

Farm Family's Guide to Safety and Health



**SAFE
FARMS**

**S
A
F
E**
SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

It's your future in farming

Manitoba



About this publication

The *Farm Family Safety and Health Guide* describes management practices that help ensure the safety and health of everyone on your farm. Remember, when the term *worker* is used, it includes everyone who works on your farm, including your family, whether you operate a farm or a ranch. You do not have to work for an hourly wage to be called a worker.

Whether you operate a farm or ranch you will find this publication useful. The guide provides:

- a 10-element program to help you protect your employees, your family and yourself from injuries and illness on your farm
- reference to publications and websites that can help you develop your farm safety and health program
- information on how the workplace safety and health legislation applies to farms and ranches

If you have a specific question or concern about safety and health on your farm not covered in the *Farm Family Safety and Health Guide*, you can contact:

The Provincial Farm Safety Co-ordinator
 Manitoba Agriculture and Food
 Manitoba Labour and Immigration
 903 - 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: gblahey@gov.mb.ca

or Client Services
 Manitoba Labour and Immigration
 Workplace Safety and Health Division
 200 - 401 York Avenue
 Winnipeg, MB R3C 0P8
 Phone: 204-945-6848
 Toll Free: 1-800-282-8069, ext. 6848
 Fax: 204-945-4556
 E-mail: wshcompl@gov.mb.ca

Development of these guidelines was supported and reviewed by representatives of the following organizations:

Manitoba Women's Institute
 Manitoba Hydro
 Farmers with Disabilities in Manitoba
 Workers Compensation Board of MB
 Faculty of Agriculture and Food Sciences, U of M
 Assiniboine Community College
 Manitoba Milk Producers

Manitoba Association of Agricultural Societies
 Manitoba Cattle Producers Association
 Keystone Agriculture Producers
 Manitoba Pork Council
 National Farmers Union
 Canadian Federation of Independent Business
 Human Resources Development Canada

Special Acknowledgement

Portions of this document have been adapted from Saskatchewan Labour's *A Guide for the Agricultural Employer and Farm Family*.

TABLE OF CONTENTS

I. Introduction

Injuries in agriculture	1
Make farms a safer place to work and live	3
Who's responsible for safety and health?	3
What legislation applies to farms?	3

II. Elements of a Safe and Healthy Farm Workplace

Demonstrate commitment to keeping your farm healthy and safe	5
Involve your family and workers	5
Train family members, workers and supervisors	6
Clarify who is responsible and why accountability is important	7
Inspect your farm	9
Identify and control hazards	11
Control chemical hazards and biohazards	15
Prepare for farm emergencies	16
Investigate incidents and near misses	17
Make your farm a healthier and safer workplace	17

III. Resources

Workplace Safety and Health Division publications and legislation	18
Organizations with Farm Safety Information	19
Samples	20
Hazard Report Form/Training Records	21

I. INTRODUCTION

Many factors beyond the control of farmers have radically altered the face of farming over the last few decades. Grain handling costs, equipment prices and the development of corporate farms challenge the survival of the family run farm. The necessity to run the farm as a competitive business is part of this challenge.

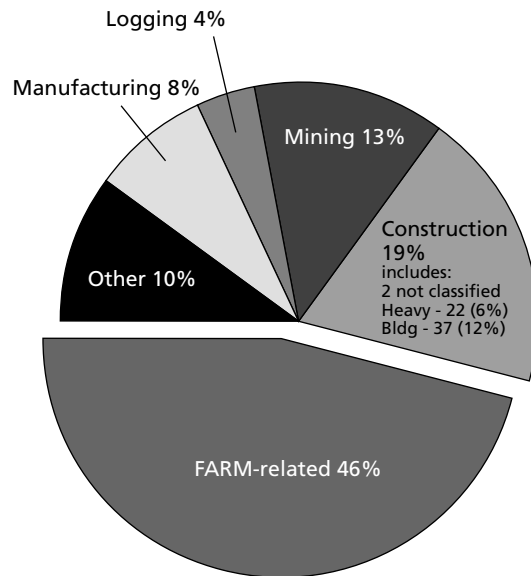
As a farmer you will probably hire people outside of your family to help run your farm operation from time to time. The farm is no longer just a "family farm." It is a business enterprise involving "employer-employee" relationships. As the employer, you are responsible for knowing and applying the principles and laws that ensure the safety and health of all people working on your farm. Just as you need to know the ins and outs of crop management, you also need to know what is expected as standard safety and health practices. Using these standards as a farm management tool can help you farm more safely and more profitably.

Throughout this guide the term *incident* is used. The word **accident** is avoided since society considers accidents as un-preventable and unpredictable. In the vast majority of incidents, however, where people are seriously injured or die, the event was predictable and preventable.

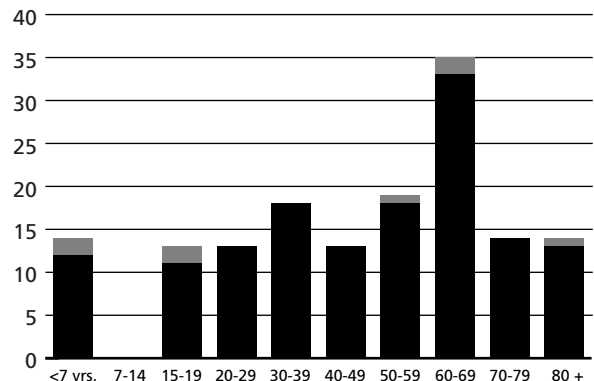
Injuries in agriculture

Agriculture is one of Manitoba's largest and most hazardous industries. All farms have dangerous machinery and work situations. People of all ages who work and live on farms are at risk of injury. Data collected by the Workplace Safety and Health Division has identified 151 farm-related fatalities and an estimated 3,000 plus farm-related hospitalizations for the period 1983 to 2001. *One out of every five people who died in farm accidents were under 19 years of age, and one in three was over 60 years of age.*

