ALBERTA
FARM SAFETY
PROGRAM

FarmSafe Alberta:

A Safety Planning Guide for Farms and Ranches

Notes

For information on FarmSafe Alberta or the Farm Safety Program of Alberta Agriculture and Forestry, contact:

ALBERTA FARM SAFETY PROGRAM

Toll-free: 310-FARM (3276)

Farm.Safety@gov.ab.ca
www.agriculture.alberta.ca/farmsafety

For additional information on the Certificate of Recognition (COR) process, contact:
Partnerships in Injury Reduction (PIR) Alberta Labour Toll-free: 1-866-415-8690

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CASA | ACSA

CANADIAN AGRICULTURAL SAFETY ASSOCIATION
ASSOCIATION CANADIENNE DE SÉCURITÉ AGRICOLE

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FOREWORD

Welcome to FarmSafe Alberta, a resource to help you build a custom health and safety management plan for your operation.

Why the need for FarmSafe Alberta? According to the Injury Prevention Centre, 422 Albertans were killed in agricultural injury events from 1990 – 2013; this equates to an average of 18 deaths each year*. It is important that farmers have the ability and the resources to change these statistics in a very practical and meaningful way.

The Farm Credit Canada (FCC) Farm Safety Report Card indicated that 34 percent of Canadian producers want training in the basics of preparing a safety plan for their operations. Although the majority of Canadian producers (85 percent) believe safety is a priority on their farm, less than one in ten (9 percent) currently have a written agricultural safety plan on their farm or ranch. We can change that statistic with this resource!

As a result of the 2012 recommendations by the Minister's Farm Safety Advisory Council, Alberta Agriculture and Forestry's Farm Safety Program set a goal to develop an Alberta version of the existing Canada FarmSafe Plan. The Canadian Agricultural Safety Association (CASA) developed the Canada FarmSafe Plan as a general template to aid farmers who wanted to develop a health and safety management plan for their farm.

To achieve our goal, we partnered with CASA to develop an Alberta-specific plan while retaining the original integrity of the plan. Secondly, we tapped into the incredible knowledge and energy of the staff at the Partnerships in Injury Prevention program (Alberta Labour). This ensured FarmSafe Alberta fits the criteria for Alberta's Certificate of Recognition (COR), a non-legislative certification program. As a result, those who complete their plan will be eligible to voluntarily apply for certification putting agriculture on par with other industries in Alberta. Those achieving their COR are eligible for a discount through the Alberta Workers' Compensation Board.

We are confident that this resource will help you to realize a more efficient, effective operation and, ultimately, a safer workplace.

Sincerely,

FarmSafe Alberta project team

* *From the report, Agriculture-Related Injury Deaths (1990-2013), Hospital Admissions (1990-2012), and Major Trauma Hospital Admissions (1996-2014) in Alberta, an analysis of farm-related injury data in the province of Alberta by the Injury Prevention Centre, University of Alberta.*

Table of Contents

Introduction

WHAT IS FARMSAFE ALBERTA?

FarmSafe Alberta is a resource to help you develop a health and safety plan for your farm business. This resource will help you understand the basics of a health and safety plan so that you can work with your partners and employees to develop an individual plan for your farm business.

WHO SHOULD USE THIS RESOURCE?

As a farm owner, operator or manager, you are responsible for knowing and applying best farm safety management practices and for ensuring the safety of everyone who lives on, visits or works on your farm.

You are also responsible for ensuring that farm safety best practices are understood and followed by everyone on your farm.

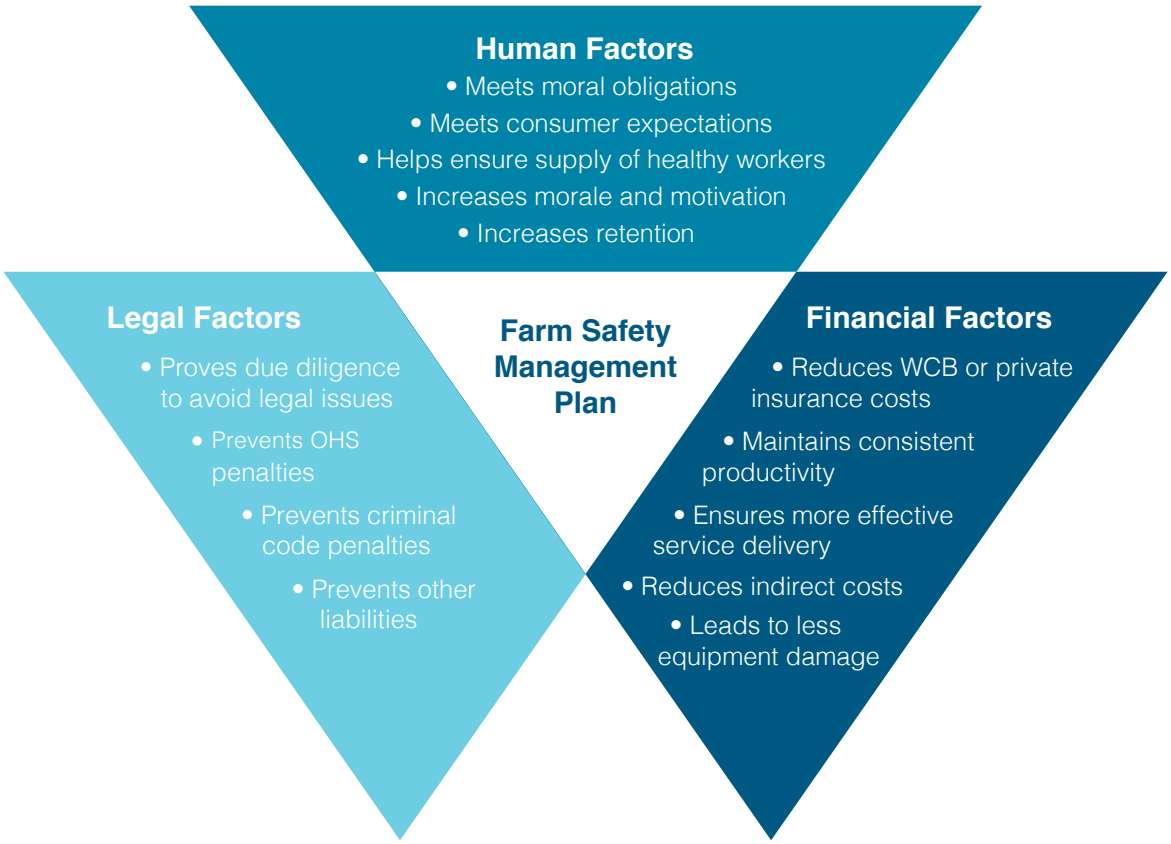
This resource can serve as a starting point for the development of a health and safety management system (safety plan) for your farming operation. A key to success is to involve employees at all levels in the development of the system. Good communication is also a key to success.

OBJECTIVES

The objectives of this resource are to help you, the farm owner/manager, to:

- Implement and maintain a safety plan.
- Demonstrate occupational health and safety best practices.
- Involve employees in the development of your safety plan.

BENEFITS OF A FARM SAFETY PLAN



HUMAN FACTORS

People are the most important resources on any farm. As a farm owner, you want to see every employee, including family members, go home safely at the end of the day. In addition, 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.

Human factors consider the worker as a core resource to the operation, and often encompass moral and ethical values. In times of staff shortages, human factor benefits have an increased impact on the operation.

FINANCIAL FACTORS

Should you or one of your workers suddenly be unavailable to work, there will likely be a financial impact on your farm's production cycle. The following section illustrates some potential costs.

ICEBERG THEORY

The Iceberg Theory compares the obvious (above the water) costs of an incident to those that are hidden (below the surface). The net result is that for every dollar of obvious cost, there may be $5 to $50 of hidden costs.

Direct Costs include:

- Insurance premiums
- Legal fines
- $1 of direct cost

Indirect Costs include:

- Equipment damage
- Training cost for replacement
- Overtime
- Decreased productivity
- Absenteeism
- Investigation time and cost
- Damage to reputation
- Modified work /disability management
- $5 – $50 of indirect cost

In a research paper titled, "Economic Burden of Agricultural Machinery Injuries in Ontario, 1985 to 1996," Alison R. Locker and her associates conducted an analysis of the average costs of several types of incidents to a farm's economy. They determined the following average financial impact on a farm should one of the following events occur:

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

LEGAL FACTORS

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

REGULATORY

Throughout most of Canada, 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, even if circumstances beyond your control resulted in the incident occurring. Additionally, other regulatory standards may apply, ranging from environmental to highway traffic to building standards.

CIVIL

An injured party can take legal civil action against you if he or she believes you were negligent in providing a safe work environment or failed to fulfill your due diligence responsibilities in taking reasonable care to protect the people on your farm or ranch. If you access Workers' Compensation Board (WCB) coverage, which is a disability insurance that protects you and your workers against the impact of workplace injuries and illnesses, you are protected from liability in a civil court. For more information on WCB coverage in Alberta, visit www.wcb.ab.ca.

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.

Legal factors include the potential charges, penalties and fines for non-compliance to OHS legislation, Canada Criminal Code, or other applicable legislation, and other lawsuits and liabilities.

DUE DILIGENCE

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 the 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 example, 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 its effectiveness.

Added all together, the management, or failure to manage these costs and the farm safety risk, could impact the survival of your farm or ranch!

BACKGROUND

In 2011, the Minister's Farm Safety Advisory Council recommended increased education, training and certification opportunities for Alberta farms. As a result, Alberta Agriculture and Forestry has worked with the Canadian Agricultural Safety Association and Alberta's Partnerships in Injury Reduction (PIR) to develop FarmSafe Alberta, a tool to help farmers develop a safety management system for their farms. In addition, a completed FarmSafe Alberta plan will allow farms to obtain a voluntary Certificate of Recognition (COR) which signifies that an effective health and safety management system is in place.

PARTNERSHIPS IN INJURY REDUCTION

Partnerships in Injury Reduction is a program administered jointly by Alberta Labour and Workers' Compensation Board (WCB). Partnerships in Injury Reduction promotes health and safety through partnerships with safety associations, industry groups, employers, educational institutions and labour organizations. In order to recognize employers who have developed a health and safety management system and met established standards, a Certificate of Recognition (COR) is awarded. For employers with 10 or fewer employees, a small employer certificate of Recognition (SECOR) is awarded. Certificates are issued by Alberta Labour and co-signed by Certifying Partners. Achieving and maintaining a valid COR is required to earn a financial incentive through the WCB's Partnerships in Injury Reduction program.

CERTIFICATE OF RECOGNITION (COR/SECOR)

Health and Safety Management System Evaluation

Employers striving for a COR must conduct regular reviews of their health and safety management systems through annual audits. Audits are conducted by certified auditors using Partnerships' approved audit instruments that cover the basic elements of a health and safety management system, and require the use of personnel interviews, documentation review and workplace observations as data gathering techniques.

The Small Employer Certificate of Recognition (SECOR) Program provides an option for employers with up to 10 employees to participate in the Partnerships Program. Employers can develop a health and safety management system and achieve a SECOR. The program is specifically designed to meet the program and training needs of small employers.

Small employers have the option to self-evaluate using a version of the Audit Standard specifically designed to meet the application and training needs of small employers. The SECOR audit will require annual submission of documentation for verification and scoring by a Certifying Partner (CP). An action plan addressing any deficiencies noted in the SECOR assessment must be developed as per CP requirements.

COR/SECOR Maintenance

The COR/SECOR is valid for three years from the date of issue, providing that all maintenance requirements are met. To maintain a COR, an employer is required to have a maintenance audit conducted within the first calendar year after the COR issue date, and again within the second calendar year. Maintenance audits must be undertaken by a certified auditor who may be an employee of the company.

Note that employers are expected to maintain their health and safety management system at all times and to comply with applicable Occupational Health and Safety legislation. Significant infractions may result in a comprehensive review of the employer's existing COR and the subsequent cancellation of COR status.

Achieving and maintaining a valid COR/SECOR is required for earning a financial incentive through WCB Partnerships in Injury Reduction (PIR) program.

For further information on obtaining a COR, please contact:

Partnerships in Injury Reduction
Alberta Labour, Toll-free 1-866-415-8690

Content of Manual

The manual is divided into eight elements to help you create a health and safety system for your farm or ranch. Each element will provide you with needed information on the topic, along with specific steps to develop your individual documents and apply it to the workplace. You will need to work with your family and employees to apply the plan to the workplace.

At the end of each element, you will find appendices that provide examples of what your plan documents could look like, followed by blank worksheets that you can photocopy. The worksheets are also available online at www.agriculture.alberta.ca/farmsafety. Finally, a Self-Evaluation Checklist is provided so you can ensure you have developed and implemented each piece of the element into your farm business.

ELEMENT 1
Management Leadership and Organizational Commitment

The first step in developing a health and safety management system is to put your expectations in writing. This element guides you in writing a general policy and outlining the roles and responsibilities of all those who work or visit the farm business. You also gain an understanding of your moral and legal obligations to employees in terms of their health and safety on your farm or ranch.

ELEMENT 2
Hazard Identification and Assessment

This element guides you through hazard assessment which is the foundation of your health and safety system. The components you cover include identifying, assessing and prioritizing the hazards of each task on your farm. Involvement of workers is a key component.

ELEMENT 3
Hazard Control

This element continues what you started in Element 2. Once you have identified hazards, you can then implement controls and train workers on the use of these controls. Part of controlling hazards is a plan to review and revise controls on a regular basis.

ELEMENT 4
Ongoing Inspections

Regular inspections are a critical part of a health and safety management system. This element outlines a step-by-step process for carrying out both formal and informal inspections. The outcome is a process for taking corrective action.

ELEMENT 5
Qualifications, Orientation and Training

Training in issues related to health and safety is part of your health and safety management system. Workers may be recruited with some of this training, be oriented after hiring and be trained on your farm site on an ongoing basis.

ELEMENT 6
Emergency Response

This element guides you in the creation of an emergency response plan for your farm or ranch. The steps are to identify all potential disasters or emergency situations, create and test an emergency response plan and communicate this plan to all those working on, or visiting, your farm.

ELEMENT 7
Incident Investigation

You learn in this element how to write an incident reporting policy and develop a standard procedure for investigation of workplace incidents. Included in this policy is a method for recording and tracking incidents over time.

ELEMENT 8
Program Administration

The final element focuses on recording, tracking and maintaining all aspects of your health and safety management system. These statistics allow you to identify trends and problems that need to be corrected. You are provided with some tools for keeping records and statistics.

ICONS

When you see this icon, you know that you are provided with an example. Most often the examples are provided in the appendix to each element.

When you see this icon, you are directed to develop some aspect of your health and safety management plan. You are provided with worksheets and checklists for each element.

RESOURCE LIST

Use this list to access additional resources.

SHAREPOINT

To access free FarmSafe support resources visit ***www.agriculture.alberta.ca/farmsafety*** to request a password (limited to Alberta-based farms only).

GLOSSARY

Use the glossary to help you understand occupational health and safety terminology.

1 Management Leadership & Organizational Commitment

Once you have completed Element 1, you will have:

- Written a general policy and started to look at operational policies for your farm
- Listed the roles and responsibilities of all managers, farm employees, contractors, and health and safety committee members
- Demonstrated your understanding of your moral and legal obligations to employees with respect to health and safety on your farm
- Allocated resources for health and safety on your farm.

Introduction

In this element you look at the following topics that provide the foundation for your health and safety management system:

- Health and Safety Policy
- Roles and Responsibilities
- Business Risk Management
- Accountability and Monitoring

Health and Safety Policy

For any health and safety management system to be effective, as farm owner or manager, you should show leadership and commitment to the program. The first step in accomplishing this is to put your expectations around health and safety into writing by developing a health and safety policy.

An organization's health and safety policy has two components:

- General policy statement
- Operational policies

General Policy

A general or overarching health and safety policy states the overall guidelines that govern health and safety on your farm. It tells workers, suppliers, contracted employers, self-employed workers and clients about your commitment to safety and health.

Your general health and safety policy should contain the following components:

- A declaration of your commitment to health and safety
- Overall goals and objectives of your health and safety program
- General health and safety responsibilities of management, workers, contractors and visitors while at the work site
- A requirement to comply with the organization's own health and safety standards
- A statement showing your compliance with the spirit of applicable legislation whether it applies directly or not to your operation
- A statement that substandard health and safety performance will not be accepted

Involve employees in writing the policy, and show your commitment as the farm owner or manager by signing and dating the document. To be effective, make your policy known to all employees and, where appropriate, to suppliers, contracted employers, self-employed workers and clients. Make new workers aware of the policy during orientation. Keep the policy current; it should influence all work activities. Post the policy where everyone can read it.

STEPS FOR COMPLETING YOUR GENERAL SAFETY POLICY

- **Step 1:** Use Worksheet 1.1 "General Health and Safety Policy" to help you write a general health and safety policy for your farm operation.
- **Step 2:** Review the policy with all workers and allow them to have input.
- **Step 3:** Once the policy is finalized, print and sign the policy.
- **Step 4:** Post the policy in a high traffic area to remind workers of your agreed commitment to health and safety. It is a good idea to add a copy to your binder.
- **Step 5:** Review and revise the policy annually with workers. Ensure any new staff review the policy prior to starting work.

See Appendix 1.1 "General Policy Examples" for examples of general policies.

Operational Policies

Your operational policies establish and communicate your expectation for compliance with every aspect of your health and safety plan. Examples of the types of policies may include the following:

- Training requirements and records
- Standard operating (safety) procedures (SOP)
- 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

Standard operating procedures (SOPs) are detailed written instructions to achieve uniformity of the performance of a specific function (or a "how to" document).

SOPs will include safe work procedures, a specific defined set of activities intended to minimize the risk inherent in performing specific jobs.

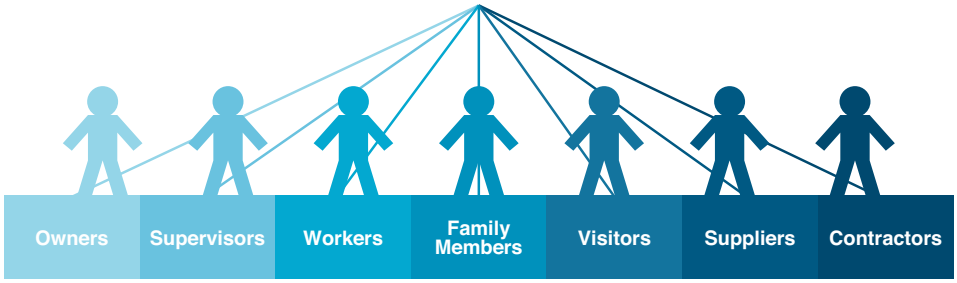
Your policies should meet the requirements set out in the *Occupational Health and Safety Act* whether or not that legislation applies.

Each of the above operational policies are discussed in subsequent elements. By the end of the course, you will have developed your own operational policies.

Roles and Responsibilities

If you have clearly documented and communicated health and safety roles and responsibilities for all levels of the organization, you create an expectation of a standard level of performance among employees, contractors and visitors. Everyone living, working or visiting the farm should be aware of his or her roles and responsibilities for health and safety. As a manager, you can build specific health and safety responsibilities and goals into job descriptions and contracts. Clearly communicate to all employees your expectations and the consequences of not adopting health and safety responsibilities.

