

Questionnaire to be prepared on the farm:

HEALTH AND SAFETY POLICY EMPLOYER / EMPLOYEE

Farm owner/operator: _____

Address: _____

Email: _____

Farm ownership & operation:

There is a responsibility on the land owners who are not the operators to notify the operators of the Hazards. In the case of a lease the Lessor has responsibilities and with Trusts and Companies the several Trustees and Directors all have a responsibility.

Land owner:

Name of entity:

Trustee/Director..... Trustee/Director

Partnership Partner

Individual

Comments & Notes

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Share farmer/Lessee:

Name of entity:

Trustee/Director..... Trustee/Director

Partnership Partner

Individual

Comments

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Other notes:

Farms Statistical information:

The farm size, stock numbers are all important. Location details are essential together with the emergency contact numbers.

Farm location: Road	District
Rapid no's	Milk Supply Company & number
GPS co-ordinates	Local emergency no's
Priority phone no's	Person to contact
Priority phone no's	Person to contact
Priority phone no's	Person to contact
Local medical centre	Power supply company:
Friendly neighbour:	Neighbours phone:
Cell phone coverage: good fair poor	Cell phone provider:
AgSafe NZ Ltd 027-6101101 or 027-2872886	Farm Area Runoff/lease
Stock no's	Stock no's
Stock no's	Stock no's
Location of Farm Site Office:	
Comments	
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Email:	Email:

Section 3 PCBUs and Farm staff:

The PCBU's (Persons Conducting a Business or Undertaking) must be identified. These persons are identified in the Act as being responsible for the on-farm activities. The PCBU's must be clear of their responsibilities and why they are responsible for the other employees. All staff must undergo a suitable training section on the farm and undertake regular reviews as and when required but at intervals of not more than 3 months.

PCBU:	PCBU:
PCBU:	PCBU:
Manager:	Assistant:
Assistant 2:	Assistant 3:
Comments	

When farm staff change the **Farm Staff Induction** form must be completed and correctly filed with this document.

Section 4. Documentation.

On-site register(location)	On-site visitor tags
First aid officer	First aid kit (kits)
Accident register	Induction/training register
Safety vests	Safety helmets
Ear muffs	Chainsaw safety equipment
Safety policy documents	Hazard schedule
Employment contracts	Farm Map (accurate)
Fire extinguisher	
Comments	
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Section 5. Hazard Identification:

Hazard identification is essential to ensure the safety of all employees and personnel on the property. The management of the hazard is contained in the various policy documents. The individual policy documents will be developed from the hazards observed and advised on the property. The hazard identification is critical to the safety management in the business. If there are policy documents prepared for any hazard identified please note on the report.

Hazard	Comment	On Farm, Policy Required?	Document OK Y/N
People	Drug, alcohol, fatigue		
Children	Children must be supervised		
Cattle & Sheep	Welfare & handling stock.		
Houses	Define the house & curtilage		
Dogs	Management – working and domestic		
Horses	Riding – work and/or sport/pleasure		
Other animals	Handling & management		
Transportation of stock	Loading & handling facilities. Pre transport.		
Agricultural contractors	Qualification of operators. Safety procedures		
Cowshed	Machinery & stock handling & Access		
Woolshed/deer sheds	Machinery & stock handling & Access		
Sheds	Lockable chemical areas. Plant storage. Access		
Workshops	Operation of tools		
Herd homes	Machinery, stock & effluent		
Feed pads	Covered and uncovered – machinery, stock & effluent		
Cars & utilities	Speed restriction & maintenance. Authorised use and competent users		
Tractors	Speed restriction & maintenance. Authorised use and competent users. Suitable for purpose.		
Trucks	Speed restriction & maintenance. Authorised use and competent users. Suitable for purpose		
Quad bikes	Speed restriction & maintenance. Authorised use and competent users. Suitable for purpose		
Motor bikes	Speed restriction & maintenance. Authorised use and competent users. Suitable for purpose		

AgSafe

James (Jim) - 027-2872886

Ray Harris - 027-6101101

Helen Findlay - 07-8563443 or 021-820595

Side-by-side	Speed restriction & maintenance. Authorised use and competent users. Suitable for purpose		
Powered farm equipment	Tractor must be suitable for purpose. Maintenance register		
Trailed equipment	Must not exceed maximum recommended for the towing vehicle/ATV or tractor. Maintenance register		
Chemicals	Authorised users only. Safety clothing		
Effluent	Sumps and ponds secure/fenced		
Diesel storage (litres)	Above ground tanks		
Petrol storage (litres)	Above ground tanks		
Travelling off the farm	Business and training programs		
Travelling between farms	Suitable means of transport		
On farm access	Tracks/crossings/bridges – identify hazards		
Drains & streams			
Paddock hazards	Tomo's, swampy areas, bluffs, contour changes.		
Contours	Suitability for tractors, ATV's Motor bikes		
Fencing	Electric, barb-wire		
Gates & stock diverters	Identifying flags when open		
Signage	Entrance, areas of concern		
Other hazards			
Other hazards			
Other hazards			
Other hazards			
Other hazards			
Other hazards			
Other hazards			
Other hazards			
**Contract relationships, leases, share farming etc.			

**** Contractors:** *The role of a contractor has changed and it is responsibility of the farmer to ensure that the contractors and then the subcontractors have current H & S plans that are being managed in accordance with the requirements of the Act and the H & S Plans protocols. The farmer should view the contractors H & S Plan and ensure that is compatible with the work they are contracted to undertake. The previous casual processes of allowing contractors a free reign to access the property has now disappeared.*

Motorised Plant & Equipment. (use extra pages if necessary)

Item	Make	Model	Rating	Features (eg FEL) & hrs/km, servicing
Item	Make	Model	Rating	Features (eg FEL) & hrs/km, servicing

Cowshed size – no's of cups:

Woolshed size – stands:

Any special facilities:

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Comments about type of farm & management:

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Prepared by: