

Safe Farms Check Program Manual

Introduction

Most farmers have to rely, at some point, on family members and outside people to help run their farms. Family farms are businesses, and farmers are responsible for knowing and applying the principles and laws that ensure the safety and health of everyone who visits or works on their farms. Farmers need to know what safety and health standards apply to their operations and how to implement them.

The Safe Farms Check Program provides management practices that will help you, as a producer, ensure the safety and health of everyone on your farm. This manual outlines the steps needed to implement effective farm safety and health programs for your operation.

The Safe Farms Check Program Manual includes:

- information on current workplace safety and health legislation that applies to farms and ranches
- 11 steps to help protect you, your family and your employees from injuries and illness on your farm
- a list of publications and websites to help you develop your farm safety and health plan

For additional information, contact the provincial farm safety co-ordinator at one of the following locations:

Manitoba Agriculture Food, and Rural
Initiatives
Manitoba Labour and Immigration
801 - 401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-2315
Toll free: 1-800-282-8069 ext. 2315
Fax: 204-945-6134
E-mail: glen.blahey@gov.mb.ca

Manitoba Labour and Immigration
Workplace Safety and Health Div.
200 - 401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-6848
Toll free: 1-800-282-8069 ext. 6848
Fax: 204 -945-4556

Table of Contents

I. Health and Safety Legislation

Injuries in the agriculture industry
Who's responsible for safety and health on a farm?
The Workplace Safety and Health Act

II. 11 Steps to Making Your Farm a Safer Place to Work

- 1 Write a policy that outlines your commitment to safety and health
- 2 Have useful ways to identify and control hazards
- 3 Identify the people, resources and processes for an emergency
- 4 Clarify who is responsible for what duty
- 5 Regularly inspect your farming operation for hazards
- 6 Control chemical and biological hazards
- 7 Set safety and health processes for contract workers
- 8 Train everyone who works on your farm
- 9 Find out root causes of injuries, illnesses and dangerous incidents
- 10 Ensure all workers are involved in the program
- 11 Evaluate and revise your program regularly

III. Resources

Workplace Safety and Health Division publications and legislation
Web sites of interest

I. Health and Safety Legislation

Injuries in the agriculture industry

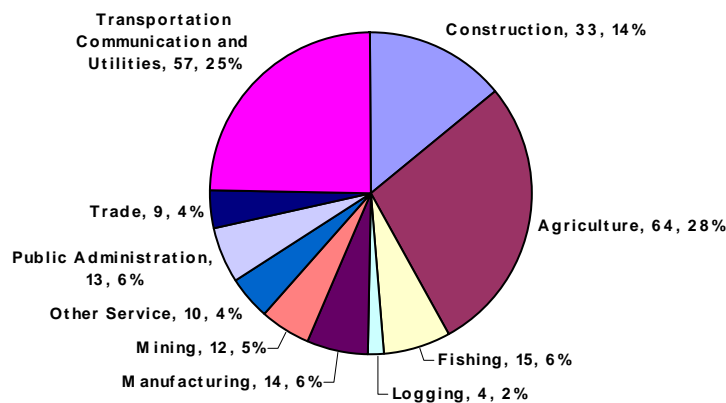
Agriculture is one of Manitoba's largest industries. It is also one of the most hazardous. Anyone who lives or works on a farm risks injury or illness from dangerous machinery, chemicals and work situations.

Manitoba Labour and Immigration's Workplace Safety and Health Division research shows 64 farm-related deaths and more than 1,100 farm-related hospitalizations in Manitoba between 1995 and 2005. It is important to note that almost one out of every six people who died in a farm accident was under the age of 19 and one in two was under the age of 60.

In this manual:

- The term "worker" applies to everyone who works on your farm, including your family, even if they're not paid.
- The term "incident" applies to preventable and unpreventable accidents where people are injured, become ill or die.

Acute Hazard Work Related Fatalities by Industry Sector, 1995-2005 (N=231)



Who's responsible for safety and health?

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

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

The more authority people have, the more responsibility they have for health and safety. So, a self-employed farmer has the most authority in his workplace and, therefore, the greatest responsibility for keeping the workplace safe. The goal of a good safety and health program is to get everyone working or visiting on the farm involved in protecting themselves and others from injury or illness and making everyone accountable.

The Workplace Safety and Health Act

Farm owners are responsible for protecting their workers' rights. Under the act, all workers have four basic rights in any workplace:

- Workers have the **right to know about the hazards** of their jobs. They should be shown how to recognize and deal with these hazards so they don't hurt themselves or others in the workplace.
- Workers have the **right to participate in the workplace health and safety plan**. Employers should talk to them about anything that affects their safety or the safety of others.
- Workers have the **right to refuse work they believe to be unusually dangerous** to themselves or others in the workplace.
- Workers have the **right to protection from discrimination** by employers, for insisting on their safety and health rights or for taking part in safety and health initiatives.

The Workplace Safety and Health Act and its regulations apply to all primary agricultural workplaces and outline how farmers should protect their workers. They also outline the responsibilities workers have to protect their own health and safety and that of others on the farm. The goal of the legislation is to encourage due diligence in protecting yourself and others by thinking ahead about possible hazards and doing everything reasonable to prevent incidents on your farm. The regulations address 43 specific areas of work which are listed in the following table.

Regulation 217/2006			
1. Definitions and General Matters	12. Hearing Conservation and Noise Control	23. Cranes and Hoists	34. Explosives
2. General Duties	13. Entrances, Exits, Stairways and Ladders	24. Pile Driving	35. WHMIS
3. Workplace S&H Committees and Representatives	14. Fall Protection	25. Work in the Vicinity of Overhead Electrical Lines	36. Chemical and Biological Substances
4. General Workplace Requirements	15. Confined Spaces	26. Excavation and Tunnels	37. Asbestos
5. First Aid	16. Machines, Tools and Robots	27. Work in a Compressed Air Environment	38. Electrical Safety
6. Personal Protective Equipment	17. Welding and Allied Processes	28. Scaffolds and Other Elevated Work Platforms	39. Health Care Facilities
7. Storage of Materials, Equipment, Machines and Tools	18. Radiation	29. Falsework and Flyforms	40. Forestry and Aboriculture
8. Musculoskeletal Injuries	19. Fire and Explosive Hazards	30. Temporary Structures	41. Oil and Gas
9. Working Alone or in Isolation	20. Vehicular and Pedestrian Traffic	31. Roof Work	42. Firefighters
10. Harrassment	21. Emergency Washing Facilities	32. Precast Concrete	43. Diving Operations
11. Violence in the Workplace	22. Powered Mobile Equipment	33. Demolition Work	

Due diligence requires anyone with responsibility for safety and health to take every reasonable precaution in the circumstances to avoid a work-related injury or illness, and holds everyone accountable for his/her actions and mistakes. It requires everyone to meet high standards while doing their jobs, to act in a responsible manner and to take reasonable care. The higher the risk in a job, the greater the need to take appropriate safety measures.

The criteria for due diligence requires each person with safety and health responsibilities to:

- **Write a plan** – Identify the hazards and assess their risks. Develop a plan to manage the hazards and reduce the likelihood of them causing harm.
- **Ensure the plan is adequate** – The plan must meet the needs of the workplace and the workers, and must be measurable against industry standards. Industry standards are a practice or procedure commonly carried out and considered acceptable within that industry (ex: the bio-security practices used in the livestock sector).

- **Monitor and evaluate the plan's effectiveness** – The plan must include a system to regularly measure how well it's being used and how effective it is.

For details on *The Workplace Safety and Health Act* and its regulations, and how they apply to farms, contact Manitoba Labour and Immigration, Workplace Safety and Health Division (See contact information in the Introduction) or visit www.manitoba.ca/labour/safety .

While most industries in Manitoba are covered by *The Workers Compensation Act*, farming coverage is not compulsory. However, coverage for farmers and farm workers is available if the employer applies to the Workers Compensation Board. Farm employers who get workers' compensation coverage for their employees and/or themselves are entitled to benefits such as:

- disability insurance for work-related injuries
- wage-loss benefits
- lump-sum payments if someone is permanently impaired
- freedom from legal action by an injured employee

For more information on worker's compensation, contact:

Workers Compensation Board of Manitoba
Employer Accounts
5th Floor, 175 Hargrave Street
Winnipeg, MB R3C 3R8
Phone: 204-954-4775
Toll free: 1-800-362-3340
Website: www.wcb.mb.ca

II. 11 Steps to Making Your Farm a Safer Place to Work

Farmers can use this manual to develop an effective safety and health plan for everyone who works on the farm. Inviting those who work on your farm to help develop the plan will increase its effectiveness and your workers' co-operation in using it.