Roles and Responsibilities



ROLES AND RESPONSIBILITIES

Safe farm work environments are created when everyone co-operates to prevent occupational injuries and illnesses. This is the basis for an internal responsibility system (IRS) for occupational health and safety. Throughout most Canadian workplaces, the IRS is considered an industry standard when it comes to health and safety. In workplaces (regulated by occupational health and safety legislation) that are unable or unwilling to manage their own health and safety, a regulatory agency will compel them to do so.

As a self-employed farmer, you are ultimately responsible for the health and safety of everyone on your farm. You have the most authority in your workplace and, therefore, the greatest responsibility for keeping the workplace safe. However, the goal of a good health and safety program is to get all people working on, or visiting, the farm involved in protecting themselves and others from injury or illness. Everyone is accountable.

If there are children on the farm, ensure you consider their supervision when determining roles and responsibilities of family members.

RESPONSIBILITIES OF THE FARM OWNER/MANAGER

- Set an example for everyone on the farm. Be clear about your responsibilities and live up to them.
- As the person in charge, take on your own duties and assign duties to all the workers.
- Make sure the duties of all workers are clearly explained to them.
- Make sure employees are clear about their responsibility for their own health and safety, as well as that of all other workers.
- Ensure all workers are trained to do their jobs safely and that all the appropriate protective systems are available for use at all times.
- Monitor your workers regularly and correct any errors or problems that come up.

You can enhance everyone's health and safety on your farm by clarifying 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 jobs responsibly and to protect the health and safety of every person on the farm.

Refer to Appendix 1.2 "Example Roles and Responsibilities" for examples of typical health and safety responsibilities of people involved in farming operations.

Consider safety-related legislation that may apply to your farm: go to www.qp.alberta.ca. Click on Laws Online/Catalogue in the menu to review related legislation including: Occupational Health and Safety Act, including the Environmental Code of Practice for Pesticides, Safety Codes Act (electrical, gas, fire, plumbing, pressure, etc.), Traffic Safety Act, Public Health Act (housing, sanitation, etc.).

STEPS FOR COMPLETING ROLES AND RESPONSIBILITIES

- **Step 1:** Use Worksheet 1.2 "Roles and Responsibilities" to create the roles and responsibilities of each person involved in your farming operation.
- **Step 2:** Review the roles and responsibilities with all workers and allow them to have input.
- **Step 3:** Print the roles and responsibilities.
- **Step 4:** Add these roles and responsibilities to your health and safety binder. Add responsibilities to job descriptions. You can also post in a high traffic area so that everyone has a constant reminder that health and safety is everyone's responsibility.
- **Step 5:** Review with workers on an annual basis and all new workers prior to starting work.

Business Risk Management

A good risk management plan considers the costs associated with incidents involving disability and liability. Insurance is available to help mitigate these risks. There are several options to consider when you want to protect your business and provide income in the case of illness or injury.

Occupational Health and Safety (OHS) and Workers' Compensation are two separate pieces of legislation. The requirements for safe and healthy working conditions fall under OHS. Workers' Compensation legislation is centered on protecting employers and employees from the financial impact of a workplace injury or death and does not require you to have a safety management system in place.

Workers' Compensation

Workers' Compensation is provincial legislation that provides income to injured workers and access to medical and rehabilitation services. It also protects the employer and employees from any liability claims. For more information on Workers' Compensation Board (WCB) coverage in Alberta visit ***www.wcb.ab.ca***.

Other Insurance

- Commercial insurance from private insurance companies offer various types of protection. Be sure to discuss your specific needs to ensure you get appropriate coverage.
- Disability insurance provides benefits to injured individuals. This is often part of an employee benefits package.
- Liability insurance provides you, as the owner, protection against liability claims if there is injury or property damage to a third party (this does not include coverage for employees).
- Employers' liability insurance provides coverage for an employee injured on the job; however, the employee must sue the employer for the injuries and the coverage is often limited, leaving the employer responsible for court ordered payments in excess of the insurance payment.

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

A current copy of the *Alberta Occupational Health and Safety Act*, Regulation and Code and other health and safety information relevant to the operation must be available to employees at the work site. This provides workers with access to the minimum requirements for conducting activities covered by legislation and access to information about their rights and responsibilities. Official printed versions of the legislation are available on-line from Alberta Queen's Printers.

Accountability and Monitoring

For our purposes, the definition of an employer includes owners, supervisors or managers (anyone that directs the activities of workers).

To ensure compliance and effective performance of assigned roles and responsibilities, you need to establish systems to monitor, evaluate and provide accountability. Accountability and monitoring processes may include disciplinary processes, formal performance appraisals, incentive and recognition processes and compliance monitoring.

You should address non-compliance to health and safety requirements as you would all other performance issues.

Integrate safety into all operations and manage it like any other farm function.

MANAGEMENT INVOLVEMENT

For a health and safety management system to be effective, it is essential that management at all levels demonstrates support of the health and safety program. As manager, you can do this through your participation in health and safety leadership training, health and safety meetings, inspection tours and incident investigations. Managers should regularly tour the work site to communicate and reinforce healthy and safe practices and behaviours.

Bring in the experts — the worker who does the job knows it the best!

WORKER INVOLVEMENT

Successful health and safety management systems have high levels of worker involvement. Worker participation in the development of the system is particularly important to create ownership and overall buy-in to the system and helps ensure a better fit with the culture of the organization. To promote worker participation, actively involve workers in the development of hazard assessment, inspections, preventative maintenance, training, emergency response and incident reporting systems. Look for opportunities to get workers from all areas of the organization involved, and provide regular updates and encourage feedback.

Ensure equal representation from all levels of the organization on the committee.

HEALTH AND SAFETY COMMITTEE

Consider establishing an on-farm working group to talk about health and safety issues on an ongoing basis. In other workplace sectors, this working group is generally referred to as a health and safety committee. This group of worker and employer representatives works together to identify and solve health and safety issues at the work site. The health and safety committee offers employees an opportunity to become more actively involved in creating and maintaining interest in health and safety.

See Appendix 1.3 "Example Health and Safety Committee Responsibilities" for a description of typical responsibilities of a joint health and safety committee representative.

The purpose of the committee is to address health and safety concerns that cannot be dealt with in the course of daily work, and to offer recommendations for improvement to site health and safety. The committee does not have the power to make changes but instead acts as an important communication link between the workers and management. Encourage workers to report their health and safety concerns to the committee; they should expect a response, but cannot expect action by committee members. The committee is responsible for recommending how health and safety problems might be solved, not for carrying out the necessary changes. Supervisors and managers are obligated to take reasonable steps to ensure the health and safety of their workers. Communication from committee members through regular meetings, and by posting meeting minutes, allows everyone an opportunity to bring concerns forward for consideration.

RESOURCE ALLOCATION

Health and safety is part of the management system — just like inventory control or accounting. As manager, you need to give health and safety the same attention as you do other management systems. You are required to provide the health and safety resources needed to implement and improve the program.

Establish authority and approval processes for resource allocation. Consider legal compliance, risk exposure, operational benefits, cost effectiveness, ease of implementation (both short and long term) and other options.

Use Worksheet 1.3 "Health and Safety Committee Responsibilities," to outline specific responsibilities.

BUDGETING FOR HEALTH AND SAFETY

To make your plan effective and workable, include a budget for health and safety. Initially, you may find it difficult to estimate the size of your budget; 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.

If you communicate to workers that you have allocated resources to health and safety, you are more likely to have buy-in to the program.

PHYSICAL SAFETY → **LEADS TO** → **ECONOMIC VIABILITY**

You can anticipate expenditures in two areas:

- Time for training, meetings, record keeping and routine inspections.
- Repairs or replacement of hazardous equipment, materials and facilities.

The savings come from efficiency and reductions in lost time resulting from preventable incidents.

USE YOUR FARM INCOME TAX RETURN AS A TEMPLATE

You can use your farming income tax return forms as a template for identifying or categorizing budget line items:

- Categorize machine guarding and safety modifications under the equipment repair line.
- Place structural changes in the building and fence repair line.
- Identify items such as personal protective equipment, gas monitoring equipment, and retrieval tripods and winches as small tools or other expenses.

Conclusion

Before you move on to Element 2, check that you have drafted a general policy (Worksheet 1.1) and drafted roles and responsibilities (Worksheets 1.2 and 1.3) to ensure that you have taken the first step toward a health and safety management system.

Use the Self-Evaluation Checklist on the next page to determine what you have done and what still needs to be done before you move on to the next element.

Once you are able to answer yes to all the items in the checklist, you will know that you are COR compliant. This means you have met the industry standard for a health and safety management system for this element. Once you can do this for every element, you are ready to apply for your Certificate of Recognition (COR) and will be eligible to receive discounts on WCB insurance.

In Element 2, you take on the task of hazard identification and assessment. Hazard assessment forms the foundation of your health and safety system.

Element 1
Self Evaluation Checklist

	Yes	No
I have a written general health and safety policy for my farm.	❑	❑
I have signed the policy.	❑	❑
I have posted the policy so that all farm workers can see it.	❑	❑
I have made workers aware of the policy's content.	❑	❑
I have written specific health and safety responsibilities for each of the following (if applicable):		
• Managers	❑	❑
• Workers	❑	❑
• Contractors	❑	❑
• Visitors	❑	❑
I have made all of the above aware of their specific health and safety responsibilities covered by my farm policy.	❑	❑
I have written health and safety committee responsibilities.	❑	❑
I evaluate all employees on their individual health and safety performance:		
• Managers	❑	❑
• Supervisors	❑	❑
• Workers	❑	❑
I communicate to employees, at least annually, the organization's commitment to health and safety.	❑	❑
I tour the work site to reinforce health and safety practices and behaviours:		
• Every 6 months	❑	❑
• Yearly	❑	❑
I have relevant and current health and safety best practices information (or legislation) readily available at the farm site.	❑	❑
I have a process in place that addresses contractor health and safety while on site.	❑	❑
I have a process in place that addresses visitor health and safety while on site.	❑	❑
I provide the health and safety resources needed (workers, equipment methods, materials and money) to implement and improve health and safety.	❑	❑

Appendix 1.1
General Policy Examples

EXAMPLE 1

_____ [Farm Name] _____

HEALTH AND SAFETY POLICY

_____ [Farm Name] _____ is committed to the Health and Safety Management System that protects our employees, contractors and the public.

Employees at all levels are responsible and accountable for the company's health and safety. Active participation by everyone, at all times, and in every job is necessary for the health and safety excellence this company expects.

Management will set an example and provide leadership in health and safety, set health and safety policies and procedures, and provide training, equipment and adequate resources to perform the job safely.

Workers will follow all rules, safe work policies and procedures, and cooperate with the employer in working towards improved health and safety at work.

Workers and management at all levels will be familiar with the requirements of the *Alberta Occupational Health and Safety Act* as it relates to their work.

Our goal is a healthy and injury-free workplace for all employees. By working together, we can achieve this goal.

Name and Title of Most Senior Manager: _____

_____

Date: _____

Signature: _____

EXAMPLE 2

_____ [Farm Name] _____ 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 all people on my farm are 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:

- All people have a right to work in a safe and healthy workplace without fear of injury or illness, or threats of violence or intimidation.
- All people have a right to refuse unsafe work they believe may be injurious to themselves or other workers.
- All people have a right to know 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 _____ [Farm Name] _____.
- 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 _____ [Farm Name] _____ 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.

Name and Title of Most Senior Manager: _____

_____

Date: _____

Signature: _____

Appendix 1.2
Example Roles and Responsibilities

Review the following example roles and responsibilities and place a check mark beside the statements you would like to include in your FarmSafe plan.

Farm Owner

- ☐ Know and follow best practices for health and safety.
- ☐ Provide a safe, healthy workplace.
- ☐ Provide and maintain safe buildings, tools, machines and equipment.
- ☐ Set up an effective health and safety management system, including the creation of a joint health and safety committee or appointment of a worker health and safety representative, depending on the number of workers present on the farm.
- ☐ Provide close supervision where needed.
- ☐ Train and support supervisors to meet health and safety standards.
- ☐ Identify hazards and train workers to recognize potential hazards.
- ☐ Ensure proper steps are taken to control risks.
- ☐ Ensure family members are as trained and competent as all other workers.
- ☐ Provide necessary personal protective equipment.
- ☐ Ensure routes, entrances and exits to buildings and work areas are safe.
- ☐ Ensure hazardous products and chemicals are moved, handled and used safely.
- ☐ Provide adequate first aid equipment and training for your operation.
- ☐ Inspect work areas regularly and make immediate corrections or adjustments before there's an incident.
- ☐ Understand and use proper emergency processes when needed.
- ☐ Involve 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.
- ☐ Give 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.
- ☐ Discuss 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 standard operating procedures (SOPs).
- ☐ Ensure visitors and non-working family members understand safety rules of the farm.
- ☐ _____
- ☐ _____

Farm 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 procedures.
- ❑ 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 the 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.
- ☐ _____
- ☐ _____
- ☐ _____

Contractor

- ☐ Comply with all applicable legislation and standards and accepted best work practices and procedures specific to the work performed.
- ☐ Confirm to the farm owner that you have Workers' Compensation Board coverage, if required for your sector, or if compulsory coverage is not required, then have proof of disability and liability insurance.
- ☐ 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

- ☐ Supply products that are safe when used according to instructions.
- ☐ Provide instructions for the safe assembly, use, storage and distribution of products supplied (sell, rent or lease).
- ☐ Ensure all products comply with current legislation, such as rollover protection being designed and installed to an accepted Canadian standard.
- ☐ Provide specific transportation and handling requirements for hazardous materials or oversize equipment.
- ☐ Supply safety data sheets (SDS or MSDS) for controlled products.
- ☐ _____
- ☐ _____

Notes

Appendix 1.3

Example Health and Safety Committee Responsibilities

Review the following example health and safety committee responsibilities and place a check mark beside the statements you would like to include in your FarmSafe plan.

- ☐ 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, and then ensure the corrective action has been taken.
- ☐ _____
- ☐ _____
- ☐ _____

For further information on Joint Worksite Health and Safety Committees, check the Alberta Labour website for information bulletins and other resources at ***http://work.alberta.ca***

Worksheet 1.1
General Health and Safety Policy

Available online at: *www.agriculture.alberta.ca/farmsafety*

Farm or Ranch Name:

Commitment:

Goals and Objectives:

Safety Responsibilities:

Compliance:

Disciplinary Action:

Worksheet 1.2
Roles and Responsibilities

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Owner/Employer:

_____

_____

_____

_____

Supervisor:

_____

_____

_____

_____

Worker:

_____

_____

_____

_____

Others (e.g., contractor, service provider, visitors):

_____

_____

_____

_____

Worksheet 1.3
Health and Safety Committee Responsibilities

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Committee Members:

Date:

Roles:

2 Hazard Identification & Assessment

Once you have completed Element 2, you will have:

- Created an inventory of jobs and tasks on your farm.
- Identified, assessed and prioritized the hazards of each inventoried task.
- Involved workers in health and safety hazard identification and assessment.
- Allocated resources for health and safety on your farm.

Introduction

The goal of any good occupational health and safety management system is to recognize the risks and minimize those risks.

The identification of hazards on your farm is an essential step in the development of a health and safety management system. Along with leadership commitment, hazard assessment forms the foundation of your health and safety system. It is important to proactively assess all jobs for hazards, and train workers to carefully evaluate existing and potential hazards at the work site. Involve people at all levels to ensure everyone is aware of hazards that might not otherwise have been noticed until an incident occurred.

A hazard is a situation, condition or behaviour that has the potential to cause injury or loss.

WORK-RELATED HAZARD NOT COMMONLY IDENTIFIED

Driving is a good example of a work-related hazard that may not normally be identified as part of a worker's job, despite the fact that many people routinely operate a vehicle in their daily work duties. Because most farm employers have equipment and vehicles that are operated on roadways, they will need to add driving as a job task that needs to be assessed for hazards. Employers with workers who drive passenger vehicles as part of their jobs should include this task as part of their hazard assessment.

In 2011, 22.8 percent of the occupational fatalities were motor vehicle incidents. (Government of Alberta, 2011)

With almost one-quarter of all occupational fatalities in Alberta related to motor vehicle incidents, it is important to assess the hazards associated with driving for work (equipment and passenger vehicles). In order to decide which controls can be applied, you need to think about the hazards that may be faced by everyone working on the farm, and eliminate or reduce those hazards.

Visit ***www.agriculture.alberta/farmsafety*** for information on how to include hazards and controls related to driving in your FarmSafe plan.

Hazard Identification

Identifying agricultural 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.

TABLE 2.1 TYPES OF HAZARDS

The following table can help you get started on identifying hazards that might be present on your farm or ranch. Don't forget to consider lifestyle and psychological hazards. Not all hazards can be easily seen. Some hazards will fit under more than one category; place them where it works for you.

Hazard Categories	Examples
Chemical	• Solvents, pesticides, welding fumes, fuel and fuel vapours
Biological or Bio-hazards	• Bacteria, viruses, dust, molds, animal-borne diseases, veterinary supplies • Gases in manure storage pits, grain bins, septic tanks and other confined spaces
Physical Conditions	• Machinery-related — most frequently involved in farm fatalities • Electrical currents, heat, light, mechanical movement, vibration, pressurized liquids, radiation (welder's flash) • Noise — loss of hearing from sustained exposure to high noise levels • Falls, slips and trips • Using farm equipment on public roadways (rollover, collision) • Working with livestock or other animals
Environmental	• Extreme terrain and weather • Confined space • Working alone or in isolated places • Air quality
Ergonomic	• Poor posture or work position, repetitive motion • Work design or ergonomic hazards, such as lifting or moving • Sitting for extended periods of time
Lifestyle/Psychological	• Smoking, poor nutrition, alcohol or substance abuse • Stress and fatigue — caused by long work periods, heavy work demands, limited breaks from work, poor sleep • Depression, anxiety, harassment

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

SOURCES OF INFORMATION FOR IDENTIFYING HAZARDS AND RISKS

There are many online resources that list farm hazards. This may help to simplify the process for you, although you will need to ensure that you consider your specific circumstances. Refer to the resource list at the back of this manual, ask yourself the following questions:

HAZARDS FOR SPECIFIC TASKS

When identifying hazards for a specific task, ask yourself the following questions:	Yes	No
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 vapours in the air?	❑	❑
Are there job-specific risks, such as infections, chemicals, heights, electrical, confined space or violence?	❑	❑

Hazard Assessment

There are two levels of hazard assessment:

- Formal hazard assessment is a complex undertaking and an important step in developing a health and safety management system specific to your farm or ranch.
- Field-level assessment is performed on the spot when unusual hazards may be introduced into the employee's work.

Steps for Completing Your Formal Hazard Assessment

STEP 1: CREATE AN INVENTORY OF JOBS AND TASKS

The first step of formal hazard assessment is to create a list of all jobs within the scope of your business, and record the number of workers that perform each job. Once this is done, list all the tasks performed as part of each job identified. Remember to focus your attention on work activities that are going to occur in the upcoming season rather than those that occur six to nine months in the future. This approach makes the work manageable by not dealing with all work activities at one time. You may also find it is more manageable to start with the top five to ten tasks you feel pose the highest risk.

