



# Farm health and safety policy template

We have created the following template to help you create a work health and safety policy on your farm. We have also included examples within each section to help you understand what to include.

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## Introduction *(example)*

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The following document will lay out [Company Name]'s processes and systems for ensuring it creates a safe environment for workers, visitors contractors and members of the public.

[Company Name] will ensure it meets these goals by closely adhering to the measures outlined within. This policy has been created in accordance with relevant regulations and guidelines.

This includes information provided by Safe Work Australia in accordance with the Model Work Health and Safety Bill.

This policy will address areas including team responsibilities, risk management, task analysis, emergency plans and more. Though this is a comprehensive policy, you should consult a supervisor for further, relevant documentation.

## Team Responsibilities *(example)*

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Team member	Responsibilities
Managers	<ul style="list-style-type: none"><li>• Create and enforce H&amp;S policies.</li><li>• Conduct regular risk assessments.</li><li>• Provide necessary resources for H&amp;S measures.</li><li>• Investigate all H&amp;S incidents.</li></ul>

## Risk assessment (example)

Risk	Possible harm(s)	Control measures
Use of pesticides	Exposure to toxic chemicals through skin contact, inhalation, or ingestion	<ul style="list-style-type: none"><li>• Proper training on use and handling of pesticides.</li><li>• Use of appropriate PPE.</li></ul>

## Risk register *(example)*

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<b>Risk</b>	<b>Likelihood of harm caused (before control measures)</b>	<b>Likelihood of harm caused (after control measures)</b>
Use of pesticides	Medium	Low

## Safe work information (example)

Hazard	Safe work information
Use of pesticides	<ul style="list-style-type: none"><li>• Always read the labels and safety data sheets on pesticides.</li><li>• Perform pesticide mixing in well-ventilated areas or outdoors.</li><li>• If necessary, consult supervisors for proper spill procedures.</li></ul>

Task safe work procedure:  
**Pesticide use** (*example*)

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Step #	Safe work procedure
1. Preparation	<ul style="list-style-type: none"><li>• Read the labels and safety data sheets.</li><li>• Check weather conditions to ensure they are appropriate for pesticide application.</li><li>• Inspect spraying equipment to ensure it is functioning properly.</li></ul>



## Emergency response plan *(example)*

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**Contact a manager or supervisor to access the complete emergency response plan.**

**See below an abridged version of the plan:**

- The emergency contact number for police, fire services and ambulances is 000.
- The designated fire warden is Jane Doe.
- The designated first aid officer is John Doe.
- The designated WHS is Joe Public.
- Potential emergencies the business may experience include fire, major chemical spills, machinery accidents or animal attacks. Consult the full emergency plan for further information on responses to these emergencies.

## Incident reporting and investigation *(example)*

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It is essential for farm health and safety that incidents are swiftly reported and investigated.

### **Ensure the following procedure is used in the event of a work health and safety incident:**

- Ensure the immediate safety of everyone involved in the incident.
- An employee involved in, or a witness of an incident must report it to a supervisor or designated health and safety officer. It should also be logged in the Onside app.
- An incident report form must be filled out. It must include the names of involved parties, a detailed description of the incident and a detailed description of any injuries or damage caused.
- Relevant photographs and videos should also be taken and collected.
- Depending on the severity of an incident, a more in-depth investigation may need to take place involving interviews and analysis of locations or equipment. This may need to be performed by an external party.
- Create a corrective actions report. Develop actionable steps to mitigate the likelihood of this incident occurring again.

