



Health & Safety Manual

1. Background information

The Owl Farm health and Safety systems are part of the overall St Peter's School Health and Safety Systems and need to be understood in that context. Compliance with legislation, Regulations or other Codes or Standards cannot be determined or achieved through knowledge of this manual alone. The manual is also a working document and will be updated frequently. It is being published on the basis to show how documents and contents evolve over time too.

The systems are also written with an intent of meeting the ACC Workplace Safety Management Practices audit standards, as part of St Peter's School and so some aspects included might not always be used for a farm of this size and are additional to legal requirements.

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- The Risk Matrix was developed from a template used by Dairy Holdings Ltd. The matrix has been modified from the original version supplied.
- The information contained within the Common First Aid responses is produced from St John's information with their permission. This information may no longer directly match material produced or published by St John's.
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3. Key Contacts

Farm Manager	Tom Buckley	021 058 4916
Farm 2IC	Louie Adoracion	021 024 7931
Demonstration Manager	Doug Dibley	027 808 1933
Demonstration Coordinator	Theresa Riley	07 827 9825
Administration Manager	Jennifer Barker	07 827 9894
Business Manager	Marc Scott	027 455 2144
Health and Safety Consultant	Stephen Sharpe	021 826 838
Principal	Dale Burden	021 522 359

4. Health and Safety Policy

Owl Farm is committed to taking all reasonably practicable steps to provide a safe and healthy work environment for workers, visitors and others directly influenced or affected by any Owl Farm work activity or workplace location. As a demonstration Farm and through demonstration activities Owl Farm will use, promote and exhibit:

- Practicable Health and Safety systems for the size and scale of farm being operated
- Have Health and Safety systems that also reflect that the farm must operate within the overarching duties of St Peter's School, in conjunction with Lincoln University
- Build a health and safety culture through knowledge, education and risk evaluation.

Owl Farm is committed to continually improving the systems and practices, through both ongoing and formal review processes and ensuring appropriate resources are provided to achieve this.

A safe and healthy work environment is achieved through the co-operation and compliance of every worker with Owl Farm procedures and relevant work standards, which are developed through a consultative approach with workers.

In order to pro-actively manage risks and prevent accidents, Management are committed to ensuring processes are implemented to:

- Comply with all relevant health and safety legislation and standards
- Report, record, and investigate all accidents/incidents accurately and promptly
- Identify and assess all known and reasonably anticipated hazards/risks of harm in the workplace
- Control and regularly review all significant hazards or serious risks of harm
- Provide Health and Safety training and supervision
- Encourage worker consultation and participation in all matters relating to health and safety
- Support the safe and early return to work of injured employees
- Promote a system of continuous improvement
- Consult with workers and/or their elected representatives on all health and safety matters
- Have an understanding of Health and Safety management relative to their positions
- Maintain emergency plans

Workers will:

- Actively contribute to hazard/risk identification and management
- Participate in health and safety training relevant to their positions
- Report close calls, injuries or incidents promptly and accurately
- Adopt safe work practices
- Encourage others to do the same
- Participate in return to work programmes
- Immediately report to management any new hazard/risk of harm identified in the workplace.

Signed:

Date:

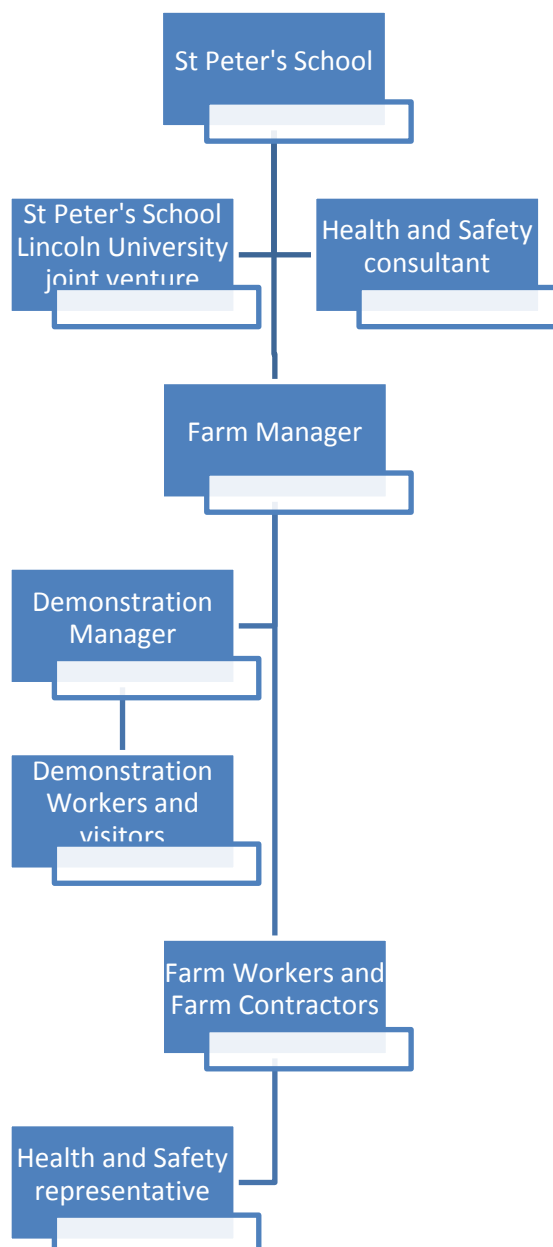
Farm Manager

5. Health and Safety management

5.1. Health & Safety objective's, plans, and systems management

The Owl Farm Health and Safety Policy statement will be reviewed every year, and updated if the review results in changes being required. The review is part of the worker engagement system.

Owl Farm has a Health and Safety structure as outlined below (this is not a management structure, but guide to where safety responsibilities fall).



Role	Health and Safety Responsibilities
St Peter's School Trustee's	<p>Due diligence in Health and Safety management:</p> <ul style="list-style-type: none"> • To acquire, and keep up to date, knowledge of work Health and Safety matters, and • Have an understanding of the nature of the operations and generally of the hazards and risks associated with those operations, and • Ensure the availability for use, and uses, appropriate resources and processes to eliminate or minimise risks to Health and Safety from work carried out as part of the conduct of the business, and • Ensuring there are appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information, and • Ensuring Owl Farm and its entities has, and implements, processes for complying with their PCBU duties or obligations under the Health and Safety Act, and • To verify the provision and use of the resources and processes referred to above.
St Peter's Principal	<p>Preform the responsibilities as an officer, and</p> <ul style="list-style-type: none"> • Approval of Owl Farm budgets and overall resource allocation, • Ensuring adequate resources and monitoring processes in place for Owl Farm to meet Director and Officer requirements, • Ensuring Owl Farm meet their obligations as a PCBU.
Health and Safety Consultant	<ul style="list-style-type: none"> • Technical advice to Owl Farm of Health and Safety matters • Coordination of audit activities • Ensuring as much as practicable consistency between Owl Farm business entities
Farm Manager	<p>Preform the responsibilities to;</p> <ul style="list-style-type: none"> • Ensuring Owl Farm Health and Safety systems remain within the St Peter's School health and safety requirements. • Implementation of all Health and Safety policies and processes for Owl Farm • Document control for all Owl Farm Health and Safety documents • Owl Farm contractor management
Farm 2IC	<ul style="list-style-type: none"> • Health and Safety duties of Farm Manager when not available.

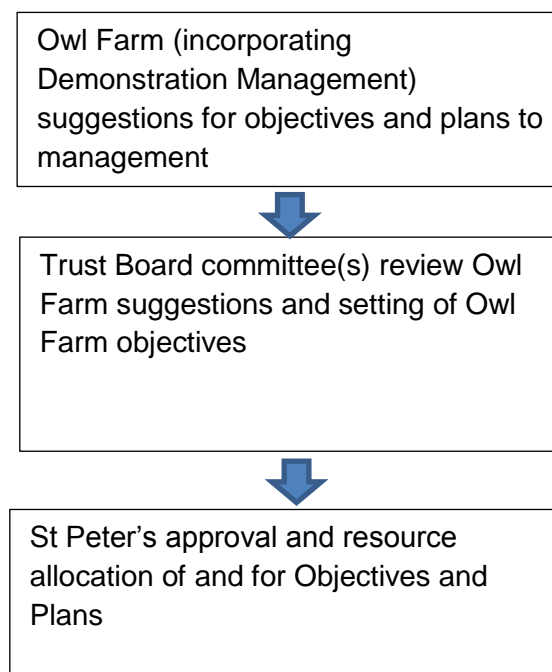
Demonstration Manager	Preform the responsibilities to; <ul style="list-style-type: none"> • Implementation of Demonstration activities within the overall Health and Safety policies and processes for Owl Farm • Management of demonstration participants, and visitors.
Owl Farm Workers	<ul style="list-style-type: none"> • Following policies and procedures • Reporting incidents, accidents, close calls or hazards as identified • Taking immediate actions to prevent harm as identified

All key roles (except Trustee's) will have their performance reviewed against their responsibilities at least annually using the St Peter's School performance management system.

Owl Farm sets its Health and Safety Objectives every year and reviews these at least annually. This is done through the worker engagement process and monitored through the meeting agenda and minutes. Using this process allows management and workers to participate in both setting objectives, plans and the reviewing progress and performance. Once the objectives are set, a plan is developed to assist in achieving the objectives.

Owl Farm reviews its Health and Safety systems annually as part of the worker engagement system. Health and Safety systems are discussed as per the schedule for topics for the worker engagement system. This includes at least a discussion following any critical event, changes in work procedures or changes to a Health and Safety policy. A specific discussion on the effectiveness of the hazard / risk management systems is included in the annual review process.

5.1.1. Overview of Health and Safety objective and planning process



5.2. Health and Safety Excellence

Health and Safety excellence will be recognised by Owl Farm at any stage a worker exhibits actions or behaviours above and beyond the normal expectations of their role. This can be done in any manner, but is specifically covered in the worker engagement system processes

5.3. Health and Safety Information

Owl Farm used information already available within the PCBU and the WorkSafe NZ website to do an initial identification of legislation, regulations, current codes of practice and other health and safety information relevant to the business.

5.3.1. Information sources

Specialist advice on general health and safety topics

- Fegan & Co

Codes of Practice & industry guidelines

- WorkSafe NZ's website - <http://www.business.govt.nz/worksafe>

Legislation, regulations and bills

- NZ Government website - <http://www.legislation.govt.nz/>

Specialist advice on general health and safety topics

- Fegan & Co

Chemical management

- WorkSafe NZ's website - <http://www.business.govt.nz/worksafe>

Training providers

- Fegan & Co

First aid supplies and training

- St Johns

Emergency management and training

- Local fire brigade
- Fire and Emergency Training services (Vertical Horizons Ltd)

Health tests and monitoring

- Local GP

Road Code Information

- NZTA website and on-line road codes - <http://www.nzta.govt.nz/resources/roadcode/>

5.3.2. Legislation

- Health and Safety at Work Act 2015
- Accident Compensation Act 2001
- Fire Service Act 1975
- Forest and Rural Fires Act 1977
- Hazardous Substances and New Organisms Act 1996
- Human Rights Act 1993
- Land Transport Act 1998
- Privacy Act 1993
- Resource Management Act 1991
- Smoke-Free Environments Act 1990

5.3.3.Regulations

- Electricity (Hazards from trees) Regulations 2001
- Fire Service Regulations 2003
- Forest and Rural Fires Regulations 2005
- Hazardous Substances (Personnel qualifications) Regulations 2001
- Hazardous Substances (Class 1-5 Controls) Regulations 2001
- Hazardous Substances (Class 6, 8, and 9 Controls) Regulations 2001
- Hazardous Substances (Disposal) Regulations 2001
- Hazardous Substances (Emergency management) Regulations 2001
- Hazardous Substances (Identification) Regulations 2001
- Hazardous Substances (Packaging) Regulations 2001
- Health and Safety in Employment Regulations 1995
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (infringement Offences and Fess) Regulations 2016
- Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

5.3.4.Codes of practice

Rigging	Approved Code of practice for Load-lifting Rigging	Code of Practice	Dec 2012	WorkSafe NZ (MoBIE)
Forestry	Safety and Health in Forest Operations” roles and responsibilities of principals and contractors	Code of practice	Nov 2014	WorkSafe NZ
Arboriculture	Approved code of practice for safety and health in arboriculture	Code of practice	Nov 2012	WorkSafe NZ (MoBIE)
Industrial hazards	Approved code of practice for managing hazards to prevent major industrial accidents	Code of practice	Jul 1994	WorkSafe NZ (DOL)
Hazardous substances	Approved code of practice for the management of substances hazardous to health in the place of work	Code of practice	Jul 1997	WorkSafe NZ (DOL)
Tractors (ROP's)	Approved code of practice for roll over protective structures on tractors in agricultural operations	Code of practice	Feb 2001	WorkSafe NZ (DOL)

Machinery (Protective structures)	Approved code of practice for operator protective structures on self-propelled mobile mechanical plant	Code of practice	Feb 1999	WorkSafe NZ
Noise	Approved code of practice for the management of noise in the workplace	Code of practice	Oct 2002	WorkSafe NZ

5.3.5. Standards

AS/NZS 4024 Machine guarding.

AS/NZS 4308:2008 Drug testing

AS/NZS 1269 Occupational Noise Management.

AS/NZS 1270 2002 Acoustics – Hearing protectors.

5.3.6. Guidelines and factsheets

Topic	Long title	Document type	Date published	Published by
Ground spreading	Safety manual for the ground spread industry	Guideline	Unknown	WorkSafe NZ (DOL)
Fuel storage	Above ground fuel storage on farms	Guideline	Apr 2015	WorkSafe NZ (EPA)
Chainsaws	A guide to safety with chainsaws	Guideline	Sep 2007	WorkSafe NZ (DOL)
Farming	“Managing health and safety” a guide for farmers	Guideline	Jun 2014	WorkSafe NZ
Leptospirosis	Guidelines for the control of occupationally acquired leptospirosis	Guideline	Jun 2001	WorkSafe NZ (DOL)
Fertilisers	Organophosphates” Health effects, health checks and first aid	Fact Sheet	Mar 2014	WorkSafe NZ
Hay Bales	Safe handling, transportation and stacking of large hay bales	Guideline	Sep 1995	WorkSafe NZ (DOL)

Elevated work platforms	Safe use of elevating work platforms in the horticultural industry	Guidelines	Apr 2013	WorkSafe NZ (MoBIE)
Tractors	Safe use of tractors on farms	Guideline	Jun 2014	WorkSafe NZ
Machinery (Protective structures)	A guide to the approved code of practice for operator protective structures on self-propelled mobile mechanical plant	Guideline	Unknown	WorkSafe NZ (DOL)
Noise	Preventing noise induced hearing loss on farms	Guideline	Jul 2014	WorkSafe NZ
Slips, trips and falls	Preventing slips, trips and falls on farms	Guideline	Jul 2014	WorkSafe NZ
Manual Handling	Preventing manual handling injuries on farms	Guideline	Jul 2014	WorkSafe NZ
Power lines	Power lines on rural properties – advice for land owners and managers	Fact sheet	Unknown	WorkSafe NZ (MoBIE)
Milking sheds	Staying safe in and around farm dairies	Guideline	Jul 2014	WorkSafe NZ
Machinery	Safe use of machinery	Guideline	May 2014	WorkSafe NZ
Ergonomics	A practical guide to ergonomics	Guideline	1997	Livestock Improvement
Driving	R, T and W endorsements for special type vehicles	Fact Sheet	June 2013	NZTA

5.3.7. Other documents

NZ Road Codes (general and for heavy vehicle drivers)

5.3.8. Equipment Manuals

- Honda Pioneer SXS 700 Side by side

Changes to information relevant to Owl Farm are managed through the hazard and risk identification process. This process is reviewed as part of the worker engagement processes and discussed at regular meetings.

Owl Farm remains up to date with changes to requirements through the following sources:

- WorkSafe NZ's website - <http://www.business.govt.nz/worksafe>
- Legislation, regulations and bills from NZ Government website - <http://www.legislation.govt.nz/>
- Dairy News
- NZ Farmer
- Farmers weekly
- Dairy exporter
- Farmer representatives
- Farm Consultant
- Attending training courses and seminars
- Regular updates from Health and Safety Consultant at Fegan & Co.
- Watching the news on TV on a regular basis
- NZTA website
- Waikato Times newspaper

Workers can access relevant information by:

- Requesting a copy of a document from Farm Manager
- Viewing copies on the Owl Farm website
- Viewing the documents on line using their phones or a computer
- Copies of critical documents are stored in the Managers office.

Workers are made aware of the information available through the induction process.

5.4. Compliance and assurance processes

Owl Farm ensures compliance and conformance to requirements through an internal audit process. These include periodic checking of physical requirements, worker behaviour and self-assessments of the overall processes.

5.4.1. Compliance and assurance table

Type of check	Performed by	Frequency or due dates
Worker behaviour	Farm Manager and other staff via diary notes	By exception as observed
Demonstration activity checklist and review	Demonstration Manager	1 per Open Day or other significant event.
Compliance & Planning Checklist	Farm Manager	1 per quarter
Health and Safety Systems Audit	Health and safety Consultant	1 per year

Results of all audits are communicated with workers as part of the worker engagement system.

5.5. Health and Safety document control

All Health and Safety documents printed in hard copies and without a coloured cover page must be regarded as uncontrolled copies. Controlled copies are located and managed by the following:

Copy number	Location	Person responsible	Postal address for updates	E-mail address for updates
1	Farm office	Tom Buckley	C/O St Peter's School	Tomb@stpeters.school.nz
2	Demonstration Office	Doug Dibley	C/O St Peter's School	DouglasD@Stpeters.school.nz
3	Health and Safety Advisor Office	Alaa Osman		Alaao@stpeters.school.nz
4	Sharpe People Solutions	Stephen Sharpe	149a King Street Cambridge	steve@sharpe.solutions

Each person assigned a controlled copy is responsible for ensuring updates are inserted and old copies destroyed. Each person is responsible for ensuring all workers are aware of the changes incorporated into any update and how the changes affect them; this can be done for non-time critical changes at the next worker engagement meeting.

All externally sourced documents are deemed to be uncontrolled and should not be relied on as a source of current information, but maybe useful for reference. All copies of legislation, codes of practice and standards must be checked against on line current versions to ensure information contained has not been updated, along with any reference used from external documents used in this manual.

6. Owl Farm Health and Safety Objectives for 2016/17

Owl Farm Objectives	Measurement	Responsibility	Timeframe
Improve health and safety management systems	New system developed and in use	Farm Manager	July 2016
Physical health and safety issues managed appropriately on site	Identify all hazards and associated risks on the Farm, formerly assess and review them and have appropriate controls in place or plans approved if cannot be completed within 2016.	Farm Manager	December 2016
Implement behaviour based safety culture	Use of lead indicators and improvements in lead indicators. Use and measurement of lag indicators	Farm Manager	December 2017

6.1. Owl Farm Health and Safety Plan 2016/17

This plan is to ensure progress and achievement of the Health and Safety Objectives for Owl Farm

Objectives:			
Improve health and safety management systems and have physical health and safety issues appropriately managed			
Action	Person	Start Date	Due Date
Work with health and safety consultant to develop draft system to a stage it can be used	Farm Manager	Aug 2015	Mar 2016
Complete training records for existing staff	Farm Manager	Nov 2015	Dec 2016
Complete hazard register for existing hazards	Farm Manager	Nov 2016	Dec 2016
Contact existing contractors and suppliers and outline requirements	Farm Manager	May 2016	Dec 2016
Train staff on new systems and requirements	Farm Manager	Apr 2016	Dec 2016
Work with Farm Manager and St Peter's on overall Health and safety systems for St Peters School	Farm Manager	Nov 2015	Dec 2016
Ensure all other aspects of new system implemented e.g. emergency signage and information sheets	Farm Manager	Nov 2015	Dec 2016
Provide ongoing feedback on system improvements to Consultant	Farm Manager	Nov 2015	Dec 2016
Provide feedback to Owl Farm, St Peter's School and Lincoln University on issues relating to overlap of health and safety systems and responsibilities	Health and safety Consultant	Aug 2015	Dec 2016

Objective: Implement behaviour based safety culture			
Action	Person	Start Date	Due Date
Identify lag and lead indicators	Farm Manager	Aug 2016	Sep 2016
Record indicators	Farm Manager	Oct 2016	Dec 2017
Train staff on near miss reporting culture and other drivers of lead indicators	Farm Manager	Nov 2016	Dec 2016
Adjust other systems to drive lead indicators e.g. performance reviews	Farm Manager	Nov 2016	Jan 2017
Publish indicators	Demonstration Manager	Jan 2017	Dec 2017

7. Compliance and Planning Checklist

- This document is designed to be a relatively simple checklist to help meet most H&S and some environmental compliance requirements

USING THE CHECKLIST

- The Farm Manager is expected to carry out this checklist a minimum of four times a year.
- Please click in the tick-box – 'Yes', 'No' or 'Not Applicable'.

