AgSafe ALBERTA

ALBERTA FarmSafe PLAN

– A SAFETY PLANNING GUIDE FOR FARMS –

For information on the Alberta FarmSafe Plan, contact AgSafe Alberta:

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MANUAL VERSION 2.0

The following icons will appear throughout this manual:

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FOREWORD

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

WHY THE NEED FOR THE ALBERTA FARMSAFE PLAN?

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

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

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

In 2019 AgSafe Alberta licensed the Alberta FarmSafe plan from the Government of Alberta. The manual and workbook were updated to meet current requirements and a certification program was created to help farms and ranches show their commitment to safety on their operation.

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

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

INTRODUCTION TO THE ALBERTA FARMSAFE PLAN

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

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

- Implement and maintain a health and safety management system.
- Demonstrate occupational health and safety best practices.
- Involve workers in the development of your health and safety management system.

WHO SHOULD USE THIS RESOURCE?

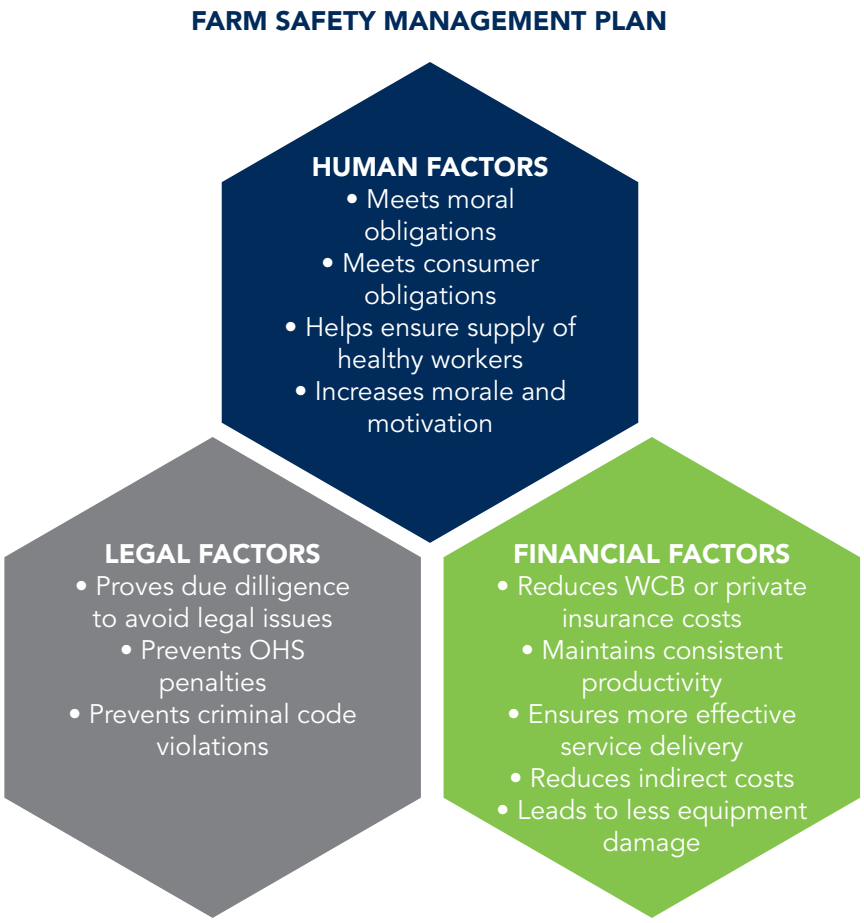
As a farm owner, operator or manager, you are responsible for knowing and applying best practices related to farm safety and for ensuring the safety of everyone who lives on, visits or works on your farm.

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

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

Best Practice: an agreed-upon way of carrying out a specific task and is usually established by industries, trades or groups of peers.

Benefits of a Farm Safety System



HUMAN FACTORS

People are the most important resources on any farm. As a farm owner, operator or manager, you want to see everyone go home safely at the end of the day. Think about how the sudden loss of a worker as a result of a workplace injury or illness would impact:

- The injured worker
- The operation of the farm
- The social and mental wellness of the people living and working on the farm

Human factors look at human activities in relation to the many other parts in a workplace system. For example, how people, procedures, equipment, etc. have an affect on workers actions and decisions.

FINANCIAL FACTORS

Consider the sudden loss of a worker as a result of a workplace injury or illness. There will likely be a financial impact on your farm's operation. The following section illustrates some potential costs.

ICEBERG THEORY

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

DIRECT COSTS INCLUDE:

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

INDIRECT COSTS INCLUDE:

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

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

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

LEGAL FACTORS

Should a work-related injury or illness occur on your farm, you potentially could face legal action at the following levels: regulatory, civil and criminal.

REGULATORY

Throughout most of Canada, occupational health and safety laws are based on a reverse onus principle that assumes you are responsible for the occurrence of an incident, unless you can prove you took preventative measures and actions, even if circumstances beyond your control resulted in the incident occurring. Additionally, other regulatory standards may apply, ranging from environmental to highway traffic to building standards.

CIVIL

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

**Unless you are classified as a corporate director of the business. WCB defines the directors of a corporation as persons typically appointed by the shareholders to manage the business and affairs of the corporation. If you are part of a larger farming or ranching operation and are unsure if this applies to you, it is recommended to contact WCB directly.*

CRIMINAL

In 2004, an amendment was made to the Criminal Code of Canada setting new legal duties for workplace health and safety and imposing penalties for violations that result in injuries or death. These new rules can attribute criminal liability to organizations, including corporations, their representatives and those who direct the work of others.

DUE DILIGENCE

Due diligence requires anyone with responsibility for the health and safety of others to take every reasonable precaution in the circumstances to avoid an injury or illness and hold everyone accountable for their actions and errors.

It requires everyone to meet the highest possible standards while doing their jobs, to act in a responsible manner and to take reasonable care. The higher the risk involved in performing a job, the greater the need to take appropriate safety measures.

The criteria for due diligence requires each person in a position of control with health and safety responsibilities, such as the owner of a farm, to:

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

Due diligence is important as a legal defense for a person charged under the occupational health and safety legislation and can only be demonstrated by the action taken before the incident occurred.

DID YOU KNOW?

In order to prove due diligence, good system administration (that is, record keeping) is essential. If it is not documented, how can you prove it actually happened?

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

It is not as simple as "Only The Act Applies"

Acts allow a government to regulate an area, such as Occupational Health and Safety. The Act assigns obligations, responsibilities and duties to individuals and/or organizations. The purpose of the act is outlined in Section 2, followed by the obligations of work site parties: employers, supervisors, workers, suppliers, service providers, owners, contractors, prime contractors, self-employed person, and temporary staffing agencies. You should be aware that you can be one or more of these work site parties at any given time. If you are uncertain which you might be classified as, each work site party listed is defined in the Definitions, Section 1 of the Act.

The Act is also what outlines the offences, penalties and authority of occupational health and safety officers. If you are curious as to the types of charges that can be laid under the Act, visit www.alberta.ca/charges-under-ohs-legislation.aspx to view pending charges and www.alberta.ca/convictions-under-ohs-legislation.aspx#toc-2 to view convictions.

While farming and ranching operations are exempt from the Regulations and Code, the expectation for you to take every practicable measure to protect the health and safety of your workers remains the same. Keep in mind that the Code specifies detailed minimum technical requirements for health and safety in Alberta's workplaces, and these requirements may not be enough to protect an employer from charges should an incident occur. As you create or improve your health and safety management system, it will be beneficial to think of the Code as best practices to use on the farm.

Farm Freedom and Safety Act

In January of 2020, Bill 26 the Farm Freedom and Safety Act, came into effect. While there were changes made, Occupational Health and Safety still applies on farms and ranches. Key points to remember are:

- If you have a waged worker who is not related to you by blood, marriage, adoption and is not in an adult interdependent relationship with you….
  - You have a non-exempt worker
  - You are an employer
  - The Alberta Occupational Health and Safety Act applies to you
  - Producers with non-exempt workers must follow generally acceptable industry standards and apply general health and safety principles
  - Farms and ranches with more than 5 waged, non-family employees are still required to have workplace insurance, but have the choice between private insurance or WCB
  - Where exempt persons are working alongside non-exempt workers, the exempt person is obligated to follow the Occupational Health & Safety Act, Section 5, Obligations of workers

Federal Legislation and The Criminal Code of Canada

It is not only provincial occupational health and safety that you need to be aware of. Farms and ranches are not exempt from Section 217.1 Duty of persons directing work in the Criminal Code of Canada. This was originally introduced as the Westray Bill (Bill C-45) in 2003 and became law in 2004.

Section 217.1 states "everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task." This law created new legal duties for workplace health and safety as well as allowed for significant penalties for violations that result in injury or death. This law attributes criminal liability to businesses, their representatives and those who direct the work of others.

Be mindful that neither provincial nor federal laws specify what reasonable steps are. Unless the courts apply the law to a particular case, the outcome is uncertain. It is important that you consider this when planning how you will manage hazards on your farm.

GETTING STARTED

Background

In 2011, the Minister's Farm Safety Advisory Council recommended increased education, training and certification opportunities for Alberta farms. As a result, Alberta Agriculture and Forestry worked with the Canadian Agricultural Safety Association and Alberta's Partnerships in Injury Reduction (PIR) to develop Alberta FarmSafe, a tool to help farms develop a safety management system for their farms. In 2019, the Alberta FarmSafe plan was licensed to AgSafe Alberta, the health and safety association for farms in Alberta, for continued administration.

AgSafe Alberta has updated the resource to include changes to legislation that took effect in January 2020. Along with the Alberta FarmSafe program, they have introduced certification levels that farms and ranches can achieve to show their commitment to safety on their farms.

AgSafe Alberta Certification

Obtaining AgSafe Alberta Certification demonstrates that you have successfully incorporated the necessary components of the Alberta FarmSafe Plan into your operation.

If you would like to apply for AgSafe Alberta Certification, you will need to complete the eLearning modules that correspond to your membership level. Upon completing the modules, Level 1 members will move on to complete four module webinars or a full day workshop. Level 2, 3 and 4 members will be required to attend the in-person full day workshop. All levels will submit a completed self audit to AgSafe Alberta for review.

Membership Level	Level 1	Level 2	Level 3	Level 4
People on Farm	Family Only	1-4 Employees	5-19 Employees	20+ Employees
Management Leadership and Organizational Commitment			✓	✓
Hazard Assessment	✓	✓	✓	✓
Hazard Control	✓	✓	✓	✓
Health and Safety Committee/ Representative			✓	✓
Recruitment, Orientation and Training		✓	✓	✓
Inspections		✓	✓	✓
Emergency Response	✓	✓	✓	✓
Incident Investigation			✓	✓
System Administration	✓	✓	✓	✓
Training	4 eLearning modules and a webinar or a half-day workshop	6 eLearning modules and a webinar or a half-day workshop	9 eLearning modules and a full day workshop	9 eLearning modules and a full day workshop
Yearly Renewal	AgSafe Alberta Level 1 Self-Audit including Action Plan	AgSafe Alberta Level 2 Self-Audit including Action Plan	AgSafe Alberta Level 3 Self-Audit including Action Plan	AgSafe Alberta Level 4 Self-Audit including Action Plan

Training Portal
This online tool is available on the AgSafe Alberta website in the members section. Once in the portal area, you will find modules to help you complete your Alberta FarmSafe plan, and other modules that can be used for information and employee training.

Workshops
Contact AgSafe Alberta or visit the website agsafeab.ca to find out about upcoming workshops in your area.

CONTENT OF LEARNER MANUAL
The Alberta FarmSafe Plan manual is divided into modules to help you create a health and safety management system for your farm. Each module will provide you with needed information on the topic, along with specific steps to develop your individual documents and apply it to the workplace. You will need to work with your family and employees to apply the plan to the workplace.

THE TOPICS INCLUDE:

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

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

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

Health and Safety Committee or Health and Safety Representative
Part of your health and safety management system will be the designation of a health and safety representative or the development of a health and safety committee. Once either is in place, frequent meetings and inspections will need to be conducted.

Recruitment, Orientation and Training
Sometimes the workers you hire already have some level of general training. All new workers need to receive an orientation to your farm and training specific to their work area, the tasks they will be performing and the hazards associated with these. Ensuring worker competency is a critical component of training.

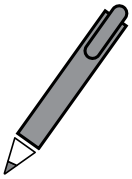
Safety Inspections
Regular inspections are a critical part of a health and safety management system. This element outlines a step-by-step process for carrying out both formal and informal inspections. The outcome is a process for taking corrective action.

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

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

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

FARMSAFE PLAN WORKBOOK
AgSafe Alberta has created a FarmSafe Plan workbook you will receive along with the FarmSafe Plan manual. The workbook includes templates and examples of what your plan documents could look like.