1. Write a policy that shows your commitment to safety and health.
2. Have useful ways to identify and control hazards.
3. Identify the people, resources and processes needed to handle an emergency effectively.
4. Clarify who is responsible for each process and why accountability is important.
5. Regularly inspect your farming operation for hazards.
6. Identify steps to control chemical and biological hazards.
7. Identify safety and health procedures for contracted employers or self-employed workers who may be brought in to do certain work.
8. Have training plans for everyone who may work on the farm
9. Have a process to find out the root causes of injuries, illnesses and dangerous incidents.
10. Make sure all workers on the farm are involved in the program.
11. Regularly evaluate and revise your program.

Step 1

Write a policy that outlines your commitment to safety and health

A workplace safety and health policy is a statement of principles and general guidelines that govern safety and health on your farm. It tells workers, suppliers, contracted employers, self-employed people and clients about your commitment to safety and health.

Your policy should include:

- the safety and health philosophy of your operation
- a statement that substandard safety and health performance will not be accepted
- your commitment to preventing occupational injuries and illnesses
- the objectives of your safety and health program
- who is responsible and accountable for all parts of the program
- what responsibility farm workers have to protect the safety and health of themselves and their co-workers

Your policy must be made known to all employees and, where appropriate, to suppliers, contracted employers, self-employed workers and clients. New workers must be made aware of the policy during orientation. The policy must be kept current and it must be used for all work activities. You, as the most senior manager in the organization, should sign the policy and post it where everyone can read it.

Following are some sample health and safety policy statements:

Sample - 1

(Farm Name) _____

A COMMITMENT TO A SAFE WORKPLACE

Philosophy

(Name of farm or owner) is committed to providing a safe, healthy workplace for our employees. This includes creating and maintaining safe working practices by providing clear work processes and clear direction. Safety is everyone's responsibility.

Policy

Owner/Manager:

The owner/manager of this farm will set and maintain adequate standards, policies, processes and work practices for this workplace. I/we will maintain buildings and equipment to provide a safe working environment and ensure our/my managers and workers are instructed and trained in safe working practices.

Managers/Supervisors: (if appropriate for your farm)

The managers/supervisors will ensure our workers are trained in safe work practices that meet the standards of this farm. The managers/supervisors will do regular safety inspections, take appropriate action to maintain safety standards and hold regular staff safety meetings. They will make sure the owner knows about any real or potential safety or health hazards and will investigate all health and safety incidents.

Employees:

Every worker on this farm is required to follow safe work practices and maintain the safety and health standards of this farm. All workers are responsible for working in a safe manner and for reporting to the manager/owner any real or potential safety or health hazard.

Safety and Health Committee Members: (if appropriate for your farm)

This farm's safety and health committee members are required to use and promote safe work practices and conditions. They will help create a safe workplace by suggesting actions that will improve the effectiveness of the farm's safety and health plan.

Signed: (owner, president/CEO of farm)

Date:

Sample - 2

Workplace Safety and Health Statement

The _____ family is committed to providing a safe, healthy work environment for everyone on our farm.

We have set safe work standards and we are committed to meeting them. We will ensure that all our equipment is adequately maintained and will guard against and/or eliminate any physical or health hazards.

We will ensure everyone on our farm is trained and supervised in safe work standards. Everyone who works on or visits this farm is responsible for safety and health in this workplace – this includes wearing personal protective equipment when required and actively making their work environment safe.

Signed: (family members)

Date:

Step 2

Have ways to identify and control hazards

Identifying and controlling hazards is key to preventing workplace injuries on the farm. Hazards are objects, animals, machines or processes that can harm workers. Do not underestimate the significance of common, everyday hazards.

There are two kinds of work hazards: health hazards and safety hazards.

Health Hazards

Health hazards are any agents, situations, or conditions that can cause illness.

There are five types to look for during each inspection:

- **chemical hazards** – such as battery acid, solvents, pesticides
- **biological hazards or biohazards** – such as bacteria, viruses, dust, molds, animal-borne disease
- **physical agents strong enough to cause harm** – such as electrical currents, heat, light, vibration, pressurized hydraulic oil, noise, livestock, radiation (welder's flash)
- **work design or ergonomic hazards** – such as manual lifting, moving, repositioning heavy loads or machinery
- **workplace stress** – caused by such things as long work periods, multiple work demands, physical or psychological harassment

Health hazards can cause serious and immediate (acute) effects, or cause long-term (chronic) problems. All or part of the body may be affected. Workers can get ill when they are exposed to a chemical or a biological substance, a physical agent or other stress that can harm them. Workers may not always recognize the symptoms immediately. For example, noise-induced hearing loss is often difficult for victims to detect until it is advanced and irreversible.

Safety Hazards

Safety hazards are anything that could cause a physical injury, such as a cut, bruise, fracture or unconsciousness. Check the adequacy of your hazard controls during every inspection.

Everyday hazards in the agricultural workplace include:

- **machines** – often the cause of farm deaths – most hazardous areas are
 - transporting family/workers (rollover, run over after falling,) on tractors, trucks, all terrain vehicles, other farm equipment
 - starting equipment/fuelling up (bystander/operator run over, explosion)
 - using PTO (Power Take Off) driven implements (entanglement)
 - using farm equipment on public roadways (rollover, collision)
 - using machinery around power lines (electrocution)
 - using loaders (electrocution, entanglement, crushing, falls)
- **noise** – loss of hearing from sustained exposure to high noise levels from farm equipment and machinery

- **confined spaces/water storage** – asphyxiation or poisoning from manure pits, grain bins, septic tanks and other confined spaces – drowning in dugouts, wells and cisterns
- **chemical and biological** – solvents, degreasers, grain and feed dust, infected animals and veterinary supplies – hazards if not handled properly
- **working at heights** – falls or increased danger of electrocution from power lines
- **working with dangerous animals** – injuries from large, irritable, protective or hungry animals
- **lifting, moving and repositioning** – back injuries caused by too strenuous manual lifting – moving heavy objects or loads
- **ergonomic** – poor posture or work position, repetitive motion
- **extreme terrain and weather** – illness or higher risk of accidents as a result of extreme temperatures of dangerous terrain
- **working alone or in isolated places** – increased risk of harm and increased response time in a medical emergency

SAFE - A Hazard Control System

These steps are useful in developing hazard controls on your farm:

- **Spot the hazard**
- **Assess the risk**
- **Find a safer way**
- **Every day**

Spot the Hazard

A hazard is any situation, activity, procedure, equipment or animal that could harm someone. List all farm tasks, equipment and substances, and evaluate them using common sense; information from past accidents or near accidents; information from family, employees or neighbours; and product information from suppliers.

Assess the Risk

Estimate the potential risk of harm for the hazards you've spotted. The risk is the degree of chance that the hazard will actually harm someone. Risk assessment mainly depends on how likely it is the incident will happen and how severe the incident would be (injury, illness or death). To assess the risk of a hazard hurting someone, ask questions like:

- How many people come in contact with the hazard?
- How often?
- How seriously could someone be harmed?
- How quickly could a dangerous situation come up if something goes wrong?

This will help you decide which hazards should be controlled immediately. Also, you can use this information to help you decide what to inspect for and when to inspect.

The risk also depends on factors such as the physical and mental abilities of the worker (e.g.: age), the weather (ex: below-zero temperatures), terrain (e.g.: muddy field), and how the equipment is used (e.g.: herding cattle with a tractor).

Find a Safer Way

There are several ways to control a hazard. Pick what is most reasonable and practical for the circumstances. Training and supervision are key to hazard control. Everyone in the workplace must be trained to recognize hazards and use approved ways to control them.

The most effective way to make a farm environment safe is to get rid of the hazard. However, that's not always practical. If a hazard cannot be controlled by any of the following methods, it is crucial that additional training be provided to ensure that workers take extra care.

- **Eliminate hazards** posed by equipment, animals and the environment, if at all possible. For example, repair or replace faulty machines, sell a bull that is difficult to handle, put hilly terrain into pastureland rather than cultivation.
- **Substitute something safer** by using a different machine, material or work practice that poses less risk. For example, substitute a safer chemical for a hazardous chemical, or always use your safest tractor in steep terrain to minimize the risk of a rollover.
- **Use engineering/design controls** when it's not possible to eliminate hazards or substitute safer materials or machinery. For example, PTO and auger guards, rollover protective structures (ROPS) and brake locks are good blocking controls. Or use design controls that isolate the worker/family from the hazard, including childproof locks on pesticide sheds, fenced play areas away from the immediate work environment and grain bins set away from electrical lines.
- **Protect the workers** if other controls are inadequate, using training, supervision and personal protective equipment (PPE). For example, supervise new workers until you're sure they're competent to deal with hazardous situations. Use and provide proper clothes and masks for handling dangerous chemicals or biohazards. Ensure someone at the worksite is trained in giving first aid.

Every Day

Safety issues should be top-of-mind for every worker on a farm, every day. Below is an example of how this system could be used.

Example: Tractor Hazard

Spot the Hazard	Assess the Risk	Find a Safer Way	EVERYDAY
Extra riders on machinery	Serious injury or death from falling off and being run over or otherwise injured	No extra riders	
Bystanders near machinery	Serious injury or death from running over or pinning bystander	Install mirrors, improve sight lines, stop look and listen, keep children and spectators away from work area, check area before starting, install backup alarm	
Equipment in poor condition	Serious injury or death from run over after jump starting, from crushing injury caused by faulty hydraulics	Do regular maintenance, always do a pre-operational safety check.	
High/poor hitching	Serious injury or death from backwards rollover, rollover caused by a too heavy load for the tractor, going in the ditch, runaway loads	Never hitch above drawbar, use proper drawpin/clevis, extra weight for tractor front end, use engine for braking when going downhill with heavy load	
Front end loader improper, too large or too high	Serious injury or death from large hay bale that can topple onto driver or bystander. Excess weight can cause rollover, particularly in uneven terrain; high bucket can result in contact with power lines	Ensure proper sized bucket for size of tractor, don't use manure bucket for moving large bales, use restraining devices or tines, drive with bucket low to the ground	
Unguarded PTO	Serious injury or death from step over of PTO, starting of PTO, being entangled while performing repairs	Avoid PTO, use tight clothing, tie shoes, keep children from work area, disengage PTO where possible	
Ignition of fuel	Death or injury from unanticipated combustion	Don't spill fuel on a hot engine, don't smoke near ignitable materials, don't refuel inside a building, keep children away from work area, have fire extinguishers handy	

Safe Work Procedures

A Safe Work Procedure is the working tool that is produced when workplace hazards are identified and a plan for controlling those hazards is completed.

Following are sample forms to help you plan and monitor your daily safety plan.

SAMPLE JOB HAZARD ANALYSIS

Workplace : _____

Date: January 16, 2007

Job Name: Woodworking Band Saw	Facility: Shop 1	Conducted By: J. Carpenter
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Job Steps	Hazards	Corrective Actions
1. Place material in front of blade on work platform	1.a) Debris on platform b) Accidentally start saw while preparing c) Awkward posture - lifting and twisting (material handling) d) Forceful exertion lifting heavier pieces of wood	1.a) Inspect to ensure clean work platform b) Electrically isolate before starting anything else c) Implement lift/materials handling training d) Cover in lift/materials handling training
2. Turn on saw	2.a) Electrical shock b) Exposed blade c) Noise d) Blade break	2.a) Inspect electrical cord and switch b) Adjust guard to 1/8" above wood to be cut c) Hearing protection d) Inspect blade and wear eye protection
3. Push piece of material through blade	3.a) Knots/nails in wood – kickback b) Saw dust in eyes c) Saw dust inhaled d) Awkward postures due to leaning and reaching	3.a) Inspect wood and push through slowly b) Eye protection c) Engage dust collection system d) Position body to avoid exposure to awkward and sustained postures (Cover in body posture training)
4. Remove material from platform	4.a) Exposed blade – cuts b) Material fall and strike feet	4.a) Keep hands away from blade, shut off saw, use a push stick to remove pieces close to blade b) Wear safety footwear
5. Shut off saw	(Added to #4 corrective actions – remove step)	
6. Clean off saw	6.a) Saw dust in eyes b) Saw dust inhaled	6.a) Eye protection b) Disposable respirator (N95)

SAFE WORK PROCEDURES

Woodworking Band Saw

This task may only be performed by trained personnel

Facility: Shop 1	Written By: J. Carpenter	Approved By: J. President	Date Created: June 10, 2004	Date of Last Revision: January 18, 2007
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Hazards Present:	Personal Protective Equipment (PPE) or Devices Required:	Additional Training Requirements:
<ul style="list-style-type: none"> • Exposed Blade – Cuts, Amputation • Electrical Shock • Noise • Sawdust in Eyes, Inhaled 	<ul style="list-style-type: none"> • Eye Protection • Hearing Protection • Safety Footwear • Disposable Respirator (N95) • Push Stick • Safeguards • Dust Collection System 	<ul style="list-style-type: none"> • Lift/Materials Handling Training • Body Posture Training

Safe Work Procedure:
<ol style="list-style-type: none"> 1. Don personal protective equipment before commencing task. Ensure clothing fits appropriately and is tight fitting. 2. Ensure saw is unplugged or locked out. Inspect work area to ensure clean. Inspect for defects all electrical cords and switches, the blade by opening up the wheel guards, and all safeguards. If defects are identified, refer to supervisor for maintenance before continuing. Inspect dust collection system and ensure it is engaged. 3. Assess the weight and size of the wood. If necessary, obtain assistance. When lifting, use safe lifting techniques as per lift/materials handling training. 4. Inspect wood to ensure no defects or material in wood. If defects are identified, place in refuse bin and continue with alternate piece. 5. Ensure work area is clear of obstructions to prevent twisting and overreaching. Refer to body posture training. 6. Place wood on platform and measure height of wood. Adjust the guard to 1/8th inch above the height of the stock of wood being cut. 7. Ensure all safeguards are in place and start the saw. Ensure blade is running properly. 8. Hold wood firmly and flat on the platform. Feed the wood into the blade with your body positioned to the side of the wood. Ensure that hands are kept a safe distance away from the blade. If required, use the push stick so that hands remain a safe distance from the blade. 9. Shut off saw. Wait until blade stops. Remove wood from work platform. If wood is near blade, use a push stick to clear the blade. 10. De-energize and lock out machine to clean off. If there is a large amount of saw dust, wear a dust mask while cleaning. <p><i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage emergency stop and follow the lock out procedure.</i></p> <p style="text-align: center;"><i>REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</i></p>

Guidance Documents/ Standards / Applicable Legislation / Other:	<p><i>This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years</i></p>
<p>Guidance Documents:</p> <ul style="list-style-type: none"> • Operator's Manual <p>CSA Standards:</p> <ul style="list-style-type: none"> • Z432-04 Safeguarding of Machinery <p>MR 21706:</p> <ul style="list-style-type: none"> • 2.1 Safe Work Procedures • 6.1 Personal Protective Equipment • 12.3, 12.4 Hearing Protection • 16.4 Machine and Tool Safety • 16.5 Safeguards Required 	

Job Hazard Analysis (Note this format may be particularly useful if youth or older persons will be performing the job)

Job Description

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

Specific Task	Minimum Ability to Safely Perform Task	Hazards of Task	Personal Risk Factors (to be completed by individual familiar with operator)	Action Plan (to be completed by farm manager)
Mounting / starting up tractor	<ul style="list-style-type: none"> - knowledge of controls & machine capabilities - dexterity - strength / flexibility to operate controls 	<ul style="list-style-type: none"> - slip / fall from machine - loss of control of machine 	<i>e.g. occasionally losses balance, has limited strength in one arm / leg</i>	<i>e.g. training if physical limitations can not be managed - assign a less dangerous job</i>
Driving to hay storage area	<ul style="list-style-type: none"> - same as to start and operate, plus - good eye sight 	<ul style="list-style-type: none"> - loss of control of machine 	<i>e.g. limited range of motion - can't turn head to look back over shoulder when backing machine</i>	<i>e.g. installing rear view mirrors</i>
Picking up bale	<ul style="list-style-type: none"> - spatial perception - sense of balance 	<ul style="list-style-type: none"> - improper spearing of bale (could fall off or make tractor off balance) - knocking over other bales 	<i>e.g. limited eye sight</i>	<i>if physical limitations can not be managed - assign a less dangerous job</i>
Driving into pen	<ul style="list-style-type: none"> - as above 	<ul style="list-style-type: none"> - slip / fall when leaving tractor to open / close gate 		<i>e.g. additional hand grabs, extra step</i>
Positioning bale	<ul style="list-style-type: none"> - as above 	-		
Removing twine	<ul style="list-style-type: none"> - control cattle crowding in to eat - management of twine 	<ul style="list-style-type: none"> - falling tripping on ground materials / twine - being knocked down / trampled by cattle 		<i>if physical limitations can not be managed - assign a less dangerous job</i>
Positioning bale feeder over bale	<ul style="list-style-type: none"> - as above - if done manually then physical strength to lift / maneuver feeder 	<ul style="list-style-type: none"> - damage to feeder with loader - manually - strains / crushes if feeder drops 		<i>if physical limitations can not be managed - assign a less dangerous job</i>
Exiting pen	<ul style="list-style-type: none"> - same as entering pen 	<ul style="list-style-type: none"> - same as entering pen 		

Hazard Report Form - Example

Name:	Date:
Location:	
Equipment:	
Description of the hazard:	
Suggested corrective action:	
Signature:	
Supervisor's remarks:	
Corrective action taken:	
Signature of Supervisor:	Date:

SAMPLE Policy and Safe Work Procedure

Compressed Air Policy

Scope

This policy applies to all employees or contractors of _____

MANAGER: _____ DATE: _____

EMPLOYEE: _____

Cleaning materials and equipment with compressed air is dangerous. It should only be done where there is no alternative safe method and proper equipment and procedures are used. **COMPRESSED AIR MUST NEVER BE DIRECTED TOWARD THE BODY AT ANY PRESSURE.**

It may appear that using compressed air for cleaning is relatively harmless. However, injuries have often occurred to workers, especially to the eyes and ears. This results from materials and particles being blown into the eyes and ears at great velocity. Wood chips, dust, metal and plastic filings are some of the more common agents. Death can result when a compressed airstream is directed towards the skin and air enters the bloodstream through a break in the skin, or when air enters a body opening.

