

GENERAL CHECKLIST FOR HEALTH AND SAFETY ON FARM

Farm name

Date of internal inspection

Name person doing internal audit:

QUESTIONS	Y/N	COMMENTS
FARMING SYSTEM		
Health and safety risk assessment done that include all operations on the farm?		
Are health and safety procedures done?		
Are the Health and Safety, Employment Equity Act and the Basic Conditions of Employment Act displayed on notice board		
Are all labels and MSDS (material safety data sheets) kept for all medicine products, chemicals (PPP, oil, diesel, fuel, fertiliser) products kept on file or electronically		
GENERAL TRAININGS		
Are all staff trained on the health and safety, on annually basis and records kept (Attendance register)		
Are all staff trained on the hygiene procedures, on annually basis and records kept (Attendance register)		
Are all staff trained on the sheep and handling procedures, on annually basis and records kept (Attendance register)		
Forklift drivers are trained with valid license		
Tractor drivers trained (can be done in-house if they do not drive on public roads)		
Training on dangerous equipment that is required to be used (could be done in house but attendance registers needs to be kept)		
BUILDINGS, FACILITIES AND FACILITIES IN FIELD		
Are all buildings well maintained and not pose any risks to animals and people?		
Are all buildings kept clean and well organized?		
Are all lights, electrical plugs, wires, DB boards safe?		
Is their sufficient lighting to perform the tasks needed in the required buildings?		
Do all buildings have sufficient exists in case of emergency?		
Are there sufficient rubbish bins in and around the buildings were needed?		
If scrap yard or storage of equipment or old equipment stored in a designated area that is safe form animals and people. Are these areas kept well maintained?		
Kraal's that are used are they save for animals and people?		
Kraal areas kept in well maintained conditions		
Klaal areas free of waste e.g. medicine bottles, plastics etc.?		
Are fences well maintained and inspected on regular basis		
Are there proper water facilities in each Kamp, holding area for animals and are they inspected regularly and cleaned?		
DIPPING/ TREATMENT		
Is the dipping chemical used acceptable? (labels of product available and records of treatments kept)		

GENERAL CHECKLIST FOR HEALTH AND SAFETY ON FARM

Farm name

Date of internal inspection

Name person doing internal audit:

Is the blowfly chemical used acceptable? (labels of product available and records of treatments kept)		
Is the vaccination and other treatments recorded and is the used acceptable? (labels of product available and records of treatments kept)		
Are the cuts and wounds chemical used acceptable in treating animals? (labels of product available and records of treatments kept)		
Is equipment used cleaned, acceptable for use and calibrated if needed?		
Are procedures for these activities in place?		
Staff trained in these procedures?		
Dip facilities kept well maintained, cleaned and are the old water left in the dip discharged at safe area?		
Are hazard signs displayed on or at dip facility or equipment?		
STAFF FACILITIES (TOILETS, HAND WASHING AND DRINKING)		
Are facilities provided for the storage of food? If staff does not return home for lunch time		
Are toilet facilities provided that is well maintained and kept clean?		
Are clean drinking water provided (Water needs to be tested on annually basis)		
Is hand washing water provided that is clean?		
WASTE AREAS		
Waste areas clearly marked with hazard signs and well maintained		
Waste areas made safe to prevent animal and people getting hurt?		
ACCOMMODATION		
If accommodation is provided do the facilities comply with legislation? Does the accommodation comply with the next points		
1. Clean, well ventilated, well-lit and well-maintained area		
2. Toilets provided and in working order		
3. Clean water for drinking (water test to be done as proof that it is clean)		
4. Washing facilities with running water		
5. Food preparing area if it is one room facility		
6. Fire extinguishers (could be stored in central place for all houses)		
7. Electricity provided and all electrical plugs, electrical wiring safe?		
8. Windows intact and can be opened?		
9. Doors can close properly and can be locked?		
10. Well fitted roof that is maintained.		

GENERAL CHECKLIST FOR HEALTH AND SAFETY ON FARM

Farm name

Date of internal inspection

Name person doing internal audit:

STAFF PROTECTIVE CLOTHING		
Is the necessary Personal Protective Equipment provided to the staff that is working with chemicals (Plant protection products, fertiliser, dip chemicals), dangerous equipment used in workshops, chain saws etc to prevent injury or accidents?		
1. Workshop e.g. goggles, face shield, welding goggles, leather aprons, leather gloves etc. (as required by equipment used)		
2. Chemical e.g. Goggles, face shields, apron, overall, gumboots, respirator, dust mask (as required by the product used)		
Are protective clothing kept in good condition and cleaned on regular basis		
FIRST AID		
Is there a dedicated First Aid kit available if required and is it adequately stocked?		
Are there trained first aider on site?		
Are all staff trained in emergency procedures?		
Are all emergency procedures and contact details displayed on the notice boards and at the chemicals store?		
HAZARD SIGNS		
Where hazard signs need to be available?		
Chemical store; Also notice signs of protected clothing that must be used		
Fertiliser storage area		
Pump stations		
Diesel, oil storage areas (these areas must be bunded to prevent spillage, fire extinguishers needs to be available in these areas)		
Waste areas		
Dams		
DB boards (electrical boxes)		
Forklift operating areas		
Workshop: also notice boards of PPE that must be used at the different equipment		
All machines e.g. feed milling machines that is fixed needs to have hazards signs		
EQUIPMENT USED		
Is all equipment used on the farm safe and used according to the equipment requirements?		
PTO; are PTO covers on all PTO equipment e.g. mulches, balers etc.		
Transport vehicles including trailers safe for use		
Workshop equipment safe		
DIESEL TANKS (fertigation tanks, oil storage)		
Hazard signs displayed		

GENERAL CHECKLIST FOR HEALTH AND SAFETY ON FARM

Farm name

Date of internal inspection

Name person doing internal audit:

Tanks needs bundling that contain 110% of the volume		
Fire extinguisher close by		
CHEMICAL STORE		
Hazard signs displayed		
Bundling at door so that spillage can be contained (110% of the volume)		
Locked and secure store (bugler bars)		
Only staff trained must have access (safe handling of chemical training)		
No wood allowed in chemicals store		
Powders to be stored above liquids		
Only chemicals stored in chemicals store		
Chemicals to be grouped according to colour code		
Notice signs of PPE to be used displayed		
Procedures on the handling and mixing of chemicals to be displayed		
Emergency procedures and numbers to be displayed		
Storage facility needs to be well ventilated		
Spillage kit to be available that include: broom, spade, scoop, bag, sand		
Emergency facilities must be available e.g. clean running water to be used for eye wash, emergency shower		
Fire extinguisher close by		
EMPTY CHEMICAL CONTAINERS		
Empty chemical containers are not re-used		
Empty chemical containers stored in designated areas that is clearly marked and locked to prevent usage		
Are the handling of empty chemical containers procedures displayed and contain the rules of x3 that it needs to be rinsed and then be punched to prevent usage?		
Empty containers collected by recycling company or send to recycling company.		