Name:
Signature:
Date:

GENERAL MAINTENANCE					YES	NO	N/A
1. Are all farm boundary fences (and fences along any internal road) still fully stock-proof?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all fences around or along waterways still fully stock-proof?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have any bridges, culverts and underpasses been checked for damage?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have any drains been cleared of any blockages?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the following Owl Farm equipment been checked for any maintenance and safety issues?					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment							
Side by Side's	<input type="checkbox"/>	Two-wheel motorbike	<input type="checkbox"/>	Tractor/s	<input type="checkbox"/>		
Loader/s	<input type="checkbox"/>	Loader bucket	<input type="checkbox"/>	Feedout wagon/s	<input type="checkbox"/>		
Power take-off (PTO's)	<input type="checkbox"/>	Fuel tanks	<input type="checkbox"/>	Grader blade	<input type="checkbox"/>		
Drum mower	<input type="checkbox"/>	Multi-drum mower	<input type="checkbox"/>	Silage grab & forks	<input type="checkbox"/>		

COMMENTS: If you have selected NO, then you must provide comments

General

Maintenance

Click here to enter text

.

EFFLUENT SYSTEMS	YES	NO	N/A
1. Are the effluent ponds still sealed and the walls stable? (e.g. no wet patches or excessive grass growth – especially after ponds have been desludged)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have the pipes into and out of the ponds been checked for blockages / damage and do they have the required baffling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has weed growth in and around the pond been controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is fencing around the pond still stock-proof? and suitable to stop a person inadvertently falling into the pond (including students, visitors etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you checked that:			
(a) Stone/sand traps and grating are clean and clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Float switches are clear and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Applicator has been greased (grease nipples should be evident)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Nozzles are not blocked or damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all safety measures in and around ponds, pumps or both in place and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: If you have selected NO, then you must provide comments *Weekly Checks*

[Click here to enter text.](#)

HEALTH AND SAFETY	YES	NO	N/A
1. Have visitors and contractors been obtaining inductions, stopping and checking the information boards or phoning to be escorted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all staff aware of what to do in emergency situations? In particular:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) How to raise an alarm / who to contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Location information (e.g. rapid numbers, supplier number, road names etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Where to find emergency equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) How to assist emergency services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you (or your staff) identified any new hazards and updated your farm hazard register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you checked that your First Aid kit is clean and fully stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the farm have at least one qualified First Aider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you checked that emergency equipment e.g. emergency plant shut down switches) are working properly, and fire extinguishers, including vehicles have had their annual test/tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you made sure that:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Helmets are being worn correctly when riding ATVs/ motorbikes& are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Approved guards are over PTOs and other moving parts (belts, pulleys, chains etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH AND SAFETY	YES	NO	N/A
(c) Machinery is being routinely checked and maintained to a safe standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Machinery is being used appropriately? (i.e. for the purpose intended)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Personal Protective Equipment (PPE) is being provided, maintained and worn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Sunscreen, sunhats and safety sunglasses are available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Hazardous substances (such as sprays, chemicals and animal treatments) are being used appropriately and kept locked away when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Dangerous livestock have been removed from property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Animal handling facilities are maintained to a high standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) Cows have been vaccinated for leptospirosis?(Note: An annual requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(k) Safety fences around dangerous water hazards/holes are maintained and childproof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(l) Firearms are being kept locked away when not in use-have current firearms licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you observing safe driving behaviours eg seatbelts, speed limits, no mobile phone use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you reported any incidents on farm to the Administration Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you been letting the Administration Manager know in advance of any unusual (not standard farm activity) contracted work required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you require any new or replacement signage eg machines, chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you have any other concerns around safety and health on the farm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: If you have selected NO, then you must provide comments *Health & Safety*

[Click here to enter text.](#)

8. Demonstration Activities Checklist

Date of event:

Timing of Event:

locations:

Topic	Risk	Tick if controls required	Controls	Person responsible	Date and time to be in place	Checked
Traffic Management	Event impact on Cambridge Rd considered		Traffic management at intersection of Cambridge Road			
	Impact on quantity of traffic or lost drivers in school area		Internal signage directing traffic to parking areas			
	Inappropriate parking		Parking assistance personal			
	Getting lost between parking and event (exposed to other school hazards)		Clear signage between parking area and event location			
Farm activities	Farm activities putting attendee's at risk		Meeting between Farm Manager and Demonstration Manager about proposed dates, times, and parts of the Farm to be accessed.			
			Removal of all unnecessary hazards from areas being used prior to the event			
	Demonstration activities putting farm workers at risk		Communication to Farm Workers of event date and time			
			Addition of Demonstration event onto Farm entrance Board and communication with any workers given authority to use alternative farm accesses			
	Visitor exposure to stock movements		Timing of event planned to minimise or eliminate exposure			
Food safety	Food poisoning from incorrectly prepared or stored food		Food prepared by suitable kitchen or facilities and food moved to demonstration area as late as possible, covered and kept in shade where possible. Types of food served considered for food safety criteria.			

			Left-over food disposed of, having been placed in area exposing food to uncontrolled temperatures and other sources of contamination.			
Electrical equipment	Electric shock		All power cords electrically tested and tagged			
			All cords in use connected to an RCD device or a power source with built in RCD protection			
			St Peter's system limitations communicated to users prior to them turning up.			
Stage	Fall		Appropriate steps in place for access up and down from platforms used for speeches.			
Visitor access to dairy shed and Farm workshop	Exposure to chemicals, animals, moving plant and equipment.		Unless part of the activity, Workshop to be kept locked during all events. Dairy shed access to be prohibited as part of briefing and signage placed at entrance points for the duration of the event. Access only allowed if escorted by a person inducted into the Farm health and safety systems.			
Communication with presenter or exhibitors	Information not known about St Peter's School requirements		Pass on health and safety requirements for St Peter's School and Owl Farm at earliest possible opportunity for each exhibitor or presenter.			

9. Hazard and risk management

When managing hazards and risks consideration needs to also be given to the purpose of the Health and Safety at Work Act 2015

“Regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health and safety, and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable.”

9.1. Identification of hazards/risks

Hazards and risks that have been identified in the past and are contained within the hazard and risk register and the Demonstration Activities Checklist. New hazards or risks may be identified as part of regular processes and will be considered using the information on the hazard and risk evaluation form or the job risk analysis form. When a hazard or risk is identified, workers can take any immediate steps they feel necessary to reduce the likelihood of someone getting harmed or the severity of injury likely to occur.

Methods used to identify hazards and risks include:

- Accident /incident reports and investigation,
- Regular audits, behaviour observations and site checks,
- Notifications from workers, contractor plans or comments from visitors or the public, especially from hazards or risks introduced for short periods from hiring equipment, contractors or visitors,
- Notifications that relate to work conducted at other locations not normally associated with your work.

When considering the likelihood of injury, severity of injury and how a person will come into contact with the hazard and the associated risks around a hazard, a number of factors need to be considered. Do things change with?

- Environmental conditions
- When two hazards or risks interact with each other
- The size of a person or their physical condition
- Conducting repairs and maintenance
- Cleaning
- Proximity to other hazards
- Offsite hazards and risks

Once a person has identified a hazard or risk and taken any immediate action, they need to complete the first section of the hazard and risk evaluation form, then pass this to the Farm Manager or enter it into the OnSide health and safety App. If a task involves a number of hazards or risks, then the Job Risk Analysis form is to be used to assess and manage the risks associated with a particular task.

The Farm Manager and Demonstration Manager will be trained and/or have skills in leading hazard and risk management and refresher training must occur every two years.

The Farm Manager will consider if they need additional knowledge or expertise to assist with determining if the hazard or risk can be eliminated or what controls are potentially applicable. Additional expertise that the Farm Manager must consult is with any worker who may need

to perform tasks associated with the hazard/risk being considered. Any applicable legislation, regulations, codes of practice, standards, good practice guides or other guidelines must be considered and controls within such documents included for consideration.

If the hazard/risk cannot be eliminated then all reasonably practicable steps must be taken to minimise the harm through a hierarchy of controls (in order of priority).

1. Substitution
 - Swapping one hazard or risk for another less dangerous one. Effectively the existing risk or hazard is eliminated and a new risk or hazard introduced that either reduces the seriousness of harm or reduces the likelihood of harm (or ideally both). This can be an especially effective process for chemicals and vehicles being used.
2. Isolation
 - Prevent the person coming into contact with the hazard;
 - 1) Machine guards.
 - 2) Putting machines in separate rooms to the workers
3. Engineering controls
 - Making structural changes to the work environment, work systems, tools or equipment,
 - Use of mechanical aids or manual handling devices,
 - Providing local or general exhaust systems
 - Reducing speed, governing speed
4. Administrative
 - Ordering products in reduced concentrations or in concentrations that do not require mixing by workers, ordering products in smaller sizes e.g. 20kg bags instead of 40kg's.
 - Documentation, establishing policies, procedures, guidelines standard operating procedures (SOP's), registers, work permits, signage, routine maintenance and housekeeping
 - Provide training on hazards/risks and work procedures
 - Keeping training registers and individual training records
 - Supervise for compliance
5. Personal protective equipment (PPE)
 - Provide correctly fitted and maintained PPE and/or protective equipment and training in its use.

Based on the hazard and each risk in an uncontrolled state a risk score is established using the Risk Analysis Matrix if on hard copy forms, or the OnSide App. evaluation will be used.

Once proposed controls are added, costs (if any) are determined and then considered. If the cost is not grossly disproportionate to the risks, and likelihood of harm, then a control should be implemented due to being "reasonably practicable". If a control is not going to be implemented, then the reasons why it is not deemed reasonably practicable should be recorded.

The manager and workers need to consider an appropriate review timetable for the hazard and associated risks and controls put in place. This information must be added to the register and reviews are conducted as part of the worker engagement process.

Once the sheet is completed by the Farm Manager, it is reviewed as part of the worker engagement system. Workers get an opportunity to be consulted on the hazard or and proposed controls. Any changes required following the worker review are recorded. If the hazard has been entered directly into OnSide, workers can review this at any stage and suggest changes to the Farm Manager.

All actual or proposed hazard or risk controls are then entered into the St Peter's School hazard management database for approval through the School processes and to ensure the information is available to the wider school community.

Once approved by the School, the details from the form are added to the hazard and risk register and onto OnSide. The Farm Manager is responsible for ensuring any known GPS information associated with a hazard or risk is added to the register and associated points used to generate new Farm Map (or mark them on the existing farm map, until an update is available). The Farm Manager should obtain copies of a new farm hazard/risk map or obtain them on line through Owl Farm systems and replacing the hard copies located:

- Master copies in the Farm Manager's office and entrance noticeboard
- For the areas being worked kept in company vehicles and the Dairy sheds.

When information is put into the Hazard and Risk Register and on OnSide the Farm Manager should consider if all the detail should be in the Hazard and Risk Register or a separate Standard Operating Procedure's (SOP's) created to contain the details. The Hazard and Risk Register could then just refer to training in the SOP.

Any worker issued or using personal protective equipment or clothing must know its correct use, maintenance and Owl Farm replacement policies. Existing PPE requirements will be covered during induction processes (refer training and supervision section). Any new PPE will be covered with workers using the training or the worker engagement processes.

Personal protective equipment (PPE) requirements				
Item	Standards applicable or notes	Correct use	Maintenance	Replacement
Safety glasses	NZS 1337 Safety Glasses	Worn correctly Clean when dirty	Avoid placing lens down	When clear vision not available through cleaned glasses
Ag-hats	NZS8600 – All Terrain Vehicle Helmets	Must be worn with the strap done up	Replace sweat band as needed	2 years after date of purchase (Dairy farm only variation due to higher use levels).

				When ever hit against hard surfaces or cracks showing in helmet.
Hearing protection	AS/NZ Standard 1270:2002	<p>Ear plus rolled and inserted correctly</p> <p>Earmuffs not worn with other items between skin and cushion material</p> <p>No other listening devices worn under the earmuff</p> <p>Wear correctly aligned to the ears</p>	<p>Clean if dirty</p> <p>Replace cushion pads when cracked</p>	When outer earmuff damaged
Respirators / mask filters		<p>Must be worn fitting securely to the face.</p> <p>Must have correct filters for the product being used, or fumes being exposed to.</p> <p>Must record the date filters are opened and first used and the hours of product or fumes each filter has been exposed to.</p>	Place in airtight container when not in use to keep free of dust.	<p>Replace overall respirator when straps or fixtures broken.</p> <p>Replace filters at the earlier of their limit for time period open or their exposure to product or fumes.</p>

9.2. Personal equipment or work equipment off site

The hazard and risk controls must be followed for any Owl Farm equipment used, even if used for private purposes off site. Privately owned or rented equipment used on site, must also meet all of Owl Farm hazard and risk controls.

9.3. Hazards and risks associated with new or modified equipment, material, services or work processes

The same hazard and risk identification form and processes using OnSide is used when considering introducing new or modified equipment or processes etc. Workers must be consulted and specialist advice sought at the earliest possible opportunity to assist in providing the safest outcomes and avoiding remedial costs once implemented or purchased.

The worker engagement process and meeting minutes can be used to record consultation and outcomes of discussions with workers, and records relating to the introduction or modification of a process must be kept.

9.4. Health testing and monitoring

All workers need to be assessed against the hazards or risks they will be exposed to and the hazard and risk health monitoring table. The appropriate pre-employment base line tests need to be conducted. Pre-employment health monitoring should be conducted prior to an offer of employment being made and form part of the information being considered, or an offer of employment being made subject to satisfactory pre-employment health results.

Failure in consenting to have a pre-employment health test should result in no offer of employment being made. All health monitoring must have a health monitoring consent form completed and all results kept private and confidential, subject to the Privacy Act and health information privacy code. This includes keeping health records separate to general employment files and secured at all times.

Health monitoring records must be kept for 30 years.

If/when ongoing health tests are conducted; any sub-optimal results must be notified to the worker and consideration of any medical or vocational (work) needs or changes that will be required as a result. Sub-optimal results must have an accident form completed and subsequent investigation as to possible causes (work related and non-work related). The investigation must include a review of the associated hazard/risks controls and their effectiveness and any recommendations for changes.

All results that indicate a worker has contracted a disease or an illness or suffered an injury as a result of carrying out work that involves a health hazard that triggered the requirement for health monitoring or if a report contains recommendations that the PCBU remedial measures, including recommendations as to whether the worker is able to continue to carry out work that involves a health hazard, then a copy of such a report must be supplied to WorkSafe.

Exit tests should be offered to all workers where an appropriate test exists for a health risk associated with the hazard or risk they were likely to be exposed to. Any refusals to be tested upon exiting employment must be recorded on the workers' health file.

9.5. Hazard and Risk health monitoring

The following are the health monitoring requirements for the hazards/risks identified.

Hazard/risk	Health issue	Tests available and standard required	Test frequency	Test providers	Pre-employment base line testing and/or exit tests required?
Drugs and alcohol	Impairs judgement	Drug tests to AS/NZS 4308:2008, alcohol to AS 3547-1997	Pre-employment , post-accident, just cause	Local GP and follow up with ESR.	No base-line test, but must pass a pre-employment screening to be employed. No exit test required.
Noise	Hearing loss	AS/NZS 1269 Occupational Noise Management	Pre-employment , annual, exit	Audiology practices	Baseline required, exist test ideal.

- All health tests must be accompanied by the Health Assessment consent form.
- Copies of any results or health related information must be kept locked and only provided to those authorised to see it.
- Copies must be kept separate to normal personal files.

10. Health assessment consent form

NAME:		DATE:	COMPULSORY
(Surname) (First Names)			
ETHNIC GROUP:	COMPANY:		
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female DOB:	JOB TITLE:		
FAMILY DOCTOR:	SECTION/AREA:		

CONSENT

I agree to a health assessment by the Health professional. The assessment may include any of the following tests but may not necessarily be limited to: hearing test, vision test, lung function test, CVD risk assessment, musculoskeletal (range of movement) assessment.

HEALTH ASSESSEMENT TYPE: I understand the reason for this health assessment.

<input type="checkbox"/> Pre-employment	<ul style="list-style-type: none"> • To assess my suitability (on health grounds) for the position for which I have applied. • To ensure that I am not placed in a position where any other person is placed at risk. • To ensure that I am not placed at risk by exposure to an identifiable occupational hazard or risk.
<input type="checkbox"/> Initial / Baseline	<ul style="list-style-type: none"> • To ensure that I am not placed at risk by exposure to an identifiable occupational hazard or risk. • To provide baseline information while I am employed by this employer.
<input type="checkbox"/> Annual	<ul style="list-style-type: none"> • To ensure that I am not placed at risk by exposure to an identifiable occupational hazard or risk. • To provide monitoring health information while I am employed by this employer.
<input type="checkbox"/> Exit	<ul style="list-style-type: none"> • To ensure that I have not been placed at risk by exposure to an occupational health hazard or risk during my employment with this employer.

I agree that this consent applies to all health monitoring whilst employed or engaged with this company or PCBU and for the period after my employment as required by legislation or regulations.

AGREEMENT FOR THE COLLECTION & RELEASE OF INFORMATION

1. I give my consent for the health professional to exchange medical information with relevant other health providers if required.
2. I understand,
 - A. that I have rights of access, and may request correction of this information subject to the provisions to the Privacy Act 1993.
 - B. that should the health professional identify any health problems during the assessment, then I will be informed at the time of the assessment.
 - C. safety critical health information may need to be discussed with the employer (PCBU) or other PCBU's for the position for which I am currently employed, or engaged for the purpose of the PCBU meeting their obligations under the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
 - D. that in the collection, use and storage of this information, Owl Farm and any health provider will at all times comply with the guidelines of the Privacy Act 1993, Health and Safety at Work Act, Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, and the Health Information Privacy Code 1994.
 - E. that my employer or PCBU may keep a copy of the hazard or risk specific health information, in a confidential manner. This includes (but not limited to) vision, lung function and audiometry test results.

DECLARATION

I certify that all information provided by me in this assessment is true and correct. I declare to the best of my knowledge that I have disclosed all relevant information relating to my health, which may affect my ability to work.

Employee/worker Signature:		Date:	
Health professional Signature:		Date:	

11. Risk Analysis Matrix

Risk Assessment Chart			Consequence / Impact Ratings				
Description			(Where an event has more than one 'Loss Type', choose the 'Consequence / Impact' with the highest rating.)				
			1 - Insignificant	2 - Minor	3 - Moderate	5 - Major	8 - Significant
Health and Safety			Near miss	First aid treatment required	Medical treatment required	Lost time injury to worker, injury to member of the public or permanent injury or disability (public or workers)	One or more fatalities (public or workers)
Environmental			Limited or no environmental damage with no intervention required	Limited or minor non compliance	Environmental impact requiring treatment on farm or off farm	Serious environmental harm requiring restoration and/or remediation inside or outside of the farm with possible regulatory intervention	Permanent/material damage to environment requiring ongoing remediation and monitoring with regulatory involvement and possible further enforcement action
Reputational			Internal awareness	Public awareness and/or concern.	Regional public concern.	National public concern.	International public attention.
2. LIKELIHOOD / PROBABILITY & RISK			Risk Rating				
Likelihood / Probability	Examples (Near-misses as well as actual events)	% chance of occurring					
5 - Almost Certain	The unwanted event has occurred frequently; occurs in order of one or more times per year & is likely to reoccur within 1 year	>75% - 99%	5 - Medium	10 - Medium	15 - High	25 - Extreme	40 - Extreme
4 - Likely	The unwanted event has occurred infrequently; occurs in order of less than once per year & is likely to reoccur within 2 years	>50% - <74%	4 - Low	8 - Medium	12 - High	20 - High	32 - Extreme
3 - Possible	The unwanted event has happened in the business/industry at some time; or could happen within 5 years	>25% - <49%	3 - Low	6 - Medium	9 - Medium,	15 - High	24 - Extreme
2 - Unlikely	The unwanted event has happened in the business/industry at some time; or could happen within 10 years	>11% - <24%	2 - Low	4 - Low	6 - Medium,	10 - Medium,	16 - High
1 - Rare	The unwanted event has never been known to occur in the business/industry; or it is highly unlikely that it will occur within 10 years	0 - <10%	1 - Low	2 - Low	3 - Low	5 - Medium,	8 - Medium,

12. Hazard and Risk Evaluation Form

To be completed by person who has found hazard or risk

Task or location		Hazard or risk identified	
Name of person who identified hazard		Contact details	
Any immediate actions to eliminate or reduce risks of injury to others			
Any initial thoughts on controls you think should be applied to this hazard or risks			

Pass form onto manager – if any actions require their immediate attention, make sure you phone them and outline what is required.

Risk Rating assessment for uncontrolled hazard or risk– refer Risk Analysis Matrix	Likelihood of harm	Severity of Harm	Risk Rating	
Proposed control	One off costs (Capital)	Ongoing costs (Operating)	Implement Y/N	Reason if no
Risk Rating assessment for controlled risk/hazard – refer Risk Analysis Matrix	Likelihood of harm	Severity of Harm	Risk Rating	

List any expert advice sought to assist with evaluating the hazard or risk, if there is an associated health hazard or risk and if so, what tests are required for workers, if any applicable standards or Code of Practice etc is applicable.

GPS Coordinates of hazard or risk (if applicable)?

North:

East:

Photo's attached (where possible):

Reviewed as part of worker engagement system? Y / N Date?

Change's made as a result of consultation? Y / N If yes, list

Review frequency (number of months or years)?

13. Job Risk Analysis Form

This form is to be completed by the person/s undertaking the risk assessment in accordance with the Risk Assessment Matrix.

