

## 1.9 Planning

- Directors meetings are held monthly to discuss and plan the direction of Dagg Farms LTD.
- Staff meetings are held weekly in the smoko room of the cowshed to discuss and plan general farm duties, roster, and up and coming events on the farm seasonal calendar
- Staff can raise items for discussion at meetings by open discussion between, and during meetings
- Staff Roster is prepared by the Sharemilker, and posted monthly.
- Farm walk discussions are done weekly.
- The Farm Advisor visits monthly to consult on farm management issues. Staff members are kept informed of issues by the sharemilker at meetings.
- There is a planning calendar posted in the office at the cowshed. This helps ensure important tasks don't get overlooked, and spreads tasks in a sensible, seasonal manner.
- Regular tasks and who is responsible for them is listed on the Weekly Jobs List Maintenance schedule and the whiteboard.

## 2 Health and Safety

- At Dagg Farms we believe it is to everyone's advantage to have a safe and healthy workplace so we are proactive about improving work safety.
- Before you operate machinery consider: limitations of vehicle or environment, need for training, need for safety equipment. Farm machinery can be dangerous, and we are all responsible for our own safety and the safety of our workmates and our family. Know your own limitations – If it doesn't feel safe, it isn't safe
- Safety equipment is supplied to staff including milking gloves, cuffs and aprons; gumboots ; ear protection ; ATV helmets; overalls for spraying; Respirators; trolleys for heavy objects. If you have any questions about the use of safety equipment please ask your workmates or the sharemilker.
- Safety equipment is stored in designated areas: Ensure shared equipment is returned in good condition.
- Chemicals are stored separately. Always read labels for correct use and safety information. Ensure chemicals are always well labelled. Use protective clothing/gloves/eye protection when mixing up chemicals