

4. INDUCTION CHECKLIST

This checklist should be used by the employer with the shearing team to ensure all important work practices are identified and that all shed staff are aware of work practices and safety information.

Name of woolgrower:	
Name of property:	
Property address:	
Completed by (name):	<input type="checkbox"/> Woolgrower <input type="checkbox"/> Shearing team

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
1. THE SHEARING SHED					
1.9	WOOL & PRESS ROOMS				
1.9.1	Wool Table - is: <ul style="list-style-type: none"> <input type="checkbox"/> large enough to hold the fleece <input type="checkbox"/> free of protrusions or sharp corners/edges <input type="checkbox"/> height adjustable <input type="checkbox"/> adjusted to an appropriate height <input type="checkbox"/> easily portable, to maneuver depending on the requirements of the day e.g. no. stands being used, skirting or not. 				
1.9.5	<input type="checkbox"/> Bale handling is done with safe bale hooks and appropriate trolleys.				
NOTES:					
2. MACHINERY & EQUIPMENT					
2.1	OVERHEAD GEAR & SHEARING PLANT				
2.1.1	<input type="checkbox"/> Overhead drive shafts, belts & gears are clear of clothing, towels or other potential entanglements.				
2.1.4	Emergency Stop Controls <ul style="list-style-type: none"> <input type="checkbox"/> Overhead drive shaft emergency stop controls are large enough for emergency stops. <input type="checkbox"/> Emergency stop controls are located for easy access by shearers and woolclasser (e.g. between the wool table and the nearest stand). <input type="checkbox"/> Emergency Stop Controls are clearly identified. 				
NOTES:					

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
2.3	HANDPIECES				
2.3.1	<input type="checkbox"/> A correctly operating worm drive is fitted to all handpieces. <input type="checkbox"/> Handpiece vibration is not excessive <input type="checkbox"/> Handpieces & parts are maintained & adjusted and monitored appropriately by shearers e.g. combs & cutters are safe thickness				
NOTES:					
2.4	GRINDERS				
2.4.3	<input type="checkbox"/> Grinder electrical leads & cords are out of the way with no risk of being cut, entangled, damaged or causing trip hazard.				
2.4.4	<input type="checkbox"/> Safety glasses or face shields; earmuffs or ear plugs and dust mask are provided. <input type="checkbox"/> Safety signage for eye and hearing protection is in place. <input type="checkbox"/> Grinding is done by skilled and trained persons.				
NOTES:					
2.5	WOOLPRESS				
2.5.2	<input type="checkbox"/> There is an Emergency Safety Stop switch or bar fitted and properly adjusted. <input type="checkbox"/> There is appropriate signage to identify the Emergency Safety Stop switch.				
NOTES:					
2.6	TOOL & EQUIPMENT STORAGE				
2.6.1	<input type="checkbox"/> There are no loose tools and equipment on the board that pose a slipping/tripping hazard or damage to tools and equipment.				
2.6.2	<input type="checkbox"/> Shearing plants are not used as a location to hang toweling, cutters and other gear.				
NOTES:					

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
2.8	ELECTRICAL SAFETY				
2.8.5	<input type="checkbox"/> Isolating transformers or Residual Current Devices (RCDs) are fitted to the main power board or individual electrical equipment to prevent electrocution. <input type="checkbox"/> The RCDs are tested regularly. <input type="checkbox"/> The power box location is known by the team and easily identified in case of emergency to throw the main switch.				
NOTES:					
4.	WORK PRACTICES				
4.1	PENNING				
4.1.1	<input type="checkbox"/> Take care when penning-up to avoid slips, trips and falls due to either contact with sheep or pen barriers, butting by sheep, jamming fingers, cuts from protruding/ sharp objects and dog bites.				
NOTES:					
4.4	WOOL PREPARATION & WOOL PRESSING				
4.4.1	<input type="checkbox"/> The training and skills of woolpress operators is confirmed by the supervisor before the press is used.				
NOTES:					
4.5	PROTECTIVE CLOTHING				
4.5.1	<input type="checkbox"/> Shed staff do not wear loose clothing or inappropriate footwear which increase the risk of injury.				
4.5.1	<input type="checkbox"/> Shearing footwear is worn that protects the feet, improves grip and stability with decreased risks of slipping, falling and fatigue.				
NOTES:					

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
4.7	HYGIENE				
4.7.1	<input type="checkbox"/> There is good personal hygiene by all workers in the shed to reduce the risk of infection to cuts and grazes.				
	FITNESS, WARMING UP / DOWN				
	<input type="checkbox"/> There is adequate warm up and warm down by workers at the start and finish of each "run".				
	DRUGS, ALCOHOL & SMOKING				
	<input type="checkbox"/> There is adequate warm up and warm down by workers at the start and finish of each "run".				
	<input type="checkbox"/> Drug and alcohol use at or prior to work in a shearing shed is not tolerated.				
	DOGS & VISITORS				
	<input type="checkbox"/> Animals are kept away from shearing, wool handling and traffic areas & exit points e.g. in sheep penning/working areas only.				
	<input type="checkbox"/> Non-working visitors are restricted from the shed e.g. no child-minding or 'play' is allowed in the workplace.				
4.11	EMERGENCIES & FIRST AID				
4.11.1	First Aid Kit <input type="checkbox"/> Everyone knows where the first aid kits are located.				
4.11.2	<input type="checkbox"/> There is a trained first aider available at all times when work is being done.				
4.11.3	<input type="checkbox"/> There is a Fire and Emergency Procedures Plan posted in a conspicuous place in the shearing shed.				
4.11.4	<input type="checkbox"/> Everyone knows where the fire extinguishers are located.				
4.11.5	<input type="checkbox"/> Emergency Exits are clear of obstructions at all times e.g. a clear exit pathway is maintained at all times.				
4.11.8	<input type="checkbox"/> There is a pre-planned and known assembly area or muster point that is identified.				
4.12	TRAVEL				
4.12.1	<input type="checkbox"/> All vehicles should be safe and roadworthy and driven by licensed and physically competent drivers. <input type="checkbox"/> Individuals should be physically prepared for distance driving and have clear directions to properties.				
4.12.2	<input type="checkbox"/> Fatigue needs to be managed. Ensure that the driver is not tired.				
4.13	RISK MANAGEMENT SYSTEMS & SIGNAGE				
4.13.1	<input type="checkbox"/> A risk management system is in place where all workers can participate in the identification of hazards.				
NOTES:					

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
5.	GENERAL WORKING CONDITIONS				
5.1	WATER				
5.1.2	<input type="checkbox"/> Any undrinkable water is labeled appropriately.				
5.2	HEAT & COLD				
5.2.3	<input type="checkbox"/> Work practices to reduce heat stress / cold problems are agreed and in place.				
5.5	DISEASES FROM ANIMALS (ZOOZOSES)				
5.5.1	<input type="checkbox"/> Work practices are in place to limit worker exposure to infection.				
5.5.2	<input type="checkbox"/> Good sanitary amenities are provided and maintained that promote good hygiene practices				
5.7	NOISE				
5.7.1	<input type="checkbox"/> Noise is maintained below safe maximum noise levels (under 85dB over an 8 hour period) to ensure adequate communications and protection from hearing loss.				
NOTES					