Owl Farm:		Location on Farm:	
Risk assessment undertaken by:		Position Title:	
Other persons involved:			

Task/Equipment/Activity to be risk assessed:	

Date of Assessment:		Date of Last Assessment	
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Section 1. Summary of key risks that were identified during the assessment.							
1.				6.			
2.				7.			
3.				8.			
4.				9.			
5.				10.			
11.				15.			
12.				16.			
13.				17.			
14.				18.			
Section 2. Risk Assessment (List identified hazards and detail measures taken to address the hazards)							
Identified Hazard or Risk	Uncontrolled Risk Scores		Risk Rating	Current controls (refer hazard and risk register) and additional required controls	Controlled Risk Scores		Residual Risk Rating
	Likelihood	Consequence			Likelihood	Consequences	

IMPLEMENTATION PLAN – For each 'required' control please complete the below table.

Control option	Hierarchy (see below)	Resources required	Person/s responsible	Control considered but not implemented	Implementation date

SIGN-OFF		
Farm Manager:		/ /
Workers involved:		/ /
Administration Manager:		/ /

The hierarchy of control consists of the following to control environmental risks:

Elimination: removing the risk is always the best option and may include elimination of a specific part of a job, the plant, or its operation.

Substitution: involves replacing the risk, or process with one that presents a lower and more manageable risk.

Isolation: Involves separating the hazard from the person e.g. guarding.

Engineering: utilising a number of methods that creates a barrier or changes / alters the process. Such methods include:

- Designing risk out and control measures to be designed in;
- Redesign of plant, or work processes involving plant, to eliminate or reduce risk;
- Installing monitoring devices and;
- Rearranging aspects of the workplace.

Administration: involves minimising exposure to a risk through the development and use of specific procedures or work instructions. Other methods include:

- Changing procedures to eliminate hazardous steps;
- Changing the sequence of tasks in a job; and/or,
- Reducing the frequency of performing a dangerous task.
- Measuring performance;
- Housekeeping, maintenance and purchasing;
- Combining tasks;
- Preparing Work Instructions.

Personal Protective Equipment: involves use of PPE.

14. Hazard and Risk Register Summary

ID Number	Hazard	Risk	Risk Rating before controls	Risk Rating after controls	Last reviewed	Next review
0001	Dairy shed	Exposed platform rollers	20 High	10 Medium	01/12/16	01/12/17
		Head height objects being walked into	9 Medium	6 Medium		
		Moving platform and fixed rails	20 High	12 High		
		Dealing with cattle whilst in rotary	9 Medium	6 Medium		
		Slippery floors, poor drainage, trip points	15 High	9 Medium		
		Hot water	20 High	9 Medium		
		Poorly designed exists and slopes	9 Medium	9 Medium		
		Touching unguarded machinery	40 Extreme	24 Extreme		
		Cows going down or entering pit	8 Medium	8 Medium		
		Kicking cows	12 High	12 High		
		Distressed cows	12 High	12 High		
		Manual handling	8 Medium	6 Medium		
0002	Pioneer side by side	Steep terrain	40 Extreme	15 High	01/12/16	01/12/17
		Untrained operators	40 Extreme	12 High		
		Under aged or under sized drivers or occupants	40 Extreme	24 Extreme		
		Arms or legs exiting the vehicle during roll over	25 Extreme	15 High		
		Vehicle instability	25 Extreme	15 High		
		Mechanical failure	25 Extreme	10 Medium		
		Other vehicles and traffic requirements	40 Extreme	16 High		
0003	Handling cattle	Inexperience	20 High	9 Medium	01/12/16	01/12/17
		Cattle behaviour	20 High	9 Medium		
		Bull behaviour	40 Extreme	20 High		
		Mustering	20 High	9 Medium		
		Working in yards	20 High	9 Medium		
		Working with calves	9 Medium	6 Medium		

ID Number	Hazard	Risk	Risk Rating before controls	Risk Rating after controls	Last reviewed	Next review
		Injecting / vaccinations	12 Medium	6 Medium		
		Castration	12 Medium	6 Medium		
		Loading and unloading	20 High	12 Medium		
		Dairies	9 Medium	6 Medium		
		Zoonotic diseases	25 Extreme	10 Medium		
0004	Power lines	Contact from close proximity	40 Extreme	24 Extreme	01/12/16	01/12/17
0005	Quad Bikes	Property conditions	40 Extreme	24 Extreme	01/12/16	01/12/17
		Rider competency	40 Extreme	24 Extreme		
		Loss of control and miscellaneous risks	40 Extreme	24 Extreme		
		Passengers on quad	40 Extreme	16 High		
		Towing and carrying loads	40 Extreme	16 High		
		Underage riders	40 Extreme	16 High		
		Mechanical failure	40 Extreme	8 Medium		
		Modifications and attachments	24 Extreme	8 Medium		
		Multi-tasking	32 Extreme	24 Extreme		
		Working alone or in remote areas	24 Extreme	24 Extreme		
		Unauthorised use of quad bike	40 Extreme	16 High		
		Vehicle selection	24 Extreme	8 Medium		
0006	Tractors	Untrained operators	40 Extreme	24 Extreme	01/12/16	01/12/17
		Entering and exiting the tractor	15 High	15 High		
		Noise	25 Extreme	15 High		
		Tractor stability	32 Extreme	15 High		
		Public roads	40 Extreme	24 Extreme		
		Towing a trailer or implement	32 Extreme	15 High		
		Turning on or crossing a slope	40 Extreme	15 High		
		Travelling downhill	32 Extreme	15 High		
		Travelling up-hill	32 Extreme	15 High		
		Hydraulics	40 Extreme	10 Medium		
		Front end loaders	40 Extreme	10 Medium		
		Hay bale lifting	32 Extreme	10 Medium		
		Mowers	40 Extreme	16 High		
		Power Take-off shaft (PTO)	40 Extreme	24 Extreme		


ID Number	Hazard	Risk	Risk Rating before controls	Risk Rating after controls	Last reviewed	Next review
		Balers	40 Extreme	16 High		
		Three point linkage	25 Extreme	10 Medium		
		Rotary cultivators	40 Extreme	16 High		
		Disc harrows	20 High	10 Medium		
		Trailers	20 High	10 Medium		
		Fires	32 Extreme	4 Low		
		Overhead power lines	40 Extreme	16 High		
0007	Two wheeled motorbikes	Wrong vehicle	20 High	10 Medium	01/12/16	01/12/17
		Unfamiliarity with the bike	20 High	10 Medium		
		Mechanical failure	20 High	10 Medium		
		Loss of control	20 High	10 Medium		
		Riding on public road	40 Extreme	24 Extreme		
		Carrying passengers	20 High	10 Medium		
		Multi-tasking	20 High	10 Medium		
0008	Sand extraction	Carrying loads	20 High	10 Medium	01/12/16	01/12/17
		Engulfment	40 Extreme	16 High		
		Driving over the edge of extraction points	25 Extreme	16 High		
0009	Use of drones	Unsafe use Drones	15 High	5 Medium	01/12/16	01/12/17
0010	Ground spread fertiliser application	Roll over	40 Extreme	24 Extreme	01/12/16	01/12/17
0011	Riding horses	Riders being surprised by farm work and vice versa	25 Extreme	10 Medium	01/12/16	01/12/17
0012	Handling, storage and stacking of hay bales	Stacks collapsing	40 Extreme	10 Medium	01/12/16	01/12/17
0013	Manual handling	Incorrect lifting techniques	25 Extreme	10 Medium	01/12/16	01/12/17
0014	Use of chemicals	Exposure to chemicals	25 Extreme	15 High	01/12/16	01/12/17
		Unsafe storage	40 Extreme	10 Medium		
0015	Use of chainsaws	Moving blade lacerations	40 Extreme	24 Extreme	01/12/16	01/12/17
		Noise	25 Extreme	10 Medium		
		Crushed by object being cut	40 Extreme	16 High		
		Untrained operator	40 Extreme	24 Extreme		

ID Number	Hazard	Risk	Risk Rating before controls	Risk Rating after controls	Last reviewed	Next review
0016	Exposure to sun / ultra violet light	Melanoma	25 Extreme	10 Medium	01/12/16	01/12/17
0017	Travelling irrigators	Hitting pipes	20 High	15 High	01/12/16	01/12/17
0018	Effluent sumps, traps and pond	Drowning	40 Extreme	24 Extreme	01/12/16	01/12/17
0019	Sewage man holes	Confined space / unknown air supply	40 Extreme	16 High	01/12/16	01/12/17
0020	Utility vehicle	Untrained operator	40 Extreme	8 Medium	01/12/16	01/12/17
		Mechanical failure	25 Extreme	15 High		
		Insecure loads	40 Extreme	16 High		
		Overloading	15 High	10 Medium		
0021	Grinders and drills	Fire	25 Extreme	10 Medium	01/12/16	01/12/17
		Noise	25 Extreme	15 High		
		Debris	25 Extreme	15 High		
0022	Disused buildings	Unsafe structure	40 Extreme	4 Low	01/12/16	01/12/17
0023	Hidden objects in grass	Poor housekeeping	25 Extreme	15 High	01/12/16	01/12/17
0024	Electric fences	Electric shock	15 High	6 Medium	01/12/16	01/12/17
0025	Visitors	Inexperience of visitor	15 High	6 Medium	01/12/16	01/12/17
0026	Students and teaching staff	Unaware of their location on farm	15 High	6 Medium	01/12/16	01/12/17
0027	Use of bike trail	Public leaving track and entering farm	25 Extreme	6 Medium	01/12/16	01/12/17
0028	Use of running track	Public, students and workers running through farm	15 High	6 Medium	01/12/16	01/12/17
0029	Use of green recycling area	Fall down steep bank	40 Extreme	24 High	01/12/16	01/12/17
0030	River access by others	Unexpected presence	25 Extreme	6 Medium	01/12/16	01/12/17
0031	Demonstration Day activities	Significant numbers of people on farm	15 High	6 Medium	01/12/16	01/12/17
0032	Steep race beyond paddock 54	Loss of vehicle control	40 Extreme	24 Extreme	01/12/16	01/12/17
0033	Silage pit	Fall of sides or engulfment	40 Extreme	24 Extreme	01/12/16	01/12/17
0034	Portable ladders	Fall from height	25 Extreme	15 High	01/12/16	01/12/17
0035	Milk Silo	Trapped in confined space	25 Extreme	10 Medium	01/12/16	01/12/17

15. Hazard and Risk Detail - blank



Location or task					ID number	
Hazard or Risk		PPE required				
Last review		Review frequency		Next Review		
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls	

16. Hazard and Risk Detail – Working around dairy sheds

Location or task	Dairy Sheds				ID number	0001
Hazard Picture		PPE required				
						
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Hazard/risk	Risk score before controls	Controls				Risk score after controls
Exposed platform rollers	4*5=20 High	Skirt around the platform to guard the rollers				2*5=10 Medium
Head height projects being walked into	3*3=9 Medium	Awareness				3*2=6 Medium
Moving rotary platform and fixed rails	4*5=20 High	Use of a “banana” rail to help avoid the crush zone between the rotary and any fixed rails.				4*3=12 High
Dealing with cattle whilst in rotary	3*3=9 Medium	Purpose built AI/ pregnancy testing platform with steps and rails.				3*2=6 Medium


Slippery floors / poor drainage / trip points	5*3=15 High	Clean floors, non-slip rubber or grooved concrete. Good grip footwear Hand rails for stairs / guard rail to prevent accidental fall out of vat room Put hoses to side out of the way	3*3=9 Medium
Hot water	5*4=20 High	Place taps above child access height Ensure to turn hot water on, taps must be moved upwards, as this avoid accidental discharge by the tap being left on. Extend pipes or attach hoses that can reach down to any drums to reduce splash Insulate exposed pipes Label all hot water piping	3*3=9 Medium
Poorly designed exists and slopes	3*3=9 Medium	Avoid corners or bends Have a slope of less than 6 degrees	3*3=9 Medium
Touching unguarded machinery	5*8=40 Extreme	Emergency stop buttons Emergency stop cord Ensure machinery can be locked out when maintenance required Have staff trained in lock out / tag out	3*8=24 Extreme
Cows going down or entering pit	4*2=8 Medium	Walk them out	4*2=8 Medium
Kicking cows	4*3=12 High	Install kick rails	4*3=12 High
Distressed cows	4*3=12 High	Attempt to calm animal	4*3=12 High
Manual handling	4*2=8 Medium	Buy products in sizes able to be easily handled within the dairy shed. Training in correct lifting techniques.	3*2=6 Medium

17. Hazard and Risk Detail – Honda Pioneer SXS 700

Location or task	Honda Pioneer SXS 700 Side by side			ID number	0002
Hazard Picture		PPE required		Helmet, safety glasses, enclosed footwear 	
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17
GPS Coordinates (if applicable)	North			East	
Hazard/risk	Risk score before controls	Controls			Risk score after controls
Steep terrain	5*8=40 Extreme	Area's this vehicle is not to be driven are marked on the farm map Areas that change seasonally, marked on farm map and discussed as part of weekly meeting or as daily tasks allocated. Sudden changes noted on farm entrance board Towing must occur at below 30km/hr.			5*5=15 High
Untrained operators	5*8=40 Extreme	No one to operate unless signed off as competent or under direct supervision of someone who is competent. Detailed training will include all vehicle warning labels and being familiar with the safe driving techniques.			3*4=12 Medium
Under age or under sized drivers and occupants, lack of ability to brace occupants or for seatbelts to retain person within the vehicle.	5*8=40 Extreme	Drivers need to be at least 16 years of age and able to reach the pedal controls in the seated and seat belted position. Seatbelts must be worn when driving over 30km/hr.			3*8=24 Extreme

		Occupants only allowed to be carried if wearing a seatbelt. I.e. maximum capacity of two persons (including driver and no passengers on rear tray).	
Arms or legs exiting the vehicle during a roll over	5*5=25 Extreme	Secure doors and side nets at all times.	3*5=15 High
Vehicle instability caused by overloading or load movement.	5*5=25 Extreme	Maximum tray load capacity of 450kg's, always secure the load from shifting during transport and always load as far forward and as centred as possible. Maximum tow capacity, including the trailer or object being towed is 680kg's. Operators can tow two feed trailers which will exceed the maximum weight, but only on main race and not past paddock 54.	3*5=15 High
Mechanical failure	5*5=25 Extreme	Each driver to conduct a pre-start check the first time they drive the vehicle each day, visual check on all other occasions. Have external maintenance conducted every 6 months by qualified mechanic.	2*5=10 Medium
Other vehicles and traffic requirements	5*8=40 Extreme	This vehicle is restricted to St Peter's property and the internal St Peter's road network, including the ring road. The vehicle must never be driven on or beside Cambridge Rd / old SH 1 or past the main entrance gate or beyond the Golf Academy. When driving within St Peter's road network, hand signals must be used to provide indication for other road users.	2*8=16 High

18. Hazard and Risk Detail – Handling cattle

Location or task	Handling Cattle				ID number	0003
Hazard Picture			PPE required		Enclosed footwear, ideally leather boots. Gumboot or other boots should be capped.	
Last review	01/12/16		Review frequency	Annual	Next Review	01/12/17
GPS Coordinates (if applicable)	North				East	
Hazard/risk		Risk score before controls	Controls			Risk score after controls
Inexperience		4*5=20 High	Only competent workers to handle cattle movements, or to be fully supervised until competent. Even under supervision, workers need to know some of the risks and the associated controls as supervision may not prevent all accidents.			3*3=9 Medium
			Training in competence needs to be from an assessment of the persons skills, for already experienced workers, this can involve a relatively simple verbal and observation confirmation from a Manager, for someone not yet competent, use the WorkSafe “Safe cattle handling best practice guide”.			
Cattle behaviour		4*5=20 High	• Recognising danger signs and reading the animals head and/or tail position.			3*3=9 Medium

		<ul style="list-style-type: none"> • Use gentle handling techniques, cattle remember people and how they are treated, but behaviour will be modified by things like castration, weaning and their first milking. • Understand the flight zone and how close you have to get for the cattle to move and likewise how far away to stop them moving. The closer you get, the quicker the movement, so avoid sudden and close movement. • Use balance lines, cattle have a balance line through their shoulder and down their backbone. When you're working close, use the balance lines to move the animal. The animal will normally move in the opposite direction to you, so if you go left of its balance line, it will go right. If you move behind its balance line, it will move forward and vice versa. • Use your voice, as cattle cannot see behind them and also have difficulty with depth perception when seeing you with one eye. Your voice can be used to calm cattle and also avoid spooking them. • Use of a "waddy" or piece of pipe with a flag, can increase your size and dominance over cattle, conversely, lowering or standing side on can be less threatening to a bull. • Use firm language, cattle understand predators, "nobodies" and dominant figures. So ensure your instructions are firm, strong sounding. The dominant cattle are normally to the middle or front, so pushing up from the rear may not always work. Only use electric prodders as a last resort and never on sensitive areas. Do not chase cattle, as this is a predator behaviour. • Avoid getting kicked by either staying out of range, or minimise the risk by being close up on the sides. • Avoid a shiny wristwatch and other loose jewellery. 	
Bull behaviour	5*8=40 Extreme	<ul style="list-style-type: none"> • Bulls get more dangerous the older they get, in particular lone bulls reared or kept in isolation. • Never turn your back on a bull 	4*5=20 High


		<ul style="list-style-type: none"> • Avoid handling bulls alone, unless with excellent bull handling facilities • If cornered by a bull, shout loudly, if possible hit it on the nose with the waddy and if it shuts its eyes, use that time to escape. • Securely fence bull paddocks and ensure gates are in good condition. Ideally do not house them in paddocks where children or the public have access. • Consider sending problem bulls to slaughter and avoid passing the problem to someone else through sales. 	
Mustering	4*5=20 High	<ul style="list-style-type: none"> • Plan the muster and set it up before starting e.g. gates open or closed as needed. • If possible muster in the early mornings or late evenings when temperatures are cooler and animals fed. • Use the flight zones to help direct animals • Only use well trained dogs and secure the dogs once animals are in the yard. • Move cows with calves slowly and watch for aggressive behaviour from cows. • When closing a gate behind a mob, stand to the side or behind gate, hang on with both hands if behind and use feet to provide support in case an animal flings the gate backwards. • Motorbike and quad bikes need full attention for riding, consider if they are the best vehicle, if so, and have planned routes with fewer hazards. • When moving bulls try and always keep them at a trot and move them well into a paddock. Avoid fighting pairs of bulls 	3*3=9 Medium
Working in yards	4*5=20 High	<ul style="list-style-type: none"> • Check yards for debris, check the condition of walkways and rails. Remove sharp objects and items sticking out. • Ensure head bail working well and that race gates are used. • Attempt to leave cattle in yards for 30mins after muster to help them settle. 	3*3=9 Medium

		<ul style="list-style-type: none"> • Plan an escape route. • Try and use pour on drenches for large cattle if possible, otherwise drench over the top rail and holding their heads or use a head bail. Approach the head from the side, run your hand from the neck to the ear and along the jawbone, the cup the jaw in your hand, keep your head away from the animals head in case it jerks suddenly. • Don't over fill the forcing pen, so cattle have room to move towards the race mouth. Pack the race firmly, so cattle do not have room to move back and forth • When drafting attempt to have quitter cattle away from more excitable stock. Draft in small mobs of about 50 if practicable, with a yard about half full, which allows room to move, but not scatter. At the end of drafting, ideally have the mobs where they can see each other, as this helps settle them. • Never stand in front or behind bars used as a slip rail or hock bar. Stand at the end and about an arm's length away, in case it gets moved upwards suddenly. • Utilise chain mail gloves or cut resistant gloves when branding or castrating. Watch out for opening side gates on a crush as the animal's weight can force the gate. • When ear tagging, have the right applicator for the type of tags. Always work above the head and not through rails, and watch for sudden head movements. Avoid hitting cartilage rides, major blood vessels as these cause more pain to the cattle. Ideally do in dry conditions to reduce the chance of slipping • Use a nose bar when dehorning and stand well clear when releasing the animal. 	
Working with calves	3*3=9 Medium	<ul style="list-style-type: none"> • Avoid using dogs when cows have calves present • When handling the calf, hold its mouth closed if possible to avoid it bellowing. • Give cows time to mother up before moving • Move cows with calves slowly 	3*2=6 Medium

		<ul style="list-style-type: none"> • Used more experienced staff when possible. • When lifting a calf, use your legs, place one arm around the front and one around the rear, holding the legs in and against your body, avoid it struggling free. 	
Injecting / vaccinations	4*3=12 Medium	<ul style="list-style-type: none"> • Only Veterinarians can apply or instruct the use of veterinarian only vaccinations or medications. • Use sharp needles of correct size • Make sure no air in needle • Follow the label instructions for the dose level • Place your hand with the syringe or dose gun against the neck. • “Tent the skin” for an injection that goes under the skin • Insert needle • Twist the needle hand as you press down on the plunger • Dispose of needles in a “sharp’s” container, if one is not present, use a soft drink bottle and secure the lid until suitable disposal can be found. • Store vaccinations and medications as per label requirements. 	3*2=6 Medium
Castration	4*3=12 Medium	<ul style="list-style-type: none"> • Castrate bulls not needed for breeding as young as possible for both animal welfare requirements and reduction in aggression later. 	5*2=10 Medium
Loading and unloading	4*5=20 High	<ul style="list-style-type: none"> • Do not stand directly behind animals • Use gates to stop animals backing up. • Walk down catwalk to encourage animals to go up and vice versa. • Allow animals time to unload naturally when practicable. 	4*3=12 Medium



Dairies	3*3=9 Medium	<ul style="list-style-type: none"> • Allow heifers not use to milking time to get use the shed and noise • Avoid leaving young stock / heifers on a rotary by themselves, especially if it stops • Identify difficult animals and if possible cull from the herd, if not, make sure others like vets know which animals have a history of bad behaviour. 	3*2=6 Medium
Zoonotic diseases (primarily acariasis, campylobacter, cryptosporidiosis, E.Coli, leptospirosis, listeriosis, milker's nodules, ringworm, salmonella and streptococcus).	5*5=25 Extreme	<ul style="list-style-type: none"> • Personal hygiene is the main control, washing hands after contact, after toileting, before eating or smoking. • Cover existing cuts with waterproof plasters • Use gloves and/or face and eye protection when dealing with animal blood. • Herd vaccination • Parasite programmes 	2*5=10 Medium

19. Hazard and Risk Detail – Power Lines

Location or task	Power Lines				ID number	0004
Hazard Picture		PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Hazard/risk	Risk score before controls	Controls				Risk score after controls
Contact with power lines or electric shock from being in close proximity	5*8=40 Extreme	No farm workers are permitted to do any work on power lines or power poles.				3*8=24 Extreme
		Only qualified workers from electric transmission or supply companies can work on the power poles or lines.				
		Check AS/NZS 3014 – Electric installations – Electric Fences, before installing electric fences with overhead power lines present.				
		Ensure a 6m exclusion zone in all directions for working machinery, ladders or any object than can come into contact with power lines is in place for overhead power lines. For exact safe working distances check the Electrical Code of Practice for Electrical Safe Distances (NZECP 34:2001).				

