
Farm Health and Safety Management Plan

1 Purpose

The purpose of this Farm Health and safety Management Plan is to establish and maintain an effective farm health and safety management system. Mio Ag & Co Pty Ltd is committed in establishing a structured approach to farm health and safety management.

The Farm Health & Safety Management System will assist to ensure that:

- Everyone on the farm is thinking about safety
- People know what they are meant to be doing
- Workers are trained for the jobs they do
- Hazards and risks are identified and managed
- Equipment is regularly checked and serviced
- Visitors are made aware of relevant hazards/risks
- Contractors/sub-contractors have safety management systems for their work
- Worker's wellbeing and environment is monitored

To ensure that we continually improve our health and safety management system, an annual review of the management system will be undertaken, and revisions made as necessary. The review will consider:

- Have we been compliant with the health and safety management system
- Have we met our health and safety objectives
- Has any incidents occurred
- Has there been changes to our farming operation, such as people or equipment that could impact on safety
- Do workers require safety refresher training
- Have maintenance and equipment checks been undertaken
- Has there been changes to legislation, regulation, codes of practice or recognised good practice

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2 Work Health and Safety Policy

The health, safety and well-being of people working at Mio Ag & Co Pty Ltd is important and we will do all that is reasonably practicable to ensure that they are not injured at work.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program.

Workers also have important responsibilities for health and safety in the workplace. To help us achieve a safe workplace, we ask workers at Mio Ag & Co Pty Ltd to:

- Take reasonable care for their own health and safety
- Participate in our efforts to manage work health and safety i.e. participate in safety training
- Follow all safety instructions and to work safely so they are not injured or cause injury to other people
- Report all health and safety hazards and risks they identify
- Report all injury, accidents or near-miss incidents where a workers' health or safety is at risk

Our aim is to have a farm that is free of hazards and injury and where people enjoy life and work. This will only be achieved through the participation, co-operation and commitment of everyone at the farm.

3 Farm Site Contacts and H&S Responsibilities

Name	Position	Phone Number	Brief Description of WHS Responsibilities
Enrico Mio	Farm Owner	07 4782 7090 0419 029 705	Responsible for implementing policies and systems of Mio Ag & Co Pty Ltd. Point of contact for H&S matters when the farm manager is unavailable.
Enrico Mio	Farm Manager	0419 029 705	Responsible for implementing the Mio Ag & Co Pty Ltd WHS policies and procedures as set out by this H&S Management Handbook.
Erker Safety Pty Ltd	Safety Contact	07 4422 3878	Responsible for implementing the Farm Health Systems, act as a point of guidance on safety matters for Mio Ag & Co Pty Ltd. Responsible for updating the H&S policies and procedures as outlined in this H&S Management Handbook.

Arrangements for WHS Consultation and Co-ordination		
Item	Responsible Person	
	Manager	Owner
Coordinate the safe interaction between everyone working on the farm	✓	
Prepare, monitor, maintain & make available this H&S Management Handbook		✓
Monitor and make available this H&S Management Handbook	✓	
Consult with all workers on any H&S matter that may affect them	✓	✓
Coordinate SWPs amendments, as appropriate	✓	✓
Ensure all workers and visitors receive relevant site safety information	✓	✓
Confirm contractors/sub-contractors give site safety briefings to their workers	✓	✓
Ensure all contractors/sub-contractors engaged are prequalified through Erker Safety Pty Ltd	✓	✓
Confirm all workers have training and are competent to operate plant/equipment	✓	✓
Ensure workers are aware of this plan and are provided access to it.	✓	✓

4 Commitment to Health and Safety

Mio Ag & Co Pty Ltd are committed to ensuring that everyone who works on our farm(s) comes home safely at the end of every working day.

We recognise that our farm has risks associated with it, but we are committed to providing a safe work environment by identifying those risks and then eliminating or minimising them.

We will ensure that workers know how to do their jobs and that they can safely use farm vehicles and equipment. We will talk regularly with all workers and ensure that everyone understands how things are to be done.

We will ensure that what we do complies with health and safety legislation, regulation, codes of practice and recognised good practice. When things change, we will make sure that our health and safety systems are current and reflect what we do.

5 Roles / Responsibilities

PCBU (Person Conducting Business or Undertaking)

PCBU will usually be a business entity such as a farm company but can be a sole trader. Mio Ag & Co Pty Ltd, being the PCBU, must so far as is reasonably practicable:

- Ensure the health and safety of its workers and others in our workplace
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Provide a suitable injury management and return to work program
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of workers, including ensuring access to those facilities
- Provide information, training, instruction and supervision
- Monitor the health of workers and the conditions of our workplaces
- Recording and notifying Workplace Health & Safety QLD / Electrical Safety Office, of any notifiable incidents arising out of the conduct of the business or undertaking

Officer

Will usually be a director of a farm company or a partner in a partnership. An officer is also someone who exercises significant influence over the management of the business, so it may also be a farm manager.

Officers have a responsibility to exercise due diligence to ensure the PCBU meets its obligations, this includes:

- Acquiring and maintaining knowledge of work health and safety matters
- Understanding the hazards and risks associated with the farm operation
- Ensuring that there are sufficient resources available to effectively manage the hazards and risks on the farm
- Ensuring that there are appropriate processes for managing information related to the hazards and risks on the farm, and for responding to it in a timely way

Farm Manager

The farm manager is responsible for ensuring that Mio Ag & Co Pty Ltd health and safety policies and procedures are implemented. As an integral part of their normal duties, the farm manager will, as far as is reasonably practicable:

- Foster a strong work health and safety culture where worker input is valued
- Actively follow agreed safety practices and model positive attitudes towards health and safety matters
- Arrange for workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures
- Support the identification of hazards and risks and the management of these. This includes notifying management of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers
- Ensure that all farm workers and other workers can carry out their responsibilities safely
- Ensuring that all workers understand their health and safety responsibilities including what to do in an emergency
- Reporting and investigating notifiable events
- Communicating safety information to families, workers, contractors and visitors as appropriate
- Promoting a positive farm safety culture

Workers

Legislation defines workers as:

- Employees of the PCBU
- Contractors or subcontractors
- Employees of contractors or subcontractors
- Employees of labour hire companies assigned to work in or with the PCBU
- Outworkers (including home workers)
- Apprentices or trainees
- Persons gaining work experience or undertaking a work trial
- Volunteers
- Prescribed classes of persons

Workers are responsible for:

- Taking reasonable care of their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Reporting notifiable incidents, injuries, or illnesses immediately
- Complying with the farms safety management system
- Using personal protective equipment provided
- Attending organised safety training
- Participating in safety meetings and discussions

- Reporting any new hazards
- Helping to promote a positive farm safety culture

They must comply, so far as they are reasonably able, with any reasonable instruction given by the farm manager, as well as co-operating with any reasonable Mio Ag & Co Pty Ltd policy or procedure which relates to farm health and safety.

Contractors/Sub-contractors

Contractors, sub-contractors, and their workers who enter the property for work related purposes are considered workers on our farm. Mio Ag & Co Pty Ltd will consult, co-operate, and co-ordinate with them to ensure that they remain safe while working on our farm. We will achieve this by:

- Ensuring they are capable of managing the risk associated with the work they are contracted to do, and that they tell us of any risks to themselves or others associated with their work
- Ensuring they are aware of any special restrictions or protocols to be followed to stop disease spreading, i.e. . infectious diseases, biosecurity
- Ensuring they are aware of common farm hazards, as well as any specific hazards in the area of their work
- Informing them of what is to happen if there is an emergency while they are on the property. This process will be managed by a farm induction process or by another suitably appropriate method.

Farm Visitors

The safety of visitors to the farm (both work and nonwork related) will be managed by providing them with safety-related information before they enter the farm workplace. This will include:

- Ensuring they are aware of common farm hazards, as well as any specific hazards in the area of the farm that they will be visiting
- Ensuring they are aware of any special restrictions or protocols to be followed in order to stop disease spreading, i.e. infectious diseases or biosecurity
- Informing them of process to follow if there is an emergency while they are on the property

Visitors to the farm house(s) and its immediate surrounds do not need to go through an induction process.

Visitors who will be escorted while they are on the property do not need to go through an induction process. The person escorting the visitor is to ensure the safety of the visitor by informing them of risks specific to the location and physically ensuring they are kept safe while on the site.

