2. FULL ASSESSMENT CHECKLIST

This checklist should be used by a woolgrower to assess the safety of the shearing shed(s) on the property.

It is recommended that this be done at least once a year in the off-season to allow enough time to make improvements before shearing commences.

Name of woolgrower:	
Name of property:	
Property address:	
Completed by (name):	WoolgrowerShearing team

ITEM #	HAZARDS / RISKS	risk Level	WHO	BY WHEN	DATE COMP
1. TH	IE SHEARING SHED				
1.1	SHED STRUCTURE				
1.1.1	The Shed Structure is sound and safe to enter, including shed frames, beams, flooring, roof and walls.				
1.1.2	 Platforms All platforms over 1000mm (1m) high have safety rails & gates or chain as suitable barriers. The edges of the platform and leading edges of steps are painted with a bright stripe to improve visibility. 				
1.1.3	 Step/Stairs All steps and stairs are in good condition. 'Steps' are not a 'ladder' Steps are securely fixed in place, non-slip, deep & wide enough to tread on safely. Steps are evenly spaced and not too high. Steps do not have a horizontal gap between them or a gap between the steps and the wall. 				
1.1.4	 Handrails: Handrails are fixed to the outside of any steps. All handrails are strong and stable. There are no 'finger traps' in open end pipes. 				
NOTES:					

ITEM #			RISK LEVEL	WHO	BY WHEN	DATE COMP
1.2	AC	CESS TO AND MOVEMENT AROUND THE SHED				
1.2.1		The <i>Shearing Safety Zone</i> is adequate (shearing plant to be at least 1525mm apart in older sheds and 2100mm apart in new sheds) between stands, pens, shearing and wool handling.				
1.2.2		There is sufficient space in the wool room to ensure there are no collisions and contact with machinery.				
1.2.3		Work and traffic areas are uncrowded, free of obstructions and debris e.g. power cords are suspended and people, animals & clutter are minimised.				
NOTES:						
1.3	FL	OORING				•
1.3.1		Floors & battens throughout the shed are sound and well maintained. There are no missing, rotting, warped, loose, slippery flooring or flooring made of high friction material (e.g. melwire). There are no protruding nails & screws.				
1.3.2		Floors & battens throughout the shed are even, without steps or gaps for tripping hazards.				
1.3.3		The floors are dry & secure.				
1.3.4		Floors where a bale trolley is used are level and free of broken timber flooring.				
NOTEC		There are no large tin patches, sagging tin or raised edges.				
NOTES:						
1.4	D/	MPS & YARDING				
1.4.1		There is adequate overnight 'yarding' capacity for enough sheep to				
		cover the following day's total tally.				
1.4.2		The sheep entry ramp is sound and without broken or rotting planks and battens.				
1.4.3		Loading doorways / raised platforms over 1000mm (1m) high have a closing door, gate or exclusion chain with signage for when not in use.				
NOTES:						
1.5	SF	IEEP PENS, RACES & GATES				
1.5.1		The design of races & pens promotes sheep to run and provides adequate flow.				
1.5.2		There is limited light from under the floorboards that may hinder sheep from running.				
1.5.3		Sides of pens, races and gates are free of protrusions, sharp edges and splinters, posing hazards for workers.				
1.5.4		Gates are made of lightweight material.				
1.5.5		Gate hinges in penning up area are present and working.				
1.5.6		Gate catches and stops in penning up area operate easily and are easy to operate one-handed.				
1.5.7		There are no 'Telescoping' Gates which are a safety risk.				
NOTES:						

ITEM #	HAZARDS / RISKS	risk Level	WHO	BY WHEN	DATE COMP
1.6	CATCHING PENS, GATEWAYS & DOORS				
1.6.1	The size of the catching pen does not require excessive lifting and dragging to operate. Catching pen size should be 2100mm wide x 3050mm deep (7ft x 10ft) and no less than 1830mm (6ft) wide and no more than 3200mm (10.5ft) deep.				
1.6.2	Chutes that protrude into catching pens are guarded to prevent trip hazards for the shearer during tip & drag operations.				
1.6.3	There is one catching pen available for each shearer.				
1.6.4	 Catching Pen to Down Tube Alignment & Distance: The alignment and distance does not require the shearer to turn more than 90 degrees for both left and right handed shearing. The drag distance from the back of the catching pen to the downtube is no more than 3005mm (3.05m). 				
1.6.5	 Equipment/Tool Benches: An equipment/tool bench is available for each shearer. The equipment/tool benches are adequately sized (not less than 300 x 600mm), stable and located appropriately. 				
1.6.6	 Flooring: Battens run towards the catching pen gates. Battens are made of appropriate material (not melwire) to limit surface drag that increases risk to shearers. The flooring is in good condition, with no rotten or loose battens. There are no steps or obstructions between the catching pen and the board e.g. board fixed to the floor across the gateway. 				
1.6.7	 Catching Pen Doors: The top edge of the pen door is not able to strike the shearer in the lower back. The doors are self-closing and close completely & automatically with each use. The doors swing in both directions (optional based on shearer preference). The doors are smooth and free of protrusions on both sides. The doors do not have pinch points. 				
NOTES:		1	1		

