beef+lamb new zealand



FARM SAFETY MANAGEMENT PLAN

Developed by

EXIGENT risk management

In conjunction with

WORKSAFE NEW ZEALAND | MAHI HAUMARU AOTEAROA

Resource Book 23. August 2026

Business details

Farm name	
Address	
Road name and RAPID number	
Owner/s	
Phone	
Mobile	
Email	
Manager	
Phone	
Mobile	
Email	

Our commitment to health and safety

We are committed to ensuring that everyone who works on our farm comes home safely at the end of every working day.

We recognise that our farm, like every farm, has risks associated with it. But we are committed to providing a safe work environment by identifying those risks and then eliminating or minimising them.

We will make sure that workers know how to do their jobs, handle stock correctly and that they can safely use farm vehicles and equipment. We will talk regularly with all workers and ensure that everyone understands how things are to be done.

We will ensure that everything we do complies with health and safety law and regulations, and when things change we will make sure that our health and safety systems still do what they are meant to do and update them if they don't.

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SECTION 1

Health and safety management system

Purpose

The reason we have a Safety Management System (SMS) is to ensure that:

- Everyone on the farm is thinking about safety
- People know what they are meant to be doing
- Everyone is trained for the jobs they do
- Hazards and risks are identified and managed
- Equipment is regularly serviced
- Visitors are made aware of relevant hazards/risks
- Contractors have safety management systems for their work
- Workers wellbeing and environment is monitored



Review and Improvement

In order to ensure that we continually improve our safety management system, the following annual safety improvement plan will be followed. This plan will be reviewed annually and revised as necessary. When reviewing the plan, we will consider the following:

- Success in meeting health and safety objectives
- Any incidents that occurred
- Any changes to our farming operation, such as people or equipment that could impact on safety
- Any changes in legislation, or recognised good practice

Annual Farm Safety Improvement Plan

Date	Event	Person
	SMS review and compliance check	
	Employee safety refresher training	
	Maintenance and equipment checks	

SECTION 2

Risk management

Risk assessment

When implementing this plan, we will identify those hazards on the property that have the potential to cause harm. The level of risk posed by each hazard will then be assessed using the table below. This will determine:

- The likelihood of the hazard causing a person harm
- The severity of the consequences if the hazard does cause harm

Risk = Likelihood x Consequence

Likelihood	Consequence		
	Slight	Serious	Major
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High

Those hazards assessed as being high risk and of an on-going nature (e.g. hazardous substances) will be documented in the *Risk Register.* The control measures to be applied to reduce the level of risk to an acceptable level (medium or low) will also be documented in the *Risk Register.* Decisions on the appropriate control measures to be applied will be based on the following considerations:

- Can the risk be eliminated (e.g. mustering steep country by foot instead of bike)
- If the risk can't be eliminated, can it be minimised
- Risks may be minimised using Safe Work Procedures which describe how a task is to be done as safely as possible e.g. operating a tractor

The *Risk Register* documents the standing or ongoing hazards and associated risks on the farm and applies specific controls to eliminate or minimise those risks.

However, for those hazardous situations that occur unexpectedly (e.g. pulling a stuck cattle beast out of the creek) it isn't realistic or even possible to have a specific procedure to minimise the associated risk(s). In these situations, the SLAM process provides a systematic way of managing unexpected safety-related risks.

The *SLAM process* ensures that any hazards present are identified, the level of risk from those hazards is assessed, and control measures to reduce the risk to an acceptable level are implemented.

SLAM process



SECTION 3

Farm inspections

Farm inspections will be completed regularly, and as part of daily work, to ensure that any new hazards are identified and that existing ones continue to be controlled effectively. This will involve a tour of the property looking for the following:

- Any new hazards that have the potential to cause serious or major harm
- Any hazard controls that aren't working
- Confirm that workers are following farm safety rules
- Extra time will be spent on any particularly hazardous areas. Once the inspection is completed, any necessary actions will be taken and communicated to others as required.

SECTION 4

Roles and responsibilities

Person Conducting Business or Undertaking (PCBU) responsibilities

The legal definitions and responsibilities of a Person Conducting Business or Undertaking (PCBU), Officers, and Workers under the Health and Safety at Work Act 2015 (HSWA) are shown at Annex B. The practical responsibilities on the farm are as follows:

- Providing and maintaining a work environment, equipment and systems of work that are without risks to health and safety
- Ensuring the safe use, handling and storage of plant, structures and substances
- Providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- Providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury
- Ensuring there is an appropriate resilience plan

Officer's responsibility

The legal definitions and responsibilities of an Officer are shown at Annex B, however in a farming context an officer will usually be a director of a farm company, or a partner in a partnership. An officer is also someone who exercises significant influence over the management of the business, so it may also be a farm manager. Officers have a responsibility to exercise due diligence to ensure the PCBU meets its obligations, this includes:

- Acquiring and maintaining knowledge of work health and safety matters
- Understanding the hazards and risks associated with the farm
- Ensuring that there are sufficient resources available to effectively manage the hazards and risks on the farm
- Ensuring that there are appropriate processes for managing information related to the hazards and risks on the farm, and for responding to it in a timely way
- Ensuring that there are appropriate processes for complying with the PCBU's obligations under the HSWA
- Verifying the provision and use of the resources and processes referred to above

Farm Manager's responsibilities

The Farm Manager's health and safety responsibilities include:

- Implementing and maintaining the farm safety management system and resilience plans
- Ensuring that farm employees and other workers are capable of carrying out their responsibilities safely
- Ensuring that all workers understand their health and safety responsibilities including what to do in an emergency
- Reporting and investigating notifiable events
- Communicating safety information to families, workers, contractors and visitors as appropriate
- Promoting a positive farm safety culture

Workers' responsibilities

Workers' health and safety responsibilities include:

- Taking reasonable care of their own health and safety
- Taking reasonable care not to adversely affect the health and safety of others
- Reporting notifiable incidents, injuries, or illnesses immediately
- Complying with the farms safety management system
- Using personal protective equipment provided
- Attending organised safety training
- Participating in safety meetings and discussions
- Reporting any new hazards
- Helping to promote a positive farm safety culture

SECTION 5

Worker engagement and participation

We have made a commitment to ensuring that everyone that works on our farm comes home safely at the end of every working day. One of the ways we meet this commitment is by engaging with people who work on our farm and providing ways for them to participate in health and safety management. This is important because:

- Workers are our farms eyes and ears, especially when it comes to risk
- Workers are more likely to work safely if they are actively engaged in the process
- It encourages everyone to take ownership
- Health and safety becomes easier because the workload is shared
- It will improve our health and safety practices
- It's our legal responsibility to make it happen

Under the Health and Safety at Work (Health and Safety Representatives and Committees) Amendment Act 2023, the following obligations now apply to all farms:

- If any worker requests a health and safety representative (HSR), we must initiate an election as soon as reasonably practicable.
- If an elected HSR, or five or more workers, request a health and safety committee, we must establish one as soon as reasonably practicable.
- An elected HSR is entitled to WorkSafe-approved training at our cost, and up to two paid days per year to attend that training.

We will include health and safety discussions at our regular farm meetings and record any decisions we make. By doing this, everyone who works on our farm will be given the opportunity to discuss and contribute to decisions on health and safety, including: identifying hazards and managing risks, the adequacy of welfare facilities, monitoring health and work conditions, providing information and training, how any issues around health and safety will be resolved, and how any changes to our operation may affect the health and safety of workers.

We therefore undertake provide people who work on our farm with:

- Information on health and safety matters
- Enough time to consider the issues
- Reasonable opportunities to express their views and contribute to relevant decision-making

We further undertake to take workers' views into account and advise them of any decisions and outcomes that may affect them in a timely manner.

SECTION 6

Employee management

Job descriptions

All employees (except casual employees) will have a job description provided to them at the time of their employment. The job description will include a description of their work, their responsibilities for their own safety and that of others, and the required knowledge, qualifications or skills and experience for that position.

Competency

We will not let an employee carry out a task unsupervised until we are sure that they can do it safely. Competency will be checked by watching the employee conduct the task in a controlled environment or through other verification of competency.

A copy of the employee's relevant qualifications and licenses will be kept in their employment file. If the employee does not have qualifications that cover their responsibilities, a competency checklist will be completed and kept instead.

