



# Risk Management Tools

Under the *WHS Act 2011* farm owners, managers and employees have specific responsibilities and duties of care.

**It is up to the owner and/or manager to provide a safe workplace and safe work systems for all family members, employees, contractors, and visitors to the farm.** However, it is up to the individual workers, contractors and visitors to take appropriate care for the health and safety of themselves and all those who are on the property with them, ensuring that all who live and work on this farm are kept safe to the best of their combined abilities.

To do this on our farm, we expect that you will advise the owners or managers of any risks or hazards that you are aware of, and comply with all health and safety advice, programs or policies that we put into place on our farm.

## REMEMBER

A **risk** is the likelihood that damage, injury or loss will be caused by a hazard and how severe it may be. A **hazard** is anything with the potential to cause harm. Employers have a Duty of Care to do what is reasonable and practicable to provide a safe workplace. This includes systematically checking for possible physical, biological, chemical and mental hazards.

**The main purpose** of completing a **Risk Assessment and Treatment Plan (RATP - refer to Page 3)** is to ensure that we are all **aware of the risks** of every task that we undertake, machinery or chemical that we use, animals that we work with and the environmental factors that are dangerous in and of themselves. We are doing our best to keep everyone **as safe as possible**.

When assessing risk, we need to ask the questions **'What am I putting at risk?'** and **'What are the potential consequences of the decisions I make?'**

Some people have a very different **risk appetite** than others. Some people may consider a situation risky and others may not. It depends on many factors such as; previous work experience, culture, family influences, educational background and sometimes, even just our mood on the day.

We use the RATP as a **communication tool** to work out the best ways to assess and manage risks on our farm. This includes **how** our workers approach risk, **how** they react to certain situations and **how** they develop plans to manage and mitigate risks.

## 5 Steps to Risk Assessment

### 1. IDENTIFY THE HAZARDS

**Take a walk** around the workplace to **identify hazards**. Some will be easy to identify, some may not. Observe workers and managers completing their work and identify if there's a safer and more efficient way to complete the job at hand.

### 2. ASSESS THE RISKS

**Analyse and decide who** might be harmed. Identify **how** they might be harmed. What is the severity of the potential harm?

**Use the Risk Matrix** (ATTACHED - SEE PAGE 3) How likely will it be for an accident or death to occur? What are the consequences of an accident or death?



## 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.
- **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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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.

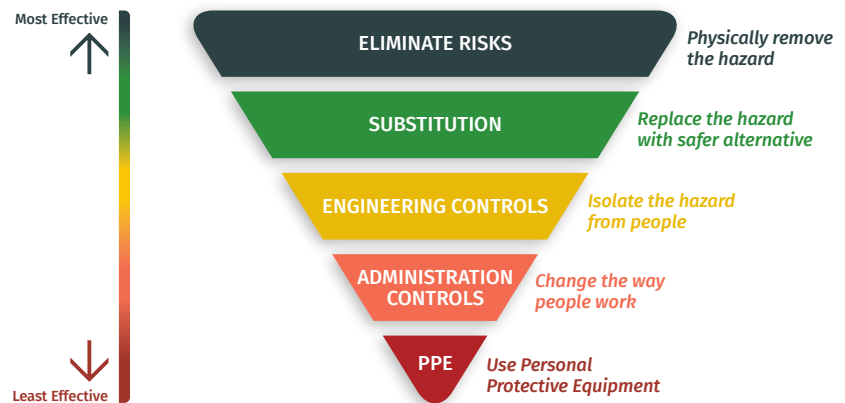
RISK MATRIX		LIKELIHOOD	VERY LIKELY	LIKELY	UNLIKELY	HIGHLY UNLIKELY
CONSEQUENCES	Fatality	High	High	High	Medium	Low
	Major Injuries	High	High	Medium	Medium	Low
	Minor Injuries	High	Medium	Medium	Low	Low
	Negligible Injuries	Medium	Medium	Low	Low	Low

Risk Assessment Treatment Plan

Form with fields for Identification, Date of Risk Review, and a table for Risk Assessment and Treatment Plan.

See Page 3

## HIERARCHY OF CONTROLS



### 3. ESTABLISH CONTROL MEASURES USING THE HIERARCHY OF CONTROLS

Key points to remember **how** to control a hazard. Can you: **Eliminate** the hazard?; **Substitute** the hazard with something safer; **Isolate** the hazard from people; Reduce risks through **engineering** controls; Reduce exposure using **administrative** controls (like signage); Use **personal protective equipment** (PPE) to protect against the potential negative consequences.

*Ensure the controls are reasonable and practicable.*

Sometimes risks remain even after all possible precautions have been taken. It's important to decide about any remaining hazards if the risk is high, medium or low and approach the situation carefully.

### 4. RECORD THE FINDINGS AND IMPLEMENT

**Write down the results** of your Risk Assessment using the Farmsafe template or create your own. Consider solutions to manage and mitigate the risks. Allocate resources – people, time, money. Decide on a *Plan of Action* - who will do what by when.

(ATTACHED - SEE PAGE 3)

**Include employees in this process as much as possible and make them aware of any changes that are made at management levels.** Keep it simple and succinct.

**Provide training** and information as appropriate, in particular consider any changes to workplace procedures, updates to any policies and provide a 'refresher' session to remind everyone about their responsibilities in making sure the workplace is safe.

Develop a **timeline and action plan**. Some hazards can be addressed quickly and easily, some take longer and require more time to mitigate. There may be a need to implement temporary solutions, if the hazards are multiple and will require more time and attention.

### 5. REVIEW AND UPDATE ON A REGULAR BASIS

Changes occur often on farms. **Review and update** your Risk Assessment and Treatment Plans on an ongoing basis.

Make sure your Risk Management processes are **up to date**. Conduct your assessment around the same time each year or before a busy time on the farm.

Regular check-ins, such as during toolbox talks, keeps safety at the forefront of workers minds. Risk Assessments and safe work practices need to be part of the daily routine on-farm.

# Risk Assessment Treatment Plan



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

ORGANISATION: ..... REVIEWED BY: .....

COMPILED BY: ..... DATE OF RISK REVIEW: .....

What risks or hazards exist?	<i>Risk Rating</i> <small>BEFORE TREATMENT PLAN</small>	What possible treatments could we use to reduce this risk?	<i>Risk Rating</i> <small>AFTER TREATMENT PLAN</small>	Person responsible for implementation of <i>Treatment Plan</i>	Timetable for implementation	How will the <i>Treatment Plan</i> options be monitored?