

3. PRE-SHEARING CHECKLIST

This checklist should be used by a woolgrower and the shearing contractor prior to shearing commencing to assess the safety of the shearing shed and reach agreement between the woolgrower, contractor and shed staff on how any issues found will be dealt with.

Name of woolgrower:	
Name of property:	
Property address:	
Completed by (name):	<input type="checkbox"/> Woolgrower <input type="checkbox"/> Shearing team

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

ITEM #	HAZARDS / RISKS	RISK LEVEL	WHO	BY WHEN	DATE COMP
1.3	FLOORING				
1.3.1	<input type="checkbox"/> Floors & battens throughout the shed are sound and well maintained. <input type="checkbox"/> There are no missing, rotting, warped, loose, slippery flooring or flooring made of high friction material (e.g. melwire). <input type="checkbox"/> There are no protruding nails & screws.				
NOTES:					
1.4	RAMPS & YARDING				
1.4.1	<input type="checkbox"/> There is adequate overnight 'yarding' capacity for enough sheep to cover the following day's total tally.				
1.4.2	<input type="checkbox"/> The sheep entry ramp is sound and without broken or rotting planks and battens.				
NOTES:					
1.5	SHEEP PENS, RACES & GATES				
1.5.3	<input type="checkbox"/> Sides of pens, races and gates are free of protrusions, sharp edges and splinters, posing hazards for workers.				
NOTES:					
1.6	CATCHING PENS, GATEWAYS & DOORS				
1.6.7	Catching Pen Doors: <input type="checkbox"/> The top edge of the pen door is not able to strike the shearer in the lower back. <input type="checkbox"/> The doors are self-closing and close completely & automatically with each use. <input type="checkbox"/> The doors swing in both directions (optional based on shearer preference). <input type="checkbox"/> The doors are smooth and free of protrusions on both sides. <input type="checkbox"/> The doors do not have pinch points.				
NOTES:					

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1.7	SHEARING BOARD				
1.7.4	<input type="checkbox"/> Lighting on the board is adequate for shearing and equipment maintenance.				
1.7.7	<input type="checkbox"/> Joint Guards are fitted around all down tube elbow joints.				
1.7.8	<input type="checkbox"/> On/off ropes are made of non-stretch material. <input type="checkbox"/> 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. <input type="checkbox"/> On/off ropes are positioned correctly for easy access whether left or right-handed.				
NOTES:					
1.9	WOOL & PRESS ROOMS				
1.9.3	<input type="checkbox"/> Bale frames do not have sharp points that are not adequately covered.				
1.9.4	Wool Bins: <input type="checkbox"/> Wool bins are easily accessible with no trip hazards. <input type="checkbox"/> Wool bins are free of sharp metal or splinters that are not covered. <input type="checkbox"/> Wool bin is easily portable, to maneuver depending on the requirements of the day.				
NOTES:					
2. MACHINERY & EQUIPMENT					
2.1	OVERHEAD GEAR & SHEARING PLANT				
2.1.1	<input type="checkbox"/> Overhead drive shafts, belts & gears are clear of clothing, towels or other potential entanglements.				
2.1.2	<input type="checkbox"/> Drive belts are guarded.				
2.1.3	<input type="checkbox"/> Overhead drive shafts, belts & gears are high enough to avoid physical contact where belts and pulley meet.				
2.1.4	<input type="checkbox"/> Emergency Stop Controls <input type="checkbox"/> Overhead drive shaft emergency stop controls are large enough for emergency stops. <input type="checkbox"/> Emergency stop controls are located for easy access by shearers and woolclasser (e.g. between the wool table and the nearest stand). <input type="checkbox"/> Emergency Stop Controls are clearly identified.				
2.1.5	<input type="checkbox"/> Individual shearing plant units are fitted safely and securely.				
2.1.7	<input type="checkbox"/> All Shearing plants & equipment are appropriately serviced, installed and maintained, to work correctly <input type="checkbox"/> Downtubes are in good condition and correctly installed, the lower end of downtube describes a circle of approximately 275mm <input type="checkbox"/> Safety clutches are in good condition, properly adjusted <input type="checkbox"/> Safety clutch tension setting is not greater than 2-9Nm (26 in/lb) <input type="checkbox"/> Tension wrench that fits the safety clutch is available <input type="checkbox"/> Protective covers are placed over the shearing plant and downtube when not in use. <input type="checkbox"/> Joint guards are fitted to all joints.				
NOTES:					