EXERCISE: SELF EVALUATION CHECKLIST
Finally, a Self-Evaluation Checklist is provided for each module so you can ensure you have developed and implemented each piece.

GLOSSARY ITEMS
These will be found throughout the course in a box and at the end of the learner manual.

Glossary: an alphabetical list of terms or words found in this manual with a brief explanation of each.

RESOURCES
Use these suggestions to access addition information.

NOTES

Module 1

MANAGEMENT LEADERSHIP & ORGANIZATIONAL COMMITMENT

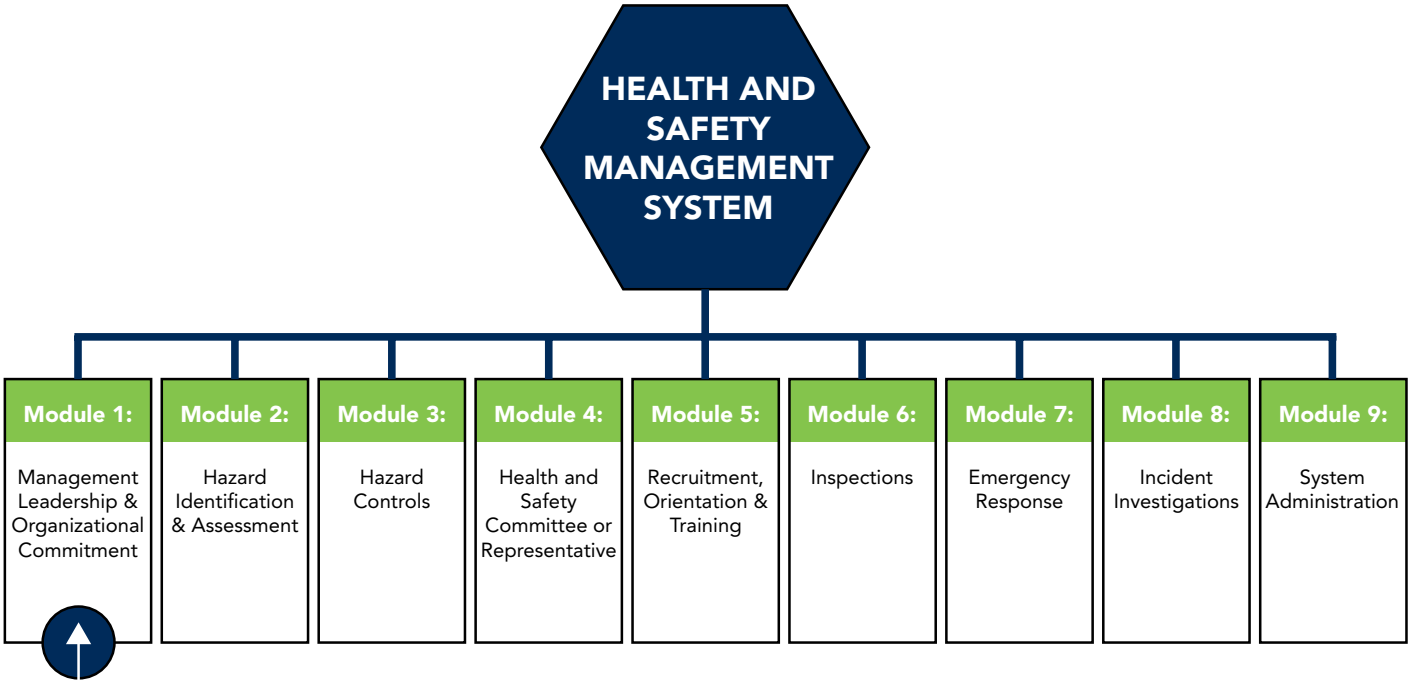
At the end of this module, participants will be able to:

1. Create the management leadership and organizational commitment portion of a health and safety management system.
2. Describe what a health and safety policy should include and how safe operating procedures relate.
3. Identify the roles and responsibilities of employees and visitors within the work environment.
4. Describe the risk within your work environment and explain how legislation and insurance can minimize risk.
5. Describe how an enforcement policy is communicated to all workers.
6. Outline how the employer/employee relationship can strengthen the accountability and monitoring of the health and safety management system and list the resources needed to support this.

INTRODUCTION

Everyone has a role to play when it comes to creating and maintaining a health and safety management system. Whether you are a manager or owner of a ranch or farm, you can demonstrate management leadership to those who work at/or visit the work environment. By creating a health and safety management system, you are confirming your organizations commitment to health and safety.

In this first module, you will think about the first component of creating a health and safety management system – management leadership & organizational commitment.



In order to demonstrate management leadership and build organizational commitment, there are steps to consider.

NOTE

Throughout this course, we will refer to your farm or ranch as "the farm" and use the term "employer" to include owners, supervisors, managers or anyone that directs the activities of workers.

STEP 1: HEALTH AND SAFETY POLICY

The first step to demonstrate management leadership and build organizational commitment is to create a health and safety policy. A health and safety policy will establish trust amongst workers, visitors, suppliers and contractors that their health and safety are valued while at the farm.

? DID YOU KNOW?

It is important to think about what health and safety expectations are significant for your work environment and ensure they are clearly communicated to everyone on your farm.

When it comes to creating a health and safety policy, you will need to understand what makes a policy statement effective.

Health and Safety Policy: a statement written by an employer that outlines a commitment to health and safety protection for employees and the public.

Policy Statement: states the overall guidelines that govern health and safety on your farm.

Policy: a document with a broad focus that sets the direction or method of action and is used to guide decision making.

Procedure: a document with a narrow focus which describes step by step what actions are to be taken in specific instances in order to achieve the desired outcome.

POLICY

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

To be effective, a policy must:

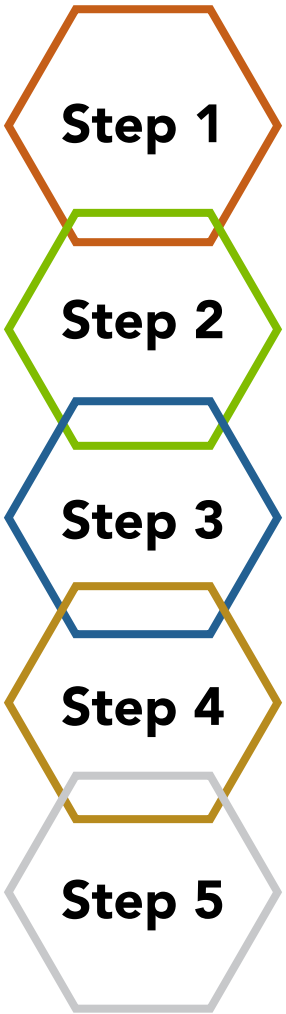
- Involve senior management and representatives in the preparation of the policy,
- Be seen as consistent with the workplace's objectives of operating in an efficient and predictable manner,
- Be relevant and appropriate to the nature, scale and OHS hazards and risk associated with your workplaces needs (not adopted from another workplace), and
- Be accepted as equal in importance to the workplace's other policy objectives.

(Canadian Centre for Occupational Health and Safety, 2021)

HEALTH & SAFETY POLICY

- A declaration of your commitment to health and safety on your farm and the incorporation of health and safety into all work-related activities
- Overall goals and objectives of your health and safety system
- A statement for the protection and maintenance of the health and safety (physical, psychological, and social well-being) of employees
- General health and safety responsibilities of management, workers, contracted employers and visitors while at the work site
- A requirement to comply with the organization's own health and safety standards
- A statement showing your compliance with the spirit of applicable legislation whether it applies directly or not to your operation
- A statement that substandard health and safety performance will not be accepted

Steps for Completing your Health and Safety Policy



Use the samples provided in the workbook to help you write a health and safety policy for your farm operation.

Review the policy with all workers and allow them to have input.

Once the policy is finalized, print and sign the policy.

Post the policy in a high traffic area to remind workers of your agreed commitment to health and safety. Keep a copy in your binder as well.

Review the policy annually with workers. Involve your workers with any revisions as appropriate. Ensure new workers, contractors or visitors to your farm review the policy prior to starting work.

EXAMPLE: SAFETY POLICY STATEMENTS

- Health and safety education will be consistent and ongoing.
- All incidents and dangerous occurrences will be reported and investigated.

WORKBOOK: HEALTH AND SAFETY POLICY

Tips for Implementing a Health and Safety Policy

- Involve workers in writing the policy.
- Sign and date the document to show commitment as the employer.
- Share your policy with all workers and, where appropriate, to suppliers, contracted employers, self-employed workers, clients or visitors.
- Review the policy with new workers during their orientation.
- Update the policy often and allow it to guide all work activities.
- Post the policy where everyone can read it.

OTHER HEALTH AND SAFETY RELATED POLICIES ON THE FARM

Your farm's policies establish and communicate your expectation for compliance with every aspect of your health and safety system. When thinking about your policies, it is important for you to consider the Occupational Health and Safety Act. Your health and safety related policies should meet the requirements set out in the Occupational Health and Safety Act, whether you are a family farm or have 40 employees.

Alberta Health and Safety Act: "sets the minimum standards for protecting waged, non-family farm workers" (Alberta Government, 2019). Go to: Alberta.ca and search OHS farm and ranch

Standard Operating Procedures (SOP): written step by step instructions to be followed routinely when a specific job or task is being performed. Also known as a "how to" document.

EXAMPLE: TYPES OF POLICIES

- Fit for Work Policy
- Harassment Prevention Policy
- Violence Prevention Policy
- Inspection Policy
- Incident Reporting Policy
- Harassment Prevention Policy
- Incident Investigation Policy
- Disciplinary Policy

EXAMPLE: TYPES OF PROCEDURES

- Standard Operating Procedure/Safe Operating Procedure (SOP)
- Emergency Response Plans
- Working Alone Procedures
- Incident Investigation Procedures
- Disciplinary Procedure

STEP 2: ROLES AND RESPONSIBILITIES

The next step to demonstrate management leadership and build organizational commitment is to consider the roles and responsibilities.

Roles: the positions or purposes that someone has in a situation or organization; the positions held by various people on the farm.

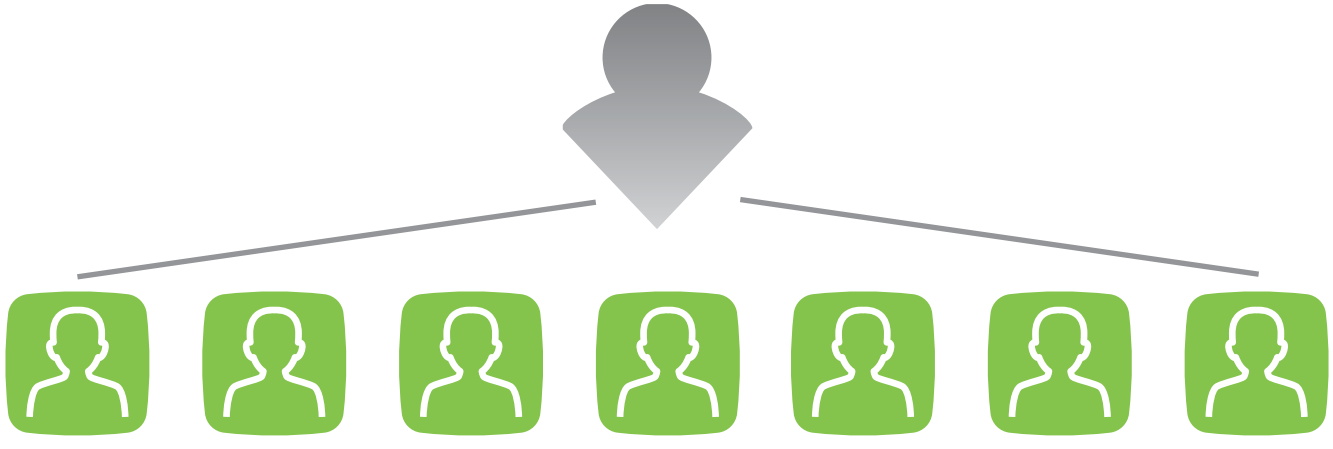
Responsibilities: the tasks or duties that people in the various positions are expected to complete as a function of their job.

EXAMPLE

Without developing a system to identify and communicate health and safety responsibilities, it will be difficult to hold worksite parties accountable to their obligations. The roles and responsibilities you develop should clearly communicate to all workers your expectations and the consequences of not assuming their health and safety responsibilities.

You will first want to consider what roles and responsibilities are present within the work environment. These roles could include those identified in the following image:

ROLES AND RESPONSIBILITIES



DISCUSSION: ROLES AND RESPONSIBILITIES

Look at the roles and responsibilities image and as a group discuss the following:

- What roles are currently present in your work environment?
- Based on a role that you are familiar with, what are some responsibilities of that role?

