

WOOL HARVESTING ENGAGEMENT CHECKLIST

The Wool Harvesting Engagement Checklist is an initiative of the National Wool Harvesting and Training (NWHAT) Advisory Group to assist Shearing Contractors and Woolgrowers (Client) in ensuring wool harvesting is conducted in an agreed and professional manner, with due care for staff, wool clip quality, safety and animal welfare.

The checklist is provided for informational and reference purposes only. It is not intended to be, nor should it be construed as, legal advice. The information contained within this checklist is general in nature and may not be applicable to specific circumstances.

CONTRACTOR (SERVICE PROVIDER)

Business name

Contact person

Address

ABN

Workers' compensation insurance:

Provider's name:

Policy number:

Certificate of currency date:

Public liability insurance:

Provider's name:

Policy number:

Certificate of currency date:

WOOLGROWER (CLIENT)

Business name

Contact person

Address

ABN

Workers' compensation insurance:

Provider's name:

Policy number:

Certificate of currency date:

Public liability insurance:

Provider's name:

Policy number:

Certificate of currency date:

JOB SCOPE

Job scope (shear, crutch, etc)	Estimated output (number of sheep per day)

This job scope and estimated output is based on total flock size, staffing and other discussed requirements, with the understanding that these may vary depending on weather or other inadvertent conditions, on a mutually agreed basis. Any estimate should take into consideration WHS and animal welfare requirements.

CHECKLIST

Wool Harvesting Engagement Checklist (between woolgrower or rep & shearing contractor or rep), includes:				
1	PRE-SHEARING/CRUTCHING	Responsibility	Yes	No
1.1	Agreed shed safety assessment completed with improvements made and risks mitigated, including any biosecurity requirements (SafeSheds /Shearing Ready Checklist).	Grower		
1.2	Is a wool classer required?	Grower		
1.3	If a wool classer is required, are they currently registered with AWEX and do they have their stencil in the shed?	Contractor or grower		
1.4	Is the farm part of an integrity scheme, e.g. AWSS, RWS, ZQ and Authentico? If so, woolgrower to provide an explanation and supporting documentation to meet the requirements. Wool clip preparation additional requirements:	Grower		
1.5	Yarding of sheep and time off water – sheep should be yarded overnight, unless otherwise mutually agreed. (Refer to 'Notes' page to document as required.)	Both		
1.6	Both parties have discussed and agree with the procedure of ram sedation or use of pain relief.	Both		
2	EMPLOYMENT OBLIGATION			
2.1	Contractor conforms to ATO's Single Touch Payroll requirements.	Contractor		
2.2	The contractor pays staff a minimum or above the Pastoral Award or Shearing Contractors' Award of Western Australia.	Contractor		
2.3	Contractor's employment contract with staff includes reporting of: - Workplace health and safety (WHS) policy and procedures - Animal welfare policy and practices - Drug and alcohol policy - Bullying and harassment policy and procedure - Non-compliance of staff procedure - Report of animal welfare, WHS and harassment breaches.	Contractor		
2.4	The contractor and woolgrower to discuss and will work together in dealing with any non-compliance issues should they arise including WHS issues that require action during shearing.	Both		
2.5	Adequate conditions of shearers quarters, toilets facilities and break rooms.	Both		

CHECKLIST

2	EMPLOYMENT OBLIGATION (CONTINUED)	Responsibility	Yes	No
2.6	Invoicing – it is agreed on the how the contractor will charge for their services, - Agreed (all-inclusive) contract price - Cost plus pricing – contractor to provide a schedule of charges - Sign a purchase-order or engagement contract - Terms of payment have been agreed.	Both		
3	START OF SHEARING/CRUTCHING			
3.1	Shed safety induction completed (SafeSheds/Shearing Ready Checklist).	Contractor		
3.2	Wool classer to brief staff on clip preparation requirements and adhere to code of practice.	Contractor		
3.3	In the absence of the contractor, a team leader is responsible for communication and other dealings with the client and other staff. Name:	Contractor		
3.4	The woolgrower agrees to address/mitigate any urgent WHS issues that materialise or unforeseen circumstances during shearing.	Grower		
4	POST SHEARING/CRUTCHING			
4.1	The contractor and client will undertake a post wool harvesting review.	Both		
4.2	Shed safety post-shearing assessment completed (SafeSheds/Shearing Ready Checklist).	Both		
4.3	Discuss any concerns or issues that can be improved for next time.	Both		
4.4	The contractor's invoice will be paid in accordance with the mutually agreed payment schedule.	Grower		

SIGNED BY OR ON BEHALF OF CONTRACTOR

Signature

Print full name

Position

Date:

SIGNED BY OR ON BEHALF OF WOOLGROWER

Signature

Print full name

Position

Date:

NOTES

Should your contractor be unable to fulfill any of the requirements, the Shearing Contractors Association of Australia (SCAA) scaa.org.au or in Western Australia the WA Shearing Industry Association (WASIA) wasia.com.au can provide the processes and supporting documentation for shearing contractors.

WOOL HARVESTING OPERATION

Shed safety resources and information, including pre-shearing checklists are available through the following:

SafeSheds: A best practice guide and safety checklists to make the wool harvesting workplace safer for all. The SafeSheds program is endorsed by AWI, AWEX, WoolProducers Australia and WASIA. The resources are available for free at wool.com/safesheds.

The Shearing Contractors' Association of Australia (SCAA): provides Tally Books which include a 'Shearing Ready Checklist'. SCAA members can obtain a copy by emailing scaa@scaa.org.au.

POLICIES & PROCEDURES

Safety and sheep welfare are a shared responsibility. Good communication between contractors, shearing teams and woolgrowers is essential. Further information including 'Code of Conduct' can be found at wool.com/safesheds, and wasia.com.au.

ANIMAL WELFARE

The Australian Animal Welfare Standards and Guidelines for Sheep were agreed by State and Territory Governments in 2016 and are being regulated into law by most State and Territory governments. The Australian animal and welfare guidelines for sheep can be accessed at www.animalwelfarestandards.net.au/sheep/.

WOOL QUALITY ASSURANCE

Wool Classing: Registered Wool Classers adhere to the AWEX Code of Practice for the Preparation of Australian Wool Clips (2025 - 2027). This industry document describes the recommended practices and standards to which wool should be prepared. See: www.awex.com.au

Wool integrity schemes: Many woolgrowers are part of wool integrity schemes, which may have additional requirements to meet the relevant standards. The woolgrower should discuss these requirements with the contractor prior to harvesting. Examples of integrity schemes include the Australian Wool Sustainability Scheme, ([SustainaWool](#) and [ResponsiWool](#)), [RWS](#), [ZQ](#) and [Authentico](#).

1.5 Yarding time off feed and water: grower and contractor to mutually agree on time and document in table below.

Class of sheep	Hours

Disclaimer: While every effort has been made to ensure the accuracy and reliability of the information contained within this checklist, The NWHAT Advisory Group makes no representations or warranties, express or implied, regarding the completeness, accuracy, or suitability of the content.

Users of this checklist should consult with qualified legal or industry professionals to ensure compliance with all relevant laws, regulations, and standards. The NWHAT Advisory Group exclude all liabilities for any actions taken based on the use of this checklist.

The NWHAT Advisory Group brings together State Wool Training Advisory Groups (WoolTAGs) and key Wool Industry Organisations to progress the wool harvesting industry

More information visit wool.com/woolharvesting