	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
1.7	SHEARING BOARD				
1.7.1	Shearing boards are best practice depth and height for safety and ease for shed staff to reach and handle wool. Depth of 1500mm (1.5m) from the downtube to the front edge of the platform. Height 700mm - 750mm.				
1.7.2	 Steps to Raised Board: The steps are securely fixed in place, wide enough, not too high. There are no horizontal gaps between the steps. There is a handrail fixed to the outside of the steps 				
1.7.3	There is a multi-purpose stand available for left and right- handed shearers that ensures no forward dragging of sheep and no turning of sheep more than 90 degrees.				
1.7.4	Lighting on the board is adequate for shearing and equipment maintenance.				
1.7.5	□ The distance between down tubes is 2100mm (7 foot).				
1.7.6	 The downtube is the appropriate distance out from the wall and chute face e.g. approx. 450 – 550mm maximum. Downtubes are between 152 – 178mm to the left of the let out chute. 				
1.7.7	Joint Guards are fitted around all down tube elbow joints.				
1.7.8	 On/off ropes are made of non-stretch material. On/off Ropes are in good condition e.g. not frayed and worn at the attachment to the on/off lever and are correct length. 				
NOTES:	On/off ropes are positioned correctly for easy access whether left or right-handed.				
NOTES:	right-handed.				
	right-handed.				
1.8	right-handed.				
NOTES: 1.8 1.8.1 1.8.2	right-handed. LET GO AREA Chutes are large enough for large framed sheep. Chute thresholds are free of wooden strips where sheep can get a foothold.				
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1.9	WOOL & PRESS ROOMS				
1.9.1	 Wool Table - is: large enough to hold the fleece free of protrusions or sharp corners/edges height adjustable adjusted to an appropriate height easily portable, to maneuver depending on the requirements of the day e.g. no. stands being used, skirting or not. 				
1.9.2	 Flooring Any concrete floors around the wool table are fitted with anti-fatigue matting. Flooring is even and without significant cracks posing hazards for workers operating in these areas and standing on uneven surfaces for prolonged periods of time. Any timber floors are strong enough and well-supported to take the weight of loaded bale trolleys and the woolpress. 				
1.9.3	Bale frames do not have sharp points that are not adequately covered.				
1.9.4	 Wool Bins: Wool bins are easily accessible with no trip hazards. Wool bins are free of sharp metal or splinters that are not covered. Wool bin is easily portable, to maneuver depending on the requirements of the day. 				
1.9.5	Bale handling is done with safe bale hooks and appropriate trolleys.				
1.9.6	Lighting is adequate for shearing and equipment maintenance.				
NOTES:					
2. M/	ACHINERY & EQUIPMENT				
2.1	OVERHEAD GEAR & SHEARING PLANT				
2.1.1	Overhead drive shafts, belts & gears are clear of clothing, towels or other potential entanglements.				
2.1.2	Drive belts are guarded.				
2.1.3	Overhead drive shafts, belts & gears are high enough to avoid physical contact where belts and pulley meet.				
2.1.4	 Emergency Stop Controls Overhead drive shaft emergency stop controls are large enough for emergency stops. Emergency stop controls are located for easy access by shearers and woolclasser (e.g. between the wool table and the nearest stand). Emergency Stop Controls are clearly identified. 				
2.1.5	Individual shearing plant units are fitted safely and securely.				
2.1.6	Anti-lockup plant has been installed when replacement is required.				
2.1.7	 All Shearing plants & equipment are appropriately serviced, installed and maintained, to work correctly Downtubes are in good condition and correctly installed, the lower end of downtube describes a circle of approximately 275mm Safety clutches are in good condition, properly adjusted Safety clutch tension setting is not greater than 2-9Nm (26 in/lb) Tension wrench that fits the safety clutch is available Protective covers are placed over the shearing plant and downtube when not in use. 				
NOTES:	Joint guards are fitted to all joints.				