What an Employer Does

Once you have clearly documented the health and safety roles and responsibilities, it is important that you communicate them to all levels of the organization. This will help you establish a standard level of performance expected among workers, contracted employers and visitors. Everyone living, working or visiting work environment should be aware of his or her roles and responsibilities for health and safety.

As an employer, you can build specific health and safety responsibilities and goals into job descriptions and contracts. Without developing a system to identify and communicate health and safety responsibilities, it will be difficult to hold worksite parties accountable to their obligations. The roles and responsibilities you develop should clearly communicate to all workers your expectations and the consequences of not adopting health and safety responsibilities.

THE INTERNAL RESPONSIBILITY SYSTEM (IRS)

The Internal Responsibility System (IRS) is the foundation of occupational health and safety legislation across Canada. The IRS makes everyone present in the workplace responsible for their health and safety and the health and safety of others. The image that follows outlines what the IRS does:

(Adapted from Canadian Centre for Occupational Health and Safety, 2019)

You are ultimately responsible for the health and safety of everyone in your work environment.

You have the most authority in your workplace and, therefore, the greatest responsibility for maintaining a safe and healthy work environment. However, in order to be effective, a health and safety system must get all people working on, or visiting, the work environment involved in protecting themselves and others from injury or illness.

Everyone is accountable for health and safety.

Part of your responsibilities as an employer is to inform your workers of their three basic rights:

1. Right to refuse dangerous work
2. Right to participate in health and safety initiatives in the workplace
3. Right to know, or be informed about, hazards present at the workplace.

(Alberta Government, 2020)

It is important to ensure that your employees understand their obligations under the Alberta Occupational Health and Safety Act. Workers should be invited to participate in the health and safety system wherever possible. Involving your workers is important in obtaining employee understanding and support of the health and safety management system, in addition to ensuring that you have complied with legislation.

DID YOU KNOW?

- If there are children on the farm, you should consider their supervision when determining roles and responsibilities of family members.
- Section 31 of Alberta's Occupational Health and Safety Act outlines the Right to Refuse Dangerous Work.
- Part 1 of Alberta's Occupational Health and Safety Act outlines Obligations of Worksite Parties including employers, supervisors, workers, owners, contractors, prime contractors and others.

RESPONSIBILITIES OF THE EMPLOYER

- Ensure the health, safety and welfare of workers and public at or near the work site
- Make sure workers are aware of their rights and responsibilities under the Occupational Health and Safety legislation
- Ensure workers are properly trained and aware of health and safety issues at the worksite
- Protect workers from harassment or violence at the workplace and ensure that workers do not participate in harassment or violence
- Ensure supervisors are competent and familiar with relevant Occupational Health and Safety legislation that applies to the work performed
- Work with the joint work site health and safety committee or health and safety representative to share health and safety information and resolve issues
- Resolve health and safety concerns in a timely manner
- Provide a prime contractor, if one is required at the work site, the names of all the supervisors
- Cooperate with any person exercising a duty under the Occupational Health and Safety legislation
- Comply with the Occupational Health and Safety legislation

WORKBOOK: ROLES AND RESPONSIBILITIES

SAFETY CULTURE

As an employer, you play a direct role in building and maintaining a positive safety culture. Since culture has more to do with attitudes than it does behaviours, it is difficult to instill a sense of culture through a written policy. Genuine leadership and management commitment directly relate to safety performance.

> **Culture:** "The way we do things around here." It includes shared practices, attitudes, and perceptions that influence behaviour. Workplace culture is influenced by many things, including leadership, management, and supervision styles and priorities; peer pressure; workplace conditions; and design and production logistics. *(WorkSafeBC, 2019)*

DID YOU KNOW?

Creating a positive safety culture will help you minimize losses that result from incidents. Building this positive safety culture will put safety at the forefront for your workers, visitors, family members and children. This means everyone on your farm can be actively engaged in working safely and know what to do when hazards are identified.

You will want to invest some of your time and energy into establishing this culture. Do not get discouraged if it doesn't happen overnight. A positive safety culture will need to be established gradually and continuously improved.

The good news is that once you've laid the foundation for a positive safety culture to form, you will begin to influence the attitude of your workers and family members. Changing the attitude of your workers will result in changed behaviours and ultimately, a safer work environment for everyone.

TIPS FOR BUILDING A POSITIVE SAFETY CULTURE ON YOUR FARM

- Lead by example
- Take safety seriously
- Involve your workers or family members in decisions around safety on your farm
- Identify and take steps to continuously improve the health and safety management system
- Communicate safety matters frequently through emails, meetings, bulletin boards, etc.
- Provide training to workers and family members

DISCUSSION: BUILD OR BREAK

As a group, discuss some ways to "build" culture and other ways that "break" culture.

Health and Safety Resources

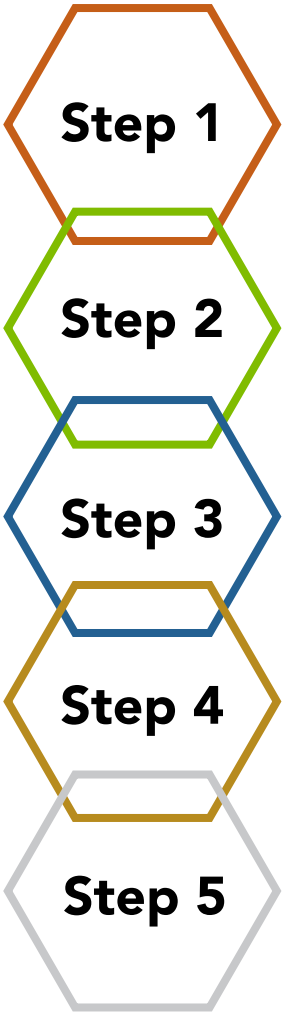
As an employer, you are responsible for providing resources where reasonable for the health and safety of your workers. Providing resources such as access to personal protective equipment, a means of addressing hazards, or allowing time for scheduled safety meetings, is important to ensure your system works as intended. Your system will not work without your direct support; you can demonstrate your commitment by making safety a priority, being actively involved in the system and providing safe and effective tools and equipment.

RESOURCES

Go to your internet browser and search the following:

- Occupational Health and Safety Act Alberta
- Environmental Code of Practice for Pesticides Alberta
- Safety Codes Act Alberta (electrical, gas, fire, plumbing, pressure, etc.)
- Traffic Safety Act Alberta
- Public Health Act Alberta (housing, sanitation, etc.)

Steps for Completing your Roles and Responsibilities



See the templates provided in the workbook to create the roles and responsibilities of each person involved in your farm or ranch operation.

Review the roles and responsibilities with all workers and provide workers with opportunities to provide their input.

Print the roles and responsibilities.

Add these roles and responsibilities to your health and safety binder and job descriptions. You can also post them in a high traffic area so that everyone has a constant reminder that health and safety is everyone's responsibility.

Review roles and responsibilities with workers on an annual basis and all new workers prior to starting work.

DID YOU KNOW?

A disciplinary procedure for health and safety infractions provides a clear set of steps for how infractions will be managed. Disciplinary action is often progressive in nature. Infractions are often corrected through a verbal warning but sometimes require more corrective actions.

WORKBOOK:
DISCIPLINARY POLICY FOR HEALTH AND SAFETY INFRACTIONS

STEP 3: BUSINESS RISK MANAGEMENT

The third step to demonstrate management leadership and build organizational commitment is Business Risk Management.

You are probably already doing several things to manage business risk on your farm. You are paying attention to the markets, unpredictable weather or biosecurity hazards. Each of these things influence your bottom line.

You will also be faced with losses if you experience a serious incident that results in significant injury or property damage. More importantly, your family or the family of your worker(s) may be without income or the ability to work.

Your health and safety management system will become an important part of your overall business risk management strategy.

DISCUSSION: WHAT IS RISK?

Think about your work environment and as a group discuss:

- What does the term "risk" mean to you?
- What types of risk are present in your work environment?

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

Business Risk Management: evaluates the amount of risk in a work environment's operations, systems or processes.

Risk: the chance of injury, damage or loss.

LEGISLATION

Alberta Occupational Health and Safety legislation assists in the area of risk management.

Occupational Health and Safety Act: "an act that creates minimum standards for healthy and safe practices in Alberta workplaces (Alberta Government, 2018)".

Occupational Health and Safety

	OCCUPATIONAL HEALTH AND SAFETY
Owner of the Legislation	Provincial Government
Purpose	Provides minimum standards for healthy and safe practices in Alberta workplaces.
Who does it help?	It protects employers, workers, and others worksite parties.
Resources	Internet Search: OHS Act, Regulation and Code

INSURANCE

Alberta producers with employees have the choice between private insurance and Workers' Compensation Board insurance. Consider your options and make your choice based on what is the most appropriate for your farm or ranch.

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

DISCUSSION: INSURANCE

What type of insurance protects against risk in your work environment?

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

Farms and ranches with waged workers, who are not an owner or related to or in an adult interdependent relationship with an owner, are affected by the legislation.

A current copy of the Alberta Occupational Health and Safety Act and other health and safety information relevant to the operation must be available to workers at the work site. This provides workers with access to the minimum requirements for conducting activities covered by legislation and access to information about their rights and responsibilities.

Official versions of the legislation are available on-line from Alberta Queen's Printers.

STEP 4: ACCOUNTABILITY AND MONITORING

The last step in demonstrating management leadership and building organizational commitment is to determine accountability and monitor the system. To ensure compliance and that the assigned roles and responsibilities are being adhered to, you need to establish systems to monitor, evaluate and provide accountability.

Accountability and monitoring processes may include:

- Disciplinary processes
- Formal performance appraisals
- Incentive and recognition processes
- Compliance monitoring

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

Disciplinary Process: a plan to manage and document employee misconduct.

Performance Appraisal: a regular documented review of an employee's performance. Also known as performance evaluation or employee appraisal.

Incentive and Recognition Process: a formal way to motivate employees to use specific actions and behaviours in the workplace and rewards for achieving them in a satisfactory way.

Compliance Monitoring: reviewing, evaluating and monitoring an Occupational Health and Safety program to identify strengths and weakness compared to standards.

DISCIPLINARY PROCESS

One of the most difficult components of accountability and monitoring is the disciplinary process. It involves implementing a policy and procedure for how non-compliance with the health and safety management system is addressed. Without a policy and procedure in place to deal with non-compliance, you will not be able to hold workers or other contracted parties accountable for workplace safety.

The culture of your workplace is on the line. How you manage safety will go a long way towards building or breaking down the culture. To build-up your positive safety culture, ensure that:

- Everyone working on your farm understands the disciplinary action process
- Disciplinary action is enforced consistently and fairly (no favoritism)

Remember, conversations around following safety protocol are difficult to have. If you expect your supervisors to have these conversations, support them by providing training and encouragement. If you are the one having these conversations, make sure you focus on the intent of the health and safety management system and why it is so important to stick to procedures.

Nothing undermines a positive safety culture as quickly as not doing what you say you are going to do. Not consistently enforcing your disciplinary process, ignoring your own procedures and encouraging workers to place getting the job done quickly over doing it safely will not only harm your safety culture, but likely result in incidents as well.

DISCUSSION: DISCIPLINARY ACTION

- What will happen if you do not enforce your health and safety management system?
- What will happen if you enforce the health and safety management system differently for everyone?

THE PARTNERSHIP BETWEEN EMPLOYER AND EMPLOYEE

For a health and safety management system to be effective, it is important that both the employer and employee are involved in the process.

MANAGEMENT INVOLVEMENT

- For a health and safety management system to be effective, it is essential that management at all levels demonstrate support of the health and safety system.
- As manager, you can do this through your participation in health and safety leadership training, health and safety meetings, inspection tours and incident investigations.
- Managers should regularly tour the work site to communicate and reinforce healthy and safe practices and behaviors.
- It is important for managers at all levels to lead by example and show commitment to health and safety.
- By being actively involved in your health and safety system, you will encourage your workers to become involved themselves.
- Workers will follow the example of management, so make sure that anyone in a leadership role understands the importance of getting involved.

EMPLOYEE INVOLVEMENT

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

Health and Safety Committee or Representative

Depending on the size and makeup of your farm operation, you may need to designate a health and safety representative or even develop a health and safety committee. If your farm has 5-19 workers, you will need to have a health and safety representative. If you have more than 19 workers, then you will need a health and safety committee. Implementing a health and safety committee or representative can create a positive relationship between employers and employees.

Health and Safety Representative: An individual worker representative who promotes health and safety awareness and works with the employer to address health and safety concerns at the work site.

Health and Safety Committee: A group of worker and employer representatives working together to identify and solve health and safety concerns at the work site.

