

Contractors

Step-by-step – Setting up safety for contractors on your farm

Contractors are often engaged to carry out tasks such as making hay or silage, picking up calves and other livestock, building and maintenance work, veterinary work, herd testing, Artificial Insemination (AI), delivering fuel, grain and other feed sources, fertilizing, fencing and milk pickup.

Did you know that you need to manage the risks to their health and safety as you would for any other worker? This includes a site-specific induction for contractors before the work begins and ensuring the work is completed safely, according to agreed procedures. Not only does this contribute to your safety management, but it also assists them to do their tasks effectively.

Resources in this section

- › **Information** about safety for visitors, children and traffic on dairy farms and legal obligations
- › **Safety Self-Assessment**
- › **Templates**
 - List of current contractors
 - Request for contractor details
 - Contractor Safety Induction Checklist

Templates are also available at www.thepeopleindairy.org.au/farmsafety

Safety induction for contractors

Many contractors work in multiple industries and are used to providing evidence of their qualifications / competency and their insurances to businesses that contract them. It is straightforward for them. Once you have their details on file, you need only update them on an annual basis.

But it is important to talk through safety for each job. A safety induction checklist helps you discuss each job and your safety expectations with each contractor. It also gives you a record of their agreement to abide by your safety requirements.

Use the template available in this topic to set up a document that is customised for your farm and the contractors you use. Make edits and add in your farm specifics.

You will also need an up-to-date farm map that you can mark up to show where you want the contractor to work, the routes they should take, and any hazards on the farm that they may encounter.

Meet with each contractor and go through the safety induction process as part of the business of contracting the job - discuss the specifications of the job and the safety requirements at the same time.

Ensure that the details on the Contractor Safety Induction Checklist are filled in and it is signed by the contractor. This shows that you take your responsibilities seriously. Then file the Checklist in your records and retain for two years.

Tip



- › Print a number of copies of your Safety Induction for Contractors checklist so each contractor can also take a copy for their records and provide copies to their workers.

1. Getting started

Read through this topic carefully.

Complete the contractors **Safety Self-Assessment** (traffic lights) page.

Make a list of things to do and **set a date** to have each thing completed in the **Action Plan**.

2. Setting up your paperwork

Make a list of the contractors you use

Ask each of them to **send you their business, licence and insurance details**

Customise the Contractor Safety Induction Checklist template for your farm and contractors, including your farm map

3. Meeting with each contractor

Go through the **safety induction** process

File your **records**