

## Toolbox Talks



### 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.



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

**POISONS 13 11 26**  
Poisons Information Centre

### A Practical Guide

## Visitors on Farms

**Farms are fascinating places, offering a unique opportunity to connect with nature and learn about agriculture. However, they can also be hazardous environments for visitors unfamiliar with farm operations.**

Unlike farm workers who are trained in safety protocols, visitors may be unaware of potential dangers and may inadvertently place themselves or other people in harm's way.

### The Hazards and Risks

**Animals:** Livestock can be aggressive and move swiftly, and even seemingly docile animals can cause injury. Visitors may not understand animal behavior or how to interact safely.

**Vehicles, Machinery and Equipment:** Farm machinery presents a significant crushing, entanglement, and rollover risk. Visitors may not understand blind spots or the dangers of approaching operating equipment.

**Water Hazards:** Naturally occurring water sources as well as water infrastructure like ponds, dams, irrigation channels and tanks pose drowning risks. Visitors may underestimate the hazards associated with these types of locations.

**Chemicals and Hazardous Materials:** Pesticides, fertilisers, and fuels can cause serious illness or poisoning if ingested or inhaled. Visitors may be unaware of proper storage and handling procedures.

**Uneven Terrain:** Slips, trips, and falls are common occurrences on uneven farm ground. Visitors may not be accustomed to walking on uneven surfaces or loose gravel.

**Zoonotic Diseases and Biosecurity:** Farm visitors may not be aware of potential zoonotic disease and how they can be transmitted. Visitors can unintentionally put themselves at risk, spread diseases between plants or animals, or introduce new pathogens to the farm. This can happen through contaminated clothing, footwear, or even by simply petting animals.

**Visitors as Hazards:** It's important to remember that visitors themselves can be hazards. Visitors partaking in farm activities without proper supervision, training, and instruction may expose farm workers to dangerous situations.

### Reducing the Risk

Farms attract a variety of people who may be considered visitors. Anyone who isn't classified as a worker may fall under the category of a visitor. This includes people like tradespeople, agricultural advisors, bankers, customers buying produce, tour groups learning about the farm, or even friends and neighbours paying a social call. The safety measures used will depend on the type of visitor and their reason for attending the workplace.



### Planning and Preparation

**Set Ground Rules:** Make sure everyone in your team knows your workplace visitor policy and the correct process for inviting people to visit the workplace.

**Identify Visitor Areas:** Designate specific areas for visitors that are separate from active work zones.

**Develop a Safety Briefing:** Prepare a safety briefing or induction to inform visitors about potential hazards on the farm and expected behavior. This briefing can be delivered verbally or in writing.

## A Practical Guide Visitors on Farms

**Provide Information:** Educate visitors about their role in maintaining safety, such as adhering to guidelines and reporting hazards.

**Provide Clear Signage:** Use clear and concise signage to mark boundaries, warn of hazards, and provide important information like emergency contact details.

**Ensure Proper Supervision:** When possible, assign a knowledgeable person to supervise visitors, and always supervise children.

**Inform Workers:** Briefly explain who the visitors are, why they're visiting, and the areas they'll be accessing. This allows your team to be aware of potential interactions and take steps to minimise disruptions or hazards.

**Review and Update:** Regularly review and update safety protocols and visitor policies to ensure they reflect current best practices and legal requirements.

### Guiding Visitors

**Restrict Access:** Limit access to areas with ongoing farm operations, hazardous materials, or aggressive animals.

**Maintain Safe Distances:** Ensure visitors maintain a safe distance from machinery, animals, and other hazards.

**Enforce Footwear Requirements:** Require closed-toed shoes with good tread for navigating uneven terrain.

**Address Curiosity:** Anticipate visitor curiosity and provide clear instructions on safe interaction with animals and farm operations.

**Children:** Children require constant supervision and may need additional safety measures like designated play areas.



**Emergency Preparedness:** Provide simple but clear instructions to visitors on what to do if there is an emergency. Display emergency contacts and phone numbers in prominent places. Refer to the *Emergency Management Planning on Farms* Toolbox Talk.

### Communication and Education

**Clear Instructions:** Provide clear and concise instructions to visitors about what is expected of them in terms of behavior and safety precautions. Children, elderly visitors, and those with disabilities may have different needs and require specific precautions.

**Cultural and Language Considerations:** Consider addressing how to accommodate visitors from diverse cultural backgrounds or those who may not speak English as their first language. This could include offering safety briefings and materials in multiple languages or engaging an interpreter.

**Age-Appropriate Communication:** Tailor safety messages to the age and understanding of your visitors. Use simpler language and visuals for younger audiences.

**Training and Supervision:** Any visitors allowed to participate in work tasks require an appropriate level of training and supervision as would be provided to workers performing the same tasks.