Family Members

We are committed to ensuring the safety of our family members as they participate in farm life. All children may participate in farm work providing they are sufficiently competent to do so and it falls within the requirements of Mio Ag & Co Pty Ltd Safe Work Procedures.

Children may travel on the farm unaccompanied providing that they are aware of the hazards and are sufficiently competent in managing them. Assessing children's competence is the responsibility of the farm manager.

6 Animal Handling

To provide a safe workplace, livestock handling facilities should be well designed and functional from both an animal handling perspective and workers' safety.

- Design and position stockyards and loading facilities using best practice design
- Ensure the stockyards are suitable for the mob size

- Separate people and animals wherever possible by having raised walkways and externally operated cattle crushes and gates
- Install gates that can be closed and secured easily.

7 Asbestos Related Work

If there is uncertainty as to whether asbestos is present or used in a certain activity at the workplace, then assume asbestos is present and treat the activity as asbestos-related work or arrange for a sample to be analysed to determine if asbestos is present.

Any areas of a workplace that contain asbestos, including plant, equipment and components, should be signposted with warning signs to ensure the asbestos is not unknowingly disturbed without the correct precautions being taken.

When undertaking asbestos-related work activities, Mio Ag & Co Pty Ltd must ensure that the work is only performed in accordance with How to manage and control asbestos in the workplace Code of Practice 2021.

8 Cane Harvesting

Cane harvesting and crushing is a busy period of the year. Many other people including harvest and haulout contractors, transport contractors, cane inspectors and mill workers may also be involved with harvest.

Workers in haulout and harvest teams will:

- Have received a safety induction and are trained to use equipment and machinery required for them to perform their work
- Be aware of their surroundings and the whereabouts of other harvesters, haulout workers, tractors, locomotives, cane inspectors, mill employees, etc who may be involved in the harvesting operation
- Wear appropriate work boots and clothing
- When approaching an operating harvester, wait until the harvester stops and the operator gives you clear instruction to approach
- When hauling out cane, only use the approved haulout route
- Be aware of powerlines, poles and stays
- Not elevate tipping bodies except at sidings
- Not exceed maximum speed limits for haulout or transport
- Slow down when dust, fog and mist hazards create poor visibility
- Take extra care when turning at narrow headlands
- Follow rules at cane railway and haulout sidings. Always stop and give way to locomotives at level crossings.

9 Complaints Management

All complaints to be dealt with using principles of fairness and objectivity. Anonymous complaints can be made, however, ability to investigate them may be limited. Mio Ag & Co Pty Ltd will maintain a complaints log.

10 Confined Spaces

All confined spaces access will be strictly controlled. Examples of possible confined spaces include a hopper, grain silo, field bins, storage tanks (i.e. sewerage, fuel and water), wet and dry wells, manure and silage pits, integrated feed system or vats (i.e. milk, cheese or wine).

When working in a confined space workers must:

- Be trained in working in confined spaces
- Have a trained stand-by-person outside the confined space at all times to talk to anyone in the confined space and implement emergency procedures if required

- Have readily available rescue, first-aid and fire suppression equipment
- Wear PPE, safety harnesses and safety or rescue lines where there is a danger of falling during the ascent or descent to access the confined space
- Erect signs that show entry is only permitted after signing the entry permit
- Ensure the area is well ventilated.

11 Consultation and Communication Arrangements

Mio Ag & Co Pty Ltd will consult with all interested stakeholders to ensure, as far as is reasonably practicable, that the work environment is without risks to health and safety.

Open communication between Mio Ag & Co Pty Ltd, officers, farm managers and workers is important to ensuring a safe workplace. Workers are more likely to work safely if they are actively engaged in the process. Therefore, Mio Ag & Co Pty Ltd encourages, as far as is reasonably practicable, workers to:

- Ask questions relating to H&S
- Bring up safety concerns
- Make recommendations regarding H&S
- Give regular feedback
- Become involved in evaluation of safety issues
- Participate in any H&S related problem-solving process.

It is important that workers help shape decisions about H&S particularly when:

- Identifying hazards and assessing risks
- Making decisions about ways to eliminate or minimise those hazards or risks
- Proposing business changes that may affect the health and safety of workers
- Purchasing of new equipment or substances
- Developing or changing job tasks or safety procedures.

All workers are encouraged to raise any health and safety concerns they may have with their manager and/or directly with Mio Ag & Co Pty Ltd. We will include health and safety discussions at our regular farm meetings and record any decisions we make.

12 Drugs and Alcohol

Mio Ag & Co Pty Ltd maintains the right to refuse work to any worker, contractor or sub-contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.

To assist in these requirements, Mio Ag & Co Pty Ltd workers, contractors, sub-contractors and visitors shall observe that:

- No alcohol may be consumed or permitted on property at any time
- No illegal drugs shall be consumed or permitted on property at any time or under any circumstance
- If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home
- Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

13 Electrical

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met. WHS and Environmental Legislation requires that electrical equipment is inspected and tested in accordance with AS/NZS 3760-2010 In-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

Residual Current Devices

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When RCD detects this current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

All portable RCDs shall be tested before each use by operation of the test button and must be "trip time" tested every 3 months by a competent person.

Testing Frequency

The frequency of inspections as outlined in Section 2 of AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment, e.g. 3 months for equipment that is high use, high risk, or hire equipment.

In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- Before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- Before return to service from a second-hand sale, to ensure equipment is safe.

14 Emergency Management

The ability to manage an emergency quickly and effectively is an essential part of our safety management system. It is [insert name] responsibility to ensure that all managers, workers and contractors understand what to do during an emergency on the farm. Common emergency scenarios include:

- Fire
- Flood
- Severe trauma or illness
- Hazardous substances spill
- Electric shock
- Mobile equipment or vehicle collision

Any emergency situation is to be managed by following the farm emergency procedure. This procedure is to be explained to workers and contractors/sub-contractors as part of their induction process. Family members and visitors are also to be informed of what they need to do during an emergency unless they are under direct supervision.

Emergency procedures must be regularly tested. The minimum is yearly and if it is identified that testing is required due to a change in the procedure, equipment or personnel, and if it is reasonably practicable to do so.

An appropriate first aid kit(s) will be kept on the farm and available wherever high risk activities are occurring e.g. harvesting, burn offs, etc. These kits will be checked for completeness during farm inspections.

We will ensure that everyone that works on our farm has access to a person with an appropriate, current first-aid qualification.

Cell phones or two-way radio phones will be carried where there is coverage on the farm. Opportunities to improve communications on the farm will be taken as it is practicable to do so. Emergency numbers will be readily accessible in the office, in vehicles and workshop and may be pre-programmed into cell phones. The use of personal locator beacons should be considered where phone or radio communication is poor or there are lone workers.

Emergency procedures include:

- An effective response to an emergency
- Evacuation procedures
- Notifying emergency service organisations at the earliest opportunity
- Medical treatment assistance and
- Effective communication between the people authorised by the business to co-ordinate the emergency response and all persons in the workplace
- Testing of the emergency procedures including the frequency of testing

Mio Ag & Co Pty Ltd will maintain the emergency management procedures for the workplace so that they remain effective.

Emergency Contact Numbers

Location of farm	1450 Barratta Road, Clare QLD	
Ambulance	000 or 112 (from Mobile)	
Police		
Fire Service		
Emergency Centre	Name	Ayr Hospital
	Address	2 Chippendale Street, Ayr QLD
	Phone	07 4783 0855
	Operating Hours	24 hours
Royal Flying Doctor Service (RFDS)	1300 69 7337 (24 hour medical & emergency help)	
Poisons Information Centre	13 11 26	
Electrical Emergency	000	
Site Safety Contact	Name	Erker Safety Pty Ltd
	Phone	07 4422 3878
Mio Ag & Co Pty Ltd Supervisor	Name	Enrico Mio
	Phone	0419 029 705

Emergency Evacuations

In the event of an emergency evacuation, all workers are to cease carrying out their work and vacate the workplace immediately, following the process outlined in the emergency plan for that workplace.

If there are any other persons present within the workplace who may not be familiar with evacuation procedures, workers are to assist these persons in evacuating.

All persons are required to assemble in the nominated assembly points at the workplace until they receive further instructions from the business or emergency services personnel.

In the event of a fire all persons should follow the “Fire Emergency Procedure” outlined in this section of the system.

After Hours Emergencies

If any workers are working at the workplace outside ordinary work hours, it is their responsibility to notify the emergency services and evacuate the workplace in the event of an emergency.

