Canada FarmSafe Plan

CanadaFarmSafe

The Canada FarmSafe materials have been developed by the Canadian Agricultural Safety Association to be reflective of the best practices recommendations for establishing and maintaining a safe and healthy farm work environment. These recommendations also take into consideration the general occupational health and safety requirements imposed by regulation across Canada. However, if your provincial health and safety regulations apply to your farming operation, please check your provincial legislation to confirm you are meeting local requirements.

2011

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Cover photo: Henry and Laura Holtmann hold a safety meeting with workers at Rosser Holsteins dairy farm in Manitoba. Photo by Grant Blahey.

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Getting Started

CanadaFarmSafe

Preliminary Assessment

CanadaFarmSafe

Preliminary Assessment

Note: There is no right or wrong answer, only room for growth.

Philosophy

- What is your philosophy on health and safety?
- What form of disability insurance do you currently have for:
  - Yourself?
  - Your family members?
  - Your employees?
- After a serious incident happened in your area, did you ask yourself if it could happen on your operation? What was your answer?
- Is health and safety part of your management system? Do you budget for it?

Policy

- Do you have any written policies on health and safety?
- Did you write them yourself?
- Do you routinely tell people who work on your farm that “your policy is…”? Do you work with them, to understand that policy?
- Do you use your health and safety policies as part of your contractor selection criteria?

Procedures

- What are your documented health and safety work procedures?
- How were they developed?
- Do you lead by example? Set the example by consistently following the procedures?

Practices

These are key considerations in conducting an assessment:

- Housekeeping (the condition of all areas of the working farm)
  - Neat, orderly, organized
  - Some minor disorder
  - No order
- Guarding
  - Guards or barriers are present and secure at all points where there is a potential for entanglement, entrapment, contact or exposure to an energy source
  - Guards or barriers are present but in a state of disrepair
  - No guards or barriers are visible
- Maintenance
  - Facilities and equipment appear to be well-maintained
  - Maintenance work occurs only when required
- Appropriate usage
  - Tools, equipment and devices are used for their designed purposes
  - Some modified uses of tools, equipment or devices are evident, however consideration has been taken to compensate for the modification
  - Tools, equipment or devices are not used for intended purposes
- Safety equipment / information use
  - Is visibly present and appears to be routinely utilized
  - Is present but not readily accessible
  - Is not available

People

- Trained
  - Everyone has received formal training in safe work practices

- Only persons performing high-risk tasks have been trained
- No one can recall receiving any form of safety training or information

- Supervised
  - New workers or workers performing high risk jobs are supervised or work with an experienced co-worker
  - Assistance is available via radio and or scheduled visits
  - Everyone is “on their own” until the job is done
- Communications
  - It is evident that there is a process for open dialogue between workers and management on health and safety issues
  - Workers are routinely informed about new health and safety issues
  - Health and safety are never discussed
- Incentives
  - What kind of incentives do you provide to your workers to be safe and protect everyone’s safety on your farm?

Model Outline

Your plan should serve two purposes:

- To document how you intend to control everyone's exposure to workplace risk
- To provide living documents that you use regularly. These documents will include STANDARD OPERATING PRACTICES you develop to detail how work will be done safely on your farm

Your safety and health plan will include:

1. General Policy Statement
    - Posted brief statement on: employer commitment, responsibilities and everyone's involvement in taking responsibility for health and safety
2. Hazard Identification
    - A documented process for recognizing risks to health and safety on the job
    - A written statement setting out how hazards are going to be identified
    - Inspections
        - Identify hazards and conditions that can pose a threat to health or well-being. Objectively assess work processes to identify other potential risks
        - Look at physical, chemical, biological, environmental, ergonomic and psychological/sociological conditions that could harm people on your farm
        - Determine who will do the inspections, how often they will occur and how identified issues will be addressed
    - Other Strategies
        - Documentation review
        - Job hazard analysis

3. Hazard Control

- Prepare a written statement setting out how hazards will be controlled, taking into account the following:

a) Wellness
    - Understanding that personal well-being influences workplace safety and health
    - Documenting procedures on your farm to promote wellness

b) Standard Operating Practices/Safe Work Practices
    - This is your quality assurance tool for communicating expectations for work performance both from a qualitative and safety perspective. It eliminates the “you never told me” statement if there is a system failure

c) Emergencies
    - Ensure everyone understands the potential of an incident occurring, knows whom to contact and what resources are immediately available

d) Training
    - Put in place a process to ensure that work is consistently done safely and correctly
    - Keep records of what was taught, to whom and when

e) Investigations
    - If there is a failure and something unexpected happens, learn from it and understand what contributed to the failure and how it can be prevented in the future
    - Establish the process for who will determine all the contributing factors that caused the incident and what actions need to be taken to prevent a re-occurrence

4. Communication Plan

- Make sure everyone knows their job responsibilities. They must also know that preventing injuries requires ongoing dialogue between workers and management

- Provide a written statement setting out your expectations:
    - People needing to know who is responsible for what including the owner, family members, manager, supervisors, workers, contractors, service providers, suppliers and visitors
    - Establish how you will communicate about health and safety to everyone else on your team
    - Let everyone know your health and safety performance standards and the consequences of not following them

Farming is dynamic – everything is changing minute by minute. To ensure your safety plan is working well, **review and update it regularly to reflect current practices**. It if is doing its job, good. If it isn't, revise it.

Reminder: Documentation and accurate record keeping are critical to maintain an effective program and provide records of your actions should an incident occur.

Keep your health and safety plan together

Put your plan in a binder. If you have additional standards that support or cross reference your Canada FarmSafe Plan, keep them together so they can be readily accessed. If you wish to keep your plan in an electronic manner, design it in such a way that anyone can easily access it and review it but not alter the policy or records portion. Following is a suggested filing sequence for your Canada FarmSafe Plan.

Post a copy of your general health and safety policy statement.

Identification of Hazards:

- Policy statement
- Inspection checklist(s)
- Hazard report forms
- Summary of safety issues identified in pre-operational log

- Health and safety committee (representative) meeting reports and inspections
- Summaries of worker-submitted safety note reports
- Supplier or service provider information on health-related issues, such as noise levels, ergonomic issues, radiation exposures (welding, x-ray, etc.), chemical exposures, etc.

Control of Hazards:

- Your policy statements
- Blank copies of reporting forms
- Completed Standard Operating Practices/Safe Work Practices
- Your master emergency plan containing hazardous materials inventories, contact information for technical and emergency support as well as employee contact/location information
- Copies of all orientation, training and certification records (you should maintain a record of what materials you used for providing training and/or orientation, but not necessarily in this binder)
- Copies of investigation reports and actions you took to control the re-occurrence of similar incidents

Communicating Responsibilities:

- Your policy statements detailing responsibilities of all individuals on your farm
- Blank and completed copies of Contractor Checklists and other pertinent information
- Copies of notes or information used for training, including dates and who attended
- Copies of any notices, bulletins or warnings you issued

Review:

- Keep copies of the assessment tool you used to evaluate your program's maturity. Refer to the assessment tool often to strive for continual improvement.

Implementation Checklist

A health and safety plan is dynamic. The components listed below are critical to a complete plan. You will not be able to “build” your complete plan all at one time. You must view this as a continuous improvement process, where you and the people who live on, work on and visit your farm are constantly vigilant for situations that could cause harm. Your collective actions on controlling those hazards will establish the success of your plan and minimize business and personal losses from preventable injuries and illnesses.

Your plan should be packaged in a format that is easily accessible to everyone on your farm, as well as easily updated. Options include a binder format with tabs for each of the sections that contain pertinent information and cross-references to other accessible records. You may also consider maintaining your plan in an electronic format. Just make sure it is regularly backed up and protected to prevent unauthorized editing.

If you have programs on your farm that already may address some of the health and safety issues this plan asks for, you should cross-reference them so that you are not duplicating existing procedures. Examples of plans that may contain already established information may be on farm food safety programs, environmental farm plans and supply chain contracts.

Following is a checklist that will guide you through the various development stages of building an effective health and safety plan. The **first** column of checkboxes represents the “big picture” things you must do. The **second** column of checkboxes are the strategies you will use for reaching your goals. The **third** column of checkboxes are the tools you will develop and use to reach your strategies.

NOTE: All the items in the third column may not necessarily apply to your operation. As you develop your plan, other tools may be identified as important in supporting your plan and should be added.

1. Policy Development

   Commitment

   - Development of an overall policy statement that is communicated to everyone working on and visiting the farm
   - Signed and posted for all to see

2. Risk Assessment and Job Hazard Analysis

   Identification of Hazards

   - Development of a process to regularly identify hazards, practices and conditions that might injure or cause someone to be ill, including:
     - **Checklists:**
       - Inspections for physical, chemical, biological, ergonomic and psycho-social hazards
       - Worker performance, following standard operating practices training
       - Contractor / supplier health and safety obligations
     - **Records:**
       - Material safety data sheets
       - Hazardous materials inventory (chemical and biological agents stored and used on farm)
       - Equipment / tool operating manuals
       - Equipment service records
       - Supplier information on products supplied
       - Training (who attended, who delivered the training, when and what was taught)
       - Contractor agreements
       - Specialized certification (forklift operator, pesticide applicator, welder, etc.)
       - Insurance claims (disability, liability, WCB, etc.)
       - First aid / sick leave / strain and sprain claims
       - Exposure baseline tests for noise exposure (consider lung function, cholinesterase, etc., if applicable)

- **Job observation:**
  - Compliance with standard operating practices

3. Standard Operating Practices (SOP) Development

Controlling the Hazards

- Use ongoing strategies to protect everyone's health and safety on your operation
  - **Encourage personal wellness**
    - Offer the personal wellness assessment form for employees to discuss their workplace health with their family doctor
    - Hearing baseline testing
  - **Establish and require standard (safe) operating practices**
    - Job Hazard Analysis
    - Hazardous job inventory
    - Hazardous products inventory
    - Bio-security protocols
    - Use of personal protective equipment requirements for specific tasks
    - Zoonotic exposures
    - Pre-operational inspections for each piece of equipment and process
    - Hazardous incident reports
  - **Anticipate what emergencies might occur and develop an action plan, should one occur**
    - Posted emergency contact information
    - Emergency procedures included in Standard Operating Practices/Standard Work Practices
    - Resources available for immediate response, including communications system (phone, radio, etc.), first aid supplies, fire suppression, chemical spill containment equipment, trained first aider(s), emergency eye wash station/shower, SCBA – if required, food/shelter/water, evacuation support

- **Ensure everyone is trained in how to perform their jobs, verify it and keep a record of it**
    - Records of orientation subjects and participation
    - Documented “tailgate” talks
    - Safety meeting minutes
    - Records of current certifications
    - Safety committee/rep training (if applicable)
    - Specialized work, e.g. confined space entry
    - WHMIS/hazardous materials training (if applicable)
- **Investigate why something happened – don’t look to blame, but find the root causes and act to change them**
    - Report forms for near misses and incidents
    - Notifications of agencies, if required

4. Training and Communication

Communicating Responsiblities

- Ensure everyone on your operation knows and understands what their responsibilities are, including:
    - **Owner**
        - Detailed list of responsibilities
    - **Family members**
        - Detailed list of responsibilities
    - **Employees**
        - Detailed list of responsibilities
    - **Visitors**
        - Detailed list of responsibilities
    - **Service providers (fuel delivery drivers, dealership mechanics, veterinarians, crop buyers, etc.)**
        - Detailed list of responsibilities
    - **Contractors (builders, plumbers, electricians, haulers, custom combiners, employment agencies, etc.)**
        - Detailed list of responsibilities

- **Suppliers (feed, chemical, tools, equipment, etc.)**
    - Detailed list of responsibilities
- Encourage open communication – if someone thinks there is a hazard, they must tell someone that can control the hazard before an injury or illness results.
    - **If you have employees, meet with them (or at least a representative of them) to discuss any health and safety issues**
        - Regular safety meetings
        - Hazard reporting system
        - Bulletins / signs / printed notices
        - Right to refuse dangerous work

5. Review
    - Regularly (at least annually) review all components of your plan to ensure it is current and any changes that have occurred in the last year are incorporated into your plan.

Include everyone directly involved in your operation in the review process. Everyone's input is important to the success of the plan.

Manual

CanadaFarmSafe

Canada FarmSafe Plan

In this publication, terms in the masculine form used to designate people pertain to both women and men. The term farm is used throughout this publication to refer to all forms of production agriculture, including ranching, horticultural operations, aquaculture and on-site value-added practices.

Farm owners, operators and managers are responsible for knowing and applying best management practices and laws to ensure the health and safety of everyone who lives on, visits or works on their farms. Everyone on the farm needs to know that the farm's health and safety standards apply to them and how these standards will be followed.

The Canada FarmSafe Plan provides recommendations on best management practices that will help you protect the health and safety of everyone on your farm. This guide outlines the steps needed to implement effective farm health and safety practices for your operation.

The Canada FarmSafe Plan guide includes:

- A detailed explanation of the four steps you need to take to help protect yourself, your family and your employees from injuries and illness on your farm
- Sample forms
- Examples of how to develop your plan
- A list of publications and websites to help you develop your farm health and safety plan

For additional information, contact the Canadian Agricultural Safety Association 3325-C Pembina Highway, Winnipeg, Manitoba R3V 02A, Telephone 877.452.2272, Fax 877.261.5004, E-mail info@casa-acsa.ca.

Information for this document was compiled from published and online public domain sources, including:

- *Agricultural Safety Audit Program, Ontario Farm Safety Association*
- *Canadian Agricultural Injury Report*
- *Canadian On-Farm Food Safety Risk Management Planning Guide*
- *Canadian Standards Association Z1000, OSH Management System*
- *Farm And Ranch Safety& Health Association, British Columbia*
- *Farm Safety: Standards of Practice for Farms in Nova Scotia*
- *Farm Stewardship Association of Manitoba, Emergency Farm Planning Kit*
- *Federal, provincial and territorial occupational health and safety legislation*
- *National Occupational Research Agenda (2008) Draft Preliminary Public Comment Version*
- *Prince Edward Island Farm Safety Code of Practice*
- *Practical Guide for Assessing Basic Health and Safety Practices, WHSCC New Brunswick*
- *Safe Farms Check Program, Government of Manitoba*

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1. Business Risk Management

These best practices recommendations are intended to provide you with guidance on developing an effective health and safety program for your farming operation. The program should meet or exceed the legislated health and safety requirements in your province.

If you are in doubt, please consult your provincial regulator to verify local requirements. Remember, there is nothing wrong with voluntarily exceeding health and safety standards.

There are four areas of health and safety business risks for you as farm owner/operator:

1. Prosecution
2. Economic loss
3. Commodity loss
4. Human resource loss

1. Prosecution

Should a work-related injury or illness occur on your farm, you potentially could face legal action at three levels:

- Regulatory
  In most provinces, occupational health and safety laws are based on a reverse onus principle that assumes you are responsible for the occurrence of an incident, unless you can prove you took preventative measures and actions, yet circumstances beyond your control resulted in the incident occurring
- Civil
  An injured party can take legal civil action against you if they believe you were negligent in providing a safe work environment or failed to fulfill your responsibilities in exercising due diligence in taking reasonable care to protect the people on your farm (if you are not covered by workers' compensation)
- Criminal
  In 2004, an amendment was made to the Criminal Code of Canada setting new legal

duties for workplace health and safety and imposing penalties for violations that result in injuries or death. These new rules can attribute criminal liability to organizations, including corporations, their representatives and those who direct the work of others

2. Economic Loss

The Canadian Agricultural Injury Reporting program (CAIR) conducted an analysis of the average costs of incidents to a farm's economy. They determined the following average costs in the mid-2000s:

- Workplace fatality $275,000
- Permanent disability $143,000
- Hospitalization $ 10,000
- Non-hospitalized injury $ 700

3. Commodity Loss

The production of agricultural commodities requires continual monitoring and management. For instance, should you or one of your workers suddenly be unavailable to work, determine the impact on your farm's production cycle.

4. Human Resource Loss

There is a limited pool of available farm workers in most regions. The sudden loss of a worker, as a result of a workplace injury or illness, has a significant impact on the worker, the operation of the farm and also on the social well-being of the people living and working on the farm.

Budgeting for Health and Safety

To make your plan effective and workable, you need to identify a budget for your health and safety work. Initially, the size of your budget may be difficult to establish. However, you do need to be prepared to invest both capital and time into making your farming operation safer. There is

a direct connection between the physical safety of a farming operation and its economic viability.

You can anticipate expenditures in two areas: ***time*** for training, meetings, record keeping and routine inspections; and ***repairs and or replacement*** of hazardous equipment, materials and facilities. Although the costs will be immediately measurable, you will also realize savings in efficiency and reductions in lost time resulting from preventable incidents.

If you use your farming income tax return forms as a template for identifying or categorizing budget line items, machine guarding and safety modifications would probably be categorized under the equipment repair line. Similarly, structural changes might be placed in the building and fence repair line. Items such as personal protective equipment, gas monitoring equipment, and retrieval tripods and winches would be identified as small tools or other expenses.

Injuries in the Agriculture Industry

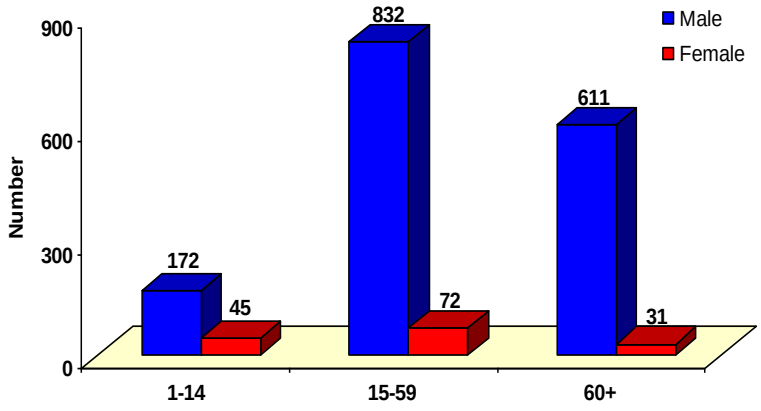
Agriculture is one of Canada's key primary industries. It is also one of the most hazardous. Anyone who lives or works on a farm risks injury or illness from machinery, chemicals and work situations.

Canadian Agricultural Injury Reporting (CAIR) shows that 1,769 farm-related deaths occurred between 1990 and 2005. Additionally, during an 11-year period, from April 1990 to March 2000, 12,305 males and 2,525 females were admitted to hospital because of agricultural injuries.

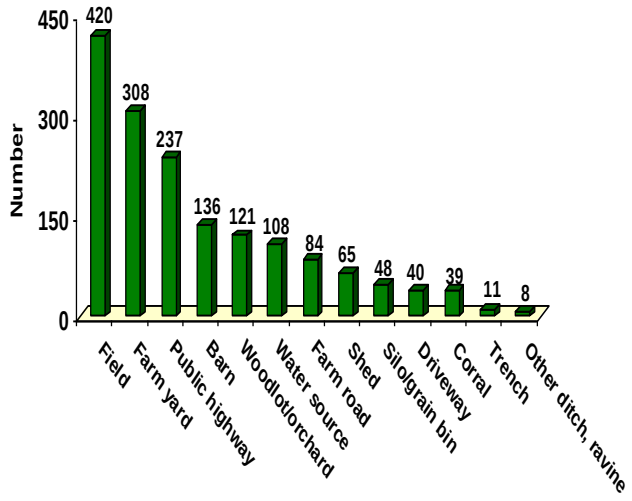
Following are two excerpts from a recent CAIR report:

Fatal agricultural injuries by age group and gender, 1990-2005

91.6% of the persons who died in agricultural injury events were male. The ratio of males to females was highest for the 60+ age group and lowest for the 1-14 year age group.



Fatal agricultural injuries by location of injury occurrence, 1990-2005



The most common locations of injury in Canada were fields and their adjacent ditches (25.8%), farm yards (19.0%), public roads and their adjacent ditches (14.6%) and barns (8.4%).

Who is Responsible for Health and Safety?

Everyone working on a farm is responsible for preventing injuries and illness and maintaining a safe workplace. This includes self-employed farmers, family members, supervisors, workers, contractors, owners and suppliers. Safe farm work environments are created when everyone co-operates to prevent occupational injuries and illnesses.

This is the basis for the concept of an Internal Responsibility System (IRS) for occupational health and safety. In Canada, occupational health and safety legislation places the primary responsibility for health and safety on employers and employees in the workplace. If they are unable or unwilling to manage their own health and safety, then a regulatory agency will compel them to do so.

The person at the top is ultimately responsible for the health and safety of everyone in a business. For instance, a self-employed farmer has the most authority in his workplace and therefore, the greatest responsibility for keeping the workplace safe. The goal of a good health and safety program is to get everyone working on or visiting the farm, involved in protecting themselves and others from injury or illness. Everyone is accountable.

Remember that even if there is no provincial legislation requiring you to follow specific health and safety standards on your farm, you may, in addition to the moral obligation you hold, face civil or criminal charges if it is believed that you willfully ignored the safety and/or health of your workers or persons on your farm.

Due diligence requires anyone with responsibility for the health and safety of others to take every reasonable precaution in the circumstances to avoid an injury or illness, and hold everyone accountable for their actions and errors. It requires everyone to meet the highest possible standards while doing their jobs, to act in a responsible manner and to take reasonable care. The higher the risk involved in performing a job, the greater the need to take appropriate safety measures.

The criteria for due diligence requires each person in a position of control with health and safety responsibilities to:

- Write a plan – Identify the hazards and assess their risks. Develop a plan to manage the hazards and reduce the likelihood of them causing harm
- Ensure the plan is adequate – The plan must meet the needs of the workplace and the workers, and must be measurable against industry standards. Industry standards are a practice or procedure commonly carried out and considered acceptable within that industry, for instance bio-security practices used in the livestock sector
- Monitor and evaluate the plan's effectiveness – The plan must include a system to regularly measure how well it's being used and how effective it is

Insurance for lost wages or "pain and suffering" as a result of a work-related injury or illness is available in several forms:

- Workers' compensation – is a provincially managed system with three basic objectives:
    - To provide income continuance to the injured worker
    - To have collective liability – all employers within an industry classification collectively assume the liability for the injury claims in their sector. Employers with poor claims experience may be assessed additional premiums

- To protect the employer from liability claims by an injured worker who has accepted compensation for an injury or illness

Each provincial workers' compensation board has different coverage requirements for agricultural workers and the farm owner.

- Commercial carrier – is an insurance company that offers various types of protection for premiums based on a variety of factors specific to each farm operator purchasing the coverage. Coverage is available in two formats:
  - **Disability insurance** provides benefits to the injured individual upon satisfactory acceptance of nature and circumstances of the claim
  - **Liability insurance** provides the farm owner with protection from claims of liability for the occurrence of an incident to another person

2. Making Your Farm a Safer Place

Farmers can use this guide to develop an effective health and safety plan for everyone who works on the farm. Inviting those who work on your farm to help develop the plan will increase its effectiveness and may lead to increased use.

