



Growers Checklist



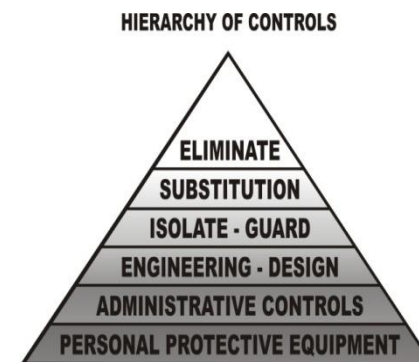
Property Name: _____

Date: _____ / _____ /20_____

Audit Team: _____

CONSEQUENCES How severely could it hurt someone	LIKELIHOOD — of exposure to a hazard causing injury given the frequency of exposure and consequence.				
	ALMOST CERTAIN	LIKELY	POSSIBLE	UNLIKELY	RARE
CATASTROPHIC ➤ Death, permanent disablement	Extreme	Extreme	Extreme	Extreme	High
MAJOR ➤ Serious bodily injury	Extreme	Extreme	Extreme	High	High
MODERATE ➤ Medical Treatment	Extreme	High	High	Moderate	Moderate
MINOR ➤ First Aid only	High	High	Moderate	Low	Low
INSIGNIFICANT ➤ No Injuries	High	Moderate	Low	Low	Low

OK or Not Applicable	NO FORESEEABLE RISK - OK for now. Review if any equipment / people / materials / work methods or procedures change. Or this particular inspection item is Not Applicable to this workplace.
EXTREME (ACT NOW)	EXTREME RISK - ACT NOW (Do something to manage these risks immediately. Stop the task until the hazard is controlled and the risk managed.
HIGH (ASAP)	HIGH RISK – ACT AS SOON AS POSSIBLE. Do something to manage risks assessed as soon as possible. Consult with Management.
MODERATE (PLAN)	MODERATE RISK – PLAN to manage these risks / note any suggestions on how these risks might be managed. Consult with management or Supervisor
LOW (REVIEW)	LOW RISK - OK for now. Review if any equipment / people / materials / work methods or procedures change. Consult with Supervisor.



IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (ASAP)	MODERATE (PLAN)	LOW (REVIEW)
OPERATIONAL POLICIES AND PROCEDURES					
1. Do you have access to the relevant guidance material for farm safety for your industry? For example, <ul style="list-style-type: none"> • Code of Practice for the operations and procedures at Cane railway and road transport Delivery points • Safe operating practices for sugar cane harvesting and haul out • Safety Guidelines for harvesting and in field transport of sugar cane 					
2. Do you apply these codes to your farming operations?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (ASAP)	MODERATE (PLAN)	LOW (REVIEW)
TRAINING AND COMPETENCIES					
3. Is a formal safety induction training process followed and documented?					
4. Have you completed training in regard to operational procedures for delivery points?					
5. Do you conduct or complete any assessments of employees' skills before they commence work or perform a new task?					
6. Are records of all employees' training maintained, including your own?					
7. Have you recorded the details of employee's accreditations and licences?					
8. Is there a system in place to review the ongoing competency of persons to operate tractors and farm machinery?					
9. Have you or any of your employees undergone recent basic first aid training?					
HAZARD IDENTIFICATION AND MANAGEMENT					
10. Have you completed a risk assessment for harvesting operations on your farm?					
11. On the farm map provided to the contractor did you identify hazards on your farm such as <ul style="list-style-type: none"> • Embankments • Drains • Power lines and poles • Tram lines & Crossing points • Roads • Irrigation equipment & hydrants • Dams • any other hazards 					
12. Have you identified these hazards with a marker, guide post, witches hat or similar. (if night harvesting you need to use reflective markers)					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (ASAP)	MODERATE (PLAN)	LOW (REVIEW)
13. Are your headlands well maintained and in a safe condition for harvesting and haul out equipment?					
14. Do you have and use high visibility clothing when working in close vicinity to harvesting operations (moving obstacles, picking up sticks etc					
15. Do you have a policy controlling visitor access to your farm? (Authorised and unauthorised visitors)?					
16. Does your harvesting contractor stop cutting when persons are observed on the ground in the close vicinity of harvesting operations?					
17. Is appropriate Personal Protective Equipment available for workers? <ul style="list-style-type: none"> • ear- muffs or plugs • respirators and dust masks • gloves • sunscreen and shade hats • appropriate clothing and footwear 					
18. Do you ensure that no vehicles are parked within 2.5 m of the nearest rail?					
19. Are loading points stable and level where elevating and side tippers are used?					
CANE RAILWAY SYSTEM (Where Applicable) and DELIVERY POINTS					
20. Is housekeeping around the farm, including the delivery point, adequate? Check for spilt billets, rubbish, grass cut, no holes or uneven areas etc					
21. Are pad access roads well maintained?					
22. Is the pad surface well maintained in a level and stable state?					
CROSSINGS					
23. Are the approaches to all major crossings clearly sign-posted?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (ASAP)	MODERATE (PLAN)	LOW (REVIEW)
24. Is adequate visibility maintained at all crossings as part of your operational policy?					
CROP CLEARANCES					
25. Is the layout of the crop such that all vehicles used on the farm are able to maintain the required minimum clearance from cane railway tracks throughout the farm? (2.5 m from nearest rail)					
26. Is the layout of the crop such that all vehicles used on the farm are able to maintain the required minimum clearance from other hazards throughout the farm? i.e. drains, roads, electrical hazards, culverts					
INTERNAL ROADWAYS AND ACCESS TO CROP					
27. Are headlands of sufficient width and radius to ensure safe turning of all equipment?					
28. Has a risk assessment been completed for the intersection of internal roads with public roads? Where indicated by the assessment warning signs may be required.					
29. Where speed limits are used as a control measure on your farm have they been communicated to all parties and where necessary sign posted?					
30. Are structural weight limits clearly marked on all bridges and channel crossings?					
EMERGENCY RESPONSE AND INCIDENT MANAGEMENT					
31. Are emergency response procedures developed and documented?					
32. Are emergency response procedures reviewed and updated annually?					
33. Are emergency response procedures communicated to all workers?					
34. Do the procedures include a method of contact with the emergency services such as phone, mobile phone, UHF/VHF Radio					
35. Are emergency contact details and location reference numbers (GPS or farm number) marked on phones and radios?					
36. Is there a first aid kit available within the working environment?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (ASAP)	MODERATE (PLAN)	LOW (REVIEW)
37. Is there a system to ensure that all First Aid kits are promptly replenished after use?					
38. Are appropriate fire extinguishers available within the work environment?					
39. Does the enterprise have a “working alone policy”?					
40. Are there reporting systems for persons operating in remote locations?					
INCIDENT REPORTING AND INVESTIGATION					
41. Is there an incident reporting and investigation system in place which is communicated to all employees?					
42. Does the system meet the requirements of the Workplace Health and Safety Act?					
43. Does the system include any local requirements for incidents involving mill equipment such as rolling stock or rail systems?					
44. Does the system include notification of electrical incidents to the appropriate authority?					
45. Does the system include incidents involving members of the public or other growers and their employees?					
ADDITIONAL HAZARDS					
46.					
47.					
48.					
49.					

RISK ASSESSMENT AND MANAGEMENT RECORD

HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED

Item #	Date	Identified Hazard	Assessed Risk Level	STEP 1 Eliminate	STEP 2 Substitute	STEP 3 Isolate or Guard	STEP 4 Redesign or Engineering	STEP 5 Administration	STEP 6 PPE

IMPLEMENTATION CONTROL SHEET						
IDENTIFIED HAZARD	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action