Safework Procedure

If compressed air is the **only alternative available for cleaning equipment or parts**, ensure that you do the following:

- Nozzle pressure **MUST** remain below 207kPa (30 psi). It will be necessary to use a pressure reducing device or internally regulated nozzle to provide for this. Always use the lowest possible pressure for the task.
- Use protective guards on the nozzle or other guarding means to direct particles from blowing back into the worker's face and body.
- Wear personal protective clothing, including full body coveralls, hand protection, face shields or safety eyewear and hearing protection.
- Ensure other workers in the vicinity are protected from being exposed to the airstream and any airborne particles. Physical barriers or screens may be required.

Never use compressed air for cleaning your work clothes.

Step 3

Identify the people, resources and processes for an emergency

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

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

Basic Components of an Emergency Plan

List possible emergency situations: Identify any emergencies that could occur, such as bad weather, fire, explosion, chemical spill, workers hurt by machinery, etc.

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

EMERGENCY PREPAREDNESS

(Post in an Appropriate Place for All to See)

LOCATION OF EMERGENCY ESSENTIALS

FIRST AID PERSON:

LOCATION OF FIRST AID KIT:

LOCATION OF EMERGENCY PHONES:

LOCATION OF EYEWASH:

LOCATION OF FIRE EXTINGUISHERS:

DIRECTIONS TO FARM

LOCATION OF MSDS MANUAL:

**ALL EMERGENCY PHONE NUMBERS AND
PROPER REPORTING INSTRUCTIONS ARE
POSTED AT EACH PHONE LOCATION**

Sample 2

FARM/RANCH ACCIDENT EMERGENCY INFORMATION

Always provide the dispatcher with your name and phone number:

Name:

Phone:

EMERGENCY NUMBERS:

Fire Department: _____ **Police/R.C.M.P.:** _____

Ambulance: _____ **Poison Control Center:** _____

DIRECTIONS TO YOUR FARM/RANCH:

(Provide specific kilometers and mention visible landmarks, but remember landmarks may not be visible at night.)

SPECIAL CONSIDERATIONS:

Special considerations that may make it difficult to reach a specific site or any medical conditions of potential victims (diabetes, heart trouble, etc.) which emergency medical services should know about:

WHAT TO TELL DISPATCHER:

- 1. location of the accident scene**
- 2. telephone number from which the call is made**
- 3. nature of the accident (electric, entrapment by tractor, etc.)**
- 4. the number of victims**
- 5. condition of victim (bleeding, heart attack, amputation, etc.)**
- 6. type of aid that has been given to victim (CPR, bandaging, etc.)**
- 7. whether someone will meet emergency medical services at the entrance to farm**
- 8. any special conditions that may hinder rescue (mud, fallen trees, etc.)**

DO NOT HANG UP THE PHONE UNLESS THE DISPATCHER TELLS YOU TO

Step 4

Clarify who is responsible for what duty

You can increase safety on your farm by making it very clear who is responsible for what duty – during everyday work and during an emergency. Make sure your workers understand the great importance of accountability – that everyone on the farm has to be able to rely on the others to do their jobs responsibly, and to protect the safety and health of every single person on the farm.

Accountability

As the farm owner and head employer, you must set an example for everyone on the farm – be clear about your responsibilities and live up to them. As the person in charge, you must take on your own duties and assign duties to all the workers. You must make sure the duties of each worker are clearly explained to them. You must also make sure they are clear about their responsibility for their own health and safety, and that of all other workers. As well, you must ensure everyone is trained to do all jobs safely and that all the correct protective equipment is available for all workers at all times. You must also monitor your workers regularly and correct any errors or problems that come up.

Basic duties of farm owners and supervisors include:

- knowing and following safety and health requirements
- providing a safe, healthy workplace
- providing and maintaining safe buildings, tools, machines and equipment
- setting up an effective safety-and-health management system
- providing close supervision where needed
- training and supporting supervisors in meeting safety and health standards
- pointing out and training people to recognize potential hazards
- ensuring proper steps are taken to control risks as much as possible
- ensuring family members are as well trained as all other workers
- providing necessary personal protective equipment
- ensuring routes, entrances and exits to buildings and work areas are safe
- ensuring hazardous products and chemicals are moved, handled and used safely
- providing adequate first aid equipment and training for your operation (see Part 5 of the Workplace Safety and Health Regulation for details on what a first aid kit should contain)
- inspecting work areas regularly and making immediate corrections or adjustments before there's an incident
- understanding and using proper emergency processes when needed

Basic duties of workers include:

- understanding and using safety and health standards as legislated
- knowing and using adequate safety and health procedures when doing duties, including knowing how to operate machinery and tools, and how to properly handle chemicals
- following safe work procedures at all times
- using safety equipment, machine guards, safety devices and personal protective equipment whenever they're needed
- reporting unsafe acts, situations, machinery, tools, gear, etc. to owner or supervisor immediately
- reporting incidents or illness immediately
- co-operating with other workers in working and acting safely at all times

Responsibilities to contracted workers

Farmers often hire outside companies or self-employed people on contract and direct their activities on the farm. For example, you may hire someone to do custom spraying, install a grain bin or do welding or electrical work. In these situations, you become a contractor under Manitoba's workplace safety and health legislation and the person you hire becomes a subcontractor. As a contractor, you have some additional responsibilities that include:

- setting up a system of shared responsibility and identifying who is responsible for what in the area of safety and health for everyone on the farm
- controlling any safety and health hazards over which you have direct control – the subcontractor is responsible for hazards under his/her own direct control (ex: the condition of subcontractor's own equipment)
- working with subcontractors to control hazards that are not within your direct control as contractor
- co-ordinating the safety responsibilities of two or more subcontractors working on your farm
- giving subcontractors needed information that could affect their safety and health
- identifying who's responsible for safety and health issues that could affect the subcontractors
- monitoring subcontractors to ensure they comply with safety and health standards and acting to correct any mistakes or problems (ex: not allowing a subcontractor to take their child in the combine cab if there's not a factory seat for the child)

Responsibilities of suppliers

Farmers rely on many different suppliers to provide products, machinery and tools for the farm operation. Farmers have a right to expect their suppliers meet generally accepted health and safety standards. Farmers should make sure their suppliers know what is expected of them in terms of safety and health.

The duties of suppliers include:

- supplying products that are safe when used according to instructions
- providing instructions for the safe assembly, use, storage and distribution of products they supply (sell, rent, or lease)
- ensuring all their products comply with the current legislation

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

If you buy a controlled product (hazardous substance) from a supplier to use on your farm, you should get a Material Safety Data Sheet (MSDS) on that product. (See Part 35 of the Manitoba Workplace Safety and Health Regulation for details.) Also, ask for MSDSs for exempt products such as pesticides. Make sure you train every person, who could be in contact with hazardous substances, how to protect themselves. Closely supervise workers who work with dangerous substances to ensure their safety.

Step 5

Regularly inspect your farming operation for hazards

An effective farm safety system will include workplace inspections for farm hazards. Regular inspections – you should do a formal inspection four times a year, minimum – can prevent accidents and illness by correcting things before someone is harmed.

Farmers must regularly inspect any workplace they control. Those most familiar with overall operations should do the inspections. Encourage everyone to regularly inspect his or her tools, equipment and machinery and to carry out a pre-operation safety check every time they begin to operate any machine.

Types of inspections

Formal and informal inspections, or walkabouts, are integral to any safe farm operation.

Formal – Planned, systematic examinations of the workplace will help you evaluate the safety of all work areas, tools, machinery, equipment, jobs and work processes. They also include inspection of animals to ensure they are healthy and that their care is provided efficiently and safely. Formal inspections include a checklist to make sure everything is covered. (See sample walkabout list next page.) The more you do then, the safer, healthier your operation will be.

