

Burton Trust

HEALTH AND SAFETY POLICY

“We will all have a safe workplace”

We believe that:

- No business objective will take priority over health and safety.
- Most incidents are preventable.
- Whilst management have the ultimate accountability, we all have responsibility for health and safety.
- All personnel have the responsibility to stop any job they believe is unsafe or cannot be continued in a safe manner.

To achieve this, we will to the best of our ability:

- Maintain and continually improve our Health and Safety Management System in accordance with the current Health and Safety in Employment Legislation.
- Proactively identify hazards and unsafe behaviours and take all steps to manage these to as low as reasonably practicable.
- Set targets for improvement and measure, appraise and report on our performance.
- Assess and recognise the health and safety performance of owners, employers, employees and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace.
- Accurately report and learn from our incidents.
- Support the safe and early return to work of injured employees.
- Design, construct, operate and maintain our assets so that they safeguard people and property.
- Require our contractors to demonstrate the same to commitment to achieving excellence in health and safety performance.
- Comply with relevant legislation, regulations, codes of practice and industry standards.
- Have clear communication lines between all parties involved in the implementation of the Health and Safety Management system.

Safety and safe work practices with Burton Trust is not negotiable and failure to abide by any agreed rule will be viewed as a serious misconduct and may lead to, but not be limited to, the instant removal of the offender from the Farm Workplace.

For: Burton Trust

Signed:		Date:		Position:	
Signed:		Date:		Position:	

Burton Trust

HEALTH AND SAFETY CODE OF CONDUCT

General:

1. Follow and obey all rules, signs and instructions for the farm workplace.
 - **If in doubt, ask!**
2. Maximum speed limit on Burton Trust dairy farms is set at 30 km/hr and maximum speed limit on Burton Trust, Troopers Road property is set at 15 km/hr. However, where displayed, a lower speed limit may be enforced.
3. Our company is providing a Drug and Alcohol free workplace for all employees, visitors and contractors to ensure the safety and health of everybody under the current Health and Safety in Employment Legislation.
 - There is a drug and alcohol policy effective on this property that all owners, employers, employees, contractors and visitors must read and abide by.
 - Respect the 'No Smoking' areas in the workplace - this includes vehicles.
 - Sun block will be provided and hats are to be worn as appropriate. Always wear adequate cover including sunscreen, hat and clothing when working in the sun.
 - No firearms on the property without consent from the Farm Owners or Farm Manager and gun bearer must hold or be accompanied by a current firearms licence holder at all times. Firearms rules to be obeyed at all times.
 - Workplace bullying and harassment will not be tolerated.
 - Wear approved personal protective equipment (PPE) as directed. Keep PPE correctly maintained and in good working condition.

Hazards:

- Always look out for hazards and remember to remove them, guard against them and warn others about them.

Remember: Eliminate, Isolate and Minimise

- Report immediately any condition or practice you think might cause damage to equipment or injuries to anyone on the farm.
- Maintain safe work practices and keep yourself and others safe.

Chemicals:

- Always keep chemicals in secure places provided.
- Handle all chemicals with care; when using chemicals use correct protective gear.
- Read the labels and follow the instructions.
- Only use chemicals for their intended use.
- At dairy shed, when decanting chemicals, gloves and face protection must be worn.

Fire and Fuels:

- Do not smoke around flammable substances
- Always close petrol cans after use
- Obtain permits and Farm Manager or Farm Owners permission before burning large rubbish piles on farm.

Manual Handling: Heavy Loads & Lifting:

- Whenever possible, bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible.
- Always get help for heavy loads. Owners and Management require no items over 25 kg be lifted by one person. If in doubt, get help.
- Ensure the workplace is tidy and free of obstructions.

Dairy shed:

- At the dairy shed, milkers only will be in the milking area, visitors and children will be allowed to observe milking, from outside the rails. Children under the age of twelve must be accompanied by a non-working adult who will provide constant supervision.
- Always use stairs to enter and exit pits.
- Never place any part of your body between the animal and the safety bars.
- Always wear appropriate clothing and footwear. No open toed footwear to be worn at the dairy shed.
- Always be aware of slippery surfaces.
- Test emergency stop mechanisms frequently.
- When Staff are required to clean out milk vat, two persons must be present at all times.

Livestock:

- Always ensure that children and livestock are kept a safe distance from each other. Children must be accompanied by a non-working adult around livestock. (Never leave children unattended around livestock).
- Always use appropriate facilities and aids for the job at hand while handling stock e.g. dairy shed, yard races, crushes etc.
- Be alert and practice good stockmanship while handling stock.
- Always practice good hygiene by washing yourself after handling stock and before eating or drinking.

