



## UNE SMART Farms Induction for non-UNE personnel

Please read the following information and then complete the online quiz. Once you have completed the quiz you will receive a certificate. Please email your certificate and completed Farm gate access form for non-UNE staff to [smartfarms@une.edu.au](mailto:smartfarms@une.edu.au). A countersigned copy will be sent to Safety and Security and a swipe card prepared. Please present at the UNE Safety and Security office (C18) with photo ID to obtain your swipe card. Please ensure you know the site you are visiting or are accompanied by an experienced user for your first visit. Contact [smartfarms@une.edu.au](mailto:smartfarms@une.edu.au) if you have any queries.

### Our Work Health and Safety Responsibilities

The health and safety of all the people who participate in work on the Farms is very important to us. These are people, like yourself, that work on our Farms, undertake research, come here as contractors, deliver goods and services or are here to visit.

It is important that you understand your responsibility in work health and safety. Your safety is as much your responsibility as it is ours. If at any time you feel that you cannot do a job safely then please speak to your supervisor or the Farm Manager so that we can do something about it.

Every workplace must have rules and guidelines to ensure that safe work practices are followed. This induction outlines the rules and guidelines that you are expected to follow on our Farms. Please work through this induction carefully, and if you do not understand any section, please ask for an explanation. You will need to receive an on-site induction the first time you access the Farms from either the Farm Manager (for contractors) or another member of your research group for researchers from external organisations.

Under WHS laws we all have responsibilities or legal obligations to ensure our work site(s) is a safe workplace.

Your responsibilities include;

- Taking reasonable care to protect your own health and safety and that of others
- Follow WHS instructions
- Inform us of hazards you identify (regardless of whether it relates to your own specific tasks or that of others)
- Cooperate on health and safety matters
- Take part in discussions on safety issues

## General Overview

The following is a general overview for all users of the UNE SMART Farms. Persons supervising groups of students or visitors to the Farms must verbally advise those groups of the following at each farm. This sheet applies to:

- SMART Farm Innovation Centre
- Kirby Woolshed and yards
- Newholme Field Laboratory
- Kirby Observatory
- Tullimba Feedlot
- Laureldale agronomy precinct
- Clark's Farm

CART Precincts including:

- Rob Cumming Poultry Innovation Centre (Kirby)
- Laureldale Poultry Innovation Centre
- Laureldale Dog Training and Research Facility
- Trevenna yards and woolshed
- Kirby Animal House

**In an emergency, call '000' then UNE Safety & Security on 6773 2099 (24 hrs). Persons in charge of a group are responsible for the evacuation and safety of that group to the best of their ability.**

Upon hearing an alarm or seeing danger and you need to evacuate:

- Cease activities, and only if safe to do so, shut down experiments, equipment and machinery.
- Evacuate the building/area using the nearest safe exit and move to the closest, safe assembly area or as directed by staff/emergency services.
- Remain at the assembly area until instructed to leave by a Warden or emergency services personnel.
- If the assembly area becomes unsafe you will be instructed by Wardens to move to an alternative safe assembly area.
- Do not re-enter the building until informed that it is safe to do so by a Warden or emergency services personnel.
- Never enter a building during an alarm.
- Whilst on-site make sure you familiarise yourself with the locations of phones; fire extinguishers; first aid kits; and emergency assembly points. Individual farm information is located below.

### Injury and incident reporting

- All incidents, accidents and near misses must be reported. This must be done within 24 hours with staff reporting via [Keep Safe](#) whilst students and external users must inform either their supervisor or the first UNE staff member they find, who will report the incident for them.

### Children

Children should only be present with the approval of the owner/manager and must not be left unsupervised. Children are not to play in work areas including:

- workshops
- machinery and machinery sheds
- haystacks
- near dams or effluent ponds
- silos/feed sheds.

Children are not permitted as passengers in or on:

- tractors
- quad bikes and all-terrain vehicles
- in the back of utes or trucks
- any other machinery.

### Smoking

Smoking is not permitted within 4m of a building or other person or while working with animals.

### Vehicles

Vehicles should remain on farm roads and be parked in designated parking areas.

Please abide by speed limits and watch carefully for pedestrians.

### Personal health and hygiene

Ensure hands are washed, including children's, after being near animals and animal manure. Washing facilities; drinking water, and toilet information is included below.