Training and supervision

All new employees must complete a safety induction before starting work. A record of the induction will be kept in their file. If when checking an employee's competency it is identified that they cannot do a task safely, they will be provided training and then supervised until they can.

All employees will be supervised to some degree, the extent of the supervision will be dependent on individual requirements.

Communication

We will regularly communicate with our employees on safety matters. Whenever an event occurs that could impact on farm safety we will discuss these with our employees and advise of any necessary changes. We will also regularly seek employee's feedback on safety matters and ensure they understand that their input is valued.

Key safety communication either to or from employees will be documented.

Fitness for work

All workers must be physically and mentally able to do their job, in a way that doesn't compromise their own safety or that of others. Workers will be advised of factors that could affect their fitness to work during their induction. We will monitor workers for signs of exhaustion, illness, psychological/emotional issues and alcohol/drug use as part of normal supervision. We will stop the worker from working if we think that they can no longer do the job safely.

SECTION 7:

Emergency management

The ability to manage an emergency quickly and effectively is an essential part of our safety management system. It is [insert name] responsibility to ensure that all managers, workers and contractors understand what to do during an emergency on the farm. Common emergency scenarios include:

- Fire
- Flood
- Severe trauma or illness
- Hazardous substances spill
- Electric shock
- Mobile equipment or vehicle collision

Emergency response card

Any emergency situation is to be managed by following the farm emergency response procedure, which is contained on the emergency response card at Annex A. This procedure is to be explained to workers and contractors as part of their induction process. Family members and visitors are also to be informed of what they need to do during an emergency unless they are under direct supervision.

A copy of the emergency response card is to be kept at the farm house, the woolshed, in each farm vehicle (including the tractor), and at any other areas where high risk activities are occurring.

Emergency and resilience plans must be regularly tested. The minimum is yearly.

First aid equipment and training

An appropriate first aid kit(s) will be kept on the farm and available wherever high risk activities are occurring e.g. shearing, scrub cutting, etc. These kits will be checked for completeness during farm inspections.

We will ensure that everyone that works on our farm has access to a person with an appropriate, current first-aid qualification.

Communications

Cell phones or radio-telephones will be carried where there is coverage on the farm. Opportunities to improve communications on the farm will be taken as it is practicable to do so. Emergency numbers will be pre-programmed into cell phones. The use of personal locator beacons should be considered where phone or radio communication is poor or there are lone workers.

Resilience Planning

Resilience planning or Business Continuity Planning supports continued operation in an emergency and also assists rapid recovery from the effects of the emergency. Useful tools are the Farm Operations Manual (In forms) and an annual activity calendar. These will assist someone to rapidly understand the key and immediate needs to run your property if you are incapacitated.

SECTION 8:

Maintenance

The maintenance of vehicles, machinery and other items of equipment that require regular maintenance will be managed via the *Maintenance Register*. Servicing intervals and requirements will be as per the manufacturer's specifications.

The general serviceability of all equipment will be checked prior to use. Maintenance and repair work will only be carried out by qualified people or competent people.

SECTION 9

Notifiable event reporting and investigation

WorkSafe New Zealand will be informed by the fastest means possible (via the WorkSafe online notification portal at **www.worksafe.govt.nz/notifications/notify-worksafe/** or on 0800 030 040) of all notifiable events arising from work on the farm.

Notifiable events are:

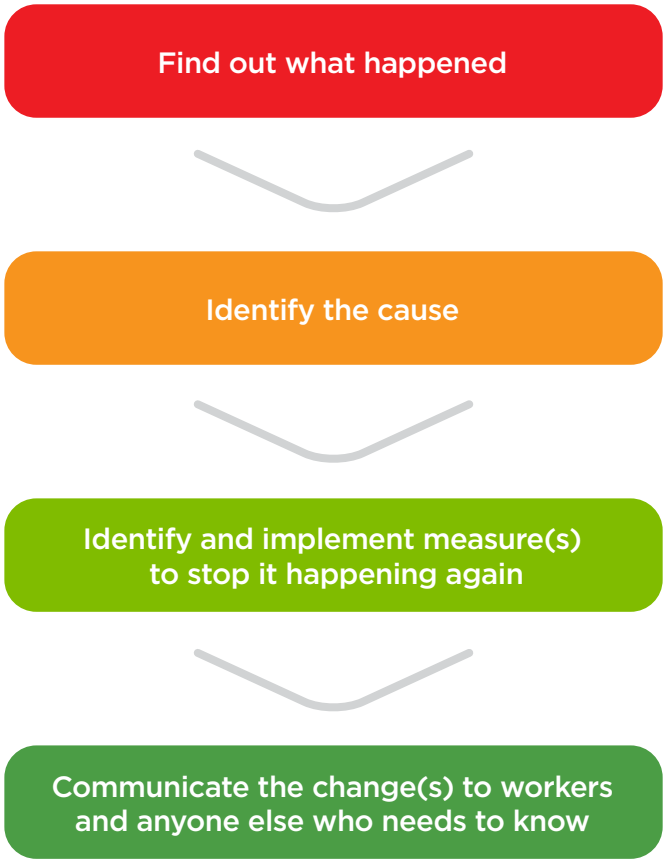
1. The death of a person
2. A notifiable injury or illness (see Annex B)
3. A notifiable incident (see Annex B)

An up-to-date register of workplace accidents and incidents will be kept. The register must include all accidents or incidents that harmed or might have harmed (a near miss) any person at work.

- Investigate the cause of all accidents or incidents
- Keep a copy of the written notice in your accident register

Investigation process

All accidents and incidents will be investigated using the following process:



SECTION 10

Contractor management

Contractors, sub-contractors, and their employees who enter the property for work related purposes are workers on our farm. We will consult, co-operate, and co-ordinate with them to ensure that they remain safe while working on our farm. We will achieve this by:

- Ensuring they are capable of managing the risk associated with the work they are contracted to do, and that they tell us of any risks to themselves or others associated with their work
- Ensuring they are aware of any special restrictions or protocols to be followed in order to stop disease spreading. For example, applicable disease control or biosecurity restrictions in force at the time
- Ensuring they are aware of common farm hazards, as well as any specific hazards in the area of their work
- Informing them of what is to happen if there is an emergency while they are on the property

This process will be managed using the *Contractor Induction Form* or by another suitably appropriate method.

SECTION 11

Farm visitors

Visitors to the farm

The safety of visitors to the farm (both work and non-work related) will be managed by providing them with safety-related information before they enter the farm workplace. This will include:

- Ensuring they are aware of common farm hazards, as well as any specific hazards in the area of the farm that they will be visiting
- Ensuring they are aware of any special restrictions or protocols to be followed in order to stop disease spreading. For example applicable disease control or biosecurity restrictions in force at the time
- Informing them of what is to happen if there is an emergency while they are on the property

Visitors to the farmhouse only

Visitors to the farm house(s) and its immediate surrounds do not need to go through an induction process.

Escorted visitors

Visitors who will be escorted while on they are on the property do not need to go through an induction process. The person escorting the visitor is to ensure the safety of the visitor by informing them of risks specific to the location and physically ensuring they are kept safe throughout their visit.

SECTION 12

Family members

We are committed to maintaining the safety of our family members as they participate in farm life. All children may participate in farm work providing they are sufficiently competent to do so and it falls within the requirements of our *Safe Work Procedures.*

Children may also travel on the farm unaccompanied providing that they are aware of the hazards and are sufficiently competent in managing them. Assessing children's competence is the responsibility of the farm manager.

SECTION 13

Hazardous substances

Competency

Workers will not handle hazardous substances unless they are competent to do so. All workers who handle chemicals must be trained with competency requirements varying depending on the classification and quantity of the product being used. These may include:

- Qualified Person (EPA/Growsafe)
- Certified handler compliance certificate
- Controlled substance license

We will check competency requirements using the Hazardous Substances Toolbox and Growsafe:
www.hazardoussubstances.govt.nz
www.growsafe.co.nz

Storage

Chemicals and fuels will be stored in an area that is flood free, away from water bodies, soundly constructed, well ventilated, and able to contain a leak or spill. Chemicals will be locked away when not in use and separated in accordance with Safety Data Sheet (SDS) requirements. All SDSs held on farm must be GHS 7 compliant. Warning signs will be placed in accordance with WorkSafe's Hazardous substance signage guidelines: **www.worksafe.govt.nz/dmsdocument/20721-hazardous-substances-signage/latest/**

All fuel and chemical storage will be a minimum distance of 20 metres from the house and other combustible materials.