Evacuating Injured / People with Disabilities

Workers should give immediate assistance to injured/ disabled people and assist them out of the workplace after all other workers have commenced their evacuation.

Fire Emergencies

Mio Ag & Co Pty Ltd requires that in the event of fire or the presence of smoke, no matter how minor it appears the following procedure must be followed:

- Rescue anyone in immediate danger
- Raise the alarm
- Inform emergency services by calling 000 (24hour service) or 112 (from mobile phone)
- Prepare for evacuation
- Attack the fire, **if safe to do so**, using the appropriate firefighting equipment
- Once away from the workplace, assemble at a pre-designated location
- Remain at assembly area till advised all clear by Emergency Services/Area Warden

It is also important to remember:

- To avoid panic and leave the workplace in an orderly fashion.
- If your or another person’s clothes catch fire you should (or get the person to):
 - **STOP** where you are, do not run
 - **DROP** to the floor
 - **ROLL** to smother the flames
- If confronted by heavy volumes of smoke, crawl to safety (the clear air is near the floor).
- Follow the instructions of the emergency service personnel.

All fire emergency equipment, such as horns, sirens and fire extinguishers, will be tested by an approved provider every 12 months.

Types of Fire Fighting Equipment

Mio Ag & Co Pty Ltd requires that only the correct firefighting equipment be used for the appropriate type of fire, as outlined in the diagram and table below:

 YES  NO TYPE OF EXTINGUISHER Colour scheme - AS 1841.1 Pre 1997 Post 1997		A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	COMMENTS: Refer Appendix B of AS 2444
	 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Carbon Dioxide (CO ₂)	 * LIMITED	 * LIMITED				Generally not suitable for outdoor fires. Suitable only for small fires.
	 Water						Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
	 Foam ***					 * LIMITED	Dangerous if used on energised electrical equipment.
	 Wet Chemical						Dangerous if used on energised electrical equipment.
	 Vapourising Liquid		 * LIMITED	 * LIMITED			Check the characteristics of the specific extinguishant.
	 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability.

*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice.

Power Line Emergencies

- Try not to panic. Remain calm and stay in the vehicle. Don't risk being electrocuted by attempting to leave the machine/vehicle
- Advise anyone near the incident site to stay at least eight metres away from the machine/vehicle or any fallen power lines
- Contact the local electricity supply authority to switch the power off
- Call 000 to report the life-threatening situation.
- If you're not going to create another hazard to yourself or others, try to break the vehicle's contact with the power line
- If you must leave the vehicle because of a fire or other life-threatening situation, jump clear to ensure that you don't have contact with the vehicle and the ground at the same time. When you jump clear, ensure that you land with your feet together and then continue to jump or shuffle with your feet together until you are at least eight metres clear of the vehicle, power lines or anything in contact with the vehicle or power lines.
- Untrained or unequipped persons should not attempt to rescue a person who has received an electric shock.

Medical Emergencies

If a person is injured or becomes ill whilst at the workplace, the following procedures should be carried out by the relevant person:

- Person who discovers casualty:
 - Prevents unauthorised treatment or unnecessary movement of casualty; and
 - Immediately contact the trained first aid personnel.
 - If the person is unconscious, not breathing or bleeding badly, you should call an ambulance immediately.
- Trained first aid personnel:

- Treats casualty as required
- Records details of injured person and treatment administered
- Telephone for an ambulance if required and continue to offer first aid. If worker is refusing offers of an ambulance (which is their right) then a workplace representative needs to accompany/drive worker if further medical attention is required. A worker must not drive themselves or family take them.

The names and direct telephone numbers of trained first aid personnel can be found in the “Emergency Contact Details” found within this Emergency Management.

In all instances Mio Ag & Co Pty Ltd must be notified and an incident report may be required to be completed.

15 Facilities

Mio Ag & Co Pty Ltd will provide adequate facilities for workers, including toilets, clean drinking water, washing facilities, management of temperature extremes (e.g. shade) and eating facilities.

16 Farm Inspections

Farm inspections will be completed regularly, and as part of daily work, to ensure that any new hazards are identified and that existing ones continue to be controlled effectively. This will involve a tour of the property looking for the following:

- Any new hazards that have the potential to cause serious or major harm
- Any hazard controls that aren’t working
- Confirmation that workers are following farm safety rules

Once the inspection is completed, any necessary actions will be taken and communicated to others as required.

17 First Aid

Mio Ag & Co Pty Ltd has in place the following first aid procedures, as required by First Aid in the Workplace Code of Practice

- The appointment and training of First Aid Officers (FAO)
- The provision of first aid kits within the workplace
- Clear signage with the name of the FAO and the location of the first aid kits
- The provision of a suitable first aid kit in all Mio Ag & Co Pty Ltd vehicles.

First Aid Officer Training:

- The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent)
- First aid refresher training should be undertaken every three years, however CPR component needs to be updated annually.

First Aid Officer Responsibilities:

- To ensure that the contents of all first aid kits are maintained
- The FAO is approved to render first aid assistance in the workplace
- The FAO should ensure that they do not administer first aid services beyond their level of training
- A record of any first aid treatment given should be kept by the FAO and reported to the supervisor on a regular basis to assist with reviewing first aid arrangements.

Contact details for Mio Ag & Co Pty Ltd FAOs are displayed at all sites.

18 Guarding

A guard is any shield, cover, casing or physical barrier that prevents contact by a person or their clothing with a moving part. Guards should be provided where any part of rural plant is within reach and that could become hazardous during operation, routine maintenance or adjustment. Guards must comply with the relevant Australian standards. Guards are needed for:

- Any rotating shaft, gear, cable, sprocket, chain, clutch, coupling, cam or fan blade
- Any crushing or shearing points (e.g. augers and slide blocks, roller feeds and conveyor feeds)
- Ground wheels and track gear
- Any machine component which cuts, grinds, pulps, crushes, breaks or pulverises farm produce
- Hot parts where the surface temperature exceeds 120°C in normal operation

19 Hazardous Substances and Dangerous Goods

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. Workers will not handle hazardous substances unless they are competent to do so. All workers who handle chemicals must be trained with competency requirements varying depending on the classification and quantity of the product being used.

Chemicals and fuels will be stored in an area that is flood free, away from water bodies, soundly constructed, well ventilated, and able to contain a leak or spill (bundling). Chemicals will be locked away when not in use and separated in accordance with Safety Data Sheet (SDS) requirements. Placards will be placed in accordance with Safe Work Australia storing hazardous chemicals guidelines and Model Work Health and Safety Regulations.

All fuel and chemical storage will be located a safe distance away from the house and other combustible materials.

It is the responsibility of the PCBU to:

- Have a copy of Hazardous Substances Register and relevant SDS readily available
- Ensure all workers using a hazardous substance must be deemed competent and must follow the requirements of the SDS with regard to safe handling, use and wearing of appropriate PPE
- Adhere to all instructions for storage, handling and disposal as per the relevant SDS
- Have an appropriate chemical spill clean-up kit on site in case of spillage. The PCBU must ensure that the clean-up kit is appropriate for the volume and type of chemicals used and that at least one person on the site at any time is trained to clean up a spill.

Agsafe's ChemClear program will remove unwanted hazardous chemicals from farms. This program helps to reduce the stocks of unwanted agriculture and veterinary (AgVet) chemicals on farms. Farmers can participate in the program by registering on the ChemClear website www.chemclear.org.au or by calling 1800 008 182.

20 High Risk Work Licences

Anyone carrying out high risk work, such as operating a forklift, or an elevating work platform must hold a photographic renewable high risk work licence for the category of plant. This is inclusive of tractors with fitted masts, but not tractors with any forks. Mio Ag & Co Pty Ltd will ensure their workers have the correct licence.

21 Hot works

If a worker is carrying out hot works (e.g. welding, cutting), all combustible material must be removed from the work area and a fire extinguisher must be readily available.

After the completion of the hot works, the work area must be inspected to ensure no fire hazards exist.

22 Incident Reporting: Hazard/Near Miss/Accident/Injury Reporting

How to Report a Hazard/Near Miss/Accident/Injury/Property or Vehicle Damage or Loss/HR Incident:

Incident reporting requires that all incidents are reported to manager as soon as possible and recorded via QR code incident form on the day of occurrence.

