# UWA Farm Ridgefield – User and visitor induction

**All users and visitors must read and understand the information below before visiting UWA Farm Ridgefield.**

This induction must be completed annually and supervisors must ensure that everyone they are supervising completes an induction prior to their visit.

Prior to any visit to the farm, you must inform the Farm Manager [Richard McKenna](mailto:farm-manager-IOA@uwa.edu.au), to gain approval for the visit.

Please note that due to unforeseen weather conditions your visit may be cancelled at any time at the discretion of the Farm Manager.

## Visitors

As a visitor to the farm you:

* Are not approved to undertake any work while on the farm
* Are not approved to stay overnight on the farm
* Must be supervised at all times during your visit to the farm

## Users

You are a user if you are:

* Undertaking work while on the farm
* Staying at the farm
* Supervising visitors or students on the farm
* An external contractor on the farm
* PhD students visiting the farm

## UWA Farm Ridgefield and the Institute of Agriculture (IOA)

The IOA is responsible for the management of UWA Farm Ridgefield. Visitors and users accessing the farm are the responsibility of their school/group/organisation. As such, the IOA expects that prior to accessing the farm; the relevant checks have been completed by your supervisor or organisation to ensure you have sufficient information, instruction, training, and supervision while on site.

These checks may include, but are not limited to:

* Completing Field Work Assessments and applications
* Undertaking relevant First Aid qualifications
* Appropriate Personal Protective Equipment (PPE) and First Aid equipment
* Scheduled calls in for remote work

Limited assistance is available on site and you are expected to arrive fully prepared for the activity you will be undertaking. If you are unsure of requirements, please check with your supervisors or organisation before departing or the farm.

## The Farm: Address and contact details

* The Farm address is 167 Page Road, West Pingelly, 6308. The main entrance to the farm is at the end of Page Road
* The Farm Manager is Mr Richard McKenna
* Mobile: 0429 010 826
* Email: [farm-manager-IOA@uwa.edu.au](mailto:farm-manager-IOA@uwa.edu.au)
* UHF Channel: 19
* A map is available on the UWA Farm Ridgefield website.
* For contact details of emergency services in the Shire of Pingelly, please check this [webpage](https://www.pingelly.wa.gov.au/services/emergency-services.aspx).

## Working at the farm – what to wear and bring

* Wear loose fitting clothing that allows for air circulation
* Wear a wide-brimmed hat, sunscreen, sunglasses, long shirt, and work boots. Bring wet weather gear, as appropriate
* Ensure you take regular and adequate work breaks when working in extreme temperatures
* Ensure you stay hydrated by drinking lots of water and make sure you carry enough water for the entire time you need to be on the farm
* Work in shade or under shade cloth where possible
* Ensure you know what to do if you or someone working in the area suffers from heat stress or heat stroke.

## Code of ethics

* The University’s Code of Ethics is a statement of the ethical principles, values and behaviours expected of all staff and students at UWA
* The Code of Ethics and Code of Conduct form part of the University's contract of employment with its staff
* Visiting staff and others acting in a voluntary capacity are expected to act in a manner consistent with the ethical and conduct obligations
* Visit [UWA policies](http://www.governance.uwa.edu.au/procedures/policies/title) for more information

## Code of conduct

* The Code of Conduct details the legal and ethical obligations and expectations of all staff and students to act in accordance with the expressed standards of conduct, integrity and accountability contained in the relevant legislation
* Visit [UWA policies](http://www.governance.uwa.edu.au/procedures/policies/title) for more information

## On arrival, report in with the Farm Manager

* When you arrive at the farm, you or your supervisor must text message the Farm Manager (0429 010 826) to inform him of your arrival. As a minimum, the text message must include, your name, organisation, where on the farm you will be visiting, how long you will be at the farm and how many people are in your group.
* Please note mobile service is intermittent at the farm. If you do not have service, move to another area to be in range or use the two-way radio (located in the Old Farmhouse kitchen, mounted on the wall near the fridge) to contact the Farm Manager on Channel 19 to provide him with this information.
* On departure, you must send the Farm Manager another text message to inform him your group is leaving UWA Farm Ridgefield.