Informal – Random checks on specific tasks or jobs will also help you stay on top of all potential hazards or problems. They include pre-operation checks for tools, equipment, machinery and personal protective equipment before starting a job. Everyone working on the farm should do informal inspections daily. For example: when you want to teach one of your family to do a new task on the farm, you should evaluate everything about the task for hazards first, before you show someone how to do the task.

Responsible farmers and workers should always know the safety hazards and the condition of every piece of equipment used. Typical situations where a pre-operational safety check is essential include: using a tractor, loader, power take off; refueling or hitching a load; and using farm equipment on local roads.

Responsible farmers and workers know their equipment and read their operator manuals thoroughly. They review the location and purpose of all gauges and controls. This allows them to act quickly in an emergency, because they know what all the warning decals mean on the machines and equipment.

Farm Safety Walkabout

The following checklist is a guide. Given the diversity of Manitoba's farms it is best to develop your own checklist. Refer to the Resources section for additional sources of checklist samples.

Tractor

- Rollover protective structure used and seat belts installed
- All shields and guards (ex: PTO) installed
- Proper hitching attachments (ex: draw bar and safety chain) are used
- Hearing protection available (tractor cab or ear protection)

Vehicles, Tools, Machinery, etc.

- Tools, machinery, equipment maintained
- Vehicles maintained
- Lockout mechanism available
- All shields and guards installed
- Hearing protection available
- Hydraulic hoses in good repair
- All warning decals and engine shut-off instructions visible
- Lights and wipers working
- "Slow Moving Vehicle" sign attached
- Brakes in good working order
- Battery in good condition
- Operator's platform clear of debris
- Visibility clear
- Fire extinguisher on machine

Fire Protection

- Isolate all sources of ignition
- Extinguishers (full) in hazardous areas
- No smoking signs in hazardous areas
- Exits clearly marked in hazardous areas
- Proper electrical installation
- Flammable materials stored safely
- Fire emergency numbers listed near telephone
- Emergency fire plan posted

Orientation and Training

- Workers trained in safety work procedures
- Workers receive adequate supervision
- Workers trained in proper lifting, moving and repositioning

Chemical Hazard & Biohazard Protection

- Chemicals stored safely and labeled properly
- Biohazards identified and dealt with safely
- Warning signs posted
- Proper personal protective equipment (PPE) available ex: eyewear and protective clothing) in good condition
- Emergency numbers posted

Other Emergency Preparation

- Emergency plan posted
- Emergency numbers posted
- First aid supplies for all workplaces

Farm Buildings

- Fire exits clear
- Aisles, stairs, ladders and floors uncluttered and in good repair
- Light and ventilation adequate
- Buildings free of hazardous materials
- Hazardous ladders/openings/protrusions guarded
- Toilet/waste disposal facilities adequate
- Electrical fixtures suitable

Farm Yard

- Assigned play area for children away from work areas
- Protection from enclosed spaces such as cisterns, wells, manure pits, feed silos
- Protection from dugouts
- Grain bins located away from electrical hazards
- Identify and post all overhead power lines where high equipment (ex: grain augers) is used

Work Environment

- Adequate lighting and ventilation for the work tasks
- Protection from extremes of temperature

WORKPLACE INSPECTION

Section I This is a sample list of hazards, equipment and safe work procedures that a farm may have at worksites. This is a guide and not every farm will have all items indicated in this list. Add or delete any of these items to suit your farm's requirements and use it as a checklist for conducting regular, formal inspections at your workplace.

Section I:

Hazards:	Equipment:	Procedures:
<ul style="list-style-type: none"> a) Tripping: (floors, stairs, walkways) <ul style="list-style-type: none"> electrical cords welding, air hoses scrap materials product, parts refuse straps, metal, nylon b) Slipping: (floors, walkways) <ul style="list-style-type: none"> water petroleum products plastic sheeting ice c) Exposed electrical contacts d) Floor openings e) Workers working alone f) Welding equipment: <ul style="list-style-type: none"> storage of gas cylinders worn hoses use of water hose clamps fire extinguisher available flashback device g) Workplace violence h) Unsecured machinery/equipment i) Open mezzanine floors (no guard or mid-rails) j) Mezzanine loading gates: <ul style="list-style-type: none"> none gate not in place k) Stairs: <ul style="list-style-type: none"> no hand rails on open sides loose or missing treads l) Exit doors blocked m) Access to electrical controls blocked 	<ul style="list-style-type: none"> a) Ladders b) Machine guards c) Guardrails d) Personal Protective Equipment: <ul style="list-style-type: none"> safety footwear eye protection respiratory protection hand protection hardhats e) Ventilation equipment (fans, etc.) f) Electrical hand tools: <ul style="list-style-type: none"> guards in place electrical cords worn grounded g) Electrical equipment <ul style="list-style-type: none"> covers in place safe-ready access to controls controls labeled h) Slings i) Hoisting equipment: <ul style="list-style-type: none"> upward limit control drop-stops on hoist safety latch on hook j) First Aid Record Book: <ul style="list-style-type: none"> all injuries recorded each section complete accident investigations completed for medical treatment or time loss injuries 	<ul style="list-style-type: none"> a) Lock-out b) Building evacuation c) Spills, emergency clean-up d) WHMIS e) Housekeeping f) Summoning first aid g) Reporting unsafe conditions or acts h) Use of respirators i) Confined space entry j) Working in close proximity to electrical power lines

Workplace General Safety Rules

Posted: Y N

Location: _____

CHEMICALS and FERTILIZERS

Containers labeled clearly Y N

(hazards and precautions)

Material Safety Data Sheets available Y N

Proper storage room signage Y N

Materials properly stored Y N

Other notes: _____

FIRE PROTECTION

Emergency plan prepared and posted Y N

Fire drill held Y N **Date:** _____

Fire extinguishers available:

house Y N

tractor Y N

vehicles Y N

barn Y N

other: _____ Y N

Gauges and expiration dates ok repair replace

Notes: _____

TRUCKS and TRAILERS

Tires	good	fair	poor	
Lights	signal	backup	brake	headlights
Brakes	good	fair	poor	
Body	good	fair	poor	

TRACTORS

PTO shields		Y	N	
“Slow Moving Vehicle” signs		Y	N	
ROPs and seatbelts	equipped			not equipped
Hydraulic hoses	ok	damaged		replace
Tires	ok	worn		replace
Brakes	ok	repair		replace
Pins and bars	ok	missing		damaged

Needs: _____

Metal fatigue/stress points: _____

IMPLEMENTS

PTO covers		Y	N	
Guards and pins/latches		Y	N	
Jacking device		Y	N	
Covers in place		Y	N	
Welds checked	ok			repair
Tires and rims	ok	worn		replace
Hydraulic hoses	ok	damaged		replace

Metal fatigue/stress points: _____

ELECTRICAL

Covers on boxes		Y	N
Covers on panels		Y	N
Emergency lighting:			
trouble light		Y	N
flashlights		Y	N
other portable/temporary		Y	N
Extension cords	ok	repair	replace

FLOOR OPENINGS

Barn:	Covered	Y	N
	Guarded	Y	N
Shop:	Covered	Y	N
	Guarded	Y	N

SHOP

Welding/cutting torches:

valves		leaking	ok
connections		loose	ok
hoses		damaged	ok
gauges		missing	ok

MISCELLANEOUS

Ladders -- rungs and rails	ok	repair	replace
Compressors			
Gauges	ok	repair	replace
Electric tools:			
cords	ok	repair	replace
guards and protectors	ok	repair	replace
Hoses	ok	repair	replace
Tripping hazard		Y	N
Tools		Y	N
Connectors	ok	Y	N

ANIMAL HANDLING

Escape routes clear		Y	N
Holding and calving pens clear/clean		Y	N
Dangerous calves known/identified		Y	N
Puller available/working		Y	N
Emergency numbers posted		Y	N
Bull pens secured		Y	N
Fences and corrals	ok	repair	replace

Notes: _____

HOUSEKEEPING

Debris in:

yard		Y	N
shop		Y	N
barn		Y	N
corral		Y	N
Garbage bins available		Y	N

PERSONAL PROTECTIVE EQUIPMENT

Hearing protection:

available		Y	N
condition	good	fair	poor

Safety footwear:

work boots		Y	N
riding boots		Y	N

Safety glasses:

available		Y	N
condition	ok	scratched	poor
available at appropriate Locations		Y	N

Hat:

Wide brim		Y	N
hard		Y	N
winter		Y	N

Sun protection

	Y	N
--	---	---

Step 6

Control chemical and biological hazards

Farmers and their workers must all know about any chemical or biological hazards they may be exposed to. While hydrogen sulfide, silo gas and carbon monoxide (generated by internal combustion engines) are examples of typical farm hazards, there are many chemicals, such as fertilizers and pesticides, that can also endanger the people exposed to them.