Water – effluent ponds, drains, troughs and rivers:

- A non-working adult must provide constant supervision for children around any water hazard.
- Practice extreme care around ponds and drains as banks may be unstable.
- Ensure ponds have some kind of mechanism to aid escape should you fall in i.e. rope or stairs.

Farm Vehicles and Machinery:

Always assess the risk: is the right machine, vehicle or tool being used for the task?

General:

- Children must not operate any machinery and must be at safe distances under the constant supervision of a non-working adult, while machinery is in use.
- No guards or safety devices are to be removed or tampered with or modified.
- All machinery should be used in accordance with manufacturers' specifications and advice and should only be used for the purpose it was designed for.
- Appropriate footwear, clothing and safety equipment must be worn while operating any machinery and long hair should be tied back/netted and minimal jewellery worn.

Farm Vehicles and Machinery, Continued:

- Safety check all machinery before use and ensure work area is clear of dangerous materials and/or obstructions. Any defects in machinery should be reported to the Employer before use.
- Employees may not adjust or maintain any machinery without prior approval of the Employers or Owners.
- Do not attempt to use any machinery you are unfamiliar with, without training and supervision from the Employers or someone appointed by them.
- Always keep a safe distance away from any other person operating machinery
- All tractors and machinery will be mounted and dis-mounted correctly and at no time is anyone to climb/jump off any moving vehicle.
- Keep all machine guards in place and replace any guards removed for cleaning.
- Whenever P.T.O. driven equipment is being used, the operator will not leave the driving platform until all drives are completely stopped or stationary.
- At any time when equipment or machinery becomes jammed, the operator/driver will not under any circumstances attempt to clear the obstruction without first turning the machine off.
- Weekly, before use, all tractors and farm bikes will have the 5 (five) step check carried out using the checklist provided; Brakes, fuel, water, oil, visual check tyres on bikes. (Tyre pressure as per manufacturers specifications).
- All vehicles shall be checked thoroughly, cleaned and serviced, identify and report any faults to Employer on farm vehicle maintenance sheets immediately.

Tractor

- Passengers must never be carried on tractors and implements.
- Extra care must be taken while operating a tractor with front-end loader and/or implements attached.
- When these vehicles are driven on slopes always drive directly up or down the slope and never across. Recognise dangerous area by establishing 'no-go' zones.
- No one under the age of 12 may drive a tractor.
- Visitors must never operate a tractor.
- All hydraulic equipment will be lowered to the ground when not in use, including front end loader and silage forks.

Quads and Motorbikes

- From the 1 June 2015 quad bikes are to begin being phased out of use on all Burton Trust farms. No new or replacement quad bikes will be permissible from 1 June 2015. From 1 June 2017, no quad bikes will be permitted on Burton Trust farms.
- When riding quads and farm motorbikes, bike helmets and closed footwear must be worn at all times.
- Before you ride, ask yourself whether your bike is the right vehicle for the job; ensure all riders are trained / experienced enough to do the job.
- Recognise dangerous area by establishing 'no-go zones'.
- Don't carry passengers.
- Don't let children under 16 years ride adult farm bikes.
- Check the operating condition of the farm bike before you ride it and keep in safe condition.
- Keep within the manufacturers towing or carrying limits.
- Avoid use while fatigued or under stress.
- Restrict unauthorised access to the farm bike.

Chainsaws

- Whenever Staff operate a chainsaw, PPE gear supplied must be worn at all times
- At time of operation staff must be trained in chainsaw use.

Emergencies:

- Read and understand the emergency procedures, location of the fire extinguishers, first aid kits and their use
- **If in doubt, ask.**

Accidents or Incidents:

- Whenever you or the equipment you operate is involved in an accident or incident, regardless of how minor, report and record it on day of occurrence in the Farm Health and Safety Manual and inform Owners
- Get first-aid promptly if needed
- Participate in rehabilitation for work related injuries / illnesses.

Children:

- Children under the age of twelve will be permitted on farm if they have obtained owner or management permission each time they visit and only if they are accompanied by and under the constant supervision of a non-working adult.
- Children from the ages of twelve to sixteen will be permitted on farm if they have obtained owner or management permission each time.
- Children are not allowed in the milking area or yard of the dairy shed at any time.
- Children must not operate any machinery and be at a safe distance while machinery is in use.
- Child proof fences will be in place around dangerous areas such as water spots and rubbish holes, where practical.

Employer:			
Name:		Date:	
Signed:			

Employee:			
Name:		Date:	
Signed:			