MANITOBA – WORKPLACE TRAUMATIC FATALITIES
1983 - 2001 • (326 deaths in 19 years)
Workplaces under Provincial Jurisdiction



MANITOBA FARM-RELATED FATALITIES BY AGE AND GENDER
1983 - 2001 • (151 deaths)



The three deaths in women over age 60 were all caused by large animals

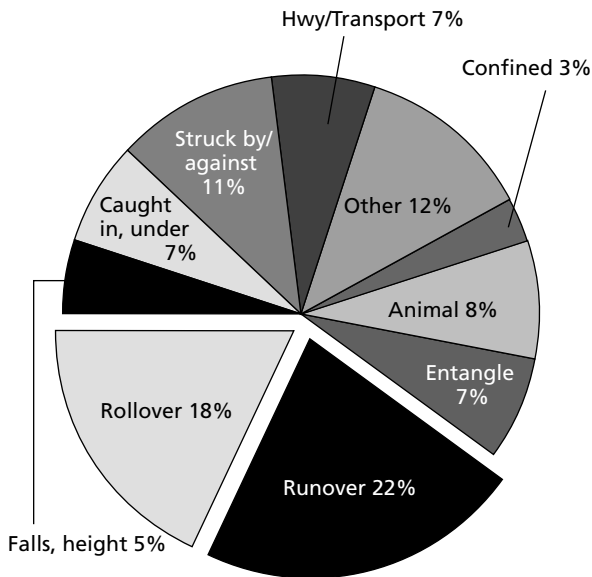
The cost of farm injuries and fatalities has a major impact on the economic stability of an operation. A serious injury can take the principle operator out of production for a period of time, and that loss can take several years to recover from financially. The losses in production can be in the tens of thousands of dollars, and this doesn't include the cost to the health care system and the economy.

Many factors can contribute to farm incidents. Young, inexperienced workers often make up much of the casual labour force. They experience more work-related injuries than older, more experienced workers. Children are exposed to hazards on farms because it is their home as well as a place of work. Older farmers often experience performance changes that occur with aging; for example, reduced balance and reaction time, vision and hearing

impairment. These and other changes affect their ability to work safely. Working alone and under time pressure to get things done also increases the risk of an incident or injury, especially at critical farming times. It can also can reduce farm revenues. Losing a limb and the resulting loss of productive work time can be devastating for both the short- and the long-term profitability of a farm operation.

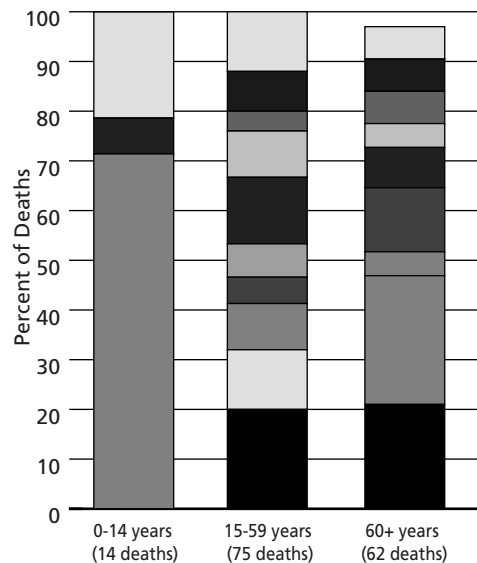
This guide should help you develop and maintain a healthy and safe farm workplace for your family, your workers and yourself. The 10 elements that follow will help you manage safety and health on your farm. You can adapt them to suit your farm's particular needs.

FARM-RELATED FATALITIES IN MANITOBA BY MECHANISM OF DEATH
1983 - 2001 • (151 deaths)



Other: (=17) includes, 4 electrocution, 5 fires, 3 explosions, 3 drowning, 2 toxicity
Animals: 7 bull, 2 cow, 2 horse, 1 not known
Victim's age: 40 - 1, 50's - 3, 60's - 5, 70's - 1, 80's - 2

MANITOBA FARM-RELATED FATALITIES BY AGE AND GENDER
1983 - 2001 • (151 deaths)



Mechanism of Death	0-14 years (14 deaths)	15-59 years (75 deaths)	60+ years (62 deaths)
Other	3	9	6
Hwy/Transport	0	6	4
Fall from height	0	3	4
Caught in/under	0	7	3
Struck by	1	10	5
Confined space	0	5	0
Animal	0	4	8
Entangled	0	7	3
Runover	10	9	16
Rollover	0	15	13

Make farms a safer place to work and live

1. Demonstrate commitment to keeping your farm healthy and safe.
2. Involve your family and workers.
3. Train family members, workers and supervisors.
4. Clarify who is responsible and why accountability is important.
5. Inspect your farm.
6. Identify and control hazards.
7. Control chemical hazards and biohazards.
8. Prepare for farm emergencies.
9. Investigate incidents and near misses.
10. Make your farm a healthier and safer workplace.

Each of these elements is explained in the following pages. Implement them, as they are the basis of a solid safety plan. Be sure to include family members and hired workers in planning and applying safety and health practices supported by *Workplace Safety and Health Act*.

Who's responsible for safety and health?

In Manitoba, *everyone in a farm workplace is responsible for:*

- preventing injuries and illness
- creating a healthy and safe workplace and keeping it that way

This includes self-employed farmers, family members, supervisors and workers, contractors, owners and suppliers. Everyone in the farm workplace has a responsibility to work together co-operatively to prevent occupational injuries and illnesses. This is the basis of the Internal *Responsibility System (IRS)* for occupational safety and health.

