

Background

The Safety System Snapshot provides an overview of your current farm safety system compared to Work Health and Safety legislation.

We have checked the snapshot with the Safety Regulatory Authorities who have agreed that it provides a practical guide covering the current legislation regarding safety on farms.

How to use the Safety System Snapshot

It is a good idea to fill out the Snapshot with the whole farm team – however, you may decide to do it on your own.

1. You will see that the Snapshot has a traffic light system to indicate how you rate for each step.
2. There are 6 Steps to go through.
3. Start with Step 1 and work across each row – either tick Red, Orange or Green for each row that is - one tick per row.
4. Work through all of the 6 Steps and 25 Rows – you will end up with 25 ticks altogether.
5. If you identify areas for improvement, add them to the Action Plan at the back of this document.
6. Revisit the Snapshot every 6–12 months to check how you have progressed. There are two extra copies of the Safety Systems Snapshot included for future use. You can also download a copy at www.thepeopleindairy.org.au/safetystarterkit.

Farm Safety System snapshot (Page 1 of 2)

| | Poor practice Each Tick in the Red Zone means you are less likely to be working safely on the farm. Address these areas immediately! | Improving safety practice Each Tick in the Orange Zone means you are increasing the level of safety on the farm. There is still work to be done | Great safety practice Each Tick in the Green Zone means you are more likely to be working safely on the farm. Monitor and review to continually improve |
|---|--|---|---|
| Step 1: Setting Up a Safe Workplace | No clear understanding of safety responsibilities | Safety responsibilities identified but not always understood or operating effectively | Manager and worker safety responsibilities clearly understood and acted upon |
| | No time or money allocated to meet safety responsibilities | Insufficient time and money allocated to meet safety responsibilities | Sufficient time and money allocated to meet safety responsibilities |
| | Safety not a priority | Safety not always a priority | Manager/s promote safety as a high priority |
| | No safety initiatives | Limited involvement by Manager/s in safety initiatives | Manager/s involved in all safety initiatives |
| | Manager/s set a poor safety example | Manager does not always lead by example | Manager leads by example |
| Step 2: Consulting (Employee Engagement) | No consultation processes in place | Consultation processes in place but not always working effectively | Agreed consultation processes are used to discuss safety issues and are working effectively |
| | Workers are not involved in safety issues | Workers are not always involved in safety decisions and developing procedures | Workers are involved in safety decisions and developing procedures |
| | Workers views are not valued or taken into account | Workers views are not always valued and taken into account | Workers views are valued and taken into account |
| | Feedback from employees is discouraged | Feedback from employees is listened to | Feedback from employees is actively encouraged |
| Step 3: Managing Hazards | Tasks with safety risks not identified nor the risk controlled | Only some of the safety risks have been identified and the risks controlled | All tasks with safety risks have been identified and the risks controlled |
| | No safe work procedures developed | Limited development, implementation and review of safe work procedures | Safe work procedures are developed, implemented and reviewed for all these tasks |
| | Responsibility for doing tasks safely is left up to the worker | Safe work procedures developed but not followed | Procedures are followed in day-to-day operations |

Add any areas for improvement you identify in the Action Plan at the back of this document.

Farm Safety System snapshot (Page 2 of 2)

| | Poor practice | Improving safety practice | Great safety practice |
|---|---|--|---|
| Step 4: Informing, Training & Supervising | Workers not inducted | Induction in safe work procedures occurs but is incomplete | All workers/contractors inducted and signed off for the farm |
| | No safety training provided | Some workers are not trained to ensure they are able to do their tasks safely | Workers are trained in safe work procedures before starting tasks |
| | Workers not made aware of safety issues | Workers are sometimes made aware of safety issues | Workers/Contractors are always made aware of safety issues |
| | Ability of workers to do tasks safely is not checked | Workers are sometimes asked to demonstrate that they can do their tasks safely | Workers are always asked to demonstrate that they can do their tasks safely |
| | No safety supervision | Supervision does not always result in safe work procedures being followed | Workers are supervised, where necessary, to ensure safe work procedures are followed |
| Step 5: Maintaining a Safe Workplace | Safety scans are not carried out at all | Safety scans are not carried out regularly | Regular safety scans are carried out to detect hazards |
| | Workplace tools and equipment are not maintained | Some workplace tools and equipment maintained | Workplace tools and equipment are maintained |
| | Workers not provided with easy to understand information and training on how to do their job safely | Workers not always provided with easy to understand information and training on how to do their job safely | Workers are provided with easy to understand information and training on how to do their job safely |
| | No process set up for reporting accidents and incidents | There is an accident /incident reporting process but it isn't understood by all workers | There is an accident /incident reporting process understood by all workers |
| | No emergency plans | Plans in place for some type of emergency only | Plans are in place for all emergencies |
| Step 6: Keeping Records | Accidents /Incidents not reported | Some incidents reported, but follow-up action limited | Safety issues and incidents are reported and acted upon, including notifications required by law |
| | No review of work practices following an incident | Safe work procedures and training not always reviewed following incident reports | Safe work procedures and training reviewed following incident reports |
| | No records kept of training or induction | Safety training records, including induction, not up to date | Safety training records, including induction, are up to date |
| | DATE REVIEWED: | REVIEWER: | |

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