### Environment

You should wear appropriate clothing for the weather such as a hat, sunscreen, sunglasses and long sleeves if you are going to be outside during hot weather. Remember to bring a water bottle on hot days. Similarly, be mindful of snakes. Remember to wear appropriate footwear. If you see a snake, quickly and safely walk away from the area. Make others aware that there is a snake in the area.

## Protocol for Entering and Leaving the UNE SMART Farms

Once you have completed your induction and you are ready to start work you must make contact with the Farm management team ([smartfarms@une.edu.au](mailto:smartfarms@une.edu.au)) BEFORE you access the Farms. Each time you enter a Farm you must text the Manager prior to arrival, and text upon leaving. This is so we know where to find you, if there is an emergency. The contact details for the site managers are:

- Armidale Farms (Newholme; Kirby; Laureldale, Trevenna, Maxwellton, Clark's and Toombs) contact Justin Bailey, Farm Director on 0408409142.
- Tullimba contact Colin Crampton on 0477 320 816.
- CART precincts contact Cesar Jayashi, Operations and Training Manager on 0430 449 419 for any further instructions on use of these facilities

If you have not accessed the UNE SMART Farms before please ensure you enter with a person who has or contact [smartfarms@une.edu.au](mailto:smartfarms@une.edu.au) for further instructions.

You must exercise care to avoid damaging any property associated with a field site. The site owner/manager must be informed **immediately** following loss/damage of any property related to a field site. This includes fire.

## Farm Biosecurity

Diseases, pests and weeds can spread easily and have a devastating impact on Farms therefore it is important to be aware and take measures against contamination.

- Do not enter areas that do not pertain to you
- If you are introducing new animals to the Farms, please consult with the Farm Manager to ensure any isolation or bio-security procedures are followed
- Ensure you have washed your hands thoroughly after handling animals and/or soils
- Ensure that your clothes are clean before entering the property and have been washed after working on the Farm

In order to avoid contamination of properties, all vehicles should be free of weeds and soil (preferably cleaned) before entering any Farm. A vehicle must never be used to visit consecutive properties without a wash-down having been completed between them. Vehicles should remain on farm roads/tracks.

## Running Classes, Practicals and Workshops

If you are running a class, practical or workshop at any of the Farms you need to have gained approval from the Farm Management Team. The responsibility of the group leader is to ensure that hazards and risks have been identified, discussed with the group and that any physical, administrative or personal controls are in place and that members of the group abide to instructions relating to these. This includes the requirement for all class participants to wear appropriate clothing, footwear and PPE.

## Hazards in the Field

Our Farms are generally locations where we do not have any control over the physical environment. Given the nature of our work, you may encounter hazards as you move around our fieldwork sites. You must be on the lookout for potential hazards in your work site. These will include (but are not limited to):

- Powerlines
- Isolations
- Barbed wire fences
- Gates
- Gullies
- Rocks/tree stumps
- Creek crossings
- Channels
- Dry weather only roads
- Machinery (or components) and structures 'left lying around'
- Containers of chemicals
- Livestock
- Wildlife
- Snakes
- Other Farm users

## Work Clothes

You are expected to come to the property dressed in suitable clothes for the work that you are doing. You are expected to wear:

- Suitable work boots with non-slip soles
- Work overalls, long leg trousers or sensible work shorts
- Preferably a long-sleeved shirt which is buttoned at the wrist and tucked in. If it is not buttoned at the wrist then it should be rolled up in such a way that it can't be caught in machinery
- No loose clothing that could be caught in machinery. We are especially concerned about jackets and hats that have cords, etc
- A wide-brimmed hat
- Eye protection as needed

## Use of Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is provided for your protection. You must use this equipment as instructed and when required. You must maintain the equipment and make sure that it is cleaned. Let the farm manager or site operator know if protective equipment is damaged, unserviceable or not available, or if you are having difficulty in using the equipment provided. Protective equipment includes:

- Ear muffs or plugs where noise is a problem
- Safety glasses/goggles where loose particles are present
- Protective equipment such as gloves, respirator, overalls, etc when working with chemicals. You need to check the label to see what you need to wear.
- A face mask or respirator for dust.
- Sunscreen and wide brimmed hat when you are working in direct sunlight.
- Helmet or head protection when applicable.
- Safety vest/shirt when operating or working alongside **ANY** machinery.
- Covered shoes, ideally with a reinforced toe and mid sole.

## Alcohol, Drugs and Medications

- You are not to be in possession of, or consume, or be suffering the effects of alcohol or any illicit drug.
- You need to inform us of any medications you are taking that may impact on your ability to perform your work
- You need to let us know of any known allergies (especially if related to plant material that you may handle).