The more authority people have, the more responsibility they have. For example, a

self-employed farmer has the most authority in his workplace and the greatest responsibility for keeping his workplace healthy and safe.

The goal of a good safety program is to get people working together to identify and control situations (hazards) that could cause harm. Everyone in the farm workplace must be involved and know their responsibilities. They must co-operate with each other and share information about safety and health. Finally, each person must be accountable for carrying out his/her responsibilities.

Workers have three basic rights that help them carry out their responsibilities for safety:

- Workers have the *right to know* about the hazards of their jobs. They should know how to recognize and deal with those hazards so they won't cause injury or health problems to themselves or to others in the workplace.
- Workers have the *right to participate* in safety and health in the workplace. Employers should consult with them on matters that affect workers' safety.
- Workers have the *right to refuse work* they believe to be unusually dangerous to themselves and/or others in the workplace.

What legislation applies to farms?

The *Workplace Safety and Health Act* gives direction on how you, as a farmer, should protect those who work with you and for you on your farm. Workers also have responsibilities to protect their own safety and health and that of other people affected by their actions.

This legislation gives workers direction on how to meet their responsibilities.

To protect others, *you are required to think ahead about possible hazards and do everything reasonably practicable to prevent accidents on your farm.* This is called "due diligence."

In Manitoba over 90 per cent of all farms are owned and operated by families.

What is due diligence?

Due diligence means that anyone with responsibilities for safety and health must "...take every precaution reasonable in the circumstances to avoid a work-related injury or illness." This concept of "reasonable care" holds individuals accountable for their acts and omissions. It goes beyond simple "regulatory compliance." Due diligence includes the following concepts:

- **Reasonably practicable** – A high standard where a person is doing his or her best job, acting with common sense and taking reasonable care
- **Degree of risk** – The approach geared to the degree of risk, so the higher the risk, the greater the safety measures to be taken

The criteria for due diligence requires each person with responsibilities:

- **To establish a plan** – Identify the hazards present and assess their risks. Then develop a plan to manage those risks. The plan should reduce the likelihood of the identified hazards causing harm.
- **To ensure the plan is adequate** – The plan must meet the needs of the workplace and the workers. The plan can be measured against industry standards. (*Industry standards are understood to be a practice or procedure that is commonly carried out and considered acceptable within that industry. An example would be the bio-security practices used in the livestock sector.*)
- **To monitor and evaluate the plan's effectiveness** – A system must exist to regularly monitor the effectiveness of the plan to ensure its requirements are met.

Regulatory Requirements

Farms are covered under *The Workplace Safety and Health Act* and accompanying Regulations. For details contact Workplace Safety and Health Division at the locations listed at the beginning of this guide.

Most industries in Manitoba are covered by the *Workers Compensation Act*. Farming is designated as a voluntary coverage industry. For coverage for farmers and farm workers, employers must apply to the Workers Compensation Board. Farmers who get workers' compensation coverage for their employees and themselves are entitled to benefits such as:

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

For more information 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. ELEMENTS OF A SAFE AND HEALTHY FARM WORKPLACE

1 Demonstrate commitment to keeping your farm healthy and safe.

You need a simple, concrete way of showing people who work on your farm that you are serious about safety and health. Demonstrate your commitment to safety and health through action and what you say. Here are some ways to do that.

- **Put your commitment to safety and health in writing** - Write down your intention to keep your farm healthy and safe and share it with everyone on the farm. Post it in a place where everyone on your farm can see it. (See the samples at the back of this guide.)
- **Set a good example** - Take the time to figure out how to do each job safely, and then make sure you do each job safely.
- **Clear expectations** - Explain to workers or contractors, before they begin working for you, exactly what you expect in terms of safety and health. If you have a contract, put your expectations in writing. Make sure they know that they're responsible for doing the job safely and also doing it well. Contractors must know and follow all the legislation that applies to them. (Contact Workplace Safety and Health if you require specific details.) If someone is not meeting your expectations for safety and health, take steps immediately to correct the problem.
- **Keep communication open** - Openly discuss safety and health with everyone regularly. Encourage and provide feedback on safety issues and performance. Show that you take safety concerns seriously. Reach an understanding with your employees and family members about how hazardous jobs can be

done safely. This will help further eliminate risks before the worker starts the required job.

- **Take immediate action** - Closely monitor your farm for concerns about safety. Deal with your concerns and those of others immediately. Train and retrain your workers regularly. Never take safety and health for granted.

Your family members will benefit from these tips. Your family will be more safety conscious when you provide and explain safety and health information on a regular basis.

2 Involve your family and workers.

Don't be afraid to talk about safety and health as they are 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 take seriously the issues workers and family members raise about safety and health. If your workers 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:

1. fewer incidents and injuries
2. training new workers to replace those who've been injured
3. less money spent on needless repairs to equipment

Have talks about safety and health with your family and workers on a regular basis. Encourage workers to give you their ideas and proposed solutions in dealing with safety matters affecting their work. Give them your ideas on safety and their performance as safe workers. 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 workers start on those jobs.

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
- conduct 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

3 Train family members, workers and supervisors.

Hiring Tips

If you have to hire help, hire workers who understand the importance and need to work safely. Ask them to discuss their previous training and work experience. Check their references to see if they have a positive safety record in their previous jobs. Ask them to demonstrate that they can safely complete hazardous tasks. Ensure they don't get into trouble during the demonstration by providing sufficient backup support.

Responsibility for Training

Farm owners and operators have a responsibility to ensure they provide the training necessary to protect their workers' safety and health. Everyone should start with a thorough workplace safety orientation at the start of the season or work period. The orientation should include how to identify hazards, how to control hazards and how to manage hazardous situations.