		Always treat any wire as live, especially during storms or other emergencies.	
		The farm map will show the location of all known underground power lines.	

20. Hazard and Risk Detail – Quad Bikes

Location or task	Quad Bikes				ID number	0005
Hazard Picture		PPE required	 Helmets and enclosed footwear			
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Hazard/risk	Risk score before controls	Controls				Risk score after controls
Property conditions	5*8=40 Extreme	“No go” areas are marked on farm maps, all riders must check farm maps before operating a quad. “Restricted” areas that change with seasons or weather conditions are identified on farm maps and riders must be familiar with these.				3*8=24 Extreme
Rider competency	5*8=40 Extreme	Quad operators must be briefed on each variety of vehicle / model operated across the farms, with emphasis on any technical differences e.g. towing capacities. All riders must have their skills assessed. Either by holding an appropriate quad bike related unit standard or an assessment by a Farm Manager on flat terrain and sloping terrain skills, and include towing implements and loading a quad (Use competency sheet). Until a rider is signed off as competent, they must be supervised at all times on a quad whilst undergoing training.				3*8=24 Extreme

Loss of control and miscellaneous risks	5*8=40 Extreme	<p>PPE must be worn – quad bike helmet meeting standard NZS 8600:2002 and enclosed footwear.</p> <p>PPE optional – safety glasses when risk of branch flick back or dusty conditions, gloves for cold conditions or riding for extended periods.</p> <p>Farm speed limit of 30 km/hr maximum, riders to ride to conditions. All tracks being ridden after prolonged or heavy rain should be checked at slow speed for ruts, material slipping down etc as a small amount of material is enough to flick the steering around, resulting in a roll over.</p>	3*8=24 Extreme
Passengers on quads	5*8=40 Extreme	No passengers to be carried on quads	2*8=16 High
Towing and carrying loads	5*8=40 Extreme	<p>Load capacities of each quad not to be exceeded and even when under the capacities, bike stability by even loading must be considered, as well as load distribution for going up or down slopes. Water or other liquids in containers will move on slopes and needs to be considered when manoeuvring, this can result in a sudden shift in weight on a quad, resulting in a roll over or flip.</p> <p>All loads need to be secured as the sudden loss of a load can result in a roll over or flip.</p> <p>Equipment being towed must be below the tow capacity of the bike (including the weight of the item being towed, not just the load it is carrying) and even when below, consideration of the weight and centre of gravity of the towed item must be considered with the use and terrain.</p> <p>When loaded, consider using a lower gear, reduce speed and increase breaking distances.</p>	2*8=16 High
Underage riders	5*8=40 Extreme	No one under 16 is allowed to operate adult sized quad bikes / bike with an engine capacity over 90cc. Children 12-16 can ride, child appropriate quads of 90cc or less, but competency assessment and supervision in the workplace still needs to occur.	2*8=16 High
Mechanical failure	5*8=40 Extreme	Riders must check their bike before operating it each day, based on manufacturers recommendations, utilise pre-operation checklist and routine maintenance checklist	1*8=8 Medium

		<p>Regular maintenance must occur as per manufacturer's instructions and records will be maintained of regular maintenance. Maintenance must be conducted by someone qualified or experienced in quad bikes.</p> <p>The bike will be checked following any accident for mechanical issues or damage, any damaged bikes must be isolated and not ridden until repairs are able to be made. Isolation means leaving a note on the machine (states reason it is not to be ridden and who holds the keys) and securing the keys so it cannot be started.</p>	
Modifications and attachments	3*8=24 Extreme	<p>Use only attachments designed to be used with the quad bike. All modifications must be done by a qualified person or within manufacturer's specifications.</p> <p>Quad bike roll over protection devices can be fitted, but the benefits versus risks of such devices is still open for debate.</p>	1*8=8 Medium
Multi-tasking	4*8=32 Extreme	The bikes are designed to be ridden with two hands on the steering wheel and both feet in place. If another task is required, then stop the quad bike, perform the task and then continue riding.	3*8=24 Extreme
Working alone or in remote areas	3*8=24 Extreme	<p>Make sure people know where you are going and an expected return time.</p> <p>Have a method of raising the alarm if practicable e.g. cell phone use.</p> <p>Ensure workers or workers families know what to do if a roll over occurs or someone does not return as expected.</p>	3*8=24 Extreme
Unauthorised use of the quad bike	5*8=40 Extreme	Secure access to the quad when not in use and remove keys.	2*8=16 High
Vehicle selection	3*8=24 Extreme	Check the quad bike is the most suitable vehicle for the job, often a ute or other vehicle is more suited to the tasks. If so, select these vehicles.	1*8=8 Medium

20.1. Farm quad bike pre-operation checklist

Check fuel, oil, and coolant	
Visual inspection	
For damaged or loose parts	For fuel or oil leaks
Wheels and Tyres	
Check tyres for damage	Check tyre pressure for each tyre
Check wheel nuts	Check tread depth is not more than 50% worn
Throttle	
Check throttle operates smoothly and freely – accumulated mud and dirt can restrict cable movement	
Brakes	
Check brakes work properly before reaching full speed	
Air Filter	
Check air filter is not choked with dirt – clean and replace regularly	
Lights and switches	
Check lights and switches work	
Drive chain and chassis	
Inspect chain for correct adjustment, wear and lubrication	
Check drive shaft for oil leakage	Look and feel for loose parts with engine off
Steering	
Check that steering moves freely without undue looseness	
Maintenance actions needed: For safe operation, fix any defects identified during check before use.	

20.2. Routine maintenance checklist

Bike no / Model:		Odometer or hours:
Date / hours next service due:		
Brakes	Check adjustment – pads, cables and fluid levels	
Auxiliary brake	Foot and hand lever adjusted	Check disc and cables for wear and damage
Chassis and suspension	Check absorbers – leak and water	Suspension operation
Safety guards, check for looseness	Handlebars, foot decks and major fasteners (use tension wrench)	
Wheels	Axle bearings and wheel nuts tight	Rims not dented or buckled
Tyres are road worthy, with adequate tread depth	Tyre type and pressure as per the manual	Use low-pressure tyre gauge, high pressure gauges are not accurate for quad bike tyres
Steering	Smooth movement from lock to lock	Reversing cables checked for wear and damage
Throttle operation	Test while moving handlebars fully to left and right	
Fluid levels	Fluid levels as recommended in manual	Transmission fluid
Engine oil	Battery fluid	Brake fluid
Fuel tank filled		
Gear selectors	Gear levers – check for damage and excessive slack	Check gear change / kick start spline
Cooling systems	Fluid level if liquid cooled	Thermostat fan
Leaks and damage		
4WD system	CV Joints	Drive line and shafts
Check for split boots and drive shafts	Signals	Lights
Level controls	Check smoothness of operation	
Air filter	Check, clean and replace as needed	
Exhaust	Holes and corrosion	Excessive noise
Looseness	Spark arrestor fitted	
For quads with chain drive	Chain drive adjustment as per manual	Sprockets not worn
Battery	Battery terminals – check for corrosion and tightness	Electrolyte levels
Damaged casing		
Notes / actions required		
Date:	Completed by:	Next Check:

20.3. Quad bike rider competency assessment checklist

Quad bike rider competency assessment for (riders name):	
Bike type (state make and model):	
Assessment undertaken at (location):	
Pre-Star-up	Demonstrated
The rider:	Yes / No
Is dressed in suitable work clothing and footwear for operation	
Can describe the purpose and correct use of machine controls.	
Can state why passengers are not to be carried on bike.	
Knows how to do a pre-operational check	
Checks operation and adjustment of brakes	
Other: state requirements	
Operation	
The Rider:	
Wears an approved helmet	
Wears appropriate personal protective equipment (such as gloves, boots and eye protection) and be able to identify different equipment for different tasks on the farm	
Follows manufacturers starting procedure	
Knows where the kill switch is and how to operate it	
Rides in a forward direction around a defined course – figure of 8 around soft obstacles, actively shifting weight as outlined in manufacturer's instructions	
Brakes at corner of defined course	
Demonstrates how to reverse	
Rides the quad bike, demonstrating control over more difficult terrain such as slope, gully, and channel bank.	
Knows about safe loads and attachments and knows where to get information for each bike on farm	
Knows about safety rules, including speed limits, emergency or working alone plans and quad bike no go or restricted zones	
Know what jobs the quad is to be used for and what jobs it is not	
Knows about the safe loading of the quad onto other vehicles, transport, unloading of the quad from other vehicles and storage and security of the bike.	
Other: state	
Signature of rider:	Date of assessment
Name of assessor	Signature of assessor

21. Hazard and Risk Detail – Tractors

Location or task	Tractors				ID number	0006
Hazard Picture	Extreme	PPE required		Enclosed footwear		
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Hazard/risk	Risk score before controls	Controls				Risk score after controls
Untrained operators	4*8=32 Extreme	All drivers must be either signed off as competent or under direct supervision whilst being trained Wear a seatbelt when ROP's fitted				3*8=24 Extreme
Entering and exiting the tractor	3*5=15 High	Always alight the tracking facing the tractor with three point of contact.				3*5=15 High
Noise	5*5=25 Extreme	Ensure the tractor, radio and implements being towed are below 85Dba for an 8 hour day, 82 Dba for a 10 hour day to 79 Dba for 12 hour day or wear hearing protection. Windows or doors being open will affect noise levels for the operator.				3*5=15 High
Tractor stability	4*8=32 Extreme	Add wheel weights Check for emergency run out spots when working on steep terrain in case of loose of traction Plan routes for best traction On 4WD tractor revers the tread for better traction				3*5=15 High
When on public roads	5*8=40 Extreme	Ensure orange flashing light visible from front and rear for 100m				3*8=24 Extreme



Towing a trailer or implements	4*8=32 Extreme	Stay within manufacturers towing capacity and type guidelines Fit counterweight when necessary to front of tractor Avoid sharp turns Have baffles in tanks of liquids	3*5=15 High
Turning on or crossing slopes	5*8=40 Extreme	Avoid turning down a slope Don't work across a slope if the tractor has large diameter, tubeless, low-ground-pressure tyres Plan work to make turns up the slope Slow down before turning or crossing slopes Make as wide a turn as possible Apply a single brake in direction of the turn Consider application of uphill wheel break to apply extra traction to downhill wheel, which pushes nose of tractor up-hill for better traction. Don't work on steep slopes.	3*5=15 High
Travelling downhill	4*8=32 Extreme	Always drive in straight line, down a slope Select lower gear and engage diff lock If tractor starts to slide, pulse throttle to gain traction, do not brake If engine loses power, apply brake and put tractor in Park mode	3*5=15 High
Travelling up-hill	4*8=32 Extreme	Always drive straight Select lower gear and do not change gears Engage diff lock and four-wheel drive before beginning climb Climb with the heavy end up-hill, so in most cases in reverse.	3*5=15 High
Hydraulics	5*8=40 Extreme	Place stable support if working under any raised hydraulics, do not rely on hydraulics or mechanical locks only Check hoses for wear and tear Wear gloves and eye protection when working on hydraulics Lower front and rear hydraulics to the ground when parking up.	2*5=10 Medium

Front end loaders	5*8=40 Extreme	<p>Reduce speed when carrying loads</p> <p>Avoid sudden stops or turns</p> <p>Back down slopes</p> <p>Lower bucket or attachments to the ground when parking</p> <p>Check rated lifting capacities and attach counterbalances if needed.</p> <p>Keep as low as possible to improve driver visibility</p> <p>Have attachment angled up or down to reduce chance of impaling someone, but watch out front edge does not dig in, when travelling too.</p> <p>Use ROP's fitted tractor if lifting objects that can fall back on the driver.</p>	2*5=10 Medium
Hay bale lifting	4*8=32 Extreme	<p>Use a hay spike or grab for wrapped silage (not forks)</p> <p>Carry bales slowly and as close to the ground as possible</p> <p>Do not carry bales stacked higher than the frame for the forks</p> <p>Do not exceed lift capacity and attach counterweights if needed.</p>	2*5=10 Medium
Power Take-off shaft (PTO)	5*8=40 Extreme	<p>Ensure PTO guarded, along with power output coupling POC guard and power input coupling PIC guard.</p> <p>Always disengage the PTO before getting off the tractor</p> <p>Do not let anyone climb over or lean over the PTO, go around the vehicle</p> <p>When not in use, have the PTO held up to avoid damage to the guard, in a cradle or similar.</p> <p>If guards need to be removed for cleaning or maintenance, then the vehicle needs to be locked out to avoid it being started.</p>	3*8=24 Extreme
Mowers	5*8=40 Extreme	<p>Only use manufacturer's recommendations for pivot bolts, check bolts on a regular basis.</p> <p>Have a skirt fitted to reduce objects being flung into the path of others, if not skirt fitted, do not operate when others present.</p>	2*8=16 High
Balers	5*8=40 Extreme	<p>Conventional bales</p> <ul style="list-style-type: none"> • Check manufacturer's instructions and follow correct ground speed to avoid overloading • Correctly splice and thread baling twine whilst in the tractor. • Remove all twine before re-feeding bales 	2*8=16 High

		<ul style="list-style-type: none"> Never feed broken bales into the baler by hand, use a pitchfork or leave on the ground and drive into it. <p>Round bales</p> <ul style="list-style-type: none"> Use correct ground speed to avoid overloading No one should be near the rear of baler when its ejecting bales Do not eject large bales on slopes where they can roll Always engage the mechanical gate safety lock before entering the open rear gate area, do not rely on hydraulic controls Large springs and hydraulic have stored energy, release tension before servicing. Keep correct tension on drive belts. 	
Three –point linkage	5*8=40 Extreme	<ul style="list-style-type: none"> Attach items as per manufacturer's instructions Do not allow people to stand between tractor and implement when backing to connect Attach left, right then centre If you have to inch it in, back it up too far and then inch forward. 	2*5=10 Medium
Rotary cultivators	5*8=40 Extreme	<ul style="list-style-type: none"> Do not operate when blade bolts missing Make sure no interference when lifting, backing or turning a cultivator Always raise the blades at the end of a work run. 	2*8=16 High
Disc harrows	4*5=20 High	<ul style="list-style-type: none"> Adjust before getting on the tractor Place blocks or supports under elevated parts when working on blades Release hydraulic pressure before working on hydraulic lines Beware of springs under tension when doing work on disc harrows 	2*5=10 Medium

Trailers	4*5=20 High	<ul style="list-style-type: none"> • Ensure weight of trailer and load within manufacturers guidelines • Fit safety chain between tractor and towed implements, except those carried on three point linkages • Buy trailers with suitable brake systems • 	2*5=10 Medium
Fires	4*8=32 Extreme	<ul style="list-style-type: none"> • Check engine area for birds nests before use 	1*4=4 Low
Overhead power lines	5*8=40 Extreme	<ul style="list-style-type: none"> • Look up before raising implements • Know the minimum line heights and maximum reach heights of the tractor and implements • Mark power lines on farm maps 	2*8=16 High

22. Hazard and Risk Detail – Two wheeled motorbikes

Location or task	Two wheeled motorbikes			ID number	0007
Hazard Picture		PPE required			
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17
GPS Coordinates (if applicable)	North			East	
Hazard/risk	Risk score before controls	Controls			Risk score after controls
Wrong vehicle	4*5=20 High	Ensure the motorbike is the right vehicle for the job.			2*5=10 Medium
Unfamiliarity with the bike	4*5=20 High	Ensure all riders trained for each bike on farm and familiar with each bike type and peculiarities they may have or supervised directly until trained and competent at bike riding.			2*5=10 Medium
Mechanical failure	4*5=20 High	Conduct pre-start checks <ul style="list-style-type: none"> • Tyre pressures • Worn or uneven tread • Cuts or damage to tread or side walls • Lights working • Chain or drive lubrication • Mirrors clean and adjusted for use • Correct fuel and oil Once started <ul style="list-style-type: none"> • Check front and rear brakes • Throttle adjusts comfortably • Lights all work in different positions and hazard lights work 			2*5=10 Medium

		<ul style="list-style-type: none"> Horn works 	
Loss of control	4*5=20 High	<ul style="list-style-type: none"> Use active riding and ride with feet on foot rests Always wear a helmet, quad bike helmet ok if under 30km/hr to NZS 8600, if over 30km/hr must be a helmet to NZS 5430 or AS 1698 Wear covered footwear 	2*5=10 Medium
Riding on public roads	5*8=40 Extreme	<ul style="list-style-type: none"> Follow all NZTA and Transport Act requirements. Lights must be on Wear protective clothing in addition to helmet and boots 	3*8=24 Extreme
Passengers	4*5=20 High	<ul style="list-style-type: none"> Ensure passenger footrests are present Passengers must wear PPE. 	2*5=10 Medium
Multi-tasking	4*5=20 High	<ul style="list-style-type: none"> If possible stop the bike before doing other tasks, if not, then reduce speed and constantly check terrain in front of you whilst also checking stock or the other task. 	2*5=10 Medium
Carrying loads	4*5=20 High	<ul style="list-style-type: none"> Use front or rear carriers and not across the knees of the rider. Ensure the bike is still the most suitable vehicle for the job, or if a side by side or ute would be better. Add panniers if small loads are carried on a regular basis. Check manufacturer's instructions for maximum weight loads Move loads if you move from downhill to uphill or take weight distribution into account with changing terrain. 	2*5=10 Medium

23. Hazard and Risk Detail – Sand extraction

Location or task	Within paddock as identified on farm map				ID number	0008
Hazard or Risk		Driving over the edge and engulfment	PPE required			
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North				East	
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Engulfment		5*8=40 Extreme	Maintain face of sand extraction at 30 degrees or more.			2*8=16 High
			No hand extraction or children allowed loose in the area.			
Driving over the edge of extraction point		5*5=25 Extreme	Form a bund at the top of the sand extraction face			2*8=16 High

24. Hazard and Risk Detail – Use of drones

Location or task	Across all of farm				ID number	0009
Hazard or Risk	Drone hitting people	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Being hit or distracted by drone	3*5=15 High	Farm to be notified for school use of drones over the farm				1*5=5 Medium
		Following NZ regulations or guidelines for use				

25. Hazard and Risk Detail – Ground spread fertiliser application

Location or task	Across farm				ID number	0010
Hazard or Risk	Roll over	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Roll over of spreader	5*8=40 Extreme	Use spreader within manufacturers guidelines				1*5=5 Medium
		Do not exceed maximum load weight				
		Ensure vehicle towing spreader is large enough to control				
		Assess ground conditions and develop the route within the paddock accordingly				
		Drive below 30km/hr at all times				

26. Hazard and Risk Detail – Horse riding

Location or task	Tracks on farm and paddocks nearest school				ID number	0011
Hazard or Risk	Unaware of presence	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Riders or farm workers not being aware of the others presence	5*5=25 Extreme	All horse activities requiring use of the farm to be notified and acknowledged prior to access to the farm				2*5=10 Medium

27. Hazard and Risk Detail – Handling. Storage and stacking of hay bales

Location or task	Calf sheds				ID number	0012
Hazard or Risk		PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Unstable / unsafe stacking of conventional hay bales	5*8=40 Extreme	Ensure hay bales are stacked in a stable manner Children not to play on hay stacks or to be used for forts etc.				2*5=10 Medium

28. Hazard and Risk Detail – Manual handling

Location or task	Farm wide				ID number	0013
Hazard or Risk	Body strain	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Incorrect lifting techniques		5*5=25 Extreme	Use lifting aids when available			3*5=15 High
			Lift within personal capacities and ask for assistance when required			
			Bend knees and lift with thighs			

