

# 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 contact the Farm Manager, [Tim Watts](#) (0427 871 321), to gain approval for the visit.

Due to unforeseen events your visit may be cancelled at any time.

## 1. Visitors

As a visitor to the farm you:

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

## 2. Users

You are a user if you are:

- Volunteering, undertaking work and/or research at the farm
- Staying at the farm
- Supervising visitors or students at the farm
- An external contractor at the farm

## 3. 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.

Prior to visiting the farm, the relevant checks must have been completed by your supervisor/organisation to ensure you have sufficient information, instruction, training, and supervision while at Ridgefield.

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, if unsure you must confirm with your supervisor/s or organisation before departing for the farm.

## 4. 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 Tim Watts.
- Mobile: 0427 871 321
- Email: [tim.watts@uwa.edu.au](mailto:tim.watts@uwa.edu.au)
- Mobile reception at Ridgefield can be intermittent and unreliable. You must have access to a Telstra mobile while at Ridgefield.
- Contact details of emergency services in the Shire of Pingelly:
  - St John Ambulance: 131 233 (non emergencies) or 000 (emergencies)
  - Pingelly Volunteer State Emergency Service Unit Inc: (08) 9887 1191 a/h
  - Pingelly Volunteer Fire & Rescue Service: 0417 953 386

- Pingelly Rural Bush Fire Brigades: 0427 871 328
  - Pingelly Police Station: (08) 9887 1008
- Also available on the Shire of Pingelly [webpage](#).

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

- Wear clothing which allows for air circulation
- Wear a wide-brimmed hat, sunscreen, sunglasses, long shirt, long pants, and work boots. Bring wet weather gear, as appropriate
- Take regular and adequate breaks when working in extreme temperatures
- Stay hydrated and ensure 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 else suffers from heat stress or heat stroke.

## 6. UWA Code of Ethics and Code of conduct

- 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 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
- The Code of Ethics and Code of Conduct form part of the University's contract of employment. Policies available [here](#).
- All other users and visitors are also expected to act in a manner consistent with the Code of Ethics and Code of Conduct

## 7. On arrival, report in with the Farm Manager

- When you arrive at the farm, you or your group must text the Farm Manager, Tim Watts (0427 871 321) to inform him of your arrival. Text your name, organisation, where on the farm you will be visiting, length of time at the farm and how many people are in your group.
- Please note mobile service can be intermittent and unreliable at the farm, particularly services providers other than Telstra. If you do not have service, move to another area to be in range. You must have access to a Telstra mobile while at Ridgefield.
- On departure, send the Farm Manager a text message to inform him you're leaving.

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

## 8. Farm rules

- All visitors must enter Ridgefield via Page Road. Lamard Road entry/exit may be used in cases of emergency or as arranged with the Farm Manager.
- Due to fire risk, PETROL vehicles must remain on the compacted dirt and gravel roads. Only DIESEL vehicles may enter paddocks or experimental areas.
- When fire danger is high-extreme, fire-ban and vehicle movement bans are set by the Department of Fire and Emergency Services and/or the Shire of Pingelly. Before visiting, you must read and understand the information on [Total Fire Bans](#) available and [Harvest and Vehicle Movement Bans](#) available from DFES and the [Shire of Pingelly](#). 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.
- Do not interfere with projects
- UWA is a [smoke-free workplace](#). Smoking is prohibited on the farm and is a fire hazard.
- Leave all farm gates how you find them – if open, leave it open, if closed, close it behind you.
- There is no Shire bin service at Ridgefield. Take all your rubbish and project materials when leaving. If the Farm Manager is required to dispose of rubbish, you will be charged a cleaning fee of \$200.
- The speed limit on Page road is 60 km/h and throughout Ridgefield 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.

## **9. Machinery**

- Beware large machinery is frequently being used around the farm. You are responsible for your own safety!
- Do not operate farm vehicles, machinery or equipment without permission and training 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.

## **10. Equipment and tools**

- Tools are available for general use but you must obtain permission from the Farm Manager prior to use. You must also demonstrate competency in their use.
- All tools must be returned clean and undamaged. All tools borrowed from the shed must be returned at night in their appropriate places.
- If you are unsure how to use the equipment, consult the Farm Manager. Certain pieces of equipment may require you hold a specific licence before use is approved. Please see your supervisor if you have any questions.

## **11. Damaged / faulty equipment, machinery or tools**

If an item malfunctions or is faulty:

- Turn it off
- Make it safe (i.e. apply the handbrake, tag the steering wheel or other visible area with a FAULTY TAG)
- Immediately report to the Farm Manager.

## **12. 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, including removal of pegs, string etc.
- On completion, inform the Farm Manager so they begin preparations for the next user or land use
- If Farm Staff are required to clean up the area, charges will apply.

## **13. Agricultural chemicals and spraying**

- **No agricultural chemicals** (pesticides, herbicides, fungicides, growth regulators etc) should be used without undergoing the appropriate training through [AusChem WA](#). If available, you may employ UWA farm staff to undertake the spraying.
- Before bringing any new chemicals onto site or undertaking any spraying, seek approval from the Farm Manager
- Before using any chemicals, refer to the chemical safety data sheet (SDS).
- After applying chemicals, please email the [Farm Manager](#) the following details to be recorded for the chemical register: type of chemical used (including the active ingredient), rate applied, weather conditions, area applied to, operator who applied it and any other information which may be relevant, for example target species.
- There are a number of chemicals stored and in use at Ridgefield. DO NOT under any circumstances interfere with any of these chemicals.

## **14. Requests for assistance**

- The Farm Manager or Farm Staff may be available for limited periods to assist on specific programs
- All requests must be submitted to the Farm Manager in advance
- Charges may apply

## **15. Undertaking research**

- Prior to undertaking research on the farm, complete an "Application to Conduct Research" form (available for download on the UWA Farm Ridgefield [website](#)). The details of the application,

including farm staff time required, must be discussed and agreed with the [Farm Manager](#) (0427 871 321) prior to submitting your application.

- Once the application has been approved by the Farm Manager, it will be forwarded onto the Best Practice Farming Systems (BPFS) Project Committee and Ridgefield Commercial Operations Committee for their approval.

## **16. Hazards and Emergency Response**

### **16.1. Emergencies**

- [Contact details](#) of emergency services in the Shire of Pingelly; also listed in Item 4.
- An [emergency app](#) 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.

### **16.2. Medical emergencies**

- First aid kits are available in the main sheds and the Old Farm House. If you use any items, or notice any items missing, 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.

### **16.3. Snakes**

There are a number of snake species at Ridgefield. They can be found in paddocks, areas of long scrub, and may come around farmhouses looking for water or mice.

- Never attempt to catch or kill a snake
- If a snake is located inside the accommodation building, immediately close the door to the room, and call the Farm Manager (0427 871 321).
- To prevent any vermin entering building never leave any external doors 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 carry a snakebite first aid kit

If a snakebite occurs:

- Immediately call 000. If your mobile is out of range dial 112. Even when your mobile number is out of range it will connect you an emergency service.
- 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
- Seek medical help immediately

### **16.4. Fire Emergency**

If you smell smoke, stop what you are doing and take a moment 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 0427 871 321 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, 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 Muster Point (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.

**You must confirm your completion of the Visitor and User Induction:**

You must email the Institute of Agriculture [Business Manager](#) to register that you have read and understood this induction. Please include your full name and organisation in the email. This induction must be completed every 12 months. In addition to this induction, your supervisor will provide additional safety information.