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2.2	BACK HARNESS SUPPORTS				
2.2.2	<input type="checkbox"/> Back aid fixing points are secure and fastened correctly. They are located correctly and clear of obstructions. <input type="checkbox"/> Back aid fixing points have chains long enough to prevent excessive 'pendulum' lifting effect on shearers as they move.				
NOTES:					
2.4	GRINDERS				
2.4.4	<input type="checkbox"/> Safety glasses or face shields; earmuffs or ear plugs and dust mask are provided. <input type="checkbox"/> Safety signage for eye and hearing protection is in place. <input type="checkbox"/> Grinding is done by skilled and trained persons.				
NOTES:					
2.5	WOOLPRESS				
2.5.1	<input type="checkbox"/> The Woolpress is fully guarded with an interlocking door mechanism, to exclude hand & arm access during activation.				
2.5.2	<input type="checkbox"/> There is an Emergency Safety Stop switch or bar fitted and properly adjusted. <input type="checkbox"/> There is appropriate signage to identify the Emergency Safety Stop switch.				
NOTES:					
2.7	UNGUARDED MACHINERY				
2.7.1	<input type="checkbox"/> 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:					

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2.8	ELECTRICAL SAFETY				
2.8.5	<input type="checkbox"/> Isolating transformers or Residual Current Devices (RCDs) are fitted to the main power board or individual electrical equipment to prevent electrocution. <input type="checkbox"/> The RCDs are tested regularly. <input type="checkbox"/> The power box location is known by the team and easily identified in case of emergency to throw the main switch.				
NOTES:					
3. AMENITIES & FACILITIES					
3.1	EATING AREAS, KITCHENS & FOOD PREPARATION				
3.1.1	<input type="checkbox"/> A non-smoking food preparation and eating area is available separate from shearing and wool handling work areas. It has: <input type="checkbox"/> Sink for hand washing (separate from toilet sink) <input type="checkbox"/> Separate dishwashing sink <input type="checkbox"/> Table and chairs <input type="checkbox"/> Fridge for food <input type="checkbox"/> Adequate power and water supply for the hot water urn <input type="checkbox"/> Microwave				
3.1.4	<input type="checkbox"/> Power leads & cables are strung to avoid standing in water or being splashed with water.				
NOTES:					
3.2	WASHING, TOILETS & LAUNDRIES				
3.2.1	<input type="checkbox"/> Appropriately clean, maintained, separate, private and secure toilets are readily available and accessible for men and women. <input type="checkbox"/> Toilets and ablution blocks are constructed to provide privacy.				
NOTES:					

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4. WORK PRACTICES					
4.2 PRESENTATION OF SHEEP					
4.2.1	<input type="checkbox"/> Yarding of sheep “drained” (removal from food & water) is overnight ¹ . Discussion between contractor and grower as to the number of sheep to be drained overnight.				
4.2.2	<input type="checkbox"/> Ensure withholding periods for chemicals are adhered to prior to shearing / crutching.				
NOTES:					
4.3 RAMS & SHEEP SIZE					
4.3.1	<input type="checkbox"/> Prior to shearing rams, negotiations between the owner/manager and contractor/shearing team has determined a suitable method for shearing e.g. ram sedation, extra support and extra draining time prior to shearing.				
NOTES:					
4.6 CHEMICALS & HAZARDOUS SUBSTANCES					
4.6.1	<input type="checkbox"/> No chemicals or chemical equipment are stored or used in the shearing shed.				
4.6.4	<input type="checkbox"/> All necessary safety equipment is available, accessible and in good operating condition.				
NOTES:					
4.11 EMERGENCIES & FIRST AID					
4.11.1	First Aid Kit <ul style="list-style-type: none"> <input type="checkbox"/> There is a First Aid Kit in the shed and shearers’ quarters when work is being done, as required by law. <input type="checkbox"/> The First Aid Kit is visible and easily accessible. <input type="checkbox"/> There is a contents replacement system in place. <input type="checkbox"/> There is a First Aid Register in the First Aid Kit for recording injuries and treatment. <input type="checkbox"/> Everyone knows where the first aid kits are located. 				
4.11.4	Fire Extinguishers: <ul style="list-style-type: none"> <input type="checkbox"/> Appropriate Fire Extinguishers are mounted in a prominent place and clearly marked for type of fire. <input type="checkbox"/> Fire Extinguishers are checked and serviced regularly to maintain charge. 				
NOTES:					

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5. GENERAL WORKING CONDITIONS					
5.1 WATER					
5.1.1	<input type="checkbox"/> There is a clean supply of cool drinking water easily accessible to employees.				
NOTES:					
5.4 DUST, VAPOURS, FUMES & GASES					
5.4.2	<input type="checkbox"/> Fumes from petrol or diesel engine exhausts which power equipment is not released within the shed.				
NOTES:					
5.7 NOISE					
5.7.1	<input type="checkbox"/> Noise is maintained below safe maximum noise levels (under 85dB over an 8 hour period) to ensure adequate communications and protection from hearing loss.				
NOTES					

¹Pastoral Award (2010) requires yarding for a minimum of 8 hours, however due to increasing weight and size of sheep, best practice is to yard overnight.