Incident Form

- Manager is to take responsibility and assist the injured worker to complete the form
- Enrico Miois to investigate, or assist the Work Health and Safety Advisor, to investigate all reported incidents
- All contractors/sub-contractors are required to advise the manager of the incident and manager will complete a QR incident form.

Reporting of Notifiable Incidents

All serious incidents must be reported immediately to the manager. After becoming aware that any such incident has occurred, it is the manager's responsibility to report 'notifiable incidents' to Mio Ag & Co Pty Ltd by the fastest possible means - usually by phone on Mio Ag & Co Pty Ltd 07 4782 7090.

Mio Ag & Co Pty Ltd is required to notify Workplace Health and Safety Queensland (WHSQ) immediately after becoming aware that a notifiable incident has occurred. Notification must be by the fastest possible means - usually by phone on 1300 362 128. A copy of forms is available from the WHSQ or QBCC website at:

<https://ols.workcoverqld.com.au/ols/public/incident/registration.wc>

The PCBU must keep a record of each notifiable incident for at least five years from the date notified to WHSQ.

Notifiable incidents include:

- The death of a person
- A serious injury or illness of a person
- A dangerous incident
- A serious electrical incident
- A dangerous electrical event.

23 Infectious Outbreaks

In the event of an infectious outbreak, Mio Ag & Co Pty Ltd requires that the following procedure should be followed:

- All infected person or persons may be sent home and may be required to remain at home until they can provide a medical certificate saying they are no longer infectious
- Any person who may have had contact with an infected person is to seek medical advice and follow directives.

For the latest advice, information and resources, go to www.health.gov.au.

The phone number of your state or territory public health agency is available at: www.health.gov.au/state-territory-contacts

If you have concerns about your health, speak to your doctor.

24 Isolated or Remote Work

The risk of injury or harm for people who work alone may be increased because of difficulty contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a

medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so Mio Ag & Co Pty Ltd supervisors and workers shall implement the following for each alone work task:

- Telephone Mio Ag & Co Pty Ltd on arrival and departure at a remote work site
- Have in place a trip itinerary for extended trips and adhere to the itinerary
- Pre-trip agreement on departure and arrival times and accommodation arrangements
- For travel in remote areas an emergency location beacon should be carried in the vehicle
- Pre-arranged mobile/satellite phone calls at scheduled times
- Appropriate first aid kit
- Enough water for emergency purposes.

25 Licenses, Certifications and Permits

If any work activity, item of equipment or operation of mobile plant requires a license, certification or permit, Mio Ag & Co Pty Ltd requires the person undertaking that work or operating that equipment or plant to hold the relevant license, certification or permit prior to commencing work.

Mio Ag & Co Pty Ltd will ensure that the workers carrying out the work have the appropriate license, certification or permit.

26 Machinery Operation

When operating any plant or machinery, take care of and watch for other vehicles and pedestrian traffic.

If there are children on the farm never reverse without checking for children in the area.

Before starting any machine, you must undertake a safety check. This includes checking the condition/ level of fuel, oil, water, transmission fluid, tyres, brakes and guards. For more detailed information refer to individual SWPs for specific pre-operational and operational safety checks, i.e. cane harvester, excavator, tractor, etc.

Report to the farm manager any malfunction or condition likely to affect the safe operation of any machine, which cannot be repaired before use. This includes guards that are damaged or missing, or where there are exposed moving parts of machines causing a safety hazard.

Operators must be fully trained and competent in using that specific model of machinery and any attachments associated with it

Prior to commencing work activities Mio Ag & Co Pty Ltd will consider each model/type of machinery hazards and associated risks then choose the most appropriate control measure to ensure health and safety of operators. An induction to the hazards of the machinery, and the work environment will be undertaken for new users. The induction will reference the applicable safe work procedure.

Risk control measures will be reviewed as necessary and maintained to ensure that they continue to protect workers and other people from the hazards associated with plant.

Mio Ag & Co Pty Ltd will manage the risks associated with machinery by ensuring, so far as is reasonably practicable:

- That there are no unauthorised alterations to or interference with the plant
- Is only used for the purpose for which it is designed

- All safety features, warning devices, guarding, operational controls, emergency stops are functional and used in accordance with manufacturer's instructions
- Un-cabined mobile plant is fitted with Roll Over Protective Structures (ROPS)
- Routes are planned and checked to make sure that there is no risk of mobile plant rolling over embankments
- That under no circumstances will the Safe Working Load (SWL) of each be exceeded
- That no person other than the operator rides on the machinery unless they are provided with the same level of protection as the operator
- Operator will never dismount from moving machinery or adjust or work on towed implements while they are in motion
- That the machinery does not collide with pedestrians or other powered mobile plant

All machinery should be used and maintained in accordance with the manufacturer's instructions and specifications.

The operator's manual, up to date logbook, maintenance regime and risk and hazard assessment for each item of machinery must be readily available.

Plant prestart inspection form/checklist to be completed prior to commencement of shift and prestart form/checklist be readily available.

Instructions from licensed operators, regarding the safe operation of their equipment, should be observed by all persons on site while the machinery is present.

Personal Protective Equipment (PPE) requirements will vary depending on which task the machinery is being used for (i.e. spraying), however minimum PPE required is:

- Hearing protection (unless the tractor has a sound proof cab)
- Safety boots.

27 Manual Tasks

All workers are encouraged to use good manual task techniques. Mio Ag & Co Pty Ltd is aware that common manual task injuries can be caused through tasks that involve handling and restraining livestock or uncoupling equipment. The majority of manual task injuries are as a result of lifting and carrying loads, bending and reaching when performing tasks, repetitive bending and awkward positions, slips, trips and falls or vibration.

We will involve our workers when developing appropriate solutions and will consider:

- Eliminating the tasks or parts of the tasks
- Ensuring material or equipment delivered to the farm should be placed as close as possible to where it is to be used
- Redesigning the work area or finding a better way of doing the task
- Lowering the storage height of objects
- Using mechanical aids such as tailgate loaders, trolleys, forklifts, telehandlers or tractor platforms
- Using smaller sized containers or packaging to reduce heavy loads
- Improving training and instructions to workers about the tasks
- Ensuring workers have adequate rest breaks.

28 Noise

Employers must protect themselves and their workers from exposure to excessive noise. Mio Ag & Co Pty Ltd will ensure that the noise a worker is exposed to does not exceed the exposure standard (85dbz). If a worker

is frequently required to undertake work that may expose them to noise greater than that of the exposure standard, the worker will be required to wear personal protective equipment to control this risk.

29 Personal Protective Equipment

All workers carrying out work on the farm are required to wear appropriate protective footwear and clothing. All workers will be trained, instructed and have information about the safe and correct use of PPE. If PPE is provided, a worker must use it as per the manufacturer's instructions and training.

All workers should use the following items of PPE in the following situations:

- Eye protection such as goggles, shield or glasses where there is a risk of a foreign object striking the eye
- Ear protection such as ear muffs or plugs where equipment makes excessive noise
- Head protection such as a hard hat or helmet where there is a risk of injury to the head from a falling object or overhead moving plant
- Closed in foot protection shall be used always.

Relying on PPE alone will not reduce the risk of an incident occurring, but it could reduce the severity of an injury, i.e. a helmet could reduce the severity of a head injury to a rider of a quad bike.

30 Psychosocial / Mental Health

Mio Ag & Co Pty Ltd recognizes that workplace factors can contribute to psychological health. While it is understood that a certain amount of stress is inherent in work, Mio Ag & Co Pty Ltd aspires to a work environment where continuous improvement in work practices and processes address psychological safety and support mental health. When psychosocial health is compromised it may restrict a person's ability to:

- Be in certain types of environments
- Concentrate
- Have enough stamina to complete tasks
- Cope with time pressures and multiple tasks
- Interact with others
- Understand constructive feedback
- Manage stress.

Everyone at work has a responsibility for health and safety, both physical and psychological.

Mio Ag & Co Pty Ltd has a duty of care that all individuals are fit for work. When reporting for work, all individuals must be fit for work, including being medically and mentally fit as well as properly rested, to ensure that they can perform their duties in a safe and efficient manner.

It's important to talk about stressors and risks that you believe are or could be affecting your mental health with a manager or other appropriate person at your place of work. Discussions about sensitive or personal issues will be private and confidential, and will not be shared with anyone else, unless you give permission to share this information. If a mental health condition has impacted your ability to perform in your role, talk to your employer about whether they can make changes to your job or support you during your recovery.