1. General Policy Statement
   Develop and communicate an overall policy on health and safety with supporting operational policies.
2. Identify Hazards
   Identify existing and potential hazards in all aspects of your operation.
3. Control Strategies
   Follow a series of basic practices to control the health and safety risks in your farming operation.
4. Communicate Responsibilities
   Clearly establish responsibilities for everyone visiting and working on your farm and ensure that you have a communications process for sharing health and safety information amongst yourself and the people on your farm.
5. Review
   Review and revise your program to ensure employee, equipment and process changes are reflected in your plan.

1. General Policy Statement

There are two types of policies:

- A general health and safety policy that states the overall guidelines that govern health and safety on your farm. It tells workers, suppliers, contracted employers, self-employed people and clients about your commitment to safety and health
- Operational policies that specify work processes and operational practices

Your **general policy** should include:

- The health and safety philosophy of your operation
- A statement that substandard health and safety performance will not be accepted
- Your commitment to preventing occupational injuries and illnesses
- The objectives of your health and safety program
- List of those responsible and accountable for all parts of the program
- List of responsibilities of farm workers to protect the health and safety of themselves and their co-workers

To be effective, your policy must be made known to all employees, and where appropriate, to suppliers, contracted employers, self-employed workers and clients. New workers should be made aware of the policy during orientation. The policy must be kept current, and it should influence all work activities. You, as the owner or person in charge of the operation, should sign the policy and post it where everyone can read it.

Your **operational policies** should include:

- Standard operating practices
- Training requirements and records
- Emergency plans
- First aid records
- Working alone procedures
- Incident investigation processes and follow-ups
- Responsibilities of all persons working on the operation, including contractors
- All other health and safety matters related to the operation of your farm

2. Identify Hazards

Identifying hazards is key to preventing illnesses and injuries on the farm. Hazardous situations may be created by:

- Animals, machines or processes
- Chemical and biological materials
- Environmental conditions
- Personal lifestyles

Hazards may cause physical injuries or adversely impact your health.

- **Lifestyle hazards** – ranging from smoking and being overweight to nutrition and stress management
    - Workplace stress – caused by long work periods, many work demands, physical or psychological harassment
- **Chemical hazards** – such as solvents, pesticides, welding fumes and fuel vapours
- **Biological hazards or bio-hazards** – such as bacteria, viruses, dust, molds, animal-borne diseases
    - Confined spaces – asphyxiation or poisoning from gases in manure storage pits, grain bins, septic tanks and other confined spaces; drowning in tanks, wells and cisterns
    - Biological – grain and feed dust, infected animals and veterinary supplies
- **Physical conditions strong enough to cause harm** – such as electrical currents, heat, light, mechanical movement, vibration, pressurized liquids, noise, livestock, radiation (welder's flash)
    - Noise – loss of hearing from sustained exposure to high noise levels from farm equipment, livestock and maintenance processes
    - Machines – most frequently involved in farm deaths
        - Transporting workers (rollover, run over after falling,) on tractors, trucks, all-terrain vehicles, other farm equipment
        - Starting equipment/fuelling up (bystander/operator run over, explosion)
        - Using PTO (Power Take Off) driven implements (entanglement)
        - Using farm equipment on public roadways (rollover, collision)
        - Using machinery around power lines (electrocution)
        - Using loaders (electrocution, entanglement, crushing, falls)

    - Working with animals – injuries from large, irritable, protective or aggressive animals
    - Extreme terrain and weather – illness or higher risk of injury as a result of extreme temperatures or dangerous terrain
    - Working alone or in isolated places –delayed or increased response time in an emergency
- **Ergonomic** – poor posture or work position, repetitive motion
    - Work design or ergonomic hazards – such as lifting, moving, repositioning heavy loads or machinery

Inspections are one of your key methods of identifying hazards present on your farming operation. Additional tactics that will help you identify hazards include:

- Review of pre-operational inspection checklists
- Review of first aid logs
- Review of operator instructions for new equipment
- Review of new product labels and Material Safety Data Sheets

Regularly conduct health and safety inspections of your operation. Systematically inspect specific areas one at a time to assess the entire operation regularly.

An effective farm health and safety system will include regular inspections for hazardous conditions – you should do a formal inspection at least four times a year.

Those most familiar with overall operations should do the inspections. However, encourage everyone to regularly inspect their tools, equipment and machinery, and to carry out a pre-operation safety check every time they begin to operate any machine or before beginning a work process. Refer to the sample Risk Assessment Tool that accompanies this document to assist you in making your inspection as effective as possible.

Types of Inspections

Formal – Planned, systematic examinations of the workplace will help you evaluate the safety of all work areas, tools, machinery, equipment, jobs and work processes. Inspect animal handling and housing facilities as well as chemical storage facilities, application equipment and handling processes. Formal inspections should use a checklist to make sure everything is covered. The more you check, the safer and healthier your operation will be.

Informal – Random checks on specific tasks or jobs will also help you stay on top of all potential hazards or problems. Before starting a job, check tools, equipment, machinery and personal protective equipment. Everyone working on the farm should do informal inspections daily. For example, when you teach one of your workers to do a new task, you should evaluate the hazards of the task first. Then you must make sure the worker is aware of those hazards as you train him/her to do the job.

Responsible farmers and workers should always know the hazards and the condition of every piece of equipment or process used. Typical situations where a pre-operational safety check is essential include: using a tractor, loader, power take off-driven equipment, refueling, preparing to use livestock handling facilities, preparing to handle chemicals, hitching a load and using farm equipment on public roads.

To identify procedural or operational hazards, it may be necessary for you to conduct a Job Hazard Analysis. This will help you identify each specific step of work process and establish the level of the degree of risk that may be presented to the operator during specific activities. Refer to the Sample Forms accompanying this document for a sample of a Job Hazard Analysis.

Remember that the information you collect during your inspections, reviews and Job Hazard Analysis provides you with a strong basis for developing your standard operating practices.

3. Control Strategies

There are several actions you should undertake to develop an effective hazard control system for your operation:

A. **Wellness** - Take the time to assess your personal level of wellness and encourage everyone on your farm to recognize that maintaining optimum health brings dividends, including lower stress levels and safer behaviour.

   To have a positive impact on the health of the people on your farm, provide your workers with information and encouragement to increase their awareness of the negative effects tobacco use, high blood pressure, high cholesterol and being overweight have on both their personal well-being and their long-term ability to work effectively and productively.

B. **Standard operating practices** - As you conduct your inspections, keep a running list of necessary jobs or tasks. Consider the hazards in each step of each job. Once you have done this, you can begin to effectively develop standard operating practices for each task and incorporate health and safety practices into all work activities. Select the most hazardous tasks, and as time progresses, build to having standard operating practices (SOPs) in place for all hazardous work.

   Consider using a Job Hazard Analysis (JHA) or Job Safety Analysis (JSA) to help identify the hazards in a specific job. See the accompanying resources for a sample Job Hazard Analysis.

   SOPs then become your training tool for refreshing those who have previously performed the task or for explaining the processes and your health and safety expectations to those who will be doing the job for the first time.

C. **Emergencies** - Consider potential emergencies that might occur at your operation and the actions you and others would need to take. Include these plans in your SOP training.

   All Canada FarmSafe plans should include processes to handle an emergency effectively. To prepare for medical and other emergencies, write an emergency plan and review it regularly with everyone who may have to deal with an emergency on the farm. Regular reminders about processes and responsibilities will reduce confusion and mistakes when handling a real emergency. Go over your emergency plan with your local emergency responders (local fire, police, ambulance workers).

A fast, co-ordinated response in an emergency can lessen the impact of an injury and may even save a life. Several organizations offer emergency response and first aid courses as a public service or for a fee. Contact your regional health office or your local fire department to find out about courses in your area.

Basic Components of an Emergency Preparedness Plan

List possible emergency situations: Identify any emergencies that could occur, such as a chemical spill, machinery or livestock injury, someone collapsed in a confined space, bad weather, fire, explosion, etc.

- Plan for action: Write out a plan for each potential incident, clearly noting the role of each person. Because injured workers won't be able to do their part, make sure everyone knows what the process is and that they can step in to take over any of several roles in the plan. For example: Make sure everyone knows how to shut off machinery and how to drive a vehicle. Make sure everyone knows the address or location of the farm and the best access routes. Plan possible ways to evacuate a person who may be difficult to reach, for instance in muddy fields, a bio-security area, a chemically contaminated area or a pen with aggressive livestock.
- Identify resources: List everything needed to deal with possible emergencies in all areas of the farm, for instance the location of fire extinguishers and neutralizers for chemical spills. Have adequate first aid supplies and restock them periodically in all work locations and field vehicles. Provide a foolproof way to call for emergency help. Have more than one worker trained in basic first aid and CPR, and make sure others know who has the training.
- Create a communication system: When people are working alone or in isolated spots, two-way radios or cell phones are a good idea. Check in with each other regularly or go and physically check the worksite out at regular intervals throughout the day. Create a working alone plan and follow it.

D. **Training** - Now use your SOPs as the basis for training or re-training everyone who works for you. Remember to include casual helpers, including family members who are

brought in to help occasionally. Casual help is most at risk of injury because of lack of experience and lack of familiarity with the work.

Farmers are not only responsible for being knowledgeable in every aspect of their farming operations, they are also responsible for ensuring that everyone who works on their farm is competent and properly trained to do their work.

Hiring tips

When you hire workers, ensure they understand the importance of working safely. Ask them to discuss their previous training and work experience. Check their references to see if they have a positive safety record. Have them explain their understanding of your expectations for the safe completion of hazardous tasks. Confirm that any certification or accreditations they claim to have are valid.

Orientation and training

Use appropriate and approved standard operating practices to provide adequate training to all employees for every task they are required to do. Give every worker a thorough workplace safety orientation at the start of every season or work period. The orientation should include how to identify and control their personal exposure to hazards. If they can't effectively control the hazard, they should immediately report it to a supervisor.

Explain your commitment to safety when you bring someone into your operation. Orient your workers and use this time to find out what training they need. Make sure you train them in the skills needed to deal with hazards present in the task. Make it clear that they should not do a job until they know how to do it safely – do not encourage risk taking. You should let all workers know that you have a disciplinary process for non-compliance with your health and safety standards. This should prompt everyone to ask for help before they tackle unfamiliar or hazardous tasks.

Training is more than providing information. Successful training requires a demonstration that the worker has the required knowledge or skills and can do the job safely. It's your responsibility to establish and communicate safe work practices for each task that an employee or family member may be expected to perform.

Key elements of this training include:

- How to perform each task safely
- Hazard identification and control procedures
- Rights and responsibilities of workers
- How to introduce and talk about concerns and who to ask for help
- Where to go for first aid
- What to do in case of an emergency
- What to do if there's an incident

E. **Investigation** - Should an incident occur, regardless of whether there was any damage or injury, consider it a warning and learn from it. Conduct an investigation to determine the root cause of the incident and then adjust your standard operating practices and training accordingly.

To understand why an incident or near-incident has occurred, you need to find out:

- The immediate events leading up to it
- What contributed to the incident, such as unsafe actions or conditions, maintenance, training, external influences (weather, distraction, stress, etc.)
- The root causes that set the stage, such as inadequate safety policies, procedures, maintenance or attitudes

Note: Near misses are free warnings. Learn from them and take action to ensure they don't happen again.

Carefully look at what happened and try to understand why. Consider all possible influencing factors, such as weather, operator training, maintenance and inappropriate use of equipment. Talk to anyone who saw the incident or was involved. Use these six questions to get the basic information about the incident:

- *Who* was involved?
- *Where* did the incident happen?
- *When* did it happen?
- *What* were the immediate causes?
- *Why* did the incident happen (root cause)?
- *How* can a similar incident be prevented?

Once you have answered these questions, you need to correct the process, facility, equipment or level of training to reduce the risk of future incidents.

Factors to think about include:

- Adequacy of planning, training, orientation or supervision. For example, repairing hydraulics on a front end loader without blocking the arms or bucket
- Poorly designed work areas or job procedures
- Inadequate, defective or obsolete tools, machinery and equipment
- Unusual circumstances, such as an emergency that requires workers to perform jobs they normally don't do
- Jobs that are rarely performed, such as silo repairs
- Instinctive behaviour of animals, chemical reactions, quality of tools or supplies

4. Communicate Responsibilities

You can enhance everyone's health and safety on your farm by clarifying their responsibilities during routine work and during an emergency situation. Make sure your workers understand the immense importance of accountability. Everyone on the farm must be able to rely on each other to do their jobs responsibly and to protect the health and safety of every person on the farm.

Accountability

As the farm owner and employer, you must set an example for everyone on the farm. Be clear about your responsibilities and live up to them. As the person in charge, you must take on your

own duties and assign duties to all the workers. You must make sure the duties of each worker are clearly explained to them. You must also make sure employees are clear about their responsibility for their own health and safety, as well as that of all the other workers. Additionally, you must ensure everyone is trained to do their jobs safely and that all the appropriate protective systems are available for use at all times. You must also monitor your workers regularly and correct any errors or problems that come up.

Typical responsibilities of farm owners and supervisors:

- Knowing and following best practices for health and safety
- Providing a safe, healthy workplace
- Providing and maintaining safe buildings, tools, machines and equipment
- Setting up an effective health and safety management system
- Providing close supervision where needed
- Training and supporting supervisors to meet health and safety standards
- Identifying hazards and training workers to recognize potential hazards
- Ensuring proper steps are taken to control risks
- Ensuring family members are as trained and competent as all other workers
- Providing necessary personal protective equipment
- Ensuring routes, entrances and exits to buildings and work areas are safe
- Ensuring hazardous products and chemicals are moved, handled and used safely
- Providing adequate first aid equipment and training for your operation
- Inspecting work areas regularly and making immediate corrections or adjustments before there's an incident
- Understanding and using proper emergency processes when needed
- Involving everyone who may work for you in jointly managing health and safety issues on the farm. Workers often have direct knowledge and experience of the workplace hazards present.

- Giving serious consideration to the issues workers raise about safety and health. If they know you value their opinions and ideas, they're more likely to be involved in health and safety on the farm.
- Discussing the hazards before workers begin the task. To maximize risk reduction, make sure you and your workers agree on the safest way to perform all hazardous jobs before anyone starts working, and establish and follow SOPs.

Workers will invest in farm health and safety if they have the opportunity to:

- Raise questions as they arise
- Openly discuss their safety concerns and receive support in finding and implementing solutions
- Discuss incidents and near-misses
- Do safety inspections with you
- Do pre-operational checks on tools, machines and equipment before they begin work
- Read tool and equipment guides and learn safe procedures
- Take safety training and help apply it on the farm

Typical responsibilities of workers:

- Understanding and following health and safety standards as set out by the employer and required by legislation, if it applies. Note: Employer's safety practices may exceed those minimum standards required by law.
- Knowing and using appropriate health and safety practices, including knowing how to operate machinery and tools, and how to safely handle chemicals and livestock
- Following standard operating practices at all times
- Using safety equipment, machine guards, safety devices and personal protective equipment whenever they're needed
- Reporting unsafe situations, machinery, tools, gear, etc. to owner or supervisor immediately

- Reporting incidents or illness immediately
- Co-operating with other workers in working and acting safely at all times

Typical responsibilities related to contracted work (service providers):

Farmers often hire outside companies or self-employed people under a contract and then direct their activities on the farm. For example, you may hire someone to do custom spraying, install a grain bin or do welding or electrical work.

It is generally your responsibility, as the owner/manager, to ensure that anyone coming onto your farm to work is made aware of and agrees to follow your health and safety policies and standards.

Your Canada FarmSafe plan sets out a process to deal with the health and safety risks associated with the work of contracted employers or self-employed people.

As the farm owner, you should:

- Before any work starts, clarify with the service provider the responsibilities each of you will have in protecting the health and safety of everyone on the farm
- Control any health and safety hazards over which you have direct control. The service provider is responsible for hazards under his/her own direct control. For example, the condition of service provider's own equipment
- Work with the service provider to control hazards that are not within your direct control as the farm owner
- Give the service provider necessary information about your operation that could affect their health and safety
- Monitor the service provider to ensure compliance with your health and safety standards, and take action to correct any mistakes or problems. For example, ensure a service provider does not take a child in the cab of mobile equipment

Responsibilities of suppliers:

Farmers rely on many different suppliers to provide products, machinery and tools for the farm operation. Farmers have a right to expect their suppliers meet generally accepted health and safety standards when supplying products or services to the farm.

Suppliers should be advised that the conditions for products being supplied to the farm include:

- Supplying products that are safe when used according to instructions
- Providing instructions for the safe assembly, use, storage and distribution of products they supply (sell, rent or lease)
- Ensuring all their products comply with current legislation, such as ROPS being designed and installed to an accepted Canadian standard
- Providing specific transportation and handling requirements for hazardous materials or oversize equipment

You are responsible for using suppliers' products properly and safely, according to suppliers'/manufacturers' instructions. You must also ensure your workers all understand and follow instructions for the assembly, use, storage and distribution of all products.

If you buy a controlled product such as a hazardous substance, including pesticides, from a supplier to use on your farm, you should get a Material Safety Data Sheet (MSDS) for that product. Make sure you train every person who could be in contact with hazardous substances to protect themselves. Closely supervise new workers who will be working with dangerous substances.

Develop an overall purchasing policy to purchase new or replacement tools, equipment and products that will minimize the risk of health or physical hazards to the operators / handlers of those products.

5. Review

Reviewing and revising your health and safety plans regularly is a solid business practice. Ask your workers to participate in the review process. Agricultural work is always changing. New technologies and/or problems may require you to:

- Re-examine workplace hazards
- Update supervisor/worker training
- Change how supervision is done
- Re-assign responsibilities for safety
- Review your workplace inspection procedure and conduct safety inspections differently

Make health and safety an integral component of your farm business management. A safe farm can be a successful farm.

3. Resources

Definitions and Terms*

Accident: An unplanned or unintended event or series of events that may result in death, injury, loss of or damage to a system or service; cause environmental damage; or adversely affect an activity or function. Note: Many public health and injury prevention professionals prefer alternate terms such as injury incident or unintentional injury.

Adolescents: Individuals from the age of 13 through 17 years.

Age-appropriate Work: Work activities that are suitable based upon physical and cognitive capabilities deemed to be typical by age demarcations.

Agriculture: The industry that involves the production of crops and livestock (farming; production agriculture) as well as agricultural services, fishing and horticulture.

Agritourism: Includes any attraction where the general public is invited to a farm, ranch or agribusiness operation for the purpose of enjoyment, education or active involvement in farm activities.

All-Terrain Vehicle (ATV): a vehicle that: a) travels on low pressure tires; b) has a seat that is straddled by the operator; c) has a handlebar for steering control; and d) is meant for off-road use. An ATV can be either a three-wheeler or a four-wheeler.

Authorized person: An individual who has been assigned by the employer or the employer's representative to perform a specific duty or duties.

Ballistic nylon: A nylon fabric of high tensile properties designed to provide protection from lacerations.

** These are general terms intended to present a concept; regulatory agencies may be more prescriptive. Users should also consult provincial regulations.*

Bump cap: Protective headgear that is lightweight with a thinner shell than a hard hat. A bump cap does not have a suspension system to absorb impacts.

Bystander: A person who is present at or near an agricultural work site but does not participate in the work.

Child (pl. Children): Individuals in the age range of birth through 12 years of age.

Childhood: The period of life from infancy to adulthood (birth through 17 years of age).

Competent (Safety & Health) person: A qualified person who has been authorized by the employer or the employer's representative to:

- Identify existing and predictable hazards in the surroundings or working conditions that are hazardous or dangerous to employees
- Eliminate the hazard or take corrective action

Cumulative trauma: Bodily injury from mechanical stress that develops gradually over weeks, months or years from repeated stress (force or exertion) on a particular body part.

Critical injury: An injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of an arm or leg, but not a finger or toe; involves the amputation of a leg, arm, hand or foot, but not a finger or toe; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

Designated person: An individual who has been assigned by the employer or the employer's representative to perform a specific duty or duties. Also see Authorized Person.

Developmentally-appropriate tasks: Tasks that are suitable based on demarcations noting achievement of physical and psychological maturity. Developmentally- appropriate task guidelines are applicable outside of enforceable work standards. Also see Age-appropriate Work.

Direct supervision: Supervision by a competent person who watches over and directs the work of others who are within sight and unassisted natural voice contact.

Emergency care: Care provided by a person who is trained in first aid and CPR.

Emergency medical service: Care provided by a medically trained person, such as in a hospital, clinic, ambulance or rescue vehicle.

Emergency scene: A site that is:

- Immediately threatening to life, health, property or environment
- Has already caused loss of life, health detriments, property damage or environmental damage
- Has a high probability of escalating to cause immediate danger to life, health, property or environment

Escape route: A planned and understood route to move to a safety zone or other low-risk area.

Experienced person: A person who has sufficient knowledge, training, experience and skill in all aspects of a given process or procedure.

Exposure: Contact or proximity to a condition or event that may produce injury, disease, illness, property or environmental damage.

Farm: An area of land, including various structures, devoted primarily to the practice of producing and managing food, fibers and, increasingly, fuel.

Farm vehicle: Any motorized vehicle used for agricultural operations either on or off the agricultural work site. This definition includes, but is not limited to, trucks and automobiles.

Farm worker: A person employed by a farm owner to conduct agricultural work. This term includes migrant and seasonal labourers.

Farm/ranch work-related injury: An injury occurring during the business of operating a farm or ranch and which resulted in four hours or more of restricted activity.

Firefighting equipment: All portable and fixed fire suppression and control equipment.

First on the scene: Training for farm families and workers that incorporates decision-making when discovering a farm injury victim, reporting an emergency, attempting emergency first aid and taking other actions.

FOPS (Falling Object Protective Structure): Overhead cover installed on a protective frame or enclosure of off-road equipment to reasonably protect operators from falling objects such as trees or rocks.

Grounded (Machines): The placement of a machine component on the ground or a device where it is firmly supported.

Guard: A protective device designed and fitted to reasonably minimize the possibility of inadvertent contact with machinery hazards, as well as to restrict access to other hazardous areas. There are four types of guards: shield or cover, casing, enclosure and barrier.

Hazard: Any existing or potential condition that by itself or by interacting with other variables can result in injury, illness, death or other losses.

- **Biological hazards** - caused by organisms such as viruses, bacteria, fungi, parasites, dusts, molds or other living organisms.
- **Chemical hazards** - caused by solids, liquids, vapours, gases, dust, fumes or mists, such as battery acids or solvents.
- **Ergonomic hazards** - caused by anatomical, physiological, psychological demands on the worker, such as repetitive and forceful movements, vibrations, temperature extremes, awkward postures arising from improper work methods and improperly designed workstations, tools and equipment.

- **Physical hazards** - caused by energy sources strong enough to harm the body, such as noise, vibration, energy, weather, heat, cold, electricity, radiation pressure and illumination (light).
- **Workplace stress** - caused by harassment, fatigue, shift work or other chronic effects.

