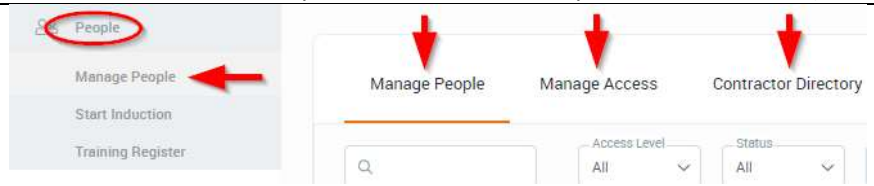
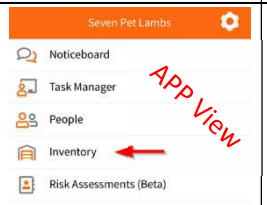
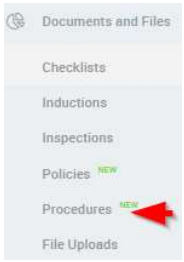
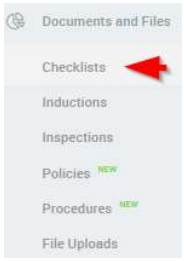
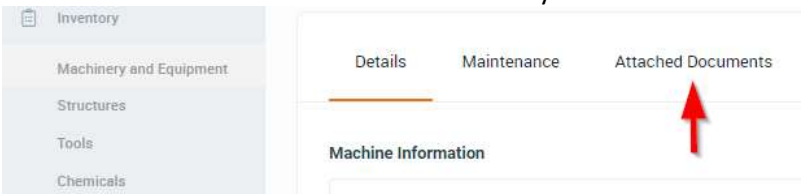
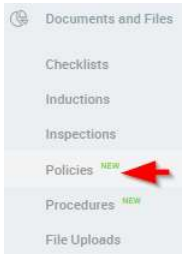
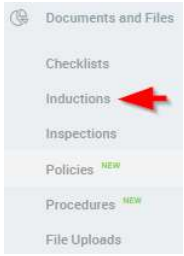
10 Simple Steps to Set Up Your Safe Ag Systems Software

The following steps are a logical way to set up and implement your Safe Ag Systems software. You can vary the order of these steps to suit your needs.

	Steps	Software Tab	Activities to complete	Tips
☐	Step 1	Business	 Complete ***Business Details*** including: • Primary business details – this will be the name that appears on all policies, reports and documents you create • Business contacts and Commodities under the Primary Tab • Other Entities (any other subsidiary businesses under the control of the primary business – see Tips) • Your Logo – if you have one	 What other business entities do you have related to your Primary business? Eg. Contracting, trusts, land owners – add these under the 'Other Entities' Tab so they are protected by your safety system
☐	Step 2	Business	 Complete ***Locations*** • Use the 'Add New' button to add in all your property(s) by mapping the boundary • Use the Add/Edit Hazard button to add in hazards	Note: A Location is an entire farm with adjoining paddocks. If you have multiple sites which do not join you will need to add each one separately A Hazard – is anything that has the potential to cause harm. You should mark in significant hazards which your workers or visitors need to be aware of. Start with significant hazards – eg. Chemical shed, powerlines/poles, dams
☐	Step 3	Safety Manager	 Complete ***Emergency Management*** *(Note – this step MUST be completed after Step 2 – Locations)* • Complete details for each of your locations added in Step 2 (each location is in the drop down menu at the top – 'Select Location')	 Emergency situations are often stressful meaning people may not be thinking clearly. Provide simple information in your emergency plan which workers can access if a situation occurs and can step them through what to do.
☐	Step 4	People	 • Add users to your system with the Add New or Import button from xero.	 Anyone accessing your farm should be able to access your farm rules, emergency management plan and complete inductions. Different access levels ensures you can set the access each person requires: ***Business Administrator*** – Highest access level. Can assess all areas of the system, add users, create and edit documents

