

Quick safety scan: Background

The traffic light scan is designed to be done in 30 minutes by any member of the farm team. It can be used initially to set up the farm safety system and then on an ongoing basis to review the system. It is recommended that Quick safety scans are re-done at least once per year.

How to use a Quick safety scan

1. Use the one page Quick safety scan sheet and allocate a staff member to undertake the scan.
2. Instruct the staff member to take 30 minutes to:
 - a. Answer the questions on the scan sheet
 - b. If a hazard is seen, take a photo if appropriate
 - c. Show the completed sheet and photos to the Farm Manager and discuss the hazards and possible solutions
3. Follow up (by the Farm Manager):
 - d. Transfer the hazards to the Action plan and describe the solution
 - e. Organise the actions to be taken

The Farm Safety Manual provides information and templates to assist you to comply with legal requirements and build a positive safety culture in hazard areas. For more information, visit www.thepeopleindairy.org.au/farmsafetymanual

Contractors

Quick safety scan

Under Work Health and Safety Regulations it is your responsibility to ensure that the contractors who provide services on your farm do so in a safe manner.

Having a standard induction procedure to go through with each one makes it easy and quick to ensure they have all the information they need and understand the safety requirements on your farm. This contributes to your safety management and assists them to do their tasks effectively.

Quick safety scan – Start here	No	Some	Yes	Comments
1. Do you brief all contractors on the safety requirements of your farm?				
2. Do you ensure they have the relevant licences / certificates and insurance?				
3. Do they have appropriate safety plans for the work they will do?				
4. Do they induct and supervise their workers around safety?				
5. Do they use equipment that is well maintained and fitted with relevant safety features such as guards, emergency stops, carbon filters and electrical equipment tested and tagged?				
6. Do contractors supply and use the relevant Personal Protective Equipment/Clothing (PPE)?				
7. Do you take appropriate action if contractors are not working safely?				

Person doing Quick safety scan:	Date: / /
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