

Coaching Guide 13

Visitors, Contractors & Children On-farm

Aim: To ensure that your new employee follows the policies that relate to visitors and contractors coming to the farm and children being on-farm

These are in place to ensure the safety of visitors and contractors and to maintain biosecurity on the farm. At the end of this coaching session, the employee will be able to locate the policies related to visitors, describe what they are to do if they see a visitor or contractor on farm, respond appropriately to seeing children on-farm and know how to arrange a visitor to attend the farm (if appropriate to their role).

Before coaching starts

Has your employee completed the Keeping People Healthy – COVID, PPE and Emergency Procedures? Have they been fully inducted to your COVID safe Plan for the farm and demonstrating COVIDSafe behaviours?

Make sure your employee has access to your relevant policies and use them to talk to your new employee about the rules.

- WH&S policy
- Visitor/Contractor Induction
- Biosecurity
- Children on farm policy

Prepare yourself to discuss the key points of your farm policies

- Visitors and Contractors must make their presence known to the farm manager (sign-in)
- 'No Go Zones' are communicated clearly
- Contractors must hold permits and licenses and insurance for any works conducted on farm
- Visitors and Contractors must follow biosecurity protocols
- All children on-farm must be supervised by an adult
- No children are allowed near dams, around the machinery shed, dairy, including yards or machine operating area.

COVID-19

- During COVID-19 visitor access to the farm is restricted.
- Discuss the COVID-19 farm protocols for people who must visit:
 - When the milk tanker driver is on farm
 - When the vet visits or other essential services occur

Policies that apply to contractors and visitors on farm

- ❑ Explain to the employee why all visitors and contractors on farm are required to follow the farm safety protocols – keeping everybody on farm safe.
- ❑ Outline that visitors/contractors also undergo an induction – all visitors and contractors are required to sign-in and complete an induction before coming on to the farm, this is to ensure that safety protocols are followed.
- ❑ Biosecurity is important with visitors – restricted areas for visitors and contractors are in place to lessen the biosecurity risks on farm. Vehicles and boots must be clean.
- ❑ There is a Children on farm policy – as children can get injured on farms. Risks for children include, livestock, dams and waterways, chemicals, farm plant, machinery and vehicles
- ❑ Discuss with the employee what action you want them to take if they see a visitor, contractor or child on farm
- ❑ Use the questions below to make sure the employee understands the visitor, contractor and children on farm policies.

Show your new employee where to find these policies on Dairy Passport, or on the farm.	Can you find these policies on Dairy Passport (or in the office)? Let's do that together now.
Review Visitor/Contractor sign-in and induction	Why do contractors and visitors have to let managers know that they are on farm? Where are the 'no go' zones for visitors on the farm?
Discuss Biosecurity	Why do visitors on farm pose a risk to biosecurity?
Reinforce Children on Farm Policy	What do we do to ensure that children on farm are safe at all times? What are you going to do if you see a child doing something that could be considered unsafe?

During the COVID-19 Pandemic

- ❑ Give an overview of how the policies have been amended for the COVID-19 pandemic:
 - People coming onto the farm are being kept to a minimum.
 - Signs on the gates show who they should contact before entering.
 - There are specific rules for interacting with other people:
 - Maintain physical distance at least 1.5m
 - Wear PPE and a mask, especially if you have to work closely e.g. providing assistance in a veterinary case
 - Clean and disinfect shared equipment or surfaces between use

Review your COVIDSafe rules	What are the COVIDSafe procedures we follow when the vet visits? What are the COVIDSafe procedures we follow when the tanker driver is here?
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