



**Australian Government**

**Comcare**

# SAFETY INDUCTION INFORMATION FOR LAND WORKERS



**AUSTRALIAN CENTRE FOR AGRICULTURAL HEALTH AND SAFETY**

## DISCLAIMER

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the relevant legislation. For more information contact your local workplace health and safety authority.

## PUBLICATION DETAILS

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The health and safety of all those who work and live on the land is the most important responsibility that we all share.

It's important that you understand your responsibilities for workplace health and safety. We also want you to understand the systems in place to ensure your health and safety, and the health and safety of all others who enter this workplace.

**YOUR safety is also YOUR responsibility.** If you feel that you cannot do a job safely, don't do it. Let your manager know about the problem, and then work together with them to fix it or find another way to safely complete the job.

Every workplace must have rules and guidelines to ensure safety. These rules and guidelines are compulsory and must be followed. This package outlines some of the important rules and guidelines that you are expected to follow. Please read this package carefully, and if you don't understand any section, please ask your manager.

**Instructions: Land management/Ranger operations complete sections 1-15, livestock workers complete all. Tick each box only when that aspect has been discussed and you fully understand your responsibilities.**

## 1. HAZARD AREAS



Attached is a station map. Marked on the map you will find hazards that we have identified, which may affect the work that you do, or may be particularly hazardous to your work. These include:

- Powerlines
- Bore drains, creeks and channels
- Dams and windmills
- Wet areas
- Dry weather only roads
- Areas subject to flooding
- Noise zones (requiring hearing protection)
- Speed limited zones
- Quad bike exclusion zones
- Crocodile exclusion zones
- Other

## 2. WORK CLOTHES



You are expected to come to work dressed in suitable clothes that do not pose a safety risk:

Work boots with non-slip soles for work

Long leg trousers, work overalls or sensible work shorts

Long sleeved shirt (preferably), buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials

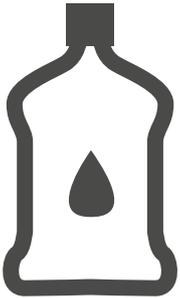
Shirts tucked into trousers, and no loose clothing that could be caught in machinery, including cords of jackets

A wide brimmed hat for outdoors work

You are expected to wash your work clothes after each work day, especially when working with chemicals.

Other

## 3. ENOUGH FOOD AND WATER



It is most important to make sure that you have plenty of food and clean water with you during the workday, especially in hot weather.

Before setting out each day you must ensure that you have enough food and water to last for the day. How much drinking water is enough? Generally a worker weighing 90kg will likely need to drink 5 litres of water on a hot day. Drink more if your body weight is above 90kg.

Surface water is NOT suitable for drinking. It may be contaminated by pesticide or animal waste.

Water bottles can be filled at

Other

## 4. HYGIENE AND WELLBEING



Good personal hygiene will help reduce the risk of illness due to infection or contamination with hazardous substances that you may be exposed to.

Ensure that you wash up after working and after handling pesticides, livestock, animals and dogs, especially before eating.

Make sure that your work clothes are washed regularly. You will need to wash them daily if you're working in areas that have been sprayed with pesticides. Never re-wear clothes that have been contaminated with pesticides. Excessive exposure may require a change of clothing.

DO NOT smoke inside buildings, vehicles or cabined machines.

Keep up to date with your tetanus vaccinations.

Beware of heat strain (weakness, dizziness, nausea), heat exhaustion and heat stroke (life threatening). It can happen at different rates for different workers.

DO NOT consume or be suffering the effects of alcohol or illegal drugs.

If, in the opinion of the manager, an employee is at any time in an unfit state to work safely, they will be taken home.

Advise your manager of any prescribed medications that you need to take in work time. In particular the affect these may have on your ability to operate machinery safely.

Advise your manager if you need to take medication for an allergic reaction. Include asthma medication.

Other

## 5. USING PROTECTIVE CLOTHING AND EQUIPMENT



Special clothing and equipment is provided for your protection. You must use these as instructed, clean them properly after use and keep them in good order.

You must let the manager know if protective equipment is damaged or not available, or if you are having difficulty in using the equipment provided. For tasks that require protective equipment you must not undertake the task where the protective equipment is damaged or unavailable.