Training

Plan for a safe work environment by ensuring that family members and employees have suitable work skills and knowledge. 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 they need 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 seek assistance before they tackle unfamiliar or hazardous tasks. This is particularly critical for young family members. Referring to the *North American Guidelines for Children's Agricultural Tasks* can assist you in determining the safety of tasks younger family members may want to perform.

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

Key elements of this training include:

- how to perform each task safely
- how to identify hazards and control procedures
- what rights and responsibilities workers have
- what to do with concerns (how to bring forward concerns)

- whom to ask for help
- where to go for first aid
- emergency preparation plans
- what to do if there's an incident

4 Clarify who is responsible and why accountability is important.

Safety is enhanced when everyone participating in the operation knows their own and others' responsibilities for safety and health.

Assigning Responsibility

A good starting point is learning your own responsibilities as the farm owner or operator. As the person in charge, you should ensure that all know their responsibilities for safety and how to act on them. Assigning clear and specific safety responsibilities to supervisors and workers is the next step. Checking often to see that each person is carrying out his or her responsibilities properly is good safety and management practice. If someone is not meeting your expectations for safety and health, take steps to correct the problem.

The duties of **farm employers and owners** include:

- knowing and following safety and health requirements
- providing a healthy and safe workplace
- providing and maintaining safe buildings, machinery, tools and equipment
- establishing and implementing an effective safety and health management system
- providing close supervision where necessary
- making sure supervisors are trained, supported and held accountable for meeting their safety and health obligations
- informing everyone of existing hazards and training them to recognize other hazards
- making sure family members and employees have the information, training, experience and supervision needed to do their jobs safely
- providing everyone with appropriate personal protective equipment (PPE) with training on how to use and maintain it properly
- ensuring that traffic routes, entrances and exits to your buildings, confined spaces and other work areas are safe
- safely handling, transporting and storing hazardous products such as chemicals, fuel, etc.
- making sure adequate first aid facilities are provided (If your farm is more than 30 minutes from a hospital, at least one person should have standard first aid (2) training, and a standard first aid kit should be readily available at the site where work is being performed. See Resources for a detailed description of what a first aid kit should contain.)

The duties of persons who **supervise** others include:

- understanding and ensuring that workplace safety and health requirements are met
- making sure hazards are identified and proper steps are taken to control risks
- inspecting work areas and correcting unsafe conditions or unsafe acts before they lead to an incident
- making sure workers are properly trained and follow safe work procedures
- understanding and implementing emergency procedures

The duties of **workers** include:

- understanding and adhering to safety and health legislation and specific workplace safety and health requirements (such as operating tractors safely)
- following safe work procedures at all times

- using safety equipment, machine guards, safety devices and personal protective equipment where deemed necessary
- reporting unsafe acts and workplace hazards, incidents, near misses, injuries and illness immediately
- working and acting safely and helping others to work and act safely
- co-operating with others on safety and health issues

Responsibilities when Contracting Work

If as a farmer you hire an outside company or a self-employed person on contract and only direct their activities, then you become a *contractor* under Manitoba's Workplace Safety and Health legislation. Common examples of contracted work on Manitoba farms include custom spraying/harvesting, installing grain bins, electrical work and welding.

As a contractor you have some additional responsibilities that include:

- setting up a system of shared responsibilities and determining who is responsible for what in relation to the safety and health of everyone working on your farm
- controlling any safety and health hazards over which you – as the contractor – have complete and direct control that could affect the *subcontractor* (Keep in mind that the subcontractor is responsible for controlling hazards within his/her direct and complete control.)
- co-operating with subcontractors to control safety and health hazards that are not within your direct and complete control as the contractor
- co-ordinating the safety and health activities and responsibilities of two or more subcontractors on your farm

- providing subcontractors with any relevant information you have that could affect their safety and health, or anyone else's safety and health
- making sure subcontractors understand who is responsible for the safety and health activities that affect them
- monitoring subcontractors to ensure they comply with the workplace safety and health requirements, and taking action to correct any non-compliance (for example, if a custom harvester has a child in the combine cab and there is no factory seat for the passenger)

Responsibilities of Suppliers

The duties of **suppliers** include:

- supplying products that are safe when used according to instructions
- providing instructions for the safe assembly, use, and disassembly of products they supply (sell, rent, or lease)
- making sure that products comply with the legislation

Employers' Responsibilities in Relation to Supplier Products

As an employer, you have responsibility for how you deal with the products obtained for use in the workplace. Ensure that you read, understand and follow instructions for the assembly, use, disassembly and storage of all products. You are responsible for communicating this information to your workers.

If you as the employer acquire a controlled product (hazardous substance) from a supplier to use on your farm, you should also get a Material Safety Data Sheet (MSDS) on that product. (See Manitoba Regulation 52/88 on the Workplace Safety and Health website for more information.) Also, ask for MSDSs for exempt products such as pesticides. Make sure you train anyone who could contact hazardous substances to protect themselves.

Closely supervise workers who work with dangerous substances to ensure their safety.

5 Inspect your farm.

An effective farm safety system will include workplace inspections or walkabouts that focus attention on farm hazards. Walkabouts prevent accidents by finding hazards before they hurt someone.

Employer and Worker Roles

Farm operators must regularly inspect any workplace they control. Those who are the most familiar with overall operations and workplace hazards should carry out these inspections. Encourage everyone to inspect his or her tools, equipment and machinery regularly. Everyone should carry out a "pre-operational safety check" before operating any machine.

Types of Inspections

Inspect your farm regularly, at least four times a year, using both formal, planned inspections and informal inspections. Both are integral parts of your safety and health farm program.