29. Hazard and Risk Detail – Use of chemicals

Location or task	All of farm				ID number	0014
Hazard or Risk	Inadequate management and use of substances	PPE required		As per Safety Data Sheet for each chemical		
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Exposure to toxins		5*5=25 Extreme	Read and know details of Safety Data Sheets			3*5=15 High
			Wear correct PPE for each chemical			
			Have all chemicals under direct supervision or kept locked at all times			
			Rinse empty containers completely			
			Only use correctly labelled containers for chemicals			
Incorrect storage		5*5=25 Extreme	Only store with compatible chemicals			2*5=10 Medium
			Keep locked when not being used			
			Have spill equipment available			
			Store flammable products in fire proof storage			

30. Hazard and Risk Detail – Use of Chainsaws

Location or task	Across Farm				ID number	0015
Hazard or Risk	Unsafe use of chainsaw	PPE required		Chaps, eye protection, hard hat, hearing protection, steel capped footwear.		
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Lacerations from chain		5*8=40 Extreme	Auto stop on chainsaw			3*8=24 Extreme
			Following good practice use from Approved Code of Practice			
			Keeping blade sharp			
			Wearing PPE			
Noise		5*5=25 Extreme	Wearing PPE			2*5=10 Medium
Being crushed		5*8=40 Extreme	Following Approved Code of Practice for use when felling trees			2*8=16 High
			Ensuring no other person within 2 tree lengths			
			Use of a spotter when tree felling			
Untrained user		5*8=40 Extreme	All users to be trained in Unit standards or signed off by a competent operator having observed all aspects of a user's use, compared to the Approved Code of practice.			3*8=24 Extreme

31. Hazard and Risk Detail – Exposure to sun

Location or task	All outside areas				ID number	0016
Hazard or Risk	Melanoma	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Excessive exposure to the sun and risk of skin cancers	5*5=25 Extreme	Use of sunscreen on exposed skin				2*5=10 Medium
		Use of hats				
		Use of long sleeve clothing				

32. Hazard and Risk Detail – Travelling irrigators

Location or task	Paddocks				ID number	0017
Hazard or Risk	Hitting pipes	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Tripping over or riding into pipes	4*5=20 High	Mark paddock with working irrigator with sign on gate Ride slower in paddock				3*5=15 High

33. Hazard and Risk Detail – Effluent sumps, traps and pond

Location or task	Effluent pond, sump new hard pad and trap near yards				ID number	0018
Hazard or Risk	Drowning	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Drowning		5*8=40 Extreme	No access to sumps or effluent pond fenced area unless two people present			3*8=24 Extreme
			All access on the pond must include, life jackets and a rescue plan			
			Items to assist pond exit must be in place e.g. rope or ladder or sides that are able to be traversed by any person			
			All contractors doing maintenance must have their own hazard management practices in place prior to commencing any work			

34. Hazard and Risk Detail – Sewage manholes

Location or task	Marked on farm map				ID number	0019
Hazard or Risk	Suffocation	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Inadequate air supply	5*8=40 Extreme	No access by any St Peter's staff, visitors or students Access by a contractor must be done with confined space processes in place and a full risk plan, including rescue options.				2*8=16 High

35. Hazard and Risk Detail – Utility Vehicle

Location or task	Farm wide				ID number	0020
Hazard or Risk		PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Untrained operator		5*8=40 Extreme	Must hold a current NZ driver's license and be familiar with gear system i.e. manual or automatic			1*8=8 Medium
			Must be experienced at driving on slopes			
Mechanical failure		5*5=25 Extreme	Maintain vehicle to warrant standard at all times			2*5=10 Medium
Insecure loads		5*8=40 Extreme	Secure all loads as if being used on a road at all times			2*8=16 High
Overloading		3*5=15 High	Passenger numbers as per adequate seats,			2*5=10 Medium
			Tray capacity not to be exceeded			

36. Hazard and Risk Detail – Grinders and Drills

Location or task	Workshop				ID number	0021
Hazard or Risk	Multiple	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls	
Fire	5*5=25 Extreme	Have an extinguisher on hand			2*5=10	
		Ensure no flammable materials or liquids present			Medium	
Noise	5*5=25 Extreme	Wear hearing protection			3*5=15 High	
Debris	5*5=25 Extreme	Wear eye protection and ensure others in the vicinity are not at risk.			3*5=15 High	

37. Hazard and Risk Detail – Disused buildings

Location or task	Former deer shed and auxiliary buildings for houses				ID number	0022
Hazard or Risk	Unknown risks and building in disrepair	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Unsafe structure	5*8=40 Extreme	Ensure building maintained for use or access is restricted				2*2=4 Medium

38. Hazard and Risk Detail – Hidden objects in grass

Location or task	Paddocks				ID number	0023
Hazard or Risk	Unexpected items in grass	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Hitting objects with vehicles	5*5=25 Extreme	Ensure good housekeeping by picking up all objects when found and when ending any projects or work tasks				3*5=15 High

39. Hazard and Risk Detail – Electric fences

Location or task	All fencing				ID number	0024
Hazard or Risk	Electric shock	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Electric shock	5*3=15 High	Treat all fences as live				2*3=6 Medium
		Only use approved electric fence power sources				

40. Hazard and Risk Detail - Visitors

Location or task	All of Farm					ID number	0025
Hazard or Risk	Inexperienced people on site	PPE required					
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17	
GPS Coordinates (if applicable)	North			East			
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls	
Inexperience and lack of knowledge		5*3=15 High	All visitors escorted			2*3=6 Medium	
			Chemicals kept locked				
			Equipment keys kept secure				

41. Hazard and Risk Detail – Students and teaching staff

Location or task	Across Farm				ID number	0026
Hazard or Risk	Unexpected people on farm	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls	
Lack of awareness of presence	5*3=15 High	Teaching workers to notify farm management prior to access and have this acknowledged. Farm workers to approve which areas can be accessed, any specific hazards for those areas and to alert other farm workers or student and teacher presence.			2*3=6 Medium	

42. Hazard and Risk Detail – Use of bike trail

Location or task	Bike trail through part of farm and around exterior				ID number	0027
Hazard or Risk		Unexpected people on farm	PPE required			
Last review		01/12/16	Review frequency	Annual	Next Review	01/12/17
GPS Coordinates (if applicable)		North			East	
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Public leaving the bike trail and entering the farm		5*5=25 Extreme	Workers being aware of possible risk			2*3=6 Medium
			Signage indicating public not to enter			

43. Hazard and Risk Detail – Use of running track

Location or task	Northern end of farm tracks to crossroad junction				ID number	0028
Hazard or Risk		Students hit by animals or vehicles	PPE required			
Last review		01/12/16	Review frequency	Annual	Next Review	01/12/17
GPS Coordinates (if applicable)		North			East	
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Runners being hit by animals or vehicles		5*3=15 High	Runners to check race before entering			2*3=6 Medium
			Signage to remind runners to check			
			Signage to close track when bulls being moved			
			Worker awareness of possible runner presence at any time.			

44. Hazard and Risk Detail – Use of Green recycling area

Location or task	Green waste area				ID number	0029
Hazard or Risk		Waikato river presence	PPE required			
Last review		01/12/16	Review frequency	Annual	Next Review	01/12/17
GPS Coordinates (if applicable)		North			East	
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Fall down steep bank		5*8=40 Extreme	Bund to stop vehicles driving over edge			3*8=24 Extreme
			Fence to stop people falling over edge			
			Signage to outline no dumping of green waste on river side of green waste track			

45. Hazard and Risk Detail – River access by others

Location or task	Farm track to river				ID number	0030
Hazard or Risk	People on site unaware of risks	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Unexpected presence of other people on farm	5*5=25 Extreme	Farm workers to expect presence at all times when using track between entrance and river access area.				2*3=6 Medium

46. Hazard and Risk Detail – Demonstration day activities

Location or task	Calf sheds, and paddocks being used for demonstration days				ID number	0031
Hazard or Risk	Lots of people on site with no experience	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Significant number of people on farm		5*3=15 High	Demonstration Manager to complete demonstration day checklist			2*3=6 Medium
			Demonstration Manager to communicate areas to be used and activities with Farm Manager			
			Farm Manager to ensure Farm workers aware of areas being used on Demonstration day and timings			

47. Hazard and Risk Detail – Steep race beyond paddock 54

Location or task	Farm Track just south of Paddock 54				ID number	00
Hazard or Risk		Steep terrain and water rutting	PPE required			
Last review		01/12/16	Review frequency	Annual	Next Review	01/12/17
GPS Coordinates (if applicable)		North			East	
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Loss of vehicle control		5*8=40 Extreme	No double towing PK trailers beyond this point			3*8=24 Extreme
			Slow down before going down slope			
			Report and repair bad rutting as soon as possible			
			Farm Manager to check area following any heavy rain events.			

48. Hazard and Risk Detail – Silage pit

Location or task	Edge of paddock				ID number	0033
Hazard or Risk	Falling off edge, or being engulfed	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Fall off sides	5*8=40 Extreme	Stay off sides unless working with pit No children allowed inside the fence line of this area of the paddock				3*8=24 Extreme
Engulfment	5*8=40 Extreme	Do not hand extract silage from the face of the pit				3*8=24 Extreme

49. Hazard and Risk Detail – Portable ladders

Location or task	Workshop				ID number	0034
Hazard or Risk	Fall	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North				East	
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Fall from height		5*5=25 Extreme	Never use top step of ladders			3*5=15 High
			Secure ladders if using for periods of time, or have ladder held			
			Check ladder condition before use			
			Use mobile scaffolding or other suitable platforms for long duration tasks			

50. Hazard and Risk Detail – Milk Silo

Location or task	Dairy shed				ID number	0035
Hazard or Risk	Confinement in silo	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Trapped in confined space		5*5=25 Extreme	Signage restricting entry to the milk silo			2*5=10 Medium
			Only entering when two people present			
			Following all other school confined space entry procedures			

51. Hazard and Risk Detail – Backing gate

Location or task	Dairy shed yards				ID number	0036
Hazard or Risk	Being crushed	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Being crushed by unexpected movement		3*8=24 Extreme	Lock out gate before any maintenance, lock out switch in shed on near ceiling			2*8=16 High
			Ensuring guards on at all times when not locked out.			

52. Hazard and Risk Detail - Crossroads

Location or task	Crossroad between main track and entrance /dairy shed track				ID number	0037
Hazard or Risk	Unexpected traffic	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Multiple and untrained users of tracks	5*5=25 Extreme	Always expect other users on this part of the track				2*5=10
		Place signage when bulls being moved				Medium

53. Hazard and Risk Detail – Natural springs

Location or task	Paddocks as marked on farm map				ID number	0038
Hazard or Risk	Wet ground conditions	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Loss of vehicle control due to excess water		5*8=40 Extreme	Restricted vehicle usage			2*8=16 High
			Only traversing directly uphill or downhill			

54. Hazard and Risk Detail – Students eeling

Location or task	Stream on farm				ID number	0039
Hazard or Risk	Drowning	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)		Risk score after controls	
Drowning		3*8=24 Extreme	Students to eel in pairs		2*8=16 High	
			Cell phones to be present			
			Notification and agreement with Farm Manager of knowing which areas will be used			
			House master to monitor return to school			

55. Hazard and Risk Detail – Animal remedies

Location or task	Dairy shed				ID number	0040
Hazard or Risk	Exposure to toxic chemicals	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Chemicals toxic/ poisonous to humans		5*5=24 Extreme	Kept secured when not in use			2*5=20 Medium
			Only used by vet or under direction of a vet			
			Needles disposed of in a sharp's container			

56. Hazard and Risk Detail – Sty's ad crossing fences

Location or task	All fences				ID number	0041
Hazard or Risk	Falling	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review		01/12/17
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Collapsed sty		4*5=20 High	Check condition of any sty's on site each year			2*5=10 Medium
Inappropriate fence climbing techniques		5*5=25 Extreme	Put sty's in place for known and needed frequent fence crossing points			2*5=10 Medium
			Climb at strainers or posts only			
			Climb gates at hinge end			

57. Hazard and Risk Detail – Thorny hedge

Location or task	Main race north of crossroads				ID number	0042
Hazard or Risk	Thorns	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks		Risk score before controls	Controls (including individual GPS coordinates if needed)			Risk score after controls
Cuts and infections from thorns		5*3=15 High	Awareness when riding past			2*3=6 Medium
			Having any branches sticking out removed when noticed			
			Wearing gloves and long sleeves and long trousers if handling trimmings from hedge			
			Having all scratches cleaned and be aware of infections			
			Seeking medical attention for all infections			

58. Hazard and Risk Detail – Private use of Kilby block for storage

Location or task	Kilby block				ID number	0043
Hazard or Risk	Unknown risks	PPE required				
Last review	01/12/16	Review frequency	Annual	Next Review	01/12/17	
GPS Coordinates (if applicable)	North			East		
Individual risks	Risk score before controls	Controls (including individual GPS coordinates if needed)				Risk score after controls
Interaction with farm activities	3*5=15 High	Be aware of possible presence of people and items in grass				2*5=10 Medium

59. Training, Supervision & providing information to workers

It is important that if someone indicates a lower level or no level of reading or writing English, then training and work tasks are adapted to suit these requirements from a Health and Safety perspective. This may involve providing information in a pictorial manner, physically demonstrating processes and/or ensuring instructions are read out to the worker or visitor. Getting the person to explain or demonstrate the process back to you tell you is one method to determine if they understood.

In addition to activities conducted at Owl Farm with Owl Farm equipment, the training requirements apply to workers working off site with Owl Farm equipment and for worker owned equipment used at Owl Farm.

59.1. Induction and/or supervision

Owl Farm will ensure that workers and others are given appropriate induction, training and supervision. The induction process outlines any initial training required relating to specific hazards and risks. All new employees, other workers and visitors who want to be on site unescorted must be inducted, using the induction form. Contractors and visitors only have to be inducted for the portions relevant for the hazards and risks they will or are likely to face during their time exposed to Owl Farm Activities. Any person entering, escorted at all times by an inducted person, does not have to be inducted themselves.

Any person entering the farm must stop at the entrance (outside Demonstration Managers Office) and check the Farm Board on a daily basis. Entry to the Farm must be made via this entrance unless express permission is obtain from the Farm Manager and an alternative method of remaining up to date with change son the Farm is put in place. Any person not inducted, must follow the instructions on the Farm Board's.

When completing the induction form, any new employee, must be allocated a buddy to supervise them for tasks they are not yet competent in (from a health and safety perspective, separate to any academic supervision required).

59.2. Training

Owl Farm uses the worker training record sheet to record all Health and Safety critical training. Trainers can skip sign-off stages if there is existing competency. Years of experience alone must not be used as the sole criteria or record of training attendance, as attendance does not equate to competence and experience does not ensure bad habits have not formed and/or that the hazard or risk controls required by Owl Farm are known and will be followed.

Training incorporates demonstration and explanation of different tasks to new or existing workers until such time that the trainer deems the worker is capable of carrying out the particular tasks which they are being trained in. Wherever possible, training will be competency based i.e. a person must be able to demonstrate an ability to perform a task or

duty and not just have knowledge of it. This should involve open ended questions and requests for the person being trained to explain and/or demonstrate to the trainer what they are doing and why.

All trainers and supervisors of other workers must be either deemed competent on the worker training record (internal trainers) or recognised by an external organisation e.g. NZQA or an ITO as an assessor, or have suitable experience and qualifications to show they are qualified to teach. When possible externally provided training should be unit standard based. A person must be deemed competent at the task themselves to supervise, however they only need to be deemed a “trainer” to train.

List of existing external Health and Safety based training providers:

- Health and Safety representative training – Sharpe People Solutions
- General Health and Safety training – Sharpe People Solutions
- Senior management briefings and training – Sharpe People Solutions
- First aid – St Johns or Vertical Horizonz
- Accident investigation – Sharpe People Solutions
- Working at Height – Vertical Horizonz
- Health and safety Representatives – Vertical Horizonz

All training that requires refreshers or re-registration will be recorded by the Manager and due dates for refreshers checked at least monthly. The Farm Manager will then ensure the training information is entered into the St Peter's training record systems (Synergetics) As a back-up, workers must also track their own refresher due dates and the worker engagement system will discuss any pending training or expired training at each meeting. The Synergetic's system is then used to provide reminders to staff and management when training is due.

60. Worker/contractor/visitor induction form

Name of worker:

Signature:

Date:

Organisation (PCBU) working for (if not an employee):

Person conducting induction:

Person allocated for ongoing supervision of Employee's until competent:

Tick when covered	Topics covered	Source of information or outline of requirements
	Escorting visitors and their exposure to specific hazards or risks	Review the hazard summary sheet and outline the controls applicable for all the hazards that a Worker or Visitor is likely to encounter in their time at the work location.
	Escorting a visitor and what they need to know about emergency management, incident or injury reporting and hazard management	<p>Report any incidents, accidents, close calls to the Farm Manager.</p> <p>If you see a hazard or risk that does not appear controlled appropriately, discuss with the Manager.</p> <p>First aid kits are in the dairy shed and farm vehicles.</p> <p>Fire extinguishers are in the dairy shed, Demonstration Managers Office, workshop, and all farm vehicles.</p> <p>In an emergency call 111, then also contact Manager or if no phone coverage, go to any school building.</p>
	Emergency procedures	Owl Farm Health and Safety manual – emergency management section
	Incident and injury reporting	Owl Farm Health and Safety manual – incident and injury reporting section

	Hazard and risk identification	Owl Farm Health and Safety manual –parts of hazard and risk management section. What to do immediately, who to notify, what form to use and where the forms are kept.
Not for visitors/suppliers	The process of worker health and safety representation and health and safety forum(s)	Owl Farm Health and Safety manual –worker engagement section
	Use and maintenance of PPE and other safety equipment: list specific safety equipment below.	Owl Farm Health and Safety manual –PPE Equipment chart. List any instructions covered for safety equipment or reference separate SOP's.
Only cover sections that apply to the person being inducted.	Designated roles for health and safety and responsibilities, including rehabilitation.	
	<p>Visitors or suppliers</p> <ul style="list-style-type: none"> Follow all lawful instruction given Use PPE as instructed. <p>Workers:</p> <ul style="list-style-type: none"> Ensure no action or inaction affect safety of self or others Ensure they do not operate any device or machine, or perform any task they are not trained, qualified or already experienced in Cooperate within legal boundaries with PCBU on all health and safety matters Participate in training when offered Use PPE and safety equipment when provided Report all accident, incidents, close calls or hazards and risks they become aware of (employees only) Cooperate with any rehabilitation requirements, including all medical restrictions. Cooperate with accident investigations Actively participate in consultation on health and safety matters Turn up for work in a state fit for work <p>Contractors:</p> <ul style="list-style-type: none"> Responsibilities of workers and notify the PCBU of any new or introduced hazards or risks which expose workers to risk of harm or injury and the appropriate controls that need to be followed. <p>Line management:</p> <ul style="list-style-type: none"> Directly responsible for all health and safety matters directly affecting workers they manage Ensuring compliance with all hazard and risk controls 	

	<ul style="list-style-type: none"> • Processing and hazard and risk identification forms and conducting accident investigation • Consulting workers on all matters that may affect their health and safety • Ensure any tasks allocated are within any medical restrictions as part of a rehabilitation plan. <p>Company / PCBU:</p> <ul style="list-style-type: none"> • Provide all the information, training, resources and equipment to conduct all aspects of health and safety. • To perform regular checks and reviews that processes are appropriate and being followed • Cooperate with ACC on development and provision of light duties, alternative duties or partial hours as per any rehabilitation plan requirements. • Improving processes and systems as required • Addressing issues of non-compliance with requirements <p>Health and safety representative:</p> <ul style="list-style-type: none"> • Provide advice to workers when required • Provide worker perspective and feedback on health and safety matters. 	
Employee's only	Work injury claim process	<ul style="list-style-type: none"> • By stating at a registered medical practitioner e.g. Dr's that an injury is a result of work activity, you are making a work related injury claim. • This should have been preceded by reporting an accident to your employer, if not, then once seen by the Dr, notify employer as earliest possible opportunity. • Clearly state the employer you work for, i.e. who is directly paying your wages or salary when visiting the Dr.
	Health and safety information	<p>Accessible from:</p> <ul style="list-style-type: none"> • Requesting it from the manager who will source it for you. • The WorkSafe NZ website has information, along with the government legislation website.

61. Worker training record

Worker Name:

For each task and skill level, trainers name must be entered and then trainer and worker initial when deemed competent at that level and include the date of the assessment.

Owl Farm based gear					
Task / Skill	Aware of hazards and risks, is not expected to do task	Must only perform task under direct supervision	Can perform task, but periodic observation by supervisor	Can perform task	Can train others in task
Dairy shed operation					
Pioneer side by side					
Handling cattle					
Location and dangers of power lines					
Quad bike					
Tractor					
Two wheeled motor bikes					
Sand extraction					
Horses					

Handling and storage of hay bales					
Ground spread fertiliser application					
Use of chemicals					
Chainsaw					
Travelling irrigator					
Effluent systems					
Grinders and drills					
Electric fencing					
Interactions students and visitors					

Other key skills or requirements	Trained	Refreshers			
Fire extinguisher use					
Rural fire fighting					
First aid					
Slings, rigging and lifting					
Spill kit use					
Accident investigations					
Others: specify					

62. Incident and injury reporting, recording and investigation

This procedure applies to all workers at any Owl Farm operation and includes all incident/accident/events reporting and action systems. This procedure also applies to any Owl Farm employee off site, but conducting work related activities.