(Alberta Government, 2020)

WHAT DOES THE REPRESENTATIVE OR COMMITTEE DO?	
Purpose	• Address health and safety concerns that cannot be dealt with in the course of daily work, and to offer recommendations for improvement to site health and safety.
Role	• The committee, or representative, does not have the power to make changes but instead acts as an important communication link between the workers and management. • Encourage workers to report their health and safety concerns to the committee or the representative; employees should expect a response but cannot expect action by committee members or the representative.
Meetings	• Communication from committee members or the representative through regular meetings, and by posting meeting minutes, allows everyone an opportunity to bring concerns forward and know that they are being considered.
Communication	• The committee or representative is responsible for recommending how health and safety problems might be solved, not for carrying out the necessary changes. • Supervisors and managers are obligated to take reasonable steps to ensure the health and safety of their workers.

NOTE

More information on the duties of health and safety committee can be found in subsequent modules of this planning guide and in the Alberta Occupational Health and Safety Act.

RESOURCE ALLOCATION

Health and safety are a part of the management function — just like inventory control or accounting. As a manager, you need to give health and safety the same attention as you do other management systems.

Consider:

- How to establish authority and approval processes for resource allocation; simply stated, who decides what money or time gets spent where?
- What legal compliance issues or risk exposures are there?
- What are the operational benefits are and how easy implementation would be?

Budgeting for Health and Safety

To make your plan effective and workable, include a budget for health and safety. Initially, you may find it difficult to estimate the size of your budget; however, you do need to be prepared to invest both capital and time into making your farming operation safer. There is a direct connection between the physical safety of a farming operation and its economic viability.

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

You can anticipate expenditures in two areas:

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

The savings come from increased efficiency, reductions in lost time, and not having to repair or replace damaged equipment from preventable incidents. Consider this, which worker is more likely to do damage to equipment and injure themselves or someone else? A worker you have trained and deemed competent or an untrained, inexperienced worker?

TIP: USE YOUR FARM INCOME TAX RETURN AS A TEMPLATE

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

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

CONCLUSION

In this module, you learned:

- To create the management leadership & organizational commitment portion of a health and safety management system.
- The role of your health and safety related policies and procedures in your health and safety system.
- Identifying roles and responsibilities can help maintain the Internal Responsibility System (IRS).
- Legislation and insurance can reduce business management risk.
- Using a health and safety committee or representative can create a positive relationship between employers and employees.

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the Management Leadership and Organizational Commitment Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES

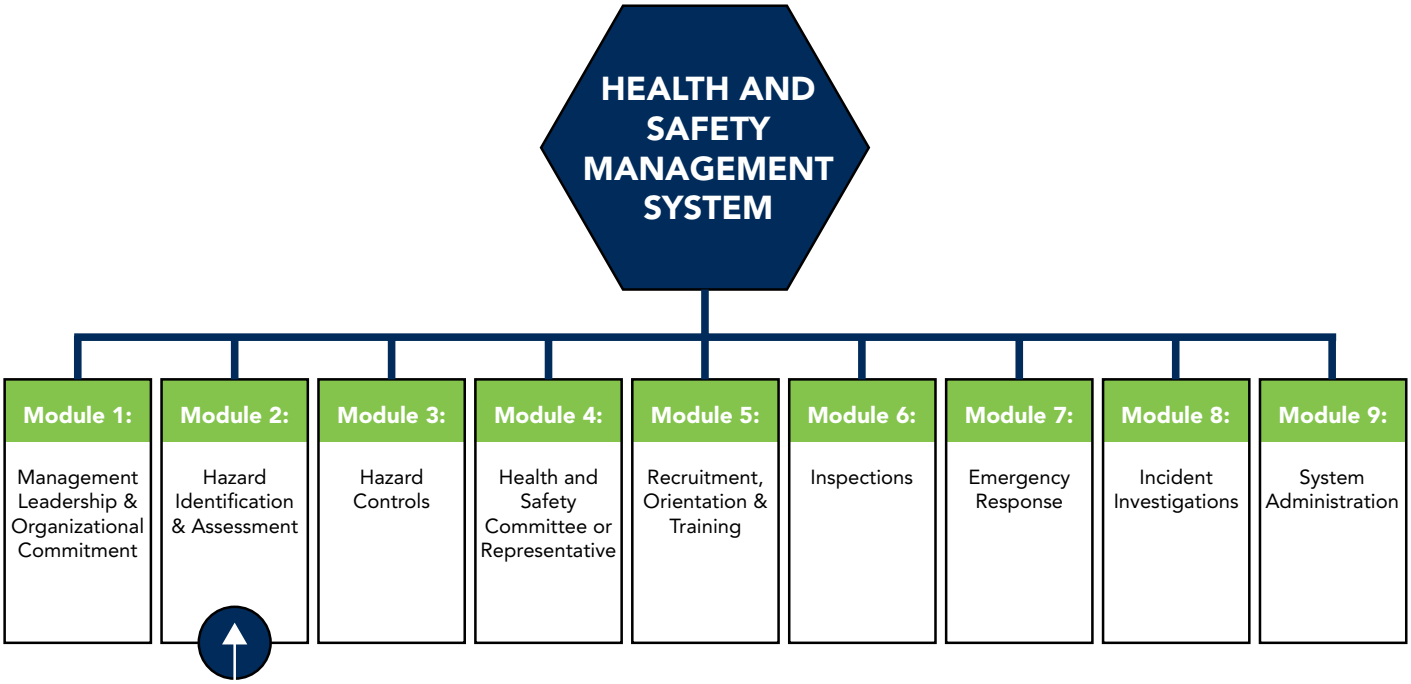
HAZARD IDENTIFICATION & ASSESSMENT

At the end of this module, participants will be able to:

1. Create the hazard identification and assessment portion of a health and safety management system.
2. Identify the types of agricultural hazards and determine what sources of information are available to identify hazards.
3. Identify, assess and prioritize a hazard using risk ranking and hazard classification prioritization tools.
4. Outline how to engage workers in health and safety hazard identification and assessment.
5. Identify strategies to effectively support the hazard assessment process.

INTRODUCTION

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



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

Hazard: a situation, condition or thing that may be dangerous to health and safety. These can include physical, chemical, biological or psychological hazards that have the potential to cause harm.

Hazard Identification: part of a process to determine if anything (situation, task, item, etc.) has the potential to cause harm.

Hazard Assessment: a written process to recognize existing and potential hazards at work before they cause harm to people or property.

EXAMPLE

Given that most farm workers have equipment and vehicles that are operated on roadways, this will be a job task that must be assessed for hazards. Employers with workers who drive passenger vehicles as a part of their job should include this task as part of their hazard assessment.

RESOURCES

Go to your internet browser and search the following:

- Workplace Injuries, Diseases and Fatalities in Alberta

ALBERTA OCCUPATIONAL HEALTH AND SAFETY (OHS) CODE

The OHS Act provides rules meant to keep Alberta workplaces healthy and safe. The act also gives the government the authority to make these rules and regulations to protect workers from poor working conditions. As an employer, following the OHS rules will let workers know that their health and safety is important to you.

Alberta Occupational Health and Safety Code: sets out the minimum technical requirements for health and safety in Alberta's workplaces. Farms and ranches are exempt from the Code, however information found within it is a useful reference for identifying and controlling hazards.

In this section, you will think about the second component of creating a health and safety management system – hazard identification & assessment.

HAZARD IDENTIFICATION

Identifying hazards is key to preventing illnesses and injuries on your farm. Exposures to hazards result in loss, and loss is avoidable…. if we can properly identify the hazards!

There are two different types of hazards; health and safety.

Health Hazard: anything that has the potential to cause an acute or chronic condition, illness or disease from exposure (e.g., noise, dust, heat, etc.).

Safety Hazard: anything that has the potential to cause immediate injury (e.g., shear points, working at heights, etc.).

EXAMPLE: HEALTH HAZARDS

• May include noise or chemical exposure.

EXAMPLE: SAFETY HAZARD

• May include working at a height without fall protection or using unguarded rotating machinery.

Hazards fall into several categories:

• Chemical • Biological • Physical • Safety • Psychosocial • Ergonomic

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

HAZARD CATEGORIES	EXAMPLES
CHEMICAL	• Solvents, pesticides, welding fumes, fuel and fuel vapors • Disinfectants, herbicides, medication
BIOLOGICAL	• Bacteria, viruses, dust, molds, animal-borne diseases, veterinary supplies • Gases in manure storage pits, grain bins, septic tanks and other confined spaces
PHYSICAL	• Machinery-related (most frequently involved in farm Fatalities) • Electrical currents, heat, light, mechanical movement, vibration, pressurized liquids, radiation (welder's flash) • Noise — loss of hearing from sustained exposure to high noise levels • Falls, slips and trips • Using farm equipment on public roadways (rollover, collision) • Working with livestock or other animals • Extreme terrain and weather • Confined space • Air quality

SAFETY	• Driving • Electrical systems • Ladders use	• Tool and machine use • Slips, trips and falls • Material handling
PSYCHOSOCIAL	• Smoking, poor nutrition, impairment, addiction • Stress and fatigue • Violence and harassment • Working alone • Distraction	
ERGONOMIC	• Continually exerting force as a part of the task • Awkward body positions • Holding the same posture for long periods of time • Poor posture or work position, repetitive motion • Poor workstation design • Sitting for extended periods of time	

(Canadian Centre for Occupational Health, 2020)

Sources of Information

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

SOURCES OF INFORMATION FOR IDENTIFYING HAZARD RISKS

- Statistics
- Inspections
- Regulatory
- Incident investigations
- Joint health and safety committee minutes
- Incident reports
- Label information on chemical containers
- Legislation
- Hazard assessments
- New or modified equipment or job procedures
- New scientific information regarding hazards or risks
- Industry standards
- Analysis of new or modified jobs
- Supplier or manufacturer information
- Safety concerns raised by workers
- Workers' Compensations Board
- Dangerous occurrences
- Testimonials from others
- Print and online resources
- Safety bulletins

DID YOU KNOW?

There are many online resources that list farm hazards. These lists can help you think about some of the hazards that might be present on your own farm.

Critical Task: a task with high potential for serious loss or injury.

EXERCISE: HAZARDS AND TASKS

Think of the tasks performed on your farm. Some are more dangerous than others, these are considered critical tasks and are the tasks that you will want look at first. For this exercise, select one task that is performed by workers on your farm. Use the following list to determine what types of hazards might be associated with the task. Once complete, discuss what you learned from doing this exercise.

MY CHOSEN TASK IS		
Type of Hazard	**YES**	**NO**
Can any body part get caught in or between objects?		
Do tools, machines or equipment present any hazards?		
Can the worker be harmed when in contact with objects?		
Can the worker slip, trip or fall?		
Can the worker suffer strain from lifting, reaching, pushing or pulling, or from repetitive movements?		
Is there a danger from falling objects?		
Is the worker exposed to extreme heat or cold?		
Is noise or vibration a problem?		
Is lighting adequate?		
Can weather conditions affect safety?		
Is contact possible with hot, toxic or caustic substances?		
Are there fumes, dusts, mists or vapours in the air?		
Are there job-specific risks, such as infections, chemicals, heights, electrical, confined space or violence?		

JOB AND TASK ANALYSIS VS JOB HAZARD ANALYSIS		
Process	**Job and Task Analysis**	**Job Hazard Analysis**
What are the positions/roles on your farm? If you do not have identified positions already, that is okay because they will be identified shortly	✔	✔
What are the jobs performed by each position/role? • Have each person who performs work on the farm make a list of the jobs they do • If you have an existing job description/job list, verify what they wrote against what you have written	✔	✔
Break each identified job down into tasks At this point, you should be able to identify positions/roles from the job lists if you did not already have them identified	✔	✔
Assess each task based on: • Its difficulty • The frequency which it is performed • Its importance • See the steps on the following page for further explanation	✔	✔
Identify the combination of knowledge, training and experience required for someone to be deemed competent/safely perform the task minimum supervision and use this information to: • Develop a Training Matrix • Develop Orientation and Competency Checklists	✔	
Break the task down into steps • A step is one piece of getting a task done • As a general rule, most jobs can be described in 10 steps or less • If there are more than 10 steps are identified, there is likely another task		✔
Identify the hazards associated with each step of the task and think about what could go wrong: • Biological hazards • Chemical hazards • Ergonomic hazards • Physical hazards • Psychosocial hazard • Safety hazards		✔
Assess the risk and assign a rating to it; if it did go wrong, how bad could it be? • Severity x Likelihood = Risk • Is it a major, serious, minor or substandard risk?		✔
Develop controls to reduce the level of risk • Engineering (i.e., barriers, guards) • Administrative (i.e., safe operating procedures, safe work practices, training) • PPE (i.e., hearing protection, respiratory protection)		✔
Communicate & Implement • Review job hazard assessments with workers • Follow up on controls to ensure they are being used and working		✔

Other criteria to help identify and prioritize high-risk tasks on your farm.