Inventory

It is important for us to know what hazardous substances we hold so that we can manage the risks to those that may be exposed to them.

It is a legal requirement that all hazardous substances on farm, including waste, will be recorded in an inventory which will be readily accessible to any emergency service workers that may come on farm.

We will create our inventory using the Hazardous Substances Toolbox at:
www.hazardoussubstances.govt.nz/calculator

Handling

Hazardous Substances will be handled in accordance with our Hazardous Substances Safe Work Procedure and any appropriate legislation/regulations.

Disposal

Hazardous Substances will be disposed of in accordance with the products' SDS. Agrecovery provides a disposal service in most areas.
www.agrecovery.co.nz or Freephone:
0800 AGRECOVERY (0800 247 326)
Landline: 04 499 6777 Email: info@agrecovery.org.nz

Emergencies

Emergencies involving hazardous substances will be managed in accordance with the Farm Emergency Response Procedure and relevant SDS.

We will record the location of all hazardous substances including waste on a site map.

Glossary

Competent person	A person who has acquired, through a combination of qualifications, training, experience, the knowledge, skill, and aptitude to perform the task required.
Contractor	A person who is not an employee of the operation, who undertakes work at the workplace. Examples include: • Fencing contractor • Spraying contractor • Shearing contractor (not including open shed arrangements)
Control	An action taken that eliminates or minimises the hazard.
Emergency	An unplanned event or situation that is not controlled where there is a threat to life or the health and safety of people at or outside the operation.
Employee	A person under a permanent, fixed-term, or casual employment contract, or any law that says how their relationship with their "employer" should be run, and are paid at a set rate for example, hourly weekly, monthly, or per unit of production.
Hazard	Something that is an actual or potential cause or source of harm.
Hazardous substance	Any mixture, element or chemical or any solid, liquid or gaseous substance that has the potential, through being used at work, to harm the health or safety of persons in the workplace.
HSWA	The Health and Safety at Work Act (2015).
Likelihood	Used as a description of probability of the hazard occurring.
Notifiable event	See Definitions at Annex B.
Personal Protective Equipment (PPE)	Safety apparel, protective devices and equipment that protect the health and safety of people.
Reasonably practicable	To do whatever can be done unless it is reasonable in the circumstances to do something less.
Risk	The likelihood of a hazard to cause harm and its resulting severity.
SDS	Safety Data Sheet.
Worker	A person who works at the workplace. Includes, but is not limited to: employer, employees, workers, contractors, sub-contractors, and consultants.
Workplace	A place where work is carried out.
Visitor	A person visiting the farm for work or non-work related purposes. A work related visitor may include the following: • Bank manager • Stock agent • Bee keeper A non-work related visitor may include the following: • Hunter • Fisherman • Walking group

ANNEX A:

Emergency response card

SIDE A

EMERGENCY RESPONSE PROCEDURE

Assess the situation

Prevent the situation from worsening

Decide on a plan of action

Allocate tasks

Execute the plan

EMERGENCY CONTACT NUMBERS

Emergency Services	111
Poisons Centre	0800 764 766
Medic Alert	04 472 2999

PCBU/Farm Manager

EVENT LOCATION INFORMATION

At address/rapidnNumber on Street/Road

GPS Location

POST EMERGENCY ACTIONS

Notify the PCBU/Farm Manager of the emergency

Do not interfere with scene once situation is dealt with

Report emergency to WorkSafe via the online portal: **www.worksafe.govt.nz/notifications/notify-worksafe/** or on 0800 030 040 if the emergency involved:

- Death or unconsciousness
- Injury or illness requiring immediate medical treatment
- Exposure to a substance that requires medical treatment within 48 hours
- A person(s) health and safety being seriously threatened or endangered as a result of a work situation

Report any emergency to the PCBU/Farm Manager

Cardio-pulmonary resuscitation (CPR)

Danger: Check for the safety of yourself, the patient and bystanders

Response: Check for response, tap the patient, gently shake and shout

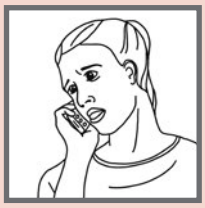
Send for help: Call for Emergency services

Airway: Open the patient's airway, tilt their head back

Breathing: If the patient is not breathing normally then start CPR

CPR: Start CPR—30 chest compressions; two breaths

Defibrillation: Attach AED (Defib) if available. Continue 30:2 CPR cycles



CALL

Dial 111

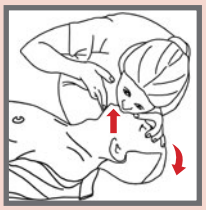


PUMP

Position hands in the centre of the chest



Firmly push down five centermetres on the chest 30 times

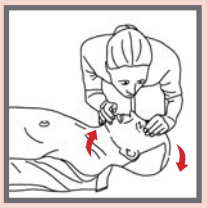


BLOW

Tilt chin

Lift head

Check breathing



Give two breaths. Continue with 30 pumps and two breaths until help arrives

Emergency first aid

CONTROLLING BLEEDING

1. Apply direct pressure to the wound
2. Raise the limb
3. Apply a pad and firm bandage

Remember:

- Always check circulation below the bandage
- If there is tingling, numbness or blueness, loosen the bandage

POISONING

Seek medical advice, call the poison centre or an ambulance (dial 111)

Remember:

- Do not make a person vomit without advice from a medical professional
- Do not give fluids without advice from a medical professional

BURNS

1. Cool the burnt area with cool water for 10-15 minutes
2. If necessary, cover the burn with a clean dressing or plastic wrap before taking the person to medical aid

Remember:

- Do not burst blisters
- Do not remove clothing that is stuck
- Do not apply creams

BREATHING DIFFICULTIES

1. If a person is breathing but unconscious, turn them onto their side
2. Clear their airway from obstructions, such as their tongue or vomit
3. Seek medical help, if necessary

ANNEX B:

Definitions

Meaning of notifiable event

A notifiable event means any of the following events that arise from work:

A. The death of a person

B. A notifiable injury or illness

C. A notifiable incident

Notifiable injuries and illnesses

A notifiable injury or illness means:

A. An injury or illness requiring the person to have immediate treatment for any of the following:
   a. Amputation of any body part
   b. Serious head injury
   c. Serious eye injury
   d. Serious burns
   e. Skin separated from underlying tissue
   f. Spinal injury
   g. Loss of a bodily function
   h. Serious lacerations

B. An injury or illness that requires, or would usually require, the victim to go to hospital for immediate treatment

C. An injury or illness that requires, or would usually require, the victim to have medical treatment within 48 hours of exposure to a substance

D. Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
   a. With micro-organisms
   b. Involves providing treatment or care to a person
   c. Involves contact with human blood or bodily substances
   d. Involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products
   e. Involves handling or contact with fish or marine mammals

E. Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section

Notifiable incidents

A notifiable incident is an incident at a workplace that exposes an individual to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

A. An escape, spillage, or leakage of a substance

B. An implosion, explosion, or fire

C. An escape of gas or steam

D. An escape of a pressurised substance; or

E. Electric shock

F. The fall or release from a height of any plant, substance, or thing

G. The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations

H. The collapse or partial collapse of a structure

I. The collapse or failure of an excavation or any shoring supporting an excavation

J. The inrush of water, mud, or gas in workings in an underground excavation or tunnel

K. The interruption of the main system of ventilation in an underground excavation or tunnel

L. A collision between two vessels, a vessel capsize, or the inrush of water into a vessel

M. Any other incident declared by regulations to be a notifiable incident for the purposes of this section

PCBU (Person Conducting Business or Undertaking)

The HSWA introduces the concept of a Person Conducting a Business or Undertaking, known as a PCBU. PCBUs are in the best position to control risks to work health and safety as they are the ones carrying out the business or undertaking. This is why the PCBU has the primary duty under the new law.

Despite its name, a PCBU will usually be a business entity for example a farm company, rather than an individual person. However, a person might be a PCBU if they are a sole trader or a self-employed person.