All workers (employees and contractors) must ensure that all accidents/incidents and close calls are reported and recorded accurately in a timely manner (at least by the end of each working day or as soon as they know if later than the work day). Reports can either be hard copy or using the OnSide phone App system.

A report will be required for the following:

- Injury (e.g. any work related injury to people)
- Illness (e.g. any work related illness to people)
- Incident (e.g. collapse of a structure, unexpected fire, unexpected discharge of a hazardous substance, items falling from height)
- Close Call (e.g. an event that had the potential to cause an adverse impact)

Any Owl Farm employee who engages a contractor to provide a service is responsible for ensuring the requirements of this procedure are met in relation to events involving the contractors they engage. If the contractor does not complete the appropriate forms, then the employee must do this on their behalf.

Any Owl Farm worker who becomes aware of any visitor or other person at the work place being injured, the worker must ensure these procedures are followed as much as the visitor or other person will allow.

62.1. Process and responsibilities

All reporting processes are secondary to any injured person getting suitable medical treatment. Some common first aid responses are included in this manual.

All injury events regardless of the severity of the injury and close calls that could have resulted in Notifiable Event, must be verbally reported to the Owl Farm, Farm Manager, as soon as possible and at least before the end of the day it occurs on. To assist timely reporting workers can initially just phone the details of the event, or text for minor issues and complete the accident report later in the day. Copies of report forms are available in the following locations:

- Dairy Shed
- Workshop
- Farm Managers Office
- Demonstration Managers Office
- St Peter's Administration Managers Office

If the Farm Manager is not available and the an accident is known or suspected to require medical treatment or worse, then the accident must be escalated as outlined below until a

manager answers their phone and takes responsibility for further reporting or escalation as required:

62.1.1. Escalation process

All events resulting in treatment by a doctor, use of an ambulance or call to any other emergency services must be reported to the Demonstration Manager, by phone. Phone contact must include a voice conversation, if the Demonstration is not available, then a voice message must be left on their cell-phone and the St Peter's Health and Safety Advisor phoned.

All actual or suspected notifiable events (refer definition in appendices) must be reported to the Demonstration Manager and Health and Safety Advisor, if all do not answer their phones, then contact the Principal, if the Principal is not available then contact the Business Manager or a Deputy Principal, if again no contact made, phone the Health and Safety consultant at Fegan & Co until a Manager can provide assistance and advice. In addition, if the event occurred on someone else's property, then the property owner must be notified.

The scene of any accident or incident that is or suspected to be notifiable, must be frozen until released by a WorkSafe Inspector. You can move some items at the scene of a serious harm accident, but only for the legal exceptions (refer to the HSE Act for full details):

- 1) To assist the injured person,
- 2) To prevent imminent or immediate threat of injury to others.

If in doubt, take photos of the accident or incident scene before moving items and don't let items be taken away. Some aspects of the items or the scene may be able to be cleared by WorkSafe over the phone immediately, also make them aware of any critical timeframes needed for accident scene clearance e.g. the farmer needs access to the shed to milk the cows or else you will end up with animal welfare issues.

If a worker has literacy issues, they can just verbally notify the event and ask their manager for assistance with any form completion, including up to and including the manager completing all documentation, but the employee signing that it is accurate.

The Farm Manager will ensure the forms or OnSide App. contains the information required and details are added to the St Peter's School accident database. Information from each event is also added to the monthly report.

All workers are responsible to notify their manager if an event gets worse at a later date e.g. bruised hand later found to be fractured. The Farm Manager upon such notification must adjust any report forms and the register as required.

The Health and Safety Advisor is responsible for ensuring notifiable events are reported to the relevant external authorities (via the St Peter's School notification procedures). Where the Health and Safety Advisor is unavailable or not on site or on their mobile phones, it is the responsibility of the most senior Manager / Supervisor / worker available to ensure the correct notification is completed. The notifiable event scene must be frozen and this is the responsibility of the Manager / Supervisor / Worker to ensure this is done.

In the event of a Notifiable Event WorkSafe will be notified as soon as practicable by the fastest means possible or telephone (0800 030 040) and within 48 hours. Notification will be submitted in writing if requested by WorkSafe. This will be in the prescribed format and all evidence of reporting and reporting times shall be retained, including if WorkSafe indicate that written notification is not required.

When notifying WorkSafe of a notifiable event, include the potential of animal welfare issues arising in the notification, if the freezing of an event scene will negatively impact on animal welfare and what timeframes are involved for needing access to the accident scene again. Animal Welfare Act considerations do not automatically over ride Health and Safety in Employment Act requirements and vice versa, when these situations occur, get expert advice as soon as possible.

Always seek confirmation from an Owl Farm Manager, before communicating with WorkSafe and considering getting advice from Fegan & Co. If the accident is likely to result in prosecution, phone the company Owl Farm lawyer for advice prior to WorkSafe notification.

62.1.2. Other reporting requirements

Always get specialist advice from the Farm Manager or from Fegan & Co Health and Safety Consultant for accidents involving the following, as other agencies may need to be phoned:

- Cranes
- Chemicals
- Electricity
- Gas
- Aircraft
- Vehicles on public roads

All accidents involving electric shock or gas leaks or accident with electrical or gas supplies and infrastructure, cranes or pressurised vessels must be reported to the Ministry of Business, Innovation and Employment (separate reporting number and contacts to contacting WorkSafe within MoBIE). The contact details for the other parts of MoBIE are available via the WorkSafe 0800 030 040.

Some accidents involving chemicals must be reported to WorkSafe under Hazardous Substance and New Organisms (HSNO) Act.

All aircraft related accidents must be reported to the Civil Aviation Authority (CAA)

62.2. Accident investigation

All events reported should be investigated, even if at a basic level to see if a more serious event could have occurred or to consider how often the event might occur.

All close calls that could have resulted in a notifiable event and all injury accidents that resulted in first aid treatment or worse must be investigated.

Any workers can investigate all lower level events, but any event that resulted in a medical treatment injury or a close call that could have resulted in a notifiable event, must be investigated by a designated Owl Farm investigator. The person conducting the investigation should consider having assistance from the following roles:

- Operators of equipment involved
- Persons responsible for cleaning or maintenance
- Safety representatives
- Someone unrelated to the event that may perform the same task, equipment etc.
- Other external experts as required e.g. engineer

All investigations not requiring external assistance should be completed within 48 hours of the event occurring. The manager responsible for the primary person involved or who engaged a contractor must take responsibility for ensuring any corrective actions are assigned, and completed within agreed timeframes.

Where legal action against Owl Farm or disciplinary action against a worker may result from an accident, statements must be obtained from witnesses.

As part of the investigation, you must review if hazards or risks involved are already in the hazard and risk register? If not, then any new hazards or risks identified must be transferred to the Hazard and Risk Identification Form and Hazard and Risk Register, if already recorded, then the investigation must check of the existing controls were followed and adequate? The hazard and risk register must be updated if appropriate.

As part of the investigation, remedial actions (if applicable) must be recorded. If an action is assigned to a person other than the investigator, they must be made aware of this and any associated timeframes for completion of the action.

62.2.1. Designated investigators:

Farm Manager

Demonstration Manager

Health and Safety Advisor

Health and Safety Consultant

Other designated St Peter's School investigators

62.3. Event reviews and analysis

All accident investigation findings will be discussed as part of the worker engagement system and this is an opportunity for workers to outline any additional thoughts on an accident, the remedial actions and the quality of the investigation report. Note: private details must not be discussed and shared as part of this process.

This step is critical to assist in ensuring management do not put unnecessary blame on a worker or cover their own actions or inactions as part of investigations too.

At least every 6 months, St Peter's School will review the event register for any trends and present findings to the workers and the Farm Manager. These findings will be discussed as part of the worker engagement system. The analysis should also include any recommendations for injury prevention initiatives.

62.4. Common First Aid Responses

62.4.1. Priority Action Plan

(In an emergency, keep calm, take control and follow these steps)

S Check for SAFETY - to you, the casualty or others. Only move the casualty if in danger. Take care not to be the next casualty. If possible, ask someone else to call for help. Dial the emergency number 111. Give clear details of location, number of casualties, type of incident and type of injuries or illness.

R Does the casualty RESPOND? Gently shake and shout. If conscious, check for bleeding.

A If unconscious, clear the AIRWAY. Remove any obstructions: blood, vomit, broken dentures and teeth. Open the airway - head tilt/chin lift.

B Check for BREATHING: look, listen and feel. If not breathing, position casualty onto back. Give 2 breaths. Feel for pulse. If present, continue breathing at a rate of 12 to 15 breaths per minute.

C Check for CIRCULATION. If no PULSE, perform CARDIOPULMONARY resuscitation.

S Check for SEVERE BLEEDING. Control bleeding as soon as possible.

62.4.2. Patient management plan

(Follow these steps when managing any casualty)

Level of consciousness - Check and continue to monitor the casualty's level of consciousness.

Reassurance - Reassure the casualty throughout.

Collection information - Find out the history of the incident and examine the casualty for signs of injury.

Treatment - Treat the injuries or illness using your first aid knowledge.

Position - Use the "As Found", "Half Sitting", "Shock" or "Recovery" position, as suitable.

Temperature - Maintain the casualty's temperature.

Assess vital signs - Make a note of pulse, respirations and pupil reaction and size.

62.4.3. Single rescuer CPR

1) Initial approach

- Ensure own safety.
- Assess consciousness ("are you okay?")
- Call/yell for help.
- Position victim.

2) Airway

- Clear airway (remove objects/fluids from mouth).
- Open airway: head tilt - chin lift.

3) Breathing

- Check breathing (3-5 seconds):
- LOOK, LISTEN, FEEL
- Rescue breathing: 2 slow breaths.

4) Circulation

- Check carotid pulse (5-10 seconds).
- Locate chest land marks.
- Correct hand position.
- Vertical compressions: 3.8-5cm, Rate 80-100, Ratio 15/2.
- After 15 compressions give 2 slow breaths.

5) Checks

- After 4 cycles reassess victims pulse.

6) Continue CPR until

- The victims own pulse and breathing have been restored.
- An ambulance officer or other health professional takes over.
- You are exhausted.

62.4.4. Infant and Child CPR

<p>Infant – 0-1 year</p> <p>1) Open airway: head tilt-chin lift</p> <p>2) Assess breathing: LOOK, LISTEN, FEEL</p> <p>3) Rescue Breathing:</p> <ul style="list-style-type: none"> • Cover mouth and/or nose • Give 4 slow puffs • 1 breath every 3 seconds <p>4) Circulation: Feel brachial pulse (arm)</p> <p>5) CPR Techniques:</p> <ul style="list-style-type: none"> • Finger placement just below imaginary nipple line • Compress with 2 fingers 1.3-2.5cm • Rate 100 per minute • Ratio 5/1 	<p>Children – 1- 8 years</p> <p>1) Open airway: head tilt-chin lift</p> <p>2) Assess breathing: LOOK, LISTEN, FEEL</p> <p>3) Rescue Breathing:</p> <ul style="list-style-type: none"> • Pinch nose, cover mouth • Give 2 slow breaths • 1 breath every 4 seconds <p>4) Circulation: Feel carotid pulse (neck)</p> <p>5) CPR Techniques:</p> <ul style="list-style-type: none"> • Heel of one hand - locate same as for adult • Compressions 2.5-3.8cm • Rate 80-100 per minute • Ratio 5/1
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62.4.5. Bleeding

- 1) Minor wounds should be cleaned using soap and water or an antiseptic solution.
 - Apply a clean dressing (preferably sterile and non-adherent) to the wound. Seek medical aid, particularly if the wound is deep and dirty.
 - Do not remove objects which are impaled in the wound. Pad around the wound and the object, and call an ambulance.
- 2) Serious bleeding may be life threatening. Act promptly.
 - Apply direct pressure to the wound and surrounding skin, using a sterile dressing and bulky pad if available. DO NOT allow the casualty to bleed to death while waiting for sterile dressings or pads. Improvise with a clean folded cloth (e.g. a handkerchief or tea towel). Retain the dressing and pad in position with a firm bandage. Don't forget to wear gloves if they are available.
 - Elevate the affected part where possible.
 - Watch for and manage shock. Remember the Priority Action Plan.
 - Call for an ambulance.

62.4.6. Limb injuries

Injuries to bones, joints and ligaments may be recognised by:

- Pain
- Bruising
- Swelling
- Loss of movement
- Deformity
- Shock

These injuries should be managed as soon as possible. Try not to move the casualty, unless in danger.

If movement is necessary, steady and support the injured part. Remember the Priority Action Plan.

62.4.7. Fracture and dislocations

- Control severe bleeding and cover wounds.
- Protect and support the injured part with soft padding.
- Call an ambulance.

62.4.8. Sprains and Strains

Manage by:

- Rest the limb in the most comfortable position.
- Ice pack, covered in cloth, applied to limb.
- Compression - bandage firmly using roller bandages and padding.
- Elevate the affected limb.
- Seek medical aid.

62.4.9. Burns

Follow the Priority Action Plan.

- Remove danger or casualty.
- Put out burning clothing - smother with a blanket or use water. Remove jewellery from burn area.
- Cool
 - injured area under cold, gently running water. This may take up to 10 minutes.
- Cover
 - Cover the injured area with a sterile or clean non-adherent dressing, if not available, use a product such as a cling wrap.
- Do not apply any lotions, ointments or oily dressings. Do not prick blisters.
- Carry - Call an ambulance.

62.4.10. Sunburn

Sunburn is totally preventable.

Distress may be reduced by cold showers, applying cool moist compresses to the burnt area, resting the casualty in a cool place and giving fluids. Young babies and casualties with severe blistering need medical aid.

62.4.11. Head injury

Any person who has had a head injury (e.g. concussion) should be assessed by a doctor, particularly if they have been unconscious, even if only for a short time.

62.4.12. Spinal injury

DO NOT move the casualty unless in danger. If movement is necessary, the head and neck must be adequately supported. Follow the Priority Action Plan and call an ambulance.

62.4.13. Eye injury

Eye injuries should be referred to medical aid. If the eye has received a severe blow, or is bleeding:

- Rest the casualty on the back, keeping the head still
- Lightly cover both eyes
- Call an ambulance

Any chemical in the eye may be very painful. Gently flush the eye with tap water and call an ambulance. Do not attempt to remove:

- Foreign bodies from the coloured part of the eye
- Embedded foreign bodies

Use a clean handkerchief moistened with cold water to remove small foreign bodies from the inside of the eye lids or from the white of the eye.

62.4.14. Heart attack action

- Warning signals:
 - 1) Heavy pressure, tightness, crushing pain or unusual discomfort in the centre of the chest. It may feel like indigestion.
 - 2) The pain may spread to the shoulders, neck, jaws or arms.
 - 3) The pain usually lasts more than 15 minutes. It may stop, or get less and then return.
 - 4) There may be sweating, nausea, faintness or shortness of breath.
 - 5) There may be a rapid, weak pulse.
 - 6) Many victims will not admit that they are in trouble, or they think it is not serious.
 - 7) Sharp, stabbing twinges of pain in the left side of the chest are usually not signals of a heart attack.

- What to do:
 - 1) Follow the Priority Action Plan.
 - 2) Rest patient quietly.
 - 3) Sit up if breathless; lie down if faint.
 - 4) Ring 111 and ask for ambulance.
 - 5) When you see the signals, do not wait.

62.4.15. Poisoning

- Follow the Priority Action Plan and seek medical aid urgently.
- DO NOT induce vomiting. DILUTE the poison by allowing the casualty to drink milk or water. DO NOT do this if the casualty is unconscious.
- If the casualty is UNCONSCIOUS, follow the Priority Action Plan and call an ambulance.

63.

Accident/ Incident Form



ST PETER'S · CAMBRIDGE
NEW ZEALAND

Details of Person involved:

Name of person: _____

Department: _____ Date of Birth: _____

Contact Number: _____ Gender: (please circle) Male / Female

Job Title: _____ Length of Employment: _____

Please circle: Staff / Student / Contractor / Visitor / Other _____

Residential Address: _____

Name of Manager of injured person: _____

Name of person completing form on behalf of injured person:

Location of Accident/ Incident:

Date of Accident/Incident: _____

Time of Accident/Incident: _____

Location of Accident/Incident: (please circle)

Sports fields / Swimming pool / Farm / Kitchen / Grounds / Classroom / Office / Offsite

Specific Location: (e.g. staff common room, main administration building)

Description of Accident/Incident:

Witnesses and their role in the Accident/Incident: _____

Detail any property damaged in the Accident/Incident? _____

Treatment of Accident/Incident:

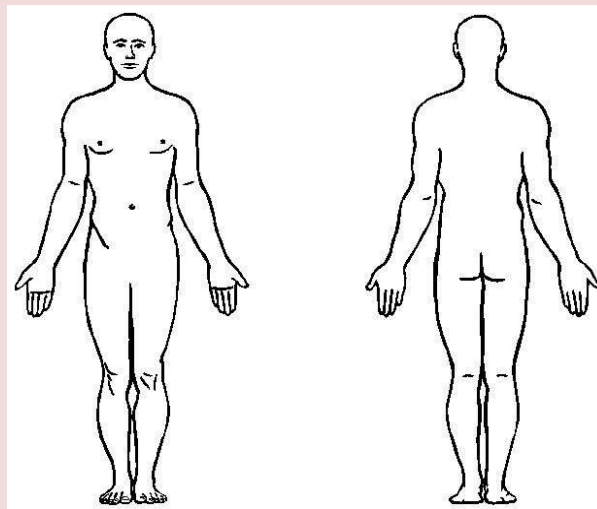
Category: (please circle)

Accident / Incident / No harm injury / First Aid Treatment / Medical Treatment Injury / Serious Harm / Fatality

Describe injury/illness type: (e.g. cut, burn, abrasion)

Injury location: (e.g. head, arm, leg) _____

Select location on diagram:



What was the cause of the injury/illness?

Treatment of injury/illness?

Injured person signature, that details are correct: _____

Date: _____

Entered on Register: _____ **Date:** _____

64. Death or a Notifiable Injury or Illness Form

Notifier Details

Are you making this notification as a:		<input type="checkbox"/> PCBU	<input type="checkbox"/> H&S Rep	<input type="checkbox"/> Other
Title:	Last name:			
First name:		Middle names:		
Phone number:		Mobile number:		
Postal address:				
Town/city:		Postcode:		
Email:				

Details of event

Date of event: <i>(dd/mm/yyyy)</i>	Time of event: <i>(e.g. 2:20pm)</i>
Event address:	
Town/city:	Postcode:
Provide a description of what happened:	
Confirm that the site has been preserved, as required by section 55 of the Act: <input type="checkbox"/>	
Have you notified any other agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Notified agency name:	
Notified agency phone number:	

NOTIFIABLE EVENT INJURY/ILLNESS OR DEATH

Injury Details:

Have multiple people been injured?

☐ Yes (complete and attached one copy of this page per person)

☐ No

Nature of Injury

Select all applicable (If the event you are attempting to notify us of does not appear in this list then notification is not required and this form cannot be used):

☐ Death

☐ Amputation of any body part

☐ Serious head injury

☐ Serious eye injury

☐ Serious burn

☐ Separation of skin from underlying tissue (scalping or degloving)

☐ Spinal injury

☐ Loss of bodily functions

☐ Serious lacerations

☐ Injury or illness that requires (or would usually require) immediate hospital admittance

☐ Injury or illness that requires (or would usually require) medical treatment within 48 hours of exposure to a substance

☐ Serious infection(incl occupational zoonosis)

☐ Other injury or illness declared notifiable by regulations

Body part(s) affected

Select all applicable:

☐ Head

☐ Neck

☐ Trunk

☐ Upper limb

☐ Lower limb

☐ Systemic internal organs

Treatment attempted:

☐ Not known

☐ First aid only

☐ Doctor (not hospital)

☐ Hospitalisation

☐ I have attached any supporting information (photographs or diagrams).

(Supporting information is not mandatory, but should be supplied when helpful in explaining the incident)

Injured/III person details

Family/Surname:

Given names:

Date of birth:

Gender:

Residential address:		
Town/city:	Postcode:	
Affected person type:		
<input type="checkbox"/> Contractor (self-employed)	<input type="checkbox"/> Worker	<input type="checkbox"/> Other
How many hours had the person been at work when the incident occurred:		

NOTIFIABLE EVENT INJURY/ILLNESS OR DEATH

PCBU Details

Legal entity name: <i>(the name that is used on official legal documents)</i>		
Trading name: <i>(if different to legal name)</i>		
New Zealand Business Number (NZBN): <i>(if applicable)</i>		
Industry:		
<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Arts and Recreation Services	<input type="checkbox"/> Construction	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Fishing
<input type="checkbox"/> Forestry	<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Information Media and Telecommunications
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining – Minerals	<input type="checkbox"/> Mining – Petroleum
<input type="checkbox"/> Mining – Other Services	<input type="checkbox"/> Not Elsewhere Included	<input type="checkbox"/> Other services (specify below)
<input type="checkbox"/> Professional, Scientific and Technical Services	<input type="checkbox"/> Public Administration and Safety	<input type="checkbox"/> Rental, Hiring and Real Estate Services
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Wholesale Trade
Specify other:		
Physical Address:		
Town/city:	Postcode:	

Postal address ☐ Same as above

Postal address:

Town/city:

Postcode:

PCBU phone number:

PCBU mobile number:

PCBU contact:

(if different to legal name)

Email:

Is the PCBU still investigating?

