3. USING THIS SHEARING SHED SAFETY GUIDE

This Shearing Shed Safety Program provides a structure to systematically identify and control risks in the shearing shed looking at:

1. The Shearing Shed

2. Machinery & Equipment

3. Amenities & Facilities

4. Work Practices

5. General Working Conditions

Steps in the Shed Safety Assessment Process

The Shed Safety Assessment Program is designed to engage the various stakeholders including the woolgrower, shearing contractor and shearing team members in a cooperative effort to improve safety in wool harvesting activities.

The process results in a prioritised improvement plan to control identified hazards and manage safety risks in a way which will prevent accidents, injuries and damage in the workplace.

Identify hazards
1
Any unsafe condition or action that can cause damage or injury

Assess the risk level
2
Severity and likelihood of potential harm, damage or injury

Record and review
4
Keep records of all your WHS plans and activities

Control the risk
3
Determine methods to control each risk

Risk management process

1. Identify Hazards

Hazards are the jobs, activities, processes, materials, machines, buildings, equipment, facilities and work practices that have the potential to cause harm.

Use the Shearing Shed Safety Program and Checklist and conduct a "walk around the shed", with other participants if applicable and identify all risks, take photos if relevant and make notes.

Think about any past safety and health incidents, problems and hazards that have not been addressed. Talk to workers in the shed who know a lot about the hazards and risks in a shearing shed and have experience in working in a wide range of sheds and conditions. This can be helpful in working out the best way to make improvements.

2. Assess the Risk Level

Assessing risks is about working out how likely it is that a hazard will cause harm. Use this Risk Matrix to assess the likelihood and severity of the risk to determine the overall Risk Level for each risk.

RISK MATRIX	CONSEQUENCES				
LIKELIHOOD	**INSIGNFICANT** No injuries, minor property damage	**MINOR** First aid treatment, medium damage	**MODERATE** Medical treatment required, high level of property damage	**MAJOR** Lost time injury or disease, major property damage	**CATASTROPHIC** Death or disability significant property damage
ALMOST CERTAIN Is expected to occur in most circumstances	HIGH	HIGH	EXTREME	EXTREME	EXTREME
LIKELY Will probably occur in most circumstances	MODERATE	HIGH	HIGH	EXTREME	EXTREME
POSSIBLE Might occur at some time	LOW	MODERATE	HIGH	EXTREME	EXTREME
UNLIKELY Could occur at some time	LOW	LOW	MODERATE	HIGH	EXTREME
RARE May occur only in exceptional circumstances	LOW	LOW	MODERATE	HIGH	HIGH

Low Risk - Manage through routine procedures	**Moderate Risk** - Management responsibility must be specified	**High Risk** - Senior management attention needed.	**Extreme Risk** - Immediate action required.

3. Control the Hazards & Manage the Risk

Once you have your list of hazards and their level of risk assessed and prioritised, the next step is to determine and implement the actions or "controls" you will take.

Any risks assessed must be eliminated as far as is practicable. If they can't be eliminated, look for alternatives that can be substituted to lessen the hazard to an acceptable level, then look for engineering solutions, administrative solutions (policies and procedures) or implement the use of personal protective equipment that might help.

Risk controls that rely on workers doing things differently often don't work very well as they require constant supervision and training. Protective equipment is often uncomfortable or doesn't allow the worker to do their job properly and end up not being used.

STRATEGY	DESCRIPTION
ELIMINATION	Where reasonably practicable, hazards must be eliminated, or removed from the workplace. This is obviously the most effective way to reduce risk. While it is often not possible to eliminate a hazard, WHS regulations require employers use this option where reasonably practicable. If it is not possible, then the next most effective solution should be sought and put in place.
SUBSTITUTION	Replace with a safer alternative. Where it is not possible to eliminate a hazard altogether, consider whether the hazard can be substituted for something that will do the same job but is less risky.
ENGINEERING	In most hazardous situations it is possible and practicable to improve the design of work and/or isolate the worker from the hazard. This is the basis of many of the safety improvements that should be put in place to reduce the risk of injury as well as to be compliant with WHS regulations.
ADMINISTRATIVE	Administrative controls include Safe Operating Procedures or rules, organising work in such a way that reduces risk. It also includes giving safety induction and training to workers, supervising unskilled workers and providing safety information to workers about the safety risk associated with the work to be done and how these risks can be minimised.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide personal protective clothing and equipment where workers cannot be protected from a hazard by a control measure higher up the order. This is a last resort measure only.

4. Record, Monitor and Review

Monitor and review each control measure to ensure that the hazards have been eliminated and not caused new or different problems.

Retain a copy of any Improvement Plans, as it will be useful in discussions with your contractor and other key stakeholders. If a WorkSafe inspector should ever visit your shed, you may find this Improvement Plans useful in demonstrating the risk assessment processes and resulting actions that have been undertaken.

It is recommended that the grower, contractor and members of the shearing team, work through the checklists:

- At least annually
- Prior to and after each shearing event, and
- When systems are changed - ie when new equipment is purchased, facilities and/ or work practices are changed.

Using the Checklists

Before shearing starts it is recommended that employers meet with workers to discuss safety and health and resolve any particular safety and health matters that are raised.

The "Pre-Shearing Checklist" should be used to conduct a pre-work audit and reach agreement between the woolgrower, contractor and shed staff on how any issues found will be dealt with.

The "Induction" checklist should be used by the employer to induct the shearing team and ensure all important work practices are identified.

After shearing is also a very good time to use the Post-Shearing Checklist and record anything broken during shearing, or issues noticed during shearing. This allows time before the shearing teams are next in the shed to address issues.

Growers should use the Shearing Shed Safety Program and the Full Checklist with the 5 modules at least once a year, preferably early in the off-season to go through the shed and record all issues for resolution. This allows as much time as possible to make all changes and improvements before the next shearing.