



Farm Safety Checklist

Use this checklist to enhance health and safety on your rural properties



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Confined spaces

A confined space is defined as having limited or restricted access.

- ☐ Assess if work can be undertaken in another area not confined.
- ☐ Test the levels of oxygen and airborne contaminants in the confined space.
- ☐ Emergency procedures are in place and specific to the confined space.
- ☐ A confined space entry permit exists for all workers.
- ☐ Suitable and adequate training has been provided and a record is kept for 2 years.

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Electrical

Proper installation of an electrical system is essential for health and safety.

- ☐ Electrical installations are regularly tested, maintained and protected to minimise the risk of electric shock or fire.
- ☐ A record of testing and maintenance is kept securely.
- ☐ The switchboard is easily accessed and free from obstructions.
- ☐ External installations are protected and rated correctly.
- ☐ Flexible cords are free from damage and used safely.
- ☐ Plugs, sockets and extension leads are protected from damage.
- ☐ Machinery and plants do not expose workers to electric shock or injury.
- ☐ Access is controlled for any high-voltage switch rooms.
- ☐ High-voltage switch rooms are free from obstructions and stored goods.

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Emergency Procedures

Emergency procedures should be regularly checked to ensure safety for all staff and visitors.

- ☐ A diagram of the farm site is displayed with the evacuation plan.
- ☐ Emergency exits are clear and free of obstruction.
- ☐ All exit signs are visible.
- ☐ Procedures are in place for emergencies and communicated to all workers.
- ☐ Emergency services can access the premises.

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Fire safety

Fire safety protocols need to be assessed on a regular basis to ensure compliance with laws

- ☐ A bushfire procedure is in place and all workers know the evacuation plan
- ☐ Workers have regular training on fire safety legislation and work safety plans
- ☐ Fire extinguishers are provided and easily accessed
- ☐ Fire risks have been identified, tested and minimised

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Falls, slips & trips

Assessing the risk of falls can help prevent injury on farm sites

- ☐ A risk assessment of all heights that can be a hazard have been conducted and recorded
- ☐ Control measures are in place to reduce or eliminate falls from a height
- ☐ Access to heights for workers are safe and have adequate edge protection
- ☐ If a worker can fall more than 2 metres, then a catch platform, scaffold or safety nets are in place
- ☐ Appropriate equipment is provided for all tasks at a height, such as a ladder, elevated platform or man cage securely attached to a forklift
- ☐ Workers required to perform tasks from a height have been provided with extensive training and instructions
- ☐ Warning signs are on hand for any spills
- ☐ Drainage is installed in any site where liquid is used
- ☐ Fall and slip risks are secured and minimised
- ☐ The site is kept clean and rubbish is removed
- ☐ Ramps are available for any floor height changes

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First aid

First aid provisions are essential on all rural properties

- ☐ An appropriate number of workers have been provided training in first aid
- ☐ First aid facilities are provided
- ☐ Provisions are in place for bites, stings and allergies

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Grain movement

Grains can be a hazardous material on farm sites and need regular inspection

- ☐ Storage is regularly inspected for rust and structural damage.
- ☐ Confined space procedures are communicated for entering any field bins or silos.
- ☐ Access ladders and hatches are locked and secured to prevent unauthorised access.
- ☐ Combustible dust is identified and managed as a hazard.

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Hazardous chemicals

Hazardous chemicals can serve as the biggest safety risk to farm workers

- ☐ A register of hazardous chemicals, including a safety data sheet (SDS) is kept up to date and accessible to all workers exposed
- ☐ SDS is not older than 5 years
- ☐ Risk assessments are regularly conducted and compares the safety advice to the substance use on the farm
- ☐ All hazardous chemicals are labelled accurately and clearly
- ☐ Workers exposed have extensive training and protection gear and a record is kept
- ☐ Chemicals are stored in a ventilated and secure site

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Induction & Training

Training staff members is one of the most effective ways to reduce health and safety risks

- ☐ All workers complete an induction
- ☐ Training is given for all machines, procedures, chemicals, emergency plans and health and safety legislation
- ☐ Worker capabilities are assessed and tasks assigned appropriately
- ☐ Workers understand their responsibility to health and safety legislation and can report hazards
- ☐ Visitors are protected from all risks on site

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Livestock management

Livestock can pose a health and safety risk to farms if not proactively managed

- ☐ Training is given for the hazards associated with animals, safe handling techniques and farm animal associated tasks
- ☐ Animals are housed safely and all stables, rails, fences and pens are well-maintained
- ☐ Disease immunisation is offered where available and training provided
- ☐ Livestock movement on foot is risk assessed ahead of the trip and plans are in place to protect all works and road users

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Machinery & equipment

Regular maintenance checks are crucial to reduce health and safety risks

- ☐ Dangerous parts of plant and machinery are fences and guarded
- ☐ Equipment is regularly tested and maintained
- ☐ Cleaning, adjustments and repairs are regularly conducted
- ☐ A safe system is provided for machinery operation
- ☐ Where machinery or plant has been identified as a hazard, authorised access procedures are in place until repaired and risk-free

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Manual tasks

Any process with human intervention needs to be assessed for safety risks

- ☐ Risk assessments of all manual tasks are conducted and recorded
- ☐ Training is provided for all hoists and trolleys
- ☐ Regular breaks are provided
- ☐ All workers are trained and given guidance on correct lifting, carrying and repetitive working techniques

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Onsite Accommodation

- ☐ A safety assessment has been conducted for all accommodation on site where the farm employer is managing the premises

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Vehicles

Any agricultural machine with automotive power needs to follow a health and safety risk assessment

- ☐ Operating instructions are provided for all tractors, farm vehicles and mobile plants.
- ☐ Seat belts are fitted and worn.
- ☐ Logbooks and maintenance records are kept up to date.
- ☐ Vehicle movements on the premises are assessed to ensure safety for all workers and visitors.
- ☐ Operators hold the required driver's licence.
- ☐ Unoperational vehicles are secured until repaired.
- ☐ Speed limits are strictly adhered to.
- ☐ Keys are secured away from unauthorised access.

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Workshops

Farm workshops should have strict health and safety protocols

- ☐ Safety protection equipment is provided, such as glasses, gloves and earmuffs
- ☐ Tools and equipment are safe to operate
- ☐ Space is provided for all tasks and workers
- ☐ Walkways are kept clear and exits are labelled
- ☐ Appropriate safety signage is in place
- ☐ Compressor belts are guarded
- ☐ Safety boots, high-vis clothing and respiratory protective equipment is provided as required

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