STEP 2: IDENTIFY HAZARDS

Review each inventoried task to identify the health or safety hazards workers may be exposed to. Be sure to involve workers who perform the tasks in this process to ensure nothing is overlooked. If you are having difficulty, be sure to reference Table 2.1 for examples.

Use Worksheet 2.1, "Hazard Assessment", column 1, to identify a job and associated tasks for your farm site. If you need to break down the tasks into steps, use column 2 as well.

STEP 3: ASSESS HAZARDS

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 ongoing monitoring is required to evaluate the risk?

Use Worksheet 2.1 and Column 3 to identify hazards associated with tasks for your farm site.

After asking yourself these questions, choose a ranking for each frequency, severity and probability on the "assessment scale" (Table 2.2 Risk Rating Scale).

Frequency = number of times you do the tasks

Severity = the potential outcome of the incident

Probability = the likelihood of the incident occurring

TABLE 2.2 RISK RATING SCALE

Frequency of Exposure (F)	Potential Severity (S)	Incident Probability (P)
4 One or more times per day	**4** Catastrophic *(death, serious injury, permanent disability, extensive property damage)*	**4** Probable *(possible once or more per year)*
3 At least once a week	**3** Critical *(lost time injury/illness, temporary disability, considerable property damage)*	**3** Occasional *(possible once every 1 to 5 years)*
2 At least once a month	**2** Marginal *(medical aid injury, minor illness, minor property damage)*	**2** Remote *(possible once every 5 to 20 years)*
1 Less than once a month	**1** Negligible *(first aid, limited property damage)*	**1** Improbable *(not likely to occur)*

Use Worksheet 2.1 and assessment scale columns 4, 5 and 6 to assign frequency, severity and probability rankings.

STEP 4: PRIORITIZE HAZARDS

Using the information from the assessment, determine the risk rating for each task.

RISK = **Frequency** X **Severity** X **Probability.**

You can then address the tasks with the highest risk hazards first.

Manage those hazards with the highest degree of risk to workers first.

TABLE 2.3 HAZARD CLASSIFICATION PRIORITIZATION SCALE

Class of Hazard	Explanation	Example
[64 – 49] **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.	A guard missing on the power take-off; a non-secured oxy-acetylene tank set in the workshop.
[48 – 33] **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.	Workers using improper techniques when lifting, transferring and/or re-positioning a drum of oil.
[32 – 17] **Class C** (Minor)	A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage.	Not wearing a particulate mask when sweeping out a dry grain bin.
[16 – 1] **Class D** (Substandard)	Any substandard condition or practice that is not likely to produce an injury or illness under normal conditions.	There are no paper towels in the washroom.

Use Worksheet 2.1, the prioritization scale and columns 7 and 8 to assign a risk rating for each task and classification according to the scale in Table 2.3. Once you have assigned a number to each task, note that the higher the number, the higher the risk.

STEP 5: DETERMINE CONTROLS

You will address identified hazards in Element 3 by assigning methods of control to eliminate or reduce the hazard.

STEP 6: REVIEW HAZARD ASSESSMENTS

Formal hazard assessments should be dated and subject to a regular review schedule to prevent the development of conditions that may put workers at risk. Ensure these reviews take place annually (at a minimum), or any time a new process is introduced, a change is made to the operation, or a significant addition or alteration is made to a work site.

To support the hazard assessment process, you should implement a system that requires workers to report any unsafe practices and conditions they identify at the work site. This can be done through the use of a safety suggestion box or by designating a worker as the contact for safety concerns. Address any suggestions or ideas received in a timely manner.

Your workplace changes everyday and, therefore, so do your hazards.

Steps for Completing Your Field-Level Assessment

You perform a field-level hazard assessment at the job site when hazards not considered in the formal hazard assessment could be introduced. Ensure all workers at the job site participate in the field-level assessment with their supervisor. The field-level hazard assessment is conducted before work begins and repeated at reasonable intervals if a new work process is introduced, a process or operation changes or before significant additions or alterations. The steps include the following.

STEP 1: IDENTIFY NEW HAZARDS

Before starting work on a new job site, or under unfamiliar conditions, workers must stop to identify any hazards that may have been introduced into their usual work.

STEP 2: PUT CONTROLS IN PLACE

Any existing hazards are identified and assessed on the spot, and controls are put in place immediately to eliminate or reduce the risk to a reasonable level before work begins.

In many cases, a field-level hazard assessment will identify hazards that have already been identified and assessed through the formal hazard process, since the formal process should have identified all hazards that workers would normally encounter in the course of their work. If this happens, direct the worker to a pre-determined method of hazard control. If a new and unusual hazard, specific to the job or job site, is identified, you may have to identify and implement a new control method before work can begin.

When a new control method is required for a new or unusual hazard, you can then prioritize the hazard and determine if further preventative action needs to be conducted (such as revision of training, procedures and awareness bulletins).

Conclusion

Before you move on to Element 3 and hazard control, make sure that you have completed an inventory of tasks on the farm and their associated risks.

Use the checklist on the next page to determine what you have done and what still needs to be done before you move on to Element 3, Hazard Control.

Element 2
Self Evaluation Checklist

	Yes	No
I have a list of all jobs carried out at the work site.	☐	☐
I have compiled a list of all tasks associated with each job. I have identified health and safety hazards associated with all tasks.	☐	☐
I have assessed all hazards using the assessment scale.	☐	☐
I have prioritized health and safety risks using the prioritization scale.	☐	☐
I have involved workers in the process of hazard identification and assessment.	☐	☐
I have trained key workers in the process of hazard identification and assessment.	☐	☐
I have a process in place to update hazard assessments when there are changes to the operation or in response to inspection results.	☐	☐

Appendix 2.1
Example Hazard Assessment

Job: Vaccinating Cattle

Date of Assessment: April 14, 2014

1	2	3
Task	**Steps (Optional)**	**Hazards**
Moving cattle through facilities	Moving through alleys and chutes	• Risk of physical injury — kicks, body or limbs being crushed, getting stepped on • Slip/trip/fall hazards in wet or muddy conditions Risk of contracting zoonotic disease, infectious bacteria, reactions to animal dander • Fatigue and stress causing lack of focus and human error
	Operating gates	• Pinch points at gate closure can crush fingers • Can be hit by gate or crushed by animals if cattle push back or run at gates
	Operating head gate and squeeze	• Risk of catching hands or fingers in pinch points on gate mechanisms • Hands and fingers can be crushed between animal and squeeze • Blunt force by animal rearing in chute or escaping failed gate
Vaccinating	Needling cattle	• Risk of needle sticks resulting in infection in open wound • Exposure to vaccines through absorption, ingestion, inhalation or injection • Risk of contracting zoonotic disease, infectious bacteria, reaction to animal dander • Repetitive motion and awkward positions can cause chronic pain

4	5	6	7	8	9
F Frequency	**S** Severity	**P** Probability	**Total** (FxSxP)	**Hazard Class**	**Controls**
2	**3**	**4**	**24**	**C**	• Use catwalks to keep handlers away from contact with cattle • Ensure handlers have good access to cattle without having to reach over or through chutes • Provide training on animal behaviour and handling • Wear non-slip footwear • Install non-slip flooring where possible • Use gravel in muddy areas • Wear gloves and practice good hygiene • Provide adequate respiratory protection for the job • Provide regular rest periods and rotate tasks
2	**2**	**4**	**16**	**D**	• Install easy-to-use gate latches • Build gates to withstand pressure of cattle • Ensure gates are free of sharp projections • Wear gloves • Operate gates from catwalk where possible • Have an escape route planned
2	**4**	**4**	**32**	**C**	• Provide squeeze chute training for operators • Test hydraulics and all moving parts before use • Do not allow working alone
1	**3**	**3**	**9**	**D**	• Keep hands and fingers out of path of needle • Use shielded needles • Use safe injection techniques on animal that is properly restrained • Place used needles directly into an approved sharps container (or use one-handed recapping method) • Wear protective clothing, latex or nitrile gloves, safety glasses or face shield • Rotate workers on a regular basis to avoid fatigue and complacency

Worksheet 2.1
Hazard Assessment

Job: _____

Date of Assessment: _____

1	2	3
Task	**Steps** (Optional)	**Hazards**

4	5	6	7	8	9
F Frequency	S Severity	P Probability	Total (FxSxP)	Hazard Class	Controls

3 Hazard Control

Once you have completed Element 3, you will have:

- Implemented hazard controls and trained workers and contractors on the use of these controls.
- Developed a practical enforcement policy that is communicated to all employees.
- Created a plan for reviewing and revising hazard controls on a regular basis.

Introduction

Once you identify and assess the hazards on the farm, the next step is to apply control measures to eliminate or reduce the risk of harm to workers. Everyone on the farm should take all reasonable steps to eliminate or control identified hazards to make the workplace safer.

Hierarchy of Controls

Elimination of the hazard is always the best control.

As you start to implement control methods on your farm, consider the hierarchy of controls (categories of hazard control). Hazard control methods are often used in combination to ensure the best level of worker protection possible. Whatever control methods you choose, include regular monitoring to determine whether or not the controls are working as intended.

The following is called the "hierarchy of controls" as the categories are listed in order of effectiveness. For instance, an engineered control is deemed to be more effective at reducing risk than an administrative control. Furthermore, an administrative control tends to be more effective than personal protective equipment. Personal protective equipment should always be considered as the last line of defense for the worker should the hazard occur.

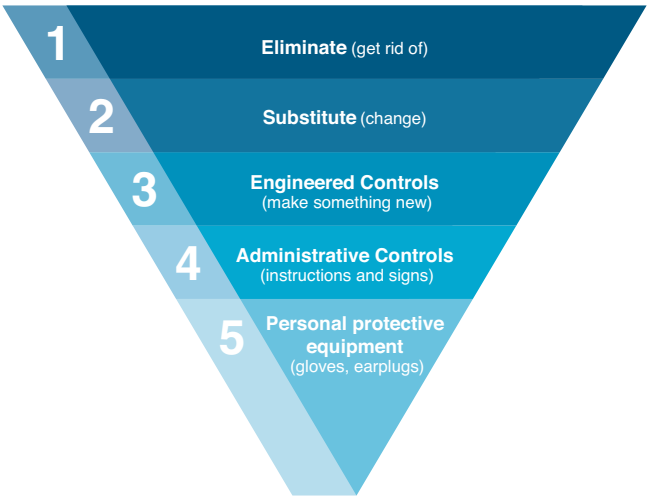
As you consider the hierarchy of controls, determine if the hazard could be completely eliminated or if any substitutions could take place.

ENGINEERED CONTROLS

If a hazard cannot be eliminated from the environment, use an engineered control to place a structure, barrier, design or modification between the worker and the hazard. These controls include guards, fences, ventilation systems, barricades and auto shutoff devices, which are all intended to reliably minimize the hazard and reduce the source of the exposure.

Engineered Controls

- *Replacing a portable ladder with a permanent access ladder for maintenance procedures on grain bins*
- *Constructing a permanent fence around the dugout*
- *Installing or upgrading a barn's ventilation system to provide adequate fresh air*
- *Installing lights with motion-detectors to ensure workers have better visibility in low-light areas*



Administrative Controls

Administrative controls involve the implementation of practices, procedures and rules to reduce the amount of exposure a worker has to the danger. signage, job scheduling, equipment maintenance, and worker orientation and training are also important forms of administrative controls.

Administrative Controls

- *Developing and enforcing practices and procedures for doing a task safely.*
- *Providing emergency response training to all workers, including regular drills.*
- *Job rotation and scheduling to decrease fatigue and complacency.*
- *Preventative maintenance scheduled and performed on all machinery.*
- *Posting signs to warn of high noise areas.*

SUGGESTIONS FOR ADMINISTRATIVE CONTROLS FOR FARMING

Refer to Appendix 3.1 Example Standard Operating Procedures to help you control worker exposure to hazardous work conditions. You will find good examples of administrative controls such as standard operating procedures, safe work practices and more. Other areas that are important in administrative controls for farming are preventative maintenance, and contractor and supplier management.

Preventative Maintenance

To proactively avoid hazards and lost productivity caused by the breakdown of equipment, tools and machinery, you should develop a preventative maintenance policy and equipment maintenance schedule. Equipment breakdowns can cause injuries, property damage and costly production delays, all of which can be reduced by the use of a preventative maintenance system. Base the standards for the maintenance program on the manufacturer's recommendations, industry standards, past incidents and data from hazard assessments.

A good preventative maintenance program will also include a requirement for workers to inspect their tools and equipment regularly. If a tool or piece of equipment is found to be defective, it should be taken out of service. It should be tagged as defective and sent for repair, or discarded. Your policy should also include a requirement to purchase tools and equipment in accordance with CSA, provincial and industrial standards.

CONTRACTOR MANAGEMENT

It is your responsibility as the farm owner to protect the health and safety of all employers, self-employed persons, contractors, visitors and workers while they are working on the farm, whether or not a service agreement exists. Remember, the veterinarian, the bulk milk truck driver, the mechanic from the local equipment dealership or grain hauler are all working for you! As the farm owner, you must:

- Provide workers and service providers with general safety guidance on your FarmSafe Alberta plan and accepted safety practices and work procedures related to the work to be performed.

It is the responsibility of the contractor 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.

SUPPLIER MANAGEMENT

It is the responsibility of suppliers to:

- Comply with all applicable farm policies 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.

See Appendix 3.2 "Example Contractor Agreement."

For more information on Occupational Health and Safety legislation, go to:
http://work.alberta.ca

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) should be your last resort, and should always be used in combination with other control methods. Personal protective equipment is often the easiest control to apply, but it is usually the least effective. In some cases, you might supply workers with the required PPE, or you may require workers to provide it themselves. In all cases, you should provide formal training in the selection, care, use and maintenance of all PPE.

Personal Protective Equipment

- *Safety glasses to protect eyes from flying debris*
- *Chemical resistant clothing for handling and applying pesticides*
- *Respiratory protective equipment to protect lungs from harmful dusts and chemical vapours*
- *High-visibility clothing, especially during dawn/dusk work or dusty areas*

Steps for Identifying and Implementing Hazard Controls

STEP 1: IDENTIFY HAZARD CONTROLS

Using the results of the hazard assessment, start by selecting those tasks that present the greatest risk to employees (Worksheet 2.1 "Hazard Assessment") and determine possible controls for the identified hazards. As farm owner/manager, you should lead this process but should get input from the workers doing these jobs. Their knowledge of the job tasks can be of great value. If you seek involvement early, it should help gain worker buy-in later. Other sources of information about possible controls could include:

- Owners' manuals for equipment
- Codes and standards
- Health and safety legislation
- Existing company policies

Using Worksheet 2.1, "Hazard Assessment," fill in "Controls."

STEP 2: APPLY CONTROLS

The next step is to implement the control methods you have selected. This will involve:

- Installation of engineered controls
- Development of policies, procedures, codes of practice, rules and preventative maintenance schedules
- Introduction of PPE

As part of implementation, you also need to train workers and contractors in the use of controls, and introduce policies to enforce their use.

A standard operating procedure (SOP) is a written, specific description of how to complete a job safely and efficiently from start to finish. The objective of a SOP is to ensure that everyone involved in a specific job is fully aware of the potential hazards, understands the necessary safety checks and knows the sequence of the tasks required to complete the job safely.

HINTS ON DEVELOPING YOUR SOPS

- Use operating manuals and visit manufacturers' websites to check for suggested SOPs.
- Search online for existing SOPs. You can modify an existing SOP to suit your farm or ranch.
- If nothing exists, write your own. A blank SOP template can help!

STEP 3: REVIEW AND MONITOR CONTROLS

Review hazard assessments and controls for effectiveness soon after you have implemented controls. Ensure subsequent and regular reviews take place at least annually to verify that original expectations were correct, and that established controls continue to be adequate. Re-evaluate hazard assessments and controls whenever there are changes to your operation or to the work being done.

Use Worksheet 3.1 or 3.2, "Standard Operating Procedure" to develop a standard operating procedure.

Administration of Controls

You are responsible for ensuring workers are informed of job-related hazards, trained in the methods used to control these hazards and made accountable to use the controls in place. To enforce control methods, develop a constructive enforcement policy, and communicate the consequences to employees. A good way to monitor whether your controls are working is through workplace inspections (see Element 4). Positive reinforcement goes a long way in encouraging safe and healthy behaviours on the farm.

Conclusion

Element 3, Hazard Control, is one of the most demanding sections of your health and safety management plan. By the end of this element, you will have identified and implemented the necessary controls for the hazards on your farm.

Use the checklist on the next page to determine what you have done and what still needs to be done before you move on to Element 4. Give yourself and your workers a well-deserved pat on the back and then continue on!

Element 3
Self Evaluation Checklist

	Yes	No
I have included workers in establishing the control of health and safety hazards.	☐	☐
I have identified and implemented the following controls:		
• Engineered	☐	☐
• Administrative	☐	☐
• Personal protective equipment	☐	☐
I have a preventative maintenance program for equipment and machinery that includes a process for maintaining equipment and preventing the use of defective equipment.	☐	☐
I ensure health and safety policies and hazard control methods are followed.	☐	☐
Where personal protective equipment (PPE) is used as a method of control, employees are trained in the use, care and maintenance of the personal protective equipment.	☐	☐
I have developed a plan in consultation with my contractor to ensure the safety of myself and my workers.	☐	☐
The plan includes:		
Identification of site-specific hazards and controls	☐	☐
• Ongoing hazard assessment	☐	☐
• Communication of changes to work site conditions	☐	☐
• Review of emergency response plans (see Element 6)	☐	☐
• Process for dealing with non-compliance	☐	☐
• On-site supervision of contract workers	☐	☐
• Communication of the plan to all employees	☐	☐
• Use of engineered controls	☐	☐
• Use of standard operating procedures, rules and work practices	☐	☐
• Required PPE available	☐	☐
• Use of PPE enforced	☐	☐

Appendix 3.1
Example Standard Operating Procedures

Basic Tractor Operation (EXAMPLE)

General Information	
SOP number	Written by:
Date effective: **21 03 14**	Last modified:
Job task: **Basic Tractor Operation**	
Location: **Entire Farm**	No of employees performing job: **1**

Responsibilities (Who is responsible for each aspect of the job)	
Position	**Duties**
Farm Manager/Employer	Ensure that the employee receives the proper training necessary to perform the job task. Supply employees with the proper knowledge to prevent injury or death. Supervision is to be provided until a firm knowledge of operating the machine is acquired. Ensure proper supplies and safety equipment are provided and accessible.
Employee	Take all the training necessary to perform the job correctly. Inform the employer if you feel it is unsafe or too risky to operate the machine. Failure to follow proper training and/or taking "short cuts" may result in injury or death. Proper clothing must be worn at all times, as well as ensuring that all required safety equipment is used.