Health: A state of positive physical, mental, and social well-being to include the ability to lead a socially and economically productive life, and not merely the absence of disease or infirmity.

Health care provider: A health care practitioner operating within the scope of their license, certificate, registration or legally authorized practice.

High-visibility colours: Bright or fluorescent white, lime green, orange, yellow, red or aqua colours that stand out from the surrounding background colour so as to be easily seen.

Injury: Physical harm or damage to some part of the body resulting from an exchange of mechanical, chemical, thermal, electrical or other environmental energy that exceeds the body's tolerance.

Injury control: Incorporates multiple activities to reduce frequency and/or severity of injury, including prevention, treatment and rehabilitation.

Injury prevention: Attempts to reduce the incidence of injury, usually through educational, engineering, administrative, environmental and enforcement interventions.

Injury severity: Describes the seriousness of injury to a victim. Categories include:

- **First-aid injury** – An injury requiring first-aid treatment only; less than four hours of lost time or restricted activity
- **Temporarily disabling** – Injury results in four hours or more of lost time or restricted activity
- **Permanent disability** – Injury results in loss or use of one or more body parts, e.g., amputation, blindness, spinal column injury.
- **Fatal** – Loss of life.

Migrant farm worker: An individual whose principle employment is in agriculture on a seasonal basis, who has been so employed in the last 24 months, and establishes for the purposes of such employment a temporary abode.

Lockout/Tagout: a safety procedure that is used to ensure dangerous equipment is properly shut off and not started up again prior to the completion of maintenance or servicing work.

Occupational disease: a condition produced in the work environment over a period longer than one workday or shift. Usually the illness is due to repetitive factors over a period of time. It may result from systemic infection; repeated stress or strain; exposure to toxins, poisons, fumes; or other continuing conditions of the work environment.

Occupational illness: Any abnormal physical condition or disorder, other than one resulting from occupational injury, caused by exposure to environmental factors associated with employment.

Occupational injury: An injury suffered by a person arising out of and in the course of employment involving a single incident in the work environment.

Permanent disability: A permanent impairment of a bodily function or loss of use of a body part due to an occupational injury or illness; an enduring, non-fatal physical or mental impairment as a result of an injury that prevents or restricts normal achievement.

Permanent partial disability: Injury other than death or permanent total disability that results in some loss, or complete loss, of any use of any member or part of a member of the body, or any permanent impairment of functions of the body, or part thereof, regardless of pre-existing disability of the injured member or impaired body function.

Permanent total disability: Non-fatal injury that permanently and totally incapacitates and prevents an employed person from following any gainful occupation, or which results in some loss, or the complete loss, of the use of any of the following in a single incident: (a) both eyes; (b) one eye and one hand, arm, leg or foot; (c) any two of the following not on the same limb: hand, arm, foot or leg.

Personal Protective Equipment (PPE): Any material or device worn to protect a person's/worker's head, body, feet and extremities from exposure to or contact with any harmful substance or form of energy. Commonly used PPE in agriculture include steel-toed shoes, gloves, safety goggles, sunscreen, ear plugs and masks.

Qualified first aid person: Has evidence to show valid first aid and CPR training within the last two years.

Qualified person: A person who has:

- A recognized degree, certification, professional standing, knowledge, training or experience
- Successfully demonstrated the ability to perform the work, solve or resolve problems relating to the work, subject matter or project.

Risk: A measure of the combined probability and severity of possible harm; mathematically, risk is the product of probability x severity.

Risk acceptance: The acceptance by an individual or organization of a level or degree of risk identified as the possible consequence of a course of action.

Risk assessment: The process of determining the degree of threat that is posed by one or more hazards.

Risk control: The process of minimizing unwanted loss by anticipating and preventing the occurrence of unplanned events.

Risk evaluation: A comparison of calculated risks, or public health impact, of exposure to an agent with risks caused by other agents or societal factors. Benefits associated with the agent must be factored into the risk calculation.

Risk management: The professional assessment of all loss potential in an organization's operations leading to the establishment and administration of a comprehensive loss control program.

Risk perception: The subjective assessment of the probability of a specified type of unwanted event happening and how concerned we are with the consequences.

ROPS (Roll-Over Protective Structure): A cab or frame for the protection of operators of agricultural tractors, forestry and construction equipment to minimize the possibility of serious operator injury resulting from accidental upset.

Safety (for a lay person): Freedom from those conditions that can cause danger, risk or injury.

Safety (for a professional): The control of recognized hazards to achieve an acceptable level of risk.

Safety Factor: The ratio of breaking strength to safe working strength or load.

SCBA: Self-Contained Breathing Apparatus.

Seasonal farm worker: An individual whose principal employment is in agriculture on a seasonal basis, who has been so employed in the last 24 months.

Source of injury – Primary: The object, substance, bodily motion or exposure that directly produced or inflicted a previously identified injury or illness. May also be referred to as the primary source of injury.

Source of Injury – Secondary: Identifies the object, substance or person that generated the source of injury or illness or that contributed to the event or exposure.

Stability: The capacity of a machine or vehicle or vessel to return to equilibrium or to its original position after having been displaced.

Stability baselines: Lines that can be drawn between the points where a vehicle's tires or tracks rest on the ground. This term is most often used in reference to location of a vehicle's centre of gravity in the context of vehicle overturn or rollover.

Supervisory personnel: Agent of the employer (such as a manager, superintendent, foreperson, hooktender, rigging slinger, or person in charge of all or part of the place of employment) who directs the work activities of one or more employees.

Tractor: A self-propelled machine of wheel or crawler design used to exert a push or pull force through drawn or mounted equipment to move objects or material.

Traumatic injury—A traumatic injury is any unintentional or intentional wound or damage to the body resulting from acute exposure to energy--such as heat or electricity or kinetic energy from a crash--or from the absence of such essentials as heat or oxygen caused by a specific event, incident, or series of events within a single workday or shift.

Vehicle: A car, bus, truck, trailer or semi-trailer owned, leased or rented by the employer that is used for transportation of employees or movement of material; any carrier that is not manually propelled.

Work area: Any area frequented by employees in the performance of assigned or related duties.

Zoonotic diseases: Diseases caused by infectious agents that can be transmitted between or are shared by animals and humans.

4. Health and Safety Principles

Procedure for Identifying and Controlling Hazards:

1. Look for hazards in the workplace
2. Establish the level of risk to workers
3. Determine and implement appropriate control measures for each hazard
4. Develop written standard operating practices that identify the hazards and state the control measures required, including any emergency procedures
5. Train workers to identify hazards and to proceed with tasks using standard operating practices
6. Ensure worker participation and compliance

1. Look for hazards in the workplace

Everyone is responsible for identifying potential hazards and risks to workers. Workplace hazards may be identified by information gathered through:

- Inspections
- Job Safety Analysis (JSA)
- Dangerous occurrences
- Incident reports (types and causes)
- Incident investigations
- Safety concerns raised by workers
- Workers' Compensation Board (WCB) claims
- Health and Safety Committee (WHS Committee) minutes
- Analysis of new or modified jobs
- New or modified equipment or job procedures
- New scientific information regarding hazards or risks
- Legislation (Health and Safety, Chemical Storage, Transportation of Dangerous Goods)

- Industry standards (food safety)
- Regulatory (codes of practice, American National Standards Institute (ANSI), Canadian Standards Association (CSA))
- Supplier or manufacturer information

2. Establish the level of risk to workers

Hazards need to be assessed by the degree of risk or harm posed to workers. When determining the degree of risk to workers, consider not only the likelihood or potential of the hazard causing harm to a person or process, but also the resulting impact of the harm.

RISK = Likelihood x Impact

Hazards can be classed as:

Class A (Major): A condition or practice likely to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.
Example: a guard missing on the power take-off; a non-secured oxy-acetylene tank set in the workshop.

Class B (Serious): A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not excessive.
Example: personnel using improper techniques when lifting, transferring and/or re-positioning a drum of oil.

Class C (Minor): A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage.
Example: not wearing a particulate mask when sweeping out a dry grain bin.

Class D (Substandard): Any substandard condition or practice that is not likely to produce an injury or illness under normal conditions.
Example: there are no paper towels in the washroom.

Hazards that must be managed first are those with the highest degree of risk to workers.

To assess the degree of risk, ask the following questions:

- How likely is the hazard to cause harm?
- Under what conditions is harm likely to occur?
- How quickly could an unsafe condition arise?
- What type of harm is involved?
- How many workers could get hurt?
- Is there a history of problems, accidents or dangerous occurrences resulting from this hazard?
- What monitoring is required to evaluate the risk?

When looking for hazards for a specific task, consider the following:

- Can any body part get caught in or between objects?
- Do tools, machines or equipment present any hazards?
- Can the worker be harmed when in contact with objects?
- Can the worker slip, trip or fall?
- Can the worker suffer strain from lifting, reaching, pushing or pulling, or from repetitive movements?
- Is there a danger from falling objects?
- Is the worker exposed to extreme heat or cold?
- Is noise or vibration a problem?
- Is lighting adequate?
- Can weather conditions affect safety?
- Is contact possible with hot, toxic or caustic substances?
- Are there fumes, dusts, mists or vapors in the air?
- What are the job specific risks, such as infections, chemicals, heights, electrical, confined space or violence?

3. Determine and implement appropriate control measures for each hazard

The employer is responsible for determining and implementing control measures to reduce, eliminate or control the hazard(s). Controls may be implemented at the source of the hazard, along the path between the hazard and the worker, and/or at the worker level.

Often, more than one control method may need to be implemented in order to protect the health and safety of workers. Strategies used to reduce, eliminate or control hazards may include any one of the following:

Controls at the source

Engineering controls either reduce or remove the hazard at the source or isolate workers from the hazard.

- **Eliminate** the risk by getting rid of the hazardous tool, process, animal, machine or substance
- **Substitute** the hazard with a less hazardous process or material
- **Redesign** the layout of the workplaces, workstations, work processes and jobs to reduce the hazards
- **Isolate, contain or enclose the hazard** – often used for chemical or biological hazards
- **Automate** dangerous work processes using mechanical equipment. For example, the hazards associated with manual lifting can be eliminated by using mechanical lifts

Controls along the path to the worker

- **Relocate** by moving the hazard a safe distance from the worker
- **Create barriers** between worker and the hazard to block the hazard path. For example, use welding screens, chase boards or personal protective equipment.
- **Absorb** the hazard by using baffles to decrease noise; use local exhaust ventilation to remove toxic gases at the source where they are produced.
- **Dilute** the hazard, such as hazardous gases, by mixing with clean outside air

Controls at the worker

Work practice controls alter the manner in which a hazardous task is performed, such as minimizing exposure or inspecting equipment.

- **Administrative controls**, such as implementation of new policies, improved and standardized work procedures, job rotations and good supervision
- **Train** workers in standard operating practices and inform them of workplace hazards
- Supervise workers to ensure compliance
- **Perform housekeeping, maintenance and repairs** to ensure cleaning, waste disposal and spill cleanup at the workplace, as well routine preventive maintenance and repair of equipment
- **Use hygiene practices** that can reduce the spread of infections, such as frequent hand washing and separate eating areas away from the hazardous work area
- **Provide and use Personal Protective Equipment (PPE)**, such as gloves, hearing protection and face shields, when other controls are not feasible, or where additional protection is required

4. Develop written safe work practices

Once hazards have been identified and control measures selected to reduce, eliminate or control the hazard, write down the safest way to perform the task. Outline the step-by-step method for performing a particular task, including any potential or existing hazards present and the control measures that must be taken to eliminate, reduce or manage the risk. In these safe work practices, outline any emergency procedures required in the event that control measures are insufficient to protect the worker from harm.

Supervisors are responsible for ensuring that any existing hazards, and the measure(s) to protect the worker, are included in the written safe work practices.

5. Train workers to recognize the potential hazards and use the required controls

Supervisors are responsible to ensure that prior to performing any hazardous task, workers are trained regarding potential and existing hazards and required safety measures. Workers should be trained in the proper use and care of safety equipment, work processes and emergency procedures.

6. Ensure worker participation and compliance

In farming operations employing non-family workers, there may be a legal requirement to have either a worker representative or a committee composed of workers and management who meet on a regular basis to discuss and address health and safety issues. Even if you are not required to have a health and safety representative or committee by law, sitting down with your workers to talk about health and safety issues will make your operation more efficient.

Supervisors are responsible for ensuring workers comply with safe work practices. Practices are written to provide information and guidance to anyone performing a hazardous task or work process. Workers must comply with safe work practices by using equipment and/or tools provided in order to do the task safely. Non-compliance with safe work practices may result in disciplinary action of the worker. Working safely is a condition of employment.

Procedure for Conducting On-Farm Health and Safety Inspections:

Hazards in the workplace are most frequently identified by their physical presence. However, the risks those hazards present to persons on the farming operation can often be reduced by the development and adherence to health and safety polices and clear communication of accepted work practices. Development of these policies can be supported by also considering the work practices of the people working on your farm.

1. Physical Conditions

Before you can do a physical condition inspection and hazard risk assessment, you have to understand what you are looking for. A physical condition inspection is an observation of hazards present throughout your farming operation.

2. Work Practices

While looking at the obvious physical aspects of the operation, it is critically important to understand the behavioural drivers of the workers. Some of the questions you need to answer based on fact, not belief, are:

- Has the worker been trained to do that particular job?
    - If so, did anyone test or verify that the worker understood the instructions and was competent in doing that job?
    - Do you verify certification of workers doing jobs requiring specialized training, such as fork lift operators, pesticide applicators, etc.?
- Are Standard Operating Practices (SOPs) adhered to and enforced?
    - Do your workers know there is an administrative consequence for not following established work practices?
- Are maintenance and pre-operational logs maintained and periodically reviewed?
- Are visitors, sales representatives, service providers and contractors informed of your health and safety policies?
- Have you and workers who are going to work alone or in remote areas have an agreed upon plan for periodic personal safety checks and an emergency response plan?
- Does everyone understand the importance of reporting health and safety hazards as soon as they are perceived?
- What safety housekeeping do you carry out?

3. Policies and Procedures

As with any quality assurance program for the farm operation, the quality of the commodity can only be assured if there is a prescribed and documented procedure for producing that commodity. Similarly, to achieve the greatest probability of securing the health and safety of everyone on your farm / ranch, you must establish policies for expected work practices and document that those procedures are followed.

Reviewing and updating policies and procedures on a regular basis are the final steps in identifying and controlling hazards on your operation.

a) **Planning for the inspection**: Plan and conduct inspections regularly.

- If you have a worker representative or committee, they can help by identifying:
  - What must be inspected
  - Who should do the inspection
  - Required tools, equipment, supplies, training and knowledge
- Consult applicable Occupational Health and Safety (OH&S) legislation and standards
- Clarify procedures that should be followed before, during and after the inspection.
- Use an inspection checklist as a guide for the inspection. The checklist should include items such as:
  - Observation of work activities and discussion with workers
  - Observation for standard operating practices
  - Equipment and tools
  - Use, handling, storage and disposal of chemical and biological substances
  - Materials
  - First aid procedure
  - Emergency plans
  - Personal protective equipment (PPE)
  - Workplace environment (air, temperature, lighting, noise, stress, etc.)
  - Musculoskeletal injuries

- Prior to inspection, review previous inspection reports, equipment records or incident files in order to clarify the points that require attention during the inspection
- Tell your supervisor an inspection will be occurring. Discuss the plan with the supervisor and review issues of concern

- Ensure the inspection team is aware of any safety procedures that must be followed during the inspection
- Bring checklists, pen and paper, and any other equipment that may be required

b) **Conducting the inspection**

- Do not expect to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to assess physical hazards or measure the level(s) of exposure to chemical, noise or biological agents
- Involve the supervisor, as well as any workers in the area, in the inspection.
- **Consider** all workplace elements including:
  - **Environment** - noise, vibration, lighting, temperature and ventilation
  - **Equipment** - materials, tools and apparatus for producing a product or a service
  - **Work process** - how the worker interacts with the other elements, including livestock, in a series of tasks or operations

- Shut down and “lock out” any hazardous items that cannot be brought to a safe operating standard until repaired
- Do not operate equipment. Ask the operator for a demonstration, so you can view the process
- It is cause for concern if the operator of any piece of equipment does not know what hazards may be present
- Never ignore any item because you do not have knowledge to make an accurate judgment of safety Note it and find out.
- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a “once-over-lightly” approach
- In your notes, clearly describe each hazard and its exact location. Record all findings before they are forgotten

- Ask questions, but do not unnecessarily disrupt work activities. Unnecessary interruption may interfere with efficient assessment of the job function and may also create a potentially hazardous situation
- Encourage employees to bring concerns to their supervisor
- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting.
- Conduct group discussion with the following question: “Can any problem, hazard or incident arise from this situation?”
- Determine what corrections or controls are appropriate
- Take photographs if you are unable to clearly describe or sketch a particular situation

c) Reporting the inspection

- If the supervisor of the area does not accompany the inspection team, consult the supervisor before leaving the area
- Report to the supervisor all the positive observations noted during the inspection. Positive feedback can help reinforce good safety behaviours and prevent workplace inspections from becoming fault-finding exercises
- Report items that the supervisor can immediately correct. Note these on the report as corrected. This keeps the records clear and serves as a reminder to check the condition during the next inspection
- Document your final findings on the workplace inspection recording form (refer to sample forms):
- Name the area inspected, the date and the inspection team's names on top of the page.
- Assign a priority level to the hazards observed to indicate the urgency of the corrective action required. For example:

    - A = Major – requires immediate action

- B = Serious – requires action soon
- C = Minor – requires action later

- After each listed hazard, specify the recommended corrective action and establish a correction date. Ensure someone is assigned to follow up on the recommendation
- The final workplace inspection report should be dated and signed by everyone conducting the inspection

Training

Training is not a one-time event. Training should be ongoing with regular follow-up evaluation of performance. It should cover all relevant operating and handling information, including emergency procedures, first aid facilities, any restricted areas, precautions required to protect workers from hazards, and any other health and safety procedures, plans, policies and/or programs applicable to the worker.

Training should cover:

- Relevant content of the health and safety plan, including training on safe work practices and procedures in the plan
- Specific safety matters as set out in other standards, such as On Farm Food Safety or use of respiratory protective devices

Training must be provided prior to the worker's being exposed to hazards in the workplace. On-the-job training consists of the worker:

- Observing the task being done correctly by a trained and competent worker
- Performing the task under direct supervision
- If appropriate, being paired with an experienced buddy during the training period
- Being observed doing the task independently
- Being followed-up at a later date to determine if training has been effective
- Being retrained as required

- Receiving positive feedback from a supervisor that the task has been performed competently

Documentation of Training

It is important to keep a record of training events, trainers and participants. Include participants' signatures to prove they did receive the training and understand what was taught.

Identification of People and Resources to Deal with Emergencies

- Your Emergency Preparedness Plan should identify the individuals responsible for leading the emergency response process on this farm. The Emergency Preparedness Plan will identify specific resources required
- If there are any significant operational changes through the year that affect the EPP, the plan must be updated and revised.
- The plan will include, but is not limited to the following items:
    - Chemical/hazardous materials spills
    - Incident reporting
    - Medical emergencies
    - Violent personal threats
    - Fire, explosions, floods
    - Adverse weather

Reporting and Documenting Incidents

Reporting workplace incidents allows the employer to monitor and track the frequency and severity of unusual incidents occurring on the farming operation. Incident reporting is part of an overall process whereby all incidents are documented, investigated, and follow-up action is taken in order to prevent further similar incidents from occurring. Incident reporting is not a blaming process, but a means to identify and correct root causes, thereby addressing the hazard to reduce the chance of reoccurrence.

Reviewing the Effectiveness of your Canada FarmSafe Plan

The review may be conducted using a variety of evaluation processes:

- Observation
  - Direct observation of workers performing tasks
  - Conduct detailed workplace inspections (physical conditions)
  - Interview workers, supervisors and the employer
- Review Documentation
  - Written safety policies and procedures
  - Standard operating practices incorporating safe work practices
  - Incident trends and indicators
  - Preventative maintenance records
  - Safety committee meeting minutes

Responsibilities

Employer

- Identify, assess and properly control workplace health and safety hazards
- Prepare a current list of hazards in the workplace, including chemical and biological substances, physical agents, work design hazards and harassment problems
- Develop written safe work practices
- Inform all persons who may enter the farm work area about the hazards in the workplace
- Ensure workers are trained regarding required control measures to keep them safe at work
- Develop, maintain and regularly review and revise an Emergency Preparedness Plan (EPP) for the entire farming operation
- Ensure workplace inspections are conducted
- Provide the resources – including information, training, tools, equipment and time – needed to carry out inspections

- If the number of on-farm workers warrants, create a health and safety committee or identify a worker representative to:
    - Receive appropriate training to conduct workplace inspections
    - Conduct inspections during the workday

- Promptly resolve any problems and address any concerns raised through the inspection process
- Upon notification of an unsafe condition, take immediate steps to protect the health and safety of any worker who may be at risk until the unsafe condition is corrected
- Maintain a Material Safety Data Sheet (MSDS) control system according to your jurisdictional guidelines
- Store MSDSs in a highly visible area to be readily available for staff use as required
- Update the MSDS files every three years
- Define and implement a process for reporting, documenting, reviewing and following up on serious incidents in the workplace
- Ensure all incidents described in your policy are reported to the health and safety committee (if present).
- Ensure the safety program is reviewed at least every year and/or whenever there is a change of circumstances that may affect the health and safety of workers
- Assign responsibility for conducting the safety program review. Determine who should be involved in the review
- Determine the process and means of evaluation for undertaking the review
- Ensure recommendations for updates and improvements are implemented

Supervisor

- Identify all potential health and safety hazards and risks to workers in your work area
- Develop and implement measures to reduce, eliminate or control the identified risks
- Develop procedures to respond to an emergency for each hazardous situation

- Train workers about these hazards and the implemented control strategies
- Include hazard identification and control strategies as part of the new-worker orientation process
- Ensure worker compliance with standard operating practices
- Ensure that other persons who may enter the workplace are aware of hazards and follow proper preventative procedures
- Co-operate with and assist the health and safety committee to plan and conduct workplace inspections
- Keep workers informed of inspection results and follow-up actions
- Ensure prompt correction of the unsafe conditions noted by the inspections
- Conduct ongoing informal inspections of the work site to identify unsafe acts or conditions
- Encourage and require workers to report safety concerns and hazards
- Encourage and require workers to inspect their tools, equipment and personal protective equipment (PPE) prior to each use
- Review and follow up on all incident reports
- Investigate all incidents to determine the cause
- Participate in the safety program review by taking the opportunity to review safe work practices and safety processes in your area
- Update and revise any new work procedures or safe work practices as required

Worker (including family members and visitors)

- Comply with safe work practices as directed or identified on the particular operation
- Inform your supervisor of health and safety hazards encountered in their workplace
- Work with your supervisor to resolve hazardous situations
- Co-operate and assist the health and safety committee by participating in the planned inspection process

- Inspect all tools, equipment and PPE immediately prior to use to ensure good working order
- Take care to protect your health and safety so as not to harm yourself or those around you
- Report all incidents to your immediate supervisor, including incidents:
    - Resulting in medical attention
    - Resulting in a minor injury that does not require medical attention
    - Where no injury occurred but could have (dangerous occurrence)
- Complete the required incident reporting form
- Learn and follow safe work practices
- Report any concerns to your supervisor regarding the safety program in the workplace
- Participate in the safety program review process

Health and Safety Committee (HSC)/representative

- Assist the employer to identify, assess and control hazards
- Monitor the effectiveness of the implemented controls
- In co-operation with the employer, plan and schedule inspections of all work areas
- Develop workplace inspection checklists and reporting forms
- Conduct regular planned inspections of the workplace, work processes and procedures
- Identify and report hazard(s) found during inspections and other activities
- Assist the employer to set hazard control priorities
- Recommend general types of corrective action that will prevent hazards from causing harm
- Discuss concerns with workers, supervisors and the employer
- Document inspection results on a workplace inspection recording form
- Follow up to ensure corrective action is effective

- Provide a copy of the inspection report, as appropriate, to the employer and/or supervisor
- Assist and co-operate with the employer to identify and control risks from conditions and circumstances associated with contracted work
- Review and investigate all incident reports in accordance with legislation and internal policy
- Ensure all incidents are investigated and that recommendations are put forward to management for corrective action, then ensure the corrective action has been taken

Service providers (contractors, trades people)

It is the responsibility of the farm owner to work to protect the health and safety of all employers, self-employed persons, contractors and workers while they are working on the farm under a service agreement. The farm owner must :

- Provide workers and service providers with general safety guidance on his Canada FarmSafe Plan and accepted safety practices and work procedures related to the work to be performed

It is the responsibility of the service provider to:

- Comply with all applicable legislation and standards and accepted best work practices and procedures, specific to the work performed
- Provide competent and sufficient supervision for the work performed under the contractor's control
- Co-operate with the employer to identify and control the hazards associated with the work being performed
- Co-operate with the employer to develop and implement a safety orientation for workers of both parties geared toward the hazards specific to the workplace and the work being undertaken
- Give notice of intent to perform work where municipal or provincial law requires, such as work in close proximity to overhead power lines

Suppliers

- Comply with all applicable Canada FarmSafe Plan polices and provincial legislation
- Supply products that are without risk of injury or illness to end users when used according to instructions provide by the supplier

For Employees

CanadaFarmSafe

Sample

Employee Handbook

for *The Farm*

Somewhere, Canada

January 1, 2011

The Farm's Health and Safety Policy

My Commitment to You

I am committed to providing a safe and healthy work environment for everyone who lives, works or visits this farm.

