

REFERENCE FOR 90 DAY PLAN

IMPLEMENTING CHANGE

When change or new skills and behavior are required it is important that you don't just expect people to change. They need to be on the same journey as you. With regards to health and safety this needs to involve everyone in your business. The business owners, the people who manage the operation and the farm team. Employee participation in all areas of the 90 day plan is the key to success. Belief in its importance, behave safely and belong to the culture.

Answer all of the 'W' questions; why/what/how and what if?

- Why are we doing this?
 - Explain the relevance for them, for example to improve safety, increase productivity
- What is the benefit?
 - Explain how it benefits them, the farm, the business
- How do we do it?
 - Talk through how you are going to introduce the steps over the next 90 days
- What if we don't do it?
 - Discuss what happens if it isn't done, and the impact this has on them, costs, family, and the business.

Source: DairyNZ Milksmart

HEALTH & SAFETY POLICY

Develop a statement for your business that shows your commitment and intent to manage and improve health and safety. Your policy should involve everyone in the business and include:

- A statement on your commitment and support for a sound health & safety program,
- Allocate responsibilities,
- State your health & safety objectives,
- Promote health & safety of employees,
- Protection from hazards,
- Could include the following references:
 - the commitment of the employer to provide a healthy and safe work place for employees;
 - the employer's duty to take all reasonable actions to prevent illness and injury to an employee: e.g. (a) addressing training needs of employees in the use of work safe procedures; (b) supplying proper supervision and enforcement of safe work procedures;
 - the employer's commitment to consult and cooperate with all levels of the workplace to put in place the health & safety policy;
 - the employer's commitment to provide opportunities for worker participation;
 - the need for everyone to be responsible for a healthy and safe workplace.
- To show commitment to the policy it is good practice for it to be signed by the owners and managers, or even by the whole workforce!

DAILY SAFETY MEETING

This may sound like another job to a busy day, this task aids in developing change in your culture, by discussing health & safety every day over time it becomes embedded in your teams' culture.

The person in charge every day should ask these questions when setting their team up for the day:

- Thinking about your safety, what could go wrong today?
- What risks are you going to face today?
- What measures are you going to put in place?

The person in charge may also like to add:

- Remember about those power lines as you drive through that gate, keep you FEL down.
- Remember about that no drive zone in the paddock where the cows are this afternoon.

FENCEPOST MEETING

The Fencepost meeting is more of a formal meeting with your farm team; it is also a great checklist to remind you of the key tasks to be carried out. We recommend that you implement these meetings each fortnight for the first two months, then go to monthly meetings. This will depend on the culture of your team and how well your processes are being followed.

Fencepost meetings can provide an opportunity to conduct more hazard identification as well as reconfirm the teams' knowledge of hazards and their controls.

HAZARD AND RISK MANAGEMENT

Remember health & safety is not a destination, neither is Hazard Management. This requires regular review as the work environment changes, new technology is introduced etc.

There are three basic steps:

1. **What is a Hazard:** It is a source of harm (risk). Either actual or potential harm. Do this by walking through your property, review information from manufactures, review incidents, consult with employees.
2. **Risk Controls:**
 - *Elimination:* Removing the hazard,
 - *Isolation:* Prevent interaction with the hazard,
 - *Minimisation:* Minimising control, changing equipment, guards, new work practices, limit exposure, wearing PPE
3. **Monitor:** How effective are your controls, are they still relevant?

FARM ACCIDENTS/NEAR MISS REPORTS

When introducing this template to the team, ensure they understand that you will not be using these as a performance measure and that the importance of them is to ensure the business is providing a safe work environment by having the appropriate measure in place. Have a clear plan on how/who will complete these forms and who will review these. Do they self-manage these?

INVESTIGATION FORM

This is a good way to follow through and think about why an incident has happened and what can be done to prevent it occurring in the future. It does also help identify if it was a human error or a system error.

FIRST AID KITS & EXTINGUISHERS

Ensure a first aid kit that suits the number of staff you employ is readily accessible in suitable locations. Photocopy the contents sheet of your first aid kit and whenever something is used encourage people to mark next to it, rather than having to check the whole kit every month.

Fire extinguishers should be available in all locations a fire may start. Shop around for fire extinguishers as the price range across suppliers is large.

FIRST AID TRAINING

Ensure there is a competent first aider within the farm team. When something does go wrong it provides confidence knowing trained first aiders are available. There are a few different providers and some subsidized courses available. Check with your Citizen's Advice Bureau and your rural merchant to see what is available in your area.

EMERGENCY CONTACT LIST

An example of an Emergency Contact List (print on red paper), should be displayed in all your farm buildings and houses.

EMERGENCY CONTACTS

YOU ARE AT:

- DAIRY SUPPLIER NO: XXXXXXXX
- G.P.S: XXXXXXXXXXXX LAT, XXXXXXXXXXXX LONG

EMERGENCY NUMBERS:

- Dial 111
- Local GP xxxx
- Poisons & Hazardous Chemicals: 03 474 7000 or 0800 764 766
- Power Company: XXXXXX
- Electrician: XXXXXX
- Police Station: XXXXX
- Civil Defence: XXXXX
- First Aiders:
 - Joe Blogs XXXXXX
- Vet: xxx
- The Farm Mangers/Owners contact details.

First Aid kits: Farm Dairy, Farm Workshop, Silver Ute,

Burns Kit & Fire Blanket: Farm office

Fire Extinguisher's: Farm Dairy, Workshop, all houses, all tractors, silver Ute,

Spill Kit: Chemical store

EMERGENCY PROCEDURES

During emergencies it is important to have a rapid response to minimize the risk to people, property and the environment. Providing guidance to your team of what needs to be done in an emergency situation and providing the resources necessary to minimize the risk is all part of emergency procedure.