*If visiting other farms prior to Ridgefield please ensure vehicle equipment and personal footwear are free from biological hazards, for example animal faeces, weeds etc.*

## Farm rules

* Do not interfere with projects
* Smoking is prohibited on the farm. Smoking is a fire hazard and UWA is a [smoke-free workplace](http://www.safety.uwa.edu.au/health-wellbeing/health/smoke-free)
* Leave all farm gates how you find them – if it was open leave it open, if it was closed, close it behind you
* Please note there is no Shire bin service at Ridgefield. Take all of your rubbish and excess project material when you leave the farm. If the Farm Manager is required to dispose of rubbish, you will be charged a cleaning fee of $200
* All visitors must enter the farm via Page Road
* Petrol vehicles must remain on the compacted dirt and gravel roads around the farm. Only diesel vehicles can enter paddocks, experimental areas, and laneways. It is therefore advisable to bring a diesel vehicle, if possible
* Fire-ban and vehicle movement bans are put in place by the Department of Fire and Emergency Services and/or the Shire of Pingelly on days where fire danger is high to extreme. Before visiting the farm, you must read and understand the information on Total Fire Bans available from [DFES](https://www.dfes.wa.gov.au/totalfirebans/Pages/index.html), and the information on Harvest and Vehicle Movement Bans available from [DFES](https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/ruralandfarmfire.aspx) and the [Shire of Pingelly](https://www.pingelly.wa.gov.au/services/emergency-services/harvest-and-movement-of-vehicle-bans.aspx). See section 11 below for more information.
* Speed limit: On Page Road the speed limit is 60 km/h. Please ensure you do not speed, complaints have been made from neighbours that visitors are not adhering to speed limits. The speed limit throughout the farm is 50 km/h
* Report any incidents, injuries, hazards and any other concerns to the Farm Manager, e.g. sheep water trough dry, sheep lying down and unable to get up, etc.

## Vehicles

* Diesel vehicles ONLY are to be driven around the farm - petrol vehicles are a fire hazard
* If your vehicle is not fitted with UHF, take a hand-held device into the field with you. These devices are located beside the sign-in/sign-out book in the Old Farmhouse carport. Return them to the charger once you have finished
* There is a strict speed limit on Page Road of 60km/h, this is both for your safety and for the consideration of neighbouring farms who share this access road
* The speed limit throughout the farm is 50km/h at all times. Caution must be exercised.
* Complete Vehicle Movement Bans are often in place during summer harvest (see below). This means no vehicle is allowed to drive around the farm.

## Total Fire Bans and Harvest and Vehicle Movement Bans

* The Department of Fire and Emergency Services (DFES) may issue a Total Fire Ban before or during your visit. On the day of your visit to the farm, you must read and understand the information on Total Fire Bans available from [DFES](https://www.dfes.wa.gov.au/totalfirebans/Pages/index.html).
* The Shire of Pingelly may issue a Harvest and Vehicle Movement Ban before or during your visit. On the day of your visit to the farm, you must read and understand the information on Harvest and Vehicle Movement Bans available from [DFES](https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/ruralandfarmfire.aspx) and the [Shire of Pingelly](https://www.pingelly.wa.gov.au/services/emergency-services/harvest-and-movement-of-vehicle-bans.aspx). Please also check the [latest news](https://www.pingelly.wa.gov.au/news/) from the Shire of Pingelly for any recent updates before your visit.
* It is YOUR responsibility to check the above links, and ensure that you have called any hotlines or registered for any SMS services available from DFES or the Shire of Pingelly. Remember, Ridgefield has intermittent mobile phone coverage with some carriers, so if you are unsure whether a ban is in place, contact the Farm Manager.
* Please see Section 22.7 for more information on what to do in a fire emergency.