Job Task Assessment (List all the tasks & associated hazards for the job being evaluated)	
Job Task	**Hazards**
Ensure that the seatbelt, roll over structure, falling objects, and the power take-off guard are in good condition and properly applied or stored.	
In the case that faulty equipment is noticed, the machine should not be used. Report the faulty issue to the farm manager/employer immediately.	
Check that the 3-point hitch system and the hydraulic system are in functioning order and properly connected if attached.	
Ensure that you are only using proper implements meeting the specifications of the tractor that is being operated.	
Do not start or operate any levers/controls from anywhere other than the seat inside.	• Run over
Before starting the tractor, ensure that all levers are in their neutral positions, the parking brake is applied, and the clutch and PTO are disengaged.	
Do not operate or let the tractor idle while in non-ventilated area.	
If pulling an implement, do not pull from anywhere other than the drawbar or hitch.	• Equipment damage • Roll over
Be sure to drive at a speed slow enough to keep control of the tractor, especially over expected hazards like railroad crossings, intersections, etc.	• Equipment damage • Roll over • Loss of control

* *NOTE: This integrated safety Standard Operating Procedure is a sample of procedures that were developed for a specific workplace with specific equipment, conditions and practices. To maximize effectiveness of this isSOP, users must modify it to be reflective of their particular operation, equipment, facilities, practices, regulatory requirements, and hazards. CASA expressly disclaims any warranty or liability for errors and omissions in the content of this isSOP.*

Integrated Safety Standard Operating Procedures

Job Task Assessment (List all the tasks & associated hazards for the job being evaluated)	
Job Task	**Hazards**
Do not operate the tractor near any ditches or embankments that may collapse under the tractor's weight and cause it to roll.	• Roll over • Crushing • Equipment damage
If you come across a steep slope, if possible, always back up the slope, if you cannot make it up, you can drive down forward. Avoid slopes that are too steep for safe operation, and call farm manager/employer if uncertain.	• Equipment damage • Roll over • Crushing
Never dismount the tractor while the engine is running unless the tractor has come to a complete stop, the transmission is in the park position, PTO is disengaged, and the parking brake is applied.	• Crushing • Equipment damage
Ensure that nobody or animal is in danger when operating the equipment, and ensure that the surroundings are clear before moving the tractor.	• Crushing • Collisions
If there is a bucket on the tractor, ensure that the bucket does not obscure the operator's line of site, and high enough that it will not come into impact with the ground.	• Collisions • Electric wires • Equipment damage
When coming to a stop with the tractor, ensure that you are parked on even ground, disengage the PTO if connected, and that lower implements are attached. Be sure to place all controller levers in the neutral position, apply the parking brake, and turn off the engine as well as remove the key. Ensure the tractor is at a complete stop before dismounting is done.	• Crushing

* *NOTE: This integrated safety Standard Operating Procedure is a sample of procedures that were developed for a specific workplace with specific equipment, conditions and practices. To maximize effectiveness of this isSOP, users must modify it to be reflective of their particular operation, equipment, facilities, practices, regulatory requirements, and hazards. CASA expressly disclaims any warranty or liability for errors and omissions in the content of this isSOP.*

Integrated Safety Standard Operating Procedures

Hazard Controls (Describe the controls that will be implemented to remove the hazard — elimination, substitution, engineered, administrative, PPE)
Be sure to clear away any foreign material and debris from the engine and implement parts to ensure that fire hazards or machinery defaults do not occur.
Be sure to keep the tractor in a clean and tidy condition before and after operation in order to prevent any slipping or tripping hazards.
Ensure that the shields are in proper shape and attached correctly to prevent entanglement as well as cuts or burns.
PPE – Proper foot protection must be worn at all times, steel toe boots are required. Hearing protecting must be worn at all times. If the tractor is an open station tractor sunscreen should be worn.
Appropriate clothing must be worn at all times, coveralls, non-baggy shirts, and reflective vests.
A first aid kit must be onboard the tractor at all times, as well as a fire extinguisher in the case of engine or implement fires.

Skill Level / Training Required to Perform the Job (List training requirements)
The employee must hold a valid driver's license in order to operate the tractor.
Reviewing the SOP is mandatory if operating the tractor has not been done in the previous 6 months.
The operator must be able to prove that he/she is able to perform the task at hand by demonstrating and repeating verbal instructions to ensure one does completely understand how to operate the machine.

Communications Processes (Consider working alone, further instructions, concerns, how will assistance be delivered)
The farm manager/employer and employee must both have some form of communication on them at all times. Whether it is a walkie talkie, cell phone, or CB radio. The employee or farm manager/employer must contact each other every 1 – 2 hours to ensure everything is ok and describe the location they are at if in a field.
Before operating the tractor, the farm manager/employer must describe to the employee verbally in significant detail where he/she is going, what they are doing, and what to do in case of an emergency.
The employee must have the telephone numbers and work location descriptions.

Emergency Procedures (Consider how the worker will initiate an emergency response)
Immediately call Ashton if an unexpected incident should occur.
If someone is seriously injured or hurt they must call 911 immediately.
In the case of an incident of emergency, the operator must not put oneself into unnecessary risk.

Expected Result (Consider the benefits of the Standard Operating Procedure for farm operations)
The tractor should be operated at its expected use, and not exceeded.
Safe operation of the tractor will result if steps are followed correctly.
An injury-free operation and workplace will occur at the end of the day.

Alberta Construction Safety Association

SAFE WORK PRACTICE (EXAMPLE)	
TITLE	Confined Space Entry.
GENERAL	Protecting workers from injuries associated with working in confined spaces.
APPLICATION	Primary function is something other than human occupancy: and has restricted entry and exit; and may contain potential or known hazards.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE Site specific entry program ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and site specific entry
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures
WORKER RESPONSIBILITY	**1.** Must be competent in confined space entry to identify the work procedures required to enter the confined space. **2.** Ensure there are reasonable means to exit from all parts of the confined space. **3.** Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained. **4.** Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system. **5.** Must be trained in H2S Alive or equivalent (if required). **6.** Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulfide. **7.** Continuous monitoring may be required of the vessel or confined space atmosphere. **8.** Must be conversant with Rescue Procedures.

Appendix 3.2
Example Contractor Agreement

_____ [Farm Name] _____'s Policy Overview:

All workers, while working at _____ [Farm Name] _____, 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 general intent of the laws as a minimum.

WORKERS' PRIMARY RESPONSIBILITIES:

1) ABILITY
Before proceeding with any task, employees 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, employees 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. Employees should 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

Use this checklist to ensure you have discussed key safety topics with your contractor.

I have discussed and understand the following health and safety issues and will fulfill my responsibilities as a service provider to_____ [Farm Name] _____.

- ☐ WCB coverage
- ☐ Safety Responsibilities
- ☐ Site Specific Hazards
- ☐ First Aid Facilities
- ☐ Communication Method
- ☐ Emergency Response Plan
- ☐ Incident Notification
- ☐ Lockout/Tagout
- ☐ Housekeeping Expectations
- ☐ Personal Protective Equipment Expectations
- ☐ General Safety Rules
- ☐ Refusal of Unsafe Work

Signed by: _____

on behalf of:_____ (service provider)

Date:_____

Worksheet 3.1
Standard Operating Procedure

General Information	
SOP number	Written by:
Date effective:	Last modified:
Job task:	
Location:	No of employees performing job:

Responsibilities (Who is responsible for each aspect of the job)	
Position	**Duties**

Job Task Assessment (List all the tasks & associated hazards for the job being evaluated)	
Job Task	**Hazards**

Hazard Controls

(Describe the controls that will be implemented to remove hazards — elimination, substitution, engineered, administrative, PPE)

Skill Level and Training Required to Perform the Job

(List training requirements)

Communications Processes

(Consider working alone, further instructions, concerns, how will assistance be delivered)

Emergency Procedures

(Consider how the worker will initiate an emergency response)

Expected Result

(Consider the benefits of the Standard Operating Procedure for farm operations)

Worksheet 3.2
Standard Operating Procedure

Use this worksheet to identify a job or task performed on your farm or ranch, then break it down into logical, successive steps. For each of the steps, think about potential hazards. As you think of hazards, also think of controls that could make the job safer. Is there any required training? What needs to be done in an emergency?

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Job: _____

Steps	Task	Hazards & Controls
1		
2		
3		
4		
5		
6		

4 Ongoing Inspections

Once you have completed Element 4, you will have:

- Developed inspection policies and forms or checklists.
- Planned inspection training and preparation.
- Conducted the inspection and taken corrective action.

Introduction

New practices, technology and equipment are introduced into agriculture all the time! Just as your farming business is constantly changing and evolving, so too must your safety plan evolve. Regular inspections allow you to identify any new hazards present on the farm. Using routine inspections as a way to identify and document issues before they become bigger issues can have many benefits. How would you anticipate inspections adding value to your farm or ranch?

Types of Inspections

Inspections can be formal or informal and can be conducted by management, employees or members of the health and safety committee.

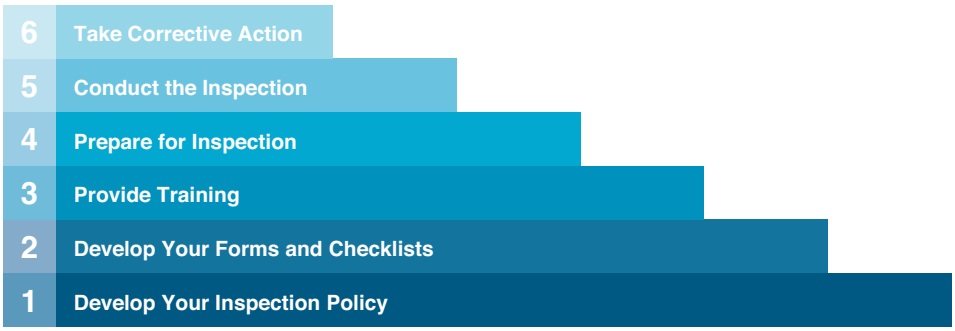
Formal Inspections

Formal inspections are an excellent method to monitor hazard controls to ensure they are effective. The more you check, the safer and healthier your farm or ranch will be. To help you evaluate the safety of all work areas, tools, machinery, equipment, jobs and work processes, you need to plan and document systematic checks of the workplace. Make sure you inspect animal handling and housing facilities as well as chemical storage facilities, application equipment and handling processes.

Informal Inspections

Random undocumented checks on specific tasks or jobs 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. Responsible farmers and workers should always know the hazards and the condition of every piece of equipment or process used.

STEPS TO DEVELOP FORMAL ONGOING INSPECTIONS



See Appendix 4.1 "Example Inspection Policy."

STEP 1: DEVELOP YOUR INSPECTION POLICY AND PROCEDURES

Inspections are one of your key methods of identifying hazards present on your farming operation. First, you need to prepare a written directive, policy or procedure describing the process of formal inspections. The policy should answer the following questions.

Use Worksheet 4.1 "Inspection Policy" to develop your own policy.

How often are inspections done?
Set the frequency of inspections depending on the degree of risk. For example, the higher risk sites or work areas should be inspected at least once a month and administrative sites should be inspected at least quarterly. Take into consideration the seasonality of the work. Be sure to include all areas of your facility in your inspection planning.

Who does the inspections?
Assign the responsibility for performing inspections, and encourage supervisors to involve workers in the process. The inspection team can be two or more people as appropriate. Involve the joint health and safety committee if one exists. Also involve senior managers at least once per year.

Who reviews the inspections?
Management review and sign-off is required on the inspection report. Ensure formal inspections are carried out according to the policy and that reports are written.

How are the recommendations implemented?
Develop an action plan for any recommendations.

How is follow-up conducted?
Determine a method to ensure the action plan is completed on time.

See Appendix 4.2 "Example General Inspection Checklist."

STEP 2: DEVELOP YOUR STANDARDIZED INSPECTION FORMS AND CHECKLISTS

Provide staff with inspection forms or checklists to help them identify important items that require inspection; this prevents items from being missed. Inspection forms should be used as a guide and not as a list of everything that could possibly be found. Leave room at the bottom of the list for the team to add new items or comments as necessary.

Use Worksheet 4.2 "General Inspection Checklist" to develop your own checklist.

Prepare an inspection checklist and report form using information from the hazard identification and assessment and hazard control elements, as well as from other sources such as previous incidents or worker concerns. The controls listed on your hazard assessment should be items that you are checking on during your inspection and can be directly transferred from your hazard assessment document to your inspection checklist. Inspection checklists should include both conditions and behaviours relevant to workplace health and safety.

INSPECTION CHECKLISTS KEY POINTS

- Use area specific checklists to reflect the distinct hazards, tools, equipment and controls to be monitored.
- Prioritize identified hazards on the inspection report to ensure that more critical conditions are corrected first (ABC, low medium high, 1 2 3).
- Indicate the inspection team, date of inspection, review signature and corrective action completion dates.

Regularly conduct health and safety inspections of your farm or ranch. Systematically inspect specific areas one at a time to assess the entire operation regularly. Inspect higher risk areas more frequently.

Those most familiar with overall operations should do the inspections; however, a fresh set of eyes may see risks that a person working in the area every day does not. Encourage all workers to regularly inspect 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.

As you revise or develop your checklists, approach your work with an open mind. Think about the potential for injury or illness to any worker, rather than saying, "I know about that hazard already, and I am careful, so I don't have to do anything about it". Next time it may be someone other than you doing that work, and they may not have your background knowledge.

Use Appendix 4.3 "Example Equipment Inspection Checklists" to help you develop your own inspection checklists.

STEP 3: PROVIDE INSPECTION TRAINING

In order for an inspection to be conducted effectively, designated personnel must be provided with appropriate training. Keep the following in mind:

- Train the inspection team and document this in the training records.
- On each inspection team, include at least one formally trained person to lead the inspection activity. Other individuals can participate, partnered with the trained, experienced inspector.
- Ensure that all members of the inspection team are oriented to, and wear the required, personal protective equipment applicable to the area being inspected.

Use Worksheet 4.3 "Equipment Inspection Checklist" to build a checklist specific to your operation for inspection purposes. Add any buildings or activities not on the existing checklist.

STEP 4: PREPARE FOR THE INSPECTION

There are a number of things you need to do to prepare for an inspection. If you have a worker representative or joint health and safety committee, use these individuals to help you identify:

- What must be inspected.
- Who should do the inspection.
- Required tools, equipment, supplies, training and knowledge.

The knowledge or experience could include:

- Applicable legislation: *Alberta Occupational Health and Safety Act*. You may find the Occupational Health and Safety Code and Explanation Guide help with best practices information.
- Clarify procedures that should be followed before, during and after the inspection.
- Use an inspection checklist as a guide for the inspection.

INSPECTION CHECKLIST

- ☐ 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 the 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.

STEP 5: CONDUCT THE INSPECTION

Before you begin the actual inspection, you should understand the impact of worker involvement, physical conditions and work practices and behaviours.

Worker Involvement

Inspection tours are usually done as a team, which will vary in size depending on the size and nature of the work site. Effective inspections involve workers as part of the inspection team. It is important to talk with workers in order to get their input on the hazards associated with their jobs. If there is a health and safety committee at the site, their involvement is important.

Before you can do a physical condition inspection and hazard risk assessment, you have to understand what you are looking for and what you will be looking at. Never run machinery or equipment during an inspection unless you have been trained to safely do so. Use a map of your operation to help you plan your route and ensure all areas and items are covered.

Work Practices and Behaviours

While looking at the obvious physical aspects of the operation, it is critically important to understand what makes workers do the things they do.

Use the following checklist to assess work practices and behaviours.	Yes	No
Has the worker been trained to do that particular job safely?	❑	❑
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 work practices 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? _____

Hints for Quality Inspections

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.

STEP 6: TAKE CORRECTIVE ACTION AND FOLLOW UP WITH THE SUPERVISOR

Remember that hazard recognition is an ongoing process. Ensure employees have a method to report hazards at any time.

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.

Documentation

Refer to Appendix 4.4 "Example Incident/Hazard Report Form" for an example of how to document a hazard.

- Document your final findings on the workplace inspection recording form.
- 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. Provide feedback to workers who report a deficiency.
- The final workplace inspection report should be dated and signed by everyone conducting the inspection and posted in a common area.

Conclusion

By this point you should have a system in place that lays out your plan for assessing hazards, developing controls and inspecting on a regular basis. Once you complete the checklist below and make the necessary changes, you are ready to move on to Element 5 where you look at the recruitment, orientation and training of workers in order to enhance the safety on your farm.

Element 4
Self Evaluation Checklist

	Yes	No
I have a formal written process that includes frequency of formal inspections by:		
• Managers	☐	☐
• Supervisors	☐	☐
• Workers	☐	☐
I use a site/operation specific checklist during the inspection.	☐	☐
I ensure formal health and safety inspections are carried out in accordance with the process by:		
• Managers	☐	☐
• Supervisors	☐	☐
I quickly correct deficiencies identified in the inspection report.	☐	☐
I have a system in place whereby employees can report unsafe or unhealthy conditions and practices.	☐	☐
I involve workers involved in the inspections.	☐	☐
I provide training for the individuals designated to conduct formal inspections.	☐	☐
I review and sign off inspection reports.	☐	☐
I have a system for reporting unsafe or unhealthy conditions and practices that ensures action is taken by management in a timely manner.	☐	☐

Appendix 4.1
Example Inspection Policy

_____[Farm Name]_____'s Inspection Policy Overview:

It is important that all places of employment, including buildings, equipment, tools and machinery and work practices be inspected. These inspections should be conducted on a regular basis with a maximum interval between inspections of one month.

The owner and a worker from the area being inspected will form the inspection team.

Inspections will be recorded on the standard inspection form provided and copies will be distributed to owner/employer.

Where unsafe or unhealthy conditions, procedures or practices are found in the course of an inspection, the owner shall take action to have the matter remedied without undue delay.

The general manager shall review the inspection reports on a quarterly basis with the safety coordinator. Supervisors are responsible to conduct ongoing informal inspections in their areas of responsibility to ensure day-to-day operations maintain the standards.

Pre-trip or pre-equipment use inspections must be conducted and documented as stated in the general safety procedures.

Contractor/sub-contractors are responsible to conduct inspections in their work areas on a regular basis and forward copies to the prime contractor supervisor.

