

Work, Health and Safety Management System (WHSMS) Farm Safety Forms

Introduction and Instructions for Use

The following forms are generic templates. They are referenced in the WHSMS. The forms, being generic, may not address all issues relevant to your farm. As a result, you must implement them carefully, and seek the support of a WHS expert if forms require modification or further development. Additional forms may also be required.

Implementation is as follows:

- Replace all “[Farm Name]” references with your farm’s name. e.g. “Smith Family Farms”.
- Review all areas highlighted yellow and insert or develop as necessary.
- Talk to your workers, and get their input, to help make these forms relevant and useful.

How often will you use these forms?

Form	Frequency of Use
F1 – Safety Responsibilities	Signed by all workers, reviewed annually
F2 – Risk Register	Scheduled update six monthly and after incidents
F3 – Contractor Induction Form	For every contractor on site
F4 – Plant and Equipment Inspection Checklist	At least Annually, on all farm equipment/machinery/vehicles. Preferably more regularly (monthly).
F5 - Maintenance Log	When maintenance is conducted
F6 – General Risk Assessment	When issues are identified
F7 – Worker Induction Checklist	When new workers start
F8 – Incident Report	Completed when an incident occurs
F9 – Incident Investigation	Used to review serious incidents
F10 - Consultation Minutes	On a regular basis, as determined by workers.
F11 – Hazardous Chemical Register	As and when chemicals are introduced
F12 – Injury Register	When an injury occurs

For further information, including support options, please see www.iopl.com.au/farmsafety.html

Please note: These forms have been developed as part of an enforceable undertaking entered into by pmfresh. Copyright in this material is waived, on the condition that no commercial value is made from these forms.

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F1: Responsibility Statement: Directors/Officers

Work Health & Safety legislation places obligations on everyone in the workplace.

[Farm Name] takes safety very seriously and its commitment is outlined in our Work Health and Safety Management System. This system is comprised of policies, procedures, forms and records designed to make [Farm Name] a safe workplace.

WHS RESPONSIBILITES	SKILLS/REQUIREMENTS	
<ul style="list-style-type: none"> • Acquire and maintain knowledge of WHS legislation. • Understand the nature of the hazards and risks encountered at [Farm Name]. • Support effective WHS resourcing. • Ensure safe systems of work are in place • Ensure systems are in place to manage incidents and WHS risks. • Ensure systems are in place to respond to WHS issues and achieve WHS legislative compliance. • Monitor the effectiveness of the above points. 	<ul style="list-style-type: none"> • Knowledge of WHS requirements. • Knowledge of due diligence requirements. 	
<p>I acknowledge that I have read and understood my responsibilities as outlined above, and will follow them to the best of my ability:</p>		
Name:	Signature:	Date:

F4 Plant and Equipment Inspection Checklist

Equipment name/identification: _____ Date: _____

Name/role of person completing the checklist: _____ Signature: _____

Question	Yes / No / NA	Comments.	Corrective Action Required	Responsibility / Due Date	Completed? Date
Is the is the right piece of equipment for the task it is used for?					
Has the vehicle/equipment been modified since manufacture? If so, are there any safety risk resulting from the modification?					
Has the vehicle/equipment had any guarding removed since manufacture? If so, are there any safety risk resulting from this?					
Is any maintenance work overdue on the vehicle/equipment? If so, what is required?					
Do workers require specialist training or supervision to use this vehicle/equipment? If so, is that training/instruction available and clear?					

Question	Yes / No / NA	Comments.	Corrective Action Required	Responsibility / Due Date	Completed? Date
Are workers confirmed as competent before they drive/use the item? If so, how?					
Are there any other hazards or risks associated with this vehicle/equipment?					