I recognize the duties, rights and responsibilities of myself and all workers and am committed to ensure that everyone on my farm is aware of these and other conditions necessary to protect their own and other's health and safety.

I am committed to establishing and maintaining a FarmSafe Plan to ensure the protection of everyone on my farm.

I am committed to supporting the practice of safe work procedures through the use of adequately guarded equipment, programs and training.

I have adopted the following safety philosophies:

- Everyone has a right to work in a safe and healthy workplace
- Everyone has a right to refuse unsafe work they believe may be injurious to themselves or other workers
- Everyone has a right to know about what hazards are present in the materials or processes they have to work with
- Health and safety is everyone's responsibility and can only be achieved through everyone's participation
- Working in a safe and healthy way is a condition of employment
- Performing any work while under the influence of prescription medications, over-the-counter drugs, alcohol or other substances is not permitted. Modified work options are available
- All hazards will be identified and controlled through regular inspections
- Health and safety education will be consistent and ongoing

- Health and safety meetings will be held regularly with worker input required
- All incidents and dangerous occurrences will be reported and investigated
- All employers, supervisors, workers, volunteers, contractors, self-employed persons and suppliers must provide evidence of safe and healthy practices in their dealings with *The Farm*
- Health and safety practices must work with other programs, such as Food Safety, Environmental Farm Planning and Quality Assurance

The health and safety of every person on *The Farm* is important. To help you better understand the principles of health and safety, you must on a yearly basis, read, sign and date the FarmSafe Plan binder and ask for clarification of any aspects of the binder or policy manual that you do not understand.

_____ _____

Date for *The Farm*

Identification and Control of Hazards on *The Farm*

The health and safety of every person on *The Farm* is important. To help you better understand health and safety principles, you must on a yearly basis, read, sign and date the FarmSafe Plan binder and ask for clarification of any aspects of the binder or this policy that you do not understand.

Record keeping is important. Everyone working on *The Farm* shall carry or have reasonable access to a notebook in which to record health and safety information. These notebooks must be regularly (at least weekly) provided to *The Farm* office for updating.

A – Wellness

Everyone working and living on *The Farm* is encouraged to:

- Regularly visit a doctor for a check-up, including:
    - Blood pressure
    - Cholesterol
    - Weight
    - Eyesight
    - Respiratory function
    - Skin changes (moles, growths, colour blotches)
    - Other issues of importance to their health, gender and lifestyle

    Blank copies of a personal occupational health history form are available in the FarmSafe binder in the shop office for you to complete to assist your family doctor in assessing your health based on your workplace activities and exposures.

- Stop smoking. Smoking has been shown to increase numerous health risks, including the possibility of ingesting or inhaling workplace chemicals or biological materials transferred from your hands to your cigarette
- Follow a fitness program. While there is physically demanding work on this farm, there is also sedentary work, such as equipment operation. Regular exercise and fitness activities improve cardiovascular endurance, strength and flexibility. These, in turn, lower the risk of strains, sprains and physical exhaustion during work activities
- Eat a balanced diet. To work well, our bodies must be properly fuelled. For example, excessive intake of sugary beverages and/or stimulants such as caffeine are known to cause cycles of hyperactivity and feelings of tiredness. These situations do not contribute to a safe and healthy workplace
- Manage your weight. Being overweight contributes to many adverse health conditions and impacts your mobility, reflexes and endurance — all of which are important to safe, efficient farming
- Manage stress. Stress refers not to a single event or reaction, but rather to a process that begins with a stressful event or series of events and ends with one's reaction to that event. Stress management is good life management. Identify priorities and deal with them; acknowledge and accept that there is not enough time to do everything. Step away from the work and relax periodically, even for a short period of time — it recharges you. Exercise — walk, cycle, run, swim or play some other sport regularly — for fun and to disconnect from work. Plan: try to anticipate major changes well in advance of their occurring and think about a "plan B" to help manage the impact of a sudden change

If you are feeling stressed, contact:

- _____Farm & Rural Stress Line at 1 888 ___-____ or via e-mail at help@ruralstress.__.ca

B – Inspections

- Everyone living, working or visiting *The Farm* is responsible for identifying and reporting any hazards with the potential to cause injury or illness to them or someone else
- Pre-operational inspections will be conducted by everyone who will be operating that equipment at the start of each workday. The equipment log will be dated and signed every time a pre-operational inspection or maintenance work is performed
- The workers on *The Farm* will designate two people to conduct health and safety inspections of the livestock housing and handling facilities during the months of June and January; machinery and workshop areas during the months of April and September; and grain handling and storage areas during the month of August each year. The inspection checklists will be signed and dated. Notations will be made regarding any tasks for which a safe work practice needs to be developed
- A comprehensive, documented inspection of the entire farm will be conducted annually by management and a worker designated by the other workers. Upon completion, the inspection report will be dated and signed by both parties
- All inspection reports will immediately be given to management for prioritization and action
- Should a critical hazard be identified during the inspections that pose an imminent threat to safety and/or health, the equipment or process shall be stopped immediately until the hazard is controlled

C – Standard Operating Practices will include safe work practices

- All workers and visitors are required to follow the established standard operating practices. Should anyone wish to review established procedures, the standard operating practices can be accessed in the farm office, in the binder labelled Standard Operating Practices
- Standard Operating Practices will be developed based on information collected during routine area and comprehensive inspections, manufacturer/supplier information and information from other sources

D – Emergencies

- Everyone shall be trained and current in Emergency First Aid and CPR. It is your responsibility to notify management when your certification is about to expire so re-training can be arranged
- In the event of an emergency situation, such as fire, injury, illness, chemical spill, livestock attack or any other unusual event, the procedure shall be:
    - Move to a safe location
    - Contact emergency response, if required, as listed on the poster by every telephone
    - Contact management via radio or telephone. If either is unavailable, contact _____ at_____

- In the event that you feel threatened by violence from another person while at work:
    - Attempt to defuse the situation by not challenging or arguing with the person
    - Attempt to move to a safe location, such as inside a vehicle or building, where you can be separated from the aggressor
    - Contact management immediately
    - If you believe the aggressor has a weapon, contact the RCMP by calling 911
- All workers shall familiarize themselves with the locations of telephones, radios, first aid kits, fire extinguishers, spill kits, contact names and numbers, farm site location information, and other relevant information that is set out in the folder labelled Farm Emergency Plan. The folder is located in the farm office
- Visitors will be made aware of emergency procedures before entry to the farm by the farm owner/manager or a designated farm employee

E – Training and Communication

- Prior to the operation of any equipment or processes, all persons must be accordingly trained, and THE TRAINER MUST BE CONFIDENT THE WORKER IS COMPETENT

TO PERFORM THAT WORK. Upon completion of training, both parties shall sign and date the training log

- Training will be conducted with all new employees coming on *The Farm* prior to the commencement of any task they have not performed on *The Farm* in the past six months. The training, provided by a competent person approved by farm management, shall consist of a verbal explanation of the work process, a controlled demonstration by the trainer, an opportunity for questions, a verbal explanation of the expected work by the worker, a controlled demonstration by the worker, a period of supervision by the trainer, feedback to the worker as required, plus independent work by the worker with periodic supervisory checks until the trainer is confident the worker can work independently
- Anyone found to be operating equipment or performing a task in an unsafe manner will be cautioned immediately and will be required to review the safe work practices for that work. Should the unsafe behaviour re-occur, the person will be re-assigned or sent home without pay. Prior to resumption of that work, management will explain the safe work practices and seek confirmation that the worker understands the procedures and will follow them. Job termination will be the final option for continued non-compliance
- Any person required to operate specialized equipment or processes shall have the appropriate certification. This includes a current, appropriate and valid driver's licence for operation of any mobile or self-propelled equipment. Management is to be notified immediately should there be a change to or expiration of the certification or licence
- Health and safety are a priority. STOP work immediately if the process or equipment is a danger to you or other workers, equipment or property. Workers are to immediately notify management and their co-workers of any safety or health concerns as well as any hazards that should arise. Management will conduct a risk assessment immediately to determine if the work should continue

F – Incidents

- All incidents, including near misses, equipment failures, aggressive or unusual behaviour of livestock, chemical exposures and so on, shall be immediately reported to management
- If the incident is serious, such as a critical injury, steps must be taken to remove or protect the injured person and prevent any further risks. Do not clear the scene until authorized to do so by management or a regulatory authority
- Details of the incident shall be recorded on an incident report form
- A joint assessment of the situation will be undertaken by management and a worker. The process will follow the one outlined in the FarmSafe Plan Binder. Procedures or actions as required will be instituted to prevent the reoccurrence of a similar event

If the incident is serious, such as a critical injury, take steps to only remove or protect the injured person and prevent any further risks. Do not clear the scene until authorized to do so by management or a regulatory authority.

Sample: Responsibilities on *The Farm*

The health and safety of every person on *The Farm* is important. To help you better understand the principles of health and safety and associated responsibilities, you must, on a yearly basis, read, sign and date the FarmSafe Plan binder and ask for clarification of any aspects of the handbook or this policy that you do not understand.

- General health and safety duties and responsibilities are set out the in the Canada FarmSafe Plan manual. It is your responsibility to be familiar with and follow applicable duties and responsibilities. Additional duties and or responsibilities may be assigned via safe work procedures or be included in other policy statements
- Health and safety is everyone's responsibility, and every person coming onto this farm shall follow all established safe work procedures and utilize all safety equipment that is required and/or provided
- *The Farm* is responsible for establishing and enforcing the health and safety standards for work on this farm. These will meet or exceed those required by law
- All persons working on this farm are responsible for following all procedures and using all required protective equipment. They are also responsible for immediately notifying management of situations where there is a hazard not previously identified
- The health and safety of a contractor or service provider performing work for *The Farm* will be a shared responsibility between *The Farm* and the contractor or service provider. *The Farm* will provide the contractor with specific information regarding policies, hazards and safe work procedures relevant to *The Farm*, and the contractor or service provider will ensure all workers employed by the contractor or service provider are aware of that information and further will ensure that any risks associated with their work will be communicated to *The Farm*. The contractor or service provider and *The Farm* will mutually agree upon all relevant health and safety responsibilities and document that agreement
- Effective communications is critical to safe work. All employees on *The Farm* are expected to:

- Discuss with their co-workers or manager any potential hazards that may be present in the work they are about to do and agree on and follow a strategy to control those hazards
- Immediately report any hazardous situations that cannot be controlled through existing safe work practices
- Participate in all health and safety discussions

Sample: Additional Specific Health and Safety Policies on *The Farm*

The health and safety of every person on *The Farm* is important. To help you better understand the principles of health and safety and associated responsbilities, you must, on a yearly basis, read, sign and date the FarmSafe Plan binder and ask for clarification of any aspects of our program or this policy that you do not understand.

Chemical Handling

- Anyone who will be applying pesticides, particularly those in the organophosphate family, will arrange to have a cholinesterase enzyme blood test performed prior to any organophosphate exposure and on a monthly basis following the start of the application season. Should any changes in cholinesterase levels be identified, the person will immediately notify management and stop working with organophosphates until cholinesterase levels have returned to normal. Safe work practices will be reviewed to further reduce exposures
- Material Safety Data Sheets are located in *The Farm* office in the binder labelled MSDS. Anyone preparing to handle chemicals will first review the current MSDS and will follow the recommendations for personal protective equipment and handling

Confined Space Entry

- Anyone having to enter a confined space (one that is partially or completely enclosed, not designed or intended for human occupancy, is limited by entry or exit that may complicate any type of emergency response) will be trained in confined space entry, utilize all required protective systems and will comply with all aspects of those practices

Working Alone

- Anyone who will be working alone in a remote location or out of sight of another person associated with *The Farm*, will review the Working Alone Plan found in the farm office in the binder labelled Safe Work Practices and will comply with all aspects of that plan

Hearing

- Hearing protection will be worn correctly at all times during the operation of equipment and power tools. Personal listening devices, such as MP3 players with earphones or headphones, are not permitted to be used during work. Reusable hearing protection must be properly maintained. Disposable hearing protection is available in the farm office

Standard Operating Practices (including safe work practices)

- Prior to the start of any new work or work that has not been performed in the past six months, the safe work practices for that work shall be reviewed by the person(s) who will be performing the work as well as the person(s) who will be supervising the work. All Standard Operating Practices can be found in the farm office in the binder labelled Standard Operating Practices

Harassment/Workplace Violence

- *The Farm* considers any acts of discrimination, harassment or violence unacceptable. Derogatory or inappropriate comments, printed materials, physical contact or behaviour must be immediately reported to *The Farm* owner or manager. The complaint will be confidentially investigated. Workers found to be responsible for acts of harassment or violence will be subject to disciplinary action, which may include involvement of law enforcement officers. It must be noted that false or fabricated claims against innocent individuals may result in disciplinary actions against the person presenting the false or fabricated claim

Alcohol or Substance Abuse

- The use of alcohol or substances that may impair the physical or psychological abilities of a worker on *The Farm* are prohibited. Using such substances during working hours and for as long as necessary prior to the commencement of work for the substance to not be present in the worker's system. Anyone found to be using or appearing impaired by the use of such substances will immediately be asked to stop work. They will be required to find a means of transportation they are not operating to leave the property and not return until they are no longer impaired. Disciplinary actions may result

Sample: Evaluation and Review on *The Farm*

The health and safety of every person on *The Farm* is important. To help you better understand the principles of health and safety and associated responsibilities, you must, on a yearly basis, read the FarmSafe Plan binder and ask for clarification of any aspects of the binder or this policy that you do not understand.

- Health and safety are dynamic issues on *The Farm*. Revisions and changes to improve everyone's health and safety will be made on an ongoing basis as required
- During the month of November in every year ending in an odd number, management and current worker(s) will review the entire FarmSafe Plan Policy Manual for *The Farm* and make amendments as required. Amendment decisions will be supported by information from first aid records, inspection reports, incident investigations, Material Safety Data Sheets (MSDS) and any other health and safety information sources that are available

This handbook has been reviewed and is understood by:

Worker Name & Signature	Management Name & Signature	Date

Note: if a worker cannot read these policies, then they will be explained and a co-signer of the worker's choosing will attest to the worker's comprehension of the policies.

New Employee Orientation Checklist

For _____

Print employee name

Personal Information

- ☐ Direct Deposit information for payroll
- ☐ Inform employee of pay amount, pay method, pay frequency
- ☐ Tax declaration form
- ☐ House set up — power and phone connection for employees living on-site
- ☐ Employment agreement signed and copy to both parties

Farm Information

- ☐ Farm Policy Manual
- ☐ Business goals
- ☐ Business values and culture
- ☐ Hours of work
- ☐ Time keeping
- ☐ Dress code
- ☐ Leave/sick time policies and procedures

Health and Safety

- ☐ Health and Safety Manual/Policies
- ☐ Farm tour and identification of hazards
- ☐ Accident reporting procedure
- ☐ Emergency procedures
- ☐ First aid kits

- ☐ Fire safety equipment
- ☐ Issue personal protective equipment

People Involved in the Business

- ☐ Meet farm owner/other people working/living on the farm
- ☐ Discussion of roles and responsibilities of everyone
- ☐ Meet neighbours
- ☐ Service provider contacts — suppliers, vets, farm consultant

Farm Work

- ☐ Discuss job description
- ☐ Identify training needs and develop a training plan

The above noted topics have been reviewed, and I understand my responsibilities.

_____ _____

Employee Signature Date

Confidential Personal Wellness Assessment

Sample Form

This is a confidential document and is intended to be completed privately and shared with your health care provider ONLY.

You may self-describe potential workplace health exposures to provide your health care professional with an overview of factors that may be impacting your health. All questions are based on your activities over the past 12 months.

Name _____ Age _____ Date _____

Percentage of work time on the farm _____% Off the farm _____%

Type of off-farm work _____

When working off-farm, I am/was exposed to:	Yes	No
Chemicals		
Loud noise		
Heavy lifting		
Dusts (specify)		
Other substances (specify)		

When working on-farm, I work with the following crops and livestock:

_____

Chemicals handled:	Yes	No
Anhydrous ammonia		

Fertilizer –		
Liquid		
Granular		
Pesticides:		
Insecticides		
Herbicides		
Fungicides		
Fumigants		
Other (specify)		

Personal Protective Equipment worn when working with chemicals:	**Always**	**Sometimes**	**Never**
Eye protection			
Chemical resistant gloves			
Chemical resistant boots			
Disposable/chemical resistant coveralls			

Chemical handling practices	**Always**	**Sometimes**	**Never**
Wear clean clothes every day			
Immediately change clothes if contaminated			
Wash contaminated clothing separate from family laundry			
Wash face and hands before eating			
Wash hands before urinating			

Noise exposure:	Yes	No
Work with power tools, machinery, animals		
Do recreational activities, hunt, music, ATVs		
Work off-farm in a noisy environment		
Do you experience:		
Ringing in the ears		
Dizziness		
Difficulty understanding conversation with background noise		

Do you wear **respiratory protection**?

What type? _____

After working where there was dust, fumes, vapours, did you experience:	Never	Occasionally	Constantly
Dry cough			
Chest tightness			
Cough with phlegm			
Throat irritation			
Wheezing chest			
Sinus problems			
Stuffy nose			
Ear popping			

When are any of these symptoms worst? _____

Skin	Yes	No
Do you have any skin spots that have changed in size, colour, shape or thickness		
Areas of skin that bleed or do not heal		
Mouth sores or irritation		

Bones and Joints – Do you have any aches, pain or discomfort in your:	Yes	No
Neck		
Shoulder		
Upper back		
Elbow		
Lower back		
Wrist/hand		
Hip/knee		
Feet		

Medications List any prescription or over-the-counter medications you currently take daily or when needed	
Name of Medication	Reason for Use and How Often

Family history Do you or any family members (parents, siblings, children) have a history of:	You	Family Member		Relationship		
		Yes	No	Parent	Child	Sibling
Asthma						
Emphysema						
Hay fever						

Family history Do you or any family members (parents, siblings, children) have a history of:	You	Family Member		Relationship		
		Yes	No	Parent	Child	Sibling
Allergies						
Heart disease						
High blood pressure						
Stroke						
Diabetes						
Kidney disease						
Liver disease						
Cancer (specify)						
Arthritis						
Other (specify)						

Your health record – When did you last receive the following health services:	Past year	1-3 years ago	More than 3 years ago	Never
Routine check-up/physical				
Blood pressure check				
Cholesterol check				
Colorectal exam				
Eye exam				
Dental exam				
Diabetes screening				
Flu shot				
Prostate exam (men only)				

	Past year	1-3 years ago	More than 3 years ago	Never
Mammogram (women only)				
Pap smear (women only)				

Stress – Have you had any of the following in the past year:	Yes	No
Poor appetite		
Feelings of extreme loneliness		
Blame yourself for things		
Feeling hopeless about the future		
Worry too much about things		

Questions or issues to ask your health care provider:

_____

_____

_____

_____

_____

Policies

CanadaFarmSafe

Sample

Record Book

for *The Farm*

Somewhere, Canada

January, 2011

Employee Orientation

Date	Subject	Worker Name & Signature	Trainer	Comments

Employee Certification

Date	Certificate Type	Certified Worker Name	Date Issued	Expiry Date	Verified By

Employee Training and Standard Operating Practices Review (including: hazardous materials handling, lockout/tagout, PPE, etc.)

Date	Subject	Worker Name & Signature	Supervisor	Comments

Chemical and Biological Hazardous Materials Inventory

Date	Product	Type of Label (Supplier or In-House)	MSDS Date & Location (note date to update)	Storage Location

First Aid/Injury Incidents

Date	Type of Injury	Injured Party	Investigated By	Comments

Pre-Operational Log (to be located on each piece of self-propelled or powered stationary equipment)

Equipment Name			
Date	**Items Checked**	**Worker Name & Signature**	**Comments**

Service Log

Equipment Name			
Date	**Service Performed**	**Worker Name & Signature**	**Comments**

Hazard Report Form

Date	Hazard	Reported By	Actions Taken/By

Standard Operating Practices

SOP number _____ Written by _____

Date effective _____ Last modified _____

Describes the safety protocol for _____ at (location) _____

Number of employees performing the job _____

Responsibilities (who is responsible for each aspect of the job):

_____

Skill level/training required to perform the job safely _____

Description of work details, including safety practices:

Communications process for: working along, further instructions, concerns, assistance:

Emergency procedures:

Equipment and supplies (including any PPE):

Result expected:

Disciplinary Policy for Health and Safety Infractions

Sample Form

The safety of everyone on this farm is very important. Therefore, to prevent incidents or unsafe conditions, it is our policy to follow all health and safety practices and policies.