Date: _____

Signature: _____

Appendix 4.2
Example General Inspection Checklist

Work site Inspection FORM (Sample)

Location	Workshop
Inspection Team	

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Work Area						
Is the work area free from clutter and debris?	**untidy**	**pegboard & shelving installed for tools**	**C**	**George**	**Nov. 22/16**	
Are floors clear and dry?	**Yes**					
Are exits free, clear and marked?	**back door blocked**	**move ride-on mower to east wall**	**A**	**Karl**	**Nov. 15/16**	
Are all walking and work areas adequately lit?	✓					
Are handrails in good condition?	**N/A**					
Equipment / Tools						
Are tools and equipment stored properly?	**No**	**See above**				
Are guards in place?	✓					
Are damaged tools/ equipment tagged?	✓					
Is furniture maintained?	✓					
Electrical Systems						
Are lock-out systems available and (if applicable) in use?	**not available**	**reminder signage: "key in pocket" rule for equipment maintenance**	**B**	**Laurie**	**Nov. 16/16**	
Are extension cords being used correctly?	✓					
Are overhead power lines accounted for?	✓					
Emergency Systems						
Are first aid supplies available and stocked?	✓					
Are eye wash stations maintained and well identified?	✓					
Is fire control equipment regularly inspected?	**No**	**schedule for inspection next to phone**	**B**	**Laurie**	**Nov. 16/16**	

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Are fire extinguishers mounted and clearly identified?	✓					
Are evacuation maps posted and current?	✓					
WHMIS						
Is the MSDS up to date and available to all staff?	✓					
Are chemicals stored and labeled properly?	**on open shelving**	**install cupboard with a lock**	**C**	**Laurie to buy George to install**	**Nov. 19/16**	
Workplace Behaviours						
Are standard work practices adhered to and enforced?	**George jumped off tractor without using steps**	**At safety meeting emphasize using steps provided**	**A**	**George Sr.**	**Nov. 16/16**	
Has the worker been trained to use power tools in the shop?	✓					
Are workers who work alone familiar with the procedures?	**Karl is well aware of the procedures** ✓					
Other(s)						

Reviewed By: **George Smith Sr.** **Date: Nov. 16/16**

Priority Ranking	
"A" Hazards	To be corrected immediately
"B" Hazards	To be corrected within 48 – 72 hours of report
"C" Hazards	To be corrected within one week of report

Appendix 4.3
Example Equipment Inspection Checklist

Visit *www.agriculture.alberta.ca/farmsafety* to request access to the full-length equipment inspection checklist.

TRACTORS	1	2	3	4	5	6	7	8	9	10
ID # pieces of equipment										
Operator station, access										
Remove clutter, obstacles										
Improve steps, handrails										
Improve seat										
Steering, brakes, controls										
Reduce play in steering (<20 deg)										
Replace tie rod ends, steering linkages										
Adjust brakes (<6" travel, >2" from floor, even)										
Ensure each control is functional										
Lighting, marking, mirrors *										
Provide 2 headlights										
Provide 1 red tail light, 2 red reflectors, 2 flashers										
Install/replace SMV emblem										
Install/replace mirror on left side										
ROPS, seatbelt **										
Install approved ROPS										
Install seatbelt (for tractors with ROPS only)										
PTO shield										
Install PTO master shield										
Front end loader										
Add counter weights										
Remove loader from tricycle tractor										
Mark hydraulic lines for flow direction										
Other hazards										
Replace tire(s)										
Replace muffler										
Install bypass start cover										
Other:										
Safety features										
Swivel seat										
Two or more mirrors										
Other:										
Operation concerns										
Noise >85dB, use hearing protection										
* Inadequate lighting, do not use on road at night										
** No ROPS, use as stationary power source only										
Tricycle tractor, increased overturn hazard										

When assessing each use the following:
A = Acceptable
R = Requires corrective action

Be sure to insert the date when each completed or corrected

Appendix 4.4
Example Incident/Hazard Report Form

Sample Form: The Farm's Incident/Hazard Report

Name: **Kyle** Date: **July 12, 2016**

Location: **Equipment Shed**

Person/equipment/animal/chemical/other involved:

Grain Truck, GMC

Description of incident/hazard:

Windshield cracked - will be a problem for driver due to the placement

Suggested corrective action:

Needs to be replaced

Actions Taken:

Truck booked for windshield replacement July 12/16

Date: Owner/Supervisor Signature: **George Smith Sr.**

Worksheet 4.1
Inspection Policy

Use this worksheet to brainstorm the key parts of your farm or ranch's inspection policy. Will you use a pre-existing checklist or create your own? How often will you perform your inspections? Who will do the inspections? Who will you review the findings with? Where will you keep your records? Will you require training to efficiently perform inspections?

_____[Farm Name]_____'s Inspection Policy:

Available online at: ***www.agriculture.aberta.ca/farmsafety***

Who:	
What:	
When:	
Where:	
Why:	
How:	
Signature:	Date:

Worksheet 4.2
General Inspection Checklist

Available online at: ***www.agriculture.aberta.ca/farmsafety***

Work site Inspection form (Sample)

Location	
Inspection Team	

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Work Area						
Is the work area free from clutter and debris?						
Are floors clear and dry?						
Are exits free, clear and marked?						
Are all walking and work areas adequately lit?						
Are handrails in good condition?						
Equipment / Tools						
Are tools and equipment stored properly?						
Are guards in place?						
Are damaged tools/ equipment tagged?						
Is furniture maintained?						
Electrical Systems						
Are lock-out systems available and (if applicable) in use?						
Are extension cords being used correctly?						
Are overhead power lines accounted for?						
Emergency Systems						
Are first aid supplies available and stocked?						
Are eye wash stations maintained and well identified?						
Is fire control equipment regularly inspected?						
Are fire extinguishers mounted and clearly identified?						

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Are evacuation maps posted and current?						
WHMIS						
Is the MSDS up to date and available to all staff?						
Are chemicals stored and labeled properly?						
Workplace Behaviours						
Are standard work practices adhered to and enforced?						
Has the worker been trained to use power tools in the shop?						
Are workers who work alone familiar with the procedures?						
Other(s)						
Reviewed By:						

Priority Ranking	
"A" Hazards	To be corrected immediately
"B" Hazards	To be corrected within 48 – 72 hours of report
"C" Hazards	To be corrected within one week of report

Worksheet 4.3
Equipment Inspection Checklist

_____ [Farm Name] _____'s Equipment Inspection Checklist:

Available online at: ***www.agriculture.aberta.ca/farmsafety***

Equipment Identification: _____

Date of Inspection: _____

Name of Inspector: _____

Item	Needs Attention? (Y/N)	Notes	Date

Worksheet 4.4
Incident/Hazard Report Form

_____[Farm Name]_____'s Equipment Inspection Checklist:

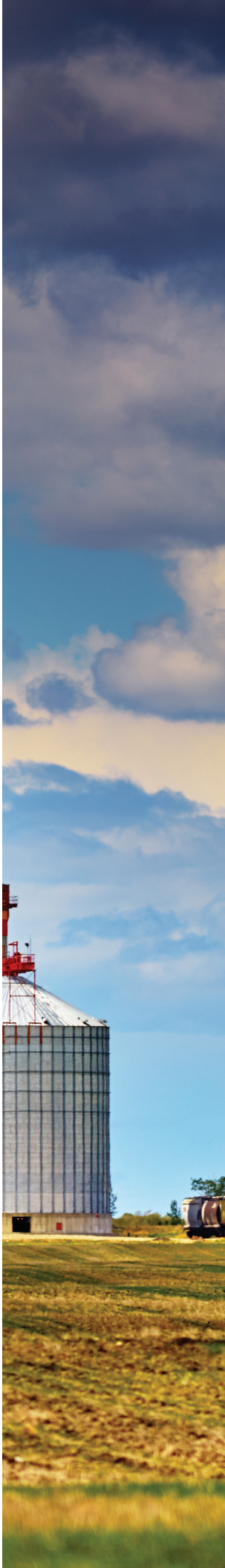
Available online at: ***www.agriculture.aberta.ca/farmsafety***

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

5 Qualifications, Orientation and Training

Once you have completed Element 5, you will have:

- Developed a recruitment process that includes an assessment of safety competence.
- Written realistic orientation and training plans.
- Developed worker training.
- Created a method of maintaining records of training.



Introduction

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 or programs applicable to the worker.

Recruitment

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 the validity of any certification or accreditations they claim to have.

Qualifications could include:

- Industry-specific certificates
- Apprenticeship programs (e.g. Green Certificate training)
- Specific operator skills, certificates and licenses

For more information on the Green Certificate program, go to:
www.agriculture.alberta.ca/greencertificate

EMPLOYMENT SCREENING TOOLS

- Formal application forms
- Interviews
- Competency testing
- Reference checks
- Driver's abstract
- Valid driver's licence

Orientation

Develop an orientation program for new or transferred workers. Ensure all new employees receive the information and training necessary for their safety. Plan to provide the orientation for all new employees during their first week on the job (preferably on the first day).

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 to control the hazards within each 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; there are consequences for not following your health and safety standards. This should prompt everyone to ask for help before tackling unfamiliar or hazardous tasks.

Review critical health and safety topics with workers prior to them starting any tasks on the farm.

CRITICAL HEALTH AND SAFETY TOPICS

- Organization rules/enforcement
- Right to refuse unsafe work
- Emergency response
- Accident/incident notification
- Critical hazards

The above topics should be the first items on your orientation checklist. Ensure they are reviewed before an employee starts the job.

See Appendix 5.1 "Example General Orientation Checklist" for the type of orientation checklist you might develop. Keep in mind that family members, including children, should be included in all orientation.

VISITOR/VOLUNTEER/CONTRACTOR ORIENTATION

Orientation processes should be established to address visitor, volunteer or contractor activities. The scope of such an orientation can vary depending on the level of involvement and scope of services or tasks. Document these orientation processes, especially for contractors and volunteers.

Training

DO ANY OF THESE SITUATIONS SOUND FAMILIAR TO YOU?

- The relative who retired from farming 20 years ago but still likes to help out at seeding and harvest.
- The in-laws who have no farming background but love to get their hands dirty on the weekends.
- The neighbour who is always willing to help out on a busy day but has his/her own way of doing things.

To access online training for your new employees, go to ***www.ccohs.ca*** *or* ***www.casa-acsa.ca***

It is always great to get help at busy times of the year; however, casual family helpers can be a risk to themselves and others if they are not aware of the hazards on your farm. It is best to decide well in advance of the busy season how this will be managed. This may mean limiting the tasks that casual help can take on unless they are trained. While it may be an awkward conversation to have, and may not be well received at first, it is important to set the 'ground rules' for safety on your operation. If it saves heartbreak down the road, it will be well worth it.

Use appropriate and approved standard operating procedures (SOPs) as developed in Element 3, Hazard Control, to provide adequate training to all employees for every required task. Give all workers a thorough workplace safety orientation at the start of every season or work period. The orientation should include how to identify and control their exposure to hazards. If they can't effectively control the hazard, they should immediately report it to a supervisor.

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.

Goal of Training

The goal of training is to ensure workers can do the job safely and without risk to health. In order to do this, workers must be competent — adequately qualified, suitably trained and with sufficient experience to perform the work safely.

Qualified + Trained + Experienced → Competency

Training is more than providing information. Successful training requires a physical 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 is expected to perform.

Process of Training

Before you begin training, review all jobs to determine the competencies required to do them safely. Then develop a system to compare workers' actual competencies to those required. This will help you identify where training is required. To help you determine training needs, consider:

- Hazards identified in the hazard identification and assessment process
- Safe work practices and procedures that have been developed for hazardous tasks
- Legal requirements for training (in most instances, training for performing dangerous tasks is required by legislation).

Finally, develop realistic training plans. A training matrix can help you create consistency of training and a tool for follow-up.

See Appendix 5.2 "Example On-the-Job Training Record Form."

Responsibility for Training

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.

TRAINING TIPS

- Ensure that the trainer you choose is experienced and competent in the skill to be covered. You may choose a senior employee, off-site training or online courses, depending on your needs.
- Ensure that training is specific to the conditions on your farm.
- Schedule refresher training at regular intervals.
- Train workers specifically in the following areas:
  - Use, care and maintenance of personal protective equipment.
  - Use of required controls (see Element 4).
  - Any new task they undertake.

See Appendix 5.3 "Example Training Record" for an example of the type of training record you might use.

Record Keeping

Maintain records of training, including worker orientations, and note when training updates or refresher courses are required. Good records are a valuable tool for supervisors.

- Records must include the training given, to whom, by whom and when.
- Review the orientation and training programs on a regular basis to ensure training is kept up to date and new needs are met.

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.

Conclusion

Use Worksheets 5.1, 5.2, 5.3 and 5.4 to keep track of orientation and training.

You should now understand the importance of health and safety orientation and training of all employees whether they are permanent or casual. You should also have a process in place for safety orientation and training as well as a method for documenting both training and orientation.

Before you move on to Element 6 and the building of an emergency response plan, use the following checklist to determine what has been done and what still needs to be done.

Element 5
Self Evaluation Checklist

	Yes	No
I have a process in place to ensure that employees have the qualifications and training to perform their jobs in a healthy and safe manner.	❑	❑
I address critical health and safety issues before the employee starts his/her normal job responsibilities.	❑	❑
The new employee orientation is completed on or before the first day of employment.	❑	❑
The new employee orientation covers employer health and safety policies and procedures.	❑	❑
Employees receive the job-specific training required to perform their jobs/ assignments in a healthy and safe manner.	❑	❑
Ongoing training is provided as required.	❑	❑
When employees are transferred or assigned new tasks, they receive job-specific training.	❑	❑

Appendix 5.1
Example General Orientation Checklist

_____[Farm Name]_____'s General Orientation Checklist. Keep a copy of this form in the employee's record of training.

Orientation Instructions

1. Use this checklist to orient all new employees on or before the first day of employment.
2. Only check off each subject when you are sure that the employee fully understands it.
3. This orientation should take approximately 2 hours.
4. Once finished, have the employee sign the bottom to indicate he/she has received the orientation.
5. The safety coordinator will also sign the bottom to indicate the orientation has been given.
6. Once the orientation is completed, a copy will go to the appropriate supervisor and the original to the employee file.
7. Provide refresher sessions as tasks change on the farm.

Employee Name: _____

Supervisor: _____

Date of Hire: _____

Orientation Date: _____

- ☐ Organizational rules/enforcement
- ☐ Right to refuse unsafe work
- ☐ Emergency response
- ☐ Accident/incident notification
- ☐ Critical hazards
- ☐ Health and safety policies
- ☐ Controls and safe work procedures
- ☐ Employee responsibilities
- ☐ Employer responsibilities
- ☐ Personal protective equipment
- ☐ Training requirements
- ☐ Enforcement policy

Safety Coordinator: _____

Employee: _____

Date: _____

Appendix 5.2
Example On-the-Job Training Record Form

_____[Farm Name]_____'s On-the-Job Training Record Form. Keep a copy of this form in the employee's record of training.

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Employee: **Joe**	Job Title: **Farmhand**

Tasks to be performed: **Fencing**

Hazards:
Working alone, Environmental (weather extremes, rough terrain), Exhaust fumes from tractor, Physical (lifting, awkward posture, repetitive motion), Noise, Crushing, Chemical (treated posts)

Training Provided:
First aid training, New worker safety orientation, Review of fencing SOPs

Date(s) of training:
First aid May 30, 2016; orientation — May 28, 2016; review of SOPs — June 3, 2016

Trainer:

Trainee:

Appendix 5.3
Example Training Record

Employee Name	Date Hired	New Hire Orientation (general)	New Hire Orientation (work area)	First Aid	Pesticide Application	WHMIS	Machine Operation
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Worksheet 5.1
General Orientation Checklist

_____ [Farm Name] _____'s General Orientation Checklist. Keep a copy of this form in the employee's record of training.

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Orientation Instructions

1. Use this checklist to orient all new employees on or before the first day of employment.
2. Only check off each subject when you are sure that the employee fully understands it.
3. This orientation should take approximately 2 hours.
4. Once finished, have the employee sign the bottom to indicate he/she has received the orientation.
5. The safety coordinator will also sign the bottom to indicate the orientation has been given.
6. Once the orientation is completed, a copy will go to the appropriate supervisor and the original to the employee file.
7. Provide refresher sessions as tasks change on the farm.

Employee Name: _____

Supervisor: _____

Date of Hire: _____

Orientation Date: _____

- ☐ Organizational rules/enforcement
- ☐ Right to refuse unsafe work
- ☐ Emergency response
- ☐ Accident/incident notification
- ☐ Critical hazards
- ☐ Health and safety policies
- ☐ Controls and safe work procedures
- ☐ Employee responsibilities
- ☐ Employer responsibilities
- ☐ Personal protective equipment
- ☐ Training requirements
- ☐ Enforcement policy

Safety Coordinator: _____

Employee: _____

Date: _____

Worksheet 5.2
On-the-Job Training Record Form

_____[Farm Name]_____'s On-the-Job Training Record Form. Keep a copy of this form in the employee's record of training.

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Employee:	Job Title:
Tasks to be performed:	
Hazards:	
Training Provided:	
Date(s) of training:	
Trainer:	
Trainee:	
Comments:	

Worksheet 5.3
Training Record

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Employee Name	Date Hired	New Hire Orientation (general)	New Hire Orientation (work area)	First Aid	Pesticide Application	WHMIS	Machine Operation
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Worksheet 5.4
Build Your Own Job-Specific Training Checklist

Use this worksheet to brainstorm training that may be useful for specific activities on your farm or ranch. Training could be formal or informal, on-site or off-site, provided on-the-job or online, and more! There are many options.

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Activities	What Training Will Be Provided?

6 Emergency Response

Once you have completed Element 6, you will have:

- Identified potential disasters or emergency situations.
- Created and tested an emergency response plan.
- Communicated the emergency response plan to everyone working on, visiting or living on your farm.

Introduction

A serious emergency (such as an entrapment, injury, explosion, fire or structural failure) could seriously affect the operation of your farm and put the health, safety and livelihood of employees and family in jeopardy. The best health and safety management system cannot protect your operation from all natural or unexpected disasters; however, having a good emergency response plan (ERP) in place can reduce the severity and risk of loss. The action taken in the first few minutes of an emergency situation is critical. Knowing what to do and who to contact can save lives and reduce costs if disaster should strike.

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

The Occupational Health and Safety Code requires an employer to:

- Establish an emergency plan.
- Involve affected workers in establishing the plan.
- Ensure the plan is current.

Building an Emergency Response Plan (ERP)

The types of emergencies to which a farming operation may be vulnerable can be influenced by the nature of the business, the location, the type of work, the weather patterns in the area, or even the nature of neighboring operations.

Use Worksheet 6.1 "Preparing for Potential Emergencies" to help you identify and plan for possible emergencies.

Identify Potential Emergencies

Begin building the ERP by identifying all potential disasters or emergency situations the business may face. 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. This can be done by reviewing hazard assessment documents and incident investigations, and considering the potential for hazards around the operation. Assess the potential for harm to people, property, equipment and the environment for each potential emergency situation.

The types of hazards to be addressed by an ERP need to include both work related hazards and hazards that may be introduced onto the work site by one of the following sources:

- Natural disasters
- Man-made events
- Technological (mechanical) failures

Make sure plans fit the worst case scenario. Once you have identified all potential emergencies, develop, communicate and test your plans to deal with them.

Many workplaces contain spaces that are considered "confined" because their configurations hinder the activities of employees who must enter, work in and exit them. A confined space has limited or restricted means for entry or exit, and it is not designed for continuous employee occupancy. Confined spaces include, but are not limited to, underground vaults, tanks, storage bins, manholes, pits, silos, process vessels and pipelines.

Basic Components of an Emergency Response Plan

COMMUNICATION PROCEDURES

Ensure that everyone working, living on or visiting your farm is aware of your procedures and what to do in the event of an emergency. This can be achieved by the following:

- At least once a year hold a drill and go over the details of your emergency plan with everyone who is typically on your farm. Always ensure this training is documented.
- Post emergency contact numbers and names of people that must be notified in the event of an emergency situation.
- Routinely test communications systems, whether you rely on alarms, two-way radios, cell phones or landlines to ensure that persons working in any location on the operation can call for help or be reached to be advised of an emergency situation.

