits, tanks etc
  - there is safe clearance from power lines (2m from distribution line, 6m from transmission line)
  - weather conditions are safe, not too windy
  - fall arresting lanyards and equipment are fitted and safely operational. Operators are required to wear it, and have been trained in its use.

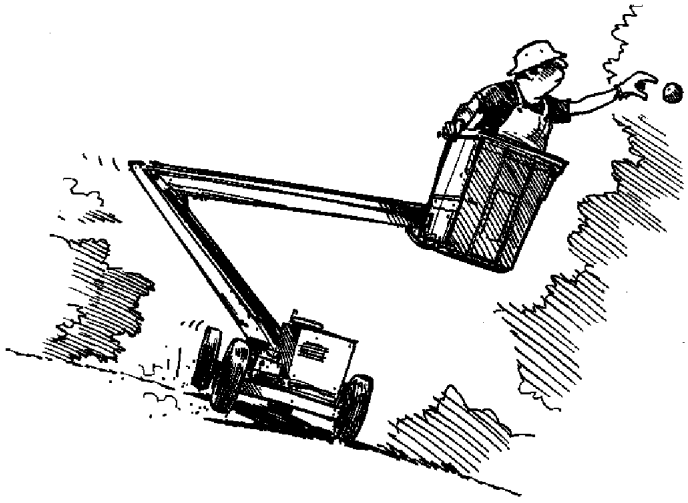
Topic B05: Elevating Work Platforms

Injuries are more likely to occur because

- operators are not trained and licensed
- EWP is not regularly inspected and maintained
  - daily safety checks not carried out
- risk assessments of tasks or work locations are not carried out
- weather conditions too severe (windy etc).
- EWP is not designed and manufactured to AS 1418 Pts 1 & 10
- EWP is not used in accordance with AS 2550 Pts 1 & 10

Ideas to reduce the risk of injury

- train and license operators
- carry out daily safety checks
- examine tasks and work locations to identify and assess safety risks
  - do not use EWP on excessively sloping ground
  - make sure operations are planned and safe when working on soft or uneven ground
  - keep safe clearances when working near power lines (2m from distribution lines and 6m from transmission lines)
  - make sure there is a clear working area around the EWP
  - do not exceed the safe working load (SWL) of the EWP
  - do not allow people to walk under the working area of the platform
  - do not get in or out of the platform when it is elevated
  - use a lookout when the view of, or from, the platform is obstructed
  - use a fall arrest system



- do not operate EWP in severe weather conditions (high winds etc).
- Only purchase EWPs designed and manufactured to AS 1418 Pts 1 & 10
- use EWP in accordance with AS 2550 Pts 1 & 10
- regularly inspect and maintain EWPs

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Safety Checklist B05

Duty of Care ⚖ Specific requirement

Topic: Elevating Work Platforms

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	1. Has the operator been fully trained?					
■	2. Is there a written Safe Operating Procedure for the EWP, which highlights the hazards?					

■	3. Are pre operational safety checks regularly carried out?
	Does the check address:
	• Tyres, for even inflation, steering linkages, condition of tyres, wheels, wheel nuts damage/security.
	• All fluid levels (engine oil to main/aux engines, radiator, fuel and hydraulic tank etc).
	• Hydraulic hoses and fuel system for leaks/ damage (look for puddles on ground).
	Check that controls are:
	  • not damaged
	  • return to neutral/ central position when released.
	  • Clearly marked for the operator
	• Check for damage to chassis, scissor, boom sections, outriggers/ stabiliser legs for cracks/damage/security.					

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Safety Checklist B05

Duty of Care ⚖ Specific requirement

Topic: Elevating Work Platforms continuued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	4. Has machine been serviced within the last 3 months as required? • Have all identified faults been attended to					
■	5. Is the floor of the platform non-slip?					
■	6. Are warning, operation, safety and SWL signs present and readable?					
■	7. Are handrails in good condition and secure, • self closing action of doors working.					

Topic B06: All Terrain Vehicles (ATV)

All Terrain Vehicles

ATVs are the four-wheel, all-purpose, recreation style motor cycles that are becoming a highly useful piece of equipment on fruit growing properties.

Unfortunately ATVs have the potential to inflict injuries and create hazardous situations for riders. The inexperienced rider can be injured, or can injure others in the workplace.

The major causes of accidents are ignorance of hazards, inexperience and the operators' lack of concern about safe procedures. Young riders are often injured as they lack the physical strength to control the machine.

ATV operators have a responsibility to ensure that they do not put both their own safety and the safety of others at risk.

Legal Requirements

- operators must be trained and instructed in the safe use of ATVs, and the operation manual must be made available to them
- ATVs in the workplace are plant. They must be treated as such and must be maintained to manufacturer's specifications
- guards and safety features such as footrests, seat, interlocked throttle and brake controls must be kept in good operational condition
- operators must use personal protective equipment such as helmet, eye protection, hand protection, sound full length clothing and sturdy footwear and maintain it in good condition.

Injuries are more likely to occur when:

- operators are not trained, or not experienced in operating the machine
- operators do not wear personal protective equipment
- ATVs are poorly serviced and maintained
- cargo and ancillary equipment eg. spray equipment is loaded too high, altering the machine's centre of gravity
- tyres are incorrectly inflated

Topic B06: All Terrain Vehicles (ATV)

- operators are constrained from shifting their body weight during operation
- untrained and inexperienced operators use ATVs on steep terrain.

Ideas to reduce the risk of injury

- only authorised and trained operators use ATVs
- always carry out pre-operational checks before starting the ATV
- wear all the personal protective equipment when using the ATV
- plan approach and departure angles on slopes and inclines
- do not carry passengers.
- do not overload or stack loads/ tanks too high.
- fit attachments according to manufacturers' specifications.

Also, regularly remind operators to:

- ensure that they are trained and authorised to use the ATV
- always carry out the pre-operational check before starting the ATV
- always wear a helmet, safety glasses, sturdy footwear, gloves and sound full length clothing

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Safety Checklist B06

Duty of Care ⚖ Specific requirement

Topic: All Terrain Vehicles (ATV)

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Sect 19 & 24A.	1. Are operators trained and instructed in correct use of the ATV?					
⚖ See Sect 19 & 24A.	2. Is the ATV operation manual available for workers?					
⚖ See Sect 19	3. Is the ATV inspected and maintained in good condition? • serviced to manufacturers specifications • regularly maintained • guards and safety features in place and in good condition • brakes and tyres • interlocked throttle – neutral gear • footrests • seat • carrier frames • tow hitch					

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Safety Checklist B06

Duty of Care ⚖ Specific requirement

Topic: All Terrain Vehicles (ATV) continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.12.).	4. Is personal protective equipment available for individual operators, in good condition and used? • helmet • eye protection • hand protection • long sleeve shirt and full length pants • sturdy footwear					
■	5. Is the ATV the best type and size of vehicle for the job to be performed?					
■	6. Have you ensured the intended operators have the maturity and physical ability, in particular reflexes, to operate the ATV competently, this includes children?					

Topic B07: Traffic Control

The Problem

Traffic is constantly moving around horticultural properties, around blocks, workshops and packing sheds. Different types of vehicles operate on blocks at different times of the year, making it more dangerous as they may be specialised machines with restricted vision and varying noise problems, (such as harvesters, tractors, trucks and trailers etc).

Traffic conditions may also vary greatly, depending on the season. Visibility may be at its worst when harvest commences and at its best when pruning is complete. Roads can be wet and slippery due to rain or irrigation, or very dusty at other times.

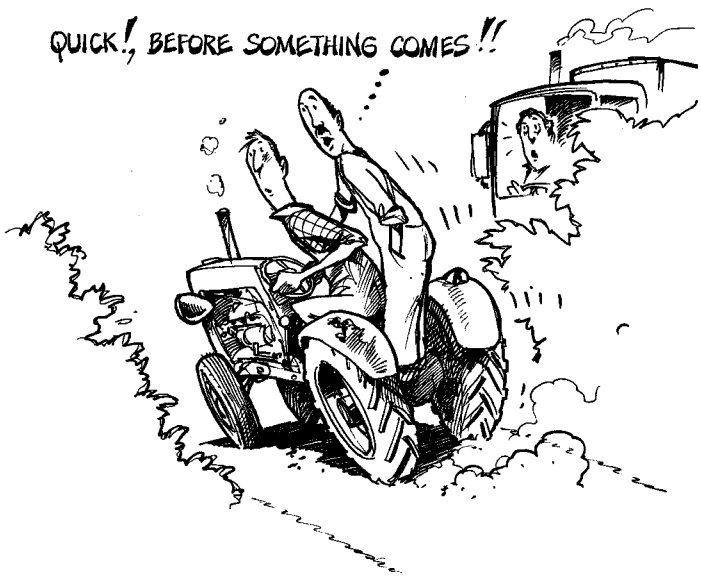
People on or around the property can be at risk and can put others, such as workers, owners and their families at risk from traffic. Risks are increased during school holidays with more children, including visitors, on properties

Legal Requirements

- Under section 19 of the OHS&W Act employers must provide a safe workplace.
- Regulation Division 2.1 places the responsibility on the employer to provide safe entry and exit paths and people must able to move around the property safely

Injuries are more likely to occur because:

- entries and exits to properties are not well maintained, not clearly visible
- roadways, junctions, gateways etc are not maintained, so that roads are un-even, slippery, dusty or partly hidden by vegetation
- unlicensed or untrained people operate plant and vehicles on the property
- properties and internal road junctions, bends etc are not signed correctly
- children having unrestricted access to the property
- visitors are unaware of local hazards or local conditions affecting traffic
- driving from bright sunlight into a dark packing shed or workshop can severely reduce the driver's vision briefly, putting others at high-risk of injury.



Topic B07: Traffic Control

Ideas to reduce the risk of injury

- Entries, exits, specific hazards or locations on a property need to be clearly marked and signed with a property speed limit and warnings of any potential hazards, such as children, workers, animals, other vehicles etc

- intersections and corners on properties should be kept clear of over grown vegetation as far as practical
- areas around houses, workshops or packing sheds may need to be fenced off to separate pedestrian traffic from vehicles
- vehicles must be regularly maintained to the manufacturer's specification to ensure a safe level of operation
- roadways and signs should be regularly inspected and maintained to ensure roadways are in a safe condition and signs truly reflect the safety aspects of the location
- plant or vehicle operators must be trained and licensed for the class of plant they operate, and must receive supervision and instruction about safety aspects of the property, workers and visitors
- Also, regularly remind workers that they must:
  - only operate the plant or vehicles for which they are licensed
  - carry out safety inspections prior to operating the vehicle
  - report any unsafe conditions, situations or locations around the property
  - follow all safe work procedures developed for the safe operation of vehicles
  - drive to suit the local conditions at the time
  - not carry passengers, except in authorised and safe situations

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Safety Checklist B07

Topic: Traffic Control

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.16.1(2) 1.3.4	1. Do operators have the correct licences, certificates & skills for the particular vehicle being operated?					
⚖ See Reg 2.16.1(2) 6.4.15(1)	2. Do you regularly check licences of workers to ensure that they are valid? *This includes seasonal workers drivers licenses as well as regular workers forklift licenses etc.*					
⚖ See Reg 3.2.26	3. Do you check that the vehicles are suitable for the work, and are regularly inspected and maintained?					
■ See Act 19(1)	4. Are seasonal workers' vehicles inspected prior to authorisation for use on the block? • Are they registered and insured? *(Is the vehicle safe for use on your block and are you prepared to cover damages caused by the vehicle?)*					
⚖ See Reg 2.16.1(4)	5. Are speed limits sign posted throughout the site? • Vehicles travelling between rows of trees etc. could be dangerous to workers, therefore a safe local speed should be enforced.					

Safety Checklist B07

Duty of Care ⚖ Specific requirement

Topic: Traffic Control continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.16.1(4) 1.3.4	6. Are warning signs clear and sized for local conditions? • *Warning signs would include signs to indicate blind corners, traffic direction, forklifts entering and exiting buildings, pedestrians etc.* • *Warning signs may need to be various languages for workers to understand*					
■ See Act 19(1)	7. Are roadways regularly inspected and maintained? • *Inspections should also be performed after heavy rains. Roadways should also be suitable for the type of traffic that will be using it.*					
■ See Act 19(1)	8. If roadways are constructed of dirt, could dust cause an accident? If yes then: • reducing the speed limit, • watering the roadway, or • placing a layer of compacted quarry rubble could all be good ways of reducing the dust.					
	9. Are forklift drivers' views restricted when carrying loads? If yes, • the load should be reduced or the forklift should be operated in reverse so the driver has a clear vision. • Reversing lights and beepers should also be considered as risk control options.					

Topic B08: Chain Saw Safety

Chain saws

Chain saws are readily available for use in the home or workplace, without licence or proof of training. There is a wide range of models available with different operating characteristics. When they are not handled skilfully and with care by trained operators, chainsaws have the potential to inflict very serious injuries.

The major causes of accidents are a lack of respect for the equipment, ignorance of the hazards and the operator's lack of concern about safety procedures.

