

HEALTH AND SAFETY

Work organisation
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Work organisation and time management



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Get organised

Good organisation leads to better time efficiency, meaning that farmers can reduce the time taken to do a job. This will allow you time to take a proper break during the day for lunch or to finish up earlier in the evening. Rushing to get a job done can lead to injury, so taking the time to plan your work week and prepare will not only help with work efficiency, but also help to reduce the chances of an accident occurring. A noticeboard (e.g., whiteboard) is useful for keeping track of jobs that need to be done and also for when jobs such as dosing are completed. This helps with record keeping, planning the work week ahead, and allowing for time to prepare for important tasks.

Get help

Time is a limited and valuable resource. Long hours and busy times of the year lead to tiredness and rushing. This has an impact on how alert the farmer is and can lead to serious consequences. Using contractors at busy times of the year or booking a

relief worker is important in managing your workload.

Good facilities

Livestock accounted for 19% of farm deaths in the last ten years. Having good handling facilities means that the farmer is protected from the animal but can still be in close contact. Having good facilities that are appropriate to animal type and size are useful in making tasks such as dosing much easier, quicker and safer. Ensuring that the facilities are in good condition and that gates are hung properly will reduce the likelihood of an injury or an animal breaking out. Taking time to fix fencing and fencing areas properly can save time in the long run. It will reduce time spent fixing fences ahead of stock, reduce breakouts and time spent herding. Keeping track of the maintenance of your machinery can also help with time management, as it means that when a job needs to be done the machine is working and ready to go.

Herd health

Be proactive about having good herd health through good vaccination, dosing routines, correct mineral supplementation and housing facilities. These will result in less herd health problems and time spent treating sick animals.



Good facilities prevent injuries.



Good fencing saves time.

Technology

Technology can be a great time saver. There are a number of useful apps, such as PastureBase Ireland and the Irish Cattle Breeding Federation (ICBF) apps, that you can get on your phone. There are apps available that allow you to measure and manage grass, quickly register calves, move animals from one herd to another, and keep track of animal remedy purchase and usage. It may take time to get used to these apps but they will save time in the long run and make keeping your records much easier.

Standard operating procedures

Developing standard operating procedures (SOPs) is an organised way of evaluating each step in each task and documenting the safe and efficient way of carrying it out. When people come to your farm to carry out a task like milking, you will be able to give



Be proactive to prevent problems.



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them these SOPs to help them fully understand the steps required in each task. When this is managed well, you will find it easier to identify jobs that you can get help with and people willing to come to work on your farm. To find out more about SOPs see: <https://www.teagasc.ie/animals/standard-operating-procedures/>.

Slurry agitation SOP

1. Inform workers/family members that agitation is taking place.
2. Open all doors and sheeted gates to improve ventilation.
3. Cordon off the area so other people know that agitation is taking place.
4. Remove livestock from sheds and keep pets away.
5. Stay away from the area for 30 minutes after starting.
6. Keep agitation points guarded and use safety grids.
7. Replace manhole cover as soon as possible.
8. Never enter the slurry/effluent tank.
9. Remember to ventilate, evacuate and agitate.

How organised are you?

Now is the time to get better organised. Think about how you could be more organised so you can make the most of your time and allow for more time off.

To find out more about organisation and time management, watch this short clip at the following address or scan the QR code:

<https://www.youtube.com/watch?v=x8ulDVXNrpg>.



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