

ARE YOU HAY SAFE CONVERSATION CHECKLIST

	Know where everyone is working on the day and what they are tasked to do.
	Be aware of your surroundings at all time.
	Avoid distractions from the job at hand; never use mobile phones or other electronic devices when operating machinery of any kind.
	Ensure all machinery is properly and securely shut down before any maintenance takes place.
	Make sure there is approved and functioning safety guards fitted to all machinery.
	Are fire extinguishers functioning and does everyone know how to operate them?
	Are first aid kits fully stocked and located within easy access to today's workplace?
	Are all dry and flammable materials being regularly and safely removed from the workplace?
	Are all workers familiar with the location of potential hazards such as power lines, poles and other possible obstructions?
	Are all workers/operators and family members familiar with your safety procedures and what to do in an emergency?