Legal Requirements

- operators must be trained and instructed in correct use of the chainsaw
- the operators manual must be available to the operator
- guards and safety features such as chain brake, interlocked throttle, chain catcher, and rear hand protector must be kept in good condition
- all personal protective equipment, including hard hat, eye and face protection, hearing protection, hand and leg protection and safety footwear must be used and kept in good condition,.

Injuries are more likely to occur when

- Operators are not properly trained and instructed
- chain saws are incorrectly used, increasing the likelihood of kickback
- operators do not use all the necessary personal protective equipment
- chain saws are poorly serviced and maintained
- operator becomes tired
- chain saw handles vibrate continuously
- chain saws are used above shoulder height
- undergrowth and debris getting caught in the chain
- the operator does not have a sound footing.

Ideas to reduce the risk of injury

- Only authorised and trained operators should use chain saws
- carry out the pre-operational check before starting the chainsaw as outlined in the operator's manual.
- wear suitable personal protective equipment
- plan the cut, and scarf for the desired direction of fall

Topic B08: Chain Saw Safety

- identify a planned, clear path for escape
- make sure the operator has a firm and stable footing
- make sure no one is in, or can enter, the danger zone
- When crosscutting or pruning, make sure no branches are under tension
- Maintain equipment in a safe operational condition

- Also, regularly remind workers to:
  - always wear:
    - safety glasses/face shield
    - hard hat
    - hearing protection
    - safety footwear
    - gloves and sound full length clothing, eg. safety chaps, long sleeve shirts
  - make sure they have been trained to operate chain saws, and only operate the ones they have been trained to use
  - start the chain saw on the ground
  - regularly sharpen the chain and check the sprocket for wear and guide bar for burring
  - clean the chain brake mechanism frequently

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Safety Checklist B08

Topic: Chain Saws

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Sect 19 & 24A.	1. Are operators instructed in correct use of chain saws?					
■	2. Have operators completed the chainsaw users course?					
⚖ See Sect 19 & 24A.	3. Is the operation manual available for workers?					
⚖ See Reg 3.3.3	4. Are guards and safety features in good condition? • Chain-brake • Interlocked throttle • Chain catcher • Rear hand protector					
⚖ See Reg 2.12.).	5. Is all personal protective equipment used? • Hard hat • Eye protection • Hearing protection • Hand protection • Leg protection e.g. Safety chaps • Safety footwear e.g. Steel cap boots					

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Safety Checklist B08

Duty of Care ⚖ Specific requirement

Topic: Chain Saws continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	6. Are the chain, bar and sprockets in good serviceable condition?					
■	7. Are fuels and lubricants stored in suitable containers to prevent spills and leaks?					
■	8. Are the correct tools available for adjustments to be performed in the field?					
■	9. Is the chainsaw the best type and size for the job to be performed?					
■	10. Is there a regular service program for the chain saw?					
■	11. Are risks from chain saw tasks assessed and tasks planned in order to minimise the risks?					
■	12. Do plans include a planned safe escape route?					

Topic B09: Heat Stress (Block)

The Problem

A worker may develop heat stress if their body's cooling process cannot cope with the heat load generated.

Normally, on hot days workers will become heated and will sweat. The evaporating sweat has a cooling effect on the body, which helps to keep it from overheating.

For sweating to work effectively, workers must drink enough fluid to replace the evaporated sweat. Dehydration will occur if too little water is consumed.

Workers also need to wear clothing that is loose enough to allow some airflow so that evaporation can take place.

If the sweat cannot evaporate the body temperature increases and heat stress may develop. Reasons for lack of sweating include:

- worker becomes too dehydrated to sweat
- clothing is too tight
- humidity is very high
- there is no air flow

Heat stress can also develop if the environment is simply too hot (eg, a very hot day on the block).

Workers are more at risk of being affected by heat if they:

- are overweight
- have a hangover
- are unfit
- are taking antihistamines
- are not used to working in heat
- are taking medicines for heart disease.
- are generally unwell

Topic B09: Heat Stress (Block)

What are the symptoms of heat stress?

Symptoms of mild heat stress are:
feeling tired and weak, muscle cramps, feel sick or vomiting.

More severe symptoms are:
headache, rapid pulse, sweat a lot, feeling irritable or confused, and blurred vision.

Heat stress that progresses further can lead to unconsciousness and death.

Ideas to reduce the risk of heat stress

- do heavy physical work in the cooler parts of the day
- give workers breaks from heavy physical work by using job rotation, sharing the job, changing to a lighter job or having a work break
- people not used to working in heat should build up to a full workload gradually over a week
- drink enough fluid eg 2 to 3 glasses of cool water an hour
- wear loose clothing (If in the sun, wear full length and light coloured but close-weave clothing to keep out ultra-violet light.)
- wear a hat
- take breaks in the shade
- also, regularly remind workers to:
  - not wear loose fitting clothes where there is a risk of entanglement in machinery
  - work for short periods only, and monitor pulse and temperature, if wearing non porous clothing (eg, plastic suit when spraying chemicals) in hot weather
  - take a 5-10 minute break in the shade at least once every hour in hot weather
  - tell a supervisor if they have any health condition that may increase risks from heat stress eg, a heart condition, diabetes, a fever etc, or if they are taking any medication that may increase risks from heat stress eg antihistamines or medicines for heart disease (please check with a doctor)
  - stop work and contact their supervisor if they or any co-worker has any symptoms of heat stress (see below)

Topic B09: Heat Stress (Block)

Heat stress signs and symptoms

Heat Illness	Signs and symptoms
Heat Cramps	Muscle cramps, nausea or vomiting, tiredness, dizziness or weakness, moist cool skin
Heat Exhaustion	Headache, weakness, thirst, fatigue, nausea, stomach and muscle cramps, shortness of breath, muscle weakness, sweating a lot, lack of co-ordination, pale, cool and clammy skin, rapid pulse, possible confusion or irritability.
Heat Stroke	Headache, nausea and/or vomiting, not sweating/ hot dry skin, dizziness, visual disturbance, irritability, mental confusion, aggression, seizures, loss of consciousness.

First aid for heat stress

- For heat cramps
  - sit or lie down in a cool place
  - loosen any tight clothing
  - drink plenty of cool water
- For heat exhaustion, do the above, plus also
  - remove excess clothing
  - cool the body by sponging or spraying with water and fanning

NOTE: medical help may be required for heat exhaustion

- Get medical help urgently if the person:
  - does not recover within a few minutes
  - vomits, and cannot keep fluids down
  - is acting strangely
  - is unconscious
  - fits the signs and symptoms of heat stroke.

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Safety Checklist B09

Topic: Heat Stress

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.2.7	1. Do you provide all workers with water that is suitable for drinking (eg at least 1/2 a litre per hour for each worker during hot weather)?					
■	2. Is work rescheduled to the cooler parts of the day, and heavy jobs rotated among workers?					
■	3. Are workers directed to take extra breaks during hot weather?					
■	4. During hot weather are workers instructed about what to do to reduce the risk of heat stress?					
■	5. Are workers instructed about the symptoms and first aid treatment of heat stress?					
■	6. During hot weather are workers told who to report to if they or a co-worker are feeling ill?					

Topic B10: Skin Cancer

The Problem with sun damaged skin

Ultraviolet (UV) radiation from the sun damages living cells under the skin. Over the years, this damage can cause skin cancer. Some skin cancers can be fatal. At current rates, two out of three people in Australia will develop at least one skin cancer in their lifetime.

The climate and total annual hours of sunlight in the Riverland means that the risks are higher and people need to take regular precautions to protect their skin from sun damage, even on overcast days.

How to prevent skin cancer

- Wear a hat
  - choose a wide brim, 8-10 cm
  - attach a legionnaire style flap to shade neck and ears
  - choose close-weave material
- Wear cover-up clothing
  - wear long sleeves
  - shade the back of the neck with a collar
  - wear long trousers
  - choose light coloured but close-weave fabric. (if light is getting through, so is uv)
  - choose loose clothing to allow ventilation and sweat evaporation
- Use shade
  - work in the shade of buildings or trees where possible
  - use shade for lunch and tea breaks
  - put up shade cloths or canopies with 90% UV protection (complying with Australian Standard 4174-1994 Synthetic Shade Cloths)

Topic B10: Skin Cancer

- Use sunscreen
  - use water-resistant sunscreen broad spectrum, SP 15 or higher
  - apply 15 minutes before sun exposure
  - re-apply every 2 hours, eg at lunch and tea breaks
  - apply to dry skin; wipe off sweat first
  - remember apply sunscreen to the ears, back of neck, ankles and feet
  - store sunscreen below 30 degrees C (eg in lunch box)
  - check expiry date of sunscreen
- Wear sunglasses
  - choose glasses with UV protection. (Look for Australian Standard 1067 or EPF 10 rating tag)
  - choose wrap around style
- Re-schedule the work
  - Plan work, exposed to the sun, for earlier or later in the day where possible (before 11am or after 3pm)
  - Use early detection for Skin Cancer
  - See your doctor if you notice:
  - a new or existing skin spot, mole or freckle that is different from others around it, or changes size, shape or colour
  - a spot that bleeds easily or has not healed in 4 - 6 weeks.

95% of skin cancers can be cured if detected early.

For more information, contact the Anti-Cancer Foundation, ph (08) 8291 4111

- also, regularly remind workers that
  - UV levels on a cool day can be as high or higher than on a hot day.
  - Over 90% of UV can pass through light cloud.
  - UV rays are present throughout the year. While UV is not as strong in winter, it is still possible to get sunburnt - it just takes a little longer than in summer.
  - UV rays are reflected off many surfaces, for example sand, concrete, water and grass.

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Safety Checklist B10

Topic: Skin Cancer

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 1.3	1. Have you provided information, instruction and training to workers about the need for protection from the sun.					
⚖ See Reg 2.12.1	2. Have you provided UV eye protection (safety spectacles or sunglasses) and sunscreen for employees who work in the sun?					
■	3. Is outdoor work scheduled for earlier or later in the day where possible (before 11 am or after 3 pm)?					
■	4. Have you organised for outdoor work to be done in the shade of buildings or trees where possible?					
■	5. Have you provided extra shade such as shade cloths or canopies where possible?					
■	6. Are workers instructed to wear a hat and cover-up clothing and to take their breaks in the shade?					

Topic B11: Remote or Isolated Work

The Problem

Many properties contain areas where people may have to work alone or in isolation from others. This may place them at risk because, due to the nature of their work, they may not be able to summon assistance in the event of injury, illness, violence or other emergency.

Legal Requirements

- The Occupational Health, Safety and Welfare Act provides for a general Duty of Care and places the responsibility for this duty on all people on or about the workplace. In particular:
  - employers
  - employees
  - owners
  - occupiers.
- Regulation 2.14 of the Occupational Health, Safety and Welfare Regulations 1995 deals with Remote or Isolated work and instructs employers to implement hazard management systems to minimise risks associated with remote or isolated work.

Risks are higher in a remote or isolated location because

- the distance from others is extensive, and so the time to get help may be too great
- a person who must work alone is out of view, although not necessarily at a great distance from others
- Isolated work may involve foreseeable dangers but is often performed alone and sometimes out of normal hours

Ideas to reduce the risks to workers in remote or isolated locations

- Whenever possible, workers should not be required to work alone if there is the possibility of injury from hazardous equipment, chemicals or tasks, and there is the possibility of being injured with no assistance (i.e. first aid) available.
- If any person must work alone and in an isolated location, an adequate and reliable system of communication must be provided. This could be either regular visual contact with the person or audible contact by either two-way radio or mobile phone.

Topic B11: Remote or Isolated Work

- Always ensure that:
  - a first aid kit is available to the worker,
  - others know their location on the property,
  - the easiest access route in case of emergency is known.
  - an adequate supply of drinking water is available at the worksite.
  - workers have immediate access to a reliable means of communication

- Also, regularly remind workers to:
  - make sure that they have been properly instructed and trained with regard to the isolated location, tasks, equipment and materials
  - always make sure that others know where they will be working
  - always make periodic contact at pre-arranged times

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Safety Checklist B11

Topic: Remote or Isolated Work

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 1.3	1. Are workers, who are required to carry out remote or isolated work, trained, informed and instructed about the task, and supervised?					
⚖ See Reg 2.14.2	2. Does the person have to work alone? • ie. Not visible to other workers? • Should there be a 2nd worker present?					
⚖ See Reg 2.14.2a	3. Is the work area remote or isolated from others? • ie. Distant from other workers? • Not within visibility of other workers?					
⚖ See Reg 2.14.2c	4. Is the work dangerous to perform alone • Eg Using hazardous equipment or chemicals? • Using elevated work platforms?					
⚖ See Reg 2.14.2c	5. Has a reliable system of communication been provided? • Eg. Mobile phone, Visual checks two-way radio					
■	6. Are workers facilities suitable? • Is a first aid kit available at worksite • Is drinking water available • Has provision been made for toilets					

Topic P01: Plant

Plant

There is a large variety of specifically designed plant used in packing sheds or on fruit blocks. Not all hazards associated with these items of plant can be eliminated. Items such as shafts, pulleys, rollers, conveyors and belts used to power components and attachments are obvious hazards. They present a high risk of entanglement with hair, clothes, jewelry (including rings) and body parts.