## Use of Motor Vehicles

- You must have a valid state Driver's Licence when you operate any motor vehicle for the purposes of field work.
- You must be a UNE-approved driver when you operate any UNE vehicle. In order to do this you must have completed the authority to drive forms available via [VMS](#).
- You must have relevant UNE approval including the relevant training to operate a 4WD vehicle 'off-road'.
- All vehicle log books and documentation relevant to fuel/oil purchases MUST be completed after each use of the UNE vehicle.
- The speed limit through the Farms is restricted to no more than 40km/h at all times.

## Machinery Operation and Maintenance

You must ensure that you have completed the appropriate Farm Safe Operating Procedures (SOPs) and had it approved by the Farm Manager/your supervisor before operating any farm machinery. These are available at <https://www.une.edu.au/safety/farm-safety> . Please check with the Farm Manager if this is required for any work you are conducting on the UNE SMART Farms.

## Handling Chemicals

- The chemicals that are used on our Farms may be used to control insects, maintain animal health, and weed control. Fuels and fertilisers are also hazardous chemicals.
- Anybody handling pesticides or herbicides must possess an appropriate chemical handling qualification - eg through ChemCert Australia. If you hold a qualification and are undertaking this induction please email your ChemCard number to the relevant Farm Manager.
- You are not expected to handle such chemicals unless you have such a qualification.
- You must ensure that you have completed the appropriate Farm Safe Operating Procedures (SOPs) and had it approved by your supervisor before handling chemicals. These are available at <http://www.une.edu.au/safety/farm-safety>
- If you do possess the appropriate qualifications, follow the instructions detailed on the label for mixing and applying the chemical.
- Anybody handling animal health products must follow the instructions on the label before administering the treatment.
- If you have difficulty understanding or reading the instructions, please ask for help before starting the job.
- Appropriate clothing and personal protective equipment must be worn as stated on the label.
- Make sure that the washing facilities have plenty of clean water for washing yourself after handling the chemicals.
- Do not re-use your clothing without washing it after handling chemicals.
- When you have finished the job all chemicals should be locked away in the chemical storage area and information recorded in the Farm Chemical Register in compliance with the guidelines operated by the Farm Managers.
- Prior to handling any chemicals, you must read the relevant Safety Data Sheets (SDS). If you cannot find the SDS, inform your supervisor before you commence handling these chemicals.
- If you are in any doubt whatsoever about your exposure to a chemical, ring the **Poisons Information hotline 13 11 26 straight away.**

## Handling Animals

- You must ensure that you have completed the appropriate Farm Safe Operating Procedures (SOPs) and had it approved by your supervisor/Farm Manager before handling animals. These are available at <https://www.une.edu.au/safety/farm-safety>
- If you are conducting research or teaching activities with animals you must first apply for Animal Ethics Approval. Please ensure you have received approval before commencing work. More information is available at the UNE [Animal Ethics website](#).
- Q-Fever is a disease associated with sheep, cattle, goats, rodents, fowls and marsupials and their ticks. We recommend you have the Q-Fever vaccinations prior to working with these animals. In the event that a person becomes ill with a fever or some other sign of infection, it is important that they let their treating doctor know that they work with animals.
- Remember, do not eat or drink while handling animals. Remember to wash your hands thoroughly after handling animals.

## Snakes

Australia has a number of species of snakes and these can be found around farms. They can be found in paddocks and areas of long scrub, and they come around farm buildings looking for water or mice.

- Ensure you carry with you (or in close vicinity) a snake-bite kit (this may be included in the first-aid kit).
- If you come across a snake, avoid it and let it move away. Let other workers that are near you know there is a snake in the area.
- If bitten by a snake, use an elastic/compression bandage to wrap the affected limb. Start at the toes or hand and wrap the bandage very firmly up the entire limb. If the bandage does not cover the entire limb, start with a new bandage at the point the last bandage finished until the entire limb is covered. The compression bandage should be firm enough to reduce lymphatic movement but not constrict blood flow. Ensure you leave the tips of the toes/fingers. Get help quickly.

## Fatigue and Heat Stress

### Fatigue

You are encouraged to take frequent short breaks to reduce fatigue so that you can stay alert while working. Particularly when working at night. If you are feeling fatigued finish work for the day.