Formal, planned inspections - A formal, planned inspection is a *systematic examination* of the workplace. In this type of inspection, you evaluate the safety of all work areas, tools, machinery, equipment, jobs and work procedures. You can also use inspections to protect your animals and ensure that things are working efficiently and profitably. In doing planned inspections, you would normally use a checklist to cover all areas thoroughly. The *Farm Safety Walkabout* on the next page is a formal inspection. To protect the safety and health of everyone on the farm (workers, supervisors and your family), use it frequently and regularly.

Informal inspections - These inspections refer more to specific tasks or jobs. They include pre-operational safety checks on all tools, equipment, machinery and personal protective equipment (PPE) before starting a job. Workers, supervisors and managers conduct informal inspections everyday. When you are preparing to have one of your children do a task for the first time, evaluate the task for hazards before teaching your child how to perform it.

You should know the safety hazards and the condition of every piece of equipment you use. A pre-operational safety check inspecting the equipment before starting out to work helps ensure you'll get the job done without a dangerous breakdown. Typical situations where a pre-operational safety check is essential include: when you're using a tractor, loader or power take-off (PTO), when you're refueling or hitching a load and when you're using farm equipment on the roads.

Know your equipment. Read the operator's manual. Review the location and purpose of all the gauges and controls so you can react quickly in an emergency. Find out the meaning and relevance of all the danger, warning and caution decals on your equipment and machines.

For more information about conducting your own inspections, contact the Workplace Safety and Health Division.

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

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

Vehicles, Tools, Machinery, etc.

- Tools, machinery equipment maintained
- Vehicles maintained
- Lock-out 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

- All sources of ignition isolated
- 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 adequately supervised
- 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), such as eyewear and protective clothing, available and 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/protrusion 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
- Mark 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

6 Identify and control hazards.

Identifying and controlling hazards are keys to preventing workplace injuries on the farm.

Do not underestimate the significance of common, everyday hazards.

Hazards are objects, animals, machines or processes that can harm workers. There are health hazards and safety hazards.

Health Hazards

Think of a health hazard as any agent, situation or condition that can cause an occupational illness. There are five types (look for each type during inspections):

1. **Chemical hazards** such as battery acid, solvents and pesticides
2. **Biological hazards** such as bacteria, viruses, dusts and moulds. (Biological hazards are often called biohazards and may include animal borne disease, mouldy hay and tetanus.)
3. **Physical agents** (energy) strong enough to cause harm, such as electrical currents, heat, light, vibration, hydraulic oil, noise, livestock and radiation
4. **Work design (ergonomic) hazards** such as lifting, moving or repositioning of heavy loads
5. **Workplace stress** such as stress associated with long work periods, multiple work demands and harassment

A health hazard may produce serious and immediate (acute) effects or cause long-term (chronic) problems. All or part of the body may be affected. Occupational illnesses occur when someone is exposed to a chemical or a biological substance, a physical agent or other stressors that can harm them. Someone with an occupational illness may not 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

A safety hazard is anything that could cause a physical injury, such as a cut or fracture. Safety hazards cause harm when workplace hazard controls are not adequate. Remember to check the adequacy of controls during your inspections.

Everyday Hazards in the Agricultural Workplace

Machines

Machinery is a major contributor to deadly injuries. The most hazardous machinery related tasks are:

- transportation of family or workers (roll-over, run over after falling may occur with tractors, trucks, all terrain vehicles other farm equipment)
- starting equipment or fueling up (bystander/operator run over, explosion)
- using PTO (Power Take-Off) driven implements (entanglement)
- using farm equipment on public roadways (roll-over, collision)
- using machinery around power lines (electrocution)
- using loaders (electrocution, entanglement, crushing, falls)

Noise - Sustained exposure to high noise levels produced by farm equipment and machinery can cause loss of hearing.

Confined spaces/water storage - Manure pits, grain bins, septic tanks and other confined spaces are commonplace in agriculture (asphyxiation, poisoning). Dugouts, wells and cisterns are very serious hazardous.

Chemical and biological hazards - Solvents, degreasers, grain and feed dust, infected animals, and veterinary supplies are all potentially hazardous if not handled properly.

Working at heights – Falls and electrocution are two the hazards of working at heights.

Working with animals – Irritable, protective or hungry animals can strike, bite or crush.

Lifting, moving and repositioning - Inappropriate lifting and moving of heavy objects or loads can cause back injuries. Ergonomic injuries arise from poor posture/positioning and repetitive motion.

Extreme conditions of weather and terrain - These make injury more likely. Extreme temperatures can cause immediate and long-term health problems.

Working alone or in isolated places - These conditions may increase the risk of harm to the worker. Employers need to identify the risks to the worker in these situations and do what they can to eliminate or reduce the risks.

SAFE - A Hazard-Control System

Using the following steps is a practical and effective way of controlling hazards. It can work for a formal or informal inspection. The steps are:

- Spotting known and potential workplace hazards
- Assessing or identifying the risk of these hazards
- Find a safer way – changes that will eliminate or control the hazard
- Every day

Step 1: Spot the Hazard

A hazard is any situation, activity, procedure, equipment or animal that could harm someone. When spotting hazards, focus on all farm tasks, equipment and substances. When listing hazards use:

- common sense
- information from past incidents, near accidents and other experiences
- information from your family, employees, neighbours

- product literature and information from suppliers

Keep an eye out for hazards every day.

Step 2: Assess the Risk

Next, determine the potential of harm for the hazard(s) you've spotted. The risk of harm is the chance, risk or the likelihood that the hazard will actually harm someone. Risk assessment mainly depends on two factors:

- the *likelihood* of an incident – Is it likely or unlikely to occur?
- the *severity* of the incident – Could it cause death, serious injury or minor injury?