Use the **SAFE** system to write this part of your plan.

Spot the Hazard

Inspect your farm and identify where there is exposure to chemicals or biohazards. Examples include:

- an unexpected exposure to the hazard – spilling during storage, transport or disposal of a hazardous substance
- a routine exposure to the hazard – during the time a chemical or biological substance is being applied or after application
- an unforeseen exposure to the hazard – exposure to hantavirus, molds or spores, while cleaning a contaminated, enclosed area

Silos, manure pits and dugouts are work areas that can expose people to biological hazards. Risk caused by farm chemicals increases if containers are not properly labeled.

Assess the Risk

The health risks of chemical and biological hazards are often ignored because the effects may appear only after long-term exposure. The long-term consequences, however, can be severe and even fatal. Exposure to some chemicals, including anhydrous ammonia and viral agents, such as hantavirus, can be fatal.

Make sure you get information from suppliers on all chemicals (ex: Material Safety Data Sheets and any other product information), from health and regulatory authorities (ex: WorkSafe bulletins, educational material) and from neighbours and associations. MSDSs and labels are required by law for most hazardous products under Workplace Hazardous Materials Information System (WHMIS) regulations. Use this information to assess the risk.

Find a Safer Way

As the person responsible for your farm's operations, you need to protect your family and workers from chemical and biological workplace hazards. Important things to remember:

- Keep an up-to-date inventory of hazardous chemical and biological substances.
- Use information from suppliers for training, to develop work procedures and to conduct workplace monitoring and inspections.

- Use safe work procedures and processes:
 - Use personal protective equipment suitable for the job and store separately from chemical holding areas.
 - Know how to use the personal protection equipment and its limitations.
 - Lock chemical sheds and locate them in areas that aren't likely to flood.
 - Store chemicals in containers that cannot be mistaken for something else.
 - Don't store incompatible chemicals together.
 - Don't store explosives near detonators.
 - Follow manufacturers' recommendations and environmental requirements for disposal (ex: triple rinsing).
 - Secure hazardous substances during transport.
 - Assign responsibility for ensuring that adequate hazard information is communicated to the people who order, purchase, receive and transport the hazardous materials.
 - Prepare for any possible spills, leaks or releases and outline clear emergency procedures.

- Know and use WHMIS: The Workplace Hazardous Materials Information System (WHMIS) system is used across Canada to label, train users and maintain information and records for the use of hazardous products. Specific details on WHMIS in Manitoba can be found by contacting the Workplace Safety and Health Division or by visiting the website at www.manitoba.ca/labour/safety.

- Infection hazards: If there is the possibility of an infection spreading on your farm, from either animals or other humans, you must calculate the risk of infection and write an infection control plan, using the SAFE process. For details on infection control, see Manitoba Regulation 217/2006, part 35.

Every Day

Regular, daily spot checks, along with reviews during formal inspections, will help you keep the risk from chemicals and biohazards to a minimum on your farm.

Step 7

Set safety and health processes for contract workers

Most farmers hire outside businesses or self-employed workers from time to time. That makes the farmer a contractor and the people they hire subcontractors. Your farm safety and health plan must include the possibility of hiring outside people and ensure their safety and health. It is the farmer's responsibility to ensure that anyone coming on your farm to work is made aware of your safety and health policies and standards, and agrees to follow them.

Your workplace safety and health program must have a system to deal with the safety and health risks associated with the work of contracted employers or self-employed people.

That system should include:

- setting criteria for evaluating and hiring outside companies or self-employed people, that includes a reputation for good safety and health practices
- ensuring each outside worker has the information and tools they need to do the job safely, and asking them to provide you with similar information
- clearly clarifying who is responsible for what, and the workplace expectations
- monitoring to ensure the clearly defined safety and health standards of your operation are maintained by outside company employees or self-employed people.

Step 8

Train everyone who works on your farm

Farmers are not only responsible for training themselves in every aspect of their farming operations – they are also responsible for training all family members and hired workers.

Hiring tips

If you have to hire help, hire workers who 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. Make them show you that they can safely complete hazardous tasks. Ensure that they don't get into trouble during the demonstration by providing sufficient backup support.

Orientation and training

You must provide adequate training to all family members and employees for every task they are required to do. Give every worker a thorough workplace safety orientation at the start of every season or work period. The orientation should include how to identify, control and manage all hazards.

Give every family member and employee the suitable work skills and knowledge to do a task safely. Explain your commitment to safety when you bring someone in to help you. Orient your workers, and use this time to find out what training they need. Make sure you train them in the skills needed to deal with hazardous situations. Make it clear that they shouldn't do a job unless they know how to do it safely. This will encourage everyone to ask for help before they tackle unfamiliar or hazardous tasks.

Training is particularly critical for young family members on the farm. The *North American Guidelines for Children's Agricultural Tasks* can help you choose the kinds of tasks children at different ages can perform safely. Contact your local MAFRI GO office or visit www.manitoba.ca/agriculture/farmsafety for a copy of the guidelines.

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

Key elements of this training include:

- how to perform each task safely
- hazard identification and control procedures
- rights and responsibilities of workers
- how to bring up and talk about concerns
- who to ask for help
- where to go for first aid
- emergency preparation plans
- what to do if there's an incident

Training Records

Sample 1

Worker Orientation

Name: _____

Orientation topics:

Topic	Yes	No	Date
Safety responsibilities explained	θ	θ	_____
Claims management explained	θ	θ	_____
Safety and health rules explained	θ	θ	_____
Received instruction on how to summon first aid	θ	θ	_____
Location of first aid facilities shown	θ	θ	_____
Reporting of unsafe conditions explained	θ	θ	_____
Right to refuse unsafe work explained	θ	θ	_____
WHMIS explained	θ	θ	_____
Location of MSDS shown	θ	θ	_____
Use of personal protective equipment explained	θ	θ	_____
The following emergency procedures explained and understood:			_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____
The following written work procedures read and understood:			_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____
_____	θ	θ	_____

Other topics covered/comments:

Annual review date: _____ Worker: _____

Sample 2

New Employee Orientation Checklist

Supervisor _____ Date _____

Check off each item as you discuss it with the new employee:

1. Personal protective equipment required, issued and why used _____
2. Procedure for obtaining, cleaning, repairing and replacing personal protective equipment and clothing _____
3. Review general safety rules (and reason for each) _____
4. Review specific safety rules,(i.e. smoking, special materials handling) including reasons for each rule. _____
5. Review disciplinary action. _____
6. Tour of facilities (discuss hazards) _____
7. What to do in the event of an injury _____
8. Location of first aid or medical facilities _____
9. What to do in the event of a non-injury incident _____
10. Location of fire extinguishers, fire exits, emergency response numbers, and procedures _____
11. Clean-up rules (housekeeping) _____
12. How to handle unsafe conditions _____
13. WHMIS training on hazardous materials handling _____
14. Familiar with Workplace Safety and Health Regulations _____
15. Has been shown and has reviewed the safety program _____
16. Has read and understands all SAFE WORK RULES AND SAFE WORK PRACTICES _____

Name: _____ Signature: _____

Discussed by: _____ Date: _____

Step 9

Find out root causes of injuries, illnesses and dangerous incidents

To understand the reasons for an incident or near-incident, you need to find out:

- what caused the incident and the immediate events leading up to it
- what contributed to the incident such as unsafe actions or conditions
- the root causes that set the stage such as inadequate safety policies, procedures, or attitudes

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

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

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

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

Factors to think about include:

- inadequate planning, training, orientation or supervision (ex: repairing hydraulics on a front end loader without blocking the arms or bucket)
- poorly designed work areas or job procedures
- inadequate, defective, or obsolete tools, machinery and equipment
- unusual circumstances, such as an emergency that requires workers to perform jobs they normally don't do
- jobs that are rarely performed (for example, silo repairs)

SAMPLE Accident Investigation and Reporting

PURPOSE:

To establish the responsibility for accident investigation and reporting.

REFERENCE:

The Workplace Safety and Health Act
Workplace Safety and Health Regulation

RESPONSIBILITIES:

1. EMPLOYEE:

Employees are required to report all accidents, injuries or conditions that have arisen out of the course of their duties immediately to their supervisor or manager. First aid will be provided by a qualified first responder.

The employee must complete a Notice of Injury report for each work incurred injury.

SUPERVISORS:

The supervisor or designated accident investigators must investigate each accident promptly and attempt to establish the cause, provide appropriate corrective action and in the case of a lost time accident complete an Accident/Incident Report within 24 hours of the incident. At the discretion of the supervisor or designated accident investigator, an Accident/Incident Report may be used for non lost time injuries.