EMERGENCY PHONE NUMBERS

Develop specific communication systems for use in the event of an emergency, and post emergency contact numbers where they are most likely to be needed.

LIST OF RESPONSIBLE EMERGENCY RESPONSE PERSONNEL

Ideally, everyone on the farming operation should be trained in the farm's ERP and emergency first aid, as a minimum. Consider this: if only one person is trained in first aid and he or she becomes injured or has a health event, who will help this person? It is important to have a contact list of all farm employees so that they can be notified in an emergency.

See Worksheet 6.2 "List of Emergency Contacts".

EVACUATION PROCEDURES

As you are developing your emergency response plan, take into consideration how to ensure that everyone in a building or field location will get out of harm's way quickly and safely. How will you, or someone acting on your behalf, account for everyone?

You will need to rely on your remote communications systems, alarms, routine emergency training sessions and feedback from everyone working on your operation to ensure that your system works.

A final thought for completing your evacuation procedures is to consider how emergency responders might get into a remote location such as a muddy field or hilly range to treat and bring out an injured or sick worker.

Steps for Building Your Emergency Response Plan

STEP 1: 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 the process so they can step in to take over any of several roles in the plan. For example, does everyone know how to shut off machinery and how to drive a vehicle? Do they know the address or location of the farm, including the best access routes? Does everyone know where to meet to be accounted for?

For an example of an emergency response plan for offsite emergency personnel, go to: ***www.ruralemergencyplan.com***

Think about ways emergency medical service providers may need to reach and evacuate a seriously injured person in the following areas:

- Muddy, remote or crop-filled fields
- Bio-secure areas
- Chemically contaminated areas
- Pens with aggressive livestock
- Confined spaces

STEP 2: IDENTIFY RESOURCES

List everything needed to deal with possible emergencies in all areas of the farm, for example, the location of fire extinguishers and neutralizers for chemical spills. Ensure adequate first aid supplies and restock them periodically in all work locations and field vehicles. Provide a surefire way to call for emergency help. Train more than one worker in first aid and CPR, and make sure others know who has the training. Ideally, all workers should be trained in first aid, with that training kept up to date.

Fully functional emergency resources are critical to the effectiveness of your plan. Routine maintenance checks for your first aid kits, fire extinguishers, spill kits and other emergency resources is as important as the routine maintenance provided for field equipment and facilities — without it you can't farm effectively.

STEP 3: TRAIN WORKERS IN FIRST AID

Ensure that as many people as possible involved in your farming operation have current first aid training. Knowing what to do in an emergency situation may be the difference between an injured person living or dying.

STEP 4: TEST YOUR PLAN

The most effective way to learn what to do and evaluate whether your system works is to conduct a drill. At least once a year test your plan — pick a location and situation and create a mock emergency. By conducting a drill, you will be able to confirm whether the people working on your operation know how to respond to an emergency situation. If it goes smoothly and all your procedures are followed, congratulations. If there is confusion, it is an opportunity to do additional training and make modifications to your plan, so that should a real emergency situation arise, it will be handled effectively.

STEP 5: KEEP GOOD RECORDS

Throughout this planning manual, you have been reminded about the importance of record keeping.

BENEFITS OF DOCUMENTING YOUR PLAN, TRAINING AND TESTING

- A baseline against which you can evaluate your effectiveness.
- A basis from which to build and improve upon.
- Documentation to demonstrate the protocols you had in place should an incident occur and if there are questions about your due diligence in protecting individuals on your operation.

STEP 6: REVIEW AND UPDATE YOUR EMERGENCY RESPONSE PLAN

- Review and revise the emergency response plan on a regular basis.
- Check phone numbers and contacts to note any changes.
- Review emergency response records for any deficiencies in the response.
- Take corrective action if required.

Conclusion

You should now have an understanding of the components of an emergency response plan. You should also have taken the steps to build your own emergency response plan, including how to test and revise it as needed.

The next element looks at how to conduct an incident investigation to determine the cause of the incident and take steps to rectify the problem.

Use the checklist on the next page to determine what you have done and what still needs to be done before you move on to Element 7.

Answer the following questions. If you answer “No” to a question, consider how you might change your practices in order to answer “Yes”.

Element 6
Self Evaluation Checklist

	Yes	No
I have a written emergency response plan that addresses all possible emergencies and reflects the hazards at the work site(s).	☐	☐
It includes:		
• Communication procedures.	☐	☐
• Emergency phone numbers.	☐	☐
• List of responsible emergency response personnel.	☐	☐
• Evacuation procedures.	☐	☐
I give employees emergency response training appropriate to their individual responsibility.	☐	☐
I conduct emergency response drills annually, or more often, as required.	☐	☐
I keep emergency response records.	☐	☐
I post all emergency procedures and contact information.	☐	☐
I ensure employees at the site understand their responsibilities under the plan.	☐	☐
I review all records of emergency responses (including drills) to correct deficiencies.	☐	☐
I ensure an appropriate number of employees are trained in first aid as required by legislation.	☐	☐
I ensure first aid supplies and facilities meet legislated requirements.	☐	☐
I have the following resources ready for immediate response:		
• Communications system.	☐	☐
• First aid supplies.	☐	☐
• Fire suppression.	☐	☐
• Chemical spill containment equipment.	☐	☐
• People trained in first aid.	☐	☐
• Eye wash station.	☐	☐
• SCBA/respiratory protection.	☐	☐
• Food/shelter/water.	☐	☐
• Evacuation support.	☐	☐

Appendix 6.1

Example Communication and Evacuation Procedure

Use this form as an example to build your own communication and evacuation procedure. Circle or highlight the concepts you will include in your own FarmSafe plan.

GENERAL

In case of emergency;

A. **GET HELP**
Get help as soon as possible and, if required, enlist the aid of other people working in your area.

B. **GIVE HELP**
If there are injured persons on site, administer first aid and arrange for transport to a medical facility as soon as practical.

C. **MINIMIZE DAMAGE ON SITE**
If the potential for more injury or damage exists, assess the nature of the threat and, if possible, take immediate action to minimize those dangers.

D. **NOTIFY THE OWNER**
The owner will assist you with further notifications.

FARM SITE MAP

All workers must familiarize themselves with the farm site map to ensure they are aware of the location of safety equipment and possible hazards should an emergency occur. These maps are updated on a regular basis and posted in buildings throughout the farm.

FIRE

In case of fire, call 911.

1. Don't place yourself, your family or employees at risk — stay out of burning buildings.
2. Eliminate the source of the fire, if possible.
3. Assess extent of fire.
4. Notify attending fire department of location, type and extent of the fire.
5. Attempt to contain or eliminate the fire, provided you can do this safely.
6. If necessary, evacuate to [pre-designated safe location] or the emergency services shelter.

FLOODS

If we must evacuate in the event of a flood:

1. Always follow the instructions of local emergency officials.
2. Shut and lock doors and windows, including barn doors and gates. Shut off water supply, natural gas and power to all buildings, barns, etc. as identified on farm map.
3. Shut off gas valve at the meter.
4. If necessary, evacuate to [pre-designated safe location] or the emergency services shelter.

PETROLEUM SPILL

In case of spills:

1. Eliminate the source of the spill.
2. Small spills can contaminate water — clean them up!
3. Large spills — spills over 100 litres must be reported to the local fire department.
4. Containment — construct berms or divert flow to prevent spread of fuel.
5. Apply, as required, absorbent material. On this farm, it is kept in the _____ [Location] _____
6. Assess extent of spill:
   - Did the petroleum reach surface water?
   - How much was released and for what duration?
   - Did any damage occur to property, fish or wildlife or their habitat, or an employee?
   - Did the spill leave the property?
   - Can the spill potentially reach surface waters?
   - Could a future rain event cause the spill to reach surface waters?
   - Are potable water sources (wells or surface water) in danger?
7. Contact the **Alberta 24-Hour Environmental Hotline** at **1-800-222-6514** for recommendations on disposal options for any material, soil or liquid contaminated with petroleum and for further direction.

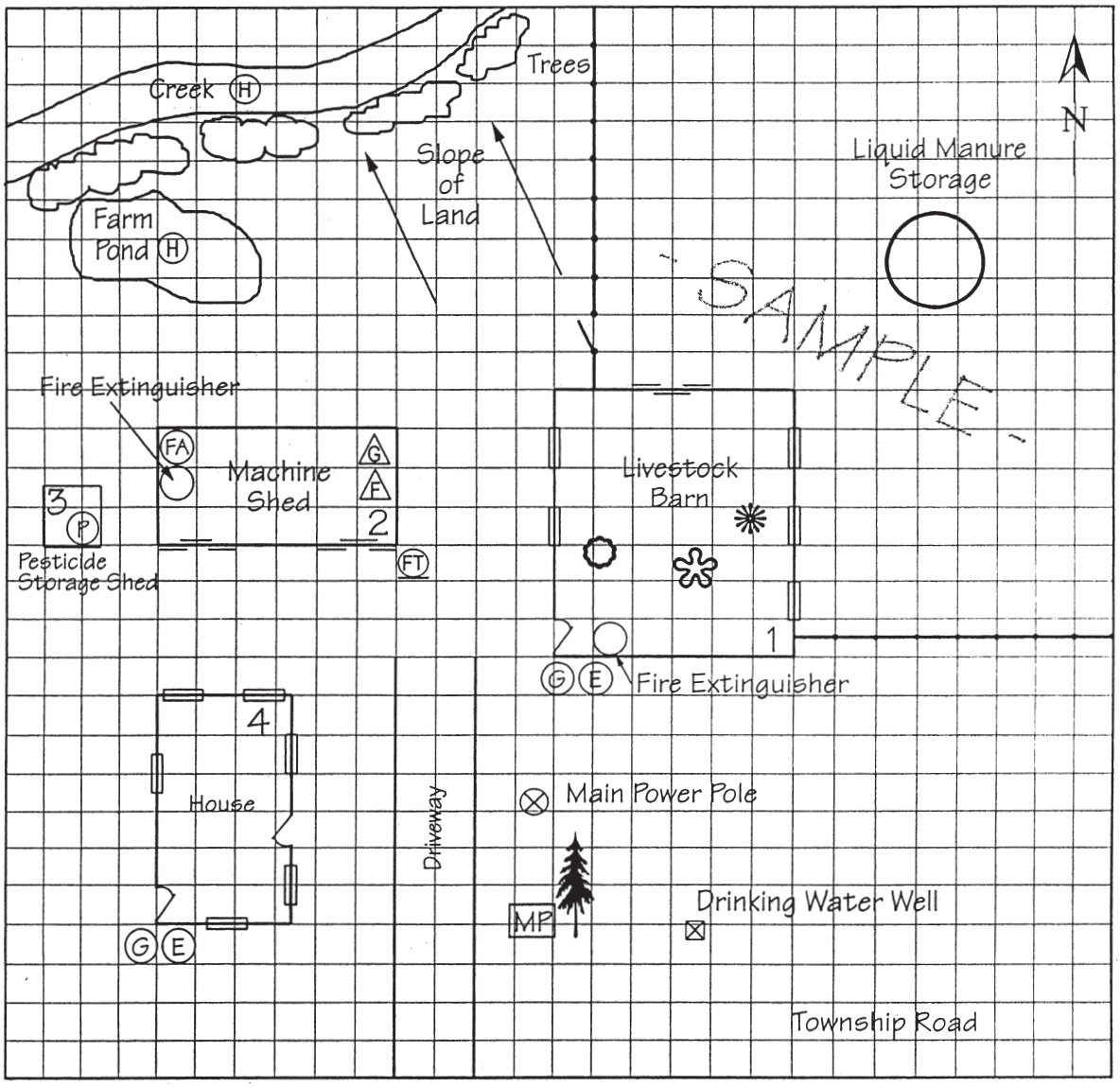
FERTILIZER SPILL

In case of spills:

1. Eliminate the source of the spill.
2. Report spills over 50 kilograms or 50 litres to the local fire department.
3. Put on appropriate personal protective clothing. On this farm, it is located in the _____ [Location] _____
4. Contain fertilizer using berms to prevent the spread of liquid fertilizer.
5. Assess extent of spill:
   - Did the fertilizer reach surface water?
   - How much was released and for what duration?
   - Did any damage occur to property, fish or wildlife or their habitat, or an employee?
   - Did the spill leave the property?
   - Can the spill potentially reach surface waters?
   - Could a future rain event cause the spill to reach surface waters?
   - Are potable water sources (wells or surface water) in danger?
6. Clean up site by removing both fertilizer and soil from the site. This mixture of soil and fertilizer could be spread on crop land as a fertilizer.
7. Contact the **Alberta 24-Hour Environmental Hotline** at **1-800-222-6514** for recommendations on disposal options for any material, soil or liquid contaminated with fertilizer and for further direction.

Farmstead Site

SAMPLE Farmstead Site Map



Date Prepared: _____ Approximate Scale: _____

Contact Name: _____

Phone Number: _____

Alternate Number: _____

- N North
- Pedestrian Door
- Sliding Door
- Overhead Door
- Windows
- Fans
- Floor Drains
- Sprinkler System
- Fences
- Gates
- G Compressed Gas
- F Flammable Liquids
- O Oxidizing Materials
- P Poisonous Materials
- C Corrosive Materials
- (F) Fertilizer
- (P) Pesticide
- (H) Water Source For Fire Hydrant
- (G) Main Gas Shutoff
- (E) Main Electrical Shutoff
- (FT) Above Ground Fuel Tank
- (FT) Below Ground Fuel Tank
- (FA) First Aid
- Fire Extinguisher
- MP Meeting Place
- Septic System (Label on map)
- Manure System (Label on map)

Worksheet 6.1
Preparing for Potential Emergencies

Use this worksheet to generate a list of potential emergency situations and think of some considerations like proximity to people (family, workers and neighbours), required specialized equipment, muster point, training, safety gear, environmental impact,

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Potential Emergency	Considerations

Worksheet 6.2
List of Emergency Contacts

Use this worksheet to record emergency contact information. A list like this should be posted in highly visible locations near landline phones, emergency equipment, first aid kits and in machinery. Available online at: *www.agriculture.alberta.ca/farmsafety*

Municipal Address: _____

Legal Land Description: _____

Emergency Response	Phone Number	Contact Person
Fire		
Ambulance		
Police/RCMP		
Disaster Services		
Hospital		
Doctor		
Poison Control Centre	**1-800-332-1414**	
Alberta Health Link	**1-866-408-5465 (LINK)**	
On-Farm		
Senior Manager		
Safety Coordinator		
Employees Trained in First Aid		
Other		
OHS Contact Centre	**1-866-415-8690**	
Power Company		
Telephone Company		
Gas Company		
Insurance		
Alberta 24-Hour Environmental Hotline	**1-800-222-6514**	

Last updated on: _____ **by:** _____

Note: In your own community there may be other numbers that need to be added to this list.

Worksheet 6.3

Evacuation Report

Available online at: ***www.agriculture.alberta.ca/farmsafey***

Date of Evacuation:	Time of Evacuation:
Area(s) Involved:	
Was the alarm sounded properly?	Did all areas hear the alarm?
Was the facility manager or designated safety representative present?	
Name:	Title:
Emergency Response Team involved:	
Name:	Duty:
Name:	Duty:
Name:	Duty:
Name:	Duty:
Deficiencies noted:	
Recommended corrective measures:	
Overall results of emergency evacuation:	
Signed:	Dated:

7 Incident Investigation

Once you have completed Element 7, you will have:

- Written an incident reporting policy.
- Developed a standard procedure for investigation of workplace incidents.
- Created a method for recording injuries and incidents over time.
- Developed training for those conducting an investigation.

Introduction

It is very important to develop a policy for incident reporting and investigation. This then provides you with the information to correct the problem. This element provides you tools for developing incident investigation procedures and ways to record injuries and incidents.

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

The *Occupational Health and Safety Act* requires that any death, serious injury or incident outlined in Section 18, be reported as soon as possible.

Refer to Section 18/19 of the *Occupational Health and Safety Act.*

http://work.alberta.ca/searchAARC/65.html

http://work.alberta.ca/searchAARC/74.html

Investigation

An incident is an unplanned event that results in loss. 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.

Near miss: An unplanned event that did not result in injury, illness or damage but had the potential to do so.

To understand why an incident or near miss 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 leadership, insufficient safety policies or work standards, poor maintenance, lack of training and/or unsafe attitudes.

Carefully look at what happened and try to understand why. Consider all possible influencing factors, including 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 the questions, you need to correct the leadership, policy, process, facility, equipment or level of training to reduce the risk of future incidents.

Keep records of all investigations.

See Appendix 7.1, "Example Incident Reporting and Investigation Policy" for an example of a policy for reporting an incident.

See Appendix 7.2, "Example Incident/ Hazard Reporting Form" for an example of a form.

FACTORS TO CONSIDER WHEN CORRECTING PROBLEMS

- Adequacy of planning, training, orientation or supervision, for example, repairing hydraulics on a front-end loader without blocking the arms or bucket.
- Design of 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.

Incident Reporting Policy

Begin by creating a written standard that includes the requirement for reporting all incidents, workplace-related illness, property damage and near misses. Include, in the policy, a specific time frame for reporting and the person who should receive the incident reports. Next, develop a standard report form to capture the details important to the investigation.

Train all employees to these standards through employee orientation. Include periodic refreshers in team or safety meetings to reinforce the importance of incident reporting.

Farms with WCB coverage have specific reporting requirements. Visit ***www.wcb.ab.ca*** for reporting information.

Use Worksheet 7.1 "Incident/ Hazard Report Form" to record an incident.

IMPORTANCE OF REPORTING

It is easy to let near misses go without reporting since no-one was injured or killed. However, by reporting and investigating near misses, you will be able to put controls in place to ensure that the incident does not occur again, or with more serious results.

INCIDENT RATIO PYRAMID

The "Incident Ratio Pyramid" illustrates that many near misses occur for every serious injury. By taking action in response to near misses, we can prevent major injuries or fatalities.

INCIDENT RATIO PYRAMID

Incident Investigation Policy and Procedures

Develop a policy statement on the basic standards for the investigation of workplace incidents. You can develop this as a separate policy or in combination with the incident reporting policy.

See Appendix 7.3 "Example Incident Reporting and Investigation Form" for an example of how to fill in an incident investigation report.

Use Worksheet 7.2 "Incident Reporting and Investigation Form" to investigate an incident.