Failure to follow established health and safety practices will result in the following sequence for the reoccurrence of unsafe acts or behaviours:

- Verbal Warning
- Written Warning
- 3-5 Day Suspension
- Dismissal/Termination — immediate termination may result if the actions were intentional and without regard for the health and/or safety of the worker or other persons

_____, you have been observed working in the
(Print Employee Name)
following unsafe manner, contrary to safety requirements described in *The Farm's* Standard Operating Practices:

_____

_____

This is your: ____First ____Second ____Third ____Fourth infraction

Action taken is: _____

Employer:_____ Employee:_____
(Print Employer Name) (Print Employee Name)

Signature:_____ Date:_____ Signature:_____ Date:_____

Agricultural Worker Working Alone Guidelines

Much of the work done in primary agriculture is performed by one person, working alone or at a distance from others. This scenario is supported by fatality statistics that confirm that many of the agricultural workplace incidents that resulted in the victim dying occurred without witnesses and the victim was not found for a significant period of time following the incident.

As part of the overall Canada FarmSafe Plan, it is important to include a strategy for managing the risks associated with individuals working alone in agricultural settings. This practice should apply to everyone working on the farm, including family members. A four-step process should be followed and supported by a regular review to address changes or identified deficiencies.

Step One: Establish a Working Alone Policy

This policy should tell everyone that no one is to work alone until:

- They have confirmed with the farm manager that they will be working alone
- They have agreed to a method and frequency of check-ins with a competent person
- They have agreed to a response plan, should the check-in person not be able to confirm contact with the worker working alone or in isolation

Step Two: Review the Standard Operating Practices for the Tasks to be Performed

Prior to departure for the work location, the farm manager will review with the worker the SOPs relevant to the work that will be performed and confirm that the worker is aware of the hazards, has the required competencies to safely perform that work, and has immediate access to the required equipment and tools. These SOP(s) should include:

- Responsibilities (include what tasks the worker must not do alone)
- Description of work details, including safety practices

- Communication process for further instructions, concerns, assistance, working alone check-in
- Emergency procedures
- Equipment and supplies (including PPE) required on-site

Step Three: Agree to a Procedure and Frequency for Check-Ins for the Particular Work

The time intervals for checking the well-being of the worker must be developed in consultation with the employee assigned to work alone or in isolation:

- Time intervals should be based on the level of risk the worker is exposed to, with lower risks allowing for longer periods between checks. For example, a worker operating a tractor doing field tillage on flat dry land, may not require checks as frequently as a worker who is working in wet field conditions
- The person assigned to check on the well-being of a worker must be familiar with the written standard operating practices and what to do if they are unable to make contact with the worker
- There must be a check-in at the end of the shift

Step Four: Document the Plan

The working alone plan should be documented, signed and dated by the person who will be working alone and the farm manager. The same plan can be used for the same work activities on multiple occasions, as long as the work circumstances have not changed and the worker and farm manager review the plan every time there is a working alone situation.

The written plan should include the following information:

- Date, time period and location of work
- Work to be performed, reference to SOP
- Check-in procedure and frequency

- Worker action if assistance is required (all communications systems must be immediately accessible to the worker at all times)
- Contact person's name and actions, if there is no response to check-in call
- Signatures of worker and farm manager, dated

Review

A periodic review of the process and procedures should be undertaken to ensure it is working to everyone's maximum protection.

The Farm Contractor Safety Responsibilities

Sample Form

The Farm's Policy Overview:

All workers, while working at *The Farm* must accept safety as a personal responsibility. Everyone is expected to develop and maintain a safe working environment by recognizing unsafe acts and unsafe conditions, and taking the necessary corrective action.

It is the responsibility of each worker to be aware of and follow all provincial laws dealing with occupational health and safety at all times and comply with the applicable laws as a minimum.

ENGLISH is the working language on this farm site. All signs, standard operating practices, rules, policies and verbal instructions will be provided in English. It is essential that all workers on site are able to communicate and understand written and verbal messages in order to ensure the safety of themselves, others and the farm itself.

Workers' Primary Responsibilities:

1) ABILITY - Before proceeding with any task, an employee shall satisfy themselves that they can perform the work without injury. If they are assigned work they feel unable to perform, they will alert the supervisor of the work to be done

2) UNDERSTANDING - Before starting a job, each employee shall thoroughly understand their role and the safety rules that apply to the task to be performed

3) TAKING CHANCES - Under no circumstances shall safety be sacrificed for speed. Do not be pressured by lack of time, authority or any other reason. "Cut corners" are too often short-cuts to possible incidents, accidents and injuries.

Workers shall be aware of changing conditions and always be careful to place themselves in a safe and secure position. Each worker is responsible for his/her own safety.

Contractor Checklist

I have discussed and understand the following health and safety issues and will fulfill my responsibilities as a service provider to *The Farm*.

- ☐ Safety Responsibilities
- ☐ Site Specific Issues
  - ☐ Area Hazards (e.g. mobile equipment, combustibles, chemicals)
  - ☐ Washrooms
  - ☐ Lunchroom
  - ☐ First Aid Facilities
  - ☐ Restricted Areas
  - ☐ Nearest Telephone
  - ☐ Fire Protection
- ☐ Safety Hazards
  - ☐ Identification
  - ☐ Communication and Reporting
- ☐ Incident Notification
  - ☐ “Near Miss”
  - ☐ Personal Injury
  - ☐ Property Damage
- ☐ Incident/Accident Investigation
- ☐ Work Authorization
  - ☐ Hot Work
  - ☐ Confined Space
  - ☐ Cold Work
  - ☐ Working at Heights
  - ☐ Lockout/Tagout

- Emergency Response Plan
  - Meeting Areas (muster points)
  - Injury/Illness
  - Warning Signals
- Housekeeping Expectations
- Personal Protective Equipment Expectations
- *The Farm's* Guidelines
  - Alcohol and Drugs
  - Firearms
  - Smoking
  - Violence
  - Discipline
  - Mobile Equipment
  - General Safety Rules
  - Check in/Checkout, Vehicle Parking
- Refusal of Unsafe Work

Should a contractor or their employee(s) not agree to follow these expectations, or cannot or will not use appropriate safety equipment, they will not be allowed to continue work on this site.

Signed by: _____

on behalf of: _____ (service provider)

Date: _____

Risk Assessment

CanadaFarmSafe

Basics of Conducting a Risk Assessment

Identify the Hazards – Know the Risks

A hazard is a condition or object that has the potential to cause damage or threaten your personal safety. These conditions may seem familiar to you and you may intuitively take precautions to protect yourself. But, they may not be obvious to people less familiar, such as workers or family members.

The five different categories of hazards are:

- Physical
  A physical hazard includes any object that has the potential to cause physical injury. This includes energy sources such as heat, electricity, pressurized air, liquids, noise and vibrations
- Chemical
  Chemical hazards may result in poisoning or burns, or may interfere with body functions such as breathing
- Biological
  Allergic reactions, infections and health conditions can result from exposure to biological materials. Biological materials include animal dander, manure, cold and flu viruses, blood and body fluids from animals, humans, insects, etc.
- Ergonomic
  The interaction between a person and the work they are doing can place undue stresses on the body, which can cause ergonomic problems. For example, a five-foot tall person, having to bend over a 30-inch partition repeatedly, or having to lift objects over that wall would be exposed to an ergonomic hazard
- Psychosocial
  Emotional pressures and changes in lifestyle can create psychosocial hazards. For example: having to work until 2:00 a.m. every night for a week to meet a production deadline could cause psychosocial issues. If you are preoccupied with getting the job

done and not physically alert because your body is accustomed to resting at 11:00 p.m., fatigue can increase the potential for injury or illness

Manage the Risk – Control the Hazard

A risk management plan can help you reduce the chance of someone being injured by hazards on your farm. The following examples of how the risk of exposure to hazards can be controlled are listed from the most effective to the least:

Control the Hazard at the Source

- Elimination – Try getting rid of the hazard (ex: an aggressive animal)
- Substitution – If elimination is impractical, try replacing hazardous substances with something less dangerous
- Redesign – Sometimes it is necessary to redesign the layout of the workplace, workstations, work processes, or jobs to eliminate or control hazards
- Isolation – Isolating, containing or enclosing the hazard is often used to control chemical hazards and biohazards (ex: not permitting entrance to a pen housing an agitated or aggressive animal)
- Automation – Dangerous processes can sometimes be automated

Control the Hazard Along the Path

- Relocation – Move the hazardous process, tools or equipment somewhere safer
- Blocking the hazard – Put up barriers (ex: securing dual wheels when not mounted on the tractor)
- Absorbing the hazard – Remove the hazard where it is generated (ex: ventilate an area where welding fumes exist)
- Dilution – Reduce the effects of a hazardous area (ex: general ventilation in the entire work area)

Control the Hazard at the Worker's Level

- Administrative Controls
    - Introduce new policies, improve existing procedures and require family members and workers to use specific protective equipment and hygiene practices
    - Procedures, training and supervision
    - Use safety management and supervisory practices. Family members and workers should be trained to use standard, safe, work practices
- Emergency Planning
    - Written plans should be in place to handle fires, chemical spills and other emergencies. Family members and workers should be trained to follow these procedures and use appropriate equipment. Regular refresher training should be provided

- Housekeeping, Repair and Maintenance Programs
    - Housekeeping includes cleaning, waste disposal and spill cleanup. Tools, equipment and machinery are less likely to cause injury if they are kept clean and maintained
- Hygiene Practices and Facilities
    - These can reduce the risk of toxic materials being absorbed and transferred to family members

- Personal Protective Equipment and Clothing
    - These are used when other controls aren't feasible, additional protection is needed or the task is temporary. Everyone must use personal protective equipment when product information or work procedures call for its use. Everyone must be trained to use, store and maintain their protective equipment properly and be aware of the limitations of their equipment

Applying Risk Management

The best way to determine the risks associated with a job is to do a job safety analysis. Break the job down into manageable steps and then identify potential hazards in each step.

1. Identify a specific job
2. Break the job down into steps

   Every task can be broken down into steps. There is usually a logical order to the steps that works best. Eventually, this sequence of steps will form the basis of your safe work practice.

   Identifying every stage of the task is vital to the end result. Consider everything the person doing the work will have to do. To make sure the task is clearly understood, the steps must include every key activity involved to get it done properly and cut out anything that will complicate or over-burden the process.

3. Identify potential hazards in each step

   Examine every aspect of the task to see if potential hazards exist. Every aspect of the task should be considered, including safety, quality and production. Consider what damage could be done to the person, machinery, area or environment if the task isn't done properly and assess the possible long-term effects.

   Questions to ask:

- People:
  - Could the worker be caught in, on or between? Struck by? Fall from? Fall into?
  - What contacts are present that could cause injury, illness, stress or strain?
  - What practices are likely to downgrade safety, productivity or quality?
- Equipment:
  - What hazards are presented by tools, machines, vehicles or other equipment?
  - What equipment emergencies are most likely to occur?

- How might equipment emergencies cause loss of safety, productivity or quality?

- Materials:
  - What harmful exposures are presented by chemicals, raw materials or products?
  - What are the specific problems involving handling materials?
  - How might materials cause loss of safety, productivity or quality?
- Environment:
  - What are the potential problems of housekeeping and order?
  - What are the potential problems of sound, lighting, heat, cold or ventilation?
  - Is there anything in the area that would be affected if there are problems with the task?

4. Eliminate and control hazardous situations

   Check to see if work can be done better. Changes in structure, planning, innovation and worker involvement can be good, when they contribute to improvements in safety, quality, productivity and cost control.

   To do an improvement check, start by asking: Who, What, Where, When, Why, and How? For example:

   - Who is best qualified for a task?
   - Where is the best place to do it?
   - When should it be done?
   - What is the purpose of this step?
   - Why is this step necessary?
   - How can it be done better?

   Analyze the work in terms of safety and how it interacts with the people, equipment, materials and environment involved.

5. Making changes

   Determine actions and precautions that will prevent or minimize the effect of a potential loss. Ideas for controls will naturally come out of the previous exercises. Keep in mind that controls should consider the people performing the tasks by making sure they know how to avoid, eliminate or reduce hazards.

6. Evaluation

   Ensure all control measures you implement are evaluated on the basis of effectiveness.

Risk Assessment Checklists

The following mini tables should help you develop your own inspection / risk assessment checklist. As you revise or develop your checklist(s), approach your work with an open mind while thinking about the potential for injury or illness rather than saying, "I know about that hazard already, and I am careful when I am around it, so I don't have to do anything about it" because next time it may be someone other than you doing that work, and they may not have your background knowledge.

Risk Assessments

Hazardous Issues to Consider During a Physical Conditions Inspection

Equipment

Self-Propelled

Lighting & SMV	tire condition
Cleanliness, including operator station litter, steps, accumulation of dirt debris and leaked oil	presence of guarding, such as starter bypass guard, PTO master shield and approved ROPS
Operation of safety interlocks	condition of hydraulic/air lines
Exhaust system leaks	balanced brake pedals
Counterweights and mounted equipment impacting stability	operator controls and visibility
Service log	lockout/tagout procedures

Trailed Equipment

Tire condition	locking/secured hitching/safety chains
Appropriate lighting/reflective markings	guarded/sound drive systems, including PTO
Pressurized lines and electrical connections	stable secure work platforms
Jack stands secure and stable	blocking system when parked

Structures

Workshop

Lighting	available PPE
Litter/clutter/housekeeping	electrical code compliance (GFCI)
Secure racking	vented welding area
Secured compressed gas tanks	guarding on grinders on power tools
Solvent/cleaner storage	stable/secure hoists/jacks/lifts
Hand tool condition	building heating
Fire suppression	emergency support
Lockout/tagout procedures	

Crop/Feed Storage

Appropriate ladders	auger/conveyor guards
Access to PPE	posted procedures
Lighting – explosion-proof/exterior	enclosed electrical motors
Overhead electrical lines	truck/tractor access
Approved propane/natural gas installations	lockable bins for treated/fumigated grain
Lockout/tagout procedures	

Animal/Poultry Housing

Slips/falls	lighting
No broken pens/barriers	guarding for feed/manure handling system
Posted procedures	ventilation
Vet meds separate from human food/water	needle disposal container
Access to PPE	washing facilities
Emergency support	lockout/tagout procedures

Chemical/Hazardous Materials Storage

Placarded/locked/posted restricted access	ready access to MSDS/first aid/spill/PPE/emergency support
Explosion-proof lighting	impervious flooring
Chemical segregation	labelled containers
Appropriate handling systems	disposal procedures for empty containers

Machinery Storage Sheds

Lighting	security
Ventilation	housekeeping
Accessibility	

Facilities

Equipment Storage Yard

Overhead power line clearance	hitches flagged to avoid night/winter collision
Stable blocking	level ground conditions
Sufficient spacing	

Corrals, Animal Handling and Shipping

No broken components	no protusions, sharp points
High enough to contain animals	crowding panel stops to protect worker
Secure work platforms	firm ground conditions
No pinch/crush points	secure gate latches
Escape gates	lighting for night work
Adequate truck access	

Fuel Storage

Distance from other structures	emergency shut-off valves
Lighting	grounding/bonding
Spill procedures/kits	fire suppression system

Key Health and Safety Considerations in Developing Standard Operating Practices

1. What personal protective equipment is required, how should it be used, how must it be maintained
    a. All new employees or re-hires should have a baseline audiometric (hearing) test as soon as they start with you — this protects you, should they subsequently make a hearing loss claim after having worked for you for a period of time
    b. Employees who will be applying pesticides, particularly organophosphates (mostly insecticides), should be asked to have their cholinesterase enzyme levels monitored immediately preceding application and during use — this indicates over exposures, should they occur
2. Include WHMIS (Workplace Hazardous Materials Information System) training to ensure the employee knows the risks associated with handling the materials, where to get additional information or help in event of an exposure, what personal protective equipment is required, and what steps you and your employee are taking to prevent exposures to chemical and biological agents
3. Identify toilet facilities, requirements for personal hygiene (e.g. hand washing when handling food products), availability of drinking water, and location for meals and washing facilities prior to eating
4. Take into consideration what provisions must be made to protect pregnant or nursing workers from workplace exposures that may adversely affect her or her child's health; similar considerations should be made for protecting men's reproductive health. See http://actrav.itcilo.org/actrav-english/telearn/osh/rep/remain.htm
5. Identify locations and purpose of emergency eye washes (fixed and portable) and showers, if workplace processes require such protection
6. Clearly set out minimum clearance for working or storage equipment, materials or supplies near overhead power lines
7. Establish when and what form of fall protection is required and must be used when accessing or working at a height

8. Set out procedures for locking out the controls of any powered equipment during maintenance and servicing. Lockout procedures also need to be in place when working in the immediate proximity of equipment that can be remotely or inadvertently powered up while a person is near or inside, or if other equipment is in the vicinity
9. Working in a confined space, such as a holding tank, requires specific training equipment and procedures; they must be part of your standard operating practices
10. Should any form of excavation work be undertaken, establish procedures for the shoring or sloping of the excavation and safe worker entry procedures into the excavation, if required
11. If workers are present on foot in work yards where equipment is constantly or regularly moving, identify entry and visibility procedures for both those walking and those operating the equipment
12. When work is required at an elevated level, such as on a scaffold or work platform, define procedures to protect the workers on the platform from falling as well as dropping tools, equipment or materials onto persons who may be present below
13. If workers are required to work in extreme temperatures, set expectations for clothing requirements, rest periods to warm up or cool off, access to water, etc.
14. Ensure all workers are aware of policies regarding smoking while working or indoors
15. Clearly communicate the requirements for operation of ventilation systems for those work locations where air quality may be of concern
16. Should any failure occur during the work process, an emergency situation may result; define what procedures must be followed in an emergency situation, including location evacuation, who to contact, how to get to the work location, how to control the situation, etc.
17. Request documentation of specialized certification or accreditation to perform work such as forklift operation, pesticide application, trades work, etc.
18. Any other factors that may be required by law, buyers or your operation, such as presence of glass or metallic objects in food product storage areas or qualified inspections of pressure vessels

Assessment Tool

How to use this document:

This assessment tool should be used both as a guiding document to further assist you in the development of your FarmSafe Plan as well as a report card on your progress in developing your plan.

The first column identifies some of the key performance indicators of an effective health and safety plan. This listing is not restrictive. Insert additional criteria that you may deem required or may be identified as a requirement by a corporate partner or regulator.

The second, third and fourth columns will help you categorize how the assessment information is collected. It will also be useful in corroborating that your system is working. The three columns are titled: Documentation, Interview and Observation. Ideally, if a program element is confirmed in documentation, you should expect to confirm that practice is known by workers, and you should be able to observe that practice is being routinely followed by observing the work process. If there is a disconnect between these three assessment processes, you will have a strong indicator of where your program requires additional work and strengthening.

The fifth column provides space for comments or notes regarding the particular plan element.

The remaining four columns are for categorizing the maturing of each plan element. As your plan matures, the majority of check marks should be in the last column, indicating that the element is working effectively.

During subsequent re-assessments it is critical that you reevaluate all elements including those marked as completed. Changes may have occurred and what was once working effectively may not be so currently.

Farm Name:	Assessor's Name:	Date:

1. Commitment	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
The Policy Statement								
Is signed and dated by employer or senior manager								
Posted in a visible location – available at multiple permanent work locations								
Includes the health and safety mission								
States commitment to prevent injuries and occupational illness								
Lays out responsibility and accountability of managers, supervisors and workers (may reference other documents)								
Communicated to workers, visitors, service providers (i.e. orientation)								
Consequences/actions are taken when the farm's safety policy/protocol are not followed								
Other Policy-Related Standards								
Are there any other policy-related standards used at this workplace?								
What are the standards? (e.g. ISO, HACCP, Food Safety, Supply Chain, Other)								
List any standards that may influence health and safety								

Farm Name:	Assessor's Name:	Date:

2. Risk Assessment / Identification	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Inspections								
Developed checklists/tools								
Frequency of inspections								
Combination of comprehensive and process inspections								
Consideration of existence of SOP (with safety actions) for tasks during inspections								
Notes for Job Hazard Analysis during inspection process								
Record Reviews								
Hazardous materials and work conditions (chemical and biological) inventory, documention, training, temperature extremes, non-ionizing radiation (welding), sun exposure, etc.								
Ergonomic issues: repetitive work, strain, sprain and overexertion								
SOP for control of hazardous exposures, including administrative requirements, barriers and use of PPE								
Medical supervision for monitoring of exposures, including hearing, lung function, cholinesterase, etc.								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Incident reports/WCB reports, etc.								
First aid logs								
Pre-operational and service logs								
Attendance (sick) records								

Farm Name:	Assessor's Name:	Date:

3. Control Strategies	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
a. Wellness								
Statement of objectives								
Options for actions								
Exposure baselines and monitoring: hearing, cholinesterase, lung function, sun exposure, etc.								
b. Standard Operating Practices (reflecting health and safety)								
Statement of purpose and objectives								
Reflective of:								
Worker competence – process for skill verification								
Emergency procedures								
Working alone								
Protective systems, including PPE, guarding, team work								
Ergonomics								
Chemical and biological exposures (includes WHMIS training) for hazards such as mold, grain dust, zoonotics, etc.								
Requirement for licensing or accreditation for specialized work, such as forklift operation, chemical application, electrical work, crane operation, highway tractor operation, etc.								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Reporting procedures								
Pre-operational logs								
Hazard incident report notes								
Zoonotic exposures								
c. Emergency Planning								
Statement of purpose and objectives								
Contact information:								
Internal								
External								
Posted/communicated procedures, including list of on-site trained first aider(s)								
Available resources								
Communications system (radios, cell phones, warning lights, etc.)								
First aid suppliers								
Fire suppression (sprinkler systems, extinguishers, water pumps, etc.)								
Chemical spill and containment								
Trained first aider(s) available during all working times								
Emergency eyewash station(s) and shower(s)								
SCBA, if required (then evaluate SCBA training and equipment maintenance)								
Shelter and water/food supplies								
Evacuation support								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
d. Training								
Statement of purpose and objectives								
Documentation of:								
New worker orientation								
Existing worker retraining – new process, equipment, extended absence								
Contractor/service provider/ visitor								
Verification of licensing/ certification/ competence								
FarmSafe Plan training for supervisory staff								
Worker safety representative or committee (if present)								
Confirmation of following SWP/ SOP								
Disciplinary policy for violation of health and safety policies								
Specialized work, such as confined space entry, pesticide decontamination, etc.								
WHMIS/hazardous material training (if required)								
MSDS's content, currency and accessibility								
Labelling, including alternative methods								
Handling and storage procedures								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
e. Investigations								
Statement of purpose and objectives								
Documented procedure for investigations, including persons responsible for actions								
Documentation of actions, including notification of those agencies required to be notified								
Process for immediate and long-term actions								
Records maintained and reviewed annually								

