



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.



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.

POISONS 13 11 26
Poisons Information Centre

A Practical Guide

Risk Management Tools

Imagine a farm where everyone feels safe and secure. A farm where children can play freely, without fear of injury. A farm where workers can focus on their jobs, knowing that they are protected from hazards. This is the kind of farm that we all want to work and live on.

But the reality is that agriculture is a dangerous industry to work in. Every year, farmers are overrepresented in workplace injuries and fatalities. And children are especially at risk. That's why it's so important to be aware of farm safety and to use risk management tools to help prevent on farm injuries and fatalities. Risk management is the process of identifying, assessing, and controlling hazards in the workplace. It's an important part of any farm operation, and it can help to save lives.

The Process

- **Identifying Hazards:** The first step in risk management is to identify all of the potential hazards on your farm. This includes things like machinery, animals, chemicals, and environmental factors.
- **Assessing Risks:** Once you have identified the hazards, you need to assess the risks associated with each one. This includes considering the likelihood of an incident happening and the severity of the potential consequences.
- **Controlling Risks:** Once you have assessed the risks, you need to develop and implement control measures to reduce them. This may involve things like eliminating hazards, substituting safer alternatives, or using engineering controls.
- **Review Control Measures:** By regularly reviewing risk control measures, you can help to ensure that they are still effective in reducing the risks in the workplace. This can help to prevent incidents and injuries.

Risk management is not a one-time event. It's an ongoing process that should be reviewed and updated regularly. As your farm operation changes, so too should your risk management plan.

Persons conducting a business or undertaking (PCBUs) and people with significant control of decisions regarding the workplace and work activities (Officers)

have a primary duty of care to ensure the health and safety of workers and others who may be affected by their work. This includes the responsibility to identify and control hazards and provide workers with information and training on safety.

Workers also have a responsibility to contribute to a safe workplace. This includes following safety procedures, identifying and reporting hazards, and taking precautions to avoid incidents.

PCBU and Officer Responsibilities

Identifying Hazards

There are a number of ways to identify hazards in the workplace. Here are a few examples:

- **Inspections:** Conducting regular inspections of the workplace is a good way to identify hazards. Be sure to inspect all areas of the workplace, including machinery, equipment, work areas, and storage areas.
- **Incident Investigations:** If an incident or injury does occur, it is important to investigate the incident to determine the root cause. This can help to identify hazards that may not have been previously identified.
- **Hazard Reporting:** Workers are often the first to notice hazards in the workplace. Encourage workers to report any hazards that they see to their supervisor immediately.
- **Industry Information:** Incident and injury reports and statistics for the agricultural industry provide insight into some of the most common hazards related to farming.
- **Worker Consultation:** Worker consultation is the practice of actively engaging and seeking input from workers to gather their insights, concerns, and suggestions on matters related to safety, health, and wellbeing in the workplace. This collaborative approach ensures that the collective knowledge and experience of workers are valued and integrated into the development and improvement of WHS policies and procedures.

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In addition to these methods, there are a number of other ways to identify hazards in the workplace. For example, you can review the manufacturer's instructions for machinery and equipment, or you can consult with safety organisations and experts.

It is important to note that hazard identification is an ongoing process. New hazards may arise as the workplace changes, so it is important to regularly review your hazard identification process.

Assessing Risks

When assessing risks, there are a number of factors that should be considered, including:

- **The Nature of the Hazard:** What is the hazard and how can it cause harm?
- **The Likelihood of an Incident Happening:** How likely is it that someone will be exposed to the hazard and be harmed?
- **The Severity of the Potential Consequences:** What are the potential consequences of an incident happening?
- **The Number of People who are Exposed to the Hazard:** How many people are at risk of being exposed to the hazard?
- **The Frequency of Exposure:** How often are people exposed to the hazard?

Additional Tips

- **Be Systematic.** Don't just look for the most obvious hazards. Take the time to carefully consider all of the potential hazards in the workplace.
- **Be Realistic.** Don't underestimate the likelihood of an incident happening or the severity of the potential consequences.
- **Be Objective.** Don't let your own personal biases influence your assessment of the risks.
- **Consult with Others.** Get input from workers, supervisors, and other safety experts.



Controlling the Risk

Controlling the risk is done by applying the hierarchy of controls. The hierarchy of controls is a system for controlling hazards in the workplace. It ranks risk controls from the most effective to the least effective.