All PCBUs have a primary duty of care in relation to the health and safety of workers and others affected by the work carried out by the PCBU. The primary duty of care requires all PCBUs to ensure, so far as is reasonably practicable:

1. The health and safety of its workers or those workers who are influenced or directed by the PCBU (for example workers, contractors)

2. That the health and safety of other people is not put at risk from work carried out as part of the conduct of the business or undertaking (for example farm visitors such as stock agents, bankers)

The PCBU's specific obligations, so far as is reasonably practicable:

- Providing and maintaining a work environment, plant and systems of work that are without risks to health and safety
- Ensuring the safe use, handling and storage of plant, structures and substances
- Providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- Providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury

A self-employed person is a PCBU. They must also ensure, so far as is reasonably practicable, their own health and safety while at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of others.

Officers

An officer of a PCBU is defined as:

- Any person occupying the position of a director of a company by whatever name called
- Any partner in a partnership, or any general partner in a limited partnership
- Any person occupying a position in a body corporate or an unincorporated body that is comparable with that of a director of a company

The definition includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example a chief executive).

An officer of a PCBU must exercise due diligence to ensure the PCBU complies with any duty or obligation under the law. In this context, due diligence means taking reasonable steps to:

- Acquire, and keep up-to-date, knowledge of work health and safety matters
- Gain an understanding of the PCBU's operations and generally of the hazards and risks associated with those operation
- Ensure the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out by the PCBU
- Ensure the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks, and for responding in a timely way
- Ensure the PCBU has, and implements, processes for complying with any duty or obligations of the PCBU under the law
- Verify the provision and use of resources and processes

Workers

The HSWA legislation defines workers as follows:

- Employees of the PCBU
- Contractors or subcontractors
- Employees of contractors or subcontractors
- Employees of labour hire companies assigned to work in or with the PCBU
- Outworkers (including home workers)
- Apprentices or trainees
- Persons gaining work experience or undertaking a work trial
- Volunteers
- Prescribed classes of persons

While at work, workers must:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, as far as the worker is reasonably able, with any reasonable instruction given by the PCBU to allow the PCBU to comply with the law
- Co-operate with any reasonable policy or procedure of the PCBU relating to the health and safety at the workplace that has been notified to workers

Burn Offs: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when conducting burn offs.

Risks

- Uncontrolled fire, resulting in injury, death and/or property damage

Personal Protective Equipment

- Wear cotton or wool clothing. No synthetic.

Minimum Operator Requirements

- Worker must be under direct supervision until assessed as competent by person in charge of the workplace.

Equipment

- Means to communicate with 111 if required.

General Procedure

1. When planning the burn:
    a. Check with Fire and Emergency New Zealand (FENZ) to see if there is a Fire Ban in place or if a Burn Plan is required
    b. Check fire season status at **checkitsalright.nz** before planning any burn. Apply for a permit at **firepermit.nz** if required by FENZ
    c. Check Emergency Response Plan and maintain on person during burn
    d. Maintain minimum distance of 50 meters between fire and other combustible material, including power lines
    e. Ensure no strong winds are forecast
    f. Ensure any wind is blowing away from shelter belts, trees, fences buildings or other combustible material
    g. Plan escape routes
    h. Have appropriate equipment available
2. During the burn:
    a. When burning multiple piles, start with pile furthest downwind
    b. When burning windrows, start at downwind end
    c. Monitor the fire. If it gets out of control call 111 and follow Emergency Management Plan.
3. After the fire is out
    a. Check burnt area to ensure it is cold. Turn the pile and apply water if necessary to cool it down.

References

FENZ: **checkitsalright.nz**

FENZ: **firepermit.nz**

Farm Horses: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when using horses for farm work.

Risks

- Kicking
- Crushing
- Falls

Personal Protective Equipment

- Riding helmet (AS/NZS 3838 minimum)

Minimum Operator Requirements

- Rider must be under direct supervision until assessed as competent by person in charge of the workplace.
- Rider is to ride a horse matched to their ability.

General Procedure

1. Approach the horse calmly and from a direction where they can see you.
2. Do not wrap equipment attached to your horse around your body.
3. Check tack/riding equipment condition before saddling up.
4. Check girth strap before mounting.
5. Use a mounting block or raised ground to mount if necessary.
6. Get off and walk the horse if terrain becomes difficult or steep.
7. One person per horse.
8. Do not jump a horse if in doubt of ability of either rider or horse.
9. Carry wire cutters if jumping fences.
10. Only ride on the road if the horse is used to traffic.
11. Wash your hands after you have finished handling the horse.

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/agriculture/working-with-animals/horses/riding-horses-on-farms-fs/**

Farm Vehicles: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when operating any farm vehicles (**not** including tractors, motorised plant, side x sides, quad bikes or motorbikes). It is important that all operators follow this procedure and refer to the operator's manual (if necessary) prior to operating the vehicle.

Risks

- Overturning and crushing
- Collisions with other motor vehicles or objects

Personal Protective Equipment

- Personal Protective Equipment (PPE) may be required, depending on the task the vehicle is being used for (i.e. spraying).

Minimum Operator Requirements

- Driver must be under direct supervision until assessed as competent by person in charge of the workplace.
- If driving on a public road, driver must hold a Class 1 Driver License (car license).
- Driver must have been trained in the correct use of recovery equipment.

Equipment

- Spare wheel and change equipment
- Recovery equipment

General Procedure

1. Check the vehicle before operation and ensure it has been correctly maintained.
2. Use seat belt where fitted.
3. Drive to the conditions and your level of ability.
4. Scan ahead for obstacles/hazards.
5. If in doubt of route, find another one or go back.
6. Do not exceed manufacturer's specifications (i.e. fording, load and towing limits).
7. Ensure that loads are well secured and not able to move.
8. Follow manufacturer's instructions when using specialised recovery equipment.
9. Remove keys after use to prevent unauthorised access (i.e. children).

Hazardous Substances: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when handling hazardous substances on the farm. Examples of these include:

- Fuels
- Pesticides
- Herbicides
- Gases
- Agrichemicals

Risks

- Physical effects—fire, explosion
- Health effects—dermatitis, burns, respiratory illness, cancer
- Environmental damage

Personal Protective Equipment

- Personal Protective Equipment (PPE) is to be used as per product Safety Data Sheet (SDS).

Minimum operator requirements

All workers handling chemicals must be trained appropriately. The following minimum operator requirements may apply depending on the classification and quantity of the product being used:

- Qualified Person (EPA/Growsafe)
- Certified handler compliance certificate
- Controlled substance license

Details of the competency requirements can be found at:

www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing

www.growsafe.co.nz

Communication process

- When working on the farm alone, refer to the "Lone Worker Safe Work Procedure".

Equipment

- Inventory of hazardous substances on site
- Safety Data Sheets
- Spill kit (location as per SDS)
- Fire extinguisher 30b (location as per SDS)
- PPE (as per SDS)
- Tracking documentation
- Emergency Response Card
- First aid kit
- Signage
- Site map

General procedure

1. All hazardous substances must be recorded in an inventory by using the Hazardous Substances Toolbox at: **www.hazardoussubstances.govt.nz/calculator**
2. Read and follow the product Safety Data Sheet (SDS) before use. SDSs must be GHS 7 compliant.
3. Store hazardous substances in accordance with regulations for hazardous substances and the product SDS.
4. Do not eat, drink or smoke when handling fuel or chemicals.
5. Ensure applicator equipment is functioning correctly.
6. When outdoors, stand upwind when opening, pouring or mixing chemicals.
7. When indoors, ensure area is well ventilated when opening, pouring or mixing chemicals.
8. Do not use your mouth to siphon liquids or blow out spray nozzles.
9. When applying, keep persons and animals away from contaminated equipment and application area.
10. In event of a major spill, follow the Emergency Response Card and contact the Fire Service.
11. In the event of a minor spill, do the following:
    a. Keep people away unless they are helping clean up
    b. Wear PPE as per SDS
    c. Stop spill at leak or source if safe to do so
    d. Stop spill from spreading
    e. Clean spill up using spill kit materials
    f. Dispose of spill materials as per SDS requirements
    g. Clean safety gear after use
12. Replace fuel chemicals in correct storage area after use and secure as required.
13. Wash hands, arms and face with cold water when finished handling chemicals.

