A logo with a tractor in a circle

Description automatically generated

A black background with a black square

Description automatically generated with medium confidence**Templates for Farmers:**

**Training Competencies**

From Page 2 onwards, this document provides a template to enable you to create a training competency record, specific to each piece of equipment in your company. Following these instructions will mean that your company is one step closer to becoming compliant with your OH&S responsibilities.

It is important to note that simply having this record is not enough to discharge your employer duties.

**Instructions for Use:**

1. Save this word document, and double click the header to insert your company name and remove the highlight.
2. Read through the listed skills and add/remove/change any options for the wording as required. Delete the highlighted reminder when you’re happy with the list.
3. Fill in the table at the bottom with the version number, date, your name and a digital signature (or you can print the document off, sign it and scan it back in for your records).
4. Print/Save a new copy of this file, to take your employees through the list of skills, and assign a Yes/No/NA answer.

**What to do next:**

1. Use this training document to induct new employees, and also to provide training for existing employees.
2. This is also worthwhile discussing during a toolbox meeting. A record of who is in attendance should be kept.
3. Take on and address any feedback or concerns that your employees may have. Adjust as necessary.
4. Once the training is completed, the Assessor and the Employees should all sign and date the form.
5. Place a copy of this training record in every participating Employee’s employment file.

To protect our workers, our animals and our equipment, we need to ensure that if you do a task, you are competent to do it, or you are under the supervision of someone who is competent and can train you. Once you have been assessed as competent we expect you to follow the training provided at all times. As the use of some chemicals on this farm require an ACUP\* (agricultural chemical users permit), workers must follow instruction on what chemicals they can and can’t use.

A copy of the Safety Data Sheets (SDSs) for all chemicals can be found \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please inform the Farm Manager if you notice a SDS missing or over 5 years old.

Do not handle any chemical without first viewing and understanding the SDS and wearing the correct PPE.

|  |  |
| --- | --- |
| Chemical Use |  |
| Skills Required | Yes/No/NA |
| Worker knows about, has read and understands SDS |  |
| Worker has been trained in storage, use, disposal and emergency procedures |  |
| Worker can identify how each chemical they work with can enter the body and the damage that can caused |  |
| Worker has access to first aid facilities and knows how to deal with splashes or other chemical emergencies (eg deluge showers, eye washes) |  |
| Worker has access to and knows how to deal with accidental release of chemicals |  |
| Worker wears PPE as per the SDS for all chemicals they use (decant, spray, mix) |  |
| Worker can advise how to wear a respirator when required and how to test it has been put on correctly. Worker demonstrates that only when clean shaven is it safe to wear a respirator. |  |
| Worker maintains their PPE in accordance with the manufacturers instruction |  |
| Worker can safely connect and operate automated pumping systems to chemical containers and farm machinery |  |
| Worker knows emergency instructions and emergency phone numbers |  |
| Worker cleans up chemicals, PPE and equipment correctly when finished |  |
| Worker demonstrates that all containers that have a chemical decanted into them are properly labelled |  |
| Workers demonstrates correct method of flushing equipment of chemical residue |  |
| Worker demonstrates what signage is required to be exhibited after spraying crops, spraying for weeds etc |  |
| Worker keeps accurate records of chemical use |  |
| Worker has been trained to use vetinary chemicals (including storage, handling and disposal) |  |
| Worker can clean and separate empty chemical containers into stacks for drumMUSTER and general disposal to landfill (www.drummuster.com.au) |  |
| Worker can arrange for disposal of unwanted chemical to Chemclear (www.chemclear.com.au) |  |
|  |  |
| ADD or AMEND as necessary |  |

**NOTE**:

1. This competency could be of further use if EPA requirements were also built into the competency.
2. The regulation around the purchase and safe use of Agricultural and Veterinary chemicals is covered by multiple agencies including the Department of Agriculture, WorkSafe Victoria and the Environmental Protection Agency. The Department of Agriculture regulates the purchase of specified '[restricted supply](http://agriculture.vic.gov.au/agriculture/farm-management/chemicals/off-label-chemical-use/restricted-use-versus-restricted-supply-chemicals)' chemicals and use of specified '[restricted use](http://agriculture.vic.gov.au/agriculture/farm-management/chemicals/off-label-chemical-use/restricted-use-versus-restricted-supply-chemicals)' chemicals in Victoria. Persons wanting to buy or use these restricted chemicals need to receive training and apply for an ACUP (agricultural chemical users permit) before they are permitted to purchase or use these restricted chemicals. (Further information <http://agriculture.vic.gov.au/agriculture/farm-management/chemicals/licence-and-permits/agricultural-chemical-users-permit-acup>).

**The following person(s) have been assessed as competent on (date) …………………………………….**

**Assessed by (print name and signature) ………………………………………………………………..**

|  |  |
| --- | --- |
| **Employee Name** | **Employee Signature** |
|  |  |
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**NOTE:**

Don’t forget to retain a copy of this competency training document on each individual’s employment file.

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| --- | --- | --- | --- |
| **Version Number** | **Date Approved** | **Document Author** | **Author Signature** |
| 1.0 |  |  |  |
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