The Five Levels of the Hierarchy of Controls

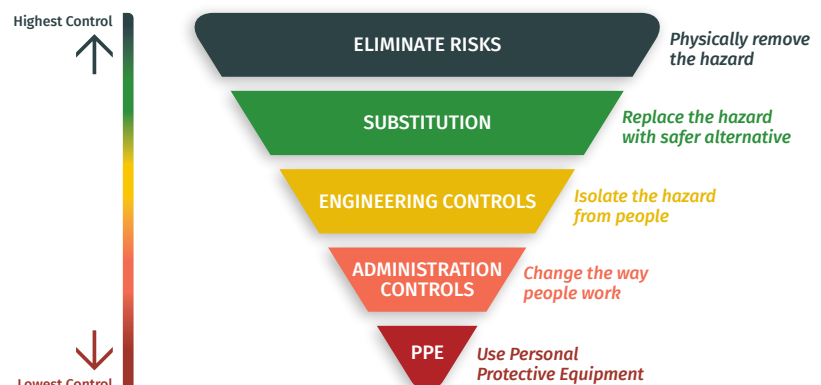
1. **Elimination:** Remove the hazard completely. Eliminate the hazard by removing it completely from the workplace. For example, to eliminate the risks of falls into an unused or disused service pit, the pit could be filled in.
2. **Substitution:** Replace the hazard with something safer. For example, if you are using a hazardous chemical, you could substitute the hazard by switching to a safer alternative.
3. **Engineering Controls:** Isolate the hazard from people or make it less hazardous. For example, you could install a guard on a machine to isolate the hazardous components from coming into contact with people.

4. **Administrative Controls:** Change the way people work to reduce exposure to the hazard. For example, you could implement a lockout/tagout procedure to prevent people from being injured by machinery requiring maintenance, or you could train workers on how to work safely with a hazardous chemical.

5. **Personal Protective Equipment (PPE):** Provide workers with PPE to protect them from the hazard. For example, you could provide workers with safety glasses to protect their eyes from flying debris.

When controlling hazards, it is important to start at the top of the hierarchy of controls and work your way down. This means that you should try to eliminate or substitute the hazard first, and never rely on PPE alone to control a hazard.

HIERARCHY OF CONTROLS



Toolbox Talks

A Practical Guide Risk Management Tools



Record and Review

- Record the hazards that you have identified, assessed, and considered controls for.
- Develop an action plan to implement these controls.
- Regularly review controls that have been implemented to ensure that they are effectively controlling the hazard.
- Continually look for new hazards.
- Having a Risk Assessment and Treatment Plan is a great way to monitor hazards over time and communicate with others about the controls that are in place.

Worker Responsibilities

As workers, we have a number of responsibilities when it comes to safety. These include:

- **Identifying and Reporting Hazards.** If you see a hazard, don't ignore it. Report it to your supervisor immediately.
- **Following Safety Procedures.** Always follow the safety procedures that are in place for your job. This includes wearing proper personal protective equipment (PPE) and using equipment safely.
- **Working Safely.** Be aware of your surroundings and take precautions to avoid incidents. This includes using caution when working with machinery, animals, and chemicals.
- **Speaking Up.** If you have any concerns about safety, don't be afraid to speak up. Talk to your supervisor or another trusted person.

How to Make Your Workplace Safer

Here are a few tips on how you can make your workplace safer:

- **Be Proactive.** Don't wait for something bad to happen before you take action. Be proactive in identifying and addressing hazards.
- **Be a Good Role Model.** Set a good example for your coworkers by following safety procedures and working safely.
- **Encourage Others to Speak Up.** If you see someone doing something unsafe, gently remind them of the safety procedures.
- **Be involved in Safety Initiatives.** If your workplace has safety committees or safety programs, get involved. Your participation can help to make your workplace safer for everyone.

Additional Information

Workers have a right to know about hazards in their workplace. Employers are required to provide workers with information about hazards and how to protect themselves.

Workers have a right to refuse to work in unsafe conditions. If you believe that a work situation is unsafe, you have the right to refuse to work. You should not be penalised for refusing to work in unsafe conditions.

Workers have a right to participate in safety and health programs. Employers should involve workers in developing and implementing safety and health programs. This helps to ensure that the programs are effective and meet the needs of the workers.

Links and Resources

SafeWork Australia –
Model Code of Practice: How to Manage
Work Health and Safety Risks
safeworkaustralia.gov.au

Farmsafe Australia
farmsafe.org.au



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.

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Introduction

- Welcome everyone.
- Emphasise the importance of risk management to keeping everyone safe.

Icebreaker

Consider starting with a brief question or scenario related to managing risks on farms.

For example, "What is one thing you can do today to make your workplace safer?"

Distribution of Resources

Handout printed Toolbox Information Sheets and any other resources related to risk management.