1. Look at where safety issues or incidents occur most frequently.
2. Review safety records to see if certain jobs, tasks, or areas on your farm present more risk than others.
3. Identify which jobs with a high illness or incident rate.
4. Jobs that might only be a simple human error away from tragedy or disaster.
5. New or recently altered jobs or processes.
6. Complex jobs that require written and detailed instruction.

HAZARD ASSESSMENT

The way you manage hazards will play an important role in the success of your health and safety management system. Develop a system or formal process for how to manage hazards on your farm. The system may include formal or informal hazard assessments, worker reports, incident investigations or inspections.

Having a system or a set of written guidelines for workers to follow when it comes to hazard identification and control will assist you in making your farm safer. Some things to consider as part of this system might include:

- How often are hazard assessments carried out?
- Who is responsible for performing hazard assessments or reporting hazards?
- Will workers receive training on how to perform hazard assessments? If so, who will provide the training and what will it include?
- What forms will be used for hazard assessments or hazard reports, and where can they be accessed by workers?
- Who reviews hazard assessments?
- What triggers a review or revision to an existing hazard assessment?

WORKBOOK: HAZARD ASSESSMENT POLICY

NOTE

Some components of what you should include in your system are detailed further in this module.

Formal vs. Field Level Hazard Assessments

Formal Hazard Assessment: is a close look at the jobs and tasks of an organization to identify hazards, measure risk, and then develop, implement and monitor controls. Jobs and types of work are broken down into separate tasks. Formal hazard assessments are detailed, can involve multiple people and take time to complete.

Field Level Hazard Assessment (FLHA): a site-specific hazard assessment that is performed before work begins, at a site where conditions can change and/or when non-routine work is introduced. This type of hazard assessment checks for and addresses any unexpected hazards. This is also used when there is no formal hazard assessment already in place for that task or job.

There are differences between formal and field level assessments. As a farm employer, it is important to know what the difference is.

FORMAL HAZARD ASSESSMENT

Develop Opportunities for Safety

- Identify and implement hazard control measures
- Develop safe job procedures, safe work practices and new worker orientations
- Determining training needs

Involving Workers – They are your experts!

- Your workers should be involved in this process along the way.
- Involving your workers will help to ensure that you've considered as many hazards as possible.
- Your workers are the subject matter experts on the work they perform.
- Involving them in the process will also help them take ownership of safety and work towards building a positive safety culture.
- Key personnel involved in conducting hazard assessments should receive training on how to perform a hazard assessment.

FIELD LEVEL HAZARD ASSESSMENT

Checking in on Unsafe Practices

- Performed before work begins and is used to identify the hazards specific to that task, at that location and that particular moment in time, for example, consider the hazards that may be created if there was a very heavy rainfall just a few hours before.
- Used if there is no Formal Hazard Assessment for task or job
- Sometimes they are confused with workplace inspections

NOTE

Remember that workplace inspections are a means of checking in on unsafe conditions or practices and ensuring control measures are working as intended.

Steps for Completing a Formal Hazard Assessment

STEP	ACTION
1	Create an Inventory of Jobs
2	Create an Inventory of Tasks
3	Identify Hazards
4	Evaluate Hazards by Risk (Risk = Likelihood x Severity)
5	Prioritize Hazards
6	Determine Controls
7	Implement Controls
8	Communicate the Hazards and Follow Controls
9	Monitor Controls for Effectiveness
10	Review and Revise as Needed

DID YOU KNOW?

The figure above describes the ten steps involved in completing a formal assessment from identifying tasks and related hazards to developing controls.

In this module, Module 2, we will explore Steps 1 to 5 by identifying hazards and assessing the risk associated with them.

The second half of the hazard assessment is taking measures to reduce the likelihood and the severity of the impact that those hazards may create. Steps 6 to 10 will be reviewed in Module 3 Hazard Control.

STEP 1: CREATE AN INVENTORY OF JOBS

- The first step of a formal hazard assessment is to create a list of all jobs within the scope of your business and record the number of workers that perform each job.
- An easy way to ensure that you capture all of the jobs that are performed on your farm is to use your organizational chart. List all of the jobs that a worker might perform in their position, for example, a general labourer. Taking the time to complete this will allow you to create a master job list
- Organization charts help with planning and clearly showing the chain of command within an organization.

EXAMPLE: INVENTORY OF JOBS

The following table is snapshot of a hypothetical farming operation listing several positions and some of the jobs conducted on the farm.

These are not intended to be exhaustive. From the table you will notice that some tasks are completed by multiple workers.

JOBS	FARM WORKER	EQUIPMENT OPERATOR	ADMINISTRATOR	MANAGER
Operate Tractor, Hoe, Loader, Skid Steer and Grader Operations	X	X	N/A	X
Handle Animals	X	N/A	N/A	X
Barn Maintenance	X	N/A	N/A	X
Machinery Maintenance	N/A	X	N/A	X
Computer Work	N/A	N/A	X	X

STEP 2: CREATE AN INVENTORY OF TASKS

- Sit down with the workers on your farm and make a list of all the tasks that they perform; include the tasks that they perform less frequently.
- Start creating a formal hazard assessment for each job, listing all of the tasks that you have just identified.
- In order to make this process more manageable, start with the top five to ten tasks that pose the highest risk at your operation.

EXAMPLE: INVENTORY OF TASKS

Based on the jobs list, and for the purposes of this exercise, we will identify the job "Operate Tractor, Hoe, Loader, Skid Steer and Grader Operations." We then break that job into tasks associated with operating farm equipment.

This is just a small example and not necessarily inclusive of all tasks associated with working with equipment.

Task *(List all tasks or activities of the job)*	**Hazards** *(list all existing and potential health and safety hazards associated with the task)*	**Severity**	**Likelihood**	**Risk**
Loading and Offloading Material				
Scraping Pens, Snow Removal, Pen Maintenance and Grading Roads				
Tractors/Loaders Hauling Trailers (Manure Spreaders & Straw, Land level, Rollers, Augers, Rock-pickers)				

STEP 3: IDENTIFY HAZARDS

- Review each task inventoried to identify the health and safety hazards workers may be exposed to.
- Be sure to involve workers who perform the tasks in this process to ensure nothing is overlooked.
- If you are having difficulty identifying hazards associated with the tasks listed, be sure to reference the hazard categories table on pages 50-51.

Listed in the table below are some hazards associated with the task of Loading and Offloading Material.

EXAMPLE: IDENTIFY TASKS

For each of the tasks identified, we next list all the health and safety hazards associated with that task. For this exercise we chose "Loading and Offloading Material." Think about all the hazards you might face when loading material or unloading material.

Task *(List all tasks or activities of the job)*	**Hazards** *(list all existing and potential safety hazards)*	**Severity**	**Likelihood**	**Risk**
Loading and Offloading Material	Equipment could tip if materials are improperly loaded.			
	Equipment hydraulics could fail with improper inspection and maintenance.			
	Workers on the ground could be struck or crushed by machinery.			
	Unsecured or improperly secured materials can shift and fall.			
	Contact with buildings, vegetation, or power-lines.			
	Poor driving conditions (uneven ground, slopes, water hazards, mud, snow, ice, etc.).			
	Improper use of implements could create hazardous conditions.			

STEP 4: EVALUATE THE HAZARD BY RISK

To assess the degree of risk, we can ask the following questions about the hazard:

- How likely is the hazard to cause harm?
- Under what conditions is harm likely to occur?
- How quickly could an unsafe condition arise?
- What type of farm is involved?
- How many workers could get hurt?

However just asking these questions alone doesn't fully determine the degree of risk. When determining the degree of risk, you must look at two factors: severity and likelihood.

Severity: measures the consequence of the exposure or how bad it could be. For example, ask how injured or ill could a person become, how much damage could there be to equipment or property, how much profit is lost, or what is the disruption to business?

Likelihood: measures what the chance of something happening is, such as the chance of a particular hazard resulting in an incident.

RISK = SEVERITY X LIKELIHOOD

The easiest way to conduct a risk assessment is to assign a risk score to the hazard. A risk score can be calculated using the following system:

Severity	Likelihood
Low (Score = 1) little profit reduction, injury may require first aid but no lost time, minor pain, minor property damage minor effects on workplace	**Unlikely** (Score = 1) Not likely to occur
Medium (Score = 2) profit reduction, injury requires off-site medical treatment and may include hospitalization, lost time moderate property damage medium-term effects on workplace	**Might Happen** (Score = 2) Possible that it will occur
High (Score =3) serious profit reduction, life altering injury/illness or death, serious property damage, life altering injury/illness or death serious/long-term effects on workplace	**Highly Likelihood** (Score = 3) Likely to occur

(Adapted from Farm Safety Nova Scotia, 2019)

RISK SCORE CALCULATION

Refer to the Hazard Classification Prioritization Scale on the following page to determine the Hazard Class.

Hazard	Severity Score 2	Likelihood Score 2	Risk Score 2 x 2 = 4
Equipment tipping when loading or off-loading material	If an incident were to occur, the outcome would have medium consequences. There may be moderate property damage and it could cause lost time injuries.	The chances of equipment tipping while loading and off loading.	Class C Hazard (Serious)

RISK MATRIX

Severity	Likelihood		
	1 - Unlikely	2 - Might Happen	3 - Highly Likely
1 - Low	1	2	3
2 - Medium	2	4	6
3 - High	3	6	9

There are may types of risk matrix examples available (i.e., 6x6). The risk matrix that you use can be as simple or as detailed as you need it to be. Whatever risk matrix you choose to use, ensure that it makes sense to everyone and fits your operation.

Depending on the risk matrix you use, there may be times where you will need to increase the severity of something because the risk rating is not sufficient. For example, using the 3x3 matrix provided, think of a hazard where the likelihood would be 2 (might happen) but the severity would be a 3 (high), such as a fatality. Using this matrix, it would only be assigned a 6 but should be reassigned a rating of 9.

EXAMPLE: ASSIGNING A RISK SCORE

In this example we have assigned a risk score to the hazard of equipment tipping with improperly loaded materials. To get our risk score, we multiply the severity and likelihood factor.

Task *(List all tasks or activities of the job)*	Hazards *(list all existing and potential safety hazards)*	Severity	Likelihood	Risk
Loading and Offloading Material	Equipment could tip if materials are improperly loaded	2	2	4

STEP 5: PRIORITIZE HAZARDS

- Once you have assigned a risk rating for each hazard, it is then important to prioritize which hazards will be addressed and what the sequence will look like.
- We can prioritize the hazards using a hazard classification prioritization scale based on the risk rating score.

HAZARD CLASSIFICATION PRIORITIZATION SCALE

Class of Hazard *Based on Risk Score Calculated*	Explanation	Example
[9] Class A (Major)	A condition or practice likely to cause permanent disability, loss of life or body part, and/ or extensive loss of structure, equipment or material.	• A guard missing on the power take-off • An unsecured, uncapped oxy-acetylene tank left in the workshop
[4 - 6] Class B (Serious)	A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not excessive.	• Workers using improper techniques when lifting • Transferring and/or re-positioning a drum of oil
[2 - 3] Class C (Minor)	A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage.	• Not wearing gloves while sweeping
[1] Class D (Substandard)	Any substandard condition or practice that is not likely to produce an injury or illness under normal conditions.	• There are no paper towels in the washroom

NOTE

Once you have assigned a risk score to each task, it is easy to see that the higher the score, the higher the risk associated with it. Higher risk hazards should take priority when determining and implementing control measures.

EXAMPLE: HAZARD PRIORITIZATION

From our example we can develop a prioritization strategy based on the risk rating. Controlling the hazard of workers on the ground getting struck by machinery would be our first priority as it has the highest risk score. The next hazard to address would be equipment tipping followed by equipment hydraulic failure.

Task *(List all tasks or activities of the job)*	**Hazards** *(list all existing and potential safety hazards)*	**Severity**	**Likelihood**	**Risk**
Loading and Offloading Material	Equipment could tip if materials are improperly loaded	2	2	4 (Class C)
	Equipment hydraulics could fail with improper inspection and maintenance	2	1	2 (Class B)
	Workers on the ground struck or crushed by machinery	3	2	6 (Class C)

NOTE

Once you have assigned a number to each task, note that the higher the number, the higher the risk.

WORKBOOK: FORMAL HAZARD ASSESSMENT

Steps for Completing Your Field Level Hazard Assessment (FLHA)

A field level hazard assessment is performed at the job site when hazards not identified on the formal hazard assessment may be present, such as a severe storm.

Field Level Hazard Assessment (FLHA): a site-specific hazard assessment that is performed before work begins, at a site where conditions can change and/or when non-routine work is introduced. This type of hazard assessment checks for and addresses any unexpected hazards. This is also used when there is no formal hazard assessment already in place for that task or job.

Ensure all workers at the job site participate in the field level hazard assessment with their supervisor. The field level hazard assessment is conducted before work begins and is repeated: at reasonable intervals, if a new work process is introduced, a process or operation changes, and before significant additions or alterations. Refer to the steps in the table below.

