



EMERGENCY ACTION PLAN

Guide Line Requirements	Description of Duties	Persons Responsible
Emergency services	In the case of the need for emergency services (Fire, ambulance, police etc) all persons must be aware of contact numbers (Should be posted by all phones) be able to state address, distance from closest town and be waiting to provide assistance when services arrive.	
Evacuation	In the event of evacuation, an evacuation point (pre determined and clearly sign posted) is to become the meeting point for all persons on the farm that day. This includes all persons who are on the farm that day including family members, employees and contractors. (It is suggested that all who work or live on farm sign a daily register detailing time expected on farm and location they will predominately be working or visiting.) A nominated person is to sound the alarm, which will call all persons on farm to evacuation point, check names against register and alert any missing persons to the emergency services (If required to attend) and fill out incident report. An evacuation plan should be available to all persons on farm, detailing exit routes and evacuation point.	
Chemical Hazardous Substance Spill	In the event of a chemical or hazardous substance spill, the area must first be evacuated of all personnel not associated with the spill containment and clean up. Secondly, identify the substances and implement accredited clean up procedures as outlined in MSDS. Drum or spill source should be marked and disposed of or fixed according to label or EPA recommendations. Area must then be if spill is too big, notify appropriate emergency services and EPA. Event will need to be documented in the incident register.	
Fire	In the event of fire, situation must be quickly accessed. If can't be controlled emergency services must be called. Alarm must be sounded and all personnel to meet at evacuation points, check names against register and alert any missing persons to the emergency services (If required to attend) and fill out incident report. Person who contacted emergency services will then assist in detailing fire situation. All hazardous substances should be recorded on the inventory list and a map showing their location in any sheds where they are stored. This list will need to be up to date and be available to the emergency services on arrival. The person should also be the contact person for all fire equipment maintenance.	
Accidents	In the event of an accident the accredited first aid person, will be responsible for minor injury treatment, up keep of all first aid kits and the documentation of accidents in the incident report file. In the case of serious accident all persons should be aware of emergency services numbers and procedures implemented in your emergency plan. First aid personnel should be posted by all phones and all staff, contractors and family members should be advised of who is responsible for first aid.	



Tractor, Machinery Implements Checklist

Business Name _____

13. Do all farm machinery and farm vehicles have functioning brakes?		
14. Are all farm machinery and farm vehicle tyres in acceptable condition?		
15. Are helmets available for use on all farm motorcycles?		
16. Are all filter baskets and filters in place on all spraying equipment?		
17. Do the drivers / operators have appropriate licences?		
18. Are all operators advised of correct start up procedures of all machinery?		
Safe Practices		
1. Is regular maintenance / servicing carried out on all tractors, machinery, implements, sprayers, harvesters, motorcycles and all other farm vehicles on a scheduled basis?		
2. Are safety checks conducted prior to operation of any machinery?		
3. Are tractors, harvesters, motor cycles and other farm vehicles only started from the operating seat/position?		
4. Are all guards on all machinery, tractors, farm vehicles, spray carts, motorcycles when in operation?		
5. Are passengers kept off tractors, harvesters, motorcycles, sprayers and other farm vehicles when no approved seating is in place?		
6. Where possible is power turned off when servicing, repairing or adjusting a motorised driven machine?		
7. Prior to work commencing under raised machinery are secure and appropriate chocks/ supports in place?		
8. When machinery is driven on public roads do you always have flashing warning light, warning signage, escort vehicles and appropriate permits or authorisation in accordance with state regulations?		
9. Are ear muffs or ear plugs available to all operators of machinery that has been identified for excessive noise levels?		
10. Does all spraying equipment have approved protective clothing available to all operators when filling and when in use?		
11. Do all tractors, harvesters and farm vehicles have a first aid kit available?		
12. Is there a first aid kit available at a specific location to all operators of tractors, harvesters, motorcycles and all other motorised farm equipment?		



Tractor, Machinery Implements Checklist

Business Name _____

13. Are the first aid kits checked and restocked if required every 3 months?		
14. Are power lines clearly marked in areas where harvesters and other equipment are operated?		
15. Does spray equipment have clean water available to the operator at all times?		
Additional Hazards		
1		
2		
3		
4		

Action Plan / Comments

Checked By (Print Name)

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Signature

..... Date.....

Sample Only