

Cotton Gap “Cheat Sheet”

WORK HEALTH AND SAFETY

When employing staff, it is essential to understand and meet legal requirements in terms of Work Health and Safety. This will ensure the safety of workers and provide legal protection for your business. While this document provides some basic guidelines towards managing your work health and safety requirements, refer to Cotton Australia’s MyBMP to understand your requirements. Chat to your regional manager if you need assistance to access the program.

The right practices and attitude are as, if not more important, than the right paperwork.

Understand your WHS obligations – ignorance or in-action is not an excuse

Who does WHS apply to?

- Everyone has responsibilities! Officers, Employers and Employees
- If someone is doing “work” for you (employees, contractors, paid, voluntary, family, friends) – it is YOUR (the employers) responsibility to keep them safe!

What are your responsibilities?

- **To provide and keep your work place safe**
 - Assess hazards and manage risks - eliminate hazards is the law
 - Keep machinery maintained so that it is safe to use - eg guards, brakes working on tractors and vehicles
 - Provide proper safety facilities – first aid, fire safety, electrical safety systems, PPE
 - Safe storage of fuels and use of farm chemicals
 - Signage - to remind of dangers
- **To have “safe systems of work” - involving your staff**
 - Safety Induction - providing safety information and work requirements
 - Training – general, specific, legally required and competency based licences for high risk work
 - Emergency Preparedness
- **Effectively Consult with your staff**
 - When is a safety meeting/conversation hitting the mark?
 - Reporting, understanding and fixing hazards and risks
 - Discuss training requirements for all work
 - Provide content! Discuss building guards, working safely, treating snake bites, heart attack or fire safety!!
- **Keep appropriate evidence**

Policy and Safety Plan, Evidence of consultation / worker involvement - Tool Box Talks, Safety induction and Instruction, Injury register - including first aid and serious near miss incidents, Evidence of training with certificates as required eg ChemCert, First Aid, Fork Lift, Truck/ Vehicle Drivers’ licences, Hazard identification/action plan Emergency procedures

More resources... www.mybmp.com.au or www.farmsafe.org.au