

On-Farm Operating Guidelines



The safety of our crews and your farm staff is our priority. For us to work safely and efficiently with your staff we have provided the following guidelines which we will discuss with you prior to commencing work.

Before we arrive on site:

- Ensure machinery used for removing bags from the weigh-loader is serviceable and safe.
- Ensure tractors and trailers are safe and linkages and tow hitches are secure on tipping trailers.
- Trailers are loaded in advance to minimise delays on site.
- Previously used bags are inspected for damage, ready for use and secured/tied off.
- The area for operations is clear and level where possible, and any damaged drain-covers or trip hazards identified to our crews.

On Arrival:

- Our crews will deliver a safety briefing. We will discuss vehicle movements and timings for delivering materials to be cleaned and how bags will be collected from the weigh loader when full. It is important that this information is also communicated to relief staff covering breaks. Where possible we would prefer the use of telescopic loaders to remove bags but where other machinery is utilised, we will discuss visibility and specific factors as appropriate such as positioning or removal of tines and the angle of approach.

During seed cleaning operations:

- Farm staff will not reverse or tip trailers without direct instruction from CYO crews
- Farm staff will maintain sufficient levels of cover to support the cleaning operation. If farm staff are due a break, please ensure cover is provided to maintain operations and staff are fully briefed.

- CYO crews **will not** operate farm machinery.
- CYO crews will not access farm trailers. If our crews need to visually assess inside trailers, they will use approved steps carried on the MSP or use the fitted steps or ladders on the trailer.
- Our crews will **not** use mobile phones or devices whilst operating plant and machinery. We expect your staff to abide by the same rules and not to use mobile phones when operating machinery and loading equipment while working with us. For clarity, if one of our crew need to use a phone for operational reasons, they will retire to a safe distance away from the MSP before using their phone. If one of your farm staff need to use as phone for operational reasons, they will either retire to a safe distance away from the MSP or use a hands-free device. (All our MSP's are equipped with Bluetooth speakers which your staff can borrow if required).
- All our crews will wear Hi-Viz clothing during operations on site. If your staff are assisting us with bagging operations or activities around our plant and machinery, then we would ask that they to wear Hi-Viz tabards. Our crew will always carry spare Hi-Viz vests.

Health & Safety on site:

We continue to conduct specific Risk Assessments for our operations and make changes to our Safe Systems of Work where potential hazards or practices are identified. As part of our policy, we conduct random inspections of our crews to ensure they are complying with agreed practices.

Whilst our crews will deliver a safety briefing on arrival to site, if at any time your staff are unsure of what to do, or staff are replaced on a break, please ask our crews for instruction.

The Health & Safety of our crews and your staff is our priority. Accordingly, our crews have the authority to **stop** the operation if at any point they feel their or your staff's safety is at risk.