Farm Name:	Assessor's Name:	Date:

4. Communicating Responsibilities	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Responsibilities								
Statement of purpose and objectives								
Statements of Responsibility for:								
Owner/family members								
Supervisors								
Workers								
Safety representative or health and safety committee (if present)								
Contractors/service providers								
Suppliers								
Visitors								
List any standards that may influence health and safety								
Communication Systems								
Printed information								
Staff meetings								
Posted signs/location for health and safety messages, including meeting minutes								
Designated worker or health and safety committee (not appointed by management)								
Meets regularly								
Is involved in the decision								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Process for notifying workers of hazards								
Process for workers communicating hazards to management								
Process for coordinating health and safety activities of multiple on-site contractors								
Procedure for worker protection if eminent danger is identified								

Farm Name:	Assessor's Name:	Date:

Review	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Regularly scheduled comprehensive program review (minimum every two years)								
Process for urgent review of particular sections in response to critical information or events								
Ongoing incorporation of changes produced by:								
New technologies								
New technical/scientific information								
Changes in ownership, management or workforce (first language/literacy)								
New or revised best practices recommendations, certifications, standards or regulations								
Are the following reporting/records maintained?								
Training sessions (are all training records signed by participants and trainer?)								
Specialized work, such as confined space entry, chemical applications, veterinary medicine administration								
Hazardous materials inventories and current MSDS information								
Contractor/service provider agreement to health and safety policies								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Hazardous materials and work conditions (chemical and biological) inventory, documentation, training, temperature extremes, non-ionizing radiation (welding), sun exposure, etc.								
Ergonomic issues for repetitive work, strain, sprain and overexertion								
SOP for control of hazardous exposures, including administrative requirements, barriers and use of PPE								
Medical supervision for monitoring of exposure, including hearing, lung function, cholinesterase, etc.								
Incident reports/WCB reports, etc.								
First aid logs								
Pre-operational and service logs								
Attendance (sick) records								

Farm Safety Checklists

Canada

1. Farm Health and Safety Checklist has been prepared by the Newfoundland and Labrador Federation of Agriculture http://www.newcomm.net/agricult/efpi/check.htm
2. New Brunswick Workplace, Health, Safety and Compensation Commission Farm Safety Guide http://www.worksafenb.ca/index_e.asp#
3. Farm Safety: Standards of Practice for Farms in Nova Scotia Risk Management Checklist http://www.gov.ns.ca/agri/farmsafety/standards/checklist.shtml#tandm
4. Farm Safety Checklist from UPA and CSST in Quebec.
5. How Does Safety Rate on Your Farm? Farm Safety of Ontario http://nasdonline.org/document/1673/d001554/how-does-safety-rate-on-your-farm.html
6. Health and Safety Ontario www.healthandsafetyontario.ca
7. Woodstock, Ontario Police farm safety checklist http://www.woodstockpolice.ca/index.php?option=com_content&view=article&id=62&Itemid=174
8. Safe Farms Check Program from Manitoba http://www.gov.mb.ca/agriculture/farmsafety/safefarmscheckprogram.html
9. Manitoba Hydro Farm Safety Checklist http://www.hydro.mb.ca/safety_and_education/farm/safety_checklist.shtml
10. Saskatchewan Occupational Health and Safety Farm Safety Guide http://www.labour.gov.sk.ca/farm-safety-guide
11. Farm Safety Audit from the University of Saskatchewan http://www.cchsa-ccssma.usask.ca/ahsn/teaching/TractorModulePDF.pdf
12. WorkSafe BC http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/agric_safety_checklist.pdf

USA

13. Guarding of Farm Equipment Self-Inspection Checklist NIOSH
    http://www.cdc.gov/niosh/docs/2004-101/chklists/r1n23a~1.htm
14. 12. Hobby farms Farm Safety Checklist http://www.hobbyfarms.com/images/pdfs/farm-safety-checklist.pdf
15. Country Financial safety checklists
    http://www.countryfinancial.com/SiteController?url=/staticNav/toolsAndResources/keepingYourFamilySafe/onTheFarmOrRanch/agriculturalChecklist
16. Virginia farm Bureau farm safety checklists
    http://www.vafb.com/programs/safety/checklist.htm
17. National Ag Safety Database
    www.nasdonline.org

www.PLANFARMSAFETY.ca

Plans & Teaching Tools

CanadaFarmSafe

Safety Meetings

CanadaFarmSafe

Meeting and Messaging Types

Weekly Mini-Message

- A brief general message to remind everyone there are hazards present.
- Could be printed and distributed or posted in a conspicuous location as per weekly calendar suggestions

Toolbox Talk

- A background meeting to remind workers about the typical hazards associated with the work being done. Also a review of the safety process and roles as well as responsibilities
- 5-10 minute session prior to starting a job
    - Use Safety Meeting Plan and Report Form
    - Use Toolbox Talk Backgrounder sheets to plan talk
        - All talks should reference SOPS and emergency procedures

SOP Training

- Training specific to a particular work activity establishes work expectations from both a process and safety perspective
- Should be provided to all workers before they start a job / task they have not done previously at your workplace
- SOPs should be readily accessible to workers at all times
- SOPs should be amended if there is a change in process, equipment, product or workers and when workers are retrained

Competency Training

- Training to develop and confirm worker competency in performing a particular job / task
    - This may include certification/authorization in activities such as:

    - Forklift operation
    - Chemical handling (WHMIS)
    - Treating livestock
- Training can be delivered by an external trainer or farm staff, depending on the trainer's competence and regulatory requirements

Health and Safety Committee/Representative Meetings

- Required by legislation if the farm's workforce meets a threshold number of workers. The number varies by province; confirm with your regulator
- A formal meeting for worker members to identify health and safety concerns and make recommendations for actions
- May also include or discuss training for specific health and safety issues

Safety Meetings

Philosophy

Taking a few minutes to talk with your employees/partners about what is happening today, what hazards are present and what should be done to protect everyone is a very important part of your business risk management process.

Policy (sample)

It is a policy of my farm that prior to starting the day's work activities a 10-15 minute safety meeting will be held to review the day's anticipated work, discuss the hazards associated with that work, and the safe work procedures that are necessary to do the job safely and effectively.

A record of what each meeting was about and who attended will be maintained.

Procedure

- Use your Standard Operating Practices (SOP) as a guide for the sequence of discussions
- Discuss past experiences, problems, ways to resolve the hazardous situations
- Be aware of any language or concept comprehension issues your workers might have
- Give real life examples
- Identify precautions required
- Identify 4-5 action items everyone should remember and follow
- Be open to questions
- Be prepared to offer references where workers can get additional information
- Keep a written record of date, topic covered, suggestions for additional safe work practices and signatures of workers participating

Practices

Be consistent; make it a daily routine to take 10 minutes to acknowledge the importance of safety.

People

Keep everyone involved in the communications process. Be receptive to questions and suggestions for other topics as well as suggestions for safer work practices.

Toolbox Meeting

Plan and Report Form

Work Activity _____

Work Plan _____

Past Experiences _____

Things to Watch Out For _____

Safety Features to Check _____

Personal Protective Equipment Needed _____

Emergency Procedures/Contacts _____

SOP Available _____

Comments/Suggestions _____

Meeting Leader _____ Date _____

Workers (signature)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Farm Safety Messages

Bale Handling

Secure bales to the front-end loader with a grapple, spear or other device. Unsecured bales could roll down the loader arms onto the tractor operator or forward onto livestock, equipment or structures.

FARMSAFE

Bale Handling Equipment

Only use a spear-style attachment or a bucket with a restraining device (grapple) to secure large round bales to the front-end loader. Travel slowly to avoid accidents and keep the load as low as possible, as a top-heavy load can overturn on a hillside.

FARMSAFE

Blockages – Clearing the Baler

Turn off the machine before attempting to clear any blockages. You are not faster or stronger than the machine — turn off the power.

FARMSAFE

Blockages – Equipment: Unclogging Equipment

Turn off the power to any machine before attempting to remove a clog. Repair the machine if clogs keep occurring or wait for crop conditions to change.

FARMSAFE

Chemical – WHMIS A

Employers will train workers in safe handling and storage of chemicals used on the farm and make sure a system is in place to deal with the clean-up of spills. It is everyone’s responsibility to ensure chemicals are handled safely.

FARMSAFE

Chemical – WHMIS B

Know the hazards before you use any product. MSDS sheets are kept in the _____. Review these sheets to learn how to properly protect yourself before handling any hazardous materials.

FARMSAFE

Confined Space Entry A

Only trained workers should enter confined spaces, such as wells, cisterns, air seeder tanks, tankers, manure pits and silos. Proper training and equipment can save a life in a confined space, which often has toxic gases and low levels of oxygen.

FARMSAFE

Confined Space Entry B

Be prepared with proper training and equipment when entering a confined space. These spaces are hazardous because of the lack of fresh air, poor lighting, slippery surfaces, dust, waste, toxic gases, low levels of oxygen and the difficulty in rescuing someone who is trapped.

FARMSAFE

Confined Space Entry – Secure Access Covers

Chain or hinge access covers to confined spaces to ensure nobody falls in and that only trained workers enter. Keep the access covers closed until a plan has been developed, workers are trained and everyone involved has the proper equipment.

FARMSAFE

Electrical – Clearances for Farm Safety

Overhead power lines and farm machinery don’t mix. Always check with the farm manager about height restrictions before moving any machinery around the yard or field entrances. If there is any uncertainty about the height of power lines, contact the district utility office.

FARMSAFE

Electrical – Farm Families and Workers

New employees and inexperienced family members need to be aware of hazards such as low power lines and electrical service panels. Ensure all new workers receive orientation and training.

FARMSAFE

Electrical – Farm Safety

Know the height of your load when moving hay or straw bales. Confirm with your farm manager that there is adequate clearance between your load and overhead power lines. If they are in the way, find a safer route or call your local electrical supplier for assistance.

FARMSAFE

Electrical – Grain Augers

When moving any type of equipment, “look up and live.” A grain auger can not only entangle hands, feet and other body parts, it can also get caught up in overhead power lines, causing severe electrical burns or death. Be aware of all the hazards of working with machinery.

FARMSAFE

Electrical – Look Up and Live

Be aware of safe power line clearances before starting any job. Look up and take an inventory of lines in the work yard and along the roads to the fields. New equipment, new workers or new power lines may affect your familiar route, so plan ahead.

FARMSAFE

Electrical – Overhead Power Lines

Always look for overhead power lines, even if you are just driving across the yard. Be aware of the power lines near where you are working and take the time for simple precautions, such as lowering the truck box before driving under a power line. “Look up and live.”

FARMSAFE

Emergency Planning

All workers need to be familiar with the emergency plan located in _____ because emergency situations can happen very quickly. The specific location of the farm is on the plan so emergency response teams can get an accurate description of where to go. On the farm, _____ and _____ have first aid and CPR training, and can be called on in an emergency.

FARMSAFE

Emergency – Fire Extinguishers

During harvest, particular caution must be taken to reduce the chance of an equipment or field fire. Clear away dust and materials accumulated during fieldwork and always check the pressure gauge on the fire extinguisher present on all mobile equipment before operating any machinery.

FARMSAFE

Emergency – Storms

If power is interrupted during a storm, _____ and _____ are trained to operate the backup generator. Immediately replenish the winter emergency kits in every highway vehicle if anything is used, and do not leave the farm until you confirm your travel plans with the farm manager. Call when you reach your destination.

FARMSAFE

Equipment – Anhydrous Ammonia Nurse Tanks

Inspect nurse tank before use, checking for loose or missing parts, condition of hoses and the correct installation of the hose-end valve. Fill all emergency water containers with clean, fresh water daily.

FARMSAFE

Equipment – Anhydrous Ammonia Transporting

When moving Anhydrous Ammonia tanks, you must:

- Haul only one tank at a time
- Ensure proper placarding of the tank, including a slow-moving vehicle sign

- Keep the speed below 20 mph
- Make slow, wide turns
- Exercise caution around terraces, ditches and rough terrain

FARMSAFE

Equipment – Bypass Starting

Only start a machine using the starter from the operator's seat. Do not use an object to bypass the starter because the machine could start with nobody at the controls. If the starter does not work properly, take the equipment out of service until the starter is repaired.

FARMSAFE

Equipment – Extra Riders

Do not allow any riders unless a tractor or other implement was designed to carry a passenger and has a manufacturer-installed rider seat. Riders should never be permitted on top of a load, either.

FARMSAFE

Equipment – Free Wheeling

You are not faster or stronger than the machines, so turn off the power and ensure everything has stopped moving before reaching in to clean or unclog a machine.

FARMSAFE

Equipment – Front-End Loaders

Only operators trained by the farm manager can operate the tractor and front-end loader. All operators must be aware of the load limit, which is not to be exceeded. Carry loads low and travel slowly because elevated loads change the machine's centre of gravity, making the tractor less stable.

FARMSAFE

Equipment – Look Before You Move the Machine

Walk around equipment before getting on it to know exactly where people are and the possible

obstructions as there are blind spots from the operator's platform of many machines.

FARMSAFE

Equipment – Public Roads

Yield to traffic, and keep warning lights, signs, and reflectors clean and working when moving farm equipment on public roads. Use pilot vehicles for oversized equipment. Motorists tend to be impatient; if possible, give them the chance to pass.

FARMSAFE

Equipment – Raised Truck Boxes

Ensure that prior to doing any work under a raised truck box, you know:

- The box is empty
- The box is properly blocked in place with the manufacturer's prop or a secured timber
- The keys to the truck are in your possession so no one can start the truck without your knowledge

FARMSAFE

Equipment – Refueling

When you refuel equipment:

- Be in an open, well-ventilated area, not inside a building
- Do not permit smoking, flame or sparks in the area
- Turn off the engine and let it cool down for five minutes
- Do not move the nozzle up and down against a synthetic fuel tank; it may create a static electric charge that could ignite fuel vapours
- Keep the nozzle in the tank for a couple of seconds after stopping to let the nozzle drain
- Clean up spills and allow any spilled fuel on the engine to evaporate before starting

FARMSAFE

Equipment – Seat Belts

Buckle up. Seat belts keep the operator in the seat and protected by the vehicle's safety structure.

FARMSAFE

Equipment – Service and Repair

Take the time you need to make necessary repairs. The lost time and delay due to equipment breakdowns can have a significant economic impact, but before you save time by not replacing a guard, consider the time you will spend in bed recovering from a totally preventable injury.

FARMSAFE

Equipment – The Key to Machine Control

Remove the ignition key and post a sign saying the machine is being serviced when you're working on the inside of a machine or underneath it. Keep everyone away from the controls while you're working on the machine, unless you need their help.

FARMSAFE

Equipment – Tractor on the Road

Vehicle collisions are among the leading causes of tractor-related deaths on roadways. There are several things you can do to keep safe on the road:

- Use your lights and warning flashers at all times
- Always use your turn signals or use hand signals if necessary
- Always use the "Slow Moving Vehicle" sign and regularly check its condition
- Try and drive on the roadway whenever possible
- To let traffic pass, slow down, and if necessary, stop to maintain control

FARMSAFE

Equipment – Tractor Rollover

Tractor rollovers are the leading cause of farm fatalities, and they could all be avoided. When driving a tractor:

- Keep the front-end loader near the ground when travelling
- Keep away from ditches and embankments
- Do not drive forward up steep inclines

FARMSAFE

Ergonomics – Save Your Back

Use proper lifting techniques to avoid a back injury. When you lift, have your feet shoulder-width apart, legs bent, one foot slightly behind the other, and use your legs to provide power. Proper exercise, taking time to stretch and getting a helper are all ways to take care of your back.

FARMSAFE

Extra Riders

There should never be a passenger on an ATV if there is no seating for an extra passenger. Riders need to hang on through turns, rough ground and sudden stops, so save a life and say, “No seat, no rider!”

FARMSAFE

Falls

Maintain three-point contact when climbing on or off equipment, clean up spills and follow good housekeeping practices to reduce slip and fall injuries. Use a ladder to reach areas not provided with a proper guarded work platform, and use fall protection systems when working at heights that cannot be guarded any other way.

FARMSAFE

Falls From Heights

When climbing fixed or portable ladders, remember:

- Make sure the ladder is strong enough to support you
- Always maintain three points of contact when climbing
- Use a pouch to carry tools, not your hand

- Use the five-point harness and engineered fall protection system when climbing higher than 2.5 meters

It's not just the fall that hurts; it's the sudden stop at the bottom that can kill you.
FARMSAFE

Farm Safety – Safety Responsibility

As workers, your responsibilities are not to take risks, use all required safety equipment and, if you are in doubt, talk to your manager.
FARMSAFE

Foot Injury – Frozen Objects

Do not hit or kick a frozen object to try and pry it loose. Your body is not stronger than ice, so find another way to move a frozen object.
FARMSAFE

Lifestyle – Working Alone

Use the established working-alone plan and take the time to let others know where you are going so they can assure your safety. When working alone, there is the possibility that if you become injured or ill, you may have to wait a long time for help. Follow the farm's plan so you can reach help should it be required.
FARMSAFE

Lifestyle – Fatigue

Take rest breaks regularly to avoid general fatigue. Frequent short pauses are more effective than longer breaks. Recognize your limitations so your fatigue does not lead to serious or fatal injury to yourself or others.
FARMSAFE

Lifestyle – Hot Weather

Avoid heat stress and the havoc it wreaks on your body by:

- Dressing for hot weather — lightweight and light-coloured clothes reflect heat and help your body maintain a normal temperature. Taking off your shirt exposes your skin to the sun's heat as well as leading to burns and skin damage
- Drink plenty of water or fruit juice
- Get out of the heat occasionally to give your body a chance to cool down
- Always wear a hat, preferably of the wide-brimmed variety
- Watch for early signs of heat stress, such as headache, heavy sweating, high pulse rate and shallow breathing

FARMSAFE

Lifestyle – Rest Breaks

Take a five-minute break away from the machinery every two hours when working in the field all day. You'll feel better, work safer and do a better job.

FARMSAFE

Lifestyle – Stress Level Awareness

Avoid stress and give yourself a break: rest for a few minutes every couple of hours; plan ahead and set realistic goals; be flexible; and talk about your stress to family and friends. A stressed operator may take dangerous short cuts, like stepping over a PTO or clearing a jammed pickup with the machine operating. There is always a bumper crop of deadlines, but if you stick to your plan and take breaks, you will reach your goal safely.

FARMSAFE

Lifestyle

Ignoring hazards and not taking action to maintain safety will result in an injury or a tragedy. Just because you have been doing something the same way for years, does not mean it is the safe way. Be aware and take action for safety's sake.

FARMSAFE

Livestock Handling

Make sure your handling facilities and equipment are secure and working properly before you

work with animals. Be certain everyone working with the animals understands their job and is physically capable of doing the task. Farm animals are unpredictable, so livestock handling must be done in a controlled manner to avoid injury.

FARMSAFE

Livestock – Veterinarian Treatment of Animals

Administer medication or treatments to your livestock only if you have taken the same kind of precautions a health care provider takes when treating you. Infectious organisms can be transferred from livestock to other animals or humans. Only administer veterinary medicines if you are properly trained.

FARMSAFE

New Operator – Age-Appropriate Tasks

Don't assume because you did a job at a certain age, that anyone can do it at that age. A person's ability to do a particular task is not just about their physical ability, but also their capacity to understand the entire job and the hazards involved. Training and supervision are a must for a worker of any age before and during the job.

FARMSAFE

New Operator – Inexperienced Workers

Operators should not operate a machine under any condition until they have been trained and they have confidence in their ability to control it. Know the operator's limits.

FARMSAFE

New Operator Training

Take the time to train your workers to work safely and effectively:

- Never assume your new helper knows what to do because they've seen you at work
- Before letting a new operator work independently, have them demonstrate their skills and abilities to you

FARMSAFE

Power Tools – Chainsaws

Familiarize yourself with a chainsaw before using it: read the user manual, use the protective equipment required, follow the rules, and ask for help if a job requires more than one person or specialized equipment. Be aware of the hazards of using a chainsaw, such as trees striking the cutter, saw kickback, injury to unprotected body parts, hearing loss, slips, falls and strained muscles.

FARMSAFE

Power Tools – Safety

Make safety your main concern when using power tools, and your work will be incident free. Keep your tools clean and free from any build-up of dirt and other materials that could cause the tool to slip or malfunction. Let the farm manager know worn or frayed cords have to be replaced and never carry a tool by its cord. When the work is done for the day, unplug your tools, loosely wind the cords and store them where they won't be damaged or create a hazard for others.

FARMSAFE

PPE – Dust

Wear eye protection and a dust mask in dusty environments. You can become seriously ill if dust particles get into your respiratory system, as grain dust can contain plant matter, insect parts, wildlife droppings and inorganic particles.

FARMSAFE

PPE – Noise

Use hearing protection while working. Daily or even periodic exposure to noise levels over 85 decibels can cause irreversible hearing loss. See your doctor if you have to turn the volume up to hear things or if you have ringing in your ears.

FARMSAFE

PPE – Personal Protective Equipment

Wear safety shoes with steel toecaps when working with livestock or servicing and operating equipment. Wearing the right gear can make the difference between putting your feet up for relaxation or for rehabilitation.

FARMSAFE

PPE – Respirator Selection

Choose a respirator that fits. Respirators come in a variety of sizes with different filters, and only a properly fitted respirator will filter out the impurities in your breathing air. Respirators DO NOT supply or restore oxygen, and are not to be used in oxygen deficient or toxic environments.

FARMSAFE

PPE – Skin Protection and Pesticides

Always wear protective clothing and safety equipment when mixing and loading pesticides, during pesticide application, or when repairing and maintaining spray equipment. Read the product label to ensure your protective clothing is adequate, and remember to wash your hands before eating, smoking or relieving yourself. All clothing exposed to pesticides must be stored and washed separately from the regular laundry.

FARMSAFE

PPE – Respirator Types

Know the hazard so you can determine what type of respirator you need. Respirators come in many different sizes with a variety of filters. Get as much information as you can about the work you will be doing and the respirator you should be wearing.

FARMSAFE

PPE – Respirators

Choose a respirator with a NIOSH, MSHA or CSA approval to reduce your exposure to respiratory hazards, and know what environment you will be working in so you can choose the proper respirator:

- Low dust levels require a disposable type particulate respirator
- Medium dust levels require a cartridge respirator with a high efficienty or HEPA filter
- High dust levels require a powered air purifying respirator

FARMSAFE

PTO Precautions A

Make sure guards are in place and working when you are around a power take-off. All operators and bystanders must always stay clear of rotating shafts and drives. In one second, a PTO can catch and wrap up more than a metre of clothing, so guards are a necessity when working around this fast-moving machinery.

FARMSAFE

PTO Precautions B

Check and lubricate the drive shaft shield before putting into service any PTO-driven machine. The shield needs to turn freely to protect people from becoming entangled with the rotating shaft.