**Ask for Feedback:** Include a system for visitors to provide feedback on their experience and any safety concerns they may have noticed. This can help your farm continuously improve their safety protocols.

### Vehicles, Plant and Equipment

**Secure Access:** Keep items of plant and equipment secured to prevent unauthorised access or operation.

### Ensure Appropriate Passenger Seating:

- Only allow visitors to ride in vehicles where they can occupy manufacturer approved, designated seating, with appropriate restraints.
- Don't allow visitors to joyride on plant or equipment.

### Zoonotic Diseases and Biosecurity

**Keep Records:** Maintain a visitor log and have processes and procedures in place to manage visitors.

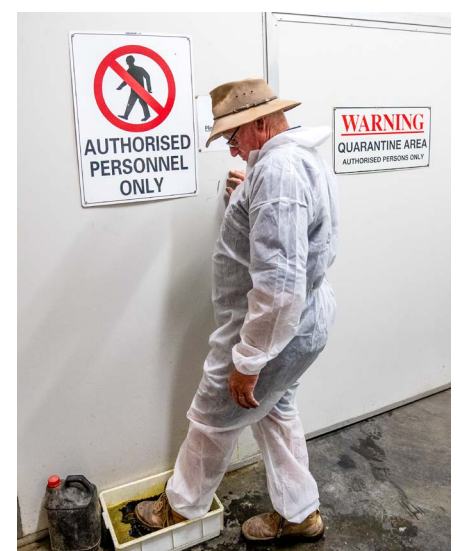
#### Raise Awareness:

- Include appropriate biosecurity and zoonotic disease information in visitor inductions.
- Install signs where sick animals or contaminated produce are quarantined.

**Restrict Access:** Restrict visitor vehicle access to production areas.

**Reduce Risk:** Enforce visitor vehicle washdown requirements.

**Promote Good Hygiene:** Provide suitable amenities and encourage hand washing and hygiene.





# Toolbox Talks

## Facilitator Guide

### INSTRUCTIONS

The information sheet is background information ONLY. Be sure to customise your talk to your operation and facilities.

#### How to deliver an effective Toolbox Talk

- Know your Topic. If you don't understand the material it will be hard to explain and make it relevant.
- Print copies of the Toolbox Talk Info sheet for yourself and each of the participants.
- Hold the talk in a location relevant to the topic being discussed.
- Explain why the Toolbox Talk is being held.
- Stay on topic and keep it simple.
- Encourage conversation and participation.
- Be sure to give real life examples whenever possible.
- Be open to questions.
- Read through the provided cases studies.
- After each study ask attendees what could have been done to prevent this situation.
- Conclude with a brief review of the main points or a summary based on the discussion.
- Record the details of the Toolbox Talk including the location, date and names of attendees.

**Note:** This Facilitator Guide is intended to provide a basic structure for conducting a Toolbox Talk. Customise it as needed to suit your specific audience and objectives. Always prioritise safety and ensure that participants have a clear understanding of the information presented.

## A Practical Guide Visitors on Farms

### Introduction

#### Welcome everyone.

Briefly explain the importance of visitor safety. Mention that farms can be fascinating places but also have unique hazards. Our goal is to ensure everyone has a safe and enjoyable experience.

**Icebreaker (optional):** Consider starting with a brief question or scenario. Try asking attendees if they have ever encountered a visitor on the farm who seemed unaware of a potential safety hazard.

#### Distribution of Resources

Handout printed Toolbox Talk Information Sheets and any other resources.

### Key Points

#### Visitor Policy

- If you have a visitor policy clearly state what that policy is.

#### Particular Hazards

- List any known hazards that pose particular threats to visitors.
- Explain the controls that are in place for each hazard.

#### Processes and Procedures

- Explain the rules for inviting visitors to the farm.
- Explain any procedures to be followed when visitors arrive on site (signing in, inductions, etc).
- Explain requirements for supervision of visitors.

#### Prevention and Reporting

- Empower workers to stop working if a visitor is behaving in a way that poses a risk to the health and safety of any person in the workplace.
- Encourage workers to report unexpected or unauthorised visitors to management.

### Interactive Discussion & Case Studies

Encourage participants to share their experiences, challenges, or questions related to visitors in the workplace. Use the Case Studies on the next page to prompt conversation. Read the case studies out loud and ask participants for their thoughts.

#### Q&A Session

Allow participants to ask questions and seek clarification on any topics covered.

#### Conclusion

Summarise the main takeaways from the talk.

Reiterate the importance of everyone's commitment to safety on the farm.

#### Closing Remarks

Thank participants for their time and attention.

Remind them to apply the knowledge gained from this Toolbox Talk in their daily work.

#### Feedback

Ask for feedback on the Toolbox Talk content and delivery to improve future sessions.