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2.2	B/	ACK HARNESS SUPPORTS				
2.2.1		Back aid fixing points are provided. Back aid fixing points swivel freely.				
2.2.2		Back aid fixing points are secure and fastened correctly. They are located correctly and clear of obstructions. Back aid fixing points have chains long enough to prevent excessive 'pendulum' lifting effect on shearers as they move.				
NOTES:						
2.4	GF	RINDERS				
2.4.1	Gri D D D D	nder location: Is in a well ventilated and enclosed area Is in a well-lit location There is a minimum 1.5m of open space around the grinder Open space is free of people Grinder disc rotation is away from people, busy work areas and flammable material				
2.4.2		Grinder is secured to a surface, unless otherwise designed. Grinding discs are properly secured. Safety guards are in place on grinder & properly adjusted to cover the edge of discs.				
2.4.3		Grinder electrical leads & cords are out of the way with no risk of being cut, entangled, damaged or causing trip hazard.				
2.4.4		Safety glasses or face shields; earmuffs or ear plugs and dust mask are provided. Safety signage for eye and hearing protection is in place. Grinding is done by skilled and trained persons.				
NOTES:						
2.5	W	OOLPRESS	1			1
2.5.1		The Woolpress is fully guarded with an interlocking door mechanism, to exclude hand & arm access during activation.				
2.5.2		There is an Emergency Safety Stop switch or bar fitted and properly adjusted. There is appropriate signage to identify the Emergency Safety Stop switch.				
2.5.3		There are adequate ramps, vehicles and lifting devices available for safe movement of press to & from and within the shed.				
2.5.4		There is a failsafe mechanism fitted and functional on mechanical/ manual press to prevent the platen from falling when in the top position.				
2.5.5	ū	Hydraulic Lines are inspected, and worn lines are replaced to eliminate leaks.				
2.5.6	ū	The location of the woolpresses are away from other work being carried out.				
2.5.7		The woolpress is free of any protrusions and sharp edges.				
NOTES:						

ITEM #	HA	ZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
2.6	ТО	OL & EQUIPMENT STORAGE				
2.6.2		Shearing plants are not used as a location to hang toweling, cutters and other gear.				
NOTES:						
2.7	U	IGUARDED MACHINERY				
2.7.1		All moving parts of machinery and equipment used in the shed that could expose workers to the risk of injury e.g. belts, flywheels, cranking points, drive shafts, pulleys etc are adequately guarded.				
NOTES:						
2.8	EL	ECTRICAL SAFETY				
2.8.1		Shearing plant electrical cables are in sound condition. Shearing plant electrical cables are not worn or chewed. Power leads are not frayed, chewed or exposed.				
2.8.2		Shearing plant electrical cables do not obstruct work.				
2.8.3		Electrical leads must meet regulations. Power leads & cables must either have opaque molded plugs or replaceable transparent plugs				
2.8.4		Power points are located between 1000–1500mm (1–1.5m) above the board level to make them easily accessible to the shearer.				
2.8.5		Isolating transformers or Residual Current Devices (RCDs) are fitted to the main power board or individual electrical equipment to prevent electrocution. The RCDs are tested regularly. The power box location is known by the team and easily identified in case of emergency to throw the main switch.				
2.8.6		Plugs, sockets & switches are in good working order and not cracked or broken. Power sockets are not overloaded.				
2.8.7		Portable power tools are in good condition and tagged. Electrical equipment not-in-use is stored properly.				
2.8.8		All exposed wires are not 'live' and unused electrical wiring is not present				
NOTES:						

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
3.	AMENITIES & FACILITIES				
3.1	EATING AREAS, KITCHENS & FOOD PREPARATION				
3.1.1	 A non-smoking food preparation and eating area is available separate from shearing and wool handling work areas. It has: Sink for hand washing (separate from toilet sink) Separate dishwashing sink Table and chairs Fridge for food Adequate power and water supply for the hot water urn Microwave 				
3.1.2	There is a clean and working refrigerator that is large enough for all cold items.				
3.1.3	This area is free of all work tools and materials.				
3.1.4	 Power leads & cables are strung to avoid standing in water or being splashed with water. 				
3.1.5	There is a clean supply of cool drinking water easily accessible to employees.				
3.1.6	Any undrinkable water is labeled appropriately.				
3.1.7	The area is cleaned daily.				
3.2	WASHING, TOILETS & LAUNDRIES				
3.2.1	 Appropriately clean, maintained, separate, private and secure toilets are readily available and accessible for men and women. Toilets and ablution blocks are constructed to provide privacy. 				
3.2.2	A sanitary disposal covered bin is supplied in the toilet e.g. covered waste bin with plastic bag.				
3.2.3	After-toilet hand washing facilities are separate from the source of drinking water.				
3.2.4	Toilets are cleaned daily.				
3.2.5	There is a suitable laundry where needed.				
3.2.6	There is enough hot water for showers, baths, hand basins, washing clothes and cooking.				
NOTES:					

