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Contents

Introduction
Contents
Index
Policy: Reviewing farm manual
Reviewing schedule
Farm management structure
Policy: Reporting lines and communication
Mission statement and farm goals
Our vision for our business
Phone list
Farm support services
Preferred contractors
Master copy list
Farm maps
Strategic plan and vision statement
Farm history
Production history
Staff roll call
Capital wish list

Section 1

Administration And Planning

Procedure: Accounting/bill payments
Procedure: Accounting/data entry
Procedure: Accounting/invoicing
Policy: Benchmarking and monitoring
Procedure: Computer maintenance

- ▶ Computer maintenance schedule

Policy: Dissemination of information
Policy: Electricity supply
Policy: Expiry dates
Policy: Farm maps
Policy: Financial analysis
Policy: Insurance
Policy: Planning

- ▶ Yearly calendar
- ▶ Run off regular tasks checklist
- ▶ Dairy farm regular tasks checklist
- ▶ Health and safety/training programme

Policy: Project proposal
Policy: Risk management

Section 2

Animal

Policy: Animal declaration forms/TB records
Policy: Animal health
Policy: Animal nutritionist
Policy: Animal welfare
Policy: Beef
Policy/Procedure: Bloat
Policy/Procedure: Bobby Calf Collection
Policy: Calf rearing
Procedure: Calving
Policy: Colostrum cows
Policy: Culling
Policy: Dead stock disposal
Policy/Procedure: Debudding
Policy: Docking dairy cows
Policy: Dogs
Policy: Drenching programme
Policy/Procedure: Drying off
Policy: Feed budget for dairy cows
Procedure: Heat detection and mating
Policy/Procedure: Herd records
Policy/Procedure: Herd testing
Policy/Procedure: Induction
Policy: Lameness

- ▶ Locomotion scoring of dairy cattle
- ▶ Taking the human influence out of lameness (article)

Policy/Procedure: Mastitis (including treatment of penicillin cows)
Policy: Mating (diary)

- ▶ CIDR mating programme
- ▶ Reproduction calendar (Dexcel)

Policy: Milk fever
Policy: Sheep
Policy/Procedure: Stock transportation
Policy/Procedure: Transfer of stock

Section 3

Human Resources

Policy: ACC – return to the workplace
 Procedure: Accident reporting
 Policy: Accommodation

- ▶ Property inspection sheet

 Policy: Children in the workplace
 Policy: Dress standards
 Policy: Drugs/alcohol in the workplace
 Procedure: Emergency situations
 Policy: Equality/anti-bias (including sexual harassment)
 Procedure: Evacuation drills
 Policy: Farm advisors
 Policy: Health and safety

- ▶ Health and safety responsibilities
- ▶ Health and safety definitions
- ▶ Monthly checks
- ▶ Pandemic plan

 Policy: Human resources management

- ▶ Annual leave/time-in-lieu
- ▶ Performance management
- ▶ Continuing professional development
- ▶ Review of IEA
- ▶ Payment of wages
- ▶ Notification of sick leave
- ▶ Dispute resolution
- ▶ Kiwi saver
- ▶ Staff orientation programme

 Policy: Performance management
 Policy: Recruiting staff
 Policy: Reporting lines and communication

- ▶ Staff meeting
- ▶ Managers weekly report

 Policy: Roster
 Policy: Smoking
 Policy: Training/Education
 Policy: Visitors to the farm

- ▶ Workplace visitors
- ▶ Non-working visitors

Section 4

Machinery

Procedure: Machinery operation
 Procedure: Maintenance schedules

- ▶ Dairy farm weekly maintenance schedule
- ▶ Run off maintenance schedule
- ▶ Dairy farm monthly checks

 Policy: Motorbike helmets
 Policy: Operation of tools and plant
 Policy/Procedure: Use of agricultural vehicles on public roads
 Procedure: Vehicle log
 Vehicle register

Section 5

Operations

Procedure: Chemical spillage
 Procedure: Clean up after milking
 Procedure: Dumping contaminated milk
 Policy and procedure: Effluent management
 Policy: Environmental and sustainable farming
 Policy: Farm dairy
 Procedure: Feeding out
 Policy: Feed monitoring
 Policy: Fertiliser

- ▶ Nutrient budget

 Policy: Fuel and oil storage and use
 Procedure: In-line dispenser
 Policy: Intensive cattle grazing
 Policy and procedure: Irrigation
 Procedure: Maintenance in the cowshed
 Procedure: Manual handling
 Procedure: Meal feeding system
 Policy: Milk quality programme (Fonterra – best on-farm practice)
 Procedure: Milking
 Procedure: Platform bearing changing
 Policy: Regrassing
 Procedure: Removing stones from milk pump
 Policy: Run-off

- ▶ Wintering dairy cows

 Policy: Security
 Procedure: Stock water
 Policy: Supplement production and use
 Policy: Teat sprayer
 Procedure: Top and backing gate
 Procedure: Trouble shooting in the cowshed
 Procedure: Use of RT and cellphone
 Procedure: Vacuum pump oil changing
 Procedure: Washing the vat
 Policy: Waste management
 Policy: Weed and pest control
 Procedure: Weed and pest control
 Policy: Workshop and storage areas

And here are three actual examples of our policies:



Section 2: Animal Policy/Procedure: Herd Testing

Purpose: _____ will herd test the dairy cows ___ times per year and use this information to gauge a cow's individual performance. On the last test for the season, cell count will be taken particular note of in the lead up to drying off.

