

Confined Spaces

Step-by-step – Setting up safety for confined spaces on your farm

Setting up the paper-work for your farm should take about an hour, but it might be a bigger job to actually get the appropriate processes and equipment in place.

Use this list to walk through the steps to organise safety for confined spaces on your farm.

1. Getting started

Read through this information pack carefully and watch the relevant video clips.

Complete the confined spaces **Safety Self-Assessment** (traffic lights) page.

Make a list of things to do and set a date to have each thing completed in the **Action Plan**.

Read through the information quickly again.

Pick a topic to discuss with staff or family at your next **workplace meeting** (you should have at least one safety topic each meeting)

2. Assessing the confined spaces risks on your farm

Task someone with starting the **Register** of confined spaces for the farm. Ask them to take pictures of each possible confined space.

Do a **risk assessment** of each structure using the Risk Assessment Guide. After you have assessed each structure, update the Register and check that no structure is missing.

Task someone with ensuring all confined spaces have an appropriate **sign**.

Make the necessary changes for **security and lock-outs** for each structure.

Find out if you have **contractors** who can do the work you need in confined spaces.

3. Setting up your policy, processes and paperwork

Set up your **Farm Policy** document for confined spaces, using the template.

Put a copy of the Register and the Farm Policy for confined spaces with the documents you use to **induct new staff or relevant contractors**.

Set up your **Entry Permit** using the template.

Work out your rescue process for each confined space that could be entered.

Make the necessary **structural changes** to each structure for safe use and rescues and buy the **gear needed for rescues**, such as harness or lifelines.

Get the gear needed for **atmospheric testing** if this will be needed on your farm.

Arrange the **training** needed and who will participate. This should be accredited training with assessment. Set up a record of induction and training.

Do a **rehearsal rescue** for each confined space.

Go through the arrangements you now have in place with staff or family at your next **workplace meeting**.

Sleep well - job well done