STANDARD PROCEDURES FOR INVESTIGATIONS

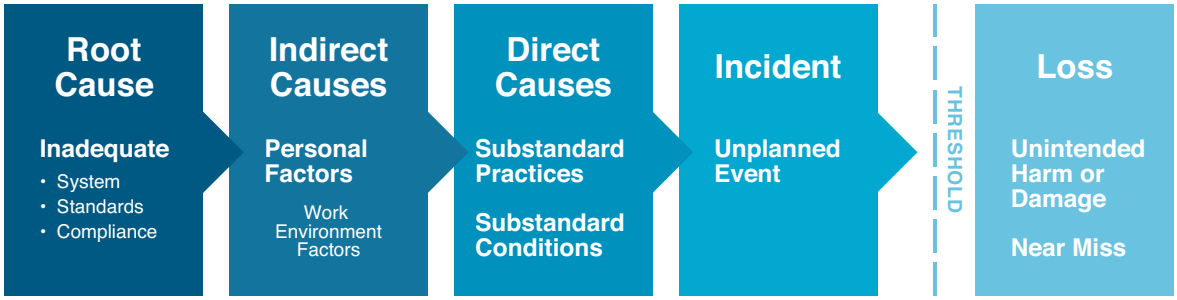
- The time frame for investigations (as soon as possible after the injured have been cared for and all of the potential hazards are removed).
- Who will be responsible for leading the investigation and the training required (e.g., the supervisor responsible)?
- A requirement for participation from all staff working on the farm.
- Basic steps for conducting the investigation.
- A requirement to identify indirect, direct and root causes.
- A requirement to identify corrective action, a specific person responsible for follow-up and an associated timeline for completion.
- A requirement for the most senior position on the farm to review and sign off once investigations are complete and follow-up action has been taken to prevent a recurrence of the incident.
- A standard incident investigation form developed and included with the policy.

Make employees aware of investigation policies and procedures, and share investigation results with employees at safety meetings and post at the work site. Communication of the investigation results is key to preventing a similar occurrence elsewhere in the organization.

Causes of Incidents

The diagram below lists the different levels of causes. This then leads to a variety of corrective actions. By starting at the “Loss” and working back toward the “Root Cause”, and asking “Why?” at each step, you will discover the root cause of the problem.

Root Cause Analysis Model



To complete a thorough investigation, you need to look at three levels of causes:

- Direct
- Indirect
- Root

Direct Causes

The following table provides a list of the most common substandard practices and conditions that lead to accidents/incidents.

Substandard Practices	Substandard Conditions
• Operating equipment without authority	• Inadequate guards or barriers
• Failure to warn	• Inadequate or improper protective equipment
• Failure to secure	• Defective tools, equipment or materials
• Operating at improper speed	• Congestion or restricted action
• Making safety devices inoperable	• Inadequate warning systems
• Removing safety devices	• Fire and explosion hazards
• Using defective equipment	• Poor housekeeping/disorderly workplace
• Using equipment improperly	• Hazardous environmental conditions: gases, dusts, smokes, fumes, vapours
• Failing to use personal protective equipment properly	• Noise exposure
• Improper loading	• High or low temperature exposures
• Improper placement	• Inadequate or excessive illumination
• Improper lifting	• Inadequate ventilation
• Improper position for task	
• Servicing equipment in operation	
• Horseplay	
• Under influence of alcohol and/or other drugs	

Indirect Causes

Indirect causes can be divided into personal factors and work environment factors as illustrated in the following table.

Personal Factors	Work Environment Factors
• Inadequate physical/physiological capability	• Inadequate leadership and/or supervision
• Inadequate mental/psychological capability	• Inadequate engineering
• Lack of knowledge	• Inadequate purchasing
• Lack of skill	• Inadequate maintenance
• Physical/physiological stress	• Inadequate tools, equipment, materials
• Mental/physiological stress	• Inadequate work standards
• Improper motivation	• Wear and tear
	• Abuse or misuse

ROOT CAUSES/LACK OF CONTROL

- Inadequate programs
- Inadequate program standards
- Inadequate compliance

Corrective Actions and Follow-Up Process

Once you have identified the cause of an incident, you can start to take corrective action and follow-up procedures. Ensure investigations are conducted according to the policy and training.

Have managers review investigation reports and ensure that appropriate corrective actions are implemented. Workers will be curious to know what happened, especially to ensure their co-worker is doing well and for ways to ensure an incident isn't repeated in the future. How will you communicate changes to work practices, policies or expectations to all workers?

Keep track of types of incidents and injuries over time. Note any areas of the worksite where more incidents or particular types of injuries occur. Look for trends.

If certain types of incidents continue to happen, this is a signal to investigate further.

Investigation Training

Provide training, and document that training, for those responsible for conducting the investigation. Worker involvement is key. Make sure employees know the purpose of investigations (so that the same incident is not repeated); also ensure employees understand that you want to find out the facts rather than place the blame on someone.

Conclusion

You should now have a policy for incident reporting and a procedure for investigating incidents. Along with your policy and procedure, you should have a system for recording incidents and training of those involved in incident investigations. Corrective actions and follow-up procedures are important to prevent future incidents.

Element 7
Self Evaluation Checklist

	Yes	No
I have a written policy that requires the reporting of occupational incidents and illnesses.	☐	☐
Employees are aware of their responsibilities to report work-related incidents and illnesses.	☐	☐
I have a written procedure for investigating occupational incidents and illnesses.	☐	☐
I involve workers in the investigation process.	☐	☐
I have trained key people in investigation techniques.	☐	☐
Investigations focus on identifying root causes and corrective action.	☐	☐
Supervisors are held responsible and accountable for the investigation process.	☐	☐
Investigation reports/results are signed off by management.	☐	☐
I share completed investigation reports/results with employees.	☐	☐
I ensure corrective actions are taken to prevent recurrence.	☐	☐
I have an investigation report form.	☐	☐

Appendix 7.1

Example Incident Reporting and Investigation Policy

_____ [Farm Name] _____

Reporting

- All incidents and illnesses, 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.

Investigation

A joint investigation of the situation will be undertaken by management and a worker. The process will follow the one outlined in our FarmSafe plan. Procedures or actions as required will be instituted to prevent the recurrence of a similar event.

Signature: _____

Date: _____

Appendix 7.2
Example Incident/Hazard Reporting Form

Sample Form: *Smith Family Farm's* Incident/Hazard Report

Name: **George**	Date: **Oct 14, 2016**

Location: **Hay yard**

Person/equipment/animal/chemical/other involved:
George, Kyle, hay truck, front-end loader

Description of incident/hazard:

Loading bales onto flatbed truck.

As George put last round bale on truck with the front-end loader, Kyle went around the truck to start strapping down the load. The bale was not balanced and it fell off the truck nearly hitting Kyle.

Suggested corrective action:

The tractor operator must have visual contact with other workers at all times. Ground workers cannot approach the truck until given the "all clear" by the tractor operator.

Actions taken:

Work procedure reviewed and rewritten to include corrective actions (Oct. 14, 2016)
All employees informed of near-miss incident and procedure change (Oct. 15, 2016)
Complete a staff toolbox safety talk to update on new procedure change (Oct. 15, 2016)

Date: **October 14, 2016**	Owner/Supervisor Signature: **George Smith Sr.**

Appendix 7.3

Example Incident Reporting and Investigation Form

A	Identifying Information	
Exact location of Incident: **Hay yard of farm**		
Incident Date: **Sept 20**	Incident Time: **9:45pm**	Report Date: **Sept 21**
Injury or Illness		Injury or Illness
Part of body: **Potential of being pinned**		Property Damaged: **Paint Chip**
Nature of injury or illness:		Nature of Damage:
Object/Equipment/Substance Inflicting Harm: **Farm wagon/tractor**		
Person in Control of Activity at Time of Occurence: **Kim**		
WCB Account #:		Industry Code:
Name of First Aid Attendant: **None**		Injury recorded in First Aid Log: **Yes / No**
Type of Emergency Service Required: **None**		

B	Employee Information
Name: **Kim**	Telephone #:
Address:	Date of Birth:
SIN:	Provincial Health Care #:
Witness Names (attach statement): **Tractor driver/son**	

C	Hazard Assessment
Potential Severity: ☐ 1 (i.e., medical aid) ☑ 2 (i.e., lost time) ☐ 3 (i.e., fatality)	
Frequency: ☐ 1 - yearly or less ☑ 2 - monthly ☐ 3 - daily/weekly	
Probability: ☐ 1 - low ☑ 2 - medium ☐ 3 - high	
Risk Criticality Ranking (3 to 9 from least to most hazardous): **6**	

D	Incident Description

Describe how the incident occured:

- **Followed son into yard — he was driving tractor/hay wagon**
- **Stopped, Kim got out and pulled hitch pin on hay wagon**
- **Wagon rolled towards Kim**
- **Son yelled**
- **Kim held on to hitch and directed into tractor**
- **Wagon stopped when hitch wedged against tractor**

E Direct Cause Checklist

Substandard Actions

- ☐ Operating equipment without authority
- ☐ Failure to warn/communication
- ☑ Failure to secure
- ☐ Operating at improper speed
- ☐ Making safety devices inoperable
- ☐ Removing safety devices
- ☐ Using defective equipment
- ☐ Failing to use PPE properly
- ☐ Improper loading
- ☐ Improper placement
- ☐ Improper position for task
- ☐ Horseplay
- ☐ Under influence of alcohol/drugs
- ☐ Other

Substandard Conditions

- ☑ Inadequate guards or barriers
- ☐ Inadequate or improper protective equipment
- ☐ Defective tools, equipment or materials
- ☑ Congestion or restricted action
- ☐ Inadequate warning system
- ☐ Removed safety devices
- ☐ Poor housekeeping
- ☐ Hazardous environmental conditions (gases/dusts/fumes/vapours/smoke)
- ☐ Noise exposure
- ☐ High or low temperature exposures
- ☐ Inadequate or excess illumination
- ☐ Inadequate ventilation
- ☑ Other **Ground was not level**

F Direct Cause Analysis

Immediate Causes (What substandard actions and/or conditions caused or could cause the event?):

- **Failure to secure/chock tires**
- **Ground was not level**

G Indirect Cause Checklist

Personal Factors

- ☐ Inadequate capability
- ☐ Lack of knowledge
- ☐ Lack of skill
- ☐ Stress
- ☐ Improper motivation
- ☑ Other

Job Factors

- ☐ Inadequate leadership
- ☐ Inadequate engineering
- ☐ Inadequate purchasing
- ☐ Inadequate maintenance
- ☐ Inadequate tools and equipment
- ☑ Inadequate work standards
- ☐ Defective equipment
- ☐ Improperly used equipment
- ☑ Other **Change in environmental conditions**

H Indirect Cause Analysis

Basic Causes (What personal and/or job factor caused or could cause this event?):

- **Complacency/improper motivation**
- **Inadequate work standards**
- **Changing conditions**

I Root Cause Checklist

- ☐ Management Commitment & Administration
- ☐ Leadership Training
- ☐ Planned Inspections
- ☐ Preventative Maintenance
- ☑ Hazard identification
- ☑ Safe Work Practices and/or Procedures
- ☐ Inadequate Previous Accident Investigation
- ☐ Off-the-Job Safety Promotion
- ☐ Other
- ☐ Emergency Preparedness and Response
- ☑ Company Safety Rules
- ☐ Worker Knowledge & Skill Training
- ☐ Personal Protective Equipment
- ☐ Personal or Group Communications
- ☐ Hygiene and Sanitation
- ☐ Hiring & Placement Standards
- ☐ Purchasing Controls
- ☐ Other

J Root Cause Analysis

Safety Program Elements (Which safety program components/elements need to be reviewed?):

- **Hazard ID**
- **Safe work procedure**
- **Company rules**

K Recurrence Prevention Checklist

- ☑ Training/Retraining of Involved Workers
- ☑ Job Procedures/Design Changes
- ☐ Equipment Repair or Replacement
- ☐ Perform in depth Hazard Assessment & Analysis
- ☑ Supervisory Communication
- ☑ Improved Hazard Controls (Engineering/Admin/PPE)
- ☐ Improve Safety Inspection Process
- ☐ Reassignment of Involved Worker
- ☐ Liaison with Manufacturer or Equipment
- ☐ Facilities Layout Review & Redesign
- ☐ Installation of Safety Guards/Barriers
- ☐ Other:

L Action Plan

Corrective Actions (What has and/or should be done to control the causes listed?) Show date completed.

Corrective Actions	Date Completed
Train Worker	**March 23, 2016**
Job procedures	
Provide chock blocks	**March 24, 2016**

Report filed by:	Signature:
Investigation team: **Kim Laura Jessica**	The investigation team participated in the event reconstruction and cause analysis.
Reviewed by:	Date:

Worksheet 7.1
Incident/Hazard Report Form

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Sample Form

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

Worksheet 7.2
Incident Reporting and Investigation Form

Available online at: ***www.agriculture.alberta.ca/farmsafety***

A	Identifying Information
Exact location of Incident:	

Incident Date:	Incident Time:	Report Date:

Injury or Illness	Property Damage
Part of body:	Property Damaged:
Nature of injury or illness:	Nature of Damage:
Object/Equipment/Substance Inflicting Harm:	
Person in Control of Activity at Time of Occurence:	
WCB Account #:	Industry Code:
Name of First Aid Attendant:	Injury recorded in First Aid Log: **Yes / No**
Type of Emergency Service Required:	

B	Employee Information
Name:	Telephone #:
Address:	Date of Birth:
SIN:	Provincial Health Care #:
Witness Names (attach statement):	

C	Hazard Assessment
Potential Severity: ❑ 1 (i.e., medical aid) ❑ 2 (i.e., lost time) ❑ 3 (i.e., fatality)	
Frequency: ❑ 1 - yearly or less ❑ 2 - monthly ❑ 3 - daily/weekly	
Probability: ❑ 1 - low ❑ 2 - medium ❑ 3 - high	
Risk Criticality Ranking (3 to 9 from least to most hazardous):	

D	Incident Description
Describe how the incident occured:	

E Direct Cause Checklist

Substandard Actions

- ☐ Operating equipment without authority
- ☐ Failure to warn/communication
- ☐ Failure to secure
- ☐ Operating at improper speed
- ☐ Making safety devices inoperable
- ☐ Removing safety devices
- ☐ Using defective equipment
- ☐ Failing to use PPE properly
- ☐ Improper loading
- ☐ Improper placement
- ☐ Improper position for task
- ☐ Horseplay
- ☐ Under influence of alcohol/drugs
- ☐ Other

Substandard Conditions

- ☐ Inadequate guards or barriers
- ☐ Inadequate or improper protective equipment
- ☐ Defective tools, equipment or materials
- ☐ Congestion or restricted action
- ☐ Inadequate warning system
- ☐ Removed safety devices
- ☐ Poor housekeeping
- ☐ Hazardous environmental conditions (gases/dusts/fumes/vapours/smoke)
- ☐ Noise exposure
- ☐ High or low temperature exposures
- ☐ Inadequate or excess illumination
- ☐ Inadequate ventilation
- ☐ Other

F Direct Cause Analysis

Immediate Causes (What substandard actions and/or conditions caused or could cause the event?):

G Indirect Cause Checklist

Personal Factors

- ☐ Inadequate capability
- ☐ Lack of knowledge
- ☐ Lack of skill
- ☐ Stress
- ☐ Improper motivation
- ☐ Other

Job Factors

- ☐ Inadequate leadership
- ☐ Inadequate engineering
- ☐ Inadequate purchasing
- ☐ Inadequate maintenance
- ☐ Inadequate tools and equipment
- ☐ Inadequate work standards
- ☐ Defective equipment
- ☐ Improperly used equipment
- ☐ Other

H Indirect Cause Analysis

Basic Causes (What personal and/or job factor caused or could cause this event?):

I Root Cause Checklist

- ☐ Management Commitment & Administration
- ☐ Leadership Training
- ☐ Planned Inspections
- ☐ Preventative Maintenance
- ☐ Hazard identification
- ☐ Safe Work Practices and/or Procedures
- ☐ Inadequate Previous Accident Investigation
- ☐ Off-the-Job Safety Promotion
- ☐ Other
- ☐ Emergency Preparedness and Response
- ☐ Company Safety Rules
- ☐ Worker Knowledge & Skill Training
- ☐ Personal Protective Equipment
- ☐ Personal or Group Communications
- ☐ Hygiene and Sanitation
- ☐ Hiring & Placement Standards
- ☐ Purchasing Controls
- ☐ Other

J Root Cause Analysis

Safety Program Elements (Which safety program components/elements need to be reviewed?):

K Recurrence Prevention Checklist

- ☐ Training/Retraining of Involved Workers
- ☐ Job Procedures/Design Changes
- ☐ Equipment Repair or Replacement
- ☐ Perform in depth Hazard Assessment & Analysis
- ☐ Supervisory Communication
- ☐ Improved Hazard Controls (Engineering/ Admin/PPE)
- ☐ Improve Safety Inspection Process
- ☐ Reassignment of Involved Worker
- ☐ Liaison with Manufacturer or Equipment
- ☐ Facilities Layout Review & Redesign
- ☐ Installation of Safety Guards/Barriers
- ☐ Other:

L Action Plan

Corrective Actions (What has and/or should be done to control the causes listed?) Show date completed.

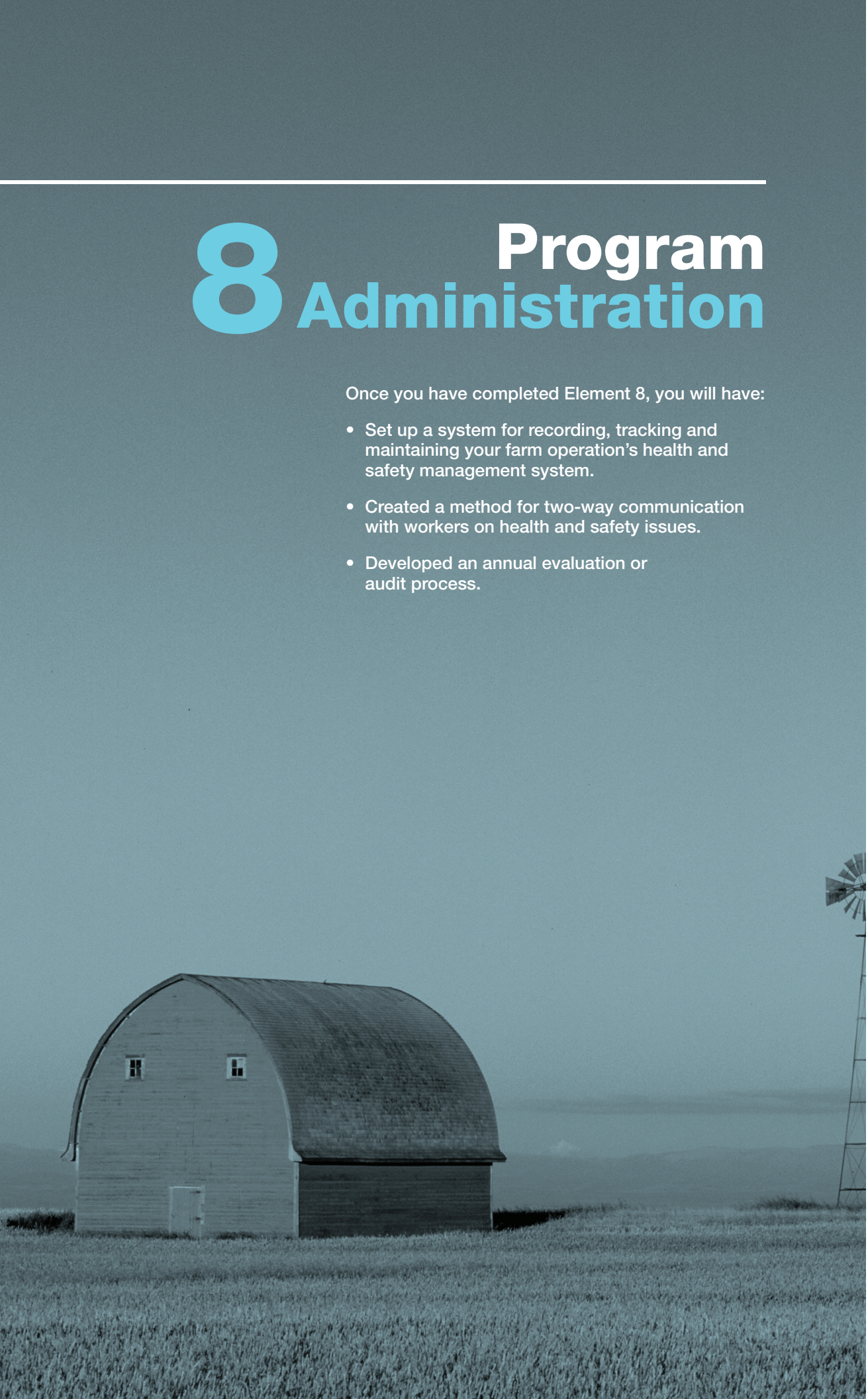
Corrective Actions	Date Completed

Report filed by:	Signature:
Investigation team:	The investigation team participated in the event reconstruction and cause analysis.
Reviewed by:	Date:

8 Program Administration

Once you have completed Element 8, you will have:

- Set up a system for recording, tracking and maintaining your farm operation's health and safety management system.
- Created a method for two-way communication with workers on health and safety issues.
- Developed an annual evaluation or audit process.



