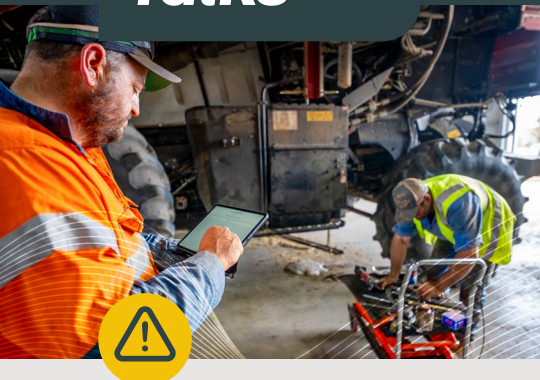


Toolbox Talks



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.



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 Workshop Safety

Farm workshops are vital hubs for keeping equipment running smoothly and ensuring the farm operates efficiently. These spaces tend to be multipurpose and may be used for equipment maintenance and repair, metal work and fabrication, carpentry and woodworking, general maintenance activities and storage of surplus or out of season supplies.

Due to the variety of uses and tasks being conducted, these essential spaces can also harbor a surprising number of hazards. From dangerous fumes, electrical hazards, to falling objects, taking the time to understand and address potential risks in your farm workshop is crucial for preventing injuries and fatalities.

The Hazards and Risks

Cluttered Workspaces: Disorganised workshops with tools and materials strewn around create tripping hazards and make it difficult to move safely. This can lead to slips, falls, and dropped objects causing injuries.

Dangerous Equipment: Power tools, grinders, welders, and hoists can cause serious injuries if not used properly or if used in proximity with other people. Tools that have safety guards that are missing or damaged are also a common hazard.

Electrical Hazards: Farm workshops are harsh environments for electrical tools meaning that they may suffer from more wear and tear than tools used in other environments. Faulty wiring, damaged cords and casing, and improper grounding can all increase the risk of electrocution.

Falling Objects: Heavy tools, spare parts, and other materials stored on shelves or overhead can fall and cause serious injuries if not secured properly.



Fumes and contaminated atmospheres:

Welding tasks, cleaning parts, fuels, solvents and paints can all give off dangerous fumes and vapours.

Hazardous Materials: Workshops may require the use or storage of chemicals such as paints, solvents, fuels, and lubricants. These materials can be toxic or flammable and require proper storage and handling to avoid poisoning, fires, or explosions.

Mobile Plant: There may be occasions where items of plant operate inside of workshop areas. This can increase the usual hazards associated with mobile plant operations.

Noise: Workshop environments are susceptible to high noise levels due to the operation of various power tools, machinery, and compressed air systems. Exposure to this noise can cause permanent hearing damage, including tinnitus (ringing in the ears) and hearing loss. Even lower noise levels over extended periods can lead to fatigue, difficulty concentrating, and increased stress levels.

Poor Lighting: Dim or inadequate lighting can hinder your ability to see clearly, increasing the risk of mistakes and injuries while operating machinery or using tools.

Simultaneous Operations: Multiple people may be using the workshop area at the same time. Some tasks occurring at the same time may result in increased exposure to hazards. For example, conducting hot works close to where solvents or flammable substances are being used.

Unsecured Machinery: Working on equipment that is not properly secured with blocks, jacks, or other supports can lead to crushing injuries if the machinery slips or falls.

Reducing the Risk

Maintaining Clutter Free Workspaces

Keep it Tidy: Return tools and materials to their designated storage locations after use. Utilise toolboxes, shelves, and pegboards to maintain a clutter-free and organised workspace.

Clear Pathways: Respect designated walkways and work areas to ensure clear traffic flow and prevent congestion. Report any obstructions that could create tripping hazards.

Regular Cleaning: Participate in regular cleaning routines to maintain a safe and organised workshop environment.

Dangerous Equipment

Proper Training: Before operating any equipment, ensure you receive proper training from a qualified source to understand safe operation procedures.

Guarding Your Safety: Inspect safety guards on power tools before use and never operate machinery with missing or malfunctioning guards.

Utilising PPE: Wear appropriate Personal Protective Equipment (PPE) such as safety glasses, gloves, respirators, and ear protection depending on the specific task.