STEP	TITLE	DESCRIPTION
1	**Identify the Work Area and Task**	• Before any work begins, look at the work area and figure out what tasks will be taking place on site today. • Find out if there is already a formal hazard assessment for the job or task being performed; if there is, you will want to review it before completing the field level hazard assessment.
2	**Identify New Hazards**	• Look for existing and potential hazards at the worksite. • Ask yourself what hazards might be associated with the job, task or environment around you. • Always ask yourself what could go wrong, and if it did, how bad the outcome could be.
3	**Put Controls in Place**	• Any existing hazards are identified and assessed on the spot, and controls are put in place immediately to eliminate or reduce the risk to a reasonable level before work begins. You may have to identify and implement a new control method before work can begin. • When a new control method is required for a new or unusual hazard, you can then prioritize the hazard and determine if other hazard controls are also needed; such as, revising procedures or having a pre-task meeting.

4	**Communicate to All Affected Workers**	• Make sure all workers who are affected by the results of the field level hazard assessment are informed. Everyone should know about the hazards and controls that are in place to prevent injuries or incidents. • Remember to communicate hazards and controls to nearby workers who may not be directly involved in the task, but may be affected by them.
5	**Repeat the Process**	• Repeat the field level hazard assessment process each time the workplace conditions change and when new hazards are introduced. • Review the field level hazard assessment after breaks or periods away from the worksite as something may have changed while you were not there!

WORKBOOK: FIELD LEVEL HAZARD ASSESSMENT

DISCUSSION

As a group, discuss what type of hazard assessment would fit your work environment? Why?

HAZARDS - NOW WHAT?

Reporting Hazards

It is important that workers report hazards to their supervisor immediately. In fact, OHS legislation requires that workers report hazards to their supervisors. However, it is equally important that the supervisor address or escalate the hazard accordingly.

You can further support the hazard assessment process by implementing a formal system that assists workers in reporting any unsafe practices and conditions they identify at the worksite. Having a system that allows workers to report new or different hazards and unsafe conditions will help build a positive safety culture by creating buy-in and ownership of the system.

DID YOU KNOW?

You can facilitate and encourage reporting by using a safety suggestion box, hazard ID card, or by designating a worker to be the health and safety representative who receives worker safety concerns and takes them to management. Address any suggestions or ideas received in a timely manner and be sure to communicate the outcomes to employees.

WORKBOOK: HAZARD ID/NEAR MISS CARD

Review

Now that you have a system in place to deal with hazards that pop up through the field level hazard assessment, or through some other type of reporting, you need to consider whether you'll be dealing with those hazards again in the future.

Regularly review any field level hazard assessments that have been completed and consider if a formal hazard assessment would fit for any of the work tasks. If you've noticed the same task popping up time and time again in your field level hazard assessments, it's a sure sign that a formal hazard assessment is needed.

Do the same with any hazard ID's or near misses that have been reported. Use your findings to update task lists, procedures, training, etc.

Training

Once you develop a system for hazard assessment on your farm, make sure you train workers in the process. Training on how to identify a hazard, how to fill in a form or what type of control should be evaluated first, will come in handy when the worker sits down to perform their first hazard assessment. Everyone should know how to identify and report a hazard, however, supervisors and managers will require more in-depth training with regards to hazard control.

Training is especially important for workers with regards to the field level hazard assessment process. This is because field level hazard assessments are done on the spot and the information on the assessment is meant to keep the worker safe throughout the day. Without fully understanding how to carry out a field level hazard assessment, a worker may miss identifying critical hazards or control measures and could take unnecessary risks while performing their tasks.

Availability of Information

Another important component of your hazard assessment process will be how you make the information available. For your hazard assessments to be effective, you should ensure that workers who are affected have access to them. Access can be provided electronically or by a printed copy. There may also be other worksite parties, such as contracted employers or self-employed persons who you may need to make your hazard assessments available to. Making the completed hazard assessment information available is important to ensure workers have access to the information they need to do their jobs safely. It also helps promote participation in the health and safety system.

INFORMATION TO INCLUDE ON A FIELD LEVEL HAZARD ASSESSMENT

- The task being performed
- Hazards identified
- Hazard controls implemented
- The date it was performed
- Names and signatures of worker(s) and supervisor(s) who completed the field level hazard assessment

CONCLUSION

In this module, you learned:

- To create the hazard identification and assessment portion of a health and safety management system.
- There are different categories of hazards and how to source information about hazards and risks.
- The differences between formal and field level hazard assessments and the steps to complete them.
- To manage the hazard assessment process through reporting, training and making information available.

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the Hazard Identification & Assessment Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES

HAZARD CONTROLS

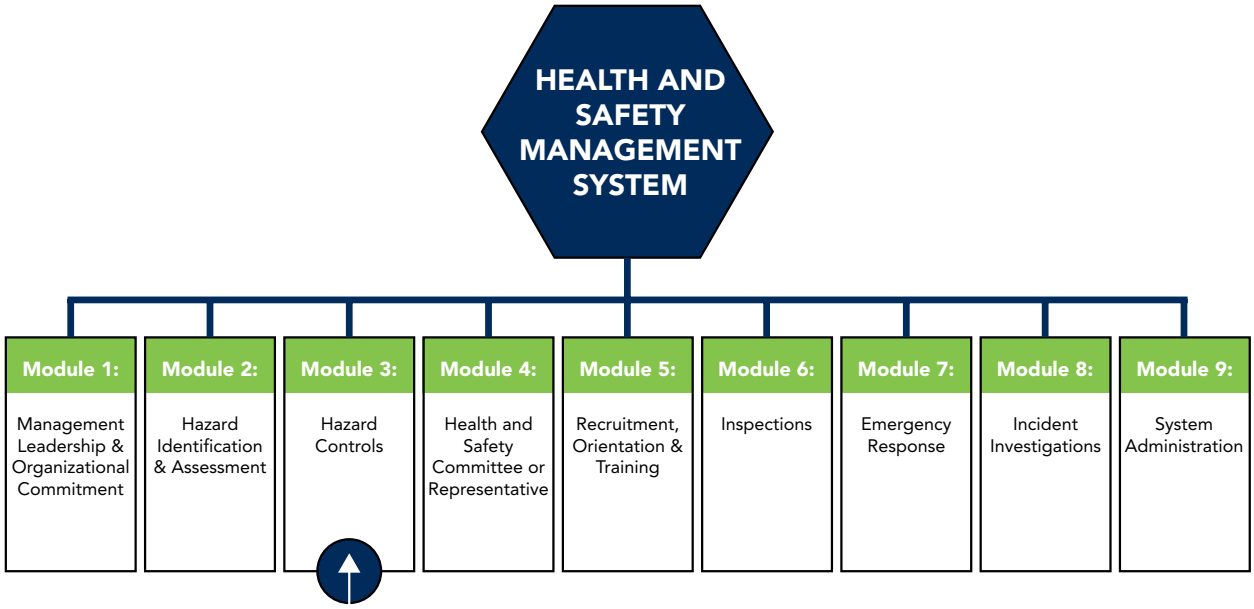
At the end of this module, participants will be able to:

- Create the hazard control portion of a health and safety management system.
- Apply the hierarchy of controls to mitigate risk and hazards on the farm.
- Describe the steps to identify and implement hazard controls.

INTRODUCTION

In the last module we looked at how hazard identification and assessment are important steps in the health and safety management system. Once you identify and assess the hazards on the farm, the next step is to apply control measures to eliminate or reduce the risk of harm to workers. Everyone on the farm should take all reasonable steps to eliminate or control identified hazards to make the workplace safer.

In this section, you will consider Hazard Controls.



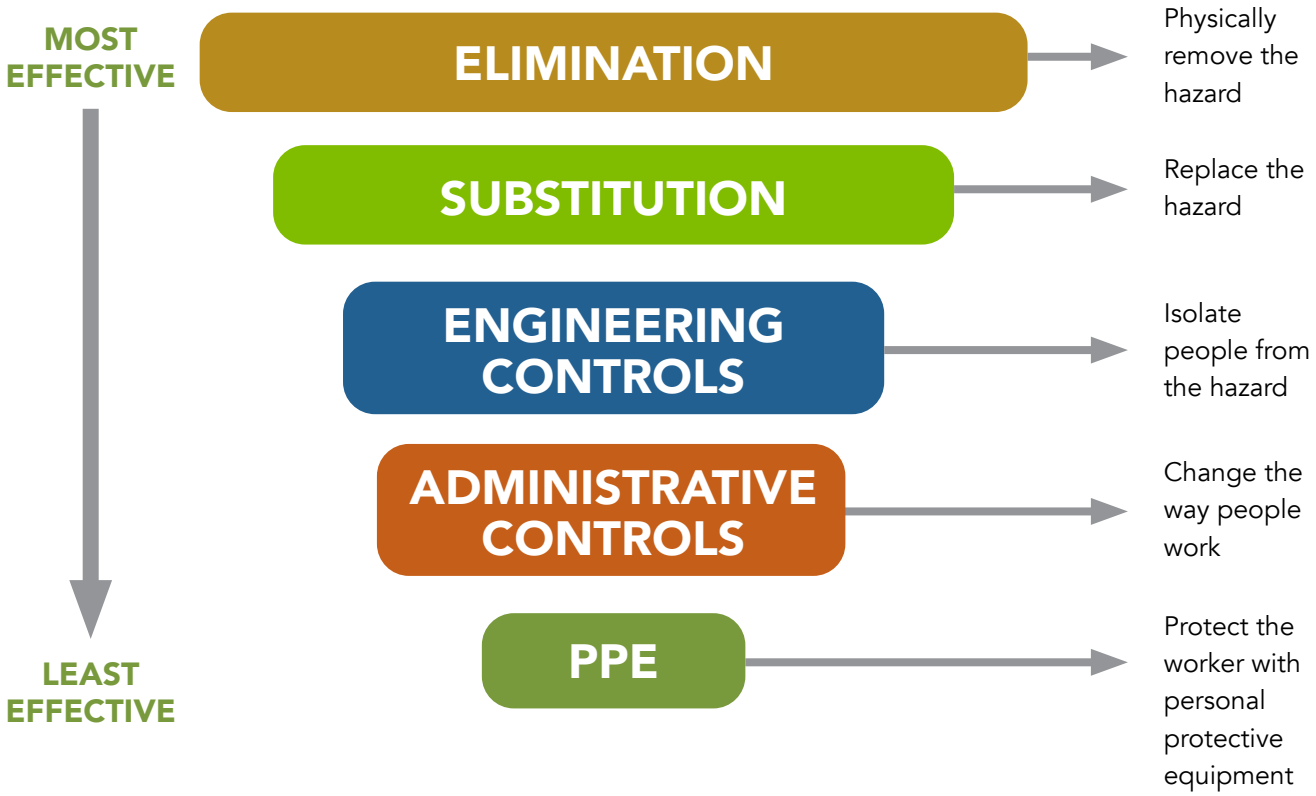
Hazard: a situation, condition or thing that may be dangerous to health and safety. These can include physical, chemical, biological, psychological or ergonomic hazards that have the potential to cause harm.

Hazard Control: actions taken to eliminate or lower the risk of injury, adverse health effects and damage to property or equipment.

HIERARCHY OF CONTROLS

Hierarchy of Controls: a system for controlling risks in the workplace where risk controls are ranked from the highest level of protection and reliability through to the lowest and least reliable level of protection. This method is recognized across all industries to eliminate or minimize exposure to hazards.

HIERARCHY OF CONTROLS DIAGRAM



(WorkSafe BC, 2019)

Notice how the hierarchy of controls categories are listed in order of effectiveness.

EXAMPLE: CONTROL EFFECTIVENESS

- An engineered control is *deemed to be more effective* at reducing risk than an administrative control.
- An administrative control *tends to be more effective* than personal protective equipment.

NOTE

Personal protective equipment should always be considered as the last line of defense for the worker should the hazard occur.

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

TYPES OF HAZARD CONTROLS

Elimination Controls

Elimination controls are the most effective way to control risk because it removes the hazard from the workplace.

> **Elimination:** "the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible."
>
> *(Canadian Centre for Occupational Health and Safety, 2019)*

Substitution Controls

Substitution controls may be an option if elimination is not possible. When substituting, you are looking to replace a hazardous item, tool, or work atmosphere with something that is not hazardous or is less of a hazard.