# Personal protective equipment *(example)*

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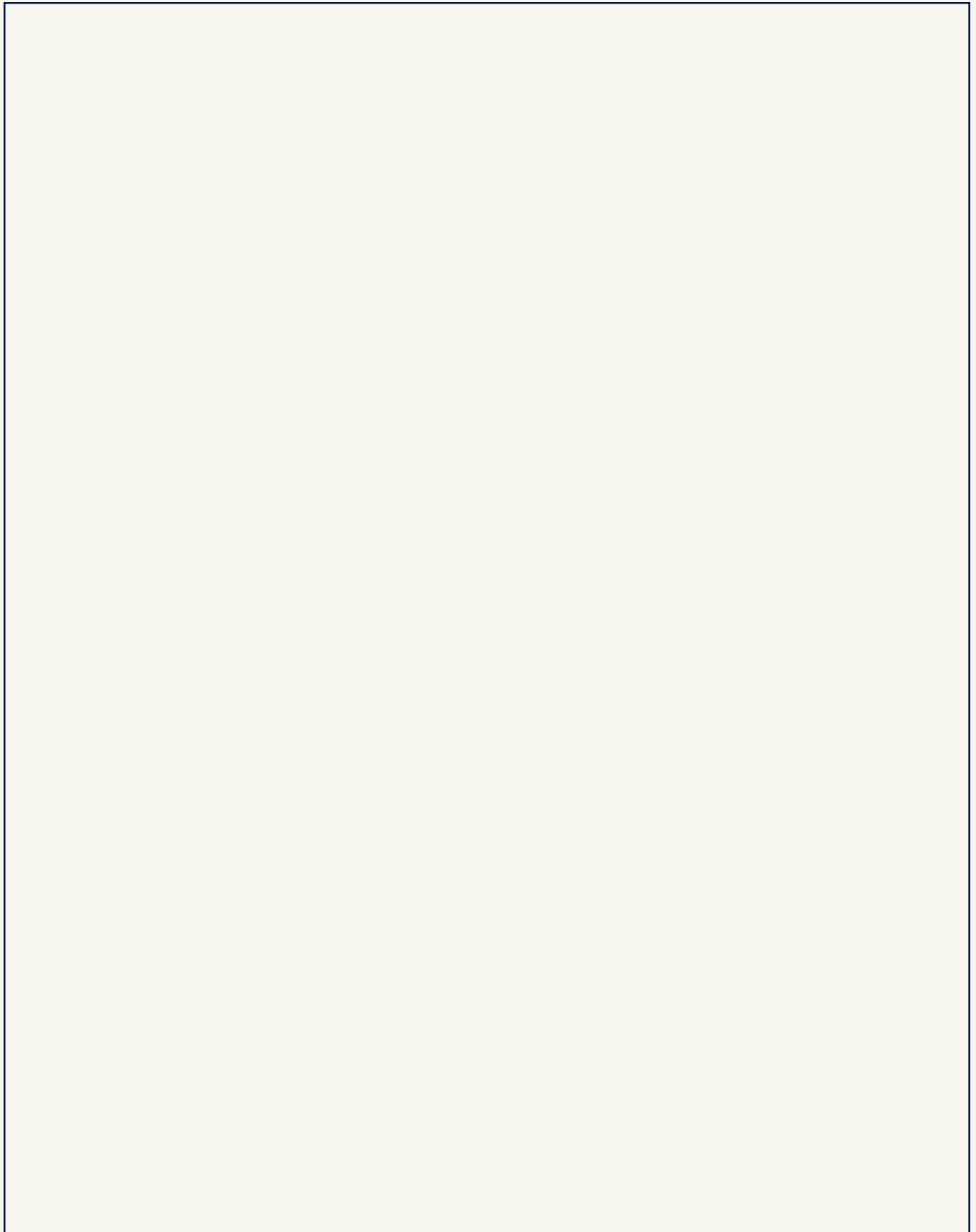
Task	Necessary PPE
1. Spraying pesticides	<ul style="list-style-type: none"><li>• Protective clothing.</li><li>• Gloves.</li><li>• Chemical-resistant boots.</li><li>• Safety goggles or face shield.</li></ul>



# Policy Templates

# Introduction

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# Team Responsibilities

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Team member	Responsibilities

# Risk assessment

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Risk	Possible harm(s)	Control measures

# Risk register

Risk	Likelihood of harm caused (before control measures)	Likelihood of harm caused (after control measures)



# Safe work information

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Hazard	Safe work information