Reporting Unsafe Equipment: If you notice any malfunctions or missing safety features on equipment, report it immediately to your supervisor. Never operate unsafe machinery.

Electrical Hazards

Report Electrical Issues: Report any damaged cords, outlets, or flickering lights to a supervisor or qualified electrician for prompt attention.

Protected Equipment: Only use equipment that has a residual current device (RCD) as part of the system.

Power Down Before Servicing: Always turn off, unplug and isolate electrical equipment before performing maintenance or repairs.

Falling Objects

Report Loose Storage: Report any loose or unsecured shelves or cabinets to your supervisor for immediate attention to prevent falling objects.

Avoiding Overloading: Avoid overloading shelves and ensure items are stored with the load evenly distributed to minimise the risk of items falling.

Storing Loose Materials Securely: Utilise containers or bins with secure lids for storing small parts and loose materials to prevent them from becoming projectiles.

Maintaining Awareness: Be aware of your surroundings and pay attention to overhead storage areas. Report any loose or damaged items that could fall and cause injuries.

Fumes and Contaminated Atmospheres

Ventilation and Mechanical Controls: Keep work areas well ventilated. Use mechanical aids like fans and extraction units if natural ventilation isn't adequate.

PPE: Wear appropriate PPE for tasks that produce vapours, fumes or other contaminants.

Scheduling: Minimise the risk to others by performing tasks that create fumes and contaminants at times when other people aren't using the workshop spaces.



Hazardous Materials

Understanding Labels: Familiarise yourself with the labels on all hazardous materials, including warning symbols and safety information, to ensure safe handling.

Designated Storage: Store chemicals in designated, locked, and well-ventilated areas away from heat sources and open flames to prevent fire hazards.

Secondary Containment: Utilise secondary containment measures like trays or bins to catch spills or leaks and prevent environmental contamination.

Seeking Guidance: If unsure about the safe handling or disposal procedures for hazardous materials, ask your supervisor for training or guidance.

Mobile Plant

Due to the limited space in farm workshops, operating mobile plant like forklifts or tractors requires extra caution. To ensure everyone's safety:

Training: Only authorised personnel with proper training and licensing should operate mobile plant.

Maintain Separation from Pedestrians: Designated traffic lanes should be established within the workshop to separate mobile plant movement from pedestrian walkways and work areas.

Beware of Fumes: Adequate ventilation is crucial, especially when operating machinery with internal combustion engines, to prevent carbon monoxide poisoning.

Toolbox Talks

A Practical Guide Workshop Safety

Training

Workshops are dynamic environments where new tools, materials, or procedures may be introduced, necessitating ongoing training to ensure all workers are aware of the latest safety protocols.

Emergency Management Planning

Emergencies can take many forms, from fires and medical situations to natural disasters and security threats. Having a pre-established course of action allows us to respond swiftly and effectively in any scenario, minimising risk and ensuring a safe outcome.



Links and Resources

AgHealth Australia
Safety in the Farm Workshop:
A Practical Guide
aghealth.sydney.edu.au

WorkSafe Queensland Government
Electrical Safety Code of Practice 2020 –
Electrical Equipment Rural Industry
worksafe.qld.gov.au



Noise

Engineering Controls: Implement engineering controls like installing sound enclosures around noisy machinery, using mufflers on exhaust systems, and utilising vibration dampening materials.

Administrative Controls: Schedule noisy tasks for times when fewer workers are present in the workshop. Rotate workers between noisy and quieter tasks to minimise individual exposure times.

Personal Protective Equipment (PPE): Provide and ensure workers wear appropriate hearing protection like earplugs or earmuffs whenever noise levels exceed safe limits.

Poor Lighting

Report Lighting Issues: Report any blown, burnt out or malfunctioning lights to ensure your work area is well-lit.

Maintaining Light Fixtures: Regularly clean light fixtures to maintain optimal brightness for safe and efficient work.

Natural Light: Maximise natural light whenever possible through windows or open bays.

Simultaneous Operations

Planning and Communication: Avoid tasks being undertaken at the same time that may expose others to unnecessary hazards. Plan activities to ensure conflicting tasks are done at different times. When performing tasks close to other people, let them know what you will be doing and what hazards they need to be aware of.