Mio Ag & Co Pty Ltd recognises that bullying, violence, threat of violence, abuse, fatigue, stress, illness and the effects of alcohol and drugs can all potentially impair an individual's physical and psychological performance within the workplace posing significant work health and safety issues.

Bullying / Harassment / Violence / Threat of Violence / Abuse

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and safety.

Violence at work is any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work.

Workplace harassment is a form of discrimination. The Equal Employment Opportunity Commission (EEOC) defines harassment as unwelcome verbal or physical behaviour that is based on race, colour, religion, sex (including pregnancy), gender/gender identity, nationality, age, physical or mental disability, or genetic information.

Bullying, harassment, violence, threat of violence or abuse of any form will not be tolerated at Mio Ag & Co Pty Ltd. Mio Ag & Co Pty Ltd undertakes to investigate complaints formally made and will act to resolve the complaint, so far as is reasonably practicable. If the complaint is found to be valid, action may include any combination of the following:

- Asking for an apology
- Creating an agreement with the offender that will stop the behaviour of concern
- Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution
- Disciplinary action in the form of verbal, written or final warning or dismissal
- All violence will be reported to the police.

In determining the action to be taken, the following factors will be considered:

- Severity and frequency of the behaviour
- Whether there have been previous incidents or prior warnings.

As a worker, you will:

- Behave in a way that promotes a work environment free from any form of bullying, harassment, violence, threat of violence and abuse
- Familiarise yourself with available workplace support options and specialist referral services
- Actively participate in bullying, harassment, violence and abuse related learning and development activities such as online awareness raising programs (except where it may negatively impact their wellbeing).

Mio Ag & Co Pty Ltd will:

- Promote values and behaviour to ensure a work environment free from any form of bullying, harassment, violence, threat of violence and abuse
- Take prompt and appropriate action to support worker affected by bullying, harassment, violence, threat of violence or abuse
- Assist workers to source available support options

Fatigue

It's more than feeling tired and drowsy – fatigue is a state of mental and/or physical exhaustion that reduces the ability to work safely and effectively. Fatigue can be caused by factors that may be work related, non-work related or a combination of both and can build up over time. Fatigue impacts alertness, which may lead to mistakes and an increase in incidents and injuries. The effects of fatigue can be short or long term.

Fatigue management is a shared responsibility between management and workers, as it involves factors both inside and outside of work.

Mio Ag & Co Pty Ltd will use a risk management approach to manage fatigue, following the four-step risk management process.

Stress

Work-related stress not only affects workers' productivity, but it can also affect their physical and emotional health. Work-related stress is a psychosocial hazard that describes the response of a worker who feels that their work demands aren't matched to their knowledge and abilities or the resources that they have available to do the work. This response can be physical, mental or emotional. Feeling stressed at work for long periods of time can cause physiological and/or psychological illnesses and impact health behaviours.

Stress can also be caused by environmental factors such as:

- Noise
- Temperature and humidity
- Lighting
- Vibration
- Air quality
- Cramped spaces
- Unguarded plant and equipment
- Hazardous manual tasks.

Workload

You may be more likely to develop a mental health condition if you're always working long hours or your job is very demanding.

It is important to talk to your manager, supervisor, someone from the health and safety team or another person at your place of work that you feel comfortable with.

Conflict with a Colleague

There are two types of conflicts that can happen at a place of work:

- When people's ideas, decisions or actions about the job are not the same
- When two people just don't get along.

Talk to:

- Your manager or supervisor
- Mio Ag & Co Pty Ltd external employee assistance program
- A support person
- Your doctor or psychologist.

Exposure to a Traumatic Incident or Event

Almost everyone who witnesses or experiences a traumatic event will be emotionally affected, and there are many different ways people respond. Symptoms after an event can happen immediately or even some time afterwards.

For support following a traumatic event or critical incident contact:

- Your manager or supervisor
- A health and safety representative
- A support person at work
- External employee assistance program
- Your doctor or treating health professional.

31 Quad Bikes, Motorbikes, ATVs

For more detailed information regarding side by side refer to individual SWP for specific pre-operational and operational safety checks.

Mio Ag & Co Pty Ltd will ensure:

- They consider whether a quad bike/motorbike/ATV is the right tool for a particular task
- Operators are familiar with the operator's manual prior to operating the machine
- Riders protect themselves by wearing a properly fitting helmet, eye protection, gloves, sturdy footwear and clothing that covers arms and legs
- All riders have been trained and are competent
- They never let children under 16 use an adult-sized bike
- No passengers are allowed to ride
- Never overload a quad bike/ATV above the manufacturer's recommendations.
- Bikes are maintained using the manufacturer's instructions.

32 Risk Assessment & Management

The purpose of any health and safety risk assessment is to ensure that, for any identified hazards on the property that have the potential to cause harm, appropriate control measures will be implemented to protect workers, contractors/sub-contractors and visitors from risks to their health, safety and welfare. Control measures for WHS&E hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- Elimination (removal of the hazard)
- Substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one which is not hazardous)
- Isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- Engineering (e.g. guarding on machinery)
- Administrative (e.g. provision of training, policies and procedures, signage)
- Personal protective equipment (e.g. use of hearing, eye protection, high visibility vests).

Outcomes of risk assessments will be documented, and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS&E incident or a change of process or requirement. Current risk assessments will ensure that Mio Ag & Co Pty Ltd achieves the goal of eliminating or minimising the risk workers may be exposed to.

WHS&E risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for everyone accessing Mio Ag & Co Pty Ltd's farm. As required by legislation, Mio Ag & Co Pty Ltd has adopted a risk management approach to underpin its Health and Safety Management System. This approach involves all supervisors and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the risks associated with their specific work environment.

- Reporting procedures
- Incident investigations

The Risk Management Process

Health and safety risk management should be undertaken for all activities where there is the potential for harm including:

- Before activities commence
- Before the introduction of new equipment, procedures or processes
- When equipment, procedures or processes are modified.

Risk management involves four steps:

- Identify hazards – find out what could cause harm.
- Assess risks – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
- Control risks – implement the most effective control measure that will eliminate or reduce the risk, using the hierarchy of controls, and that is reasonably practicable in the circumstances.
- Periodically review control measures to ensure they are working as planned

Identify the Hazards

A hazard is anything that has the potential to cause injury, illness or damage to health. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for identifying all threats which are ‘inherent in the job’. Tasks can include, but may not be limited to using tools, hazardous chemicals, operating machinery, sun exposure, dust, riding a quad bike or motorcycle, lifting/moving items and working at heights.

Assess the Risks

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between. Some of the things to think about include:

- How often is the task undertaken?
- How frequently are people near the hazard
- How many people are near the hazard at a time
- Has an incident happened before?
- Have there been any ‘near misses’

Use the table below to determine how significant the risk is.

1. Identify the potential hazards
2. Identify what a possible consequence could be
3. Decide how likely it is to happen
4. come to a designated number
5. Use the Priority table

HOW TO USE THIS RISK TABLE	Risk Calculator					
	RISK RATING CALCULATOR			Likelihood		
Step 1: Identify potential hazards.	Consequence What injury/damage could it cause?	Rare - 3 Could only happen once in 25 years	Unlikely - 2 Could happen, once in 5 years	Possible - 1 Could happen each year	Likely - 0 Could Happen more than once a year	Almost Certain - 0 Could happen anytime
Step 2: Decide what a possible Consequence could be.	Catastrophic - 0 Multiple Fatalities	3	2	1	0	0
	Major - 0 Death or serious disability	3	2	1	0	0
Step 3: Decide How Likely? it is to happen	Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Step 4: Line up your choices in the table to get a number	Minor - 2 Medical attention & several days off work	5	4	3	2	2
Step 5: Use the Priority table to the right.	Insignificant - 3 First aid needed	6	5	4	3	3

Risk priority score

Identifies the necessary action and response.

Risk Rating	Prioritisation
0, 1 or 2	Action to rectify must be done immediately before work may commence
3	Consider control measure, implement further controls to reduce risk
4, 5, 6	Continue to use correct controls and maintain communication

Control the Risks

The aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes, or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

- Eliminate the hazard - remove the equipment from use, dispose of unwanted chemicals
- Substitute - use a non-hazardous chemical, use a different machine that can do the same task
- Isolation - contain noisy machinery within a booth
- Engineering controls - design equipment differently, providing lifting devices to minimise manual tasks
- Administrative processes - task variation, job rotation, training
- Personal protective equipment - gloves, hearing protection, eye protection

Review the Process

Monitor and review your control measures to check if:

- They have been implemented as planned
- The risk is being controlled
- The controls have not introduced any new problems.