References

Hazardous Substances Toolbox at: **www.hazardoussubstances.govt.nz**

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/hazardous-substances/guidance/**

Growsafe: **www.growsafe.co.nz**

Livestock: Safe Work Procedure

This Safe Work Procedure (SWP) is to be followed when handling or working in the vicinity of livestock. 'Livestock' is defined as either cattle or sheep.

Risks

- Crushing
- Impact injuries
- Illness

Personal Protective Equipment

- Sturdy non-slip boots
- Hat/sunscreen as required

Minimum Operator Requirements

- Worker must be under direct supervision until assessed as competent byperson in charge of the workplace.
- Children under five must be directly supervised by an adult and are not to enter cattle yards.

General Procedure

1. Keep stock calm.
2. Be firm.
3. Maintain control of dogs.
4. Exercise caution when dealing with cows with calves.
5. Use good technique when lifting sheep and calves.
6. Wash hands after handling livestock.
7. Take care with sharp objects, such as sheath knives and needles.

Handling Bulls

1. Treat bulls with respect.
2. Do not move a dangerous bull on foot or alone.
3. Never turn your back on a bull.
4. Use vehicles or horses to assist in moving bulls when possible.

Yards and Woolsheds

1. Check yards and woolshed before use. Remove any items that could frighten stock or cause injury. Repair any areas that are not structurally sound, especially those used for cattle.
2. Once stock are in yards, give them time to settle before handling them.
3. When handling cattle in yards, plan an escape route.
4. Do not get in the race with cattle. Always work above the rails, not through.

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/agriculture/working-with-animals/**

Lone Worker: Safe Work Procedure

This Safe Work Procedure (SWP) is to be followed by workers operating by themselves in a remote location. A remote location is defined as more than 30 minutes' walk from a means of communication and/or assistance.

Risks

- Incapacitation through injury or illness

Personal Protective Equipment

- Wear Personal Protective Equipment (PPE) that is appropriate to the task.

Minimum Worker Requirements

- Worker must be under direct supervision until assessed as competent by person in charge of the workplace.

Equipment

- First aid kit
- Cell phone or 2-way radio (if communications can be achieved from location of work)

General Procedure

1. Ensure a nominated person knows where you are going and what time you will be back. Confirm that they will come and look for you if you are not back within 30 minutes of that time.
2. Take clothing appropriate to weather.
3. Take a cell phone or radio if either device works in the area you are working. If communication is poor, personal locator beacons should be considered.
4. Self-monitor for fatigue, heat or cold related illness.
5. Do not undertake a task if there is a risk you cannot complete it safely.
6. Do not move to an area to a new area without first advising your nominated person of this change.

Manual Handling: Safe Work Procedure

This Safe Work Procedure (SWP) is to be followed when doing potentially hazardous manual handling tasks. A manual handling task may be hazardous if requires significant force, repetitive effort, a sustained/awkward posture or continuous vibration.

Risks

- Musculoskeletal disorders
- Serious back injuries
- Acute injuries (cuts, broken bones, sprains etc)

Personal Protective Equipment

- Boots
- Gloves (if appropriate to task)

Minimum Worker Requirements

- Worker must be physically capable of completing the manual task being asked of him/her.

Equipment

- Any equipment that may safely and practically assist the worker complete the task.

General Procedure

1. Do not lift objects that are too big or heavy for you.
2. Use good technique when lifting (i.e. use legs, not back).
3. Break loads down into smaller sizes if possible.
4. Request assistance if needed.
5. When doing repetitive work, change tasks around or take regular breaks to give muscles a rest.
6. Use a machine or equipment for the task if practical and safe to do so.

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/work-related-health/musculoskeletal-disorders/**

Motorbikes, Quad Bikes, Side X Sides: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when operating Motorbikes, Quad Bikes and Side X Sides. It is important that all operators follow this procedure and are familiar with the operator's manual prior to operating the machine.

Associated Risks

- Collisions with other motor vehicles or objects
- Run over
- Roll over

Personal Protective Equipment

Both operator and passenger (if applicable) are to wear the minimum following Personal Protective Equipment (PPE) when operating the machine:

- Helmet (NZS 8600:2002 minimum for speeds less than 30 kph, NZS 5430 or AS 1698 for speeds over 30kph)
- Boots or gumboots

Minimum Operator Requirements

- Operator must be under direct supervision until assessed as competent by person in charge of the workplace.
- If riding on a public road, operator must hold a Class 1 Driver License (car license).
- Machine with engine capacity over 90cc is not to be operated by a person under the age of 16.

General Procedure

1. Check the machine before operation and ensure it has been correctly maintained.
2. Ride to the conditions and your level of ability.
3. Ride actively (shift body position to maintain stability) and be aware of effects of loads on machines handling.
4. Scan ahead for obstacles/hazards.
5. If in doubt of route, find another one.
6. Do not exceed manufacturer's load and towing limits.
7. Only use attachments (such as trailers and sprayers) that are designed for use with your machine.
8. Do not carry passengers on quad bikes designed for one person unless there is no reasonable alternative. **See special note.**
9. WorkSafe strongly recommends that where there is no reasonable alternative to using a quad bike, a crush protection device (CPD) be permanently installed.
10. When operating a side-by-side vehicle, all occupants must wear a seatbelt at all times. Passengers must not ride in the cargo bed.
11. Remove keys after use to prevent unauthorised access (i.e. children).

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/agriculture/farm-vehicles/use-the-right-farm-vehicle/**

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/agriculture/farm-vehicles/quad-bikes/**

WorkSafe NZ: **www.worksafe.govt.nz/laws-and-regulations/operational-policy-framework/operational-policies/policy-clarification-crush-protection-devices-on-quad-bikes/**

Special note

Carrying passengers on single seat quad bikes

As a rule, passengers will not be carried on quad bikes designed for only one person. If however there is no reasonable alternative, the risk of doing so will be assessed, taking into consideration the terrain, the capability of the rider and passenger, and any other relevant farm specific factors. If after completing the risk assessment a passenger is still to be carried, then the control measures must as a minimum include:

- Operator and passenger to wear personal protective equipment.
- Ensure that the speed is appropriate to the conditions and does not exceed 20 km/h.
- Identify and do not enter those areas of the farm that are not suitable for carrying passengers on a quad bike.
- Operator must be competent to operate machine with a passenger.
- Carry passenger on uphill side of rear load carrier, facing forward with legs within the frame.
- Check that the passenger is able to ride physically unsupported, knows what to do and can react promptly to your instructions.

Plant and Machinery: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when operating plant and machinery on the farm.

Risks

- Crushing
- Lacerations
- Entrapment
- Burns

Personal Protective Equipment

- Personal Protective Equipment (PPE) is to be worn as required by equipment operator instructions.

Minimum Operator Requirements

- Operator must be under direct supervision until assessed as competent by person in charge of the workplace.
- Operator must have sufficient weight, limb size, skill and judgement to control the equipment being used.

Communication Process

- When working on the farm alone, refer to the "Lone Worker Safe Work Procedure".

Equipment

- First aid kit

General Procedure

1. Only use equipment if it is suitable for the task.
2. Be familiar with the owner's manual and all safety decals on the equipment being used.
3. Ensure the equipment has been maintained as manufacturer's instructions.
4. Do not remove equipment guards or safety devices.
5. Check that equipment is safe to use.
6. Remove or tuck away any items from your person that may get caught in the machines moving parts. This includes long hair, jewelry, loose clothing etc.
7. Follow equipment safety procedures.
8. If working with another person, arrange a method of keeping each other safe before starting work.
9. Do not mount or dismount from a moving machine.
10. Do not carry out any work on the equipment (including removing blockages) while it is under power, including that from other sources.
11. Use correct ballast when using 3-point linkages or towed implements.

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/vehicles-and-mobile-plant/**

Refuelling: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when refuelling any item of powered equipment.

Risks

- Fire/explosion
- Burns
- Inhalation

Personal Protective Equipment

- Gloves (optional)
- Eye protection (optional)

Minimum Operator Requirements

- Operator must be under direct supervision until assessed as competent by person in charge of the workplace.