Safe Work Practices: Follow any procedures that are in place and ensure that PPE is worn by anyone exposed to hazards related to your task or activity.

Lock Out and Tag Out: Follow lock out and tag out procedures to ensure that items are not used until they are repaired or replaced.

Unsecured Machinery

Proper Blocking and Support: Always use appropriate blocks, jacks, or stands to secure equipment before performing any maintenance or repairs. Never work under unsupported machinery.

Level Work Area: Ensure the work area is level and has sufficient support for the weight of the machinery to prevent shifting and potential injuries.

Lifting with Caution: Utilise lifting equipment with the appropriate weight capacity for the task to avoid overloading and equipment failure.

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 Workshop Safety

Introduction

Welcome everyone.

Today's toolbox talk focuses on farm workshop safety. Our workshops are essential for keeping our equipment running smoothly, but they can also harbor hazards if not managed properly. By taking some simple precautions, we can significantly reduce the risk of injuries and fatalities.

Icebreaker (optional): Think about the last time you used the workshop. Did you encounter any situations that could have been potentially unsafe?

Distribution of Resources

Handout printed Toolbox Information Sheets and any other resources.

Key Points

Identify tasks and activities conducted in the workshops on your properties.

Awareness

- Use the handout sheet to help identify hazards relevant to the tasks and activities in your workshop/s.
- Discuss any additional hazards that might be present in your organisations workshops/s.

Reducing the risks

- Use the handout sheet to help identify ways to reduce the hazards.
- Discuss other potential controls that could be used.

Explain any controls currently in place

- Ensure that everyone is aware of any existing control measures that are in place including any standard operating procedures, or training and licencing requirements.
- Explain your property's policies, procedures or rules in place for operating mobile plant in workshop areas.

Prevention and reporting

- Let workers know how to report hazards or concerns.

Interactive Discussion and Case Studies

Encourage participants to share their experiences, challenges, or questions related to managing workshop 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.

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

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 Electrical Shock in the Workshop

Scenario

John was using a power tool in the workshop when he received an electric shock. It turned out the cord was frayed and exposed wiring caused the shock. Thankfully, the injuries were minor.

DISCUSSION PROMPTS

- What could John have done differently to prevent this accident?
- How can we ensure electrical safety in the workshop (regular inspections, proper grounding, etc.)?
- What should you do if you discover damaged electrical cords or outlets?

CASE STUDY 2 Welding Mayhem

Scenario

A mechanic is welding a broken bracket on a tractor in the workshop. While welding is ongoing, another worker needs to grind down a rough weld on a different piece of farm equipment at a nearby workbench.

QUESTION	ANSWER
What are the hazards to be aware of?	Potential hazards may include: <ul style="list-style-type: none"> • Flash burns – this can cause serious and painful eye injuries and conditions. • Fumes and sparks from welding can irritate the eyes and lungs of the worker grinding, and potentially ignite nearby flammable materials. • Grinding dust can be inhaled by the welder, causing respiratory problems. • Limited space in the workshop could increase the risk of tripping over hoses or tools.
What some potential controls?	Controls may include: <ul style="list-style-type: none"> • Physical Separation: If possible, use a welding curtain or partition to separate the welding area from the grinding activity. • Time Separation: If physical separation is not feasible, consider scheduling the welding and grinding tasks at different times to eliminate the simultaneous risks.

CASE STUDY 3 Busy Workshop

Scenario

Mark, a mechanic in a farm workshop, needs to use a rattle gun to remove bolts from a tractor engine. While Mark is wearing hearing protection, there are two other workers nearby performing maintenance tasks on different equipment.

QUESTION	ANSWER
What should Mark do to help protect the other workers from the noise hazard?	Potential answers could include any of the following: <ul style="list-style-type: none"> • Communicate with the other workers to let them know that he will using a loud piece of equipment. • Have the other workers wait outside until the task is complete. • Ensure the other workers are wearing hearing protection (PPE). • Delay the task until the other workers won't be exposed to the noise.

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 Workshop Safety

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.

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

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Workshop Safety

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