To assess the risk of a hazard hurting someone, ask questions such as:

- 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 to decide which hazards should be controlled immediately. Also, you can use this information to help you decide what to inspect, when to inspect and how often.

The risk also depends on factors such as the physical and mental abilities of the individual (ex: young operator), the weather and terrain (ex: muddy field), and how the equipment is used (ex: herding cattle with a tractor).

CAUTION

Don't overlook low-risk hazards. They can have fatal consequences.

Step 3: Find a Safer Way


There are several ways to control a hazard. Pick the way(s) that is reasonable and practical for the circumstances.

Training and supervision are two fundamentals of hazard control. Everyone in the workplace must be trained to recognize and use established systems for controlling the hazard. In the event that the hazard cannot be controlled by any of the following methods, it is crucial that additional training be provided to ensure that personal worker safeguards are used.

Step 4: Every Day

1. **Eliminate hazards** posed by equipment, animals and the environment if at all possible. You could, for example, repair or replace a faulty machine, sell a bull that is difficult to handle, put hilly terrain into pastureland rather than cultivate it.
2. **Substitute something safer** by using a different machine, material or work practice that poses less risk to perform the same task. For example, you could substitute a safer chemical for a hazardous chemical, or you could always use your safest tractor in steep terrain to minimize the risk of a roll-over.
3. **Use engineering/design controls** when it's not possible to eliminate hazards or substitute safer materials or machinery. PTO and auger guards, roll-over protective structures (ROPS) and brake locks are good examples of blocking controls used on farms. Design controls that isolate the worker or family member from the hazard, including child-proof locks on pesticide sheds, fenced safe play areas away from the immediate work environment, and locating grain bins away from electrical lines.
4. **Protect the workers** if other controls are inadequate. Protect workers through training, supervision, and personal protective equipment (PPE). For example, you should 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.

Hierarchy of Control		
most preferred  least preferred	eliminate	remove from use
	substitute	use other machine, pesticide
	barriers/ instructions	modify, repair work procedure
	PPE	wear hearing protection, masks, goggles, gloves, etc.

The most desirable step in making a farm environment safe is to eliminate the hazard. To adequately control hazards in many situations, however, you may need to use several different types of controls.

Use SAFE - the Hazard Control System

Below are examples of how SAFE works. Using tractors can be a very dangerous. Tractor hazards have a high risk of causing death or disabling injury.

Tractor Hazard

<i>Spot the Hazard</i>	<i>Assess the Risk</i>	<i>Find a Safer Way</i>	<i>Every Day</i>
Extra riders on machinery	Serious injury or death from falling off and being run over or otherwise injured	Don't allow extra riders	✓
Bystanders near machinery	Serious injury or death from running over or pinning a 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 roll-over, roll-over caused by too heavy a load for the tractor, going in the ditch, runaway loads	Never hitch above drawbar, use proper drawpin/clevis, add 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 roll-over, 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 from work area, have fire extinguishers handy.	✓

7 Control chemical hazards and biohazards.

Everyone on the farm needs to know about chemical hazards and biohazards to which they may be exposed. While hydrogen sulfide, silo gas and carbon monoxide (generated by internal combustion engines) are examples of hazards typically encountered on the farm, there are a great number of chemical products, such as fertilizers and pesticides, that can also endanger the health of people exposed to them.

Spot the Hazard

Exposure to a chemical or biohazard might happen as:

- **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 applied or after application
- **an unforeseen exposure to the hazard** – exposure to hantavirus, moulds or their 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 labeled or are labeled improperly.

Assess 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 deadly. Some chemicals, including anhydrous ammonia and some viral agents such as hantavirus can be life-threatening.

Obtain information from suppliers (ex: Material Safety Data Sheet or MSDS, 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) requirements. 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. The following steps are very important.

1. Keep an up-to date inventory of hazardous chemical and biological substances.
2. Use information from suppliers to train, to develop work procedures and to conduct workplace monitoring and inspections.
3. Use safe work procedures and processes:
 - Use personal protective equipment suitable for the job and store the PPE separate from chemical holding areas.
 - Know how to use the PPE and its limitations.
 - Lock chemical sheds and place them out of areas 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 responsibilities to those who order, purchase, receive and transport hazardous substances for ensuring that adequate hazard information is obtained.
- Prepare for emergency spills, leaks or releases.

Develop emergency response procedures for any possible situation.

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

Where there is an infection hazard, you must examine the risk of infection and prepare an infection control plan. For additional information, see Manitoba Regulation 53/88, the Workplace Health Hazard Regulation.

EVERYDAY

8 Prepare for farm emergencies.

You need to be ready to deal with emergencies on your farm. To prepare for medical and other emergencies, develop an emergency plan and review it with everyone who might have to deal with an emergency. This will reduce confusion in a real emergency. Review the plan with your local emergency responders.

Important parts of your emergency plan:

- **Listing possible emergencies** - Identify any emergencies that might occur, such as bad weather, fire or explosion, chemical spill, someone becoming entangled in machinery.
- **Provide a communication system** - How will you know if someone working alone needs

help? Consider providing two-way radios, phones or cellular phones for communication. Check in with those working alone regularly through frequent visits or having them check in at regular intervals.

- **Planning for action** - Write out a plan for each potential emergency. Specify the role of each individual. As injured persons won't be able to carry out their roles in an emergency, have a list of contacts that can help for each role in your plan. For example, make sure everyone knows how to shut off machinery. Go over the plan with everyone involved.
- **Identifying resources** - List everything needed to deal with possible emergencies in all areas of your farm. You should have adequate first aid supplies (restocked periodically) in all work locations and a way to call emergency help. Have emergency information, including directions to the farm, near a phone. Let local emergency service people know the best route to take to your farm.