General Procedure

1. Refuel equipment in well ventilated area.
2. Park equipment on level ground whenever possible. Shut off engine.
3. Never remove the fuel cap or refuel with the engine running or hot.
4. Do not smoke while fueling equipment. Avoid all ignition sources.
5. Ensure fuel is proper fuel type for the equipment.
6. Maintain control of the fuel filler pipe nozzle.
7. Fuel tanks should not overflow and no fuel should be spilled.
8. Ensure nozzle is empty prior to removing nozzle from tank.
9. Ensure cap is properly tightened after fueling.
10. Mop up any spilt fuel with a rag before restarting equipment.
11. If the originally fuel tank cap is lost, replace it with an approved cap.

Stock Movement on Public Roads: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when moving stock on a public road.

Risks

- Collisions with motor vehicles or other road traffic.

Personal Protective Equipment

- If using motorbikes or an ATV, helmets are to be worn as per standard practice.

Minimum Operator Requirements

- Stockpeople must be under direct supervision until assessed as competent by person in charge of the workplace.
- Vehicle, ATV or two wheel motorcycle operators must meet requirements of relevant Safe Work Procedure.

Communication Process

- If available, cellular or radio communications are to be used to communicate between the front and back of the mob.

Equipment

- Stock warning signs.
- Means of communication (if available) e.g. radio or cell phone.
- High visibility reflective jacket or high visibility vest.
- Pilot vehicles must have flashing amber beacons.

General Procedure

1. Confirm the requirements with local council for stock movement on local roads.
2. Confirm the requirements with local regional council for movement on State Highways.
3. Stock warning signs and pilot vehicles must be in place where road traffic has adequate time to stop.
    - Any sign/pilot vehicles must be visible from 3 x the speed limit in metres ahead of and behind stock.
    - Distance from Lead and Tail Pilot Vehicles to stock must be 3 x the speed limit in metres ahead of and behind stock.
4. No movement is to occur on the road during hours of darkness or when visibility is less than 100 metres.
5. Livestock in one mob cannot exceed 600 head of cattle or 3000 head of sheep.
6. Stock is to be kept moving at all times.
7. There is to be a minimum of two stockpeople for the task. One in front and one at the rear of the mob. They are to maintain control of the stock and alert traffic.
8. Advise traffic on how to move through the mob if they are uncertain.
9. Further detail can be found at Waka Kotahi in 'Stock under control (crossing and droving)' **www.nzta.govt.nz/assets/resources/code-temp-traffic-management/docs/Section-I-stock-copttm-4th-ed-april2015.pdf**
10. A short form Traffic Management Plan can be found here: **www.nzta.govt.nz/assets/resources/code-temp-traffic-management/docs/2012/traffic-management-plan-short.pdf**

Tractor Operation: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when operating any tractors. It is important that all operators follow this procedure and refer to the operator's manual prior to operating the tractor.

Risks

- Injuries from improper start up procedures
- Overturning and crushing
- Injury from attached implements
- Collisions with other motor vehicles or objects.
- Entanglement in PTO shafts
- Falling from the tractor
- Electrocution from overhead power lines
- Noise induced hearing loss

Personal Protective Equipment

Personal Protective Equipment (PPE) requirements will vary depending on which task the tractor is being used for (i.e. spraying). Minimum requirements are:

- Hearing protection (unless the tractor has a sound proof cab)
- Safety boots

Minimum Operator Requirements

- Operator must be a minimum of 15 years old, unless they are 13 years or older and:
  a. Are fully trained in using the tractor and any implements attached to it
  b. Are in a safe position on the tractor or implement
  c. Are the only child on the tractor
- Operator must be under direct supervision until assessed as competent by person in charge of the workplace.
- If driving on a public road up to 40 kph, operator must hold at least a Class 1 driver license (car license) or international equivalent.
- If driving on a public road over 40 kph, operator must hold at least a Class 1 driver license (car license) with wheels endorsement, or international equivalent.

Equipment

- First aid kit
- Fire extinguisher
- Cell phone or 2-way radio (not to be used during operation)

General Procedure

1. Check the tractor and any attachments before operation to make sure they are serviceable and are free of bird's nests.
2. One seat—one person. Do not permit anyone but the operator to ride on the tractor except for driver training. When used for training, use the additional training seat in the cab.
3. Always sit in the driver's seat while starting the tractor.
4. When driving on public roads, have consideration for other road users. Pull in to the side of the road occasionally, when safe, to allow any following traffic to pass.
5. Use a slow moving vehicle sign and do not exceed 40km/hr on public roads.
6. Reduce speed before turning or applying the brakes. Brake both wheels simultaneously when making an emergency stop. Ensure brake pedals are locked together when traveling at road speeds.
7. Use extreme caution and avoid hard application of the tractor bakes when towing heavy loads.
8. Keep the tractor in the same gear when going downhill as would be used when going uphill. Do not coast or freewheel down hills.
9. Never apply the differential lock when turning.
10. Always check overhead clearance, especially when transporting the tractor. Watch where you are going, especially at row ends, on roads, around trees and low overhanging obstacles.
11. To avoid overturns, drive the tractor with care and at speeds compatible with safety, especially when operating over rough ground, when crossing ditches or slopes and when turning corners.
12. Use extreme caution when operating on steep slopes.
13. If the tractor becomes stuck, reverse the tractor out to prevent overturning.
14. Do not carry any hazardous substance in the cab of the tractor.

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/agriculture/farm-vehicles/tractors/safe-use-of-tractors-fs/**

Two Wheeled Motorbikes: Safe Work Procedure

This Safe Work Procedure (SWP) is to be used when operating two wheeled farm motorbikes. It is important that all operators follow this procedure and are familiar with the operator's manual prior to operating the motorbike.

Risks

- Collisions with other motor vehicles or objects
- Crushing through, rolling over or flipping

Personal Protective Equipment

Both motorcycle operator and any pillion are to wear the minimum following Personal Protective Equipment (PPE) when operating a motorbike:

- Helmet (NZS 5430 or AS 1698 minimum)
- Boots

Minimum Operator Requirements

- Operator must be under direct supervision until assessed as competent by person in charge of the workplace.
- If riding on a public road, operator must hold a Class 6 driver license (motorcycle license).
- Children are not to operate an adult sized bike.
- Operator must have sufficient weight, limb size, skill and judgement to control the bike.

General Procedure

1. Check the bike before operation and ensure it has been correctly maintained.
2. Ride to the conditions and your level of ability.
3. Ride actively (shift body position to maintain stability).
4. Scan ahead for obstacles/hazards.
5. Do not exceed bikes carrying capacity.
6. Only use attachments (i.e. trailers) that are designed for use with your motorbike.
7. If in doubt of route, find another one.

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/agriculture/farm-vehicles/two-wheeled-motorbikes/safe-use-of-two-wheeled-motorbikes-on-farms-is/**

Working at Heights: Safe Work Procedure

This Safe Work Procedure (SWP) is to be followed when working at heights. "Working at heights" is defined as any height from which a fall could occur.

Risks

- Impact injuries

Personal Protective Equipment

- Boots (or other slip resistant footwear if more appropriate)

Minimum Operator Requirements

- Worker must be under direct supervision until assessed as competent by person in charge of the workplace.

Equipment

Equipment selected must be fit for purpose and in good working condition. Equipment that may be used to work at heights include:

- Ladders, including fixing ropes
- Scaffolding
- Edge protection
- Mechanical access plant/equipment

General Procedure

1. Check to see if the job can be done without working at height (i.e. use a long-handled tool).
2. If using a portable ladder:
    a. Check it first to make sure it is in good condition and strong enough for the job
    b. Use the lockable spreader
    c. Stand ladder on firm level base
    d. Tie top and bottom of ladder to secure it, or get someone to hold it
    e. Keep three points of contact when climbing up and down the ladder
    f. Don't overreach when on the ladder—move the ladder instead
3. Use a fall prevention system if it is available and you have been trained how to use.
4. If you are concerned that you can't do the work safely for whatever reason—don't do it.

References

WorkSafe NZ: **www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/**

Working with Chainsaws: Safe Work Procedure

This Safe Work Procedure (SWP) is to be followed when working with Chainsaws. It is important that all workers are competent in the use of the type of chainsaw they are using, that they follow this procedure and are familiar with the operator's manual prior to operating the chainsaw.

Risks

- Lacerations
- Amputation
- Eye injury
- Crushing
- Broken bones
- Carbon Monoxide poisoning
- Hearing loss
- Vibration disease "white finger"
- Fire

Personal Protective Equipment

All personal protective equipment should be to a recognised AS/NZ safety standard, maintained and replaced when necessary.