33 Safe Work Procedures

Safe work procedures (SWPs) to be developed to assist workers to consistently and safely manage specific work tasks to avoid injury or illness while doing them. They are an administrative control that outlines the sequence of steps to do a task safely. To be effective, SWPs should be developed in consultation with your workers.

34 Snakes

Snakes can be found in and around cane fields. They may also be found in and around irrigation pipes, syphons, channels, creeks and dams. Many snakes are poisonous and people are bitten by snakes when annoying, chasing or trying to kill snakes.

If a worker comes across a snake, they should move away quickly and let the snake move away. If other workers are in the vicinity, let them know where the snake has gone.

If bitten by a snake, wrap a broad pressure bandage around the bite as soon as possible and keep the limb as still as possible. Use the communication system to get help quickly.

35 Spraying

Mio Ag & Co Pty Ltd will promote responsible chemical spraying where the community will have confidence that human health and the environment are protected.

Mio Ag & Co Pty Ltd will take the following actions to comply with chemical spraying requirements:

- Ensure the product being used is a chemical registered in Australia
- Follow the usage directions on the label and manage the risks associated with chemicals by using the correct personal protective equipment (PPE) issued by Mio Ag & Co Pty Ltd
- Comply with the employer obligations contained under the WHS Regulation for the use, handling and storage of a hazardous chemical
- Ensure that any control measures implemented are maintained, reviewed, revised and disseminated to workers
- Will not apply chemicals if there is unacceptable wind or rain conditions that may cause drift spray into non-treatment areas
- Mio Ag & Co Pty Ltd will:
 - Check equipment prior to use to ensure that it is in good working order so the risk of a failure exposing a member of the public to chemical is minimal
 - Ensure chemicals are all stored in secured areas away from others reach and only the required amount for the task is mixed and used on that day
 - only spray at certain times of the day
 - Maintain a record of chemical usage which will include weather conditions in the spray area both before and during spraying
 - Cease spraying if approached by a member of public
 - Dispose of chemical waste in a responsible and approved manner
 - Complete a risk assessment if chemical applications will be adjacent to a school, community facility, occupied farmyard or livestock
 - Communicate with neighbours and stakeholders about proposed spraying activities when applying broad spectrum chemicals. The extent and method of communication (i.e. phone or written) to be determined by Mio Ag & Co Pty Ltd
 - Complete a record of chemical usage every time a chemical is used on their property.

Mio Ag & Co Pty Ltd uses a range of management techniques. Chemical applications are a part of this, and we are continually engaging with industry partners to ensure products used offer the lowest possible risk. We will continue to work with suppliers, industry, and regulators to ensure our practices are meeting industry standards.

The safety of workers when using chemical spray is a top priority. Prior to any new chemical spray being introduced into a work area it must undergo a risk assessment to determine if it is the most suitable chemical for the task.

All Mio Ag & Co Pty Ltd workers who are required to supervise chemical application will have a Commercial Operator's Licence (also known as ACDC licence).

Workers will follow the most suitable safe working procedure for their work and all safety guidelines on the labels of the herbicides/pesticides being used. Mio Ag & Co Pty Ltd, and has available for workers, appropriate personal protective equipment (PPE).

All workers who apply chemicals will apply them at the minimal required concentration with the most targeted application method suitable for the situation.

All areas/vehicles that store and use hazardous chemicals are expected to have access to spill kits and water (either on vehicles in containers or as part of a formal washing facility) should an incident occur.

Workers are expected to take steps to ensure that other people are not exposed to significant amounts of chemicals during spraying operations.

We will take all reasonable and practicable measures to prevent or minimise environmental harm (i.e. allowing chemicals to enter surface or ground waters).

Aerial Applicators

Mio Ag & Co Pty Ltd to ensure that all aircraft operators and pilots engaged:

- Are licensed and accredited for aerial chemical application
- Have a comprehensive knowledge of related issues and practices (i.e. spray drift)
- Have correct ground procedures in place (i.e. ground support staff have been trained in correct methods of handling chemicals).

36 Induction, Training and Supervision

Mio Ag & Co Pty Ltd is committed to providing their workers with any information, instruction, training and supervision necessary to ensure their health and safety at work. Managers and supervisors should also be provided with the information, instruction and training they need to ensure the health and safety of the people under their supervision.

Induction

New workers will have an induction to ensure they are aware of how the business operates, important procedures and how to manage workplace risks. Inductions will also be provided to workers moving to a new location in the business, those operating a new piece of machinery or workers who may have been on extended leave. An induction will be given to visitors entering the workplace. An induction checklist will be completed to ensure all topics are covered with each worker or visitor.

An induction will:

- Describe the worker's role (e.g. who to report to, tasks to be done, hours of work and pay rates)
- Explain the workplace layout, such as location of facilities and first aid equipment and details of emergency plans, contact personnel and equipment
- Detail the risks associated with the task or workplace
- Provide details about the health and safety representative, arrangements for consulting with workers (e.g. toolbox talks) and the roles and responsibilities of key people involved in health and safety at the workplace
- Outline workplace policies, general rules (e.g. housekeeping or keeping machine guards in place), specific rules (e.g. not using hazardous chemicals without first reading the safety data sheet) and reporting requirements (e.g. incidents, injuries and damaged equipment)
- Include task-based training, including SWPs
- Demonstrate the use of PPE and identify appropriate clothing to be worn
- Cover workers' compensation insurance and the business's return to work program.

Young workers and those with limited English will be given opportunity to ask questions. Mio Ag & Co Pty Ltd will ensure they understand the job they are expected to do, can be adequately supervised, know how to report hazards and can freely discuss any other issues.

If required Mio Ag & Co Pty Ltd will arrange for young workers and those with limited English access to a health and safety representative, an interpreter or worker representative. Information provided will be precise and clear and if necessary presented in different ways i.e. diagrams, photos, pictures and practical demonstrations to make it easier to understand.

Mio Ag & Co Pty Ltd's responsibility towards seasonal workers is the same as any workers they employ. Seasonal workers will be adequately inducted into the workplace, trained in their jobs and closely supervised. Although they might work on a property for only a short time, they are at a higher risk of injury due to their limited understanding of the workplace and the risks associated with the tasks.

Mio Ag & Co Pty Ltd will ensure that workers from non-English speaking backgrounds understand the information and training they have been given and if necessary provide an interpreter or have written instructions translated into different languages or a visual aid.

If using a labour hire company, Mio Ag & Co Pty Ltd will specify to them the tasks to be done, skills and experience needed and any special conditions, equipment to be used, licences required and appropriate clothing to be worn.

When contractors are engaged to carry out tasks such as harvesting, mustering, spraying, fencing and pruning, they will have a site-specific induction before the work begins. Contractors will be inducted to the same level as a new worker. All machinery and equipment that the contractor brings on-site and uses, must be well maintained, with all guards in place. Contractors will be suitably qualified and hold the necessary licences to carry out the intended work, whether that is driving a forklift requiring a high risk work licence or needing ChemCert to spray herbicides or the like.

Training will help to ensure workers can effectively do the tasks they perform and manage any emergencies or issues that could affect their health and safety. Workers will be able to demonstrate that they are competent in performing the tasks according to the set procedures.

Mio Ag & Co Pty Ltd will:

- Schedule specific training for workers as required
- Keep records of training for each worker
- Review and revise training provided to workers as required
- Keep copies of licences, certificates or other evidence of formal qualifications or competencies held by workers

Training will:

- Be designed for the worker's level of responsibility
- Consider the background skills and knowledge of each worker
- Be provided in a language and form that is easily comprehended
- Be conducted by a competent person (e.g. experienced employee/manager or an outside training provider).

Workers will be supervised to ensure that policies and procedures are being properly followed, and that any non-compliance is swiftly addressed and rectified. The level of supervision required will depend on the level of risk and the experience of the workers involved. High levels of supervision will be provided, as required, for inexperienced workers that are expected to follow new procedures or to carry out difficult and critical tasks.

