

Stepping up...

Farm Health and Safety Journey – Your 90 day Plan

A step by step journey to help you achieve a robust Health & Safety System and culture on your farm

Saferfarms.org.nz is your go to place for printable ready to go resources. Where a word is **Bold** there is a template available.

Before you start we recommend purchasing 2 folders, and 2 packets of 10 dividers. One folder will be your office copy (documents you wish to keep in your office. The other will be for your farm dairy (documents you wish to be readily available for your team).

GETTING STARTED

By Whom **By When** **Done**

- Meet with Business Owners to complete H & S Policy
 - Meet with Farm Management Team to complete H & S Policy
 - Meet with Farm Team to complete H & S Policy
 - Introduce the daily safety meeting
 - Complete a **Risk Register** for the high risk areas of your operation (the ones that keep you up at night)
 - Discuss this Hazard Register with the team
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PHASE 2

By Whom **By When** **Done**

- Recap are the daily discussion occurring?
 - Complete a **Risk Register** for a new area
 - Discuss this Hazard register with the team
 - Introduce the **Farm Accidents/Near Miss** Reports
 - Introduce the **Accident Investigation Form**
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PHASE 3

By Whom **By When** **Done**

- Has there been any accidents & near misses to report?
 - Carry out an accident/near miss investigation form (good practice)
 - Recap are the daily safety meetings being done?
 - Complete a **Risk Register** for a new area
 - Discuss this Risk register with the team
 - Are First Aid kits & Fire extinguishers available in work areas
 - Train the team/key personal in First aid Training
 - Complete an emergency contacts list
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| PHASE 4 | By Whom | By When | Done |
|--|---------|---------|------|
| Complete Emergency procedure policy | | | |
| Complete a Risk Register for a new area | | | |
| Discuss this Risk register with the team | | | |
| Introduce the Fencepost Meeting | | | |
| Complete a Hazard Map for your farm | | | |

| PHASE 5 | By Whom | By When | Done |
|---|---------|---------|------|
| Complete a Risk Register for a new area | | | |
| Discuss this Risk register with the team | | | |
| Induct Contractors using the Contractors Induction template | | | |
| Induct Visitors using the Visitors Checklist (good practice) | | | |

| PHASE 6 | By Whom | By When | Done |
|---|---------|---------|------|
| Recap are the daily safety meetings being done? | | | |
| Complete a Risk Register for a new area | | | |
| Discuss this Risk register with the team | | | |
| Complete a Hazardous Substances Register | | | |
| Complete a the Hazardous Substance Checklist | | | |

| PHASE 7 | By Whom | By When | Done |
|---|---------|---------|------|
| Complete a Staff Induction for all your current and new team | | | |
| Start a Training Record for each team member | | | |
| Complete a Risk Register for a new area | | | |
| Discuss this Risk register with the team | | | |
| Create a farm policy for Children & Young People on farm | | | |

| PHASE 8 | By Whom | By When | Done |
|--|---------|---------|------|
| Record Machinery Maintenance | | | |
| Complete a Risk Register for a new area | | | |
| Discuss this Risk register with the team | | | |
| Carry out a Fencepost Meeting | | | |
| Print out a Serious Harm Notification Form to have on hand | | | |
| Is all the appropriate PPE available, maintained & being used | | | |
| Monitor the health & risks of your team | | | |
| Report to the Business Owners the steps you have taken above | | | |
| Check that you achieve your H & S monthly by checking the tasks in the Fencepost Meeting Template | | | |