

# POLICY AND PROCEDURES CHECKLIST

**NOT SURE WHAT WH&S POLICIES AND PROCEDURES TO HAVE AT YOUR PLACE?**

***HERE JUST 10 CONSIDERATIONS:***

- ✓ **BUILDING REPAIRS AND MAINTENANCE**
  - 💡 Who does them and what about asbestos?
- ✓ **SOCIAL MEDIA**
  - 💡 Do you feel comfortable with employees filming or taking photos on your property and sharing them publicly?
- ✓ **SOCIAL CLUB**
  - 💡 While we're feeling social, what about a social club versus employees having alcohol in their quarters?
- ✓ **SMOKING AND VAPING**
  - 💡 Where and when is appropriate?
- ✓ **TOOLS AND EQUIPMENT COMPETENCY**
  - 💡 Who and when can someone work independently with these?
- ✓ **PROPERTY INDUCTIONS**
  - 💡 How are you safely inducting and recording visitors, contractors and employees onto your property?
- ✓ **MIXED FARMING**
  - 💡 Do you graze, crop and or have a feedlot on your property? Do you have multiple properties? Are the WH&S requirements for each of your practices different?
- ✓ **FARM CARD**
  - 💡 Do you have one for each of your properties? What about your SDS's?
- ✓ **FIREARMS**
  - 💡 Who, how and under what circumstances are firearms stored and used?
- ✓ **VEHICLES AND MACHINERY**
  - 💡 Quad bikes, ATV's, utes... helmets? What about horses?