Ensure that you have a way to evacuate a person who may be difficult to reach, for example, in a muddy field. Working in remote locations and alone is one of the greatest hazards in farming. Locating someone who has been injured quickly and administering first aid on the scene can lessen the impact of an injury and, in some cases, greatly improve the chances of survival.

Emergency Response Training

Several Manitoba organizations provide emergency response and first aid training for farm families as a public service, for a fee or as part of other offered courses. Contact your regional health authority, consult your local telephone directory for local first aid suppliers, or call the following organizations for details:

- Manitoba Emergency Measures Organization
- Manitoba Conservation

- The Canadian Federation of Agriculture website www.cfa-fca.ca for relevant farm emergency information.

9 Investigate incidents and near misses.

To understand an *incident or near-incident*, you need to find out:

What caused the incident (immediate events leading up to the incident)?

What contributed to the incident (such as unsafe activities and conditions)?

What are the root causes that set the stage for the incident (such as inadequate safety policies, procedures, or attitudes)?

What are the ways to prevent a similar incident?

Carefully look at what happened and try to understand why. To do this, you need to consider all potential influencing factors, such as weather, operator training, maintenance, use of equipment and so on. Talk to anyone who saw the incident or was involved in it. 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?

Factors to think about include:

- adequacy of 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 don't normally do
- jobs that are rarely performed (ex: silo repairs)

Near misses are free warnings.

These are learning opportunities that must not be ignored. If something just about happened, it is critical you understand why and take steps to prevent near misses from happening again.

10 Make your farm a healthier and safer workplace.

Just as you review your other business activities, review your farm safety and health program regularly. Ask your family and workers to suggest improvements and help you detect and fix problems.

Agriculture work is always changing. New technologies and problems may require you to:

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

Above all else, consider safety and health as an integral component of your farm business management. Your safety and well-being are crucial to your farming operation.

III. RESOURCES

Manitoba Agriculture and Food

Visit Manitoba Agriculture and Foods website at www.gov.mb.ca/agriculture/farmsafety.

Workplace Safety and Health Division publications and legislation

Try downloading these publications from the Manitoba Labour and Immigration website at www.gov.mb.ca/labour/safety, look for the link to the farm safety web page.

Alternately, contact the Workplace Safety and Health Division directly for information.

Farm safety publications

Bulletins

- *Agricultural Confined Spaces Can Kill You* - pdf file
- *Farm Safety for Children*
- *Farm Safety Communication* - pdf file
- *First Time Operators*
- *Grain Augers* - pdf file
- *Grain/Crop Dusts: Personal Protection* - pdf file
- *Intensive Animal Production* - pdf file
- *Personal Protective Devices*
- *Agricultural Hand Signals*
- *Safe Tractor Operation*
- *Bale Handling*
- *Respiratory Hazards*

Research Papers

- Strategy to Improve Workers' Understanding of the Hazards of Pesticides by Jim Vincent.
- Hazard and risk assessment for agricultural operations by Grant McCaughey.
- Farm Safety and Health Needs Survey
- Pesticide applicators' industry

Training Opportunities

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

First Aid Kits

A standard first aid kit should contain:

General items

- a recent edition of a first aid manual
- 1 pair of disposable gloves
- 1 disposable resuscitation mask (with a one-way valve)
- 1 disposable cold compress
- 1 dozen safety pins
- 1 splinter forceps
- 1 pair of 12 cm bandage scissors
- 25 antiseptic swabs

Dressings (each item to be sterile and individually wrapped to maintain sterility)

- 16 surgical gauze pads (7.5 cm square)
- 4 telfa pads (7.5 cm by 10 cm, non-adhesive)
- 32 adhesive dressings, 2.5 cm wide
- 2 large pressure dressings

Bandages

- 3 triangular bandages (1 m each)
- 2 conforming bandages (10 cm each)
- 2 rolls of 2.5 cm adhesive tape
- 1 roll of 7.5 cm elastoplast
- 2 rolls of 7.5 cm tensor bandage
- 1 roll of tubular finger bandage with applicator

Organizations with Farm Safety Information

Agency/Organization	Service	Web site
Assiniboine Community College	Training in agriculture and farm safety	www.assiniboine.net
Canadian Agricultural Injury Surveillance Program (CAISP)	Statistics on farm deaths and injuries in Canada and each province	www.casisp.ca
Canadian Manufacturers' Association	Suppliers' recommendations (MSDSs, supplier labels, users' guides, etc)	www.cma.org/
Health Canada publications	Printed and electronic information on health 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, 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/
American National Standards Institute (ANSI)	Standards-setting organization - information on standards in the United States	www.ansi.org/
Canadian Agricultural Safety Association	Canadian farm safety data and prevention resources	www.casa-acsa.ca
Canadian Centre for Occupational Safety and Health (CCOHS)	Safety and health resources/client services	www.ccohs.ca/

Organizations with Farm Safety Information

Agency/Organization	Service	Web site
Canadian Standards Association (CSA)	Standards-setting organization - information on standards in Canada	www.csa.ca/
International Standards Organization (ISO)	Standards-setting organization - European	www.iso.org/
Queen's Printer	MB Government publications	www.gov.mb.ca/

Sample - 1

(Farm Name)

A COMMITMENT TO A SAFE WORKPLACE**Philosophy**

(Name of farm) is committed to promote a safe and healthy workplace and environment for its employees and to establish and maintain safe working practices through proper procedures and direction. Safety is everyone's responsibility.

Policy*Senior Management*

It shall be the responsibility of senior management to establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment to provide a safe working environment and for ensuring that their managers are instructed and trained in safe working practices.