Many items of plant have a high noise level, which may lead to hearing loss injuries

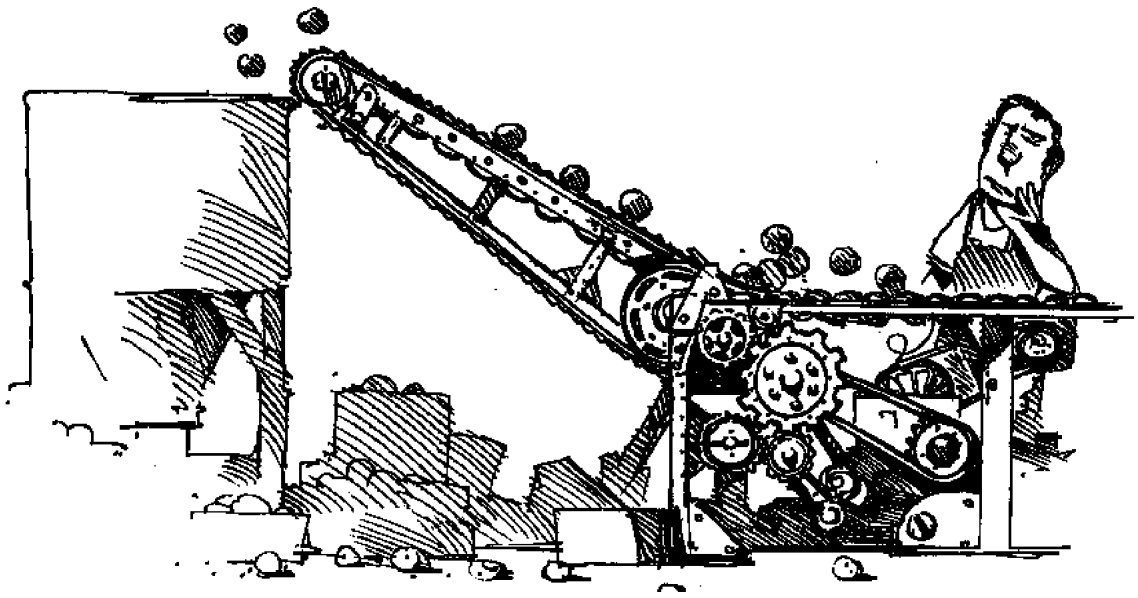
Legal Requirements

- Section 19 of the OHS&W Act specifically places the responsibility for providing safe plant with the employer.
- Division 3 of the Regulations sets out the detail of the various parties, ie employer, supplier, manufacturer for the provision of plant and the notification of hazards.
- The need and responsibility for hazard management associated with plant is specifically set out in Division 3.2
- The legal requirements for plant are varied and cover areas such as:
  - licensing operators
  - servicing specifications
  - keeping of records for servicing, inspections, adjustments, die changes
  - effective guarding and/or safe operating procedures
  - repairs and maintenance to be performed only by competent persons
  - testing of safety and warning devices on a regular basis
  - multiple operator plant be fitted with stop and lock off type controls that require each stop control to be reset before the plant can be restarted
  - emergency stop handles, bars and push buttons to be coloured red and operate in a fail-safe manner.
  - function and operation of all controls must be clearly marked

Topic P01: Plant

Injuries are more likely to occur when

- operators are not trained or supervised
- operators, and persons who are associated with plant operation:
  - perform, maintenance and cleaning functions when untrained and with power on
  - the plant is not used for its designed purpose
  - guarding does not eliminate a risk
  - safe systems of work are not developed to minimise the risk
  - children are around or on plant.
- passengers are carried on mobile plant without seating designed for the vehicle
- controls and operational switches and levers are not clearly marked with their function and direction of operation
- noise assessments are not done
- lock out, tag out systems are not used during adjustments, maintenance or repair with power on
- plant and machinery are not properly guarded



Topic P01: Plant

Ideas to reduce the risk of injury from plant operations

- operators must be trained in the safe operation of plant
- written safe work procedures should be displayed at the machine for the operator
- safe work practice must include a ‘no children’ policy
- safe work practice for mobile plant must include a ‘no passenger’ policy
- all spur and other toothed or friction gearing of machinery must be effectively guarded, or in a safe location as if it were guarded.
- maintain plant and equipment to a set schedule. List the maintenance on a schedule and check the requirements after each maintenance service.

NOTE: An equipment register, maintenance schedule system and plant hazard assessment plan are provided in the equipment register section of this kit.

Also regularly remind workers that they

- must be trained to operate the plant
- are to follow any safe work procedure developed for the plant
- must use any equipment that is provided for health or safety purposes
- must obey any instruction that is relevant to that particular plant
- must comply with any policies or operating procedures specific to that plant
- should ensure that all guards are in place before operating the plant or any implements attached to it
- counter sink, encase or effectively guard every setscrew, bolt, key or any revolving part of power driven machinery so as to prevent people from becoming caught by the machinery

Topic P01: Plant

- are not affected by alcohol or a drug (legal or otherwise) that would endanger their own safety or the safety of anyone else while operating or working on plant,.
- disengage any power source before cleaning, servicing or adjusting a plant and attachment
- report any defects or problems with the plant to a supervisor

Plant Risk Control

- A sample check sheet for plant hazard identification, risk assessment and risk control is filed in the Equipment Register section of the kit.

Topic P02: Forklift Safety

The Problem

Forklifts are highly maneuverable items of plant that have been designed for a particular purpose. They can be extremely dangerous when driven by untrained operators.

The main causes of accidents with forklifts are

- Untrained operators
- Poor visibility
- exceeding safe operating speeds, (which will depend on conditions, load, terrain, etc.).
- lack of concentration on the job

These can result in collisions, rollovers and operators being ejected.

Because of its mobility and convenience, some people climb on top of a forklift, on the side or cage roof, to get stock or anything else down from racking. For similar reasons of convenience, people are often transported or lifted to a height without seats or work platforms creating a high risk of falls.

Forklifts are also used for 'pushing' stock, bins, or other items. This creates accelerated wear on vital components such as the tyres.

Legal Requirements

Regulation Division 3 covers Plant in the workplace and in particular:

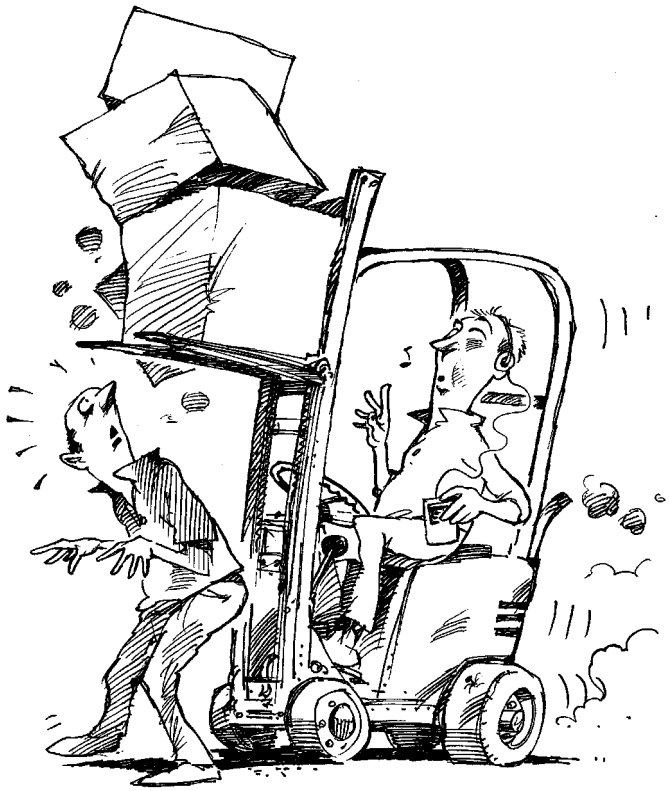
- employers must have documented evidence to show that drivers meet training competency requirements before allowing them to operate a forklift. Evidence of competency includes:
  - evidence of being assessed as competent by a registered assessor
  - evidence of training under previous Regulations
  - training under direct supervision and in possession of a training log
- forklifts must be fitted with overhead protective cabs to protect drivers from falling objects.
- forklifts must be maintained in good working order and condition
- loads to be moved must be within the forklift's weight-carrying capacity
- forklifts used to lift workers, or as a work platform, must be fitted with a purpose built and approved work platform, secured to the forklift. The platform must be designed, manufactured and used to Australian Standard AS 2359 - Powered Industrial Trucks

Topic P02: Forklift Safety

- areas where non-electric powered forklifts operate must be well ventilated
- if seat-belts are fitted, they must be worn while operating the forklift.
- all warning devices fitted must be operational and effective for the particular environment
- stocks of full gas fuel cylinders must be stored in an upright, secured manner. See information about gas cylinder safety.

Injuries are more likely to occur when

- fork lifts are driven too fast
- operators are unqualified
- operators do not concentrate on the job, or are distracted
- passengers are carried without proper designed seating or a seatbelt
- operators get off the forklift without applying the park brake
- loads are lifted or suspended over people
- loads are higher than the backrest
- forklifts are left unattended with a raised load or work platform
- the load or the environment reduce visibility
- people climb onto the tynes to work



Topic P02: Forklift Safety

Ideas to reduce the risk of injury

- make sure that all operators are properly licensed
- operate forklifts at walking pace
- carry out pre-operational checks
- report defects to supervisors immediately
- do not make unauthorised modifications to forklifts
- use non-electric powered forklifts in well ventilated areas
- ensure engines and catalytic converters are in good condition
- When changing LPG cylinders or refuelling:
  1. Do it in a well ventilated area
  2. Turn off ignition
  3. No smoking or naked flames
  4. Return empty cylinders to storage area
  5. Check all connections and cylinder securing devices
  6. Check for leaks.

Also, remind workers to

- read through the operating instruction manual before first use of an unfamiliar machine
- concentrate on the job at hand
- not exceed the weight carrying capacity of the forklift
- use a purpose-built platform, securely attached to the forklift, to lift people
- always operate at a safe speed, which is generally walking pace

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Safety Checklist P02

Duty of Care ⚖ Specific requirement

Topic: Forklifts (includes Tractors used as forklifts)

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 6.4.15.	1. Are your forklift operators licensed? • a Certificate of Competency ; or • proof of competency before 1987					
⚖ See Reg 3.2.26.	2. Have you ensured that forklifts are fitted with over-head protective cabs to protect drivers?					
⚖ See Reg. 3.2.29.	3. Are seat belts fitted? • Do operators always wear them while operating the forklift?					
	4. Are safety devices, like flashing orange light and reversing buzzer, fitted?					
⚖ See Reg. 3.2.29.	5. Are all forklifts maintained in good working order and condition according to manufacturer's specifications?					
⚖ See Reg 3.2.29.	6. Are loads within the load carrying capacity? (NB: The weight carrying capacity should be marked on the forklift.)					
⚖ See Reg 3.2.29.	7. If persons are to be lifted, are they lifted in an specifically designed work platform?					

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Safety Checklist P02

■ Duty of Care ⚖ Specific requirement

Topic: Forklifts (includes Tractors used as forklifts) continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 3.2.29.	8. Is the work platform secured to the forklift?					
⚖ See Reg 3.2.29.	9. Is the area where non-electric forklifts operate well ventilated?					
■	10. Is the area where the forklift operates clear of any obstructions or hazards that may hinder the safe operation of the forklift (eg pot-holes, overhead cables or wires poor storage)?					
■	11. Are work areas, where forklifts operate properly marked out with yellow lines and signs? • Workers need to be informed about fork lift operations and any pedestrian safeguards					
■	12. Are all operators instructed in the features of the particular forklift that they are to use on your property prior to using them (eg. 'walked through' the operators manual)?					
■	13. Are all operators instructed to conduct a pre-operational check of their forklift prior to starting for the shift? (See operator's manual for any specific instructions)					
■	14. Do all operators conduct a pre-operational check prior to starting for the shift?					

Topic P03: Traffic Control

The Problem

Traffic is constantly entering and leaving packing sheds during busy production periods. The condition of vehicles can vary greatly as some are only used at a specific time of the year.

People in or around packing sheds can be at risk by the presence of highly mobile traffic continually entering and driving around the packing shed. These risks are heightened during school holidays with children on properties

The Solution

- Both traffic and pedestrians around packing sheds must be controlled, and must be clearly visible to each other to avoid collisions
- entrances and exits must be clearly marked and signed with a property speed limit and warnings of any potential hazards, such as children, workers, or other vehicles etc

- doorways and corners should be kept clear of materials, bins, other vehicles etc and any hazardous conditions or locations should be sign-posted
- areas around the packing shed may need fencing to separate pedestrian traffic and vehicles
- vehicles must be regularly maintained to the manufacturer's specification to ensure a safe level of operation
- roadways and signs should be regularly inspected and maintained to ensure that they are in a safe condition and that signs truly reflect the safety aspects of the location
- all mobile plant or vehicle operators must be licensed, and must receive supervision and instruction as to safety aspects of the property, workers and visitors.