37 Tools and Equipment

All workers must be trained in the safe use of tools and equipment they are operating on site. Workers must follow manufacturer's instructions in the correct use of guarding and safety features for tools and equipment being operated. Guarding must not be removed to perform any work activity.

All tools and equipment are to be inspected prior to use for any faults or defects. If a fault or defect is found, tool or equipment should be withdrawn immediately from service and have a label attached warning against further use. As soon as possible arrangements should be made for such equipment to be disposed of, destroyed, or repaired by an authorised repair agent or competent person.

If a tool or item of equipment is unfit for use, an out of service tag should be fitted to the tool or equipment in a prominent position near the controls. If the equipment can be inadvertently started the worker should lock the equipment with the fitted isolation device or their own lockable device to ensure that it is not inadvertently started.

38 Underground Services

"Underground essential services" means essential services that use pipes, cables, storage tanks or other associated plant located underground.

Mio Ag & Co Pty Ltd will take all reasonable steps to obtain current underground essential services information about the any of the areas requiring excavation before directing or allowing the excavation work to commence.

Dial Before You Dig offers a single point of contact to request information about the infrastructure networks at the planned project site. Lodge an enquiry at Dial Before You Dig by:

- Online via the Dial Before You Dig website www.1100.com.au
- Mobile website or iPhone app
- By phone call 1100 (toll free, during business hours).

It is important **NOT** to proceed until you have received the relevant information from all asset owners affected by your project.

The information that is required to be collected in relation to the underground essential services includes information about:

- The essential services that may be affected by the excavation
- The location, including the depth, of any pipes, cables or other plant associated with the affected essential services
- Any conditions on the proposed excavation work.

Mio Ag & Co Pty Ltd when given information about underground essential services must have regard to the information in carrying out or directing or allowing the carrying out of the excavation work.

Mobile crane operators will ensure that there is sufficient room to deploy the outriggers away from excavations, shoring, trenches, buried utilities and foundations.

39 UV Protection and Heat Exposure

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer.

Mio Ag & Co Pty Ltd understand that working in the sun for a long period of time without adequate breaks, shade or water can mean workers face serious dehydration and are at risk of a heat-related illness or even death. Prior to work commencing we will consider all factors such as heat, humidity, water intake, breezes, protective gear, the physical condition of workers, their hours of work and available shade areas. Once the risk factors have been identified, staff will be provided and instructed in the use of PPE, such as wide brim hats, long sleeved collared shirts, long pants, sunglasses and sunscreen, to ensure they do not put themselves or others at risk from heat stress.

Mio Ag & Co Pty Ltd also encourages workers to follow the below points to reduce the risk of exposure to heat (causing heat stress):

- Schedule heavy tasks for cooler periods of the day
- Take frequent rest breaks in hot times of the day
- Drink water frequently
- Utilize shaded areas for meal and rest breaks
- Work in the shade where possible
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers
- Use mechanical assistance for physically demanding tasks
- If taking certain medications, follow doctors' advice before working in hot conditions
- Provide training in the identification of symptoms of health-related illnesses.

40 Vehicles/Machinery/Equipment Maintenance

The maintenance of vehicles, machinery and other items of equipment that require regular maintenance will be managed by Mio Ag & Co Pty Ltd and farm manager. Servicing intervals and requirements will be as per the manufacturer's specifications. The general serviceability of all equipment will be checked prior to use using a prestart check form. Maintenance and repair work will only be carried out by qualified or competent people.

41 Work Near Overhead Powerlines

Electrical Safety Regulation requires that before carrying out any work at a workplace where there is a risk of any person, plant or thing encroaching the exclusion zone of overhead electric lines, the person, worker or

PCBU is required to ensure that the potential hazards are identified, a risk assessment conducted and the necessary control measures implemented to minimise electrical safety risks to ensure the safety of all workers and other persons at the workplace.

Exclusion zones extend in all directions. The exclusion zone will vary depending on the:

- Voltage of the line
- Whether the line is insulated or bare
- The level of competence, training and authorisation of the person carrying out the work.

Generally, exclusion zones are (as per Ergon Energy):

- 3 metres for voltages up to 132kV
- 6 metres for voltages up to 330kV
- 8 metres for voltages over 330kv

Avoid working under or near powerlines. If you can't avoid locating plant near live powerlines, you must know the height and reach of the plant you are operating to prevent it entering the exclusion zone. Always lower machinery near powerlines.

If possible, arrange for powerlines to be de-energised or relocated away from the work area before work starts.

Use a safety observer on the ground to help keep plant or equipment out of the exclusion zone. Always work away from powerlines – not towards them.

Arrange for your electricity entity to install flags or indicators on overhead lines as visual markers or mark the position of underground electric lines and the safe exclusion zone distance before excavating.

Know where powerlines, poles and stays are located and train your workers to do the same. Induct all workers, visitors and family members with a safety briefing.

Establish aircraft landing strips and approach paths away from powerlines.

Where a risk assessment has been conducted and it has been identified that exclusion zones from overhead electric lines cannot be maintained, the person, worker or PCBU is then required to contact Electricity Entity and request written Safety Advice. The person, worker or PCBU shall be required to maintain exclusion zones until such times as the Electricity Entity has provided written Safety Advice.

A person, worker or PCBU would not be required to contact the Electricity Entity and request a written Safety Advice where their risk assessment and implemented control measures ensure that exclusion zones from overhead electric lines will be maintained throughout performance of work to be undertaken at a particular site.

No part of a worker, operating plant or vehicle should enter an exclusion zone while the overhead electric line is energised (live).

To obtain written Safety Advice where it has been identified as being required, complete and submit or return by email the applicable Safety Advice Request Form which is accessible via the electricity entity website:

<https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines>

Additional details and fact sheets on Electricity Entity requirements for working near overhead electric lines are located on the following internet site: <https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines>

42 Work On or Adjacent to Roads

Refer to Queensland Government Department of Transport and Main Roads for specific information i.e. safety principals concerning work zones, barricade and channelizing devices, need for traffic control plans, etc. <https://www.tmr.qld.gov.au/business-industry/business-with-us/traffic-management>.

Any workers required to work on or adjacent to any road, should take all reasonable safety precautions to eliminate or minimise the risks.

43 Workers Compensation and Return to Work

Mio Ag & Co Pty Ltd will have an accident insurance policy with WorkCover Queensland or be self-insured to protect against claims for compensation.

As an employer Mio Ag & Co Pty Ltd must:

- Ensure medical treatment and assessment is made available to worker
- Record details of the work-related injury or illness
- Provide the worker with relevant return to work information
- Notify Workover of an incident at the workplace by emailing a completed incident notification form or phone on 1300 362 128
- Offer suitable duties (for injured workers)
- Maintain accurate case notes and important details about an injured worker's rehabilitation and return to work program.

Mio Ag & Co Pty Ltd recognises that getting back to work following a workplace injury is an important step in injured worker's recovery. Mio Ag & Co Pty Ltd will provide immediate and ongoing support to the injured workers to assist with their recovery, minimise disruption to their personal and work life and reduce negative impacts on your business' viability.

Mio Ag & Co Pty Ltd will have in place workplace policies and procedures to encourage recovery at work and improve the return to work culture. Mio Ag & Co Pty Ltd focuses on what the injured worker can do, not what they can't do, and will work with the injured worker, doctor and insurer to develop a suitable duties plan tailored to the individual circumstances.

44 Workers Management

All workers (except casual) will have a job description provided to them at the time of their employment. The job description will include a description of their work, their responsibilities for their own safety and that of others, and the required knowledge, qualifications or skills and experience for that position.

Mio Ag & Co Pty Ltd will not let a worker carry out a task unsupervised until we are certain that they can do it safely. Competency will be checked by observing the worker conduct the task in a controlled environment or through other verification of competency.

A copy of the workers relevant qualifications and licenses will be kept in a digital format. If the worker does not have or require qualifications that cover their responsibilities, a competency checklist will be completed and maintained in digital format.

All new workers must complete a safety induction before starting work. A record of the induction will be kept in their file. If when checking a worker's competency it is identified that they cannot do a task safely, they will be provided training and then supervised until deemed competent. All workers will be supervised to some degree, the extent of the supervision will be dependent on individual requirements.

We will regularly communicate with our workers regarding safety matters. Whenever an event occurs that could potentially impact on farm safety, we will discuss these with our workers and advise of any necessary changes. We will also regularly seek worker's feedback on safety matters and ensure they understand that their input is valued. Key safety communication either to or from workers will be documented.

