



PRODUCER TOOLS

#1 DEVELOPING A SPRING CHECKLIST



CASA | ACSA
CANADIAN AGRICULTURAL SAFETY ASSOCIATION
ASSOCIATION CANADIENNE DE SÉCURITÉ AGRICOLE

BACKGROUND:

Preparation is key to a productive and profitable operation. Using the template below to develop a checklist will help to ensure that your operation will have less downtime and less overall expense at the start of the busy spring season.

TEMPLATE:

When developing a Pre-Season Checklist, use the template below with checklist items that are important to your farm. When using your checklist, your action items will be determined by your response.

	Inspection Date	Yes	No	Action Required	Date Completed	Signature
Example: Is the routine maintenance completed on all equipment?	Jan 1, 2019		X	Perform maintenance on grain truck, auger and ATV by the end of April.	May 1, 2019	

SAMPLE CHECKLIST ITEMS:

- ☐ Is all equipment equipped with proper lighting and reflective markings?
- ☐ Do I have enough fire extinguishers and are they maintained?
- ☐ Are all tools in good working order?
- ☐ Have I ordered the supplies needed for the upcoming season (seed, fertilizer, pesticides, herbicides, fuel, feed, safety supplies, livestock medicines, etc.)?
- ☐ Is there enough staff to complete the amount of work?
- ☐ Have I provided staff with a documented safety orientation?
- ☐ Is everyone trained for the tasks they will be performing?
- ☐ Are there procedures developed for high-risk job tasks and does staff know where to find them?
- ☐ Is there an emergency plan in place?
- ☐ Are there enough first aid kits, are they stocked, and are they easy to access?
- ☐ Does everyone know what to do if they are injured?
- ☐ Is there adequate signage to help identify hazards on the property?
- ☐ Do any fences need to be repaired?
- ☐ Are all obstructions programmed into all GPS-guided equipment?
- ☐ Do barns and out-buildings have adequate ventilation and lighting?
- ☐ Is there a system in place to dispose of garbage and chemicals?
- ☐ Do I have emergency eyewash facilities installed in the appropriate places?
- ☐ Are all controlled products, chemicals, pesticides, herbicides, and medicines stored according to manufacturer recommendations and WHMIS 2015 guidelines?
- ☐ Is there a chemical inventory list for my operation and do I have current Safety Data Sheets (SDS)?