Topic P03: Traffic Control

Legal requirements

- Under section 19 of the OHS&W Act employers must provide a safe workplace.
- Regulation Division 2.1 places the responsibility on the employer to provide a safe method of access and egress and the ability to move around the packing shed safely

Injuries are more likely to occur when

- Unlicensed or inexperienced people operate plant and vehicles
- children have unrestricted access to the packing shed
- vehicles are not regularly checked and maintained
- entrances and exits to packing sheds are partly obscured by bins and other equipment
- visitors are not aware of local traffic hazards
- hazardous situations at packing sheds are not signed correctly
- driving from bright sunlight into a dark packing shed or workshop, because the driver's vision can be severely reduced briefly, putting others at high-risk of injury

also, ensure your workers are aware that:

- operators must be licensed for the plant or vehicles they operate
- they must carry out safety inspections prior to operating the vehicle
- local traffic signs and instructions must be obeyed
- they must report any unsafe traffic conditions or locations around the packing shed to a supervisor
- they must follow all safe work procedures developed for the safe operation of vehicles and the safety of other workers, visitors and workers
- it is essential to drive to suit the local conditions at the time
- passengers must not be carried, except in authorised and safe situations.

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Safety Checklist P03

Topic: Traffic Control

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.16.1(2) 1.3.4	1. Do operators have the licences, certificates & skills for the particular vehicle being operated?					
⚖ See Reg 2.16.1(2) 6.4.15(1)	2. Do you regularly check licences of workers to ensure that they are valid? • This includes seasonal workers' drivers licences as well as regular workers' forklift licences etc.					
⚖ See Reg. 3.2.26	3. Do you check that the vehicles are suitable for the work environment and are regularly inspected and maintained?					
■ See Act.19(1)	4. Are seasonal workers' vehicles inspected prior to authorisation for use on the block?					
⚖ See Reg. 2.16.1(4)	5. Are speed limits sign posted throughout the site?					
⚖ See Reg 2.16.1(1)	6. Are the posted speed limits safe for the work environment?					

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Safety Checklist P03

Duty of Care ⚖ Specific requirement

Topic: Traffic Control continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.16.1(4) 1.3.4	7. Are warning signs clear for the work environment and in a language that is meaningful for workers? • Warning signs would include signs to indicate blind corners, traffic direction, forklifts entering and exiting buildings, pedestrians etc. • Warning signs may need to be various languages for workers to understand					
■ See Act.19(1)	8. Are roadways regularly inspected and maintained? • Inspections should also be performed after heavy rains. Roadways should also be constructed for type of traffic that will be using it.					
■ See Act.19(1)	9. If roadways are constructed of dirt could dust cause an accident? If yes then • reducing the speed limit, • watering the roadway, or • placing a compacted layer of quarry rubble could be ways to reduce the dust.					

Topic P04: Electrical Safety

The Problem

Many people perform unauthorized repairs and alterations to electrical equipment even though they do not have the license or special skills required to perform electrical work.

Workplace accident data identifies that a significant number of electrical accidents are caused by faulty wiring and electrical installations. Some of these faulty repairs and alterations go unnoticed for years, until someone provides the link that results in an electrocution and loss of life.

Overloaded installations cause other problems. They can occur when there are too many appliances on a circuit being used at the same time, or when heavy-duty equipment is used on a circuit not designed to supply the required electricity.

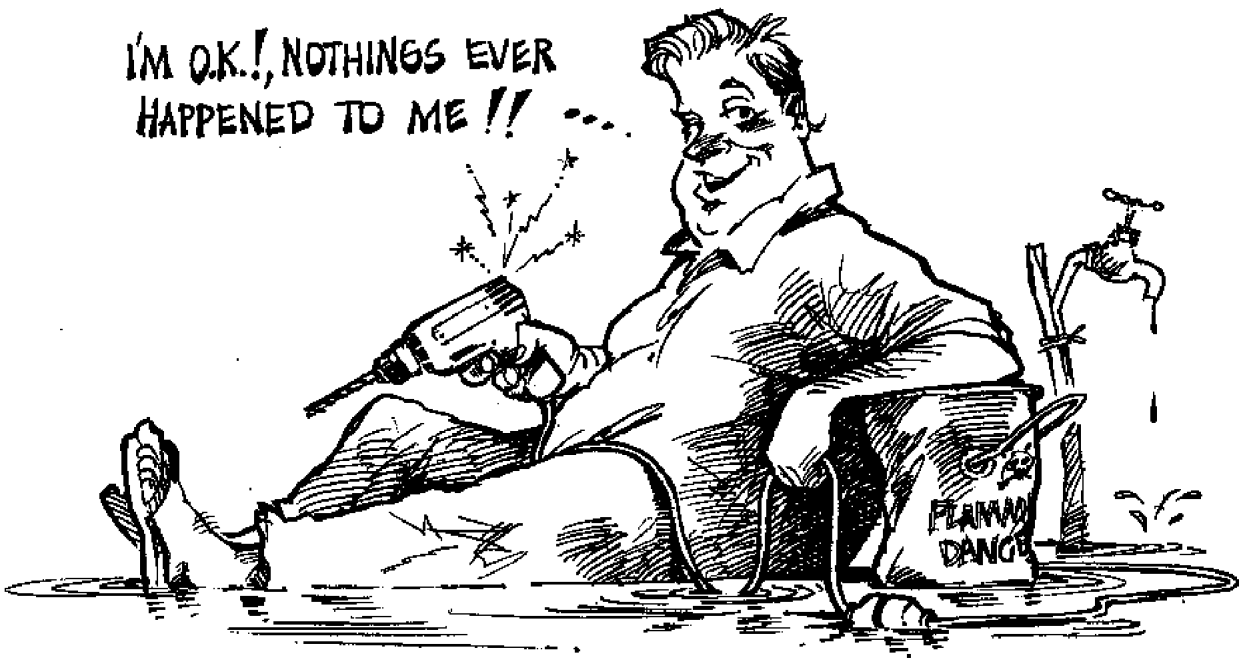
Legal requirements

- The OHS&W Act Section 19 requires employers, owners and occupiers to maintain a safe work environment. This includes safety of electrical power supplies.
- Regulation Division 2.5 sets out the detailed requirements for electrical safety.
- All electrical work performed on electrical appliances installations by registered electrician only.
- All moveable electrical equipment connected to either a portable or non-portable RCDs. This includes items such as hand held power tools, appliances in wet areas, extension cords.
- Non-portable RCDs are kept in a safe operating condition and tested on a regular basis by a qualified person:
  - on a three-monthly by means of the built-in test facility
  - in accordance with the maintenance test procedure in AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment.
- Portable RCDs must be tested before being first used on any day by means of the built-in test facility and in accordance with AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment.
- Records of the results of each test carried out for RCDs kept for a period of at least five years from the date of the test.

Topic P04: Electrical Safety

Injuries are more likely to occur when

- fixed wiring, electrical cords or equipment has been installed, altered or repaired by anyone other than a registered electrician
- damaged equipment, wiring or fittings are used
- there are unprotected wires near plugs
- too many appliances are used at once, overloading circuits
- fuses or circuit breakers with incorrect ratings are used
- people work too close to overhead power lines
- earth connections on fixed electrical items are corroded or not properly connected
- extension cords have damaged insulation
- electrical equipment is used in wet areas



Topic P04: Electrical Safety

Ideas to reduce the risk of injury

- Develop and use a system of regular inspections to identify electrical hazards
- Only properly qualified workers undertake electrical installations, extensions, alterations and repairs.
- Make sure Residual Current Devices (RCD) are used
  - RCDs used to be called Earth Leakage Circuit breakers. They can be either portable (plug directly into a power outlet on a wall), or non-portable (fixed in the fuse box of a building or built into a power point).
  - While RCDs provide an increased level of protection from electrocution they DO NOT offer 100 per cent protection. That is why it is vitally important for other safety precautions to be taken when work with or around electricity.
  - Be aware that a circuit breaker is not an RCD. Circuit breakers operate when a circuit is overloaded with current (too much current), protecting the circuit and the equipment, but not the worker. RCDs operate when a small current leaks out of the circuit to earth, (which could be through a worker's body
- regularly check all portable electrical equipment and have the necessary repairs carried out
- also regularly remind workers to:
  - Make sure RCDs are used with all moveable electrical equipment and plugged directly into the power outlet
  - report all electrical faults to a supervisor immediately
  - workers must know how to test any portable RCD they are about to use, and tests must be carried out every day before using the equipment
  - do not work or stand in wet areas while using electrical equipment.

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Safety Checklist P04

Topic: Electrical Safety

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.5.2.	1. Did a registered electrician install wiring to your packing shed to Australian Standard 3000 SAA Wiring Rules? • If not, get a registered electrician to check the wiring and modify if necessary. • Obtain a Certificate of Compliance confirming the wiring complies with AS 3000.					
⚖ See Reg 2.5.2.	2. Do you ensure a registered electrician does all modifications and repairs to the electrical wiring and a Certificate of Compliance is issued?					
■	3. Are all overhead power lines located clear of moving machinery?					
■	4. Are your electrical wiring, power points and switches, protected from: • Accidental impact? • Exposure to moisture and dust?					
■	5. Can the power supply be easily turned off in an emergency? • Is the isolating switch clearly visible and easy to access?					

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Safety Checklist P04

Duty of Care ⚖ Specific requirement

Topic: Electrical Safety continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	6. Do you visually check the condition of moveable electrical equipment, power cords and plugs regularly, and repair or replace them if necessary?					
■	7. Have you ensured work involving electrical equipment is not performed where there is a wet surface or water? • Residual Current Devices must be used at all times!					
	8. Have you instructed all workers in the safety procedures to be followed when using electrical equipment, extension cords and hand tools?					
⚖ See Reg 2.5.4.	**Residual Current Devices - RCD** (Previously known as Earth Leakage Circuit Breakers - ELCBs) 9. Does either a portable or non-portable RCD protect all moveable electrical equipment? • This includes items such as hand-held power tools and extension cords.					
⚖ See Reg 2.5.4.	10. Do you have a schedule for testing all RCDs, electrical power cords and hand held electrical equipment? • The schedule must name who is competent to perform the testing.					

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Safety Checklist P04

Duty of Care ⚖ Specific requirement

Topic: Electrical Safety continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.5.5.	11. Have you ensured non-portable RCDs are kept in a safe operating condition and tested: • on a three monthly basis by means of the built-in test facility (eg button)?					
⚖ See Reg 2.5.5.	12. Where you have a portable RCD, have you ensured that it is tested: • before it is first used on any day by means of the built-in test facility? • in accordance with the testing schedule drawn up for you by a registered electrician?					
⚖ See Reg 2.5.5.	13. Do you get written confirmation about the test results and any recommendations?					
⚖ See Reg 2.5.5.	14. Do you keep records of RCD test results for at least five years from the date of the test? • This is not required for the first test of the day with the built-in test facility for portable RCDs.					

Topic P05: Ladder Safety in packing sheds

Ladders

Falls from ladders used in packing sheds can result in serious injuries and high costs to the business. Injuries arising from falls from ladders may include:

Bone fractures	Internal bleeding
Muscle ruptures and tears	Bruising
Death	Head Injuries
Tendon and ligament tears	Cuts and abrasions

Legal Requirements

- Employers have an obligation under Section 19 of the OHS&W Act to provide, as far as reasonably practicable a safe working environment, safe systems of work and plant and equipment in a safe condition.
- Under OHS&W Regulation 2.13: Prevention of Falls, employers must take steps to protect people from the risk of falls. This includes falls from ladders.

Injuries are more likely to occur from falls off ladders when

- ladders are used or climbed incorrectly ie: overloading, over-reaching
- ladders are set-up incorrectly ie: unstable footings, collision with traffic, not 4:1 angle ratio
- incorrect ladder is selected for the job
- workers are not trained or supervised in the use of ladders
- ladders are poorly maintained
- people using ladders are tired, or otherwise ill or unfit to work at heights, ie subject to fainting, using medicine, alcohol, are physically impaired, or suffer from epilepsy, fear of heights and/or vertigo
- Ladders do not comply with Australian Standard AS 1892 for Portable Ladders (See checklist)
- there is a poor hazard management procedure in place, ie hazards are not identified or effectively eliminated or minimised (see checklist).

Topic P05: Ladder Safety in packing sheds

Ideas to reduce the risk of injury from falls

- train and instruct workers on safe set-up, climbing and use of ladders
- investigate all falls thoroughly to ensure hazards are eliminated or minimised
- select ladders to best suit the job
- inspect ladders before use to ensure they are in a safe and sound condition
  - Material – Are ladders made from durable and corrosion resistant materials?
  - Manufacture and finish - Are ladders free of sharp edges and burrs, fixings of bolts and rivet holes accurately located and within tolerances, and welds are of sound quality?
  - Feet – Are feet made from a material that resists deformation or slipping, feet securely fixed to stiles but may be removable?
  - Treads and Rungs – Are the working surfaces of treads/rungs of maximum size and suitable shape as practicable to minimize the possibility of slipping? Are treads corrugated, serrated, knurled, dimple or coated with a skid resistant material?
  - Spacing – Are treads and rungs uniformly spaced between 248mm to 306mm?
- Check all ladders to make sure that they comply with AS 1892 Portable Ladders.