Identify potential emergency situations:

- What events could occur? (Fire, flood, explosion, major trauma, medical emergency, chemical spill, electrical, vehicle collision)
- How likely are they to occur?
- What means are available to stop or prevent the event?
- What response is necessary?

The emergency response plan should cover:

- Who reports the emergency
- Who starts the emergency response plan
- Who has overall control
- Who orders evacuation
- Who alerts external emergency services
- Who provides first aid
- Who advises realities of casualties
- Who sounds the all clear
- How the site of the incident is secured and what safety work can be undertaken

To ensure good emergency response, you should:

- Emergency Contact List;
- Farm Hazard and Response Map;
- Develop an evacuation procedure;
- Develop procedures for emergency response for your specific major emergency events (e.g. flood, fire, explosion, medical)
- Install and maintain all necessary firefighting and emergency equipment;
- Train all emergency personnel as required;
- Appoint first aid officers;

HAZARD & RESPONSE MAP

A Hazard and Response map should be provide to all staff, contractors, visitors and emergency response. Display them in all buildings.

If you have not got a farm map you can draw one up using smart maps online.

A Hazard & Response Map should include:

- Location of all buildings and houses,
- Farm water supply (and fire hose connections),
- Spill kits & other emergency equipment,
- Roads and entry's identified and labelled
- Roads and tracks internally
- Water ways and effluent ponds
- Power lines/gas lines
- No go areas
- Heavy vehicle areas
- Unstable areas
- All other Hazards etc.
- On the back of the map include your emergency contact list

STAFF INDUCTION

This template should be completed with all your current team once you get through your health & safety plan. When new team members start make it part of your orientation.

TRAINING RECORD

Training records can be kept in your farm diary or on the WorkSafe templates. Ensure you record all the training and farm testing you carry out.

For example: You have a new team member start and they has been working on farms for 5 years, you speak to them about your farm motorbike, question them on the hazards and you watch them ride on typical farm terrain. You have then checked that they are capable to safely use this motorbike and should record this.

CONTRACTOR INDUCTION

As a contractor arrives on farm, run them through the template (give them a heads up when you book them in), this should be reviewed annual. Once a contractor has been inducted onto your property they should still sign in and out of the property, this can be done verbally or recorded in your office.

Remember to update them of any changes before each visit.

VISITOR INDUCTION

- Print copies of the **Visitor's Checklist Form** from the saferfarms.org.nz website. Speak with your team about these forms and have copies available at your home and at the farm dairy/workshop.
- If you see a Visitor on farm check to see if they have been inducted.
- What is your policy for visitors, who is allowed access to your property? Discuss with your team:
 - That all "strangers" need to be approached
 - Who they can/cannot bring onto the property
 - The process to follow when a visitor is involved

CHILDREN & YOUNG PEOPLE ON FARM

- What is your policy for children & young people on farm? Refer to the **Tick List** for some ideas of what your policy may include.
- Discuss this with your farm team and ensure it is followed.
- Things change, so make sure child farm safety has your constant attention.

Points to note:

- Employers are not allowed to employ people under the age of 15 on farms.
- Children can visit as long as they are closely supervised
- People under 15 can't lift weights or do work that may affect their health
- People under 15 can't work or help with work on machinery
- People under 18 must not clean machines while in motion, or work between the fixed and moving parts of machines in motion.
- People under 16 should not be employed between 10 pm and 6am
- People under 15 should not drive a tractor or ride on a tractor or tool.
- Young people over 12 can drive a tractor if they are being trained or are fully trained (Health and Safety in Employment Regs, 1995, 60 and 61)

Tick list to follow for child safety on farms:

- Walk around the farm with children and identify hazards together.
 - Highlight waterways, effluent ponds, hot water taps
- Adult supervision is vital and for young children needs to be close and active.
- Lead by example, always wear PPE.
- Is it practical to have safety fences around play areas, animal pens, work areas and water hazards?
- Keep doors shut/locked, e.g. Workshop, chemical store.
- All machinery should have suitable safety guards.
- Store dangerous farm chemicals safely out of the reach of children.
- Remove keys from doors & vehicles. Never leave unattended with the motor running.
- Make sure it is safe to reverse farm vehicles.
- Children should not ride on tractors, quad bikes or the back of Utes.
- Road safety on roads is vital, have children in car seats & seat belts.
- Make sure children wear high-visibility clothing when out and about on farm.
- Children need to wash & dry their hands after being on farm.
- Cover tanks & wells with child restraint covers.
- Tie spare wheels to walls so they cannot fall over.
- Make sure children ride bikes appropriate to their age.
- If children are riding smaller model farm bikes, they need to wear an approved helmet and closed in shoes. An adult must supervise them.
- Teach children about the dangers of speeding and uneven ground.
- Make sure children know what to do in an emergency: what to do, where to go and who to call.
Teach children basic first aid.
- Make it a rule for older children to always say where they are going.

MACHINERY MAINTENANCE

When machinery is serviced externally you have a record by way of invoice. All internal servicing needs to be recorded, WorkSafe have checklist available otherwise record in the farm diary.

PERSONAL PROTECTIVE CLOTHING (PPE)

In your risk register you will identify PPE that is required. Provide it and ensure it is properly maintained and used correctly.

MONITOR HEALTH & SAFETY RISKS

MONTHLY HEALTH & SAFETY CHECK LIST

If you are completing the Fencepost meetings monthly you will be doing a self-check of all the areas that need your attention.