All workers must be physically and mentally able to do their job, in a way that doesn't compromise their own safety or that of others. Workers will be advised of factors that could affect their fitness to work during their induction. We will monitor workers for signs of exhaustion, illness, psychological/emotional issues and alcohol/drug use as part of normal supervision. We will stop the worker from working if we think that they can no longer do the job safely.

45 Workshops

Poor workshop design and layout poses risk of injury and chronic medical conditions associated with poor working conditions, unnecessary handling of equipment, exposure to dust and noise, and the risk of collision with plant and people. Mio Ag & Co Pty Ltd will consult with workers to identify potential hazards and improvements that could be made to workshop layout.

Mio Ag & Co Pty Ltd will provide specific information, instruction training and supervision to all workers to ensure that they are competent to perform the work required of them.

All workers will undertake a safety induction which includes, at a minimum:

- Information regarding the risks associated with various processes undertaken, and equipment used, in the workshop
- Specific rules that have been developed to minimise the risk of injury and illness
- How to report hazards that they identify in the workshop.

Mio Ag & Co Pty Ltd will manage the risks associated with workshops by ensuring, so far as is reasonably practicable:

- Access to the workshop for all workers and visitors is clearly defined and separated from vehicular traffic.
- Machinery and other items that reduce visibility will be located away from doorways and corners and other high traffic areas
- Workshop floors are kept clear of slip and trip hazards
- Hazardous conditions or locations will be sign-posted
- When access is required to heights wide steps with a non-slip surface will be provided
- A handrail around all platforms where there is a risk of falling will be provided
- That all stairways and walkways comply with Australian Standard specifications
- That farm family rules that restrict access of children except under close adult supervision are enforced by family and workers
- All visitors are directed to a safe area with clearly marked signs
- Lighting is adequate by providing lighting over benches and portable lighting for work on machinery
- Provision of suitable earmuffs and earplugs where the noise level cannot be reduced to acceptable levels
- No-smoking rules are established and enforced within the workshop, including within the eating and mess areas

- Hand washing and clean toilet facilities are available as well as a sheltered place for workers to eat and take breaks away from workshop hazards
- A source of cool, clean drinking water is provided.

46 Environmental Management

Environmental management applies to all personnel (staff, contractors and subcontractors). Objectives and control measures are provided to minimise adverse effects on the environment and to ensure compliance with legal and other requirements.

The success of environmental management relies on clear and unambiguous assignment of accountability to key positions within Mio Ag & Co Pty Ltd.

The overall responsibility for environmental sustainability rests with farm management. Farm manager will monitor, implement, and ensure compliance with environmental management - oversees day to day environmental matters and ensures workers are aware of environmental responsibilities.

Workers, subcontractors and subcontractor workers will take reasonable steps to seek information on the environmental working requirements of the farm and will always act in a socially responsible manner encouraging an environmentally friendly workplace.

Mio Ag & Co Pty Ltd will take reasonable and practical measures to ensure they farm in a manner that minimises the impact on the environment. These measures will ensure that Mio Ag & Co Pty Ltd operates their business in an economically, environmentally and sustainable way.

Mio Ag & Co Pty Ltd will comply with the Agricultural Environmentally Relevant Activity standard by:

- having a farm nitrogen and phosphorus budget for the property
- Ensuring ground-based broadcast application of fertiliser containing nitrogen is not used
- Having appropriate erosion and sediment control measures in place and ensuring fallow blocks have surface cover
- Ensuring records are made and maintained.

Mio Ag & Co Pty Ltd will ensure that acid sulphate soils are identified and treated to prevent impact on the environment. If suspected acid sulphate soils are discovered during earthworks, farm manager will ensure an acid sulphate soil management plan is developed, approved and implemented prior to commencing works.

Fertiliser and pesticides are potential pollutants. Mio Ag & Co Pty Ltd will only apply them at recommended rates using best practice application techniques. Records of the pesticides used on the farm will be recorded and these records will be retained.

Mio Ag & Co Pty Ltd will protect open drains and natural drainage lines from sedimentation deposits by minimising soil movement and transportation of sediments. Sediments may be lost as part of runoff from site which would impact on both the site and the area where the sediment is eventually deposited. Dirty water can impact on aquatic life and can cause a decline in ecosystem health.

Mio Ag & Co Pty Ltd will ensure that chemicals and hydrocarbon are stored and handled to prevent the contamination to environment, groundwater, or soil. Spillage will be investigated, and steps taken to ensure the possibility of recurrence are low. In the event of a spill, remedial work will be performed to restore disturbed area(s) and to clean up and neutralise spillages.

Mio Ag & Co Pty Ltd will take all reasonable and practical measures to ensure that the spread of invasive species of pests and plants are not transported into unaffected areas due to farm works.

47 Definitions

WHS&E Documentation

Typical documents include plans, policies, procedures, guidelines, and forms that define the system.

Controlled document or record

Any document for which distribution and status are required to be kept current by the issuer to ensure that authorised holders or users have the most up to date version available.

Person Conducting a Business or Undertaking (PCBU)

A PCBU has the primary duty of care to ensure, so far as is reasonably practicable:

- the health and safety of its workers while they are at work, and
- that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU.
- Mio Ag & Co Pty Ltd is a PCBU.

Officer

It is an officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS and Environmental Legislation.

- The Members of the Board for Mio Ag & Co Pty Ltd will usually be Officers under WHS and Environmental Legislation.
- The supervisor may be an Officer under WHS and Environmental Legislation

Note: A person is an Officer under the WHS and Environmental Legislation only if they "make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation's financial standing". Whether a person is an Officer or not under WHS and Environmental Legislation will depend on the facts of the situation.

Worker

Previously known as 'employee'.

The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.

Health and Safety Representative (HSR)

A worker elected by members of their work group to represent them in health and safety matters.

Other persons

Includes any visitors.

Notifiable incident

'Notifiable incidents' include the following:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident; or
- A serious electrical incident: or
- Dangerous electrical event.

A Dangerous Incident

A 'dangerous incident' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire, or uncontrolled escape of gas or steam.

First Aid

First Aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First Aid Officer

Is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

Hazard

Anything which has the potential to cause injury or illness.

Risk

A WHS&E risk is the chance of someone becoming injured or ill because of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

Risk Control

WHS&E risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

48 Legislation Sources

Work Health and Safety Act 2011

<https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Work Health and Safety Regulation 2011

<https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Electrical Safety Act 2002

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2002-042>

Electrical Safety Regulation 2013

<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2013-0213>

Environmental Protection Act 1994

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1994-062>

Environmental Protection Regulation 2019

<https://www.legislation.qld.gov.au/view/pdf/inforce/2019-09-01/sl-2019-0155>

Current Work Health and Safety Codes of Practice Qld

<https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Australian Standards

<https://www.standards.org.au/search-for-a-standard>

Emergency Contacts

INCIDENT PROCEDURE

In the event of an incident Mio Ag & Co Pty Ltd requires the following procedure be followed:

1. Apply First Aid as required to any injured persons.
2. Make the area safe so others do not get injured.
3. Call emergency services (ambulance) or go to nearest medical center for treatment.
If worker is refusing offers of an ambulance (which is their right) then a workplace representative needs to accompany/drive worker if further medical attention is required.
A worker must not drive themselves or family take them.
4. Contact Enrico Mio from Mio Ag & Co Pty Ltd on 0419 029 705.
5. Take photos of incident and complete an incident report.
6. Send both photos and incident report to Mio Ag & Co Pty Ltd & Erker Safety Pty Ltd.

EMERGENCY CENTRE	
Townsville University Hospital	100 Angus Smith Drive, Douglas 07 4433 1111 (24 hours)
SAFETY CONTACT	
Erker Safety Pty Ltd	07 4422 3878
Mio Ag & Co Pty Ltd Supervisor	
Enrico Mio	0419 029 705
SPECIALIST EMERGENCY CONTACTS	
AMBULANCE	000
POLICE STATION	000 Non-life threatening 07 4782 7101
POISONS INFORMATION CENTRE	13 11 26
EPA POLLUTION HOTLINE	1300 130 372
LOCAL COUNCIL	07 4783 9800
ELECTRICAL EMERGENCY	13 16 70
WATER EMERGENCY	13 48 10 (24 hours)
GAS EMERGENCY	1800 808 526
WHS AUTHORITY	1300 362 128

