



Use this records template to document what is said and done to prepare and complete the job safely. Write on this laminated card with a whiteboard marker, take a photo and then wipe it clean ready for you to use next time.

Farmer: _____

Date: _____

Contractor: _____

Job: _____

READY

Discussion Notes

1. What's the job?
2. Who is coming to the farm?
3. When is the work taking place?
4. Where is the work taking place?
5. How will we approach the job?
What are the key risks?
6. How will I work with the contractor to ensure the job is done safely?

SET

Discussion Notes

1. What's the plan again?
2. List the hazards and no-go zones?
3. Have we got the right gear and the right people here today?
4. What will we do if something goes wrong?
5. How often will we check in on the job while it's been done?

GO

Discussion Notes

1. What's going well?
2. Has anything changed since we began planning the job how we'd get the job done?
3. Have we struck any problems or had any incidents?
4. Do we need any help?

FINISH

Discussion Notes

1. Are we happy with the job?
2. Was the job completed safely, as per the plan?
3. Would we work together again?
4. What would we do differently?
