

# HAY SAFETY

## Checklist

Talk to your team and family about safety

### 1. Pre-Arrival Communication

- Confirm delivery details with truck driver.
- Provide site instructions.
- Ensure driver understands site OH&S requirements.

### 2. Truck Arrival & Positioning

- Ensure truck parks on level ground in the designated area.
- Identify exclusion and high-risk zones around unloading area.
- Communicate unloading plan clearly with the driver.
- Correct any unsafe actions immediately.

### 3. Unloading Safety

- Mark out exclusion zone (all areas where machinery operates).
- Mark out high-risk zone (areas exposed to falling bales).
- Ensure only authorised personnel are in exclusion zone.
- Walk around the trailer to check bales and load stability before releasing straps.
- Moisture test all bales (maximum 18% moisture) and segregate any high-moisture bales.
- Undo straps carefully; roll them up after unloading.

### 4. Machinery & Operator Safety

- Inspect machinery before use: tyres, windows, fuel, safety lights, hay forks.
- Only the operator should be inside the exclusion zone during unloading.
- Maintain 360° awareness of surroundings at all times.
- Align bales correctly on hay forks before moving to stack.
- Do not exceed safe hay fork height.

### 5. Stacking Hay

- Clear obstacles (shed beams, machinery, other hay stacks).
- Ensure stable and level ground for stacking.
- Use bricked and stepped stacking for stability.
- Place soft or unstable bales on top or aside, never at the bottom.
- Avoid over-stacking to prevent bales from falling.
- Keep clear access paths to stacks.

### 6. Post-Unloading

- Roll up straps after unloading.
- Sweep trailer of leftover hay to prevent road hazards.
- Give final departure instructions to the truck driver.
- Review the unloading and stacking process with your team to identify improvements.



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**Don't leave safety to chance.**  
**Use this checklist and explore more**  
**Feed Central hay safety resources online,**  
**because safe hay is good hay!**

# STORAGE SAFETY

## Checklist

Talk to your team and family about safety

### 1. Pre-Storage Planning

- Confirm the storage location is safe, stable and suitable for the size of the hay stack.
- Check that the ground is level and free of debris.
- Identify any overhead obstacles such as beams or power lines that may interfere with stacking.
- Ensure the stacking area has good ventilation to help control moisture and temperature.

### 2. Moisture & Quality Control

- Test hay moisture levels before stacking.
- Moisture readings should not exceed 18 per cent to reduce the risk of spontaneous combustion.
- Separate or clearly mark any high-moisture bales for use or drying elsewhere.
- Inspect bales for mould, damage or contamination before they enter the shed.

### 3. Stacking Safety

- Use the brick and step stacking method to build a stable, secure stack.
- Start with a solid, even base layer.
- Step the stack at exposed ends to reduce the chance of bales falling forward.
- Place soft or unstable bales at the top of the stack or set them aside, never at the base.
- Avoid stacking too high to ensure stability and safety for workers.

### 4. Access & Exclusion Zones

- Establish and clearly mark exclusion zones around the hay stack where there is a risk of falling bales.
- Keep walkways clear and make sure equipment and vehicles have safe access paths.
- Restrict non-essential personnel from entering the stacking and unloading area.

### 5. Machinery & Handling

- Inspect handling equipment before use.
- Ensure hay forks are fitted securely and machinery is in good working order.
- Operate machinery slowly and steadily, maintaining good visibility.
- Never work or stand underneath raised bales.

### 6. Fire Prevention & Control

- Ensure good ventilation in hay storage areas to help manage temperature and moisture.
- Keep fire extinguishers or firefighting equipment accessible and in working order.
- Maintain clear access for emergency vehicles.
- Never store fuel, oil or chemicals near hay stacks.
- Regularly monitor hay temperature for signs of heating or spontaneous combustion.

### 7. Monitoring & Maintenance

- Conduct regular visual inspections of the stack for shifting, leaning or loose bales.
- Check ventilation, lighting and access areas frequently.
- Record moisture and temperature readings during storage.
- Reinforce exclusion zones and update signage if needed.
- Remove any damaged or unstable bales immediately.

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# SHED SAFETY

## Checklist

Talk to your team and family about safety

### 1. Pre-Work Planning

- Identify the tasks to be completed and any potential hazards.
- Check that all required tools and equipment are available and in good condition.
- Communicate work plans with everyone on site.
- Make sure everyone is trained or supervised for the task.

### 2. Access & Environment

- Keep entrances, pathways and exits clear at all times.
- Ensure floors are level, dry and free from trip or slip hazards.
- Maintain proper ventilation, especially if using machinery or chemicals.
- Provide adequate lighting in all work areas.

### 3. Machinery & Tools

- Inspect all machinery and power tools before use.
- Use guards, lockouts or barriers where required.
- Store cords, hoses and equipment properly to prevent tripping.
- Turn off and secure equipment when not in use.

### 4. Fire & Emergency Preparedness

- Keep fire extinguishers serviced and accessible.
- Store fuels, oils and chemicals in approved containers and away from ignition sources.
- Mark and maintain clear emergency exits.
- Make sure everyone knows the evacuation procedures and meeting points.

### 5. Personal Protective Equipment

- Wear appropriate footwear such as steel-capped or enclosed boots.
- Use gloves, hearing protection or eye protection where needed.
- Wear high-visibility clothing if vehicles or machinery are operating nearby.
- Store PPE properly when not in use.

### 6. Storage & Housekeeping

- Stack materials safely and securely.
- Store heavy items at waist height where possible.
- Dispose of waste and offcuts regularly.
- Keep fire exits and access to first aid kits clear at all times.

### 6. Ongoing Safety Checks

- Report and fix hazards immediately.
- Review safety procedures regularly with the team.
- Conduct regular inspections of the shed structure, lighting and electrical systems.
- Keep first aid kits stocked and easily accessible.

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