3. MANAGER:

Managers must review each Accident/Incident Report with the supervisor (including the designated investigators where indicated). It is all managers' responsibility to see that corrective action, when necessary, is taken to prevent recurrences

4. SAFETY COMMITTEE:

Reviews all Accident/Incident Reports, initiate additional investigation as required and analyze all reports in an effort to determine causal factors which may have been overlooked.

PROCEDURE:

A. REPORTING:

1. All accidents or incidents arising during the course of work related duties resulting in an injury or condition shall be reported immediately to the supervisor or manager.

2. Employees must complete the Notice of Injury Report providing as much detail as possible about the cause of the injury, the type of injury and if witnesses were present.

B. INVESTIGATION:

1. All reports of accidents/incidents by employees shall be promptly investigated by the immediate Supervisor or designated investigator(s) to attempt to establish the cause and provide appropriate corrective action.
2. In the event of a work incurred lost time injury the investigator shall formally document the investigation using the Accident/Incident Report form. At the discretion of the supervisor or designated accident investigator, an Accident/Incident Report form may be used for non lost-time injuries (ex: cases where the Notice of Injury Report does not provide enough detail or the recommended corrective action requires review and approval from a higher level of management).
3. The investigator shall complete the investigation within 24 hours of the incident.
4. The investigation process shall focus on determining the underlying cause of the incident, not just the event which produced injury or damage. Employee carelessness and similar, inconclusive statements of cause are unacceptable. Consider that equipment, material and people usually combine to produce accidents. For effective accident investigation, the following factors should be considered:

TASK:

- Was a safe procedure used?
- Were the appropriate tools/materials available? Were they used?
- Had conditions changed to make the normal procedure unsafe?
- Was the task structured to encourage/discourage safe work practices?
- Were safety devices/alarms/systems in place?
- Was all required personal protective equipment available? Was it used?

EQUIPMENT/MATERIAL:

- Was there an equipment malfunction?
- What caused the malfunction?
- Was the material/equipment substandard in some way?
- Were tools and equipment being used correctly?
- Were tools and equipment modified in any way?
- Were hazardous substances involved?
- Were they being handled in a safe manner with all required personal protective equipment?

WORKERS:

- Were workers aware of the proper procedures and standards for the activity?
- Were workers adequately trained to perform the task in question?
- Was the worker experienced in performing the task in question?
- Was the worker physically capable?
- Was judgment, health and/or ability impaired for any reason (ex: tired, rushed, medication, stressed)?

MANAGEMENT:

- Were the hazards which led to this incident known to the super-visors?
- Were standards, practices and procedures developed to overcome these hazards?
- Were they being enforced?
- Was adequate supervision provided?
- Were unsafe conditions corrected?

Were supervisors aware of applicable standards, practices and procedures for this activity?

ENVIRONMENT:

Were weather conditions a factor?

Was it too hot or cold?

Was noise a problem?

Was there adequate light?

Were toxic gases, dusts, fumes present?

Look for the same cause factors in other areas and correct before there is the possibility of another accident.

The investigator shall submit a completed Accident/Incident Report Form to the manager within 24 hours of Incident.

The manager shall review the Accident/Incident Report and the investigative findings with the investigator and ensure that corrective steps are taken/enforced to prevent future incidents.

Copies of completed Accident/Incident Reports shall be forwarded to the safety committee for review. Copies of all Accident/Incident Reports shall be maintained by the management safety co-chair person for a period of 30 years from date of occurrence as per provincial legislation.

The safety committee shall determine if additional investigation or corrective steps must be taken.

Copies of completed Accident/Incident Reports on lost-time injuries shall be forwarded to Workplace Safety and Health.

LOCKOUT/TAG OUT AUTHORITY:

Investigators have the duty and the authority to lockout/tagout equipment determined to be dangerous. The equipment will not be used until repairs, modifications or corrective measures are completed and verified as safe by the investigators in co-operation with the safety committees or designated representative.

REPORTING SERIOUS INJURY:

Under Manitoba Regulation 217/2006, Part 2.7(1): when a serious accident occurs at the workplace, the employer is required to immediately notify Manitoba Labour and Immigration by calling 945-3446 or 945-0581 in Winnipeg; or toll free at 1-800-282-8069 ext. 3446

An accident is considered serious if it results in:

- death, or serious injury (as defined below)
- collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation
- explosion, fire or flooding

Serious injuries are defined as:

- fracture of a major bone
- amputation
- loss of sight

- internal hemorrhage
- third degree burns
- unconsciousness resulting from concussion, electrical contact, asphyxiation
- poisoning
- cuts requiring hospitalization or time off work
- any injury resulting in paralysis
- any other injury likely to endanger life or cause permanent disability.

Manitoba's regulations stipulate that no equipment or materials involved in a serious accident may be moved, unless it is necessary to release an injured person, or to avoid creating additional hazards.

Step 10

Ensure all workers are involved in the program

Talking regularly and often about safety and health with workers is as important as every other aspect of your farming operation. Involve your family members and anyone who may work for you in managing safety and health issues on the farm. Workers and those who live on the farm often have direct knowledge (if not direct experience) of the range of workplace hazards present.

Always give serious consideration to the issues workers and family members raise about safety and health. If they know you value their opinions and ideas, they're more likely to be involved in safety and health on the farm. Their involvement will pay off:

- with fewer incidents and injuries
- in training new workers to replace those who've been injured
- in spending less money on needless repairs to equipment

Always be sure to discuss the hazards of tasks before workers do them. To eliminate as much risk as possible, make sure you and your workers agree on the safest way of doing all hazardous jobs before anyone starts. Workers will invest in farm safety and health if they have the opportunity to:

- raise questions about safety and health as they arise
- openly discuss their safety concerns and receive support in finding and implementing solutions
- discuss incidents and near-misses
- do safety inspections with you
- do pre-operational checks on tools, machines and equipment before they begin work
- read tool and equipment manuals and learn safe procedures
- take safety training and help apply it on the farm

Hazard Report Form - Example

Name:	Date:
Location:	
Equipment:	
Description of the hazard:	
Suggested corrective action:	
Signature:	
Supervisor's remarks:	
Corrective action taken:	
Signature of Supervisor:	Date:

Step 11

Regularly evaluate and revise your program

Reviewing and revising your safety and health plans regularly is a solid business practice. Ask your family and workers to suggest improvements and help you detect and fix problems. Agricultural work is always changing. New technologies and/or problems may require you to:

- re-examine workplace hazards
- update supervisor/worker training
- change how supervising is done
- re-assign responsibilities for safety
- review your workplace inspection procedure and conduct safety inspections differently

Above all else, make safety and health an integral component of your farm business management. Without the safety and well-being of you, your family and your workers, your farming operation would not work.

General questions to consider

- Is senior management directly involved in the program?
- Does senior management set an example?
- What is the nature and degree of incidents and emergencies that could occur in the organization?
- How does your organization compare with others in your industry?
- Is the work environment clean, well ventilated, adequately lit, and so forth?
- Is every effort made to purchase tools, equipment, and machinery with modern safeguards and hazard controls?
- Can existing tools, equipment, and machinery be retrofitted to include modern hazard controls and safety guarding devices?
- Are tools, equipment, and machinery adequately maintained and serviced?
- Are the numbers of workers that supervisors must supervise too high?
- Are written policies, procedures, and plans followed and if so, are they working properly?
- Are workers and supervisors involved in setting safety and health objectives and measurements?
- Are safety and health targets and measurements clear, crisp, and clearly communicated?
- Does everyone know what is expected?
- Are people rewarded for excellence in safety and health performance as they are for excellence in other areas?
- Is the organization prepared to ensure managers, supervisors, and workers carry out their responsibilities?

Write a policy that demonstrates your commitment

- Is your policy written, communicated and posted?
- Was the committee involved in preparing the policy?
- Is the policy understood by everyone?
- Does the policy specify who is responsible and accountable for workplace safety and health duties?
- Have you allocated adequate resources to implement the policy?

Identify and control hazards and emergencies

- Is the organization proactive in identifying hazards, assessing their risks, and putting controls in place?
- Has a job hazard analysis been done for each hazardous job?
- Are written safe work procedures and production processes in place?
- Does your organization promptly address concerns, and assign responsibilities for follow-up?
- Are workers informed about the risks of the hazards they face?
- Are hazard controls implemented (at the source, along the path, and at the worker)?
- Is the effectiveness of corrective action monitored?
- Are first aid logs kept?
- Are equipment logs in place?

- Are equipment and tool maintenance records kept?
- Are procedures, plans, programs, and policies required by the regulations in place and effectively monitored?
- Are suitable and adequate records and statistics kept?
- Are inspection and audit reports prepared and used effectively?