The following are the general requirements outlined in the standards:

- Marking/Labeling. Ladders should be marked with the following details:
  - manufacturer's name
  - load capacity (Industrial - not less than 120kgs)
  - working length of ladder
  - for metal ladders (or ladders with a wire reinforcing strip) marked with 'DO NOT USE WHERE ELECTRICAL HAZARD EXISTS'
  - for stepladders, with 'TO BE USED IN THE FULLY OPEN POSITION ONLY'
  - a warning against standing so high as to create an unsafe working position:
    - for a step ladder: not on the top two rungs
    - for a ladder: not on the top three rungs
- mark and take any ladders with defects out of service immediately

Topic P05: Ladder Safety in packing sheds

also, remind workers to

- tell a supervisor if they have any illness or injury, or is taking any medication, drugs or alcohol, which may affect their ability to use and climb ladders
- follow any reasonable instruction, training or information provided in the use of ladders
- inspect the ladder to ensure it is in safe and sound condition, before it. Check the rungs/treads, stiles/side rails, fittings, spreaders and feet to ensure they are not worn, cracked corroded, broken, split etc.
- report any defects or damage to ladders to a supervisor immediately. Mark the ladder with a DO NOT USE tag, so no one else uses it
- report any hazards or unsafe situations to a supervisor
- set-up the ladder safely:

- do not use a metal ladder where an electrical hazard exists
- ensure ladder is free of obstructions and traffic
- ensure feet are on firm and stable footing to prevent slipping
- set ladder up at a angle ratio of 4 up to1out
- ladder should extend at least 1 metre above the platform to be reached or above the highest rung upon which a worker must stand

Topic P05: Ladder Safety in packing sheds

- use safe climbing and working practices on ladders:
  - face the ladder when climbing and ensure both hands are free to grip the ladder.
  - keep your body between the side rails.
  - keep the ladder close to the work.
  - do not overreach,. It is better to climb down the ladder and move it to a better position.
  - do not stand higher than the tread or rung indicated on the ladder as the highest standing level.
  - do not jump down off the rungs/treads to the ground.
- wear fully enclosed non-slip shoes when using ladders to ensure a good grip on treads.

Master copy. Make photocopies for general use.

Safety Checklist P05

Topic: Ladders

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	1. Are workers properly instructed, trained and supervised in the selection, inspection, set-up, climbing, use, maintenance and storage of ladders?					
■	2. Do you assess jobs to ensure the correct ladder is used and that using a ladder is the safest means of access?					
⚖ See Reg 2.13	3. Do all your ladders comply with the Australian Standard (AS) 1892 for Portable Ladders?					
⚖ See Reg 2.13 (10)	4. Are all your portable ladders marked permanently with the following information and in a prominent position as per AS-1892 for Portable Ladders? (See information sheet for details)					
	5. Do you thoroughly inspect all ladders? • When purchased, received and put into service? • Before each use? • After mishaps, drops and impacts? • Periodically, ie every 3months?					
	6. Are defective ladders marked with a danger tag and taken out of service immediately for repair by a competent person, or destruction? • Are workers aware of this procedure and what to do if they find a defective ladder?					

Topic P06: Heat Stress (Packing shed)

The Problem

A worker may develop heat stress if their body's cooling process cannot cope with the heat load generated.

Normally, on hot days workers will become heated and will sweat. The evaporating sweat has a cooling effect on the body, which helps to keep it from overheating.

For sweating to work effectively, workers must drink enough fluid to replace the evaporated sweat. Dehydration will occur if too little water is consumed.

Workers also need to wear clothing that is loose enough to allow some airflow so that evaporation can take place.

If the sweat cannot evaporate the body temperature increases and heat stress may develop. Reasons for lack of sweating include:

- worker becomes too dehydrated to sweat
- clothing is too tight
- humidity is very high
- there is no air flow

Heat stress can also develop if the environment is simply too hot (eg, a very hot day on the block).

Workers are more at risk of being affected by heat if they:

- are overweight
- are unfit
- are not used to working in heat
- are generally unwell
- have a hangover
- are taking antihistamines
- are taking medicines for heart disease.

Topic P06: Heat Stress (Packing shed)

What are the symptoms of heat stress?

- Symptoms of mild heat stress are: feeling tired and weak, muscle cramps, feeling sick or vomiting.
- More severe symptoms are: headache, rapid pulse, sweats, and feeling irritable or confused, and blurred vision.
- Heat stress that progresses further can lead to unconsciousness and death.

Ideas to reduce the risk of heat stress

- do heavy physical work in the cooler parts of the day
- give workers breaks from heavy physical work by using job rotation, sharing the job, changing to a lighter job or having a work break
- people not used to working in heat should build up to a full workload gradually over a week

- drink enough fluid eg 2 to 3 glasses of cool water an hour
- wear loose clothing (If in the sun, wear full length and light coloured but close-weave clothing to keep out ultra-violet light.)
- promote extra air flow, eg open doors in sheds, use fans or rotating air vents etc
- sheds with roofs of shiny zincalume or white-painted colourbond reflect heat and stay cooler than those with unpainted, weathered corrugated iron roofs

Topic P06: Heat Stress (Packing shed)

also, remind workers to:

- not wear loose fitting clothes where there is a risk of entanglement in machinery
- take a short break every hour in hot weather
- let a supervisor know before start work if a worker :
  - has any health condition that may increase risks of heat strain eg, a heart condition, diabetes, a fever, vomiting or diarrhoea
  - is taking any medication that may increase risks of heat stress eg antihistamines or medicines for heart disease (please check with a doctor).

Heat stress signs and symptoms

Heat Illness	Signs and symptoms
Heat Cramps	Muscle cramps, nausea or vomiting, tiredness, dizziness or weakness, moist cool skin
Heat Exhaustion	Headache, weakness, thirst, fatigue, nausea, stomach and muscle cramps, shortness of breath, muscle weakness, sweating a lot, lack of co-ordination, pale, cool and clammy skin, rapid pulse, possible confusion or irritability.
Heat Stroke	Headache, nausea and/or vomiting, not sweating/ hot dry skin, dizziness, visual disturbance, irritability, mental confusion, aggression, seizures, loss of consciousness.

Topic P06: Heat Stress (Packing shed)

First aid for heat stress

- For heat cramps
  - sit or lie down in a cool place
  - loosen any tight clothing
  - drink plenty of cool water
- For heat exhaustion, do the above, plus also
  - remove excess clothing
  - cool the body by sponging
    or spraying with water and fanning

NOTE: medical help may be required for heat exhaustion

- Get medical help urgently if the person:
  - does not recover within a few minutes
  - vomits, and cannot keep fluids down
  - is acting strangely
  - is unconscious
  - has the signs and symptoms of heat stroke.

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Safety Checklist P06

Topic: Heat Stress

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.2.7	1. Do you provide all workers with water that is suitable for drinking (eg, cool, potable and at least half a litre each per hour during hot weather)?					
■	2. Is there adequate ventilation and airflow in the packing shed? (See Information Sheet)					
■	3. Where possible are heavy jobs rotated among staff and done in the coolest part of the day?					
■	4. Are workers directed to take extra breaks during hot weather? (eg 5 to 10 minutes every hour)					
■	5. During hot weather, are workers reminded what to do to reduce the risk of heat stress (eg wear loose clothing, drink frequently, take breaks in shade)?					
■	6. Are workers reminded of the signs, symptoms and first aid treatment of heat stress? (See Information sheet)					
■	7. During hot weather are workers told who to report to if they or a co-worker are feeling ill?					

Topic W01: Eye Safety (Workshop)

The Problem

Eye injuries are very common in workshop environments where hand tools and machinery are used. Eye injuries are also common in dusty work environments, and where chemicals are used. Strong light sources also cause injuries.

Many injuries occur because eye protection is not used, either because the employer does not supply the protective equipment or because workers forget or don't use protection that is provided.

Injuries also occur when people are wearing the wrong eye protection for the task they are doing (e.g. wearing safety glasses instead of goggles or a full face shield when pouring chemicals, or wearing low impact resistance glasses where a high impact design is best. Eye wear that does not fit the contours of the face is also a source of injury. Workers select and use the recommended design but, because it doesn't fit the facial contours, particles get into the eye.

Many employers and workers simply do not recognise the need for eye protection. This is often because they do not identify tasks in the workplace where eye protection is a priority, or have no procedures for ensuring that eye protection is part of the ongoing OH&S program.

Legal requirement

- Section 19 of the OHS&W Act places the responsibility on employers to provide a safe workplace, safe work procedures and safe plant and equipment. This includes minimising the risk of eye injury.
- The Regulations Div 1.3 require employers to identify, assess and control all foreseeable hazards associated with work.
- Divisions 2 & 5 of the Regulations also highlight the need for eye protection

Topic W01: Eye Safety (Workshop)

Eye injuries are more likely to occur because

- Hazardous tasks are not identified so workers are not provided with eye protection equipment
- employers do not enforce wearing safety glasses
- workers are not trained or instructed in selecting, fitting, cleaning or storing safety glasses
- the eye protection equipment selected is not right for the task or does not fit the facial contours, so that twigs or dust etc enter the eye through gaps around the eye protection, or from the side when side shields are not fitted
- fragments of metal, wood or stone fly off when grinding, hammering etc. These can scratch or cut the eye, or remain in the eye as a foreign body. A fragment may penetrate the eye and be embedded in it
- welding emits ultraviolet, visible and infra-red radiation, and hot metal splashes. Exposing eyes to ultraviolet radiation can produce a painful inflammation known as arc eye or welding flash. Intense visible light from lasers or gas welding can result in ‘dazzle’ with temporary loss of vision or more permanent damage to the retina. Infra red radiation can lead to the development of cataracts
- chemicals enter the eyes from splashes, rubbing with chemically contaminated hands or gloves, or from vapours and mists
- compressed air is used in the workshop and workers use it to clean down equipment, work benches and themselves

Topic W01: Eye Safety (Workshop)

Ideas to reduce the risk of eye injury

- use a consultative inspection process to identify all tasks where there is a potential for eye injury
- Eye protection such as safety spectacles, goggles, face shields or helmets can prevent the vast majority of eye injuries. The type of protection that should be worn depends on the work being done and is described below
- when buying eye protection products make sure they comply with Australian/New Zealand Standards 1336, 1337 or 1338.

- Protecting eyes when welding
  - Use the correct filters for the type of welding being done to prevent harmful radiation entering the eyes. Ask your supplier which filter is best for your work
  - use a full helmet or a hand shield when welding. Goggles with filters are only suitable for observers who are more than 3 metres away
  - It is good practice for welders to wear safety spectacles with side shields underneath helmets to provide increased protection from flying particles.
  - refer to the welding information sheet in this kit (W05) for more information about welding.

Topic W01: Eye Safety (Workshop)

• Protect eyes from flying particles

Safety eyewear products are marked according to the type of protection they give

- eyewear that gives protection from low velocity fragments (from work such as chipping, riveting, hammering, handling wire, brick cutting etc) are marked “HT” or “CT”. These include various styles of safety spectacles, safety clip-ons, and goggles or, where protection of the face and neck is also needed eye shields, face shields, hoods and helmets
- eyewear that gives protection from medium velocity particles (eg from scaling, grinding, machining metals and woodworking machinery) are marked “I” and include wide vision goggles, face shields, hoods and helmets.

Topic W01: Eye Safety (Workshop)

- Protecting eyes from chemicals
  - Face shields, hoods or wide vision goggles with indirect ventilation, all splash-resistant and marked “C” will protect the eyes from chemical splashes when mixing or pouring chemicals.
  - Also remember: Chemicals can enter and harm the body when absorbed through the skin, taken in by mouth or when vapors are inhaled. Additional protection for the face may be needed when there are harmful gases or vapors present. Gloves, long sleeves and long trousers should also be worn.

Talk to your supplier and read the Material Safety Data Sheet (MSDS) for each chemical. Also read the chemicals information sheets in this kit

- Protection for people wearing prescription glasses or contact lenses
  - Ordinary prescription glasses generally do not prevent eye injuries. Safety goggles that fit over glasses or safety lenses that clip onto glasses must also be worn. Another option is to have prescription lenses made with hardened plastic and fitted into the frames of safety spectacles or goggles
  - contact lenses do not give protection from eye injuries – in fact there can be more harm if dust or chemical splashes enter the eye. The contact lens can draw in and concentrate a chemical under the lens.

It is most important for people wearing lenses to wear the correct eye protection.

Topic W01: Eye Safety (Workshop)

First Aid for Eye Injuries

- For cuts and scratches, foreign bodies and embedded or penetrating objects:
  - Do not rub eyes. This applies to all eye injuries.
  - Do not try to remove foreign bodies embedded in the eye or resting on the coloured part of the eye.
  - Flush out loose particles with sterile saline or clean water.
  - Where the eye is damaged or an object is embedded in it, cover both* eyes lightly with pads or eye shields** and secure with adhesive tape. Transport to medical treatment (doctor or hospital) as soon as possible.

* If the good eye moves to look at something, the injured eye will move along with it, even if it is covered. So to prevent movement of the injured eye, both eyes must be discouraged from moving.

** An eye shield prevents direct pressure on the eyeball. (The bottom half of a clean, plastic drink cup can be used as an effective eye shield).

