



# What The Banarach Farm Manual Covers

## SHEEP and BEEF

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And here are three actual examples of our policies:



## Section 3: Human Resources

### Policy: Children and the Workplace

**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](http://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]

## Samples of Sheep and Beef Policies/Procedures