Protective equipment includes:

Ear muffs or plugs in designated areas.

A helmet for head protection when riding a horse, motorcycle or quad bike.

Protective gloves, respirator, overalls when handling pesticides, and when working in contaminated areas.

A face mask or respirator when exposed to contaminants, or if you suffer from asthma or other respiratory condition.

Goggles and/ or welding helmet, gloves and other protective clothing when welding.

Sunscreen when you are working in direct sunlight.

Sunglasses and other protective eyewear

High visibility or reflective clothing

Other

## 6. FATIGUE



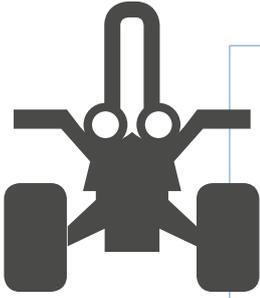
There are certain times of the year when we are very busy. At these times it is often necessary to work long hours.

You are encouraged to take frequent short breaks to reduce fatigue during these busy times. Fatigue will increase the risk of accident and injury for operators of machinery as reflex times will be slowed and concentration lost.

When working at night, it is especially important to be alert.

Other

## 7. RIDING MOTORBIKES AND QUAD BIKES



Work related injuries when operating motorbikes and quad bikes can be serious. You should:

Be fully trained.

Wear suitable clothing including tough trousers and boots. A helmet must be worn for riding motorcycles or quad bikes. Work or riding gloves may be needed. These protect you from the sun and from the scrub and low lying tree branches.

Before setting out at the beginning of each day, refuel and check the tyres, all guards, chain tension, and check that the brakes are in good working order.

Read the rider's manual before you operate any motorcycle or quad bike.

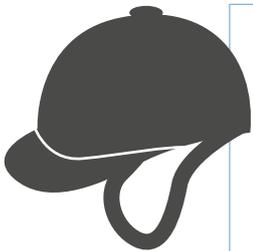
NO passengers are allowed to ride on quad bikes.

The speed limit for all vehicles is  km/h.

Be familiar with exclusion zones where the terrain is unsuitable.

Other

## 8. HORSE RIDING



Suitable clothing, including jeans, tough trousers, smooth soled riding boots and a helmet must be worn when riding horses.

Before setting out on the horse at the beginning of the day, check the condition and safety of the riding tack.

You must also check the health and care for the welfare of the horse.

Other

# 9. VEHICLE AND MACHINERY OPERATION AND MAINTENANCE



High risk plant (forklifts, cranes, etc) may only be used by licensed operators

Before starting any machine you must undertake a safety check. This includes checking the condition/level of fuel, oil, water, transmission fluid, tyres, brakes and guards.

Report any problem likely to affect the safe operation of any vehicle. This includes guards that are damaged or missing, or where there are exposed moving parts of machines causing a safety hazard.

When leaving a machine with the engine running, you must ensure that equipment is disengaged and the machine is in 'Park'.

Apply the machinery lock out system before removing a guard to undertake machinery maintenance, or to clear a blockage, you must replace that guard after finishing the repair and/or before restarting the machine.

Before working under machinery you must ensure that the machine is adequately blocked and supported.

Inspect electrical equipment, including power boards and extension cords, for damage before use. If damaged, secure the equipment so that it cannot be used and report it to your manager.

Do not use double adapters in the workplace.

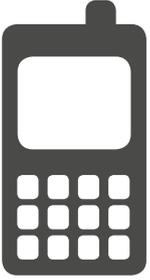
Don't 'piggy back' power boards or 'daisy chain' extension cords.

Ensure residual current devices (RCDs) are connected and working

Keep in mind the need to be aware of the location of overhead powerlines when using and moving tall machinery.

Other

# 10. BORE RUNS AND WINDMILL MAINTENANCE



Ensure you have the training, know where you are going and take a property map. Before leaving on a bore run, check you have all the tools and equipment to complete the job. Make sure your itinerary is known by your manager.

Check that you have a two way radio and that it is working.

Always pack water, a snack and lunch. A bore run may take all day.

In the case of vehicle breakdown, do not leave the vehicle.

If windmill maintenance is needed, all safety procedures must be followed. Never climb alone.