Managers/Supervisors

It shall be the responsibility of managers and supervisors to ensure that employees are instructed and trained in safe work practices to secure compliance with established (name of farm) policies and procedures, conduct regular safety inspections, take appropriate action and conduct regular staff safety meetings, to report to Senior Management any real or potential safety or health hazards and to conduct accident investigations.

Employees

It shall be the responsibility of every employee to observe the established (name of farm) policies and procedures, to work in a prudent and safe manner and to report any real or potential safety or health hazard to their supervisor.

Health and Safety Committee Members:

It shall be the responsibility of committee members to promote safe work practices and conditions and to assist in creating a safe place of work by recommending actions, which will improve the effectiveness of the Occupational Health and Safety Program.

(Signature of Owner, President/CEO of farm) (Date)

Sample - 2**FARM SAFETY AND HEALTH STATEMENT**

The _____ family is committed to providing a safe and healthy work environment for all come to our farm.

It is our responsibility to have and to follow work procedures that are safe and healthy. We will also insure that all equipment is adequately maintained to make certain that health and physical hazards are guarded against or eliminated.

It is our responsibility to insure that everyone on our farm is instructed and supervised in the safe performance of their work and to ensure that they follow these safe work procedures.

It is the responsibility of each person to follow the safe work rules and procedures, wear personal protective equipment when required and actively participate in making their work environment safe and productive.

Signed by family members: _____

DATE:

Hazard Report Form

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

Training Records

Worker Orientation

Name: _____

Orientation topics covered:

Topic	Yes	No	Date
Safety Responsibilities explained	<input type="checkbox"/>	<input type="checkbox"/>	_____
Claims Management explained	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safety and Health Rules explained	<input type="checkbox"/>	<input type="checkbox"/>	_____
Received instruction on how to summon first aid	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location of first aid facilities shown	<input type="checkbox"/>	<input type="checkbox"/>	_____
Reporting of unsafe conditions explained	<input type="checkbox"/>	<input type="checkbox"/>	_____
Right to refuse unsafe work explained	<input type="checkbox"/>	<input type="checkbox"/>	_____
WHMIS explained	<input type="checkbox"/>	<input type="checkbox"/>	_____
Location of MSDS shown	<input type="checkbox"/>	<input type="checkbox"/>	_____
Use of Personal Protective Equipment explained	<input type="checkbox"/>	<input type="checkbox"/>	_____
The following emergency procedures explained and understood:	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
The following written work procedures read and understood:	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other topics covered/comments: _____

Annual review date: _____ Worker: _____

Supervisor: _____

New Employee Orintation: Checklist

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. W.H.M.I.S. 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:

Safety Training Record

Farm Name: _____
 Phone: _____
 Address: _____
 Employee name: _____
 Date Hired: _____
 Signature: _____

Type of Training	Date	Name of Training	Employee's Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

WHMIS Inventory

WHMIS – Controlled Products Inventory

Product Name	MSDS Available	MSDS Date	Labels Applied	Workers Trained

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**

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: _____

Hydro/Gas Supply: _____

DIRECTIONS TO YOUR FARM/RANCH:

(Provide specific kilometers and mention visible landmarks)

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. The location of the accident scene
2. The telephone number from which the call is made
3. The nature of the accident (electric, entrapment by tractor, etc.)
4. The number of victims
5. The condition of victim (bleeding, heart attach, amputation, etc.)
6. The 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

Workplace Inspection

This document is intended for use in conducting workplace inspections and is divided into two sections for ease of use.

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

Section II A suggested format for use by inspection teams in recording and reporting workplace inspections in a maintenance shop.

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 avail. 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) Machine guards b) Guardrails c) Personal Protective Equipment: <ul style="list-style-type: none"> Safety footwear Eye protection Respiratory protection Hand protection Hardhats d) 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 labelled 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

Section II: Workplace Inspection Report

Ranch Safety Inspection

Current Number Of Employees: _____
 Full Time _____ Part Time _____ Family Only _____
 Trained In First Aid: _____

Inspection By: _____ Shift: _____
 Date: _____

First Aid	First Aid Kit	House	Y	N
		House	Y	N
		Truck	Y	N
		Tractor	Y	N
		Shop	Y	N
		Barn	Y	N
		Other	Y	N

Item	Dept./Location	Action

Work Place General Safety Rules

Posted _____ Y N
 Location: _____

CHEMICALS & FERTILIZERS

Containers Labeled Clearly _____ Y N
 (Hazards And Precautions)
 Material Safety Data Sheets Available _____ Y N
 Proper Storage Room Signage _____ Y N
 Materials Properly Store _____ 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 & Expiration Dates ok repair replace

Notes: _____

TRUCKS & 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

ROP's & 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 & Pins / Latches Y N

Jacking Device Y N

Covers In Place Y N

Welds Checked ok repair

Tires & 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

Are Bull Pens Secure Y N

Fences & Corrals ok repair replace

NOTES: _____

SHOP

Welding/Cutting Torches:

Valves leaking ok
 Connections loose ok
 Hoses damaged ok
 Gauges missing ok

Compressors

Gauges ok repair replace

Electric Tools:

Cords ok repair replace
 Guards & 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 & Calving Pens Clear / Clean Y N

Dangerous Calves Known/Identified Y N

Puller Available/Working Y N

Emergency Numbers Posted Y N

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 Foot Wear:

Work Boots Y N
 Riding Boots Y N

Safety Glasses:

Available Y N
 Condition ok scratched poor
 Appropriate Locations Y N

Hat:

Wide Brim Y N
 HardY Y N
 Winter Y N
 Sun Protection Y N



**SAFE
FARMS**

S SPOT THE HAZARD
A ASSESS THE RISK
F FIND A SAFER WAY
E EVERYDAY