

# Checklist for farmers briefing volunteers

## The farmer needs to make sure they communicate with the volunteer/s the following:

- Made clear where they will be going/working.

---

- Advised them of anything they wouldn't expect that would be a risk to them.

---

- Advised of any other activity on farm that could pose a risk to them, e.g. hazardous substances, chemicals, effluent ponds or disease.

---

- Determined what they are going to be doing, what risks that poses to others and how we are going to manage and communicate those risks.

---

- Advised of farm rules (e.g. speed limits, alcohol) and my expectations of their behaviour on farm.

---

- Advised of any relevant emergency procedures and location of First Aid kits.

---

- Determined appropriate time in/time out reporting (noted on the "Volunteer Register").

---

- Noted volunteer contact details on the "Volunteer Register".

---

- Ensure that the volunteer is trained, competent and aware of the risks for the work tasks they have been asked to perform, e.g. volunteers should not be riding quad bikes unless they are trained and competent.

---

- I have provided the volunteer with any additional instructions to complete the task safely.

## If necessary the farmer will:

- Print and mark-up farm map.

---

- Get volunteer/s to call in at house before starting.

---

- Take them over any difficult area/s.