- Steel capped safety boots with firm ankle support (AS/NZS 2210.1:2009)
- Safety trousers or chaps (AS/NZS 443.3:1997)
- Hi Visibility Safety Helmet (ATV–NZS 8600:2002 or AS/NZS 1801:1997) with visor if flying debris likely
- Hearing protection Class 5
- Gloves
- Eye protection (AS/NZS 1337:1992)

Minimum Operator Requirements

- Worker must be under direct supervision until assessed as competent by person in charge of the workplace.
- Never work alone. Have someone within calling distance.

Communication Process

- Co-workers should be in sight of the operator if safe, in order to enhance communications due to hearing protection.
- If the worker must be working alone, refer to the "Lone Worker Safe Work procedure".

References

WorkSafe NZ Approved Code of Practice 2025: Safe Practice for Forestry and Harvesting Operations

General Procedure

1. Check the chainsaw to make sure it has been correctly maintained and is in safe working order. The following features must be fitted:
   a. Chain brake
   b. Safety mitt
   c. Chain catcher
   d. Rear handguard
   e. Throttle lockout
   f. Lubrication system

- The following procedures *must* be followed:
  a. Check chain sharpness and tension
  b. Check no chain rotation on idling
  c. Check all external fittings are secure

2. Starting the chainsaw:
   a. Check correct fuel/oil and chain oil.
   b. Use only approved starting methods:
      - Cold start (saw on the ground)
      - Warm start (saw on the ground or step-over method)
   c. Never drop start a chainsaw.

3. When cutting, use the proper stance and hold the saw correctly depending on the type of cutting action:
   - Never use a chainsaw with one hand.
   - Avoid kickback. Do not overreach or cut above shoulder height.
   - Regularly check chain tension, oiling and sharpness. Chain tension should be checked when cool.
   - Regularly check all nuts bolts and screws for correct tension.
   - Follow the five-step tree felling plan, especially noting escape routes.

4. When refuelling:
   - Stop the motor and place the chainsaw on clear ground. Apply chain brake.
   - Fill the oil tank first to allow the chainsaw to cool down.
   - Take care not to spill fuel on hot motor components. Wipe any spilt fuel from the chainsaw.
   - Move at least three metres away from the fuelling point before restarting.
   - Do not smoke while refuelling.
   - Use an approved container that does not leak.

Workshops: Safe Work Procedure

This Safe Work Procedure (SWP) is to be followed when working in the farm workshop. It is important that all workers follow this procedure and are familiar with the safe use of the equipment in question.

Risks

- Entrapment
- Crushing
- Laceration
- Burns
- Poisoning
- Electric shock

Personal Protective Equipment

- PPE appropriate to the equipment being used is to be worn. This information is to be found on the manufacturer's instructions if unsure.

Minimum Operator Requirements

- Operator must be under direct supervision until assessed as competent by person in charge of the workplace.
- Operator must have sufficient weight, limb size, skill and judgement to control the equipment being used.

Equipment

- First aid kit appropriate to equipment being used
- Fire extinguisher

General Procedure

1. Be familiar with the owner's manual and all safety decals on the equipment being used.
2. Check that equipment is safe to use.
3. Isolate the equipment when servicing/ maintaining it.
4. Ensure the equipment is stable.
5. Follow equipment safety procedures.
6. Ensure there is sufficient lighting and ventilation.
7. Ensure power tools and equipment are properly guarded.
8. Use equipment for its intended purpose only.
9. Store equipment safely to prevent damage and unauthorised use.
10. Do not use equipment if you are unsure how to do so safely.

beef+lamb new zealand

BY FARMERS.
FOR FARMERS

RISK REGISTER

FARM NAME: **BY:**

NO.	HAZARD	RISKS	INITIAL RISK LEVEL (H, M, L)	CONTROL MEASURES	RESIDUAL RISK LEVEL (H, M, L)

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NO.	HAZARD	RISKS	INITIAL RISK LEVEL (H, M, L)	CONTROL MEASURES	RESIDUAL RISK LEVEL (H, M, L)

NO.	HAZARD	RISKS	INITIAL RISK LEVEL (H, M, L)	CONTROL MEASURES	RESIDUAL RISK LEVEL (H, M, L)

NO.	HAZARD	RISKS	INITIAL RISK LEVEL (H, M, L)	CONTROL MEASURES	RESIDUAL RISK LEVEL (H, M, L)

NO.	HAZARD	RISKS	INITIAL RISK LEVEL (H, M, L)	CONTROL MEASURES	RESIDUAL RISK LEVEL (H, M, L)

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BY FARMERS.
FOR FARMERS

Example Farm Risk Register

FARM NAME: **BY:**

NO.	HAZARD	RISKS	INITIAL RISK LEVEL (H, M, L)	CONTROL MEASURES	RESIDUAL RISK LEVEL (H, M, L)
	VEHICLES/MACHINERY				
1	Quad Bike	Rollover, collision	High	SWP Motorbikes, Quad Bikes and Side X Sides SWP Refuelling	Medium
2	Tractor	Rollover, entanglement, crushing	High	SWP Tractors	Medium
3	Ute	Rollover, collision	Medium	SWP Farm Vehicles SWP Refuelling	Low
	LIVESTOCK				
4	Yard work	Crushing, impact injuries	High	SWP Livestock	Medium
5	Moving stock	Crushing, impact injuries	Medium	SWP Livestock, SWP Stock Movement on Public Roads, SWP Lone Worker	Low
	GENERAL FARM HAZARDS				
6	Hazardous Substances	Fire, explosion, health effects, environmental damage	High	SWP Hazardous Substances, Health Plan, Signage	Medium
7	Working at height	Falls	High	SWP Working at Height	Medium
8	Slippery surfaces, holes and obstacles	Slips, trips and falls	Medium	Adequate Lighting, Appropriate footwear, Handrails on steps, Grip on slippery surfaces	Low
9	Handling animals	Impact injuries, goring, crushing, muscular skeletal injuries	High	SWP Livestock	Medium
10	Firewood	Impact injuries, severe lacerations	High	SWP Manual Handling, SWP Farm Vehicles, Training and supervision	Medium

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BY FARMERS.
FOR FARMERS

Example Farm Risk Register continued

NO.	HAZARD	RISKS	INITIAL RISK LEVEL (H, M, L)	CONTROL MEASURES	RESIDUAL RISK LEVEL (H, M, L)
11	Wool bale handling	Crushing, Muscular skeletal injuries	Medium	SWP Manual Handling	Low
12	Lifting/stacking hay bales	Crushing, muscular skeletal injuries	High	SWP Manual Handling	Low
13	Feeding out	Falls, muscular skeletal injuries	High	SWP Manual Handling, SWP Farm Vehicles	Low
14	Horses	Falls	High	SWP Farm Horses	Medium
15	Rifles and shotguns	Direct or indirect strike from projectiles	High	All users to hold appropriate, firearms license, training and supervision	Medium
16	Burn offs	Uncontrolled fire	High	SWP Burn Offs	Medium
17	Bodies of water	Drowning	High	Supervise all children that can't swim around water	Low
18	Pandemic or disease, biosecurity issue	Death, severe illness to humans and/or stock, inability to work	High	Resilience Planning. B+L and Govt guidelines.	High

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ACCIDENT/INCIDENT REGISTER

FARM NAME:

DATE AND TIME	NAME OF PERSON INVOLVED	DESCRIPTION OF ACCIDENT/INCIDENT	NOTIFIABLE EVENT (Y/N)	DATE WORKSAFE NOTIFIED	SIGNATURE

DATE AND TIME	NAME OF PERSON INVOLVED	DESCRIPTION OF ACCIDENT/INCIDENT	NOTIFIABLE EVENT (Y/N)	DATE WORKSAFE NOTIFIED	SIGNATURE

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FOR FARMERS

MAINTENANCE REGISTER

FARM NAME:

DATE	EQUIPMENT	SERVICE DETAILS	NEXT SERVICE	NAME/SIGNATURE

DATE	EQUIPMENT	SERVICE DETAILS	NEXT SERVICE	NAME/SIGNATURE

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FOR FARMERS

EMPLOYEE TRAINING REGISTER

EMPLOYEE NAME:

FARM NAME:

- Initially assess new employee, if new to the task fill out the "in training" section and ensure they are supervised.
- If after initial assessment it is clear the new employee is experienced, fill out the "trained" section and they may work unsupervised.
- Once "in training" employees are assessed as competent they become "trained" and can work unsupervised.
- Employees that are very competent and good at teaching others the job can be marked as "able to train others".
- Ensure employee and their manager both sign and initial the form to show that they have reached that training level.
- Keep these sheets as training records.