FARMSAFE

PTO Precautions C

Never step over a rotating Power Take Off shaft, even if it is guarded. In one second, a PTO shaft can wrap up more than a metre of clothing. Do not get close to this equipment unless it is turned off and finished rotating.

FARMSAFE

PTO Precautions D

Always disengage the PTO before getting off the tractor to avoid slips and falls onto rotating shafts or getting caught in moving parts while attempting to make repairs or clear plugged machinery.

FARMSAFE

Tools

CanadaFarmSafe

Keeping Older Family Members and Workers Safe

"Accidents" don't just happen! The interaction of a person, object (including equipment and materials) and the surrounding environment all play a role when someone is injured. Recognizing this interaction and adjusting who or how a task is performed will change the outcome.

To create a safer farm work environment, talk about the hazards that exist with the people who have done or will be doing the work. Assess their abilities and then make the organizational changes necessary to ensure they will be able to perform the work safely.

The following tables will assist farm family members in understanding:

a) The changes in our bodies that can occur as we age
b) The effects of medical conditions, medications and our lifestyle
c) Planning work activities to compensate for any personal limitation resulting from the aging process, medical conditions or other factors

The following table presents the inter-relationships of factors affecting our abilities to perform tasks.

System	Potential Age-Related Changes	Possible Functional Consequences	Other Potential Influences on Function
Neurological	• There are changes in the brain, which can decrease the person's ability to perform complex tasks quickly and efficiently	• Thought/ information processing slows down and may be incomplete. This means you may make decisions based on less information	• Stress, anxiety, depression may all reduce your ability to cope with daily tasks

System	Potential Age-Related Changes	Possible Functional Consequences	Other Potential Influences on Function
Neurological ***continued …***	• It takes a longer time for the brain to interpret information coming from our eyes and ears, and for us to then respond with an action • There are changes to the nerves controlling our muscles, which affect the body's sense of position and movement	• You may have less tolerance for temperature changes or extremes of heat or cold • There are changes in sleep patterns, which can affect your alertness • There are changes to balance and a sense of stability, increasing your risk of tripping and stumbling	• Diseases or conditions such as Alzheimer's disease further affect your abilities • It takes less medication and alcohol to create impairment • Health conditions, including diabetes, heart disease and blood pressure problems, can affect your abilities
Sensory ***Vision***	• There are changes in the eyes, which can decrease your vision ability (clarity) and your night vision	• There is less ability to judge distance. Objects that are moving are not seen clearly • There is a decrease in your field of vision and the sharpness of what you see	• Diabetes can speed up these losses in vision abilities • Eye conditions, such as cataracts or glaucoma, and their medications, usually adversely affect your vision

System	Potential Age-Related Changes	Possible Functional Consequences	Other Potential Influences on Function
Sensory ***Vision continued …***		• Poorer night vision will affect night driving • You need more time to adapt to changes in light, going from indoors to outdoors, and recovering from sun glare	
Smell		• You lose the ability to identify certain smells or may not even smell them unless they are strong. You may lose the warning provided by a dangerous smell	• Smoking affects your sense of smell (and taste)
Hearing	• Changes in the ear reduce its ability to pick up and respond to all sounds	• Some sounds become more difficult to hear, such as high-pitched noises and squeals • It becomes harder to hear one sound if there is a lot of background noise, such as hearing someone talking when there is machinery running	• Some medications can affect hearing. For example, Aspirin can cause ringing in the ear • Your ears can get plugged with wax, or from having a cold or ear infection

System	Potential Age-Related Changes	Possible Functional Consequences	Other Potential Influences on Function
Hearing continued …		• There may be a change in your sense of balance, which is controlled inside your ear	• Long-time exposure to noise may have already reduced your hearing without you realizing it
Touch	• Touch receptors in the skin deteriorate over time	• You have a reduced sense of touch, vibration and pressure • You have a reduced ability to feel heat, cold or pain	• Skin diseases like eczema reduce your sense of touch • Strokes and heart disease can reduce the sense of touch
Musculoskeletal ***Bones***	• Our bones become weaker as we get older	• The bones break more easily, from less force or injury	• Thyroid disease affects the strength of your bones • The strength of your bones is related to how much activity and exercise you do (the more exercise, the better)

System	Potential Age-Related Changes	Possible Functional Consequences	Other Potential Influences on Function
Bones continued …			• Your bone strength depends on your food habits. You need enough calcium and vitamin D, especially from dairy products or vitamin pills
Muscles	• Our muscles become weaker and may shrink in size	• The decreased muscle strength and coordination makes it harder to lift and move heavy objects • The muscles need more time to react to a situation, for example, to jump out of the way • Changes to posture and balance can increase your risk of falling	• If you are not regularly active, your muscles will be in poor shape. They need exercise in order to say healthy
Joint and Connective Tissue	• Over time, our joints wear down from all the strain of daily activities	• There is a reduced feeling of stability, which can make you more prone to falling down	• Previous injuries to joints affect their ability to perform

System	Potential Age-Related Changes	Possible Functional Consequences	Other Potential Influences on Function
Joint and Connective Tissue continued …		• Regular wear and tear can produce joint stiffness, pain and swelling • The reduced joint mobility increases the risk of strains and sprains	• Joint diseases cause pain and reduce the joint's range of motion • Repeated heavy lifting puts extra wear and tear on the joints • Obesity puts extra strain on the joints
Cardiovascular	• The heart as a muscle to pump blood becomes stiff and weaker over time • The heart has changes to the blood vessels, which affect how well it does its work	• The blood pressure needs more time to adjust to a change in body position. For example, you may feel faint when first standing up after sitting or kneeling on the ground • You may tire easily or have trouble breathing during hard work activities • There is an increased risk of dizziness during hard work	• Any type of heart disease will negatively affect your heart health. For example, coronary heart disease will increase your tiredness and shortness of breath • Your general level of wellness is affected adversely by smoking, stress, poor nutrition, lack of exercise

System	Potential Age-Related Changes	Possible Functional Consequences	Other Potential Influences on Function
Cardiovascular ***continued …***			• Some medications may affect your heart and blood circulation
Respiratory	• The lungs and chest wall become stiff and do not move as easily • The lungs are not able to accommodate as much air	• While doing hard work, breathing becomes strained and you may get tired more easily • There is an increased risk of getting lung infections	• Smoking or being around second hand smoke damages your lungs • Exposure to heavy dust, for example grain dust, can irritate your lungs • Exposure to toxic gases (for example, manure pit gases) and chemicals can damage your lungs • You may already have some lung disease from early years of exposure to substances, and you do not realize it

Making It Work

A Job Safety Analysis should be undertaken prior to an older family member or worker starting a task they have not performed in a while or if they have experienced a change in their health conditions. Look at the minimum abilities required to safely perform the tasks, hazards of the tasks, personal risk factors and action plans to make the task safer. Remember the variability each individual brings to the task, as this will determine the personal risk factors and action plans that have to be completed for the individual who will be doing the job.

To effectively protect your family member or older worker, the following considerations should be made:

- It is important to work within personal physical limitations
- Recognize latency of medications
- Recognize environmental conditions, including ice, snow, glare, noise, dust and varying light conditions, that may combine to change an otherwise safe work situation to a hazardous one

Keeping Your Children Safe

To maximize your health and safety efforts on your farm, it is important to not overlook your family. We all see the same things. However, we perceive them differently, depending on past experience and knowledge.

The ability to recognize a potential hazard comes from awareness. We are more likely to anticipate consequences if we, or someone we know, has experienced similar circumstances.

Three elements must interact in order for an incident to occur:

- Object — or a source of energy
- Environment with unstable conditions
- A person

For example, if you have an unsecured dual wheel from a tractor (the object) leaning against a wall (the environment) and you add a child (the person) playing hide and seek between the wheel and the wall, you have all three required elements for a potential incident.

The probability of an incident occurring would be greatly reduced if the wheel was secured so it cannot be moved or, more importantly, the child not permitted to play in that area. Visit: http://www.marshfieldclinic.org/proxy/MCRF-Centers-NFMC-nccrahs-resources-safePlay_v2.1.pdf to learn more about how to keep your children safe on your farm.

To assess when your child is ready to come into the farm work area, it's important to understand the abilities of children.

Ages 7-9

This is a time of slow, steady growth. Children at this age are a source of boundless energy, eager to test their skills and take on new tasks. As their reaction time slowly improves, they begin to deal with issues of location, distance, weight and force. However, this can lead them to think they have abilities beyond their skills.

Younger children generally have an attention span of 10-12 minutes. Oral instructions don't work as well as demonstrations. Parents should not expect too much from this age group. They must physically demonstrate tasks and constantly supervise their children.

Ages 10-11

Hand-eye co-ordination and depth perception start to at this age. This is also the time when girls tend to be bigger and stronger than boys. Growth spurts begin that can lead to some clumsiness. Children's attention spans increase to about 20 minutes, and they begin to think in concrete terms. However, children tend to see tasks as interesting or boring and seldom finish tasks that bore them. Parental supervision and demonstration are still a must.

Ages 12-13

This is a period of rapid physical growth, when children start to test the limits of their abilities. Clumsiness and co-ordination issues begin to arise. Children begin to develop abstract thinking skills and understand tasks without seeing them performed. Using the skills they've developed with other tasks, they start to recognize and apply their skills to new tasks.

However, this is also the age when children are often rebellious and self-occupied. This can lead to aggressive risk taking.

Parents must be aware their children's increased size is no substitute for experience, and children may still be easily distracted.

Ages 14-15

Skills begin to improve with practice. However, in this phase, children's behaviour can be unpredictable – acting like adults one day and children the next. At this age, children develop the ability to think and project into the future. They are still rebellious and may not focus on the task at hand. This can lead to trouble in decision-making. Parents must be sure not to overestimate their children's abilities, but may also begin to provide less supervision.

Remember, children aren't the only ones with limitations. Regardless of age, we all have personal attributes that may place us at greater risk than others when we're working on the farm. As we mature, changes to our body systems occur that may affect our attention spans, vision, hearing, muscle mass, joint movement, and cardiovascular and respiratory systems. It is important to take these factors into consideration when we assign or accept work tasks.

When you think your child is ready to start doing chores on your farm, first visit: http://www.marshfieldclinic.org/nccrahs/?page=nccrahs_nagcat to assess whether your child is actually ready to do the work of which you think they are capable.

Sample Forms

CanadaFarmSafe

Sample Forms

Sample Form: Confidential Personal Wellness Assessment

This is a confidential document and is intended to be completed privately and shared with your health care provider ONLY.

You may self-describe potential workplace health exposures to provide your health care professional with an overview of factors that may be impacting your health. All questions are based on your activities over the past 12 months.

Name _____ Age _____ Date _____

Percentage of work time on the farm _____% Off the farm _____%

Type of off-farm work _____

When working off-farm, I am/was exposed to:	Yes	No
Chemicals		
Loud noise		
Heavy lifting		
Dusts (specify)		
Other substances (specify)		

When working on-farm, I work with the following crops and livestock:

_____

Chemicals handled:	Yes	No
Anhydrous ammonia		
Fertilizer –		
Liquid		
Granular		

	Yes	No
Pesticides:		
Insecticides		
Herbicides		
Fungicides		
Fumigants		
Other (specify)		

Personal Protective Equipment worn when working with chemicals:	Always	Sometimes	Never
Eye protection			
Chemical resistant gloves			
Chemical resistant boots			
Disposable/chemical resistant coveralls			

Chemical handling practices	Always	Sometimes	Never
Wear clean clothes every day			
Immediately change clothes if contaminated			
Wash contaminated clothing separate from family laundry			
Wash face and hands before eating			
Wash hands before urinating			

Noise exposure:	Yes	No
Work with power tools, machinery, animals		
Do recreational activities, hunt, music, ATVs		
Work off-farm in a noisy environment		
Do you experience:		
Ringing in the ears		
Dizziness		
Difficulty understanding conversation with background noise		

Do you wear **respiratory protection**?

What type? _____

After working where there was dust, fumes, vapours, did you experience:	Never	Occasionally	Constantly
Dry cough			
Chest tightness			
Cough with phlegm			
Throat irritation			
Wheezing chest			
Sinus problems			
Stuffy nose			
Ear popping			

When are any of these symptoms worst? _____

Skin	Yes	No
Do you have any skin spots that have changed in size, colour, shape or thickness		
Areas of skin that bleed or do not heal		
Mouth sores or irritation		

Bones and Joints – Do you have any aches, pain or discomfort in your:	Yes	No
Neck		
Shoulder		
Upper back		
Elbow		
Lower back		
Wrist/hand		
Hip/knee		
Feet		

Medications List any prescription or over-the-counter medications you currently take daily or when needed	
Name of Medication	Reason for Use and How Often

Family history Do you or any family members (parents, siblings, children) have a history of:	You	Family Member		Relationship		
		Yes	No	Parent	Child	Sibling
Asthma						
Emphysema						
Hay fever						

Family history Do you or any family members (parents, siblings, children) have a history of:	You	Family Member		Relationship		
		Yes	No	Parent	Child	Sibling
Allergies						
Heart disease						
High blood pressure						
Stroke						
Diabetes						
Kidney disease						
Liver disease						
Cancer (specify)						
Arthritis						
Other (specify)						

Your health record – When did you last receive the following health services:	Past year	1-3 years ago	More than 3 years ago	Never
Routine check-up/physical				
Blood pressure check				
Cholesterol check				
Colorectal exam				
Eye exam				
Dental exam				
Diabetes screening				
Flu shot				
Prostate exam (men only)				

	Past year	1-3 years ago	More than 3 years ago	Never
Mammogram (women only)				
Pap smear (women only)				

Stress – Have you had any of the following in the past year:	Yes	No
Poor appetite		
Feelings of extreme loneliness		
Blame yourself for things		
Feeling hopeless about the future		
Worry too much about things		

Questions or issues to ask your health care provider:

_____

_____

_____

_____

_____

Sample Form: Farm Risk Assessment

The most effective format for a health and safety inspection checklist for your operation is a sheet of paper with five columns. The first column is for identifying the equipment, facility, structure, location or activity. The second column is for describing any hazards or issues requiring attention. The third column is for identifying the priority rating for addressing the issue. The fourth column is to indicate who is accountable for the corrective actions and when. The last column is for the date by which the correction is to be made. *(Note: See Risk Assessment Checklists in Risk Assessment section of the Canada FarmSafe Plan)*.

The Farm's Risk Assessment

Assessment conducted by: Tom & Jerry

Date: April 26, 2011

Equipment, facility or location description	Hazard/Work Practice/Issue to be corrected	Required Action(s)	Priority: High (H); Moderate (M); Low (L)	Action by: (name & date)	Corrected: (name & date)
Yard tractor #2	Master PTO shield missing	Retrieve shield from shed and install	H	Tom 27/04/11	
Forklift in seed shed	Only certified operator quit – new operator needs to be trained	Arrange for operator to take training; review standard operating practices for accuracy	H	Jerry 28/04/11	
Workshop PPE cabinet	Only 5 new disposable particulate respirators left	Pick up respirators in town; check inventory of all PPE and restock	M	Jerry 26/05/11	
Workshop	Fire extinguishers recertification due in 3 months	Schedule safety equipment supplier to do work; check to see that all mobile equipment has fire extinguishers	L	Tom 30/06/11	

Sample Form: Job Hazard Analysis

Note: This format may be particularly useful if a youth or older person will be performing the job

Job Description:

Feeding large round hay bales to cattle in a pen using a tractor with a front-end loader

Specific Task	Minimum Ability to Safely Perform Task	Hazards of Task	Personal Risk Factors (to be completed by individual familiar with operator)	Action Plan
Mounting/starting up tractor	-knowledge of controls and machine capabilities -dexterity -strength/flexibility to operate controls	-slip/fall from machine -loss of control of machine	e.g. occasionally loses balance, has limited strength in one arm/leg	e.g. training; if physical limitations cannot be managed – assign a less dangerous job
Driving to hay storage area	-same as to start and operate, plus -good eyesight	-loss of control of machine	e.g. limited range of motion; can't turn head to look back over shoulder when backing machine	e.g. installing rearview mirrors
Picking up bale	-spatial perception -sense of balance	-improper spearing of bale (could fall off or make tractor off balance) -knocking over other bales	e.g. limited eyesight	e.g. if physical limitations cannot be managed, assign a less dangerous job
Driving into pen	-as above	-slip/fall when leaving tractor to open/close gate	-balance	e.g. additional hand grabs, extra step
Positioniong bale	-as above			

Specific Task	Minimum Ability to Safely Perform Task	Hazards of Task	Personal Risk Factors (to be completed by individual familiar with operator)	Action Plan
Removing twine	-control cattle crowding in to eat -management of twine	-falling/tripping on ground materials/twine -being knocked down/trampled by cattle	-balance -physical strength	if physical limitations cannot be managed, assign a less dangerous job
Positioning bale feeder over bale	-with loader – good operating skills -if done manually, then physical strength to lift/maneuver feeder	-damage	-eyesight/spatial perceptions	if physical limitations cannot be managed, assign a less dangerous job
Exiting pen	-same as driving into pen	-same as driving into pen	-same as driving into pen	-same as driving into pen

Sample Form: Standard Operating Practices

SOP number _____ Written by _____

Date effective _____ Last modified _____

Describes the safety protocol for _____ at (location) _____

Number of employees performing the job _____

Responsibilities (who is responsible for each aspect of the job):

_____

Skill level/training required to perform the job safely _____

Description of work details, including safety practices:

Communications process for: working alone, further instructions, concerns, assistance:

Emergency procedures:

Equipment and supplies (including any PPE):

Result expected:

Squeeze Chute Safety Standard Operating Practices

SOP number __1__ Written by ___The Processing Team____

Date effective __7/1/2008__ Last modified __6/15/2008__

Describes the safety protocol for the hydraulic squeeze chute on the Lazy X Ranch at Covered cattle working area.

Number of employees performing the job _2_

Responsibilities: **employer** to provide safe equipment, facilities, training and supervision; **lead hand** to discuss hazards and safest way to work, ensure proper steps are followed; **workers** to understand and follow established practices, use required safety equipment and report unsafe situations fo lead hand.

Skill level/training required: Only employees trained on squeeze-chute safety may operate the chute. They may require assistance from others. The following employees are qualified: Dusty, Lefty, Seamus.

Description of work details including safety practices:

- This work is not to be performed alone, at least two people must be present during processing
- Prior to using the chute, establish a communication system to safely coordinate employee actions for loading and unloading livestock into the chute with employee operation of chute hydraulics and mechanics
- Prior to use, inspect the hydraulic hoses and fittings for defects or leaks and assure they are securely attached at connection points. Examine and test levers, latches and moveable chute parts to assure they are not damaged and are functioning properly. Tighten loose bolts and nuts
- If the chute fails the pre-use inspection, notify your supervisor and remove the chute from service by attaching a red tag that states “DO NOT USE”
- Do not wear loose clothing or jewelry in the vicinity of the squeeze chute. Tie back long hair or wear under cap or hat
- As necessary, wear boots, gloves, long pants, and eye and head protection when using the chute
- Keep the work area clean and free of trip hazards

- Avoid spooking livestock during handling operations
- Be alert and aware of potential sudden changes in conditions when handling livestock
- Keep feet, arms, hands and fingers clear of gates and other moving hydraulic squeeze chute parts

Communications process for: working alone, further instructions, concerns, assistance, etc:
Two-way radio is to be accessible at all times. Any questions or concerns should be called into the ranch manager.

Emergency procedures:
All injuries or emergency situations must be called into the ranch manager. Workers must not endanger themselves or others in an emergency situation – seek protection, treat any injuries using the supplied first aid and call for help immediately.

Equipment and supplies (including any PPE): Chute, movable panels, toolbox, power cord, first aid kit, two-way radio.

Result expected:

- Work cattle through chute quickly, effectively, safely
- Prevent injuries to people and cattle: contusions, cuts, abrasions, and broken bones
- Identify chute / corral malfunctions and have corrected before using

Sample Form: *The Farm's* Emergency Preparedness Plan

- The following people are trained and current in emergency response work, including spills, emergency first aid and CPR, fire suppression, stock evacuation, back-up generator, etc.