Identify people and resources required to deal with emergencies

- Are emergencies identified?
- Are responsibilities and resources allocated?
- Are written emergency response procedures in place for every potential emergency (written fire safety procedures, and so forth)?
- Are written emergency procedures needed for chemical and biological hazards at the workplace?
- Are records of emergency training kept and used properly?

Prepare a statement of responsibilities

- Are written duties and responsibilities for safety and health clearly written?
- Does everyone understand what is expected?
- Are systems in place to ensure accountability and compliance?
- Does accountability adequately reflect responsibility?
- Is a senior manager or supervisor in charge of implementing each safety and health program procedure throughout the organization?

Schedule inspections

- Are inspection procedures and schedules in place?
- Does everyone understand who is responsible for what?
- Is adequate training provided?
- Are written report forms and checklists used effectively?
- Are inspection reports used effectively?

Develop plans to control chemicals and biological hazards

- Is the inventory of chemicals and biohazards kept current?
- Is a control system in place for MSDS and other hazard identifiers?
- Are MSDS readily available to workers?
- Do workers understand the information on MSDS and product labels?
- Are workers trained properly?
- Are records of work environment monitoring needed?
- Are ventilation system maintenance records needed?
- Is a plan for controlling infectious substances required?

Develop a procedure to safeguard contracted employer(s) or self-employed persons(s)

Is there evidence that the other employer or self-employed person is in compliance with The *Workplace Safety and Health Act* and regulations?

Does the other employer have a written workplace safety and health program in place, if required?

Do workers of other employer(s) receive adequate orientation, instruction, training and competent supervision?

Does the other employer(s) or self-employed person provide safe systems of work and working environments?

Is there effective ongoing communication with the other employer(s) or self employed person regarding hazards at the workplace and the measures to prevent and control them?

Is there effective communication with the other employer(s) or self-employed person regarding hazards the other employer(s) or self-employed person may bring to the worksite?

Do you have a system in place for the selection and evaluation of other employer(s) or self-employed person(s). Do you monitor the safety and health performance of the other employer(s) and their workers or self-employed persons on a regular basis?

Are your organization's safety and health policies and procedures being followed by the other employer(s) and their workers or self-employed persons?

Develop a training plan for workers and supervisors

Are managers, supervisors, committee members, and workers adequately trained in their duties?

Are training needs systematically analyzed?

Are clear responsibilities for training assigned?

Is adequate time and resources provided?

Are records of orientation, job, and WHMIS training in place?

Are records of training required by the regulations in place (such as for forklift operations, respiratory protective equipment, etc)?

Are records of crew talks kept?

Are records kept of training provided to the workplace safety and health committee co-chairpersons and members?

Are auditing reports on training kept and used?

Are training requirements tracked to determine what training is needed and if training is being used as expected?

Is the effectiveness of training evaluated and improvements made where necessary?

Do managers, supervisors, and committee members observe behaviour to see if training is working?

Is training checked during committee inspections and activities?

Develop a procedure to investigate incidents, dangerous occurrences, and refusals to work

- Are responsibilities clearly assigned and put in writing?
- Are adequate training records kept?
- Are responsibilities for keeping records clear?
- Are written investigation procedures in place?
- Are written reports produced, kept, and used effectively?
- Does everyone know who is responsible for following-up on corrective action to ensure it is working?

Develop a strategy to involve workers

- Are workers required and encouraged to report concerns and are those concerns dealt with effectively?
- Is there an effective workplace safety and health committee in place?
- Is the committee carrying out duties required by the regulations?
- Does the committee advise the employer on required policies, programs, and so on?
- Does the committee audit the internal responsibility system (IRS) effectively?
- Are senior managers and influential workers serving on the committee?
- Is the committee supported properly?
- Does the committee keep and use appropriate records (reports, minutes, recommendations, etc.)?
- Are employees regularly provided with information and asked for feedback?
- Are workers reporting hazards?
- Is senior management prepared to discuss concerns with workers during committee meetings, on the shop floor, in supervisory meetings, etc.?
- Are safety expectations discussed with new workers?
- Does the organization use a variety of technologies and tools to communicate with workers about safety and health?
- Are successes communicated with the same intensity as information about incidents and failures in the IRS?
- Are workers active in the workplace safety and health committee?

Develop a procedure to regularly evaluate and revise your program

- Do you review your program and each program element within each three-year cycle required by Section 7.4(5)(k) of The *Workplace Safety and Health Act*?
- Are responsibilities for reviewing and evaluating the safety and health program clear?
- Is the committee effectively involved?
- Are the written procedures in the safety and health program actually working as they are supposed to?

III. Resources

Manitoba Agriculture, Food and Rural Initiatives

Visit Manitoba Agriculture, Food and Rural Initiatives' website at www.manitoba.ca/agriculture/farmsafety to review currently available farm safety and health resources.

Workplace Safety and Health Division - publications and legislation

Download publications from the Manitoba Labour and Immigration website at www.manitoba.ca/labour/safety . Look for the link to the farm safety webpage or contact the Workplace Safety and Health Division directly for information.

Inventory of Farm Safety and Health Resources

North American Guidelines for Children's Agricultural Tasks

A series of 62 best practices guidelines for parents to assess their children's (aged 8 to 15) capabilities against the hazards typical of these tasks. Approximately 60,000 copies of the various task guidelines have been distributed in Manitoba in addition to web links being advertised. These guidelines were developed by a coalition of Canadian, American and Mexican safety and health professionals.

Farm Family Guide to Safety and Health

A manual for farm families to develop and implement a practical safety and health program. The manual focuses on the importance of risk assessment, training, and formal recognition of responsibilities and capabilities of all persons present on the farm.

The Farm Family's Safety Checklist

An inventory of typical farm equipment, tools and practices with associated questions on guarding, maintenance, training and use practices, intended to stimulate corrective actions should any deficiencies be identified.

Safe Choices

A workbook, with examples, outlining the process for conducting a farm business risk analysis from an occupational safety and health perspective. The workbook also guides the user in planning risk reduction strategies.

Making Farming Safer for Older Farmers

This document provides readers with a brief background of typical body system changes which may occur as an individual advances in age. The interactive portion of the resource guides the reader in conducting a modified job hazard analysis. The analysis takes into consideration the minimum capabilities required to safely perform the task and then seek work process modification if the individual doesn't have all the necessary capabilities.

Creating Safe Play Areas on Farms

A guide book on early child development and rationale for the creation of designated secure play areas on farms. This resource was developed by the National Farm Medicine Center in Marshfield Wisconsin. The Healthy Living Ministry along with Manitoba Agriculture, Food and Rural Initiatives and Manitoba Labour and Immigration will be conducting a promotion for farm families to create secure safe play areas.

Farm Family Walkabout

An interactive guide for farm families to assess and discuss hazards around the farm and establish an understanding of safe areas and safe work for all family members.

Training Opportunities

To explore and arrange training on farm safety and related matters, visit www.manitoba.ca/agriculture/farmsafety or check the on-line contact list in this section.

Online Organizations with Farm Safety Information

Agency/Organization	Service	Website
Assiniboine Community College	Training in agriculture and farm safety	www.acc.mb.ca
Canadian Agricultural Injury Surveillance Program (CAISP)	Statistics on farm deaths and injuries in Canada and each province.	www.meds.queensu.ca/~emresrch/caisp/
Canadian manufacturers' Association	suppliers' recommendations (MSDSs, supplier labels, users' guides, etc)	www.cma.org/
Health Canada publications	Printed and electronic information on health related topics	www.hc-sc.gc.ca/hppb/srh/e_publications.html
Institute of Agricultural Rural and Environmental Health (IAREH)	Farm health and safety resources	www.usask.ca/medicine/agmedicine/iareh.html
Manitoba Hydro	Farm safety and electrical safety information	www.hydro.mb.ca
Manitoba Labour and Immigration	Labour and safety and health information	www.gov.mb.ca/labour/safety
Manitoba Pork Council	Safety and Health information for the pork industry	www.manitobapork.ca
National Fire Protection Association (NFPA) and the National Fire Code	Fire prevention standards and educational information	www.nfpa.org/
National Institute for Occupational Safety and Health (NIOSH)	Resources on workplace safety and health (American)	www.cdc.gov/niosh/
The American National Standards Institute (ANSI)	Standards setting organization - information on standards in the United States	www.ansi.org/

The Canadian Agricultural Safety Association	Canadian farm safety data and prevention resources	www.casa-acsa.ca
The Canadian Centre for Occupational Safety and health (CCOHS)	Safety and health resources / client services	www.ccohs.ca/
The Canadian Standards Association (CSA)	Standards setting organization - information on standards in Canada	www.csa.ca/
The International Standards Organization (ISO)	Standards setting organization (European)	www.iso.org/
The Queen's Printer	MB Government publications	www.gov.mb.ca/