TASK DESCRIPTION	IN TRAINING (DATE AND INITIALS)	TRAINED (DATE AND INITIALS)	ABLE TO TRAIN OTHERS (DATE AND INITIALS)	EMPLOYEE SIGNATURE	MANAGER SIGNATURE
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		

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TASK DESCRIPTION	IN TRAINING (DATE AND INITIALS)	TRAINED (DATE AND INITIALS)	ABLE TO TRAIN OTHERS (DATE AND INITIALS)	EMPLOYEE SIGNATURE	MANAGER SIGNATURE
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
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	Date:	Date:	Date:		
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	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
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FOR FARMERS

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	Date:	Date:	Date:		
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	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
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	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		

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BY FARMERS.
FOR FARMERS

HAZARDOUS SUBSTANCES INVENTORY

YOUR INVENTORY PIN:

NAME OF INVENTORY:

DATE:

It is a legal requirement to have a hazardous substances inventory. We recommend you do this by using the Hazardous Substances Toolbox at: www.**hazardoussubstances.govt.nz/calculator**

The HSNO Calculator (available on the website above) will assign you with a pin so you can access your inventory again in future.

If you would rather keep a hard copy inventory—once you have been assigned a pin (as above), fill in the form below and keep it on hand and updated in this folder.

NAME OF PRODUCT AND UN NUMBER	APPROVAL NUMBER AND GROUP STANDARD NAME (if applicable)	HAZARD CLASSIFICATION (UN Class and Packing Group)	CURRENT GHS 7 COMPLIANT SDS AVAILABLE?	SPECIFIC STORAGE AND SEGREGATION REQUIREMENTS	CONTAINER SIZE	OPEN OR CLOSED CONTAINER?	GAS, LIQUID OR SOLID	LOCATION (eg Flammable Goods Cabinet, Storage Room 02)	MAXIMUM LIKELY AMOUNT

NAME OF PRODUCT AND UN NUMBER	APPROVAL NUMBER AND GROUP STANDARD NAME (if applicable)	HAZARD CLASSIFICATION (UN Class and Packing Group)	CURRENT GHS 7 COMPLIANT SDS AVAILABLE?	SPECIFIC STORAGE AND SEGREGATION REQUIREMENTS	CONTAINER SIZE	OPEN OR CLOSED CONTAINER?	GAS, LIQUID OR SOLID	LOCATION (eg Flammable Goods Cabinet, Storage Room 02)	MAXIMUM LIKELY AMOUNT

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BY FARMERS.
FOR FARMERS

CONTRACTOR INDUCTION

FARM NAME: **CONTRACTOR:**

PROJECT OR TASK:

EXPECTED DURATION OF WORK: **FROM:** **TO:**

Contractor contact details

Mobile number: Emergency contact:

Business address:

As a contractor we expect you to comply with all policies and all instructions given to you by farm employees. By signing this form you are confirming that you have been through with the Farm Owner/Manager (or representative) all the items listed below and that you and your employees agree to comply with all farm policies while on this property.

Items to cover	TICK TO CONFIRM
Confirm where the contractor will be going and what they will be doing	
Determine approximate time the contractor will be entering and exiting	
Advise the contractor of any risks to their safety on the way to and in the area that they will be working. Physically show the contractor if necessary	
Advise the contractor of farm rules (e.g. speed limits and alcohol) and expectations of their behavior on farm including any special restrictions or protocols to be followed in order to stop disease spreading	
Discuss how an emergency event would be managed and what help they might need (i.e. phone line out)	
Contractor has confirmed they have a safety management system that covers the work they are there to do	
Contractor has confirmed they are competent and equipped to do the work	
Contractor has explained any risks that their work poses to others and how that will be managed to ensure their safety	
Contractor has confirmed they will notify the farmer of any new hazards they observe or create while doing the work	
Contractor has confirmed that they will notify the farmer of any serious accidents or incidents that occur whilst the work is done.	

Notes:

FARM MANAGER'S SIGNATURE:

CONTRACTOR'S SIGNATURE:

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BY FARMERS.
FOR FARMERS

EMPLOYEE INDUCTION

FARM NAME: **EMPLOYEE'S NAME:**

DATE OF INDUCTION:

Employee's contact details

Mobile number: Home number:

Home address:

Emergency contact:

As an employee you are required to comply with all policies and all instructions given to you by farm management. By signing this form you are confirming that you have been through with the Farm Owner/Manager (or representative) all the items listed below and that you agree to comply with all farm policies while working on this property.

Items to cover

TICK TO CONFIRM

The employee's safety responsibilities, including:

- Taking reasonable care of their own health and safety
- Taking reasonable care not to adversely affect the health and safety of others
- Reporting notifiable incidents, injuries or illnesses immediately
- Complying with the farms safety management system including any special restrictions or protocols to be followed in order to stop disease spreading.
- Using and keeping in good condition the personal protective equipment provided
- Attending organised safety training
- Participating in safety meetings and discussions
- Reporting any new hazards
- Helping to promote a positive farm safety culture

The farm's safety risks and control measures. These are to be physically shown to the employee during the farm orientation. This includes rules such as smoking and alcohol/drugs

How to use the SLAM process

The farm's emergency response procedures and equipment such as first aid kits and communications devices

The farm's equipment and machinery, including how to maintain it use it safely

Those Safe Work Procedures applicable to the employee

How contractors and visitors to the farm are to be managed

How training will be provided to the employee until they are assessed as competent to complete a task unsupervised

Employee has the right to stop work if they think they are likely to be seriously harmed

Any pre-existing medical conditions and required medications have been disclosed

Personal Protective Equipment has been issued and maintenance instructions provided (if necessary)

FARM MANAGER'S SIGNATURE: **EMPLOYEE'S SIGNATURE:**

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BY FARMERS.
FOR FARMERS

VISITOR INDUCTION

FARM NAME: **VISITOR:**

EXPECTED DURATION OF VISIT: **FROM:** **TO:**

Visitor contact details

Mobile number: Emergency contact:

Items to cover

TICK TO CONFIRM

Determine approximate time the visitor will be entering and exiting	☐
Confirm where the visitor will be going and what they will be doing	☐
Advise the visitor of any risks to their safety on the way to and in the area that they will be visiting. Physically show the visitor if necessary	☐
Advise the visitor of what they should do in an emergency	☐
Advise the visitor of any special restrictions or protocols to be followed in order to stop disease spreading	☐

Advise the visitor of their responsibilities when on the farm. These include **not**:

- Interfering with plant or equipment ☐
- Entering unauthorised work areas, farm buildings or parts of the farm they have not been authorised/have no reason to visit ☐
- Disturbing or unnecessarily approaching farm animals or work activities ☐
- Letting children wander unsupervised ☐
- Ignoring instructions or warnings ☐
- Leaving gates open or damaging fences ☐

NOTES:

FARM MANAGER'S SIGNATURE:

VISITOR'S SIGNATURE:

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CHECKLIST FOR VISITORS AND CASUAL WORKERS

	VISITOR	CASUAL
Made clear where they will be going/working	☐	☐
Advised them of anything they wouldn't expect that would be a risk to them	☐	☐
Advised of other activity on farm that could pose a risk to them	☐	☐
Determined what they are going to be doing, what risks that poses to others and how we are going to manage and communicate those risks	☐	☐
Advised of farm rules (eg speed limits, alcohol) and my expectations of their behaviour on farm	☐	☐
Advised of any relevant emergency procedures	☐	☐
Determined appropriate time in/time out reporting	☐	☐
Got contact detail	☐	☐
Made notes on what I told them	☐	☐
Advised them of any special restrictions or protocols to be followed in order to stop disease spreading	☐	☐

If necessary I will:		
Print and mark-up farm map	☐	☐
Get them to call in at house before starting	☐	☐
Take them over any difficult area	☐	☐