### Heat Stress

**Pay attention to the way you feel** whilst working on a hot day. We need to maintain a constant body temperature if we are to stay healthy. Working in high temperatures will induce heat stress when more heat is absorbed into the body than can be dissipated out. Heat exhaustion and heat stroke can both occur. Heat stroke can be fatal.

Warning signs of heat exhaustion are:

- |                    |                  |                         |
|--------------------|------------------|-------------------------|
| • Clammy skin      | • Slurred speech | • Weakness              |
| • Confusion        | • Nausea         | • Short temper          |
| • Light-headedness | • Rapid pulse    | • Fatigue               |
| • Fainting         | • Vomiting       | • Loss of concentration |

Symptoms that indicate heat stroke include :

- |  |                   |
|--|-------------------|
| • Staggering walk                                | • Convulsions     |
| • Mental confusion                               | • Unconsciousness |
| • Hot skin                                       | • Incoherence     |
| • Temperature rise (yet person may feel chilled) | • deliriousness   |

### What action should be taken if you observe someone who has symptoms of heat illness?

- First take the sufferer to a cooler area (for example, an air-conditioned shed or vehicle).
- Then remove excess clothing (safety vest, boots, and shirt).
- Give water to drink, if conscious.
- Allow the person to rest if they are suffering from heat exhaustion
- If the person is suffering from heat stroke they should be cooled with water, cold compresses, and/or rapid fanning. A person suffering from heat stroke should be taken to a medical facility for further cooling and monitoring of body functions.

### REMEMBER: HEAT STRESS IS A MEDICAL EMERGENCY. DON'T TAKE CHANCES!

- If you feel unwell for any reason, STOP work, seek a shady spot and contact your supervisor or site owner/manager.
- If you feel that you have any medical condition that may preclude you working in very high outside temperatures (35-45°C), or you feel unable to work in such temperatures, you must inform your supervisor BEFORE commencing fieldwork.

## Being Ready for Emergencies

- In the case of an emergency call “000” for fire brigade, ambulance or police then ring Safety & Security (if the incident is on UNE properties) on 02 6773 2099. Depending on the location within UNE, Safety & Security may have to escort emergency services onto site.
- Research students are required to inform their supervisor via email before setting out each day. Let them know of your planned location in the field. Always text the Farm Manager prior to arrival; and text upon leaving the property so they are aware that you have safely left the area and also let your supervisor know.
- Ensure you know the whereabouts of your first-aid kit in whatever vehicle you use before you commence work.
- Emergency telephone numbers and directions to the property are located with UNE field work vehicles.
- We recommend the use of the Emergency+ app which is available for iPhone and Android phones. This app uses GPS functionality built into the smartphone which assists Triple Zero (000) operators access to your location
- Farm Users with Smart Phones should download the UNE Safe App which has emergency response procedures and emergency contacts.
- At various times of the year a Total Fire Ban alert may be in place. We recommend you check the Fire Danger rating on the NSW Rural Fire Service site <https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans> where Armidale is Fire Area 11, before going out in the field, as well as Fires Near Me <https://www.rfs.nsw.gov.au/fire-information/fires-near-me>
- Fire risk ratings will affect access to the Farms as follows:
  - Severe fire rating
    - No smoking or lighting fires
    - Stick to dedicated roads in rural areas and do not drive in bushland
    - Report to Farm Managers if attending UNE SMART Farms upon arrival and leaving
  - Extreme fire rating
    - No smoking or lighting fires
    - Stick to dedicated roads in rural areas and do not drive in bushland
    - Report to Farm Managers if attending UNE SMART Farms upon arrival and leaving
    - DO NOT attend SMART Farms unless approved by the Farm Manager and only attend designated locations as approved.
    - If attending SMART Farms ensure you are not alone
  - Catastrophic fire rating
    - No smoking or lighting fires
    - DO NOT attend bush areas and if required to do so drive on dedicated roads ONLY
    - DO NOT attend SMART Farms. ONLY Farm Manager and direct staff are to access these areas and only attend designated locations as approved
    - Farm staff to ensure you are not alone

**Thank you for reading this information. Please proceed to the online quiz. Once you have completed the quiz you will receive a certificate. Please email your certificate and completed Farm gate access form for non-UNE staff to [smartfarms@une.edu.au](mailto:smartfarms@une.edu.au). A countersigned copy will be sent to Safety and Security and a swipe card prepared. Please present at the UNE Safety and Security office (C18) with photo ID to obtain your swipe card.**

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