			• Complete details and set their access level (see tips) • Once added, your system will automatically retain important records against that person including inductions, checklist logs and acceptance logs. You can also upload records such as training and personnel records. • Get all workers to download the Safe Ag Systems APP. For workers using an Android phone they should go to the Google Playstore; For workers using an iPhone they should go to the App Store. Search on Safe Ag Systems and download.	***Supervisor*** – can access emergency plan, policies, procedures, add and edit locations and hazards, initiate and sign off inductions, create near miss and incident reports, upload files and add and complete tasks for workers ***Worker*** – Can access emergency plan, inventory, policies, procedures and complete checklists. Access own inductions, log hazards and add/complete their own tasks ***Contractor*** – APP access only. Can access emergency plan, inventory, policies, procedures and complete checklists. Access own tasks and inductions.
☐	Step 5	Inventory	Complete ***Machinery and Equipment***, ***Structures***, ***Tools***, ***Chemicals***  • Use the APP to add inventory and upload a photo • Then complete details from the desktop • Use MSDS to complete info for chemicals • Once the inventory item has been added you can print a QR code for the inventory item by clicking the 3 dot menu on the saved item	 Split your farm activities into 4 quarters of the year and identify what inventory items you will be using? Each quarter add inventory relating to that quarter. Eg. Shearing shed, wool press, etc just prior to shearing. Once inventory is complete, workers can use the APP to scan the QR code and access inventory information, record maintenance, complete checks and record chemical usage
☐	Step 6	Documents and Files 	Create ***Procedures*** • If you already have Safe Work Procedures you can replicate them using the 'Build New' button on the right hand side • If you have none, use the Template Library tab at the top • Click on the 3 dots on the RHS and select 'Use Template' and 'Customise' – this will save the SWP to the 'Drafts' tab • Edit the SWP • When you are happy with the contents, 'Publish'	 Procedures (commonly called Safe Work Procedures (SWPs) are your farm rules around how a machine should be operated or task undertaken As you add inventory items in Step 4 then create procedures that relate to them where required Start by focusing on procedures for your machines or tasks with the greatest risk of causing injury
☐	Step 7	Documents and Files 	Create ***Checklists*** • If you already have Pre-operational Checks you can replicate them using the 'Build New' button on the right hand side • To build checklists, drag elements from the right elements list • If you have none, use the Template Library tab at the top • Click on the 3 dots on the RHS and select 'Use Template' and 'Customise' – this will save the Checklist to the 'Drafts' tab • Edit the Checklist • When you are happy with the contents, 'Publish'	 Checklists are guides to step workers through checks they must do before operating a machine or undertaking a task As you add inventory items in Step 4 then create checklists that relate to them Start by focusing on checklists for your machines or tasks with the greatest risk of causing injury

☐	Step 8	Inventory	Attach Procedures and Checklists to Inventory Items  • Navigate to the inventory item under 'Inventory' • Click on the machine, equipment, structure or tool • Select the 'Attached Documents' tab at the top • Click the 'Attach Document' button on the right and attach	Attaching procedures and checklists to inventory items enables workers to access important information and complete per-operational checks from the paddock. If you allocate a QR code to your machine, structure or tool workers can quickly access the machine by using the QR code scanner located at the bottom left of the APP.
☐	Step 9	Documents and Files 	Create ***Policies*** • If you already have Policies you can replicate them using the 'Build New' button on the right hand side • To build policies, drag elements from the right elements list • If you have none, use the Template Library tab at the top • Click on the 3 dots on the RHS and select 'Use Template' and 'Customise' – this will save the Policy to the 'Drafts' tab • Edit the Policy • When you are happy with the contents, 'Publish' • Policies require a signature to 'Publish' them – create a digital image of your signature by signing a blank piece of paper and scan or photograph then save to your desktop and click 'Upload Image' • You can set who can access the policy at the bottom of the 'Publish' window	think Policies are the overarching rules of your farm Consider your farming operation and identify the important rules for your day-to-day activities Edit the policies to suit your business Start with a Work Health and Safety Policy and then add policies which you identify as important to your operation Remember – more is not always better!
☐	Step 10	Documents and Files 	Create ***Inductions*** • If you already have Inductions you can replicate them using the 'Create My Own' button at the top Left • If you have none, use the 'Copy from Template' tab at the top • View and identify those you wish to use • Tick those you wish to use and click the 'Copy Template' button at the top – this will copy them all ready for editing • Click the 'Create or Edit' tab at the top • Use the edit button on the right to edit • You can link policies, images or websites to the induction statements using the top right buttons • Additional statements can be added at the bottom • Use the top left buttons to move or delete statements	think Inductions enable you to formally explain the farm rules to your workers and to gain their agreement/acceptance If you are using templates edit the statements to suit your business Start with a General Work Health and Safety Induction for employees and a General Contractor Induction for Contractors and then add additional inductions if required for your operation Once you have created your inductions you can run them for individuals from the desktop or the APP