If a bore needs pulling (a two person job), ensure you take someone with you who is trained and experienced.

If you are afraid of heights tell someone, and do not climb windmills.

Before climbing a mill, wear a safety harness and attach it to the ladder/platform to provide support and prevent injury in case you slip or lose balance and fall.

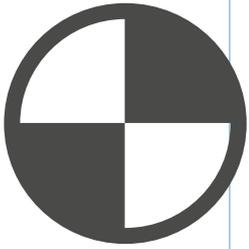
Check the weather before you climb. If unsure, ask your manager.

Visually check that ladders are safe to climb and pull the windmill out of gear before climbing.

Always check the mill fan wheel is not directly overhead before climbing onto the platform.

Wear a hard hat when standing underneath a mill when maintenance is being done. Take care not to drop tools and parts onto workmates below.

# 11. HANDLING CHEMICALS



Pesticides that may be used include fertiliser, dips and drenches, chemicals to kill or control insects, weeds, fungal disease, and to control rats and mice. Remember fuels as well as being flammable are also hazardous chemicals.

All persons handling pesticides must be formally trained to handle the relevant product.

Always follow the instructions detailed on the label for mixing and applying pesticides.

If you're not sure you must ask for help before continuing. Make sure you read the Safety Data Sheet (SDS) before use.

Protective clothing and personal protective equipment must be worn as stated on the pesticide label.

Always have sufficient water and soap for washing, and have access to a change of clothes when using pesticides.

When you have finished your pesticide job, the pesticide should be locked away in the chemical storage area and information recorded in the Chemical Register.

SDS are made available on request for any hazardous substance used on the farm.

The Chemical Register and SDSs are located

# 12. SNAKES, SPIDERS AND SCORPIONS



Snakes can be found anywhere, particularly under sheets of corrugated iron or parked machinery. Many snakes are poisonous. Many people are bitten chasing and attempting to kill snakes.

If you come across a snake move away quickly and quietly and let it move away. If other workers are in the vicinity, let them know where the snake has moved.

If bitten by a snake, place a firm pad over the bite, bandage securely and keep the limb as still as possible. Use the communication system to get help quickly.

If bitten by a red back spider, wash the affected area with cool water, do not bandage.

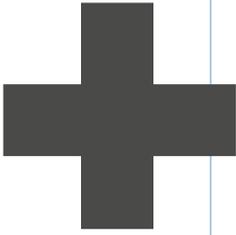
If bitten by a funnel web spider, apply a pressure bandage and immobilise. Use the communication system to get help quickly.

If a tick has burrowed under the skin remove with fine tweezers by grasping behind the head and removing carefully by pulling straight out ensuring the entire body is removed. Wash with warm soapy water and apply a bandaid. For an Australian paralysis tick antivenom is available.

For a scorpion sting, wash the affected area with soap and water, do not bandage.

Other

# 13. BEING READY FOR AN EMERGENCY



Before setting out each day always let someone know your planned work and location. Do not change your plans without letting someone know.

In the event of an emergency, assess any further danger to yourself and the injured person, provide First Aid as required, and notify the manager or call "000" for fire brigade, ambulance or police for further assistance.

First Aid kits are located

Trained and designated first aid officer/s is

Emergency telephone numbers are located at the telephones at

The UHF/ VHF radio channel used is

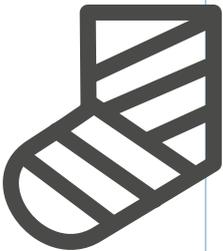
The bush fire brigade channel is

Fire extinguishers, knapsacks, McLeod tools are located

Fire blankets are located

Other

# 14. INJURY REPORTING



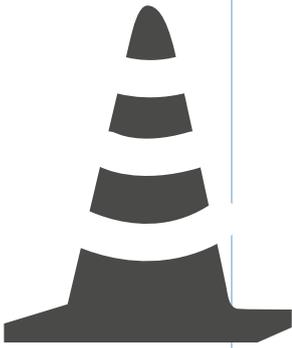
We keep an Injury Register and any injury or illness that results from your work must be recorded. We record all injuries/illness whether minor or major.

If you are injured you must notify your manager.

You must also report any occasion that could have resulted in injury but didn't. This information could help prevent one of your workmates from being hurt.