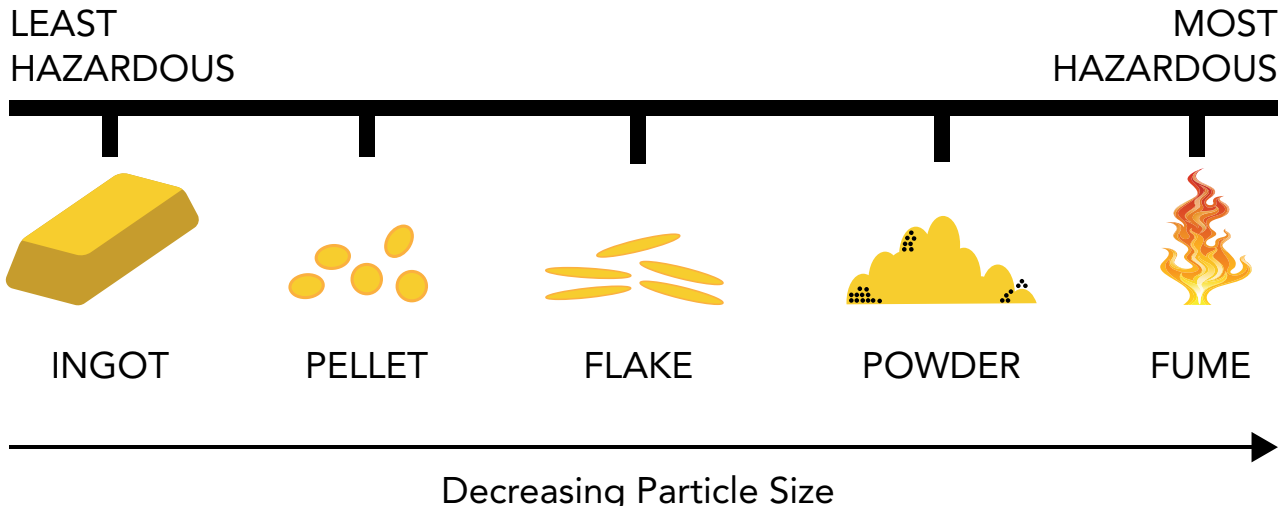
> **Substitution:** "occurs when a new chemical or substance that is less hazardous is used instead of another chemical. It is sometimes grouped with elimination because, in effect, you are removing the first substance or hazard from the workplace."
>
> *(Canadian Centre for Occupational Health and Safety, 2019)*

EXAMPLE: SUBSTITUTIONS

INSTEAD OF	CONSIDER
• Carbon tetrachloride (causes liver damage, cancer)	• 1,1,1-trichloroethane, dichloromethane
• Benzene (causes cancer)	• Toluene, Cyclohexane, Ketones
• Pesticides (causes various effects on body)	• Pyrethrins and other natural pesticides
• Organic solvents (causes various effects on body)	• Water-detergent solutions
• Leaded glazes, paints, pigments (causes various effects on body)	• Versions that do not contain lead
• Sandstone grinding wheels (causes severe respiratory illness due to silica)	• Synthetic grinding wheels such as aluminum oxide

(Canadian Centre for Occupational Health and Safety, 2019)

Another type of substitution includes using the same chemical but in different forms.



(Canadian Centre for Occupational Health and Safety, 2019)

Engineered Controls

Engineered controls are ways to build safety mechanisms to minimize hazards. It can be a reliable way to control the threat of hazards amongst workers. However, it is important that controls are used and maintained properly. There are three basic types of engineered controls:

- Process control
- Enclosure and/or isolation of emission source
- Ventilation

Engineering Controls: preferred method of hazard control if elimination is not possible; physical controls are implemented at the design, installation, or engineering stages (e.g., guards, auto shutoff, etc.).

Process Control: "involves changing the way a job activity or process is done to reduce the risk (Canadian Centre for Occupational Health and Safety, 2019)."

Enclosure and/or isolation of emission source: "keeps a selected hazard "physically" away from the worker (Canadian Centre for Occupational Health and Safety, 2019)."

Ventilation: "a method of control that strategically "adds" and "removes" air in the work environment (Canadian Centre for Occupational Health and Safety, 2019)."

EXAMPLE: ENGINEERED CONTROLS

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

Administrative Controls

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

> **Administrative Controls:** processes developed by the employer to control hazards not eliminated by engineering controls (e.g., safe work policies, practices and procedures, job scheduling or rotation, etc.).

EXAMPLE: ADMINISTRATIVE CONTROLS

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

WORKBOOK: STANDARD OPERATING PROCEDURE TEMPLATE

STANDARD OPERATING PROCEDURE

A standard operating procedure is a great example of an administrative control that will help you control worker exposure to hazardous work conditions. A standard operating procedure is a document that details step by step how to perform a task safely. It is a great resource for your workers as it will help them understand how to do their jobs safely and is a great tool for training, as the procedure then acts as the standard to which a task must be performed.

A formal hazard assessment is performed prior to developing a standard operating procedure. The formal hazard assessment is used to collect information, take a critical look at the steps of the task and work environment itself from a safety perspective. It is used to help develop the standard operating procedure, which is the step by step written instruction on how the task is expected to be performed.

A standard operating procedure can be developed for almost any task and will work hand in hand with the hazard assessment.

NOTE

The workbook contains several forms and templates to help you implement effective administrative control measures on your farm. This is not an inclusive collection of everything that may be necessary to implement for administrative controls, but is provided in order to help you get started.

HINTS ON DEVELOPING YOUR STANDARD OPERATING PROCEDURES (SOPS)

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

SUGGESTIONS FOR ADMINISTRATIVE CONTROLS FOR FARMING

	WHAT IT IS	EXPLANATION
CONTRACTED EMPLOYER CHECKLIST 	• As a farm owner, you must provide workers and service providers with guidance on your safety plan, accepted safety practices and any procedures related to the work to be performed. • To protect the health and safety of everyone present on the farm, whether a service agreement exists or not, use a contracted employer checklist as part of your management strategy. Remember, the veterinarian, the bulk milk truck driver, the mechanic from the local equipment dealership or grain hauler are all working for you! • The contracted employer checklist is a great opportunity to have a conversation about safety expectations before work begins.	It is the responsibility of the contracted employer or self-employed person to: • Comply with all applicable legislation, industry standards, accepted best work practices and procedures specific to the work performed. • Provide as much competent supervision as required for the work performed under the contracted employer's control. • Co-operate with the employer to identify and control the hazards associated with the work being performed. • Co-operate with the employer to develop and implement a safety orientation for workers of both parties geared toward the hazards specific to the workplace and the work being undertaken. • Give notice of intent to perform work where municipal or provincial law requires, such as work near overhead power lines.
PREVENTATIVE MAINTENANCE	• To proactively avoid hazards and lost productivity caused by the breakdown of equipment, tools and machinery, you should develop a preventative maintenance policy and equipment maintenance schedule.	• A good preventative maintenance program will also include a requirement for workers to inspect their tools and equipment regularly. • If a tool or piece of equipment is found to be defective, it should be taken out of service. It should be tagged as defective and sent for repair or discarded.

POLICY & SCHEDULE 	• Equipment breakdowns can cause injuries, property damage and costly production delays, all of which can be reduced using a preventative maintenance system. • Base the standards for the maintenance program on the manufacturer's recommendations, industry standards, past incidents and data from hazard assessments.	• Your policy should also include a requirement to purchase tools and equipment in accordance with the CSA Group (formerly Canadian Standards Association; CSA), provincial and industrial standards.
VIOLENCE & HARASSMENT PREVENTION PLANNING 	• Acts of violence and harassment are prevalent in many industries in Alberta, and farming operations are no exception. • The Alberta Occupational Health and Safety (OHS) Act requires workplaces to consider violence and harassment as hazards in the workplace that must be eliminated or controlled. • As part of the hazard assessment process, you may have identified either acts of violence or harassment as potential or existing hazards. • As an employer, you will need to develop a violence and harassment prevention plan to control these types of workplace hazards and handle them should an incident occur.	• The prevention plan will help prevent or minimize the impact of violence or harassment. There are two parts to a prevention plan: - a written policy - procedures for how you deal with acts of violence or harassment as they occur. • You may choose to have a prevention plan that covers both violence and harassment, or you may choose to have two separate prevention plans. • The plan is an important part of being prepared to deal with situations of violence and harassment. • Acts of this nature can occur at any time and have lasting impacts on the workers who experienced them. Without having a prevention plan in place, you may be putting your workers at risk of exposure to these hazards.
SUBSTANCE ABUSE & FIT FOR DUTY POLICY 	• Those who are impaired, fatigued or suffering from mental health problems may not be able to perform their jobs safely or to the best of their ability. • As an employer, it is up to you to ensure that your farm remains a healthy and safety workplace for everyone.	• Instead of focusing on whether the substances an employee is using is either legal or illegal, focus on whether an employee is fit for duty. • Fit for duty might mean your worker is well rested, not impaired, and mentally prepared to do perform their work tasks safely. • Develop a system to educate and enforce fit for duty on your farm so that you can maintain a healthy and safety work environment for everyone.

Personal Protective Equipment (PPE)

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

Personal Protective Equipment: equipment used or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g., gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.

EXAMPLE: PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses to protect eyes from flying debris
- Chemical resistant clothing for handling and applying pesticides
- Respiratory protective equipment to protect lungs from harmful dusts and chemical vapors
- High-visibility clothing worn during dawn/dusk and when performing work in low light or dusty areas

EXERCISE

Using the space below, write down examples of ways you have used each hazard control on your farm.

ELIMINATION CONTROL	
SUBSTITUTION CONTROL	
ENGINEERED CONTROL	
ADMINISTRATIVE CONTROL	
PERSONAL PROTECTIVE EQUIPMENT	

IDENTIFYING AND IMPLEMENTING HAZARD CONTROLS

Your health and safety management system revolves around hazards, and having effective controls in place will help you to combat exposure to hazards on your farm or ranch. In the first section of this module, we covered the types of hazard controls and where they belong in the hierarchy. Next, we will move onto identification and implementation of hazard controls.

In Module 2 we identified hazards using our formal hazard assessment and ranked them according to the risk score we assigned them. This next section will discuss the identification of hazard controls and their implementation. This process can be broken down into 5 steps, listed as Steps 6-10, in the diagram below. Let's explore each step in more detail.

Steps for the Identification and Implementation of Hazard Controls

STEP	ACTION
1	Create an Inventory of Jobs
2	Create an Inventory of Tasks
3	Identify Hazards
4	Evaluate Hazards by Risk (Risk = Likelihood x Severity)
5	Prioritize Hazards
6	Determine Controls
7	Implement Controls
8	Communicate the Hazards and Follow Controls
9	Monitor Controls for Effectiveness
10	Review and Revise as Needed

STEP 6: IDENTIFY CONTROLS

Using the results of the formal hazard assessment, start by selecting those tasks that present the greatest risk to workers and determine possible controls for the identified hazards.

As the farm employer you should lead this process, but you should also get input from the workers who perform these tasks. Their knowledge of the job tasks can be of great value. If you seek involvement early, it should help gain worker buy-in later on.

SOURCES OF INFORMATION ABOUT POSSIBLE CONTROLS

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

EXAMPLE: IDENTIFY CONTROLS

If we take our hazard assessment that we built in Module 2, we identified some hazards that are associated with loading and offloading material. It is now important to identify controls to mitigate these hazards.

As we learned earlier in Module 3, we want to eliminate hazards wherever possible. If this is not feasible, we use the hierarchy of controls. On the following page is a list of some of the controls that could be implemented.

Task *(List all tasks or activities of the job)*	**Hazards** *(list all existing and potential safety hazards)*	**Severity**	**Likelihood**	**Risk**	**Control** *(list controls for each hazard: elimination engineering, administrative, PPE)*	**Date** *Control was Implemented*
		Severity x Likelihood = Risk				
Loading and Offloading Material	Equipment could tip if materials are improperly loaded	2	2	4 (Class C)	Development of SOP including training to ensure loading is completed properly.	
	Equipment hydraulics could fail with improper inspection and maintenance	2	1	2 (Class B)	Preventative maintenance schedule with appropriate inspections and required maintenance.	
	Workers on the ground struck or crushed by machinery	3	2	6 (Class C)	Keep all persons not involved in the task out of area. Ensure operator maintains visual contact with workers on the ground and that proper signaling is used. Ensure workers wear high visibility clothing. Ensure workers are trained in the task and working around powered mobile equipment.	

STEP 7: IMPLEMENT CONTROLS

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

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

CONSIDERATIONS WHEN APPLYING HAZARD CONTROLS

Worker Training	• As part of implementation, you also need to train workers and contracted employers in the use of hazard controls. • Managers and supervisors are responsible for ensuring workers are informed of the hazards of their jobs, and the methods used to control or eliminate them. • Since the purpose of hazard control measures is to minimize the risk of exposure to any given hazard, providing your workers with training on how to use the hazard control measures will result in less injuries and incidents. • Ensure the individual providing the training meets the requirements to be deemed a competent person, and that the training is documented.
Follow-up and Enforcement	• Make sure that the person who is responsible for a particular hazard controls implementation has been formally designated on an action plan or in meeting minutes. Follow-up to ensure action items are completed according to schedule and that controls are working effectively. • As discussed in the Leadership and Organizational Commitment module, having a disciplinary action policy and procedure in place will help you hold workers accountable for safety by enforcing the use of hazard controls. • If you choose to implement a process for enforcement, make sure to introduce these policies early on during training, so that workers aren't surprised down the road if they are subject to disciplinary action for failing to use or follow a hazard control measure. • Make sure that the process you create to enforce the use of control measures is fair to everyone and is consistently practiced. • If you let a favorite worker off the hook or enforce the rules differently for supervisors than for workers, you are at risk of seriously damaging your safety culture.