Key Points

Ask workers to identify the hazards in their work area:

- This can be done by brainstorming or by asking workers to walk around their work area and identify any potential hazards.

Discuss the risks associated with each hazard:

- This includes considering the likelihood of an incident happening and the severity of the potential consequences.

Talk about the control measures that are in place to reduce the risks:

- This may include engineering controls, administrative controls, or personal protective equipment (PPE).

Ask workers to share their ideas on how to improve risk management in the workplace:

- This could involve developing new procedures, improving communication, or investing in new equipment.

Interactive Discussion and Case Studies

Encourage participants to share their experiences, challenges, or questions related to farm safety.

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 how you want workers to stay safe.

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.



Farmsafe
AUSTRALIA

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

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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 **The Missing Guard**

Scenario Sally works as a packer on a macadamia farm. One day she notices that a guard covering a drive belt on a piece of machinery has fallen off. Sally doesn't tell anyone about the guard because she believes that it is the farm owner's job to keep things safe.

QUESTION	ANSWER
Is Sally correct in her thinking?	<p>No, Sally is not correct in thinking that it is only the farm owners' job to keep things safe. Everyone who works on a farm has a responsibility to contribute to a safe workplace.</p> <p>This includes farm owners, supervisors, and workers. Farm owners have a primary duty of care to ensure the health and safety of workers and others who may be affected by their work. This includes identifying and controlling hazards, and providing workers with information and training on safety. However, workers also have a responsibility to follow safety procedures, identify and report hazards, and take precautions to avoid incidents.</p> <p>In this case, Sally noticed a hazard (the missing guard) but did not report it to anyone. This was a mistake. Sally should have reported the hazard to her supervisor immediately. By not reporting the hazard, Sally put herself and other workers at risk of injury.</p>

CASE STUDY 2 **The Faulty Brakes**

Scenario Frank owns a dairy farm. He has an old ute on the farm that is used to take hay from the feed shed to the milking yard. The ute's brakes haven't worked for years but existing staff know about this issue and only drive the ute slowly. Chris, a new worker, is tasked with taking hay to the milking yard. He doesn't know about the brakes and runs the ute into a fence post, giving himself a concussion. Frank feels that this incident is Chris's fault because Chris was driving too fast.

QUESTION	ANSWER
Is Frank correct in his thinking?	<p>No, Frank is not correct in his thinking that the incident is Chris's fault because he was driving too fast. Frank has a responsibility to ensure that the ute is safe to drive, and this includes having the brakes repaired. While Chris may have been driving too fast, he was not aware of the brake issue.</p> <p>Frank has a primary duty of care to ensure the health and safety of workers and others who may be affected by his work. This includes identifying and mitigating hazards, and providing workers with information and training on safety.</p> <p>In this case, Frank identified a hazard (the faulty brakes) but did not take steps to mitigate it. He also did not provide Chris with information about the hazard. As a result, Chris was put at risk of injury. Frank is responsible for the incident because he failed to meet his duty of care.</p>

CASE STUDY 3 **Effective Controls**

The Hierarchy of Controls are:

- 1. Elimination:** Remove the hazard completely. Eliminate the hazard by removing it completely from the workplace. For example, to eliminate the risks of falls into an unused or disused service pit, the pit could be filled in.
- 2. Substitution:** Replace the hazard with something safer. For example, if you are using a hazardous chemical, you could eliminate the hazard by switching to a safer alternative.
- 3. Engineering Controls:** Isolate the hazard from people or make it less hazardous. For example, you could install a guard on a machine to prevent people from getting injured.
- 4. Administrative Controls:** Change the way people work to reduce exposure to the hazard. For example, you could implement a lockout/tagout procedure to prevent people from being injured by machinery, or you could train workers on how to work safely with a hazardous chemical.
- 5. Personal Protective Equipment (PPE):** Provide workers with PPE to protect them from the hazard. For example, you could provide workers with safety glasses to protect their eyes from flying debris.

DISCUSSION

Discuss with your team what tasks they feel are the most hazardous on your farm. Brainstorm ideas for how the Hierarchy of Controls could be used to reduce the risk.

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.

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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

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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

Risk Assessment Treatment Plan

ORGANISATION: **REVIEWED BY:**

COMPILED BY: DATE OF RISK REVIEW:

<div>  RISK MATRIX </div>	LIKELIHOOD		VERY LIKELY	LIKELY	UNLIKELY	HIGHLY UNLIKELY
	CONSEQUENCES	Fatality	High	High	High	Medium
		Major Injuries	High	High	Medium	Medium
		Minor Injuries	High	Medium	Medium	Low
		Negligible Injuries	Medium	Medium	Low	Low

[illegible]