- For chemicals:
  - Immediately flush the eye with clean, running water for at least 15 minutes. Hold eyelids apart if necessary (with clean fingers).
  - Then get medical treatment.
- For 'arc eye?' (welding flash):
  - See your doctor. Treatment will vary depending on the severity of the burns – local anaesthetic, eye drops or hospital admission may be needed.
  - In mild cases flushing eyes with sterile saline or cooled boiled water, and staying indoors and wearing dark glasses may relieve symptoms.

Note:

- Symptoms may not occur for 4 – 12 hours after the flash.
- emergency eye wash equipment is available, ranging from large, gravity-fed plumbed in or portable units to low-cost hand-held, squeeze-bottles of about one litre capacity

- Workers must contact _____ if an eye injury occurs.

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Safety Checklist W01

Topic: Eye Safety

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■ See Act.19(1)	1. Have you identified all tasks where eye protection is needed and what type of eye protection is best for each task?					
⚖ See Reg 2.12.1	2. When handling chemicals in the workshop do you and your workers use eye and face protection?					
⚖ See Reg 2.12.1	3. When doing work where particles (eg metal, wood, or stone) could fly off, do you and your workers wear high impact eye protection?					
⚖ See Reg 2.12.1	4. When welding, do you and your workers wear UV and heat resistant eye protection? (Eye and face protection must comply with AS/NZS 1338.1)					
■ See Act.19(1)	5. Are workers reminded of how to reduce the risk of eye injuries and what to do if someone has an eye injury in the workshop?					
■ See Act.19(1)	6. Are workers told who to report to in the event of an eye injury?					
■ See Act.19(1)	7. Do you ensure that workers wearing prescription spectacles or contact lenses also wear additional eye protection?					

Topic W02: Grinder Safety

Grinders can cause injuries

Bench, pedestal and portable grinders are hazardous tools that can cause severe injuries when not used correctly or maintained in good condition.

Grinders are very hazardous when used by untrained or inexperienced workers.

Hazards from grinders include:

- eye injuries from flying particles
- nip type injuries from fingers getting caught in guards and between poorly adjusted tool rests (the small flat bed immediately in front of the grinding wheel).
- open wounds and bruises from disintegrating wheels and flying objects
- using the wrong type of wheel for the task.
  E.g. using a cutting wheel for grinding

Legal Requirements

The Regulations, Div 3.2 place the duty on the employer to ensure workers are safe when using plant, including grinders. Whilst not specifically detailed in the Regulation, the following applies

- Safety glasses/face shield must be readily available, in good condition and hygienically clean (if shared) and used
- Operators must be instructed how to use grinders correctly
- grinders must be located in a position that does not endanger other people, eg., a separate area or designated lines on floor (sunflower yellow 50 mm wide) to keep other people away from the danger zone
- bench grinders must be fixed to a stable bench or stand
- safety shields must be fitted, used correctly and be in good condition so as to provide a clear view of the task. Shields must have mounts that allow the operator to adjust them easily
- wheel guards must be in good condition and effectively secured in place
- start/stop switches or buttons must be in good operational condition
- signs that instruct the operator to use glasses/face shield must be readable and properly located.

Topic W02: Grinder Safety

Injuries are more likely to occur when

- untrained operators use the grinder
- workers do not use protective equipment when operating the grinder
- grinding wheels are in poor condition, eg. broken surfaces, ruts in wheel surface
- the wheel fitted is not suitable for the speed of the machine
- the wheel is not designed for the type of material being ground
- toolrests are poorly adjusted - there should be no more than 1.5 mm clearance for the wheel, and the toolrest surface should be set level with the horizontal centre line of the spindle
- guards have been removed or not secured

Ideas to reduce the risk of injury

- Make sure workers have been trained and are authorised to use the grinder by the supervisor
- always carry out the manufacturer's pre-operational check before using the grinder
- always wear safety glasses/face shield and hearing protection when using the grinder
- ensure no other person enters the danger zone, or distracts the operator
- material – refer to operators manual
- report any equipment defects to a supervisor immediately or fill out a hazard report form and take the equipment out of service

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Safety Checklist W02

Topic: Grinders

▮ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Sect. 19	1. Are operators instructed in correct use of grinders and the use of eye and hearing protection?					
⚖ See Reg 3.2.25.	2. Is the grinder located in a position that does not endanger other people?					
⚖ See Reg 2.12.	3. Are safety glasses/face shields readily available? • Are lenses in good condition? • Are they hygienically clean (if shared)?					
▮ See Sect. 19	4. Are signs in place instructing workers to use glasses/face shields while operating the grinder?					
▮ See Reg 3.3.3(4)	5. Are safety shields in good condition to allow for clear vision? • Are they easily adjustable?					
⚖ See Reg 3.3.3 (5).	6. Are wheel guards in good condition and effectively secured in place?					

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Safety Checklist W02

Topic: Grinders continued

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
■	7. Are the toolrests in good condition? • See information sheet about no more than 1-5 mm clearance, secured during operation, toolrest position?					
■	8. Are the grinding wheels in good condition? • Are they dressed to suit the speed of the machine, designed for the type of material?					
⚖ See Reg 2.5.2.	9. Is the start/stop switch or buttons in good operational condition?					
■	10. Is the 'start' button coloured green, and recessed to avoid accidental starting?					
■	11. Is the 'stop' button coloured red, and a protruding mushroom type, to allow for ease of operation?					
■	12. Have other workers been made aware not to approach operators?					
■	13. Are the electrical wiring, power points and switches, protected from accidental impact damage and exposure to moisture and dust?					
■	14. Can the power supply be easily turned off in an emergency, ie, is it clearly visible and easy to access?					

Topic W03: Electrical Safety

The Problem

Many people perform unauthorized repairs and alterations to electrical equipment even though they do not have the necessary license or special skills required.

A significant number of electrical accidents are caused by faulty wiring and electrical installations. Some faulty repairs and alterations may lay unnoticed for years, until someone provides the link that results in an electrocution and possible loss of life.

Overloaded installations occur when there are too many appliances on a circuit being used at the same time, or when heavy-duty equipment is used on a circuit not designed to supply the required electricity. Fires and machinery breakdowns can occur.

Legal Requirements

The OHS&W Act and Regulations place the duty on the employer to use a competent person to carry out all work on electrical supply circuits. Employers are also required to ensure that workers are protected by the use of residual current devices (RCD). In particular:

- Registered electrician must carry out all electrical work performed on electrical appliances or installations
- All moveable electrical equipment is to be connected to either a portable or non-portable RCD. This includes items such as hand held power tools, appliances in wet areas, extension cords.
- Non-portable RCDs are to be tested on a regular basis by a qualified person:
  - on a three-monthly basis by means of the built-in test facility.
  - In accordance with the maintenance test procedure in AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment.
- portable RCDs must be tested before is each first use on any day by means of the built-in test facility and in accordance with AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment.
- Records of the results of each test carried out on RCDs are to be kept for a period of at least five years from the date of the test.

Topic W03: Electrical Safety

Injuries are more likely to occur when

- damaged equipment, wiring or fittings are used
- fixed wiring, electrical cords or equipment has been altered or repaired by anyone other than a registered electrician
- there are unprotected wires near plugs
- insulation on extension cords is damaged
- electrical equipment is used in wet areas
- circuits are overloaded by too many appliances being used at once
- fuses or circuit breakers are incorrectly rated
- working near overhead power lines. Safe distance depend on the voltage of the power line: 240V 2 metres, 66kV 3 metres, 275kV 4 metres)
- fixed electrical items that have poor or corroded earth connections

Ideas to reduce the risk of injury

- Use only properly qualified people to work on electrical installations, extensions, alterations and repairs
- use residual current devices (RCD) as indicated in the Regulations

Note:

RCDs used to be called Earth Leakage Circuit breakers. They can either be portable (plug directly into a power outlet on a wall), or non-portable (fixed in the fuse box of a building or built into a power point).

While RCDs provide an increased level of protection from electrocution they DO NOT offer 100% protection. That is why it is vitally important for other safety precautions to be taken when work with or around electricity.

Be aware that a circuit breaker is not an RCD. Circuit breakers operate when a circuit is overloaded with current (too much current), protecting the circuit and the equipment, but not the worker. RCDs operate when a small current leaks out of the circuit to earth, (which could be through a worker's body).

- Inspect electrical equipment regularly, particularly power cords, hand held electrical equipment and equipment that is moved around and could have a damaged power supply cord as a result
- keep power cords and extension cords off the floor. Power cord droppers or elevating stands minimise the risk

Topic W03: Electrical Safety

- do not operate electrical equipment in wet areas
- attend to all electrical faults immediately and remove faulty equipment from service until a registered electrician effects repairs
- ensure all workers are trained in testing portable RCDs
- ensure all workers are instructed in the safety procedures to be followed when using electrical equipment, cords and powered hand tools.

Also, regularly remind workers to:

- ensure that an RCD is used with all moveable electrical equipment
- report all electrical faults to a supervisor immediately
- test portable RCDs before use every day
- not work or stand in wet areas while using electrical equipment.

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Safety Checklist W03

Topic: Electrical Safety

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.5.2.	1. Was your workshop wired-up by a registered electrician in accordance with Australian Standard 3000 SAA Wiring Rules? If not, it should be checked					
⚖ See Reg 2.5.2.	2. Does a registered electrician do all repairs and modifications to the electrical wiring and issue a Certificate of compliance?					
■	3. Are all overhead power lines located clear of moving machinery?					
■	4. Are your electrical wiring, power points and switches, protected from accidental impact and exposure to moisture and dust?					
■	5. Can the power supply be easily turned off in an emergency? ie Is the isolating switch clearly visible and easy to access?					
■	6. Do you visually check the condition of electrical cords and plugs regularly and replace them if necessary?					
■	7. Have you ensured work involving electrical equipment is not performed where there is a wet surface or water?					
	8. Have you instructed all workers in the safety procedures to be followed when using electrical equipment, extension cords and hand tools?					

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Safety Checklist W03

Duty of Care ⚖ Specific requirement

Topic: Electrical Safety continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 2.5.4.	**Residual Current Devices - RCD** (Previously known as Earth Leakage Circuit Breakers - ELCBs) 9. Have you connected all moveable electrical equipment to either a portable or fixed RCD? This includes items such as hand held power tools and extension cords.					
⚖ See Reg 2.5.5.	10. Do you have a schedule for testing all RCD, electrical power cords and hand held electrical equipment? Your electrical contractor can do it for you.					
⚖ See Reg 2.5.5.	11. Have you ensured **non-portable** RCDs are kept in a safe operating condition and tested: • on a three-monthly basis by means of the built-in test facility (eg button)? • in accordance with the testing schedule drawn up for you by a registered electrician?					
⚖ See Reg 2.5.5.	12. Where you have a **portable** RCD have you ensured that it is tested: • before it is first used on any day by means of the built-in test facility • in accordance with the testing schedule drawn up for you by a registered electrician?					
⚖	13. Has the registered electrician you engaged to carry out RCD testing in accordance with AS 3760 provided written confirmation about the test results?					
⚖ See Reg 2.5.5.	14. Do you keep records of the results for at least five years? NB: • This is not required for the first test of the day with the built-in test facility for portable RCDs. • There is a section in the back of your Growers' OHS Kit to store records.					

Topic W04: Noise Control

The Problem

Noise induce hearing loss is one of the most common occupational injuries and costs Australian industry around $35 million annually in compensation.

Excessive noise damages the delicate nerve cells in the inner ear that transmit sound messages to the brain. The nerve cells are replaced by scar tissue that does not respond to sound. This damage occurs slowly over time and is painless but permanent - there is no cure.

Noise induced hearing loss (NIHL) makes it hard to understand people, hear warning sounds and may cause tinnitus – a distressing condition of ringing in the ears.

Legal Requirements

- When purchasing new plant noise levels must be below 85dB (A) over an 8hr average and below a peak of 140dB. Your supplier should provide this information
- For existing plant, employers must keep noise levels below an 8hr average of 90dB (A) and below a peak of 140dB. (an OH&S consultant or Occupational Hygienist can test your machinery and workplace)
- Employers must identify noise hazards, assess the risks of hearing loss to their workers, and develop controls for noise levels in consultation with workers (use the S.A.F.E. method).

A simple test of the noise level could be:
"Is it difficult for people to have a normal conversion without raising their voices when they are only one metre apart? If so there may be a noise problem."

A trained person can conduct more accurate noise surveys.

- Noise control measures include eliminating the noisy plant, substituting a more quiet machine, building a noise absorbing shroud around the noisy plant area, housing the noise source in a room away from workers, wearing hearing protection equipment, (plugs or muffs).

Topic W04: Noise Control

Noise induced hearing loss injuries are more likely to occur when:

- noise assessments have not been carried out
- hearing protection equipment is not provided where a noise problem exists
- the wrong type or grade of hearing protection equipment is in use
- employers do not make sure that workers wear the hearing protection supplied
- workers are not trained or informed about hearing loss and how to fit, maintain and store hearing protection equipment
- noise from plant is not controlled by regular maintenance of engines and compressed air systems or installation of acoustic insulation panels.