Name	Type of Certification	Expires
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- In the event of an emergency situation, such as fire, injury, illness, chemical spill, livestock attack or any other unusual event, the procedure shall be:
  - Move to a safe location
  - Contact emergency response, if required, as listed on the poster by every telephone
  - Contact management via radio or telephone. If either is unavailable, contact _____ at _____
- In the event that you feel threatened by violence from another person while at work:
  - Attempt to defuse the situation by not challenging or arguing with the person
  - Attempt to move to a safe location, such as inside a vehicle or building where you can be separated from the aggressor
  - Contact management immediately
  - If you believe the aggressor has a weapon, contact the RCMP by calling 911

Locations of emergency resources:

Tool/Resource	Location(s)
Telephone	
Two-way Radio	
First Aid Kit	
Fire Extinguisher	
Spill Kit	
Contact Information	
Farm Site Location Information	
Work/Home Contact Information	
Other	

Visitors will be made aware of emergency procedures before entry to the farm by:

_____ or _____ or _____

1. Farm Information

   Farm Owner's Name: _____

   Farm Name: _____

   Home Location/Legal Land Description: _____

   Municipal Emergency Locator Number (if applicable): _____

   Mailing Address: _____

   Phone:

   Home: _____

   Work: _____

   Cell: _____

   Other: _____

   Other Farm Emergency Contact(s):

   _____

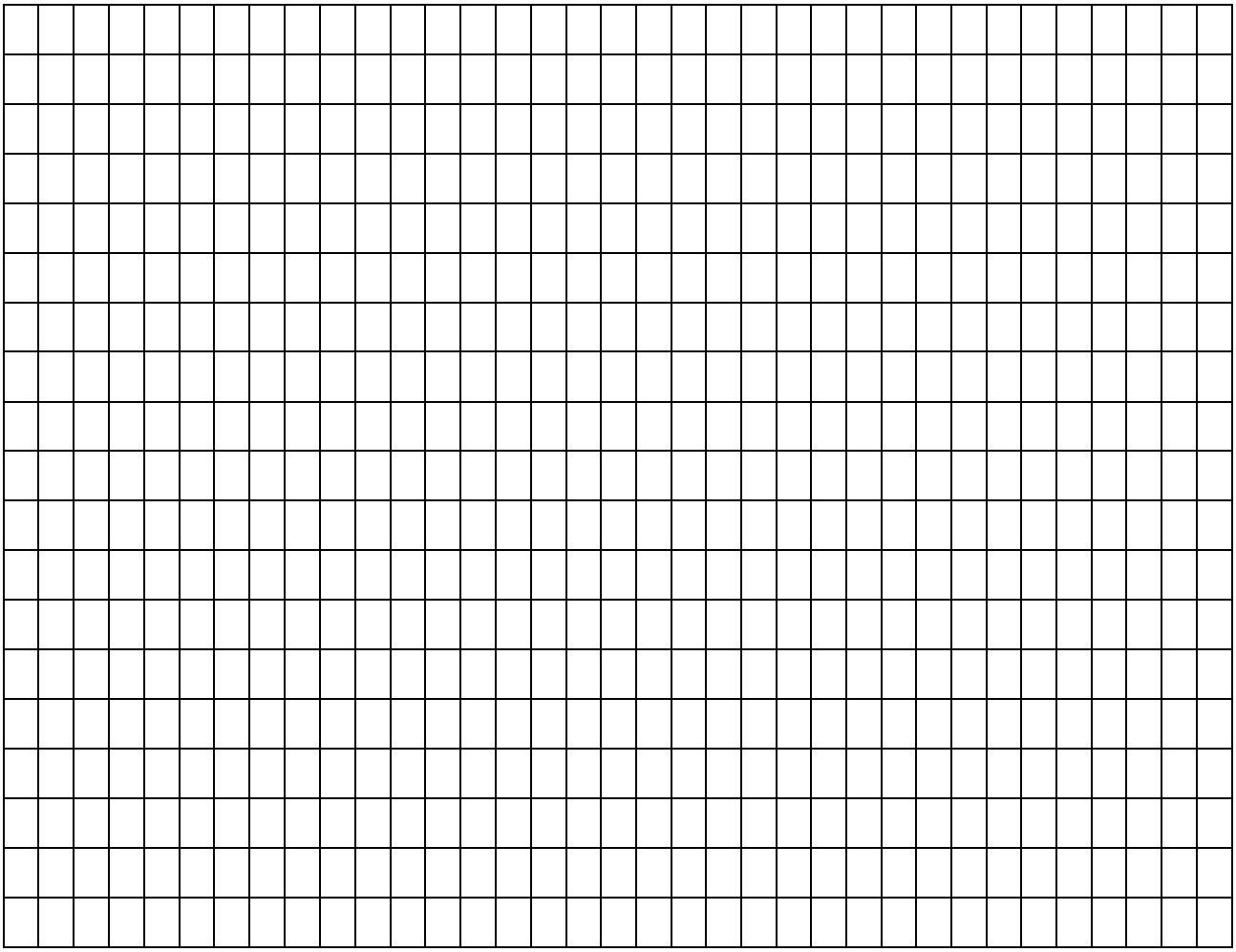
   _____

Other family members/workers normally present on site:

Name	Phone Number	Address	Emergency Contact	Medical Condition(s)

Farmstead Site Map

Contact Name: _____ Phone No.: _____ Alternate No.: _____



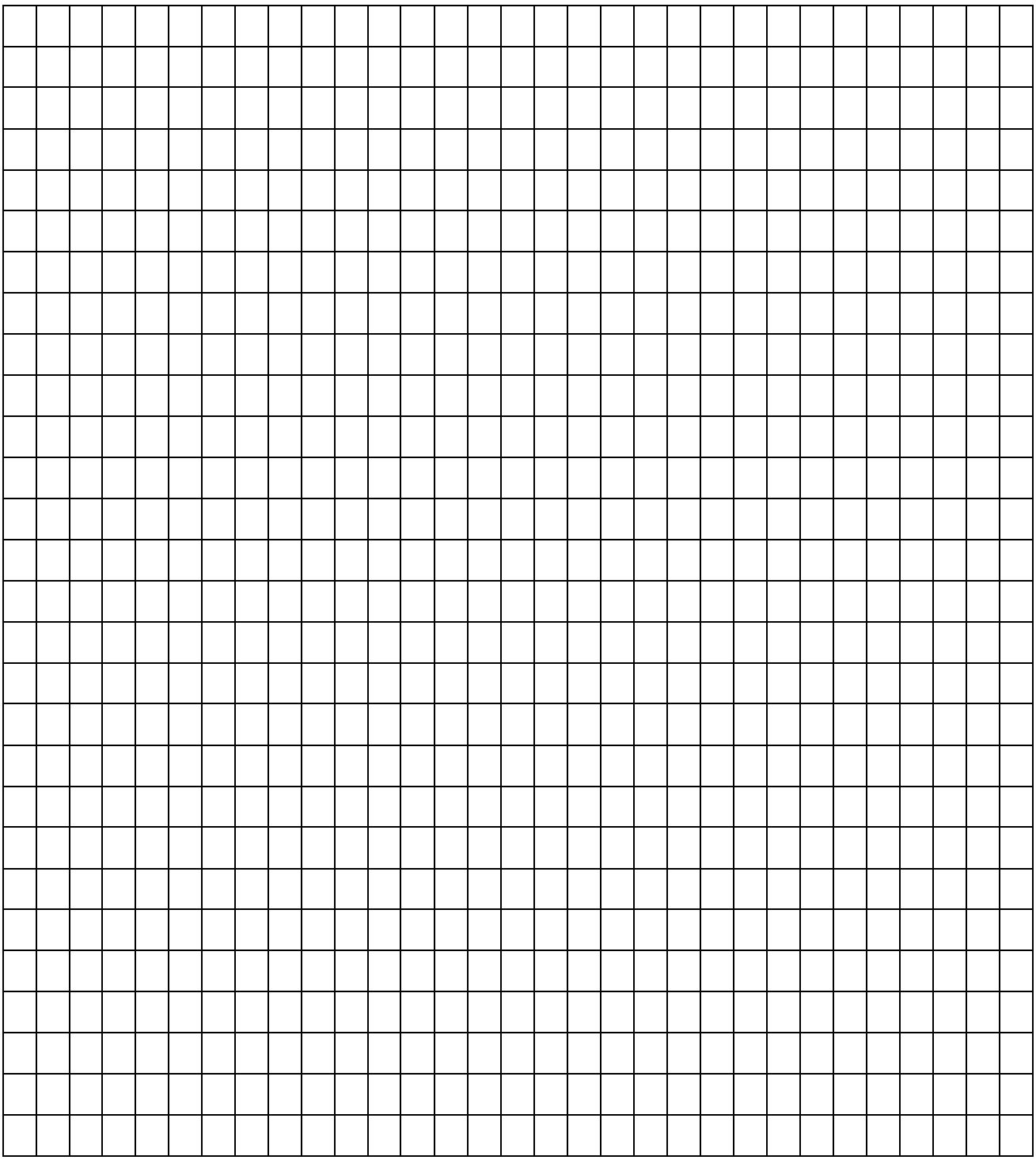
Building Code	Building	Notable Items	Dangerous Goods	Livestock Numbers (if applicable)
B1	House	MP, MGS, H20, XF		1 dog & 2 cats
B2	Machine Shed	MES, H20, XF, SE	P, FT, F	
B3	Chicken Barn	H20, XF, SE	P, F	
B4	Chemical Storage		E, F, P	
B5	Feedlot Processing Shed	H20, XF	P	700 head
B6	Fertilizer Bin		E	
B7	Silage Pit			
B8	Calving/Processing Shed	H20, XF		Approx. 100 head; calving season

Legend:

P – Poison
E – Explosive
MES – Main Electrical Shutoff
C – Corrosive
H20 – Water
FT – Fuel Tanks (above and below ground)
F – Flammable
MGS – Main Gas Shutoff
MP – Meeting Place
XF – Fire Extinguishers
SE – Safety Equipment

Field Site Map

Contact Name: _____ Phone Number: _____ Alternate Number: _____



Field Code	Field Legal Description	Notable Areas	Dangerous Goods	Livestock Nos.
FC1	SW 16-40-20 (Home Pasture)	H20, Õ		50 cow/calf pairs
FC2	SE 17-40-20 (Jones Quarter)	B, ES, H20	FT, E (seasonal)	

Legend:

P – Poison	E – Explosive	ES – Electrical Source
C – Corrosive	H20 – Water	FT – Fuel Tanks
F – Flammable	XF – Fire Extinguishers	SE – Safety Equipment
≠ - Gate	≈ - Stream/Creek/Ditch	→ - Drain (Surface, Underground, Culvert)
Õ – Dugouts/Ponds/Water bodies		▬ - Dike or Berm
— - Fence	= - Road	▒ - Railroad
B - Buildings		

2. Inventory of potential contaminants and/or hazardous materials stored on the farm ("stored" is considered to be anything kept overnight). The following are examples.

   a) Pesticides/Chemical (crop and livestock):

Type	Storage Location	Danger Notation	Maximum Quantity Being Stored
Roundup	Bldg 3 – SW Corner	P, F	50 litres
Ivomec	Bldg 4 – SE Corner	P, F	10 – 2.5 litre jugs

   b) Fertilizers (dry & liquid)

Type	Storage Location	Danger Notation	Maximum Quantity Being Stored
Dry	Bldg 6	E	1,000 bushel bin

c) Fuel (include all types as well as propane tanks, welding supplies, heating fuel)

Type	Storage Location	Danger Notation	Maximum Quantity Being Stored
Purple Gas	Middle tank	F, E	500 gallons
Acetylene tanks	Bldg 2 – NW Corner	F, E	3 – 100 lb tanks
Propane Pigs	Bldg 5 – SE Corner	F, E	2 – 500 lb tanks

d) Other areas of concern (i.e. manure/dead stock storage, silage pits, etc.)

Type	Storage Location	Danger Notation	Maximum Quantity Being Stored
Freezer Unit – Chickens	Bldg 5 – NE Corner		100 birds
Silage Pit	Location 7		500 cubic yard pit

3. Disaster Planning

Farm Inventory: (size, type of crops/livestock, # of livestock, etc.)

Farm Operation	Crop Type/Bin #'s/Bushels Stored	Livestock Type & Numbers	Water & Feed Requirements	Electrical Requirements
Grain	Oats/6 Bins/5,000 bushels			
Dairy		200 milking cows 50 feeder calves	750 gals/day, silage 50 bales hay	3 portable generators – well, milk parlor, tank room (will service lights in barn) 2 portable heater units – milk parlour and tank room

Disaster Plan:

	Situation	Stay – In Place	Evacuation	Returning Home
Grain	Flooding		-trucks in place to haul -relocation site arranged	-check and clean bins
Dairy Barn	Power Outage	-stand-by power in place -stand-by heater units in place -emergency electrical use known -emergency water and feed use known	-evacuation map in place -relocation site arranged -feed supplies in place -all livestock identified and emergency first aid kit in place -transportation vehicles in place	-all electrical systems functioning -all plumbing secured and not leaking -water tested (if required) -feed supplies in place

4. Location of Safety and Emergency Clean-Up Equipment

Type	Location(s)
Example: Fire Extinguishers	Bldg 1 – Kitchen; Bldg 2 – SE Corner; Bldg 3 – NE Corner; Bldg 4 – NW Corner; Bldg 5 – SW Corner
First Aid Kit(s) (Human & Livestock)	
Respirator(s)	
Fire Extinguisher(s)	
Dust Mask(s)	
Safety Goggles	

Type	Location(s)
Chemical Suit(s)	
Spill Kit(s)	
Shovel(s)	
Broom(s)	
Power Generator(s)	
Portable Heater Unit(s)	

POST BY ALL PHONES and IN FARM VEHICLES and MACHINERY

Emergency Contact Numbers

911: _____Yes _____No

Farm Name: _____ Phone: _____

Municipal Emergency Locator Number: _____

Legal Land Description: _____

Municipality/County: _____

Directions to this location: _____

Poison Centre: 1-800-___-____ Spills: 1-800-___-____

Fire Department	**Police**
Ambulance	**Family Doctor**
Hospital	**Veterinarian**
Electrical/Natural Gas/Propane	**Telephone**
Municipal/County Office	**Emergency Measures Office**

Sample Form: *The Farm* Contractor Safety Responsibilities

The Farm's Policy Overview:

All workers, while working at The Farm, must accept safety as a personal responsibility. Everyone is expected to develop and maintain a safe working environment by recognizing unsafe acts and unsafe conditions, and taking the necessary corrective action.

It is the responsibility of each worker to be aware of and follow all provincial laws dealing with occupational health and safety at all times and comply with the applicable laws as a minimum.

ENGLISH is the working language on this farm site. All signs, standard operating practices, rules, policies and verbal instructions will be provided in English. It is essential that all workers on site are able to communicate and understand written and verbal messages in order to ensure the safety of themselves, others and the farm itself.

Workers' Primary Responsibilities:

1) ABILITY - Before proceeding with any task, an employee shall satisfy themselves that they can perform the work without injury. If they are assigned work they feel unable to perform, they will alert the supervisor of the work to be done.

2) UNDERSTANDING - Before starting a job, each employee shall thoroughly understand their part in it and the safety rules that apply to the task to be performed.

3) TAKING CHANCES - Under no circumstances shall safety be sacrificed for speed. Do not be pressured by lack of time, authority or for any other reason. "Cut corners" are too often short-cuts to possible incidents, accidents and injuries.

Workers shall be aware of changing conditions and always be careful to place themselves in a safe and secure position. Each worker is responsible for his/her own safety.

Contractor Checklist

I have discussed and understand the following health and safety issues and will fulfill my responsibilities as a service provider to *The Farm*.

- ☐ Safety Responsibilities
- ☐ Site Specific - Area Hazards (e.g. mobile equipment, combustibles, chemicals)
    - ☐ Washrooms
    - ☐ Lunchroom
    - ☐ First Aid Facilities
    - ☐ Restricted Areas
    - ☐ Nearest Telephone
    - ☐ Fire Protection
- ☐ Safety Hazards – Identification
    - ☐ Communication and Reporting
- ☐ Incident Notification – “Near Miss”
    - ☐ Personal Injury
    - ☐ Property Damage
- ☐ Incident/Accident Investigation
- ☐ Work Authorization – Hot Work
    - ☐ Confined Space
    - ☐ Cold Work
    - ☐ Working at Heights
    - ☐ Lockout/Tagout
- ☐ Emergency Response Plan – Meeting Areas (muster points)
    - ☐ Injury/Illness
    - ☐ Warning Signals
- ☐ Housekeeping Expectations
- ☐ Personal Protective Equipment Expectations
- ☐ *The Farm’s* Guidelines – Alcohol and Drugs
    - ☐ Firearms

- ☐ Smoking
- ☐ Violence
- ☐ Discipline
- ☐ Mobile Equipment
- ☐ General Safety Rules
- ☐ Check in/Checkout, Vehicle Parking

☐ Refusal of Unsafe Work

Should a contractor or their employee(s) not agree to follow these expectations, or cannot or will not use appropriate safety equipment, they will not be allowed to continue work on this site.

Signed by: _____

On behalf of: _____ (service provider)

Date: _____

Sample Form: Incident Investigation for *The Farm*

The following information, as pertinent, will be collected and maintained on file:

Date of Incident: Information Collected by:

Location of Incident:

Injury YES NO
Type of injury:

Was First Aid administered: YES NO
By whom?

Property Damage: YES NO
Type of damage:

Name(s) of person involved: (first, middle, last and date of birth)

Worker's job/occupation:

Description of work being performed at the time of the incident:

Description of: equipment, chemical, materials, livestock, etc. involved in the incident. Note make, model, age, sex, manufacturer information, etc. as appropriate.

Pictures / Sketches of what happened:

Who was in charge / responsible for the person injured?

Witnesses: (Name and contact information of who saw what happened)

What did witnesses see happen?

What was the direct cause of the incident?

What influence did the following have on causing this incident:

- People (training, supervision, physical and cognitive capabilities, etc)
- Material / Equipment (maintenance, appropriateness, etc)
- Environment (lighting, ground conditions, noise, visibility, heat, cold, wet, tight working conditions, etc.)

What immediate corrective actions will be taken to prevent a reoccurrence of this incident? By when? By whom?

What long term actions will be taken to prevent similar incidents? By when? By whom?

This report was distributed to: (list if farm is so structured, e.g. health and safety representative or committee, management group, etc) if required - insurance company, provincial regulator, Workers Compensation Board

Signature(s) of person(s) completing this report and date on which the report is completed.

_____

Sample Form: *The Farm's* Incident/Hazard Report

Name:	**Date:**
Location:	
Person/equipment/animal/chemical/other involved:	
Description of incident/hazard:	
Suggested corrective action:	
Actions Taken:	
Date:	**Owner/Supervisor Signature:**

Sample Form: Disciplinary Policy for Health and Safety Infractions

The safety of everyone on this farm is very important. Therefore, to prevent incidents or unsafe conditions, it is our policy to follow all health and safety practices and policies.

Failure to follow established health and safety practices will result in the following sequence for the reoccurrence of unsafe acts or behaviours:

- Verbal Warning
- Written Warning
- 3-5 Day Suspension
- Dismissal/Termination — immediate termination may result if the actions were intentional and without regard for the health and/or safety of the worker or other persons

_____, you have been observed working in the
(Print Employee Name)
following unsafe manner, contrary to safety requirements described in *The Farm's* Standard Operating Practices:

_____

_____

This is your: ____First ____Second ____Third ____Fourth infraction

Action taken is: _____

Employer:_____ Employee:_____
(Print Employer Name) (Print Employee Name)

Signature:_____ Date:_____ Signature:_____ Date:_____

Sample Form: Toolbox Meeting Plan and Report Form

Work Activity _____

Work Plan _____

Past Experiences _____

Things to Watch Out For _____

Safety Features to Check _____

Personal Protective Equipment Needed _____

Emergency Procedures/Contacts _____

SOP Available _____

Comments/Suggestions _____

Meeting Leader _____ Date _____

Workers (signature)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Sample Form: Review Checklist

- ☐ Is the farm owner directly involved in the program? Does the farm owner set the safety/ health example?
- ☐ Have the nature and degree of incidents and emergencies that could occur in the farming operation been considered?
- ☐ Are indoor work environments clean, well-ventilated, adequately lit?
- ☐ Is every effort made to purchase tools, equipment and machinery with effective safeguards and hazard controls?
- ☐ Can existing tools, equipment and machinery be retrofitted to include effective hazard controls and safety guarding devices?
- ☐ Are tools, equipment and machinery adequately maintained and serviced?
- ☐ Are written policies, procedures and plans followed, and if so, are they working properly?
- ☐ Are workers and supervisors involved in setting health and safety objectives?
- ☐ Are health and safety targets clear, concise and clearly communicated?
- ☐ Does everyone know what is expected?
- ☐ Is the farm prepared to ensure managers, supervisors and workers carry out their responsibilities?

Commitment Policy

- ☐ Is your policy written, communicated and posted?
- ☐ Was there worker involvement in preparing the policy?
- ☐ Is the policy understood by everyone?
- ☐ Does the policy specify who is responsible and accountable for workplace health and safety duties?

Identify and control hazards and emergencies

- ☐ Is the farm business proactive in identifying hazards, assessing risks and putting controls in place?
- ☐ Has a job hazard analysis been done for each hazardous job?

- ☐ Are written standard operating practices incorporating health and safety in place?
- ☐ On your farm, do you have an inventory of all the hazardous materials that are used and stored?
- ☐ Do you, as the farm owner/manager, promptly address concerns and assign responsibilities for follow-up?
- ☐ Are workers informed about the risks of the hazards they face?
- ☐ Are hazard controls implemented - at the source, along the path and at the worker?
- ☐ Are first aid logs kept?
- ☐ Are equipment maintenance logs in place?
- ☐ Are equipment and tool maintenance records kept?
- ☐ Are procedures, plans, programs and policies in place and effectively monitored?
- ☐ Are records and statistics of health and safety activities and incidents kept?
- ☐ Are inspection and audit reports prepared and used effectively?
- ☐ Are emergencies identified?
- ☐ Are written emergency response procedures in place for every potential emergency, including fire, chemical and biological issues?
- ☐ Are records of emergency training kept and used for review and plan update?
- ☐ Are inspection procedures and schedules in place?
- ☐ Does everyone understand who is responsible for what?
- ☐ Is adequate training provided?
- ☐ Are written report forms and checklists used for plan update and revision?
- ☐ Are inspection reports used for plan effectiveness review?
- ☐ Is the inventory of chemicals and biohazards kept current?
- ☐ Is a system in place to maintain current MSDSs and other hazard identifiers?
- ☐ Are MSDSs readily available to workers?
- ☐ Do workers understand the information on MSDS and product labels?
- ☐ Are workers trained to handle chemicals and understand label and MSDS information?
- ☐ Are ventilation system maintenance records needed?
- ☐ Is a plan for controlling infectious substances in place?
- ☐ Are managers, supervisors, committee members and workers adequately trained in their duties?

- Are training needs systematically analyzed?
- Are clear responsibilities for training assigned?
- Are adequate time and resources provided for health and safety matters?
- Are records of orientation, job and WHMIS training maintained?
- Are records of training for forklift operations, respiratory protective equipment maintained?
- Are records of crew talks, tailgate meetings kept?
- Are records kept of training provided for the workplace health and safety committee or representative?
- Are training requirements tracked to determine what training is needed and if training is being used as expected?
- Is the effectiveness of training evaluated and are improvements made where necessary?
- Do managers, supervisors and committee members observe behaviour to see if
- training is working?
- Are responsibilities clearly assigned and put in writing?
- Are responsibilities for keeping records clear?
- Are written investigation procedures in place?
- Are written reports produced, kept and reviewed to improve effectiveness?
- Does everyone know who is responsible for following-up on corrective action to ensure it is working?

Statements of responsibilities

- Are written duties and responsibilities for health and safety clearly written?
- Does everyone understand what is expected?
- Are systems in place to ensure accountability and compliance?
- Does accountability adequately reflect responsibility?
- Are you or a supervisor in charge of implementing each health and safety plan procedure available throughout the operation?
- Is there evidence that the contractor or self-employed person working on your farm is in compliance with regulations or standards that govern their work?

- Does the contractor have a written health and safety program in place, if required?
- Do workers of the contractor receive adequate orientation, instruction, training and competent supervision?
- Does the contractor or self-employed person provide safe systems of work and maintain safe and healthy working environments when working on your farm?
- Is there effective ongoing communication with the contractor or self-employed person regarding hazards and the measures to prevent and control them on your farm?
- Is there effective communication with the contractor or self-employed person regarding hazards they may bring to the worksite?
- Do you monitor the health and safety performance of the contractor and their workers or self-employed persons on a regular basis?
- Are your farm's health and safety policies and procedures being followed by the contractor and their workers or self-employed persons?
- Are workers required and encouraged to report concerns, and are those concerns dealt with effectively?
- Is there an effective workplace health and safety committee in place (if you have a large number of workers)?
- Is the committee carrying out its required duties?
- Does the health and safety committee have input to the employer on policies and programs?
- Are senior managers and influential workers serving on the committee?
- Is the committee supported properly?
- Does the committee keep and use appropriate records, such as reports, minutes and recommendations?
- Are employees regularly provided with information and asked for feedback?
- Are workers reporting hazards?
- Is senior management prepared to discuss concerns with workers during committee meetings, in the field or at tailgate meetings?
- Are safety expectations discussed with new workers?
- Are successes communicated with the same intensity as information about incidents and failures?

- ☐ Are workers active in the workplace health and safety committee?

Program Evaluation

- ☐ Do you review your program and each program element at least bi-annually?
- ☐ Are responsibilities for reviewing and evaluating the health and safety plan clear?
- ☐ Are workers involved in the review?
- ☐ Are the written procedures in the health and safety plan actually working as they are supposed to?