



Safer Farms, Safer Farmers

Toolbox Talks

MANAGER'S INSTRUCTIONS

- Ensure all participants have a copy to refer to and make notes
- Ensure you write the name of your farm, record the date and have all participants sign the master copy (*which should be kept as part of your farm's WH&S records*)
- Ensure your *Toolbox Talk* is done in a location suitable for the topic
- **Engage** with each other, ask questions and give everyday examples.



WE ALL NEED TO REMEMBER

- If you are **unsure of anything** or feel that something you have been asked to do is dangerous, **DO NOT begin the task**. **ASK for assistance** or more information and we will work together to find a safe way to do the job or solve the problem.
- Ensure you are aware of the location of the nearest First Aid Kit.
- Make sure everyone is fit for work, free from signs of fatigue, drugs or alcohol. If in doubt, **ask** or talk to your manager.
- This farm is a workplace, but may also be a place of residence for the owner, their managers and employees. Be **vigilant** for children and bystanders at all times. Refer to [Child Safety on Farms](#)
- **The safety, health and wellbeing of all who live on, work on and visit this farm is the most important responsibility we all share.**

Even if we are busy and under time or financial pressures, **safety MUST come first.**



Farmsafe
AUSTRALIA

A Practical Guide Lone and Remote Workers

It is well known that working alone and in remote situations is the norm on many Australian farms.

The nature of farming and the type of work, as well as the location and timing of the jobs to be done can be challenging and is magnified when working remotely or alone.

Technology has evolved with many farms using sophisticated single-operator machinery and equipment. Financial pressures have meant that many farms have significantly reduced the number of employees working on increasingly larger and more remote properties.

But if something happens to you when you are working alone, who will know where you are and when to start looking for you? How long will it take for emergency service providers to attend to you?

Accidents resulting in **serious injury** or even **death** can occur at any time on-farm due to the inherent danger of the work. Accidents are not only caused by machinery and vehicles. They can be caused by time pressure, equipment failure, livestock temperament, distractions and fatigue, etc.

Don't prioritise a task over the safety and well-being of the people working on your farm. Without them being safe today, tomorrow's jobs won't get done.



A MUST

Risk Management Tools

[DOWNLOAD ONLINE MATRIX](#)

Use this simple and effective tool to assess and manage the risk of your farming activities prior to commencing. All team members can join in and contribute, developing different ways to manage risks on your farm. Doing a risk assessment helps determine hazards and develop appropriate control measures to lessen the risks.

BEFORE YOU START WORK

- **Plan** the jobs that need to be done and assemble the **appropriate tools and resources**.
- **Be clear** on the requirements of the job and the time frame required for each task and if possible, tell someone when you leave and where you are going.
- Undertake regular inspections, completing necessary **repairs and maintenance** to machinery and tools before you leave the workshop.
- **ALWAYS carry** a charged mobile phone, 2-Way radio, CB radio or satellite phone, personal locator beacon or a global positioning system (GPS) that has an optional tracking feature in case of an emergency – depending on the situation and remoteness of where you are working. Different devices and apps work in different ways, under different circumstances (such as offline) – **Make sure you know that the device you choose will work under your specific circumstances.**
- **Assess** the route, weather conditions and terrain and **PLAN** your travel route, departure and return times. Allow time for travel and the possibility of fatigue.



emergencyplus

Save the app that could save your life.

EMERGENCY CONTACTS

In case of emergency, **CALL 000** or your local emergency service provider, then call your manager or supervisor.

POLICE

AMBULANCE

FIRE

POISONS 13 11 26

Poisons Information Centre

Some people might have worked on a farm before, but...

- Have they worked on your farm?
- Do they know how you run your business?

OTHER RESOURCES

- Are you aware of your legislative responsibilities? Legislation may differ from state to state and it is your responsibility to be aware of what is required by law.
- Remote Work - Safe Work Australia



- Participate in risk management discussions with your Supervisor or Manager with regard to lone or remote working and the task at hand.
- **Be clear** on the emergency procedures to follow including fire, evacuation, contacting emergency services.

ON THE JOB

Equipment

- **ALWAYS** start and use machinery and equipment according to manufacturer's instructions.
- Conduct daily inspections on machinery and equipment - Maintain, repair and test equipment prior to use. Breakdowns can be very challenging when working alone or remotely.

Resources

- **ALWAYS** use appropriate personal protective equipment (PPE).
- **Be clear** on the jobs that need to be done and the time frame required.

- **NEVER** compromise personal safety to rush a job or get the work done a certain way.
- Manage your hydration, sustenance, fatigue and any medication requirements (if applicable).
- Ensure communication devices are charged and working prior to each shift such as phones and/or GPS.

Location

- Understand the issues of working in varying weather conditions and the effect on workers: heat, if any shade/cover is available, wind, humidity, rain and other kinds of precipitation, fatigue.
- Being able to correctly communicate your location on the property is critical in case of emergency - ensure you have GPS capabilities or have downloaded an app that can work offline.

OTHER CONSIDERATIONS

- Complete **First Aid** training and **practice emergency** procedures.
- Keep in touch - with clear and agreed time frames. **If contact is not made** in an agreed time frame, be clear on how emergency procedures will be activated and applied.
- If you or someone you know is suffering from **mental health issues** tell your supervisor. Working alone or living in remote areas can trigger depression, anxiety, or other mental health issues.
- Safety is **your** responsibility. Ask for more training if you are unsure about anything.

Comments / Suggestions

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Toolbox Talks

OPERATION NAME: MEETING LEADER:

LOCATION: DATE:

PARTICIPANTS

1. NAME: 4. NAME:

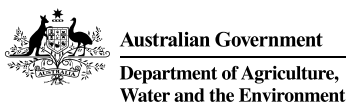
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