## Machinery

* Beware large machinery is constantly being used around the farm. You are responsible for your own safety!
* Do not attempt to operate farm vehicles, machinery or equipment without permission from the Farm Manager
* Machinery should only be used after the necessary operating procedures have been explained and the operator has clearly proven competency with that particular machine to the Farm Manager.

## Equipment and tools

* There are tools which are available for general use but you must obtain permission from the Farm Manager prior to use
* All tools must be returned in a clean and undamaged state
* You must demonstrate you can use them in a safe and correct manner
* If you are unsure how to use any of the equipment, please consult the Farm Manager. Certain pieces of equipment may also require you to hold a specific licence before the use is approved. Please see your supervisor if you have any questions
* If you borrow tools and equipment from the shed, they must be returned at night in their appropriate places.

## Damaged equipment/machinery/tools

If a machine/equipment malfunctions whilst in use:

* Turn it off
* Make it safe (i.e. apply the handbrake, tag the steering wheel or other visible area with a FAULTY TAG)
* Report the malfunction to the Farm Manager and appropriate measures will be taken to repair it.

## Responsibility for allocated areas

* The responsibility for maintenance of allocated areas rests with the USER. The Farm Manager may ask users of poorly maintained areas to clean them up
* The user is responsible for cleaning their allocated area at the conclusion of their trial. This means the removal of pegs, string etc.
* On completion of this clean up, inform the Farm Manager so they can resume responsibility for the land and begin preparations for the next user
* After use, all areas must be left clean and tidy, as you found them.

## Agricultural chemicals

* **No** **agricultural chemicals** (for example pesticides, herbicides, fungicides, growth regulators) should be used without undergoing the appropriate training through [AusChem WA](http://www.auschemwa.com.au/page.cfm?pageId=137).
* Ensure you have appropriate approval before bringing any new chemicals onto site
* If you are unsure about any details of the chemical, refer to the chemical safety data sheet (SDS).

## Spraying

* You must obtain permission from the Farm Manager prior to any spraying
* You must have completed the appropriate [AusChem WA](http://www.auschemwa.com.au/page.cfm?pageId=137) training courses for spraying. Alternatively, if available you may employ UWA farm staff to undertake the spraying.
* After applying chemicals, please email the [Farm Manager](mailto:farm-manager-IOA@uwa.edu.au) so the details can be recorded for the register. The details required are: type of chemical used (including the active ingredient) and the rate applied, weather conditions, area it was applied to, the operator who applied it and any other information which may be relevant, for example target species.

## Service requests

* The Farm Manager may be available for limited periods to assist users on specific programs depending on work schedules
* All requests must be submitted to the Farm Manager in advance
* Charges may apply

## Undertaking research on the farm

* Prior to undertaking research on the farm, submit an “Application to Conduct Research” form (available for download on the UWA Farm Ridgefield website) via email to the [Farm Manager](mailto:farm-manager-IOA@uwa.edu.au).
* If you wish to discuss any details or logistics of the application, you can call the Farm Manager (0429 010 826).
* Once the application has been approved by the Farm Manager, it will be forwarded onto the Future Farm 2050 Project Committee for their approval.

## Animals at the farm

* You must email the [Farm Manager](mailto:farm-manager-IOA@uwa.edu.au) a copy of the relevant animal ethics approvals and permits prior to commencement of research.

## Reporting

* All hazards, incidents and near misses must be [reported](http://www.safety.uwa.edu.au/incidents-injuries-emergency) to the Farm Manager and your supervisor
* Report any other concerns to the Farm Manager for example sheep water trough dry, sheep lying down and will not get up.

## Hazards and Emergency Response

### Emergencies

* For contact details of emergency services in the Shire of Pingelly, please check this [webpage](https://www.pingelly.wa.gov.au/services/emergency-services.aspx).
* An [emergency app](http://emergencyapp.triplezero.gov.au/) has been developed by Australia's emergency services. The app uses GPS functionality built into smart phones to help a triple zero (000) caller provide location details required to mobilise emergency services.