# Toolbox Talks

## Facilitator Guide

# CASE STUDIES



## 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 risks.

**farmsafe.org.au**

P. +61 2 6269 5622 | E. [info@farmsafe.org.au](mailto:info@farmsafe.org.au)

**Disclaimer:** This *Toolbox Talk* is intended as a *general* guide only and is designed to be used to increase risk awareness and safe work practices - it is not legal advice and does not take the place of proper individualised on-farm workplace inductions, work, health and safety training, or any other tailored steps which may be necessary to protect health and safety at specific worksites.

### CASE STUDY 1 Family Visitors

#### Scenario

Sharon is using a tractor to slash grass. The farm owner's cousin who is visiting the farm for a few days walks into the paddock and approaches the tractor to take photographs.

QUESTION	ANSWER
Should Sharon continue slashing?	Workers should immediately stop tasks or activities if a visitor is behaving in a way that poses a threat to the health and safety of any person.
What steps should Sharon take?	<p><b>This answer may depend on your visitor policy and operational procedures. Answers may include:</b></p> <ul style="list-style-type: none"> <li>• Immediately stop slashing, dismount the tractor, approach the visitor and briefly explain the hazard and ask them to leave the area.</li> <li>• Immediately stop slashing, contact a supervisor and ask for the visitor to be escorted away from the area.</li> </ul>

### CASE STUDY 2 Spray Rig Passenger

#### Scenario

Eunice is an agronomist who runs her own business providing services to local farms. Every month Eunice attends *Grow Fast Farms* to take samples and observations. Rather than take a vehicle out into a paddock, Eunice asks a *Grow Fast Farms* worker if she can stand on the side step of the spray rig to get a lift between paddocks.

QUESTION	ANSWER
<p><b>What should the worker do?</b></p> <p>A. Allow Eunice to ride on the side step as she works on the farm so visitor rules don't apply.</p> <p>B. Allow Eunice to ride on the side step as the side step has a hand rail allowing for three points of contact so it safe to use this to travel between paddocks.</p> <p>C. Don't allow Eunice to ride on the side step as visitors are only allowed to travel in vehicles where they can occupy a manufacturer approved, designated seat, with appropriate restraints.</p>	<p>The correct answer is 'C'.</p> <p>No passengers (workers or visitors) should be allowed to ride on plant and machinery without being able to occupy a manufacturer approved, designated seat, with appropriate restraints.</p>

### CASE STUDY 3 Farmer Visitors

#### Scenario

There is a person coming to visit the farm and who may participate in some farm operations. This person has grown up on farm.

QUESTION	ANSWER
Should this person be provided with an induction and supervision?	<p>Yes.</p> <p>All farms and workplaces are unique in the combination of activities conducted, procedures followed and hazards present. Regardless of a visitor's previous experience in a farm environment they should always receive an induction.</p> <p>Supervision and training appropriate for the tasks being performed must be provided to anyone participating in work activities.</p>

## Toolbox Talks

### Facilitator Guide

### INSTRUCTIONS

This sign-off template is available for you to use as part of your training packages. You will need to attach all evidence of all information given to the person that you have spoken with regarding this specific Toolbox Talk. This may include checklists, policies, safe operating procedures or notes about the conversations had, questions asked and other information provided.

Holding Toolbox Talks or safety meetings are not just about checking a box – they need to be tailored to your farming environment, meet the legislative requirements, and designed to support your employee, contractor, family member or visitor throughout the time that they spend living or working on your property. Inductions are only the first step in your WHS journey and it is important that you continue to create a safety culture on your farm by continuing to engage with your employees on any matters that may affect their health, safety and wellbeing.

The employee/contractor/visitor/family member that you have had this conversation with should acknowledge that they have received, discussed and understood all the relevant information that has been presented to them and attached and sign in the relevant space provided. A good practice is to ensure that the employee initials or signs each relevant piece of information that is attached and retains a copy of each for their own information. Records of WHS conversations should be kept alongside records of employment or in your work, health and safety management system and be updated as needed or as required by law.

A Practical Guide

## Visitors on Farms

# On-farm Toolbox Talk Sign-off Sheet

Please list and/or attach all documents that have been provided including checklists, policies, safe operating procedures, etc.

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### On-farm Toolbox Talk Participants

#### EMPLOYER – DETAILS

I confirm that I have provided a relevant safety meeting to our farming business and that the employee has received, discussed and understood the listed and attached information.

Given Name(s)

Surname

Property Name

Date

Signature

#### 1. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature

# Toolbox Talks Facilitator Guide

A Practical Guide  
Visitors on Farms

## On-farm Toolbox Talk Sign-off Sheet

CONTINUED

### 2. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature

### 3. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature

### 4. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature

### 5. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature