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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.**



Farmsafe
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Risk Management Tools

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

The primary duty of care rest with 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 also important that the individual workers, contractors and visitors are aware of risks and hazards and take reasonable 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.

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 have a duty to consult our workers when they may be affected by a health and safety matter. 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. Consultation should happen at every step of the risk assessment process.

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?



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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.

