

## LAFON ACRES' Safe Operations Procedures

DATE: 6 October 2025

REVIEW DATE: October 2026



### **Lafon Acres**

Under the Health and Safety at Work Act 2015 (HSWA), LAFON ACRES will ensure as reasonably practicable, the health and safety of Owner (Rachael Lafon), any helpers and visitors at this small farm yard venue business at 995 Pipiwai Road, Ruatangata West, RD6, Whangarei, 0176, New Zealand

#### ***Objective:***

The objective of this Safety Operations Procedure (SOP) is to identify and set out safe work practices and steps that are required in the workplace of LAFON ACRES. These steps will help to control risks and hazards, and will ensure all persons are safe at the end of every day. We will ensure that everything we do complies with health and safety law and regulations, and when things change we will make sure that our health and safety systems still do what they are meant to do and update them if they don't.

#### ***General Safety Rules***

- Children must be supervised by an adult at all times
- No smoking, alcohol or drugs permitted on the property
- Closed-toe footwear is required in animal areas
- No entry to restricted zones or opening gates without Rachael's approval
- Report any injuries, hazards, or unsafe behaviour immediately

#### ***Animal Safety***

- Only feed or touch animals when permitted and supervised by Staff.
- Wash hands after animal contact at the wash bays (clearly identified)
- Any animals showing signs of distress or illness are to be removed from visitor areas immediately
- All pens and paddocks are to be secure and checked daily

#### ***Visitors***

- The safety of visitors to the farm will be managed by providing them with safety-related information before they enter the farm workplace.
- This will include but not limited to:
  - Ensuring they are aware of common farm hazards, as well as any specific hazards in the area of the farm that they will be visiting
  - Ensuring they are aware of any special restrictions or protocols to be followed in order to stop disease spreading. For example Covid-19 or biosecurity
  - Informing them of what is to happen if there is an emergency while they are on the property

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### ***Guided Visitors***

Visitors who will be escorted while on they are on the property do not need to go through an induction process. The person escorting the visitor is to ensure the safety of the visitors by informing them of risks specific to the location and physically ensuring they are kept safe throughout their visit.

### ***Equipment and Machinery***

- All tools and equipment must be inspected regularly and stored safely
- Keep visitors clear of any working machinery zones
- Only trained staff may operate machinery (tractors, mowers etc)

### ***Protect equipment and property***

- To protect my property from theft we have a current Camera and Alarm system in place in the sheds and on the main property.
- I will be erecting boundary gates to the property (security and safety) as well as more cameras around the Farm yard to ensure safety of the animals and also to be able to watch our equipment.

### ***In an Emergency***

1. Alert person in charge/Rachael or call 111
2. Evacuate visitors to the designated assembly point (front gates)
3. Account for all guests and animals if safe to do so

An incident report form must be completed after every emergency or injury.

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