**HEALTH AND SAFETY RISK ASSESSMENT**

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| **Activity Description:**  | Farm Hand – Vegetable Harvest |
| **Activity Location:** | Fresh Veg Farm – Shepparton, VIC |
| **Conducted By:**  | Bryan (Farm Manager) and Peter (Farm Hand) | **Date:** 20/02/2020 |

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| **STEP 1: IDENTIFY THE HAZARDS**Tick the hazards that may be encountered when undertaking this activity and list any others. |
| Biological | [x]  Animals | [ ]  Blood or bodily fluid |
| [ ]  Food or animal waste | [x]  Insects | [ ]  Plants, trees, branches |
| [ ]  Virus or disease | [ ]   | [ ]   |
| Chemical (refer to Labels and Safety Data Sheets) | [ ]  Corrosive |
| [ ]  Environmentally harmful | [ ]  Explosive  | [ ]  Flammable |
| [ ]  Gas under pressure | [ ]  Harmful | [ ]  Health hazard |
| [ ]  Oxidising | [ ]  Toxic |  |
| Emergencies | [ ]  Flood | [x]  Fire |
| [x]  Injury | [x]  Storm | [ ]   |
| Energy | [ ]  Compressed air | [ ]  Electricity |
| [ ]  Hot or cold items or surfaces | [ ]  Hydraulics | [ ]  Objects at height |
| [ ]  Radiation | [ ]  Stored energy (e.g. springs) | [ ]   |
| Environment | [x]  Ambient temperature (hot or cold) | [x]  Dust |
| [ ]  House keeping | [ ]  Noise | [ ]  Poor lighting |
| [x]  Sun exposure | [x]  Uneven ground (holes, trips) | [ ]  Ventilation |
| Facilities / Built Environment | [ ]  Asbestos | [ ]  Confined space |
| [ ]  Elevated work (falls) | [ ]  Floors – uneven or unstable | [ ]   |
| **Manual Work** | [ ]  Awkward postures | [x]  Bending, kneeling or squatting |
| [ ]  Lifting moderate (10-20kg) | [ ]  Lifting heavy (>20kg) | [ ]  Reaching |
| [x]  Repetition | [ ]  Pushing or pulling | [ ]  Twisting |
| Plant and Equipment | [ ]  Fixed machinery | [ ]  Hand tools |
| [ ]  Lifting equipment (cranes, hoists) | [ ]  Mobile plant (forklifts, loaders etc) | [ ]  Passenger vehicles |
| [ ]  Portable machinery | [ ]  Power tools | [ ]  Trucks |
| Psychosocial | [ ]  Stress or anxiety | [x]  Bullying or harassment |
| [x]  Fatigue | [ ]  Shift work | [ ]  Violence |
| **Other Risks** | [ ]   | [ ]   |
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| STEP 2: ASSESS THE RISKSConsider each hazard identified in Step 1 and use the matrix below to assess the risk. |

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| Likelihood | Consequence |
| First Aid | Medical Treatment | Lost Time | Death of one person | Death of multiple people |
| Known to be happening | Medium | Medium | High | Extreme | Extreme |
| Happens more than once a year | Low | Medium | High | Extreme | Extreme |
| Happens less than once a year | Low | Medium | High | High | Extreme |
| Hasn’t happened in last five years | Low | Low | Medium | High | High |
| Has never happened | Low | Low | Low | Medium | Medium |

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| STEP 3: CONTROL THE RISKSConsider each hazard identified in Step 1 and list the controls that are in place and those that should be implemented. When selecting controls, start at the top of the Hierarchy of Controls and consider each level. |

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| Hierarchy of Control |
| Most effectiveLeast effective | 1 | **Elimination:** can the hazard be completely removed? |
| 2 | **Substitution:** can the hazard be replaced with something less hazardous? |
| 2 | **Isolation:** can people be kept away from the hazard? |
| 2 | **Redesign:** can the activity or equipment be changed to make it safer? |
| 3 | **Administration:** can procedures, signage or training be used to minimise the chance of harm? |
| 3 | **Personal Protective Equipment (PPE):** will protective clothing help to prevent harm? |

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| **STEP 4: REVIEW**Each risk assessment should be reviewed periodically. Listed below are times when a risk assessment should be reviewed and what should be considered during each review. |

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| Review Risk Assessments When | Consider These Things When Conducting A Review |
| There has been a change, such as new equipment | Have there been any incidents |
| Following an incident during the activity | What do the people doing the work think about the activity |
| Concerns have been raised about the safety of the activity | Have all hazards been identified |
| New information has become available about the activity | Are the assessed levels of risk appropriate |
| Prior to a new season or project | Have the best controls been selected using the hierarchy |
| Otherwise periodically, such as every year | Have all controls been implemented effectively |

| STEP 1 | STEP 2 | STEP 3 | STEP 4 |
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| Hazards | Risk Level | Control measures - EXISTING | Control measures - NEW | Who | When | Review |
| Animals,snake bite | High | * Keep grass mown
* Train workers if they see a snake; avoid it and report immediately
* Supervisors to be first aid trained
 | * Snake bandages in all first aid kits
 | AB | 1/3/20 |  |
| Insects,bee stings | Medium | * Screen workers for bee sting allergy before hiring
* Supervisors to be first aid trained
 | * Keep one EpiPen in office first aid kit
 | AB | 1/3/20 |  |
| Fire,bush fire,building fire | Extreme | * Combustible waste removed from site.
* Fire breaks to be maintained.
* Fire management plan.
* Fire response training.
 | * Review Fire Management Plan with RFS at least annually.
 | CD | 3/4/20 |  |
| Injury,poor response | Medium | * Injury response procedure.
* Workers instructed to report all injuries immediately.
* Supervisors trained in Injury Response Procedure
 | * Prepare a list of suitable duties for common injury types
 | CD | 3/4/20 |  |
| Storm,Lightning, wind and rain | Low | * Cease work in the event of electrical storms or high wind
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| Ambient temperature,Hot temperatures above 40°C | High | * Commence work at 5am and aim to finish by 2pm each day
* Cool drinking water on hand at all times
* Frequent breaks
 | * Pop-up gazebo to be setup near working area each day to provide a shaded area for breaks
 | AB | 3/4/20 |  |
| Dust,inhalation, foreign body in eyes | Low | * Dust masks are made available to all workers
 | * Purchase positive seal safety glasses and make available to workers if they choose
 | AB | 3/4/20 |  |
| Sun Exposure | Medium | * Long sleeves and a broad brimmed hat are mandatory
* Sunscreen is provided for use by workers
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| Uneven ground,trips and falls,sprains and strains | Medium | * Ankle high footwear required
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| Bending, kneeling or squatting | Medium | * Workers trained to vary their position throughout the day
* Workers have opportunities for microbreaks whenever they need to stretch and change posture
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| Repetition | Low | * Workers trained to vary their position throughout the day
* Workers have opportunities for microbreaks whenever they need to stretch and change posture
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| Bullying or harassment | Medium | * Bullying and Harassment Policy provided to all workers at commencement
 | * Conduct toolbox talk on bullying, harassment and appropriate behaviour
 | BC | 30/3/20 |  |
| Fatigue | High | * Limit of 10 working hours per day
* Limit of 6 working days per week during harvest
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