☐ Yes

☐ No

Health and Safety Representative (HSR) details

There is an HSR working for this organisation

☐

They are NZQA qualified to use their powers

☐

NOTIFIABLE EVENT INJURY/ILLNESS OR DEATH

Declaration

☐ I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name:

(First name, last name)

Date:

Designation:

Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification

Where to send your completed form

Print, complete and scan this form. Once completed email it to WorkSafe:
healthsafety.notification@worksafe.govt.nz

If emailing this form is not practical you may post it to:

The Registrar
WorkSafe New Zealand Ltd
PO Box 105-146
Auckland 1143

65. Worker engagement system

The Owl Farm worker engagement system is a part of the St Peter's School Worker Engagement System. The farm and demonstration activates are a work group, within the St Peter's School system and as such, have one representative. Within that model (refer St Peter's School Health and Safety system) the farm and demonstration activities conducts worker engagement based around meetings involving all workers.

65.1. Overview

The Farm Manager will talk with workers on a regular basis and record these discussions on the toolbox meeting form. Workers will be consulted by the Farm Manager on matters that concern them. If a worker has a safety issue they want addressed they should raise this with the Farm Manager and if not happy with the response or timeliness of the action their representative.

Any contractor hired who believes their workers need or want representation, must raise this as soon as possible with the Farm Manager.

The Farm Manager will consult workers not covered by the worker engagement systems on a case by case basis depending on the risk/ hazard and their level of involvement e.g. consulting the tyre contractor on the policy or procedures about tyre changing or pressure checking.

The system was established by consulting all employees and contracting businesses (those dealing with significantly hazardous or risky work and those with the equivalent of at least one full time employee working on site for 6 months or longer i.e. could be two people for 3 months) at the time of establishing it.

65.2. PCBU Participation system

In addition to the worker engagement system, St Peter's runs a PCBU engagement system. Refer to the St Peter's School health and safety system for details.

66. Emergency planning and readiness

All of the emergency procedures outlined are subject to the overall St Peter's School emergency procedures. For any significant emergency, once Worker safety is assessed, then the safety of staff, students and visitors to the school or neighbouring properties must be assessed.

66.1. Overall emergency plan

All emergency information is contained on the Critical Emergency Information sheet. Some of the information is critical to assisting emergency services respond in a timely manner and has been formulated based on advice from the NZ Fire service, Rural Fire Authority and Ambulance service. Other information is useful to workers on site or emergency services once they arrive at site.

For all emergencies, contact emergency services as soon as possible using the 111 system. If you are not able to yourself, ensure someone else is. Remain calm and understand you must answer the questions the service is asking, before giving them the information you want to say. This is so they can start despatching help, before they get details of what has happened to whom.

Whenever possible send someone to meet the services as soon as possible at the entrance gate and/or main roads. If you cannot leave someone there, at least have them leave a cone, vehicle, or something to make the entrance more recognisable.

All required information will be on the Critical Information Emergency sheet, however when working off farm, you need to pay attention to where you are, local landmarks etc, so you can provide accurate information to emergency services when required.

When providing directions, avoid using terms such as "left and right" as this may depend on which direction the service is responding from and may not be your nearest town (they may already be at another emergency). Using compass bearings is more accurate (North, South, East, or West), or if you do end up using left and right, state from which direction a vehicle is coming from. E.g. when heading up XYZ rd from ABC town, we are the fourth property on the left.

Note: when using a cell phone, you do not need credit on your phone to call emergency services.

Due to the nature of rural properties and the likely emergencies, the majority of the responses are event specific and so only general information and advice can be provided. The emergencies identified and specific advice provided for Owl Farm are:

- Fires: dairy shed fire, workshop fire, vehicle fires, rural fires
- Chemical spill
- Earthquake
- Medical emergency or life threatening injuries
- Vehicle crashes
- Extreme weather events – incorporating high winds, snow events, flooding

- Animals out loose
- Lock down event for the school
- Chlorine leak from swimming complex
- Death or extreme events and psychological effects

66.2. Reviews and drills

Emergency situations must be practiced for every 6 months. If a specific emergency process is not practiced, then workers must be refreshed in the requirements at least annually. If a chemical spill response is not included in a 6 monthly drill, then the chemical spill response plan must be practised at least annually.

Reviews of the emergency procedures will occur following any actual event or practice (drill). If the review identifies any changes to the emergency plans or procedures, they will be updated. These processes will be managed through the worker engagement system.

66.3. Training

All employees and inducted contractors must be trained on all emergency procedures and locations of emergency equipment. A record must be kept of this training and it must be refreshed by way of drills, or specific training sessions each year. A reminder process is contained within the worker engagement system.

All non-inducted workers and visitors must be made aware of the most likely emergencies for the period they are on site e.g. if forecast for extreme winds, then update information available to all workers on procedures. Other common emergencies will be managed for all workers and visitors through use of prominent signage and/or sign in requirements.

66.3.1. Advanced training

There is currently no advanced emergency training requirements identified for Owl Farm.

66.4. Wardens

Due to the nature of the risks and number of workers within Owl Farm, Owl Farm has no designated “warden” etc. The most senior person at a location dealing with an emergency is automatically the designated person in charge until other help arrives. “Seniority” should not stop a person with particular expertise taking control if need be. For this reason all employees are trained in all emergency procedures to a point where they are capable of leading an emergency response.

If an emergency is under control and/or the consequences are significant, contact the Principal if additional resources are required.

66.5. Fire

The priority for all fires is life, then property. Always ensure the alarm is raised and ensure all people within the vicinity or at risk from the path of a fire are aware as a priority. In a rural setting it is unlikely that a structure fire will be put out in time to save a building, so efforts should be made to prevent a fire reaching other buildings, or getting major assets or risks away from burning buildings.

During high risk fire seasons consider having additional fires suppression equipment available and /or a fire spotter working e.g. having additional portable water supplies, or a water tanker, or an additional employee just watching for fires. Many rural fires are started by the following sources:

- Motor or exhaust heat on dry materials – so be mindful where driving and parking.
- Sparks from metal equipment hitting stones – postpone work if possible, or have a fire spotter and/or additional suppression on hand
- Birds or vermin nests in or on equipment – always check equipment prior to use
- Cigarette butt disposal – ensure always put out and a fire proof receptacle available and butts never disposed of with normal rubbish e.g. a tin with some water in it, empty drink can with water in the bottom

66.5.1. Fire service requirements

Always check with the fire service or local council if a fire permit is required if you intend lighting a fire. Burning stubble is a permitted activity in many areas, but conditions exist and must be complied with. The New Zealand Rural Authority website has full details of the current fire danger level, if permits are required or not and contact numbers for each region: <http://www.nrfa.org.nz/Pages/default.aspx>

- All access ways and especially those needed to access significant buildings need to have a 4m by 4m clearance to allow clear access for fire service vehicles. Not maintaining vegetation to allow 4m by 4m may slow down response times by vehicles or block access altogether. If you're working in an area that does not have 4m by 4m access, then consider what fences may need cutting for the fire service to gain access.
- Hazardous Substance signs must be on all buildings containing hazardous substances. Any significant holdings should be notified to the Fire Service in advance so they can have this information put into their system and modify their response plans accordingly.
- Fire service can be contacted via the communications centre:
 - Northern Communications Centre – Northern North Island 09 486 7948

Note: When vehicles are carrying quantities of chemicals over certain levels, they are required to have HSNO signage on the vehicle. Check quantities and requirements prior to transporting bulks chemicals.

66.5.2. Rural fire

Sacking or other materials can be used as beaters. Always beat the flames back toward themselves, otherwise you will spread the fire into unburned areas. If needing to escape a scrub fire, the following information is critical:

- Watch out for large stock animals who will behave aggressively to escape a fire, especially horses, deer and cattle
- If a significant fire starts, open gates to allow stock easy passage out of the way of a fire (except for the horses unless gates are closed to prevent access to Cambridge Rd. Horses on the Road are at too significant a risk to allow to be set free.
- Fire travels faster uphill than on flat ground, so always avoid where practicable escaping a fire by running up a slope, running around a hill, sand dune etc, maybe safer
- Fire travels slower downhill and so always use this as an option to escape a fire
- The smoke from the fire is what will make you unconscious, not necessarily being burned. Always avoid being in direct direction of smoke from fires, even vegetation fires contain elements toxic to humans
- If machinery is available, use to cut a fire break
- If limited resources available, use natural barriers such as races or roads etc as a point to stop a fire spreading further
- Do not attempt back burns without the training and equipment to do so
- Put efforts into saving critical structures or equipment e.g. moving major plant and stock
- If as a last resort you need to drive through a fire (mainly in a paddock and access blocked by trees or a water course), as soon as possible once driven through the area, stop and check the vehicle. Be aware that visibility will be limited or non-existent and crashing by going through a fire is a significant risk. For this reason, do not drive through smoke on public roads where you cannot see through the smoke. If moving machinery out of the way of a fire in a paddock, it may be more prudent to drive over fence lines etc, than driving through the fire.

66.5.3. Workshop fires

- Raise the alarm to all workers in the area, and ensure someone calls the fire service.
- If safe to do so, attempt to extinguish small fires with extinguishers or hoses (only use correct firefighting equipment depending on the type of fire e.g. do not use the water hoses if any chance it is an electrical fire.
- Evacuate the building.
- Stay out of the smoke at all times as it will contain carcinogenic (cancer causing) substances due to the chemicals in the shed or within vehicles..
- Be aware the fire and associated smoke will cause the animals to panic and will pose a greater risk to farm workers than normal.
- If safe to do so, assist in moving other assets away from the building.
- If safe to do so, cut off power to the shed
- If the fire is close to structures, keep clear of them (twice the distance as the structure is high as a minimum), as the heat from the fire may cause one of the following:
 - Walls to collapse

- Structural steel to weaken and cause neighbouring vats or silo's to loose structural integrity
- Substances within closed containers to potentially explode, or become extremely heated themselves e.g. boiling milk in vats.

66.5.4. Dairy shed fires

- Raise the alarm to all workers in the area, and ensure someone calls the fire service.
- If safe to do so, attempt to extinguish small fires with extinguishers or hoses (only use correct firefighting equipment depending on the type of fire e.g. do not use the water hoses if any chance it is an electrical fire.
- Evacuate the building.
- Assemble near the vats once out and check all staff working in the shed at the time of the fire are out.
- Stay out of the smoke at all times as it will contain carcinogenic (cancer causing) substances and likely contain arsenic type compounds if freezer panel type construction materials are involved.
- Be aware the fire and associated smoke will cause the animals to panic and will pose a greater risk to farm workers than normal.
- If safe to do so, assist in getting any animals out of the shed or away from the smoke.
- If safe to do so, assist in moving other assets away from the building.
- If safe to do so, cut off power to the shed
- If the fire is close to structures, keep clear of them (twice the distance as the structure is high as a minimum), as the heat from the fire may cause one of the following:
 - Walls to collapse
 - Structural steel to weaken and cause neighbouring vats or silo's to loose structural integrity
 - Substances within closed containers to potentially explode, or become extremely heated themselves e.g. boiling milk in vats.

66.5.5. Vehicle fires

- If you notice any smell of smoke in a vehicle, stop, have your extinguisher on hand and then investigate the cause.
- If time to do so, move the vehicle away from buildings or trees. This can be done by pushing smaller vehicles or having another vehicle push it. Having a vehicle in the middle of a race or rural road on fire, is safer than off the side, where vegetation can catch and spread the fire.
- If the vehicle is on fire and the initial use of an extinguisher is not successful, save the rest to stop the fire spreading to other areas.

66.6. Ambulance and medical emergency requirements

Some common first aid responses are included in the accident reporting section for Worker awareness. St Peter's has a medical centre and is to be used for any non-life threatening situations, they can also be used for more serious events whilst awaiting for an ambulance response.

A defibrillator is located at the medical centre if needed.

Workers must make Doctors aware of their general duties when being prescribed medication or when being placed on light or alternative duties e.g. driving vehicles, operating machinery. If a Doctor prescribed medication or restricts worker's duties, that affects the safe operation of any equipment or in general, the manager must be notified. All safety based instructions from a Doctor must be followed. Managers or staff who receive this information must not share it without the permission of the worker under the Privacy Act, the only exception is to other staff who must know e.g. Farm Manager telling a second in charge of restrictions of a worker, so the second in charge does not ask for unsuitable duties to be done. The Farm Manager does not need to say what has caused the restriction though and should only pass on the minimum of information required.

Workers on other medication or with other health issues that do not directly affect their work, are not required to tell their manager. However, it may be in their own best interests to make other staff aware of any condition they have and locations and application of any medications they may need. Managers or staff who receive this information must not share it without the permission of the worker under the Privacy Act.

66.6.1. Medical emergency and life threatening injuries

Most situations workers will either be treating themselves or coming across a situation.

- Ensure the scene is safe for you i.e. look for why the person was injured and what caused it, what could hurt you e.g. power lines on a vehicle, fumes from chemical spill.
- Raise the alarm and get emergency services coming to assist. If need be, get someone else to do this.
- Check the persons ABC's, - Airways, breathing and circulation.
 - If airway blocked, unblock it
 - If not breathing, commence CPR
 - Assess for life threatening bleeding, apply pressure to reduce bleeding where possible.
- Avoid providing food and water, as this will delay when surgery can occur if needed later
- Avoid lifting off crushing materials if they have been in place for more than 30 minutes, because if blood supply has been stopped to parts, when it starts again poisoning can occur, always get specialist advice before removing crushing material from someone who has already been crushed for a period of time.
- Always know the location of the nearest land line telephone when working on a property, as cell phone reception may not be available.

- Always seek medical attention if anyone has been in a significant accident or air-bags have been deployed against a person (the air bags themselves can cause internal injuries).

66.6.2. Vehicle crashes

Watch for any people involved in the crash walking into the path of vehicles as they may not be thinking and functioning correctly. Never assume people with no visible signs of injury are ok, internal injuries may not be easy to detect and can take time to affect the injured person.

Weather a crash in your own vehicle or coming across another vehicle crashed, the following should occur:

- Ensure your own safety as first priority
- Assess the overall scene and stop other vehicles crashing into the vehicles already in place, if near a corner, go further down the road around the corner to give vehicle sufficient warning to stop or slow down.
- Call emergency services, never assume others have done this. If need be, send someone to nearest property if no cell phone coverage.
- Check for fuel leaks and if possible turn off car engines.
- Have fire extinguishers handy, even if no fuel leak visible, passing commercial vehicles or trucks are likely to have these. All Owl Farm vehicles contain an extinguisher.
- Only remove people from vehicles if a significant risk of fire or fire already exists, otherwise only remove them if required to perform CPR.
- Triage injuries and treat life threatening first.
- Reassure the people involved and provide head or neck support to reduce movement.
- If people get out of cars, attempt to assemble them in one area in a safe location.

66.7. Extreme weather events

Due to the size of the business, the nature of the work and the typography of the greater Waikato and neighbouring areas, there is little to be done in advance for extreme weather. The main control is to check weather forecasts and if extreme weather is forecast, adjust work plan and cancel work as appropriate. If an event is not forecast or worse than expected, then any worker can stop work if the weather is causing or likely to cause a risk to their safety e.g. high winds. The Farm Manager will at all times monitor weather as much as possible and may cancel work or change work as required in advance. If a worker is uncertain, then they must phone the Farm Manager for clarity (note: the worker is in the best position to judge local conditions if the Farm Manager is in a different area).

For high wind events, vehicles should be moved to a clear position if possible, away from trees and irrigators or other large objects. Ideally stay within the machine to avoid being hit by debris. If conditions continue, it may also be safer staying with the machine overnight, than risking driving out if getting to the vehicles and the roads themselves are at risk of falling trees.

66.8. Animals

Large animals are a danger to workers, they may be exposed to the animals either passing through areas or if an animal has escaped its normal enclosure.

66.8.1. Animals loose

If any worker notices an animal in an area it is not supposed to be, take any immediate steps to ensure your own safety e.g. hop into vehicle for bulls or deer. Never turn your back on a bull or stag and avoid getting between large farm animals and gates or other exit points, as they are likely to still attempt to escape and will cause significant injuries or death if you come into contact with them.

Attempt to ensure any animal is still contained by closing gates or putting into the nearest enclosure (only if safe to do so and you have the skills and experience).

If on public roads, attempt to notify any nearby farmer and/or contact the local council animal control section.

66.9. Chemical Spills

All of the following responses assume the chemicals is known and the person(s) responding know the appropriate actions and risks for the chemical involved and have the PPE appropriate for the risks e.g. handling – gloves, fumes, appropriate respirator (if required). If this is not the case, then call emergency services using the 111 system and/or the regional council spill response team.

- Waikato regional council – 07 859 0999, or 0800 800 401

To assist with spill management, all workers are expected to know the location of the chemical spill kits and the spill response for the chemicals they are using.

Spill Kit locations:

- Owl Farm Dairy shed – inside as marked

Priorities and methods for spill management are:

- Reduce the quantity being spilled – e.g. turn off taps, pick up drums, turn containers so holes are to the top.
- Contain the spill – use spill kits, if kits inadequate or not available, use other materials to stop the spread and avoid the spill entering waterways. Be aware that any containment put in place needs to include consideration of if it rains and more liquid is added.
- Clean up the spill – use appropriate spill material to clean up the spill. Ensure any container the spilt material and other material used to contain it is suitable for the chemical concerned.
- Dispose of the spilt material – dispose of the material in a manner consistent with regional council requirements and in line with the information on the Safety Data Sheets (SDS).

- Replace PPE and replenish any spill kits used.

66.9.1. Release to waterways

If a chemical spill reaches a waterway, ensure as soon as possible the following occurs:

- Cut off any known water supplies drawn from the water source for human or animal use
- Use any wares in place to stop water flow
- Use spill kit to contain the spill if possible
- Notify property owner, regional council and persons downstream of the spill (utilise council resources if a significant spill and unknown users downstream)

66.9.2. Release to ground

In addition to normal response measures, ensure any clean up includes all contaminated ground as much as practicable. Notify land owner and if necessary fence off area to stop stock grazing or to avoid crops being planted in the area concerned.

Ensure any material removed is replaced or contoured to avoid unexpected holes.

66.10. Earthquake

In areas being worked, there is no immediate actions to be taken except remain with your vehicles. Actions after that point will depend on size and nature of the earthquake and ability for workers to contact family. If you leave your vehicle, leave a note in the vehicle stating where you have gone and best method to contact. If normal communications methods are down, if possible make your way to the workshop or office and if no one else present, leave a message on the door or walls that is obvious to others. The Farm Manager will attempt to contact all staff in last known locations, this will be done in person if need be. If that is not successful they will attempt to visit or contact your home address and leave notes if no one is home.

66.11. Deaths or extreme events and psychological effects

In the event of a work related death, witnessing a death or an event that may have significant psychological effects on a worker, contact the Owl Farm agency for employee counselling (Through the St Peter's School Vitae programme). Ensure workers are aware of the service, if unable to contact the service, contact the Fegan & Co Health and Safety Consultant 021 826 838.

66.12. Lock Down event

If the alarm is raised and the school put into lockdown, assemble at the dairy shed and await further instruction.

66.13. Chlorine leak

If the alarm is raised, ensure all workers are cleared from the immediate farm area in close proximity and downwind from the swimming complex. Avoid all downhill drain areas. Warn any person known to be along the Waikato River. (Chlorine is heavier than air and will flow with wind direction and downhill, along drains etc)

Close the running track and close the cycle way.

67. Critical emergency information Sheet

67.1. Site critical information

Physical address:

Nearest crossroad reference:

Property name:

St Peter's School Dairy Farm (Owl Farm)

Proximity to well-known landmarks:

Behind St Peter's School, entrance between school and velodrome

Rapid ID:

Address ID post location: Ensure it is still present, and clearly visible on a regular basis.

Nearest water sources:

Neighbouring water sources (static and flowing):

Safety GPS locations:

- | | | |
|---------------------------------------|---|---|
| • Entrance used | N | E |
| • Suitable helicopter landing options | N | E |

67.2. Emergency contact list

- | | | |
|---|--------------|----------------|
| • Fire | 111 | |
| • Police | 111 | |
| • Ambulance | 111 | |
| • National poisons centre | 0800 764 766 | - 0800 Poisons |
| • Health line | 0800 611 116 | |
| • St Peters medical centre | | |
| • Nearest 24 hour medical centre | | |
| • Nearest hospital | | |
| • Nearest neighbours and applicable resources e.g. 4WD, Bulldozer, Tractor, Crane, Water tanker | | |
| • H & S Consultant | Steve Sharpe | 021 826 838 |
| • Farm Manager | Tom Buckley | 021 058 4916 |
| • Demonstration Manager | Doug Dibley | 027 808 1933 |
| • Principal | Dale Burden | 021 522 359 |
| • Health and Safety Advisor | Alaa Osman | 027 384 9401 |
- Neighbouring property contact details

67.3. Safety equipment location

First aid kits

In vehicle and dairy shed

Fire extinguishers

In tractor and dairy shed

4WD

Contact Demonstration Manager or use side by side vehicle.