Also to be read in con-junction with Policy: Culling.

Policy:

Herd testing is done by LIC and the dates sent at the beginning of the dairy season. If these dates do not suit it is possible to change them and the sooner this is done then the more likely it is to get a compatible date. Herd testing is always done though the week so that the extra staff required may be sourced from either the run off or relief pool. The dates are passed onto the dairy farm manager. It is vital that all herd records are up to date before the herd test. (See Policy: Herd records)

Information that _____ is looking to gain from herd testing is:

- ▶ Individual cow performance
- ▶ Cell count

Procedure:

LIC will come in between the morning and afternoon milkings and set up the shed. The first test is always done on the afternoon milking. It requires two extra persons in the shed. One assists on the cupping up side to load the cows and the other on the cups off side to read numbers and label the test pots, place in test trays and load fresh pots.

Written:

Review:

Purpose: If children must be present with their parent/caregiver while they are performing duties for Banarach Farm Ltd, the children and all employees are to be kept safe and that no harm can come to any of the above mentioned.

Banarach Farm Ltd recommends that all parents and their children visit the rural safety page at www.acc.co.nz (Look under injury prevention). Also see Banarach Farm Ltd Health and Safety Manual – Federated Farmers advice sheet 9, check sheet 9B and 9C. There is also an ACC produced DVD titled “Precautionary Tales – Child Safety on Farms” (ACC 2150) kept in the office of Banarach Farm Ltd for loan and all families are encouraged to watch this together. Also see the Federated Farmers fact sheet 2006/24 – Legal implications arising from children and young people on farms.

Banarach Farm Ltd does not actively encourage children within the workplace and yet wishes to protect the specialness of being a child growing up in such an environment. The following are conditions of children within the workplace are placed by Banarach Farm Ltd:

- ▶ That the farm environment is not to be treated as an extended playground by any children who reside on the property or may be visiting.
- ▶ Children may ride their bikes and be allowed to roam in the yard area as set out in the map below. No toys/bikes etc should be left unattended with in these areas at all. If found abandoned they may be confiscated. No farm equipment with in the allowed farm yard area should be handled in any way.
- ▶ If there are contractors visiting and working within these areas, this right is revoked until the contractor has finished.
- ▶ That if children are with their parent/caregiver in a work situation, that they remain within direct control and vision of the parent/caregiver. The child should not be in control or operation of any machinery, e.g. tractor or motorbike.
- ▶ No entry is permitted into the workshop or woolshed unless under the condition listed above.

Written: Andrea Ludemann May 2007
Review: Annually

Purpose: In line with _____ health and Safety practises, regular maintenance checks are to be carried out.

Procedure:

Dairy Farm - Weekly

All vehicles will be subject to maintenance checks as per the maintenance schedule attached. Weekly checks (*enter day*) are to be performed on the following: *list vehicles* _____. The yard should also be checked for any rubbish and/or recycling. Rubbish bins – both household and farm should be emptied. The schedule should be ticked off as each job is completed and any concerns/problems noted. This schedule is kept in the farm manual in _____.

The farm manager should be informed if any repairs are required. He/she will then assess if this within their scope and expertise. If not, the farm owner should then be notified who will organise the necessary repairs and if need be a replacement vehicle.

Dairy Farm - Monthly

On the first Tuesday of every month, the monthly maintenance checks are to be completed as per the schedule attached. These are on the cowshed – vacuum pump oil and milk pump oil. The yard areas which are maintained by spraying should be done on or around this day also (weather permitting).

Run-off - Weekly

All vehicles will be subjected to maintenance checks as per the maintenance schedule attached. Weekly checks (*enter day*) are to be performed on the following: *list vehicles* _____. The yard should also be checked for rubbish and/or recycling. Rubbish bins – both household and farm should be emptied. The schedule (kept in the _____) should be ticked off and any concerns noted and passed on to _____.

Run-off - Monthly

In the first week of every month, a yard spray and tidy should be completed and ticked off on the schedule attached.

Under the Health and Safety policy monthly checks (in the first week of every month) are completed. See this policy for this information.

Written:

Review:



Weekly Vehicle Maintenance Schedule

Weekly Vehicle Maintenance Schedule

[illegible]