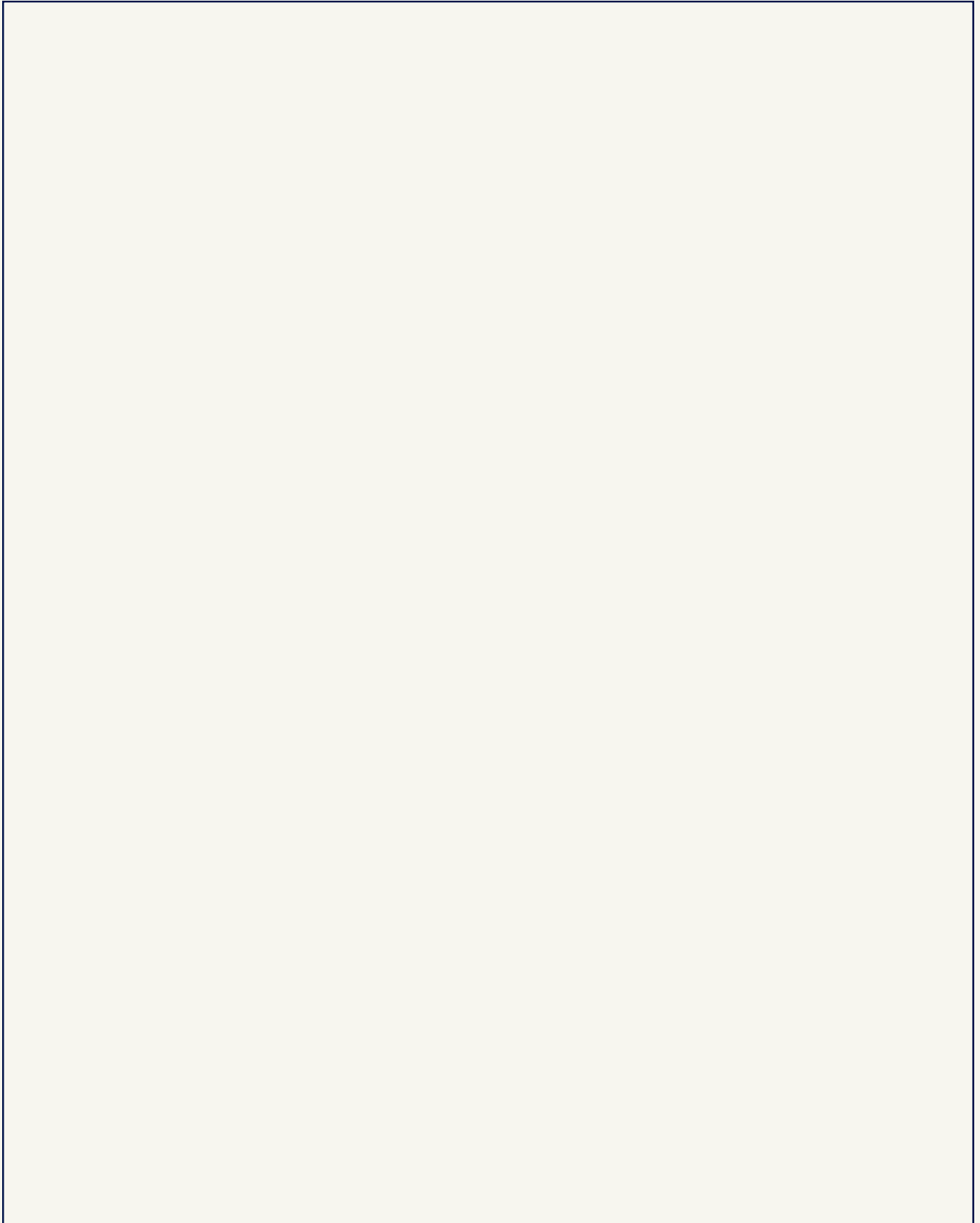
# Task safe work procedure:

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Step #	Safe work procedure

# Emergency response plan

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# Incident reporting and investigation

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# Personal protective equipment (PPE)

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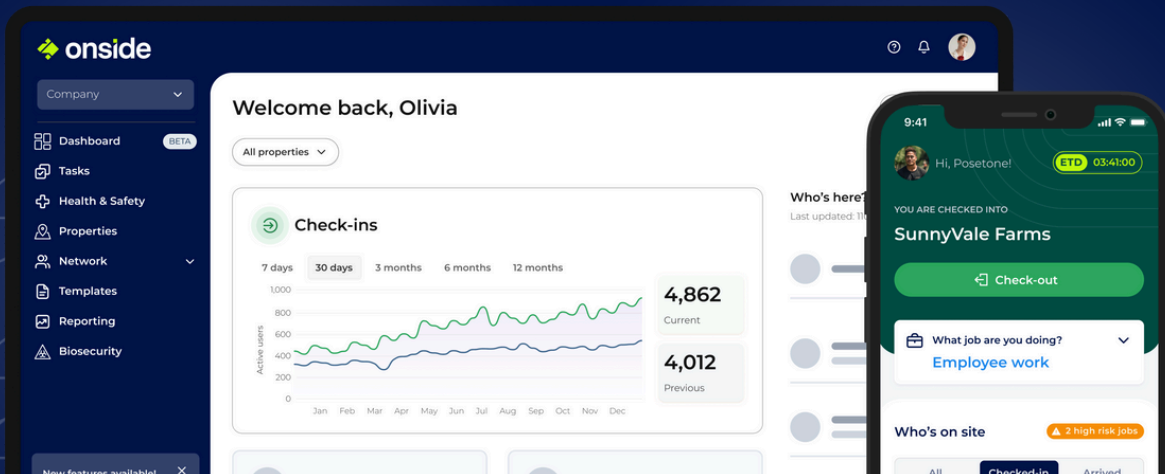
Task	Necessary PPE



# Rural health and safety software designed for the field

How it works

Get started



## Keep everyone safe when they're **on site**



### LIVE SAFETY UPDATES

With Onside's digital farm mapping and geofence, update risks instantly, share with contractors, visitors, and staff, ensure they've acknowledged safety info, and complete inductions from anywhere.



### TASK MANAGEMENT

Use tasks to track job progress and who's responsible. Assign follow-up actions to manage risks and incidents. Create recurring tasks with templates and keep a digital log for compliance evidence.



### LOG INCIDENTS EASILY

Make incident reporting simple for everyone on site. Log incidents on the spot, add photos and locations, create tasks for corrective actions, and get detailed reports at the click of a button.



### INSTANT REPORTING

Generate reports without manual admin. Automatically compile data on check-ins, tasks, incidents, and risks. Perfect for annual audits, certifications and internal reporting.