Injury reporting forms are located

# 15. GENERAL



If you feel you do not have the experience to undertake a job safely, please advise the manager, and do not go ahead with the job.

The law requires that the manager provide a safe place of work and safe work systems. In order to help us meet these obligations, you are expected to advise the manager of any safety hazard or problem that you come across.

The same law requires that you as a worker must take care to ensure the health and safety of others - including other workers and visitors.

You are also required to cooperate with our health and safety program, and comply with our requirements to protect your own safety and others safety. An example of this cooperation is that you must use personal protective equipment provided for specific tasks and activities.

Be familiar with who your health and safety representative (HSR) is. Any safety related concerns you may have can be directed to your HSR as well as your manager. Matters may also be escalated to the Health and Safety Committee for consideration.

The law also requires that the safety of visitors and contractors who enter this workplace be assured. You must look out for hazards to health and safety for others who enter the workplace.

When driving vehicles **always wear a seatbelt** no matter how short the journey.

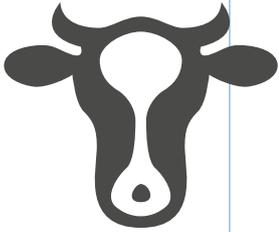
**Children may be present and their safety must be a high priority. Please be careful when driving vehicles or machinery, never reversing without checking for children.**

Children are not permitted on tractors or other farm machinery.

Children are not permitted in the yards when animals are being handled.

Children and passengers are not permitted to ride on quad bikes.

## 16. MUSTERING



Good handling techniques will help keep stock calm and reduce stress, both to the animal and stock handlers.

Mustering needs to be planned. Allow enough time and follow directions given to you by your manager. If you are unsure, ask again.

When mustering by horse, motorbike or quad bike, wear a helmet and any other protective equipment needed and supplied.

Always pack and take water and food with you, mustering may take longer than planned.

When assisting helicopters, mustering on the ground, follow all directions given to you by the pilot.

Stay clear of the helicopter until the pilot gives you a signal to approach.

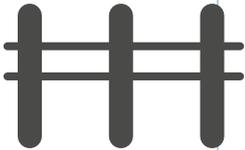
Approach and leave a helicopter only from the front where the pilot can see you, always be aware of the main rotor blades and tail rotor.

When a passenger or observer is in an aircraft or helicopter, do not unbuckle your seat belt to exit until the pilot has given you the OK.

Naked flames, sparking equipment or mobile phones are prohibited from use near Avgas

Other

## 17. WORKING IN YARDS



Before working in yards, you will be shown the layout of the yards and any safety features, eg man ways, escape chutes. Follow all directions given to you by your manager.

You will have explained the plan of work for the day and operation of yard equipment, eg drafting pound, race and head bale, cradle etc.

Handle stock calmly and quietly. Be aware of the stock you are handling, and note any that are flighty/nervous.

Dogs are not used in cattle yards, and should be kept away from the yard when working.

Other

# 18. LOADING AND TRANSPORTING CATTLE



Employees handling cattle can be seriously injured by cattle in loading races and falling from cattle trucks and crates.

When loading cattle, do not get in front of cattle in loading races or in cattle crates.

To reduce the risk of injury from falling, do not get on top of the cattle trucks and crates.

Truck drivers should wear work boots and suitable clothing. A high visible vest should be worn when loading/ unloading cattle at night.

Truck drivers and assistants are not to walk on top of cattle crates unless appropriate fall prevention or an arrest harness are in place

If tired and when driving long distances, take frequent breaks, STOP, REVIVE, SURVIVE every two hours of continuous driving. Don't drive more than 10 hours in a single shift.

Be aware of low overhead powerlines to prevent risk of electrocution. Be directed by an appropriately trained guide when reversing or accessing.

Other

# DECLARATION

I have read the safety instructions in this package, discussed them with my manager and understand and accept my responsibilities.

I agree to do what is required of me to ensure that the health and safety of all people is protected on this property.

Signed  Date

Worker

Name

Print

Signed  Date

Manager

Name

Print

# DISCLAIMER

This document is not exhaustive and should be expanded upon to include considerations specific to the workplace, the unique features of different regions or seasonal considerations that may apply.

