

Recommended Minimum Required Documents – and where to find them!

While the only legal requirement is that you have an Accident and Incident register we recommend you have all of these documents to ensure you have a good Health and Safety System on farm!

1. Accident & Near Miss Report - <http://saferfarms.org.nz/resources/>
 - Can be printed out or filled in online
2. Accident Investigation <http://saferfarms.org.nz/resources/>
 - Can be printed out or filled in online
3. On Farm Emergency Plan <http://saferfarms.org.nz/resources/>
4. Farm Map with documented No Go Zones
 - Example included
5. Risk Register Template <http://saferfarms.org.nz/resources/>
 - Also included is a sample Risk Register for the Tractor
6. Hazardous Substances Register
 - Template included
 - Or another one available here; <http://www.hazardoussubstances.govt.nz/workbook>
7. Visitor, Contractor or Casual Worker Checklist - <http://saferfarms.org.nz/resources/>
 - Can be printed out or filled in online
8. Induction Form – Contractors - <http://saferfarms.org.nz/resources/>
 - Can be printed out or filled in online
9. Staff Briefing Checklist - <http://saferfarms.org.nz/resources/>
 - Can be printed out or filled in online
10. Machinery Maintenance Register
 - Template included
 - Another one can also be found at DairyNZ;
<http://www.dairynz.co.nz/people/compliance/health-and-safety-in-detail/>
 - Or here; <http://saferfarms.org.nz/assets/resources/safe-use-of-tractors-on-farms.pdf>
11. Fencepost Meeting Template (H&S Meeting) - <http://saferfarms.org.nz/resources/>
 - Can be printed out or filled in online
 - Recommended at least monthly meetings
12. Serious Harm Notification Form (Worksafe) - <http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm>
 - Template included
13. Staff Training Record - <http://saferfarms.org.nz/resources/>
 - Can be printed out or filled in online