Introduction

Program administration ensures that all aspects of an operation's health and safety management system are recorded, tracked and maintained. A record tracking system allows for statistical analysis and the identification of trends that may identify system areas in need of improvement. Examples of records that need to be maintained include:

- Employee training records
- Work site inspection records
- Incident investigation reports
- Maintenance records
- Health and safety meeting minutes.

Your health and safety program records should be kept for a minimum of three years. You will need to consider how and where you will store your documents: online, paper or electronic. If you use online or electronic files, do you have a method to securely back them up?

See Worksheet 8.1 "Safety Meeting Minutes" for the type of items to record at your safety meetings.

Communication

It is important to involve all staff in the health and safety management system and provide an opportunity for feedback on health and safety issues at the work site. You can introduce two-way communication to the site through health and safety meetings, training sessions, health and safety committee meetings, field-level hazard assessments, etc. Record all suggestions from workers and recognize worker involvement and co-operation

COMMUNICATION AND PARTICIPATION

- Make sure all staff members are involved in the health and safety management system and aware of their roles in it (identifying hazards, assessing hazards, conducting inspections, recommending possible controls, etc.). Ensure staff members have an opportunity to ask questions and contribute. This may involve staff meetings, orientation sessions, a newsletter, the health and safety committee members, etc.
- Develop a process for staff to provide feedback to management, including ideas on improvements to the program. Feedback could be provided through a suggestion box, a joint health and safety committee, staff meetings, etc.
- Record and respond to all ideas from workers, with positive recognition of the involvement and co-operation of employees.

Accountability

The program administration element also involves the development of a process for measuring accountability. It is important that everyone understands his or her responsibilities for workplace health and safety.

These roles are outlined in the chart below.

Roles	
Employers	Legally and morally responsible for work sites
Supervisors	Responsible for training, supervision, enforcement
Workers	Responsible for taking training, using assigned controls, following rules, participating in health and safety program

Make sure your policies and standards identify who is responsible for what, the date by which actions must be completed, and the follow-up required to ensure that action taken was effective. Create measurable goals and objectives and assign accountability to drive health and safety performance.

Documentation/Record Keeping

Take the following steps to ensure you have an effective record keeping system in place. This can help to prove due diligence.

- Assign someone to be responsible for tracking all injuries and incidents.
- Maintain an ongoing system to compare statistics over a period of time to monitor progress.
- Set up a system to keep track of important records such as orientation and training records, inspection reports, investigation reports, joint health and safety committee meeting minutes and maintenance health assessments.
- Conduct an audit of the organization's health and safety management system at least annually.
- Develop an action plan, taking into consideration audit recommendations.
- Assign responsibilities and timelines.
- Implement the action plan.

Monitoring Statistics

As an employer, you need to develop and maintain an ongoing system for recording events in order to compare statistics over a period of time. There are two types of performance measures you can use to determine your level of health and safety performance.

- **Leading** indicators measure the activities used by the organization to reduce the likelihood of an incident. They are measures of the proactive safety activities you undertake to prevent injury.
- **Lagging** indicators analyze the frequency, severity and type of incidents. They are measures of the reactive safety activities you undertake to prevent recurrence.

More information on leading and lagging indicators can be found at ***www.work.alberta.ca/***. Agricultural injury and fatality statistics and reports can be found at ***www.agriculture.alberta.ca/farmsafety.***

See Worksheet 8.2 "Monthly Safety Summary" and Worksheet 8.3 "Year End Safety Summary" for the type of statistics to keep both monthly and yearly.

LEADING INDICATORS

Leading indicators can tell you if systems are working as expected and could include:

- Records of inspections: Are inspections being performed as required?
- Meeting minutes: Are safety meetings being held according to the schedule?
- Investigation reports: Are appropriate causes being identified? Are corrections being made in a timely manner?

You can use trends to determine where system changes are needed.

LAGGING INDICATORS

Lagging indicators can help identify areas in need of improvement and could include:

- Number, severity and cost of injuries and other incidents at the work site.
- Number of days lost due to absenteeism.
- Maintenance records.

Compare your company's health and safety records to those of similar companies in the same industry. Conduct regular health and safety audits, both internal and external, as part of an annual evaluation system.

ANALYSIS AND STATISTICS

Use statistics to monitor your operation's overall safety performance. You could:

- Monitor number and severity or cost of injuries and incidents.
- Monitor number of days lost due to absenteeism.
- Track number of new hires and number of orientations given.
- Track new training, refresher training and on-the-job training hours.
- Determine number of safety meetings scheduled versus the number held and number of employees in attendance.
- Analyze first aid records for type of injury and work areas.
- Track orientation and training hours.
- Calculate quarterly and annual spending on personal protective equipment.

Program Evaluation

Evaluate your program annually. Some of the components of this evaluation would include:

- Monitoring the effectiveness of the health and safety management system, including a process for corrective actions, persons responsible and accountable, dates for completion to remedy deficiencies and address concerns, follow-up.
- Keeping records of lost time, medical aid and first aid injury data, analysis of data (meetings, inspections, investigations, training records).
- Communication system in place to ensure employees are provided communication and the opportunity to provide feedback on health and safety issues, and regularly scheduled meetings to discuss current health and safety issues with employees.
- Ensuring worker participation where practical in all areas of the health and safety program, and encouraging workers to raise health and safety concerns or suggestions for improvements.

THE HEALTH AND SAFETY MANUAL

The health and safety manual is a resource and reference manual for employees. It contains all policies, directives and program procedures, as well as examples of forms and direction on how, when, where and why to use them. It should also direct the reader where to find additional information (for example, completed inspection reports or meeting minutes).

On its own the manual is not the organization's health and safety management system. It is only a binder of paper. The system is what actually happens in the workplace. Your manual should be laid out in a logical format, following the eight elements in this workbook.

Distribute copies of the manual throughout your farm. Encourage employees to review the contents periodically. Update the information as needed and ensure the updated material gets into every copy of the manual.

FarmSafe Alberta is written to comply with the Certificate of Recognition (COR) which is recognized as the standard for health and safety management systems in Alberta. A self-audit process is used for small employers with less than 10 employees.

Audit System

Whether completed by internal or external auditors, annual audits give you a means of identifying how your system measures up against a recognized standard. Audit results communicate program successes, as well as identify areas in need of improvement, and can form the basis of action plans designed to make specified individuals accountable for corrective action within set timelines. Follow up on the status of the action plan on a regular basis to ensure action items are being completed. Since most organizations are constantly changing, it is important that the health and safety management system adapt through continual improvement of work processes and activities.

Conclusion

Review and revise your health and safety plans regularly. Ask your workers to participate in the review process. Your 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.

Use the checklist on the next page to assess your program administration practices. If you answer “No” to any of the statements, take action to correct the problem.

Element 8
Self Evaluation Checklist

	Yes	No
I have a system to ensure:		
• Health and safety issues are communicated to employees.	☐	☐
• Feedback on health and safety issues from employees.	☐	☐
• Follow-up on health and safety issues.	☐	☐
I have a system to control contractor health and safety.	☐	☐
I participate in the planned health and safety meetings.	☐	☐
I keep records of health and safety meetings.	☐	☐
I keep records pertaining to the organization's health and safety system for a minimum of three years.	☐	☐
I maintain health and safety statistics.	☐	☐
I analyze records or statistics to identify trends and needs.	☐	☐
I evaluate the health and safety system at least annually through the use of an audit process.	☐	☐
I have developed an action plan as a result of the previous audit.	☐	☐
I have implemented the action plan.	☐	☐

Worksheet 8.1
Safety Meeting Minutes

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Date:

Daily Work Tasks:

Safety Equipment Discussed:

Action Needed:

Accidents / Near Misses / Hazard Awareness Reports Reviewed:

Comments:

Workers' Signatures:

Supervisor's Signature:

Worksheet 8.2
Monthly Safety Summary

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Records for the Month of:	
Date Range:	
1. Number Workers Hired	
• Number Completed Orientations	
2. Number Area Team Meetings Scheduled	
• Number Conducted	
• Percentage Attendance	
3. Number Formal Inspections Scheduled	
• Number Completed	
• Total Unsafe Acts/Conditions Identified	
• Number Corrected	
• Number Outstanding	
4. Number of Accidents/Incidents/Illnesses	
• Damage Only	
• Injury Only	
• Injury and Damage	
• Near Miss	
5. Number of Investigations Completed	
• Outstanding	
6. Number of Recommendations Made	
• Complete	
• Outstanding	

Safety Coordinator

Worksheet 8.3
Year End Safety Summary

Available online at: ***www.agriculture.alberta.ca/farmsafety***

Records for the Year:	
Date Completed:	
1. Total Number Workers Hired	
• Total Number Completed Orientations	
2. Total Number Area Team Meetings	
• Total Number of Safety Meetings	
• Total Number of Safety Committe Meetings	
3. Total Number Monthly Inspections Completed	
• Total Unsafe Acts/Conditions Identified	
• Total Number Corrected	
4. Total Number of Accidents/Incidents/Illnesses	
• Damage Only	
• Injury Only	
• Injury and Damage	
• Lost Time Injury	
• Days Lost	
• Medical Referrals	
• Near Miss	
5. Total Number of Investigations Completed	
• Outstanding	
6. Total Number of Recommendations Made	
• Complete	
• Outstanding	

Safety Coordinator

Glossary

Audit: An evaluation of an organization's health and safety management system against an approved standard.

Best Practice: An agreed-upon method for conducting a specified task — usually established by industries, trades or groups of peers.

Competent Worker: Person who is adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Confined Space: Spaces that are considered "confined" because their configurations hinder the activities of employees who must enter, work in and exit them. A confined space has limited or restricted means for entry or exit, and it is not designed for continuous employee occupancy. Confined spaces include, but are not limited to, underground vaults, tanks, storage bins, manholes, pits, silos, process vessels and pipelines.

Employee: Anyone who works for an organization (e.g., senior managers, managers, supervisors and workers).

Hazard: A situation, condition or behaviour that has the potential to cause an injury or loss.

Hazard Assessment: A process used to identify and evaluate the health and safety hazards associated with job tasks. Provides a method for prioritizing health and safety hazards.

Hazard Control: Method used to eliminate or control loss.

- **Engineered Control:** Preferred method of hazard control if elimination is not possible; physical structure or barrier between worker and hazard (e.g., guards, barricades, auto shutoff, etc.).
- **Administrative Controls:** Processes developed by the employer to control hazards not eliminated by engineered controls (e.g., safe work policies, practices and procedures, job scheduling or rotation, and training).
- **Personal Protective Equipment (PPE):** Equipment used or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g., gloves, safety glasses, fall protection). Used when engineered or administrative methods cannot fully control the hazards.

Hazard Categories: Chemical, biological or bio-hazards, physical conditions, environmental, ergonomic, lifestyle.

Hierarchy of Controls: Controls are listed in order of effectiveness with engineered controls most effective, followed by administrative controls and personal protective equipment (least effective).

Incident: An undesired, unplanned, unexpected event that results, or has the potential to result, in physical harm to a person or damage to property (loss or no loss).

Inspection: A planned, systematic evaluation or examination of an activity or work site, checking or testing against established standards.

Joint Worksite Health and Safety Committee: A joint health and safety committee (JHSC) is a forum for bringing the internal responsibility system into practice. The committee consists of labour and management representatives who meet on a regular basis to deal with health and safety issues.

Legislation: Provincial or federal government standards in the form of written acts, regulations and codes.

Lagging Indicators: Measures of the reactive safety activities undertaken to prevent recurrence of injury.

Leading Indicators: Measures of the proactive safety activities undertaken to prevent injury.

Manager: A person who administers and/or supervises the affairs of a business, office or organization.

Material Safety Data Sheet (MSDS): Formal document containing important information about the characteristics and actual or potential hazards of a substance.

Occupational Health and Safety Act: Occupational health and safety legislation ensures employers and employees maintain a safe and healthy working environment to minimize the occurrence of workplace accidents.

Policy: The documented principles by which an organization is guided in its management of affairs.

Records: Employer documents retained on file.

Risk: The chance of injury, damage or loss.

Root Cause: The underlying or basic factors which contribute to an incident.

Standard Operating Procedures: Detailed written instructions to achieve safety and uniformity of the performance of a specific function (or a "how-to" document).

Visitor: Any person present at the work site who is not under the direct control of the employer (e.g., courier).

Work Site: A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Worker: An employee supervised by a manager or supervisor/foreman.

Farm Safety Resource Listing

General Safety Information

Alberta Agriculture and Forestry || ***www.agriculture.alberta.ca/farmsafety***

Canadian Agricultural Safety Association || ***www.casa-acsa.ca***

Alberta Labour || ***http://work.alberta.ca***

Canadian Centre for Occupational Health and Safety || ***www.ccohs.ca***

Health and Safety Ontario || ***http://www.healthandsafetyontario.ca/***

Safe Work Manitoba || ***http://safemanitoba.com/farms***

The Agricultural Health and Safety Network || ***http://aghealth.usask.ca***

Organized by Topic

MANAGEMENT LEADERSHIP AND ORGANIZATIONAL COMMITMENT

Alberta Labour || ***http://work.alberta.ca***
Click on OHS tab at top to find legislation information

Alberta Queen's Printer || ***www.qp.alberta.ca***
To purchase copies of the OHS Legislation

Alberta Labour || ***http://work.alberta.ca/occupational-health-safety/334.html***
To get information on Certificate of Recognition (COR) and Small Employer Certificate of Recognition (SECOR)

HAZARD IDENTIFICATION AND ASSESSMENT

Alberta Labour || ***http://work.alberta.ca/occupational-health-safety/13568.html***
Lists hazards by category and links to controls for each

Government of Saskatchewan || ***www.saskatchewan.ca/farmsafety***
Scroll to the bottom to find the PDF of the Farm Safety Guide, see pages 11 – 18 for information on hazards

Government of Ontario ||
http://www.wsps.ca/Farm-Safety-Products/FarmSafe-Plan.aspx#downloadsFarm
Hazard resources

HAZARD CONTROL

Alberta Agriculture and Forestry || ***http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/aet13517***
Factsheets on many farm hazards and controls

Alberta Agriculture and Forestry || ***http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/aet13294***
Contains a good list of safety rules

Alberta Agriculture and Forestry || ***http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/aet13543***
A series of fact sheets outlining use of personal protective equipment

Prince Edward Island Farm Safety Code of Practice ||
http://www.wcb.pe.ca/DocumentManagement/Document/pub_farmsafetycodeofpractice.pdf
Provides practical guidance and recommendations to help farmers meet the requirements of legislation

ONGOING INSPECTIONS

AgSafe BC || ***http://www.agsafebc.ca/tools/assessment-tools/***
Equipment Inspection App for mobile phones

QUALIFICATIONS, ORIENTATION AND TRAINING

Canadian Centre for Occupational Health and Safety || ***www.ccohs.ca/products/courses/agriculture***

Training resources including apps, e-learning and podcasts

Canadian Centre for Occupational Health and Safety || ***www.ccohs.ca/newsletters***

Two newsletter subscriptions available highlighting safety information

Alberta Agriculture and Forestry || ***http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/aet13915***

Farm Safely Quick Reference posters for young workers

EMERGENCY RESPONSE

Rural Emergency Plan || ***www.ruralemergencyplan.com***

A tool for rural landowners to prepare for personal and environmental safety emergencies

Emergency Preparedness Alberta || ***http://www.aema.alberta.ca/personal-emergency-preparedness***

Emergency planning information for families

Farm Emergency Planning || ***http://town.howick.on.ca/content/page-content/farm-emergency-plan.pdf***

Emergency plan template

INCIDENT INVESTIGATION

Workers' Compensation Board || ***www.wcb.ab.ca/employers***

WCB reporting requirements

Safe Work Manitoba || ***http://safemanitoba.com/form-investigations-summary***

Sample form

UC Davis || ***http://safetyservices.ucdavis.edu/ps/iipp/fomp/IIPP_appD.doc/view***

Incident investigation sample form

PROGRAM ADMINISTRATION

Alberta Agriculture and Forestry || ***http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/aet13518***

Agriculture fatality reports

Workers' Compensation Board || ***www.wcb.ab.ca/employers***

Injury statistics

Injury Prevention Centre || ***http://injurypreventioncentre.ca/issues/agriculture***

Statistics and research programs

Canadian Agricultural Injury Reporting (CAIR) || ***www.cair-sbac.ca***

A summary of 19 years of injury data

Contacts:

ALBERTA FARM SAFETY PROGRAM
MINISTRY OF AGRICULTURE AND FORESTRY

Phone: 310.FARM(3276)
Email: *farm.safety@gov.ab.ca*
Website: *agriculture.alberta.ca/farmsafety*

ALBERTA OCCUPATIONAL HEALTH AND SAFETY CONTACT CENTRE

Phone: 1.866.415.8690
TTY Phone: 780.427.9999 (Edmonton) or;
1.800.232.7215 in other locations
Email: *farmandranch@gov.ab.ca*
Website: *work.alberta.ca/farmandranch*

ALBERTA WCB CONTACT CENTRE

Edmonton: 780.498.3999
Calgary: 403.517.6000
Toll free in Alberta: 1.866.922.9221

Email: *employer.account.services@wcb.ab.ca*
Website: *wcb.ab.ca/employers/farm_owners.asp*

CANADIAN AGRICULTURAL SAFETY ASSOCIATION (CASA)

3325 – C Pembina Highway
Winnipeg, MB R3V 0A2

Phone: 1.877.452.2272 or (204) 452.2272
Email: *info@casa-acsa.ca*
Website: *casa-acsa.ca*

Please help us to continually improve FarmSafe Alberta by completing the short evaluation:

extranet.gov.ab.ca/opinio6//s?s=19916

Notes