Ideas to reduce the risk of injury

Use the S.A.F.E. hazard management method to:

- Identify noisy plant. Generally, workers together with their supervisor would be the best people to identify if there is a problem. Survey the workplace, the equipment (e.g. compressed air supplies) and the machinery
- Assess the risk from the noisy plant. Once a noise source has been identified assess the risk associated with the problem by considering the noise level, number of people exposed, length of time of exposure etc.
- Develop control measures in consultation with the workers:

Control measures should be considered in the following order of application:

- elimination of the noise source. This completely removes the noise hazard, and therefore the risk of exposure to the noise hazard. This is the ideal control solution
- substitution involves replacing noisy plant with quieter plant
- engineering controls should be designed to control noise at the source. This may include damping noisy panels, using nylon instead of metal gears in machinery, altering the noise path by using noise barriers, such as partitions to reduce the noise reaching the worker

- administrative noise controls include job rotation and changing work practices to reduce the amount of time workers are exposed in the noisy area, and therefore their daily noise dose
- personal protective equipment such as ear plugs or muffs should be considered a last resort, to be used only if other control options are not practical, or as a temporary measure until a permanent solution in installed

  When selecting hearing protection check to make sure the rating of the protection will achieve the required results. Workers should be trained in the selection, use and maintenance of the equipment

- wear hearing protection where necessary

- pre-employment hearing tests establish a benchmark for a worker's hearing and so any existing loss can be identified.
- for further information refer to WorkCover Corporation's 'Guidelines for Control of Workplace Noise' and Information Sheets or DAIS Workplace Services Safeguards on Noise Control, available from websites or regional offices.

Also, remind your workers to report any suspected noise problems in the work environment to a supervisor

Master copy. Make photocopies for general use.

Safety Checklist W04

Topic: Noise

Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
	1. Have you identified where hearing protection is required in the workplace?					
⚖ See Reg 2.10.3 (3)(e)	2. Have you provided workers with information on noise control techniques and their responsibility to comply with these control techniques?					
⚖ See Reg 2.10.3 (3)(e)	3. Is hearing protection being worn where required?					
	4. Do workers report concerns about noise levels in the workplace?					
⚖ See Reg 2.10.3(1)	5. Have noise levels been measured in the workplace where reports or concerns have been raised?					
⚖ See Reg 2.10.3(3)	6. Where noise levels are high or over 90dB(A), have you implemented control measures to protect workers?					
⚖ See Reg 2.10.3 (3) (d)	7. Do you perform regular inspections of noise control techniques? • Routine inspections will ensure that the noise is controlled to an acceptable level.					

Topic W05: Welding

Welding is a high-risk task

Welding is one of the higher-risk tasks performed in the industry. The range of possible risks from welding include:

- electric shock – from contact with live components of the equipment or job, wrongly earthed jobs, multiple welders incorrectly set-up
- radiation burns – to eyes and body from ultra-violet and infra red radiation
- body burns – from weld spatter, burned clothing etc
- eye injury – from flying fragments or welding flash
- fire and explosion – welding in confined areas with oxy-acetylene equipment or other flammable material nearby
- asphyxiation – from welding or oxy cutting in a closed space
- illness – from inhalation of metal fumes when welding or oxy-cutting, e.g. zinc fume from galvanised material
- stress/strain injuries to muscles and joints – manual handling of equipment or jobs, poor workplace job design
- other hazards - poor lighting, hot or cold ambient conditions.

Legal requirements

- OHS&W Regulations division 5.9 sets out the requirements to minimise the risks associated with welding and its allied tasks, eg oxy-cutting, brazing etc.
- The Regulation places the responsibility for hazard control, safe plant, and safe work procedures with the employer.
- Direction is given about how to protect people in the workplace, by the use of welding screens, extraction ventilation and in confined spaces.
- Cutting or welding drums or containers previously containing a flammable substance must not be carried out unless the substance has been completely removed including internal fumes and residual film.
- Personal protective equipment must be used.

Topic W05: Welding

Injuries are more likely to occur when

- welding is carried out by unqualified or untrained workers
- hazards associated with the welding task and equipment have not been identified, assessed or controlled
- personal protective equipment and clothing is not supplied or not worn
- welding is carried out in an area containing flammable material
- screens are not used to shield nearby people from exposure to UV or Infra red radiation
- the job is connected to an earth circuit
- work areas are not properly ventilated.
  (Localised fume extraction is essential when welding some materials, especially if galvanised or other coated steel is used).

Topic W05: Welding

Ideas to reduce the risk of injury

- Only trained, competent people carry out welding and its associated tasks
- hazard identification and risk control procedures are applied to all welding tasks, and safe work procedures developed where necessary
- Personal protective equipment must be fit for the job, cleaned, maintained and used at all times when welding
- welding equipment should be regularly inspected and maintained to ensure its safety
- other people must be kept at least 3 metres away from welding operations and protected by the use of efficient welding screens
- welding operations must be performed in properly ventilated conditions, using localised extraction ventilation whenever possible
- work in tanks, pits or other confined spaces is carried out under controlled confined space conditions, ie with positive ventilation, atmospheric monitoring and with another worker observing from outside the confined space
- hazard management of welding operations should take into account other, general workplace risks such as slips, trips and falls, manual handling, over exertion, heat stress and other ergonomic conditions
- welders must have access to the approved Code of Practice: Health and Safety in Welding, TN7-94, published by the Welding Technology Institute of Australia.

Master copy. Make photocopies for general use.

Safety Checklist W05

Topic: Welding

■ Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 1.3	1. Do you carry out a documented hazard identification and risk assessment of the welding equipment and work area in consultation with the workers or Health & Safety Representative?					
⚖ See Reg 5.9.4 (3)	2. Could the worker be injured as a result of the welding task to be performed? If so use the S.A.F.E method to manage the risks					
⚖ See Reg 1.3.4	3. Do you provide sufficient workplace related information and training for the worker to weld safely?					
⚖ See Reg 1.3.5	4. Do workers receive on the job training? • If so this should be identified in the training records.					
⚖ See Reg 5.9.2 (1)	5. Do you use suitable screens to control flashes and sparks within the welding area?					

Master copy. Make photocopies for general use.

Checklist W05

Duty of Care ⚖ Specific requirement

Topic: Welding continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Reg 5.9.2 (2)	6. Are fumes ventilated effectively from the welding area when welding in an enclosed area? • Consider a localised fume extraction system.					
	7. Is welding equipment inspected for cleanliness regularly?					
	8. Are gas cylinders securely fixed, preventing them from falling over?					
	9. Are the electrical connections/cords and earthing connections/cords in the welding work area regularly inspected? • Refer to W04 Electrical Safety.					
⚖ See Reg 2.6	10. Has the employer established emergency procedures for welding areas? • Refer to Emergency procedures section G07.					

Topic W06: Gas Cylinder Safety

Gas Cylinders can be dangerous

Many fruit growers use and store gas cylinders for forklifts, oxy-acetylene welding, refrigeration plants or drying areas.

Gas cylinders must be stored upright, away from traffic and excessive heat, and secured against falling. Workers are often at risk as they may not be trained or they may not understand gas or liquid storage and use under high pressures.

Legal Requirements

The OHS&W Act and the Dangerous Substance Act provide for a general duty of care and place the responsibility for this on any person on or about the workplace, in particular:

- employers
- workers
- owners
- occupiers of a workplace.

Injuries are more likely to occur when

- workers are not trained in the use and handling of cylinders and their contents
- gas cylinders are not stored in a restrained, safe way
- cylinders are unrestrained during use
- chemicals and other dangerous substances are stored with gas cylinders
- gas cylinders have dirty fittings
- cylinders are placed near heat sources increasing the risk of accidental explosion

Topic W06: Gas Cylinder Safety

Ideas to reduce the risk of injury

- ensure workers are trained to handle and use cylinders, and their contents, safely
- gas cylinders should always be stored in a suitable area away from heat sources, protected from accidental impact, and restrained to prevent falling
- when cylinders are used they must be restrained from falling, and must only be used for their intended purpose
- open valves on acetylene cylinders slowly to prevent static electricity sparks
- do not use cylinders with dirty fittings
- do not use lubricants or solvents on oxygen cylinder valves
- ensure that a gas cylinder is within its required test date and is not damaged in any way, before refilling it
- keep all gas cylinders at least 3 metres away from any heat source, combustible material or refuse and treat empty cylinders as though they are full, as traces of gases remaining in cylinders can be explosive if in a fire.
- if any Class 2 (flammable gas) cylinders are stored outside a building, they must be separate from any other dangerous substances and must not be stored within one metre of any doorway or opening to the building

- gas cylinders stored inside a building must be in a well-ventilated area, separate from other gases or dangerous substances, and not stored in a basement
- a permanently connected water supply must be near any gas cylinder store
- when moving cylinders:
  - close cylinder valves
  - use a suitable trolley
  - keep cylinders upright
  - do not drop or roll cylinders over the sides of vehicles
  - do not allow acetylene cylinders to strike against each other
- do not use compressed, flammable or other oxidising gases as a substitute for compressed air

Master copy. Make photocopies for general use.

Safety Checklist W06

Topic: Gas Cylinder Safety

Duty of Care ⚖ Specific requirement

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Aust. Stand 4332	1. Do you provide training to workers who use or handle gas cylinders? • You should include the nature of the work and method of operation, properties and hazards of the gas, the location and use of first aid equipment, the correct use of all Personal Protective Equipment and actions to be taken in case of emergencies.					
⚖ See Reg 21 Dang Subs Act.	2. Is the total capacity of all cylinders containing Dangerous Substances below licensing amounts. I.e. • Below 120 Litres of Class 3 • Below 560 Litres of Class 2					
⚖ See Reg 25 Dang. Subs Act	3. Are all cylinders in use tested as per Australian Standard 2030 'SAA Gas Cylinder Code'? • Are test dates shown on neck of Gas Cylinders?					
⚖ See Aus Stand. 4332	4. Are all cylinders kept away from: • sources of heat? • combustible matter & refuse to a distance of 3m minimum?					
⚖ See Aus Stand. 4332	5. Outdoor Storage • Are all Cylinders containing Class 2 gases kept separate from other Dangerous Goods by a minimum of 3m? • Are they stored at least 1m from any door, window, air vent or duct?					

Master copy. Make photocopies for general use.

Safety Checklist W06

Duty of Care ⚖ Specific requirement

Topic: Gas Cylinder Safety continued

	Item	✔ = OK	✕ = Action required	Problem and Action required	Person responsible	Completion date
⚖ See Aust. Stand 4332	6. Indoor Storage • Are indoor stores of gases in cylinders separate from other stores of gases or Dangerous Goods? • Except for Class 2.2 gases having no subsidiary risks, gas cylinders must not be stored in basements. • Is the storage area well ventilated?					
⚖ See Aust. Stand 4332	7. Fire Protection. • A single permanently connected water hose may protect storage of cylinders with a combined quantity of up to 1000 L. • If you store more than 1000 litres combined, contact your local emergency fire service for advice					
⚖ See Aust. Stand 4332	8. Lighting. • Is there enough lighting provided in storage areas to enable a person to read all cylinder labels, Signs, Instruments and other necessary items.					

Material Safety Data Sheets

- Keep your Material Safety Data Sheets (MSDS)in this section. List them on the inventory and enter any Hazardous Substance onto your Register
- Make a copy of each MSDS, keep them in a folder.
- Make sure you train your workers in the safe use of the chemicals and ensure that they have access to the MSDS in the folder.
- Make sure you assess the health effects, first aid and any personal protective equipment needed for each substance, and provide your workers with the information.
- Check the storage requirements and any dangerous goods instructions

Master copy. Make photocopies for general use.

Register of Hazardous Substances

Business name:_____

Material Safety Data Sheet

Trade Name	Date assessed	How used	Control Strategy	List of Personal Protective Equipment Needed

Master copy. Make photocopies for general use.

Chemical & MSDS Inventory

Material Safety Data Sheet

Substance Trade Name	MSDS on Hand? Y/N	Classified as Hazardous? Y/N	Dangerous Goods Class	Risk Assessed? Y/N	Approx max quantity stored (L)	Storage Location

Master copy. Make photocopies for general use.

Material Safety Data Sheet

Chemical Risk Assessment

Business Name: _____

Trade name of chemical: _____

1. Materials Safety Data Sheet Assessment:

Date of assessment: / /

Date of issue of MSDS: / /

Assessed by: _____

This substance has been classified as:
HAZARDOUS / NOT HAZARDOUS (strike out part not applicable)
according to Worksafe classification criteria.
(If assessed as hazardous, enter the details on the Register of hazardous substances)

2. Estimation of Exposure:

Product is used in _____ task.

How it is used (sprayed on dusted on etc):

_____

The substance is:

used by _____ workers, for _____ hrs per day, on approx _____ days per year

Others who could be affected include:

_____

From the MSDS:

Health effect:	First aid requirements:

From the above information about the substance, its health effects and the number of people exposed, consider the probability of injury and the consequences of exposure:

- Is there a high risk, medium risk or low risk from this substance?