Defibrillator

Medical Centre

68. Management of non-employee workers and visitors

All visitors, suppliers or contractors need some basic safety information when at the workplace and will be either inducted, escorted (remaining within eye and hearing contact) or follow some pre-set requirements. Owl Farm has categorised contractors, suppliers and visitors into the following manner with the level of induction required. Refer to the training and supervision section for an induction sheet.

Inductions for contractors and visitors to be conducted by the following designated people:

- Demonstration Manager
- Farm Manager
- Farm 2IC
- Administration Manager

68.1. Contractors and Visitors

The difference between a contractor and visitor is if someone is being paid by Owl Farm either directly or indirectly to do any work then they are a contractor, if not then they are a visitor.

Note: A volunteer for the purposes of the Health and Safety at Work Act is to be treated as an employee and needs to follow the employee training processes. Seconded employees for the purpose of the Health and Safety at Work Act are the responsibility as an employee of the PCBU who is using their services at the time.

68.2. Suppliers

All suppliers requiring access to the workplace beyond the, farm house, tractor shed or dairy shed must either:

- sign in and read about the hazards they will be exposed to, or
- phone and be briefed on any significant hazards and associated controls prior to entry, or
- be met and be escorted onto the workplace.

At times a supplier may offer additional services or need to access other areas of the site. At this stage, they must follow the visitor/contractor requirements in regards to the induction level required. If they are just looking around the site, they should be regarded as a visitor (if in doubt, treat as a contractor), if they are going to get involved with the farm animals, plant or equipment, then they must be treated as a contractor.

68.3. Contractor management

All existing contractors will be asked to submit information about their Health and Safety practices (refer contractor Health and Safety questionnaire). Any new contractor will be

asked to submit information for the Health and Safety questionnaire as soon as practicable. If either through general observation or the Health and Safety Questionnaire, Owl Farm becomes aware that the contractor's health and safety management is not adequate then either of the following must be done, depending on the circumstances:

- Immediately address any contractor worker behaviour issues, including up to and including banning specific staff from the property, and/or
- Request deficiencies to be addressed, and/or
- Induct all contractor workers as employees and require them to follow Owl Farm processes and procedures whilst on site regardless of their own company's processes and procedures.

Contractor will be reviewed either at the end of a project or annually if used for significant projects or frequently on site. Records of the meetings and health and safety issues discussed will be kept by the Manager conducting the review.

69. Health and Safety Questionnaire [Long version]

1. Full legal name and address of your PCBU and trading or known as (if different):

2. HSE Policy and Management Commitment

YES NO

- a) Do you have a written safety policy? (please supply written copy) ☐ ☐
- b) Do you have a written environmental policy? (please supply written copy) ☐ ☐
- c) Does your organisation have a separate health and safety department or structure? (if so, please supply written organisational chart and description of responsibilities). ☐ ☐
- d) Who is the main contact person in your PCBU that Owl Farm should contact for any future health and safety correspondence?
Contact postal address and phone numbers:

Name:

Job Title:

3. Safety Records – Does your PCBU maintain Safety Records for the following:

YES NO

- a) Fatalities ☐ ☐
- b) Injuries (including notifiable) ☐ ☐
- c) Near miss accidents ☐ ☐
- d) Details of your safety record for the last three years
- i. Number of fatalities

 - ii. Number of injuries where staff member was off work for one day or longer

 - iii. Number of work days lost due to machinery failure or breakdown

- e) Has there ever been any cautioning or prosecution by an enforcement agency ☐ ☐

Details

- f) Is your PCBU have any pending prosecutions or enforcement Action? ☐ YES ☐ NO

Details _____

4. Environmental Records – has your PCBU had any of the following in the last five years?

- a) Formal warning letter from **any** regional or local authority? ☐ YES ☐ NO

Details _____

- b) Infringement notice from **any** regional or local authority? ☐ YES ☐ NO

Details _____

- c) Enforcement order from **any** regional or local authority? ☐ YES ☐ NO

Details _____

- d) Any abatement notice from **any** regional or local authority? ☐ YES ☐ NO

Details _____

- e) Any prosecution in the Environment Court by **any** regional or local authority? ☐ YES ☐ NO

Details _____

- f) Does your PCBU keep records of any incidents involving environmental damage, or pollution? ☐ YES ☐ NO

- g) Number of incidents involving environmental pollution? ☐ YES ☐ NO

5. Procedures **YES** **NO**

- a) Do you have a safety manual? Is a copy available for review (copy to be provided if practicable, otherwise just need confirmation if it is a computer based system, e.g. take some photos of the computer screen showing key parts of the system). ☐ YES ☐ NO

- b) Do you have written work practices and safety instructions? ☐ YES ☐ NO

- c) Do your written work practices and safety instructions also identify any environmental issues or risks? ☐ YES ☐ NO

- d) Do you have a spill response procedure? ☐ YES ☐ NO

- e) What are your procedures for maintaining plant, equipment and vehicles in a safe condition? ☐ YES ☐ NO

List: _____

6. Hazard and Risk Identification	YES	NO
a) Do you have a system to identify hazards and environmental issues/risks/impacts during the term of the contract?	<input type="checkbox"/>	<input type="checkbox"/>
b) Where hazards have been identified is there a system to determine:		
i. Is elimination reasonably practicable	<input type="checkbox"/>	<input type="checkbox"/>
ii. Method of control	<input type="checkbox"/>	<input type="checkbox"/>
iii. Reporting of new hazards	<input type="checkbox"/>	<input type="checkbox"/>
 7. Safety Training	 YES	 NO
a) What safety training is given to workers? (i.e. Site Safe, First Aid)		

Have the personnel who will undertake specific work received formal training in safe working practices and in the use of protective equipment relating to the potential hazards of that work?	<input type="checkbox"/>	<input type="checkbox"/>
b) Please supply details of workers possessing formal safety qualifications.		
c) Please supply details of training those undertaking the work have undergone so they are competent in operating or repairing the equipment.		
 8. Environmental Training	 YES	 NO
a) What environmental training is given to workers? (examples)	<input type="checkbox"/>	<input type="checkbox"/>

b) Have workers attended any regional council training courses? Please supply details.	<input type="checkbox"/>	<input type="checkbox"/>
c) Do any workers possess any formal environmental qualifications? Please supply details.	<input type="checkbox"/>	<input type="checkbox"/>
 9. Incident Investigation	 YES	 NO
a) Do you have a procedure for investigation, reporting and follow up of notifiable events, incidents or occupational illness?	<input type="checkbox"/>	<input type="checkbox"/>
b) Can this procedure also be used to investigate serious environmental incidents?	<input type="checkbox"/>	<input type="checkbox"/>
c) Are the results of incident investigations communicated to the workers?	<input type="checkbox"/>	<input type="checkbox"/>

10. Safety and Environmental Awareness**YES NO**

- | | | |
|--|--------------------------|--------------------------|
| a) Do you have in house safety meetings? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Do you conduct safety and environmental inspections on your own operations? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Are all workers involved in safety programmes? | <input type="checkbox"/> | <input type="checkbox"/> |

11. Insurance (Professional Indemnity and Motor Vehicle insurance many not be required)

- a) Public liability insurance (minimum NZ\$5,000,000)

\$ _____

Policy Number:

Expiry Date:

Provide copy

- b) Professional Indemnity insurance

\$ _____

Policy Number:

Expiry Date:

Provide copy

- c) Motor vehicle insurance

\$ _____

Provide copy

70. Health and Safety Questionnaire [short version]

Owl Farm needs to understand how your organisation manages Health and Safety as part of our responsibilities. Our continued work with your organisation is not dependant on the answers provided, but it may alter how we manage some aspects of the risks our workers or your workers encounter as a result of each other's activities.

PCBU information

Full PCBU name?	
Trades as or known as?	Only if different to above
Does your PCBU have a single point of contact for all Health and Safety matters?	If yes, please provide name, job title and contact details, if not, or if it depends on each job, then state "no".

Insurance

Please provide copies of insurance certificates, if held, if not held put "none"

Insurance type	Policy number	Amount of cover and expiry date
Public liability, incl forest and rural fire cover		
Professional indemnity		
Motor vehicle insurance (if separate)		

Health and Safety History

Has your PCBU been prosecuted, issued with a Prohibition Notice or Improvement Notices?	If yes, please briefly outline each.
Do you have any prosecutions pending or notifiable events that have not yet been closed out by an Inspector?	If Yes, briefly describe.

Overall Health and Safety systems

Does your PCBU have a single printable Health and Safety system or one that is easy to transmit electronically?	If "no" please clarify if you currently have no system, or it's just not easily printable e.g. computer based or use of a diary.
If you have a system, but it is not easily printable, what is the best way for us to view or verify the system you have?	e.g. Diary can be made available to see, and key pages copied, or computer system can be viewed at our offices.
Is your Health and Safety system audited by any external organisation and if so, to what standard?	e.g. ACC WSMP and currently hold "secondary level". Please provide a copy of your last audit results or report.

Hazards or risks associated with Owl Farm work

Describe how you communicate the hazards and risks associated with the work your organisation does to Owl Farm workers and Owl Farm client's workers?	e.g. phone chat with manager, chat on site, job risk analysis sheet, toolbox meetings, location specific safety plans, standard operating procedures for tasks or equipment.
Describe how you would normally establish what hazards and risks Owl Farm workers and activities or Owl Farm clients have for your workers?	

If your system is not externally audited to a set standard, but is easily printable or transmittable electronically, please provide a copy

Owl Farm will contact you if any processes need to be addressed between your PCBU, Owl Farm and/or Owl Farm clients.

71. HSE Obligations

Health, Safety and Environmental Management

1. The Contractor is to comply at all times with requirements of the Health and Safety at Work Act 2015 and subsequent Regulations and the Resource Management Act (1991) and any other Acts, codes of practice and industry best practice applicable to the Contract Works, and Owl Farm's health and safety policies.
2. Owl Farm has a Health and Safety Policy in which Owl Farm is committed to providing a safe and healthy place of work that prevents personal injury, identifies and manages all risks and hazards, reports all injuries and other HSE events, and insists on safe methods and work practices at all times.
3. The Contractor recognises that all participants in Contract Works have responsibilities under the relevant Acts, Regulations, codes and practices.
4. Prior to commencing work on site, all of the Contractor's personnel are required to complete the Owl Farm Site Safety Induction and any other applicable inductions or be personally escorted at all times. Contractor's personnel who will be entering the Owl Farm kitchen areas must comply with food safety regulations and policies, ensuring no contaminants are introduced to these areas and Contractors requiring access to student areas must comply with all school policies up to and possibly including police vetting.
5. Prior to commencing the Contract Works, the Contractor is required to submit, and have approved, a site-specific HSE Management Plan which will include a completed Hazard and Risk Identification and Control Register. The HSE Management Plan will set out arrangements for securing the health and safety of everyone carrying out work on the Site and all others who may be affected by it. It will deal with:
 - The arrangements for the management of health and safety of the place of work (such as hazard identification, evacuation, site safety checks, etc.);
 - The monitoring systems for checking that the health and safety plan is being followed;
 - Health and safety risks to those at work, and risks to others arising from the work – or from other work in the Site where the Contract Works are being carried out;
 - Assignment of health and safety responsibilities for implementation on Site;
 - Methods of on-going hazard identification such as job start analysis, management of hazards created as a result of the contract;
 - Incident and accident investigation and reporting methods;
 - On-site emergency procedures (such as fire, chemical spills);
 - Strategies for regular site communications (e.g. on site toolbox/tailgate meetings);
 - A safety audit programme (from full audits to site inspection);
 - Any additional requirements stated in the Contract.
6. All incidents that result in injury, or had the potential to cause injury, to any person and/or that involve the Contractor's personnel, plant or equipment, are to be reported immediately to Owl Farm Contact Person, Administration Manager or the Site Security outside normal business hours. The Contractor and its personnel are to cooperate with Safety Incident investigations conducted by Owl Farm, Worksafe NZ, or any other statutory authority.
7. The Contractor is required to provide Owl Farm with a complete list of hazardous and potentially hazardous substances it will be bringing onto Site prior to commencing work on the Site. The Contractor is to provide a current SDS (Safety Data Sheet) for each

identified substance. As a minimum, the Contractor is to use personal protective equipment in accordance with the requirements stated in the SDS when handling such materials.

8. The Contractor is responsible for ensuring that all its workers are trained in the health and safety requirements applicable to the Contract Works. Copies of relevant training records are to be provided to Owl Farm as requested. If, in the opinion of Owl Farm any of the Contractor's workers are not adequately trained to carry out their work safely, then Owl Farm reserves the right to require the Contractor to replace the person(s) with other(s) having the necessary skill levels and training.
9. The Contractor is responsible for notifying the Worksafe NZ of all "notifiable work", undertaken by the Contractor, as defined in the Health and Safety in Employment Regulations (1995). Copies of notifications to Worksafe NZ by the Contractor are to be provided to Owl Farm as soon as reasonably practicable, but always prior to work commencing.
10. The Contractor is required to comply with the requirements of any Heights Policy, Drug and Alcohol Policy and Procedures, Permit to Work or lock-out systems of Owl Farm
11. The Contractor is required to provide its workers with all personal protective equipment required for safely carrying out the Contract Works. If Owl Farm has to provide PPE to a Contractor's worker to meet its obligations as a PCBU, then Owl Farm may deduct direct costs for the PPE from any invoice of the contractor

Safe Work Procedures and Practices

The Contractor is required to:

1. Comply with the Policy, referred to in items 1&2 above, so as to ensure that its operations are equally safe;
2. Ensure that any plant and equipment used by the Contractor, whether owned by the Contractor or not, is adequately guarded, protected, approved and serviced on a regular basis and to the manufacturer's specifications;
3. If applicable, ensure that all electrical installations, materials, portable electrical equipment and fittings provided for the Contract Works comply with the requirements of the relevant AS/NZS Standards;
4. If applicable, ensure that all "hot work" is carried in accordance with NZS 4781;
5. Ensure first aid kits are provided and regularly maintained;
6. Where the Contractor's workers carry out work on the Site outside the Normal Site Working Hours, approval of such work must be granted in advance by Owl Farm and the Contractor must ensure the attendance at the Site during those hours of at least one of the Contractor's personnel who has a current first aid certificate.
7. Ensure that all safe work procedures and practices developed for the Contract Works meet Owl Farm and statutory requirements.

Audit, Inspection and Documentation

The Contractor is required to:

1. Cooperate with Owl Farm health and safety audits and inspections of the Contract Works and the Site, including Owl Farm's Drug and Alcohol Policy and testing regime;
2. Undertake regular formal and informal health and safety inspections to determine any previously unidentified hazards or deficiencies, to determine compliance with the control methods documented on the Contractor's Hazard Identification and Control Register, and to promptly implement corrective measures;
3. Prior to delivery of any plant and equipment, obtain documentation defining the regulatory operating conditions, and certificates of compliance and current maintenance and inspection records, applicable to that plant and equipment. This documentation is to be provided to Owl Farm on request;
4. Immediately report to the Owl Farm representative the occurrence of any incident that results in injury, or had the potential to cause injury, to any person, followed by details of any injured personnel, damaged property, unsafe or hazardous act or condition as soon as practicable thereafter.

Roles and Responsibilities

1. The Contractor will appoint a Contractor's representative who is to:
 - Be present on the Site at all times while the Contract Works are in progress;
 - Attend Site Safety Meetings and other similar meetings or audits or inspections as required by Owl Farm;
 - Record and report health and safety information required by Owl Farm, and submit these records to Owl Farm as requested;
 - Undertake ongoing hazard assessments and prepare safe work procedures.
2. The Contractor may be required to provide to Owl Farm details of the qualifications and experience of the Contractor's representative. If, in the opinion of Owl Farm, the representative is not competent in matters of health and safety, Owl Farm reserves the right to require the Contractor to nominate a representative acceptable to Owl Farm.
3. The Contractor will, at its own cost, immediately remove from the Site any:
 - a) Plant, equipment and materials which, in Owl Farm opinion, may constitute a health or safety hazard;
 - b) Worker who commits a breach of the Site Safety procedures or obligations.
4. Where Owl Farm issues a notification to the Contractor for failing to comply with a health and safety procedure or requirement, the Contractor is to remedy the problem prior to proceeding with the Contract Works and within the time specified in the notice, failing which Owl Farm may remedy the problem and the Contractor will be liable for all costs incurred or losses suffered by Owl Farm.

Signed: _____

Phone: _____

Name: _____

Mobile: _____

Designation: _____

Date: _____

Email: _____

72. Glossary

ACC – The Accident Compensation Corporation. This is the government agency designated to run the NZ no fault accident compensation scheme. It deals with both work related and non-work related injuries, but the two are distinctly different.

All reasonably practicable steps – This is fully defined in the Health and Safety at Work Act 2015. You need to decide what to do at a particular time, to ensure what to do to ensure the Health and Safety of people, weighing up all relevant matters including:

- The likelihood of the hazard or risk occurring, and
- The degree of harm that might result from the hazard or harm, and
- What the person concerned knows, or ought to reasonably know, about
 - The hazard or risk; and
 - Ways of eliminating or minimising the risk, and
- The availability and suitability of the ways of eliminating or minimising the risk, and
- After assessing the extent of the risks and available ways of eliminating or minimising the risks, the costs associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Event terminology and classifications -

Abbreviation used	Full term	Definition
FT	Fatality	Work related death
NE	Notifiable event	As defined in Health and Safety at Work Act 2015 Act refer this appendix.
LTI	Lost Time Injury	Person lost a complete work day due to a work related accident or illness based on a medical certificate.
MTI	Medical Treatment Injury	Person required treatment from a Doctor, that only a Doctor could provide
FAT	First Aid Treatment Injury	First aid treatment applied
NTI	No Treatment Injury	Person injured, but did not need any treatment
CC	Close call	No actual injury occurred at all, but could easily have, had circumstances been slightly different.
I	Incident	An event where something significant happened, but no person was in immediate danger of being injured. E.g. collapsed hay stack that occurs when no one present, leak found in diesel tank.

PCBU – Persons conducting a business or undertaking, as defined under the Health and Safety at Work Act 2015.

Worker –includes amongst other things, both employees and contractors and is fully defined in the Health and safety at Work Act 2015.

Risk – the possibility that death, injury or illness might occur when a person is exposed to a hazard.

SDS – Safety Data Sheets, a document legally required to be supplied with substances under the Hazardous Substances and New Organisms Act. These use to be referred to as MSD's or MSDS's, or material safety data sheets.

Owl Farm – Is a non-trading name of the St Peter's dairy farm. Demonstration activities are conducted on the farm under the control and guidance of the Demonstration Manager, which is a joint venture between St Peter's and Lincoln University. The Farm take guidance from various committees and groups, but all decisions relating to Health and Safety related resource allocation are of St Peter's School and St Peter's School Management.

Notifiable Event – means the follow events that arise from work: the death of a person; or a notifiable injury or illness; or a notifiable incident

Notifiable Injury or illness –

1. means:
 - (a) Any of the following injuries or illnesses that require the person to have immediate medical treatment (other than first aid):
 - i. The amputation of any part of his or her body:
 - ii. A serious head injury:
 - iii. A serious burn:
 - iv. The separation of his or her skin from the underlying tissue (such as degloving or scalping):
 - v. A spinal injury:
 - vi. The loss of bodily function:
 - vii. Serious lacerations:
 - (b) An injury or illness that requires, or would usually require, the person to be admitted to hospital for immediate treatment:
 - (a) An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:
 - (b) 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 –
 - i. With micro-organisms: or
 - ii. That involves providing treatment or care to a person; or
 - iii. That involves contact with human blood or bodily substances; or
 - iv. That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products: or
 - v. That involves handling or contact with fish or marine mammals:
 - (c) Any other injury or illness declared by regulations to be a notifiable injury or illness for the purpose of this section.
2. Despite subsection (1), notifiable injury or illness does not include any injury or illness declared by regulations not to be a notifiable injury or illness for the purposes of this Act.

Notifiable incident –

- 1 means an unplanned or uncontrolled incident in relation to the workplace that exposes a worker or any other person to a serious risk to that persons health or safety arising from an immediate or imminent exposure to –
 - a. an escape, a spillage, or a leakage of a substance; or
 - b. an implosion, explosion, or fire; or
 - c. an escape of gas or steam; or
 - d. an escape of a pressurised substance; or
 - e. an electric shock; or
 - f. the fall or release from height of any plant, substance, or things; or
 - 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; or
 - h. the collapse or partial collapse of a structure; or
 - i. the collapse or failure of an excavation or any shoring supporting an excavation; or
 - j. the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
 - k. the interruption of the main system of ventilation in an underground excavation or tunnel; or
 - l. a collision between two vessels, a vessel capsize, or inrush of water into a vessel; or
 - m. any other incident declared by regulations to be a notifiable incident for the purposes of this section.
- 2 Despite subsection (1), notifiable incident does not include an incident declared by regulations not be a notifiable incident for the purposes of this Act.