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
3.3	SLEEPING QUARTERS				
3.3.1	 Quarters are maintained in sound structural condition and are habitable, clean and hygienic. All entry and exit points are kept clear of obstructions/ hazards to prevent tripping and falling. Lighting is sufficient. Beds are firm, clean and provide good back support. Sleeping quarters are of adequate size. Separate, private and secure toilets and bathing/shower facilities are provided for men and women. 				
3.3.2	Fireplaces and heaters are properly constructed and guarded with adequate smoke detectors, fire alarms, extinguishes and emergency exit procedures and signage.				
NOTES:					
4.	WORK PRACTICES				
4.3	RAMS & SHEEP SIZE				
4.3.2	□ The shed design is suitable to handle the increased size of stock.				
NOTES:	WOOL PREPARATION & WOOL PRESSING				
4.4.2	The size, height and shape of the wool table and the available space around the table is suitable to mitigate risk of injuries associated with skirting, rolling and classing.				
NOTES:					
4.6	CHEMICALS & HAZARDOUS SUBSTANCES	1	1		1
4.6.1	No chemicals or chemical equipment are stored or used in the shearing shed.				
4.6.3	 Chemical withholding periods are known, recorded and observed for all chemical treatment of sheep. 				
4.6.4	All necessary safety equipment is available, accessible and in good operating condition.				
NOTES:					

ITEM #	HAZARDS / RISKS		WH0	BY WHEN	DATE COMP
4.11	EMERGENCIES & FIRST AID				
4.11.1	 First Aid Kit There is a First Aid Kit in the shed and shearers' quarters when work is being done, as required by law. The First Aid Kit is visible and easily accessible. There is a contents replacement system in place. There is a First Aid Register in the First Aid Kit for recording injuries and treatment. Everyone knows where the first aid kits are located. 				
4.11.2	There is a trained first aider available at all times when work is being done.				
4.11.3	There is a Fire and Emergency Procedures Plan posted in a conspicuous place in the shearing shed.				
4.11.4	 Fire Extinguishers: Appropriate Fire Extinguishers are mounted in a prominent place and clearly marked for type of fire. Fire Extinguishers are checked and serviced regularly to maintain charge. 				
4.11.5	 Emergency Exits are clear of obstructions at all times e.g. a clear exit pathway is maintained at all times. 				
4.11.6	Signed Exit Doors open easily from the inside.				
4.11.7	Emergency Contact Numbers are readily available in the shed.				
4.11.8	□ There is a pre-planned and known assembly area or muster point that is identified.				
NOTES:					
4.13	RISK MANAGEMENT SYSTEMS & SIGNAGE				
4.13.1	Exit Signs are in place at 2 emergency exits, as required by law.				
4.13.2	 Other signage is in place e.g. 'Authorised Personnel Only' or 'No Children', as appropriate, safety, no smoking. 				
NOTES:					

ITEM #	HAZ	ZARDS / RISKS	risk Level	WHO	BY WHEN	DATE COMP
5.	GE	NERAL WORKING CONDITIONS				
5.1	W	ATER				
5.1.1		There is a clean supply of cool drinking water easily accessible to employees.				
5.1.2		Any undrinkable water is labeled appropriately.				
NOTES:						
5.2		AT & COLD				
5.2.1		Measures are taken to mitigate the range of extreme climatic conditions.				
5.2.2		Any skylights do not cause too much heat.				
5.2.3		Work practices to reduce heat stress / cold problems are agreed and in place.				
5.3	VE	NTILATION				
5.3.1		There is ventilation that provides adequate air flow.				
5.3.2	ū	Ventilation does not expose employees to extremes of heat, cold or drafts.				
NOTES:						
5.4		IST, VAPOURS, FUMES & GASES				
5.4.1 5.4.2		Measures are taken to mitigate dust in the yard and shed. Fumes from petrol or diesel engine exhausts which power equipment is				
		not released within the shed.				
5.4.3		Action is taken to limit ammonia from stock urine in the shed.				
NOTES:						

ITEM #	HAZARDS / RISKS		RISK LEVEL	WHO	BY WHEN	DATE COMP
5.5	DISEASES FROM ANIMALS (ZOONOSES)					
5.5.2		Good sanitary amenities are provided and maintained that promote good hygiene practices				
NOTES						
5.6		GHTING				
5.6.1		All lights work and lighting is adequate for general movement and work, especially in the main work areas.				
5.6.2		External lighting works & lighting is adequate for general movement around the shed.				
5.7	NOISE					
5.7.1		Noise is maintained below safe maximum noise levels (under 85dB over an 8 hour period) to ensure adequate communications and protection from hearing loss.				
5.7.2		Corrugated iron walls found in many shearing sheds reflect noise and increase overall noise levels – there is proper sound installation installed.				
NOTES						