Material Safety Data Sheet

Chemical Risk Assessment

3. Risk Assessment:

The substance has been assessed as having a high, medium or low risk to health and safety. Circle the equivalent risk below to prioritise your actions:

Prioritise your Actions:

High risk:	Develop controls urgently. Monitor the health of employees. (try to eliminate the use of the substance)
Medium risk:	Develop controls in a planned way. Use the correct PPE
Low risk:	Monitor the use of the substance and any PPE requirements

4. Risk control procedures:

- Can you eliminate the use of the substance? Yes/no
  If yes, do so, then no further action is required.
- Can you substitute another, less hazardous substance for this one?
- Can you use engineering controls?
  (Such as positive ventilation, or spray containment curtains)
- Can you use administrative controls?
  (such as written instruction, signs)
- Ensure that the correct Personal Protective Equipment
  is selected, used, maintained and stored correctly.

Action taken:

_____

_____

_____

_____

Substance information:

Storage requirements: _____

Do not store with: _____

Signs Required: _____

In case of spillage:

_____

Review date: / /

Equipment Register

- Register all your major plant and equipment items in the register included in this section. Use a separate sheet for your electrical equipment register and testing schedule
- Fill out the maintenance plan schedule indicating when regular maintenance is required.
- You can also file any written maintenance requirement information in the register. This will help you keep your plant and equipment information in order.
- Keep your completed Plant Risk Assessment Sheets in this section.

Master copy. Make photocopies for general use.

Plant registration & maintenance schedule

Equipment Register

Plant Number	Plant Item	Storage Location	Planned Maintenance Schedule (mark X) Date of Year: _____											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Equipment Register

Plant Hazard Checklist

Business Name: _____ Date: / /

Machine: _____ Checked By: _____

Step 1 - Identify the hazards

Plant and equipment can be hazardous in many ways, not only to the operator, but also to someone passing or standing nearby. Hazards may be obvious, like, missing guards, or a hidden, potential hazard, like pressurised hoses and pipes or electrical energy. All these hazards need to be identified.

Examine the plant or equipment in question and talk about operating and maintaining the machine with supervisors and other workers, and mark an 'X' against yes or no to the questions in the checklist. Add any comment you need to make.

Hazard	Yes / No	Comments
1 Entanglement (Getting caught in a machine)		
• Can clothes, hair, jewellery, etc. get caught in any moving parts?	[ ] [ ]	
2 Crushing Can anyone be crushed:		
• by the machine's moving parts?	[ ] [ ]	
• between any materials and the machine?	[ ] [ ]	
• between moving machinery and a fixed structure?	[ ] [ ]	
• anything or part falling off the machine?	[ ] [ ]	
• uncontrolled movement of the machine?	[ ] [ ]	
• other reasons?	[ ] [ ]	
3 Cutting Can anyone be cut, stabbed or punctured by:		
• any exposed parts of a blade or sharp edge?	[ ] [ ]	
• being caught between moving parts?	[ ] [ ]	
• being caught between the job and machine?	[ ] [ ]	
• material ejected from the machine?	[ ] [ ]	
• rapidly moving machine parts?	[ ] [ ]	
• other reasons?	[ ] [ ]	
4 Impact Can anyone be struck by:		
• moving machine parts?	[ ] [ ]	
• unexpected or uncontrolled machine movements?	[ ] [ ]	
• the machine, because it is mobile?	[ ] [ ]	
• parts or materials disintegrating?	[ ] [ ]	
• work being recycled?	[ ] [ ]	
• other reasons?	[ ] [ ]	
5 Electrical Can anyone be electrocuted or burned because:		
• the machine is too close to electrical conductors?	[ ] [ ]	
• leads and plugs are damaged?	[ ] [ ]	
• water is lying near the electrical equipment?	[ ] [ ]	
• lockout/isolation procedures are not in use?	[ ] [ ]	
• other reasons?	[ ] [ ]	

Hazard	Yes / No	Comments
6 Slipping, tripping or falling Can anyone slip, trip or fall near the plant because: • floors around the machine are uneven or slippery?	[ ] [ ]	
• power tools, air hoses, oil lines etc. lay on the floor?	[ ] [ ]	
• waste, offcuts or other materials are left laying on the floor?	[ ] [ ]	
• raw materials or product storage is not thought out?	[ ] [ ]	
• there is not enough room to move around the machine comfortably?	[ ] [ ]	
• other factors?	[ ] [ ]	
7 Falls from a height Can anyone fall from a height because: • guard rails are missing or not fixed properly?	[ ] [ ]	
• there is a lack of stairs or ladders?	[ ] [ ]	
• there are unexpected holes or openings?	[ ] [ ]	
• floors/walkway surfaces are slippery or uneven?	[ ] [ ]	
• walking surfaces are too steep?	[ ] [ ]	
• other factors?	[ ] [ ]	
8 Access/Egress Can anyone be injured in any way because: • there is insufficient room to move around the machine:	[ ] [ ]	
• when operating it?	[ ] [ ]	
• when repairing, installing or maintaining it?	[ ] [ ]	
• there is not enough head room?	[ ] [ ]	
• people have to reach too far to gain access to the equipment?	[ ] [ ]	
• other reasons?	[ ] [ ]	
9 Ergonomics Can anyone develop muscular or skeletal injuries because: • seating for the operator is poorly designed?	[ ] [ ]	
• there is excessive repetitive movement of the upper body limbs and joints?	[ ] [ ]	
• body posture is constrained to fixed position		
• control lever/switch labels and/or movement indicators are missing?	[ ] [ ]	
• common use controls/operations are not within easy reach (450mm)?	[ ] [ ]	
• working height is not correct for heavy, medium or light work?	[ ] [ ]	
• floors are too hard, uneven or slippery?	[ ] [ ]	
• there is vibration from the machine or task?	[ ] [ ]	
• ventilation is inadequate?	[ ] [ ]	
• lighting is poor?	[ ] [ ]	
• heating or cooling of the worker is inadequate?	[ ] [ ]	
• others, refer to manual handling checklist?	[ ] [ ]	
10 High Temperatures Can anyone be injured by coming into contact with hot machine parts, or hot materials from the machine?	[ ] [ ]	
11 Noise Can anyone be injured because: • noise from the machine is excessive?	[ ] [ ]	
• noise distracts workers from concentrating on the task?	[ ] [ ]	
12 Hazardous Substances Can anyone be injured because: • chemicals, oils, solvents or gases are used in the task?	[ ] [ ]	
• fumes are given off by any materials used?	[ ] [ ]	
• airborne dust is generated?	[ ] [ ]	
13 Pressure Can anyone be injured because: • pressurised pipes or hoses could burst?	[ ] [ ]	
• pressure vessels are situated near the operation?	[ ] [ ]	
• pressure relief valves are:		
- not maintained?	[ ] [ ]	
- situated near the operator?	[ ] [ ]	
• compressed air is used:		
- to blow dust off machines or the job?	[ ] [ ]	
- to blow dust off workers?	[ ] [ ]	

Plant Hazard Checklist

Step 2 - Assess the risk of injury

- Summarise your 'yes' answers overleaf as 'descriptions of hazards and potential hazards'.
- Now, for each hazard you have summarised:
  - look at Table 1 below, estimate the possible severity of any injury and record the score, (A).
  - look at Table 2 below, estimate how likely it is that the accident could occur and record the score (B).
- Now add these scores, record them at A+B= below.
  Circle this on the scale to indicate how urgent it is for you to control this hazard.
- Record this score in the Urgency to Control Column in the summary overleaf for the hazard being assessed.

Table 1: Consequence Rating of Injury - Score (A)

Consequence	Rating	Severity of injury The hazard may:
Catastrophic	7	cause loss of limb (e.g., arm or leg) or fatality
Critical	5	cause severe injury or illness, loss of part of limb (e.g., finger) major property damage.
Major	4	result in considerable lost time (seven days or more), may require hospitalisation
Minor	1	cause minor injury, illness or property damage
Negligible	0	have very little effect on employees' health or safety

Table 2: Probability of Accident Occurring - Score (B)

Probability	Rating	Estimate of Accident Frequency
Frequent	3	Accident likely to occur frequently
Occasional	2	Accident likely to occur occasionally
Remote	1	Accident not likely to occur
Improbable	0	Accident most unlikely to occur

Urgency to Control the Risk: (From Tables 1 & 2)

- Add A & B=
  Mark this score on the scale below, which indicates the urgency to control the risk.

0 1 2	3 4	5 6	7 8	9 10
Monitor these and fix when the opportunity arises	Plan to fix in short term	Fix quickly	Fix ASAP/ possibly stop work	Urgent, stop work fix now

Step 3 Control the risk

- Develop options to eliminate or otherwise minimise risks from the hazards that you have identified.
- Record these options in the Hazard Controls area of the Summary Sheet, together with who is responsible for implementing the control, and when it must be completed.

Master copy. Make photocopies for general use.

Plant Hazard Checklist Summary

Equipment Register

Description of Hazards and Potential Hazards	Urgency to Control Hazard (score)	Hazard Controls	By whom	By when

Controls approved by: _____ Date: _____

Completed Checklists

- Keep your completed checklists in this section.
- Mark the outstanding items on the growers calendar and review them to ensure that they are completed.
- Enter any longer term or higher cost solutions onto your ongoing OHS improvement plan so that you can plan the progress of these items.
- Consult with your workers when assessing the risks or planning the controls.

Training Records

- File your training records in this section of the kit.
- When a group of workers is trained in a certain topic, record their names on the Training Registration form enclosed.
- If workers are trained in a range of topics over time, their complete record can be kept up to date on the Employee Training Record sheet.
- Your can use the training plan to help plan ahead for your workers' training requirements.
- Training course materials developed fo your use on site can be kept in the kit.

Training Registration

Date: / /

The following workers attended a training session covering the topic of:

_____

Training was carried out by:

Name: _____

Signature: _____

Attendees:

Name	Signature

Training Records

Employee Training Record

This is a record of the 'on the job', and 'off the job' training attended by:

_____ (name) during his/her employment

with: _____ (business).

Topic Title	Where trained	Date of training	Competence Shown? Y/N	Initialed by:	
				Employer	Worker

A copy of this training record will be provided to the worker on leaving the company or on request.

Copy provided on / / by _____(signature)

Accident Reports

- Keep copies of your incident and accident reports in this section of your kit
- Summarise the reports on the Incident summary report, including any investigation outcomes.
- Use the summary to help identify any trends or commonly recurring factors in injuries
- Review the summary on a regular basis to identify areas where you may need to make changes to improve health and safety performance.
- Consult with your workers or their elected representatives when reviewing the reports

Master copy. Make photocopies for general use.

Incident Report Summary

Accident Reports

Business name:_____

Summary period: From: / / To: / /

Date of Incident	**Location of Incident**	**Description of incident** (what was the worker doing and what happened to cause the injury)	**Name of injured person**	**Nature of Injury** (refer attached list)	**What equipment, material or location contributed to the Incident**	**Suggestions for eliminating this accident**

Accident Reports

Mechanisms of injury

The following list of mechanisms of injury describes, in broad terms the action or event that was the direct cause of the injury.

To select the appropriate mechanism compare the injury report statement of the accident with the list below and decide which of the mechanisms most accurately fits.

Group 0 A person falls, trips or slips

- 01 Falls from a height
- 02 Falls on the same level
- 03 Stepping, kneeling or sitting on objects

Group 1 Hitting objects with a part of the body

- 11 Hitting stationary objects
- 12 Hitting moving objects
- 13 Rubbing and chafing

Group 2 Being hit by moving objects

- 21 Being hit by falling objects
- 22 Being bitten by an animal
- 23 Being hit by an animal
- 24 Being hit by a person accidentally
- 25 Being trapped by moving machinery or equipment
- 26 Being trapped between stationary and moving objects
- 27 Exposure to mechanical vibration
- 28 Being hit by moving objects
- 29 Being assaulted by a person or persons

Group 3 Sound and pressure

- 31 Exposure to a single sudden sound
- 32 Long term exposure to sounds
- 39 Other variations in pressure

Group 4 Body stressing

- 41 Muscular stress with no objects being handled
- 42 Repetitive movement with low muscle loading

Group 5 Heat, radiation and electricity

- 51 Contact with hot object
- 52 Contact with cold object
- 53 Exposure to environmental heat
- 54 Exposure to environmental cold
- 55 Exposure to non-ionising radiation
- 56 Exposure to ionising radiation
- 57 Contact with electricity

Group 6 Chemicals and other substances

- 61 Single contact with a chemical or substance
- 62 Long term contact with chemicals or substances
- 63 Insect and spider bites and stings
- 64 Contact with poisonous parts of plants or marine life
- 69 Other and unspecified contact with a chemical or substance

Group 7 Biological factors

- 71 Contact with or exposure to biological factors of non-human origin
- 72 Contact with or exposure to biological factors of human origin

Group 8 Mental stress

- 81 Exposure to a traumatic event
- 82 Exposure to workplace or occupational violence
- 83 Harassment
- 84 Work pressure
- 85 Other mental stress factors

Group 9 Other and unspecified mechanisms of injury

- 91 Earth slide or cave-in
- 92 Vehicle accident
- 98 Multiple mechanisms of injury
- 99 Unspecified mechanisms of injury

Policies

- File your policies in this section.
- Fill out the register of policies as you complete them or give them out.
- You can use this to control their distribution and review.

Remember:
Consult with your workers when developing or implementing policies

Register of Policies

Policy Number	Title or description of Policy	Review or issue date	By whom