### Medical emergencies

* First aid kits are available in the main sheds and in the Old Farm House. If you use any items, or notice any items missing, please advise the Farm Manager so they can be replaced.
* The nearest Hospital is located in Pingelly (08 9887 2222)
* Phone 000 in an Emergency for ambulance.

### Heat

During your visit to UWA Farm Ridgefield, you may be exposed to extreme weather conditions and these can have an adverse impact on your health and wellbeing.

When outdoors it is important to remember:

* Wear loose fitting clothing that allows for air circulation
* Wear a hat, sunscreen, sunglasses and long-sleeved shirt when outside
* Ensure you take regular and adequate breaks when visiting in extreme heat conditions
* Ensure you keep your fluid levels up by drinking lots of water. Make sure you carry enough water for the time you need to be on Ridgefield
* Stand under shade or shade cloth where possible
* Ensure you know what to do if you or someone working in the area suffers from heat stress or heat stroke

### Chemical Safety

There are a number of chemicals in use at Ridgefield Farm. DO NOT under any circumstances interfere with any of these chemicals.

### Snakes

Australia has a number of species of snakes and these can be found around farms. They can be found in fields and areas of long scrub, and they may come around farmhouses looking for water or mice.

When dealing with snakes it is important to remember:

* Never attempt to catch or kill a snake
* If you see one located inside the accommodation building immediately report this to your supervisor, close the door to the room and call the Farm Manager (0429 010 826)
* Do not leave any of the external doors to the accommodation open and do not leave out any food that may attract mice
* If you see a snake, quickly and safely walk away from the area
* Always wear long pants and enclosed shoes when outdoors, especially in long scrub/grass/fields
* Carry a snakebite first aid kit

If a snakebite occurs, you should:

* Immediately call 000 for help. If you are out of mobile range use the Two-way Radio to contact the Farm Manager (Channel 19) and get them to contact emergency services
* Bandage the area of the bite firmly (if you do not have a kit handy tear up a shirt or other material)
* Put a splint on the limb and immobilise it so it's moved as little as possible
* Seek medical help immediately

### Equipment, tools and machinery

UWA Farm Ridgefield has a number of large pieces of farm machinery and portable power tools on site. You are not permitted to use any of these. Large machinery is constantly used around the farm, be aware of your surrounds and remain alert. You are responsible for your own safety!

### Fire Emergency

If you smell smoke, stop what you are doing and take a few minutes to see where the smoke is coming from and the wind direction

If a fire starts, immediately call 000 and text/call the Farm Manager on 0429 010 826 or using the two-way radio (UHF Channel 19) and report the details of the fire and your location. Alert other staff working in the vicinity by yelling 'fire, fire, fire'.

For a small fire in or around the Old Farm House, a number of fire extinguishers are available for use. They will only provide 60 seconds worth of water/foam and are only suitable for small fires or to get out of a burning building.

If safe to do so, evacuate to the grassed area outside the Old Farm House. Evacuate yourself and others using the nearest safe exit point as far away from the fire as possible.

If you are trapped on the farm by fire or unsure where to go keep in contact with the Farm Manager or if fire authorities are present, follow their instructions. If you cannot contact the Farm Manager or if it is unsafe to stay, evacuate the farm via one of the two main exit points (Page Road or Lamard Road exits). The Lamard Road entrance/exit is located on the north eastern side of the farm. Follow the signs to Pingelly.

Contact your university supervisor or manager and advise them of your wellbeing and location. Call 6488 2222 to report the fire to UWA security.

The number one priority is the safety of you and others, everything else can be replaced.

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| **You must confirm your completion of the Visitor and User Induction:**  You must email the [Farm Manager](mailto:farm-manager-IOA@uwa.edu.au) to register that you have read and understood the Visitor Induction. Please include your full name and organisation in the email. This Visitor Induction must be completed every 12 months. In addition to this Visitor Induction, your supervisor will provide you with additional safety information upon arrival at the farm. |