DID YOU KNOW?

When identifying and implementing hazard controls, it is important not to think of a legislated limit, exposure limit or other guideline as a clear line between what is "safe" and what is "unsafe". Your goal should always be to keep exposures and the risk of a hazard as low as possible.

STEP 8: COMMUNICATE THE HAZARDS

- The hazard assessment system will not be successful in preventing injuries and incidents if you do not communicate the completed hazard assessment to affected workers.
- Set aside some time to review the completed hazard assessment with your workers.
- You can communicate the hazards and controls by providing formal training or discussing them during a toolbox meeting.
- If there has been a significant change in the way a work task is carried out following the hazard assessment process, you may decide to add in a practical demonstration to help you communicate the control measures.

STEP 9: MONITOR CONTROLS FOR EFFECTIVENESS

- Once your hazard assessment has been completed and the controls have been implemented, you will need to monitor the task or job to ensure the controls are working as intended.
- Monitoring can be performed on an informal basis through observation or through your inspection process.
- If you find a control is not working, you may have to return to the hazard assessment and find another option for controlling the hazard.

STEP 10: REVIEW AND REVISE AS NEEDED

- Formal hazard assessments should be dated and subject to a regular review schedule to identify or prevent the development of conditions that may put workers at risk.
- Ensure subsequent and regular reviews take place at least annually to verify that original expectations were correct, and that established controls continue to be adequate. A seasonal review will help you to stay on-top of your hazard control measures, as well as ensue they remain relevant over time.

NOTE

Some events that would trigger a review of the formal hazard assessment include:

- *Inspection findings, suggesting a new hazard or ineffective control*
- *An incident or near miss*
- *Any new hazard identified through the field level hazard assessment process*
- *When a new work process is introduced*
- *When a work process or operation changes*
- *The construction of significant additions or alterations to a work site*

EXERCISE

Complete the exercise started in Module 2. Using the tasks and hazards identified as a group in Module 2, work together to develop practical controls using the hierarchy of controls.

WORKBOOK: STANDARD OPERATING PROCEDURE

ADMINISTRATION OF HAZARD CONTROLS

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

CONCLUSION

In this module, you learned:

- To create the hazard control portion of a health and safety management system.
- How other health and safety related policies and standard operating procedures support your farm's health and safety policy.
- How identifying roles and responsibilities supports the Internal Responsibility System (IRS).
- How legislation and insurance can reduce business management risk.
- How using a health and safety committee or representative can create a positive relationship between employers and employees.

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the Hazard Controls Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES

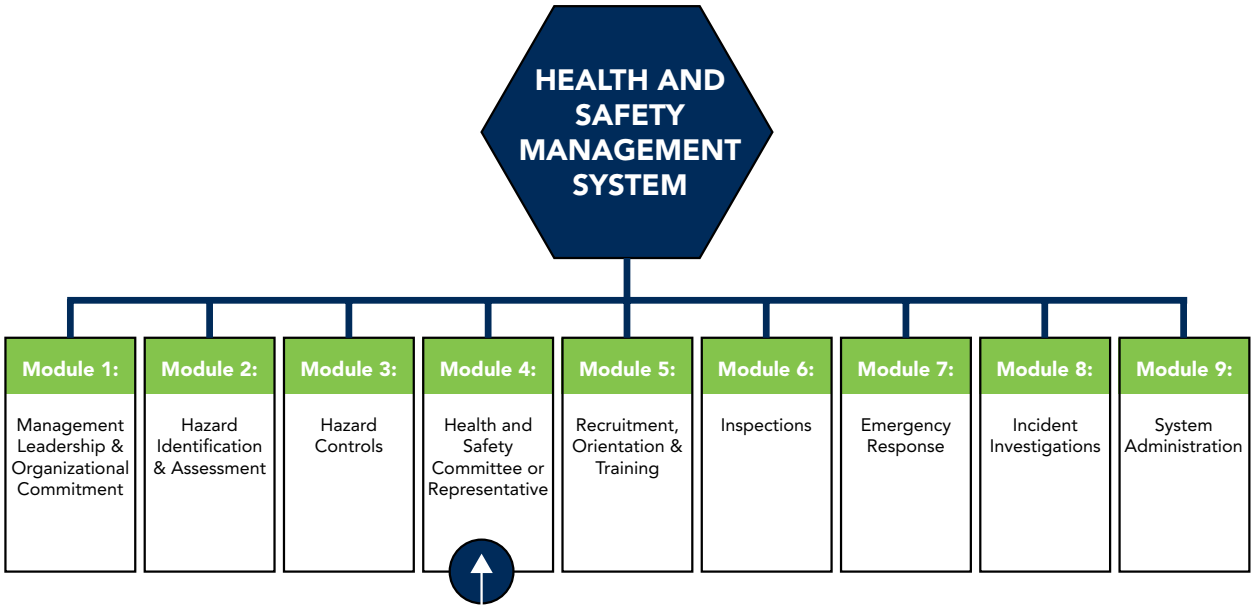
HEALTH AND SAFETY COMMITTEE (HSC) OR HEALTH AND SAFETY REPRESENTATIVE (HSR)

At the end of this module, participants will be able to:

1. Create the health and safety committee or representative portion of a health and safety management system.
2. Review the similarities between a health and safety committee and representative and determine which is appropriate for your farm.
3. Describe the role and responsibilities of a health and safety representative and what requirements support this role.
4. Describe the role and responsibilities of a health and safety committee and considerations for forming a committee.
5. Explain the purpose of using terms of reference for a committee and what topics should be included in it.
6. Summarize the importance of determining frequency and quorum for committee meetings.

INTRODUCTION

In the last module we focused on hazard control, in addition to hazard identification and assessment, as another part of the health and safety management system. In this section, we examine who can help support the health and safety system.



Depending on the size and makeup of your farming operation, you may need to designate a health and safety representative (HSR) or even develop a health and safety committee (HSC). A health and safety committee or health and safety representative can be useful during the creation, implementation and maintenance of your health and safety management system. The Occupational Health and Safety (OHS) Act specifies where committees or representatives are required and these requirements are based on the number of employees that you have.

Health and Safety Representative (HSR): an individual worker who promotes health and safety awareness and works with the employer to address health and safety concerns at the worksite. (Alberta Government, 2020)

Health and Safety Committee (HSC): a group made up of worker and management representatives, who promote health and safety awareness and work with the employer to address health and safety concerns. (Alberta Government, 2020).

HEALTH AND SAFETY COMMITTEES AND REPRESENTATIVES

Health and Safety Committees and Representatives are an important part of the success of a health and safety plan on a farm. Although they seem different, they share many similarities in terms of purpose and function.

? DID YOU KNOW?

A health and safety representative carries out responsibilities similar to the health and safety committee.

THE GENERAL PURPOSE AND FUNCTIONS OF HEALTH AND SAFETY COMMITTEES AND HEALTH AND SAFETY REPRESENTATIVES ARE SIMILAR, AND INCLUDE:

- Assist in the hazard assessment process (identification and control)
- Help establish safety related policies and procedures
- Participate in and conduct regular safety inspections prior to each meeting
- Receive health and safety concerns expressed by workers and take them to the employer
- Advise and assist in safety training and initiatives
- Cooperate with OHS officials
- Participate in the investigation of workplace incidents (including potentially serious incidents)
- Participate in the investigation of dangerous work refusals
- Record and retain meeting minutes
- Make recommendations to management with respect to worker health and safety

HEALTH SAFETY COMMITTEE VS. HEALTH SAFETY REPRESENTATIVE

The following guideline will help you determine if you need a HSC or a HSR

20+ Workers	=	Health and Safety Committee (HSC)
5-19 Workers	=	Health and Safety Representative (HSR)
1-4 Workers	=	Health and Safety Committee or Representative is not required. However, some employers will voluntarily designate a representative or implement a committee in order to improve workplace safety.

Criteria for a Health and Safety Committees (HSC) and a Health and Safety Representative (HSR)

Counting your workers can be a quick way to determine whether you require a HSC or HSR. However, we know that many farms will have other criteria that needs to be considered when determining the number of workers such as seasonal work, part-time or full-time workers and having multiple worksites.

NUMBER OF WORKERS

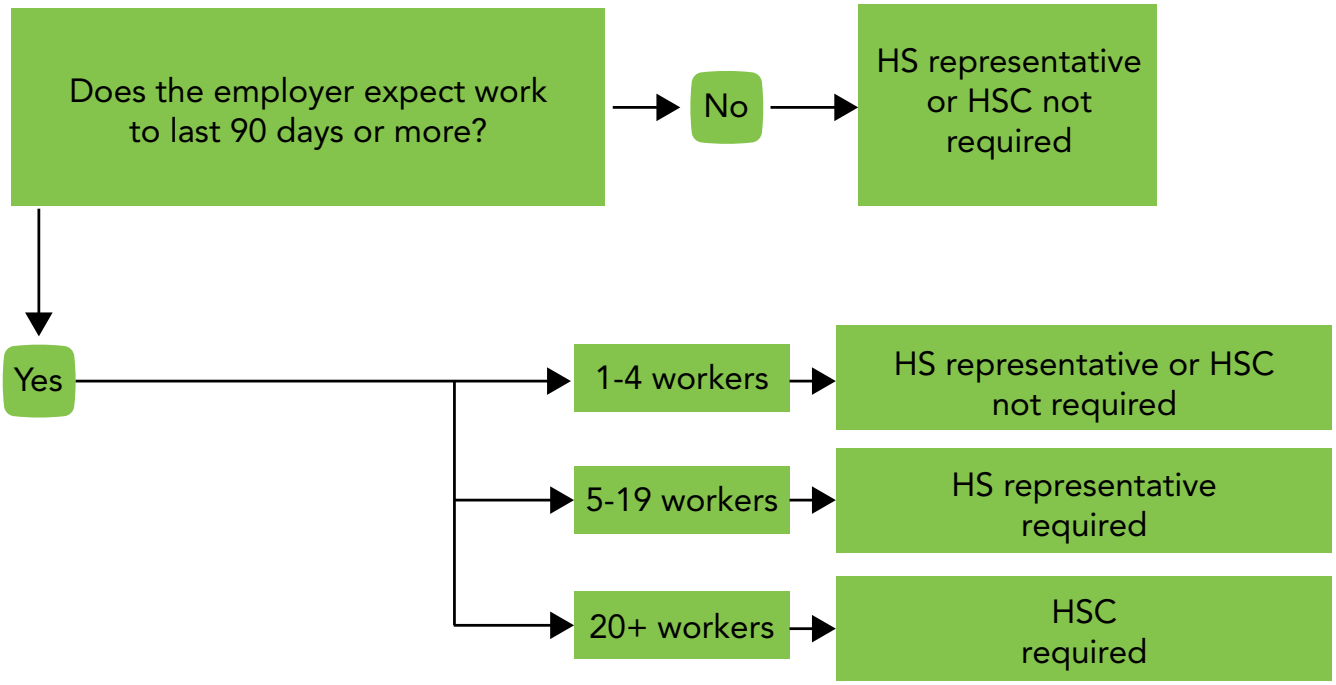
As the work you are carrying out might be seasonal in nature, it will help to consider some additional criteria when determining whether you might need a committee or representative.

Take the average number of full-time and part-time workers employed:

- Each working day
- Over the previous 12 months (if operation began at least 12 months prior to the calculation)
- Since operations began (if operations began less than 12 months prior to the calculation)
- Expected to be present over the duration for a new operation lasting 90 days or more but less than 12 months

DIAGRAM: SINGLE EMPLOYER DECISION TREE

The single employer decision tree will help you determine whether you need a HSC or HSR.



(Alberta Government, 2020)

EXAMPLE

Consider the following example in which one employer has 60 workers and work is expected to last 90 days or more.

NOTE

(1) An employer may apply for an approval for variations to the form and function of the HSC under Section 16(4) of the OHS Act or under Section 17(1) for an alternative to HSR*. The alternate measure must ensure the health and safety of workers.*

(2) A work site is defined in Section 1(bbb) of the OHS Act as "a location where a worker is, or is likely to be, engage in any occupation and includes any vehicle or mobile equipment used by a worker in any occupation."

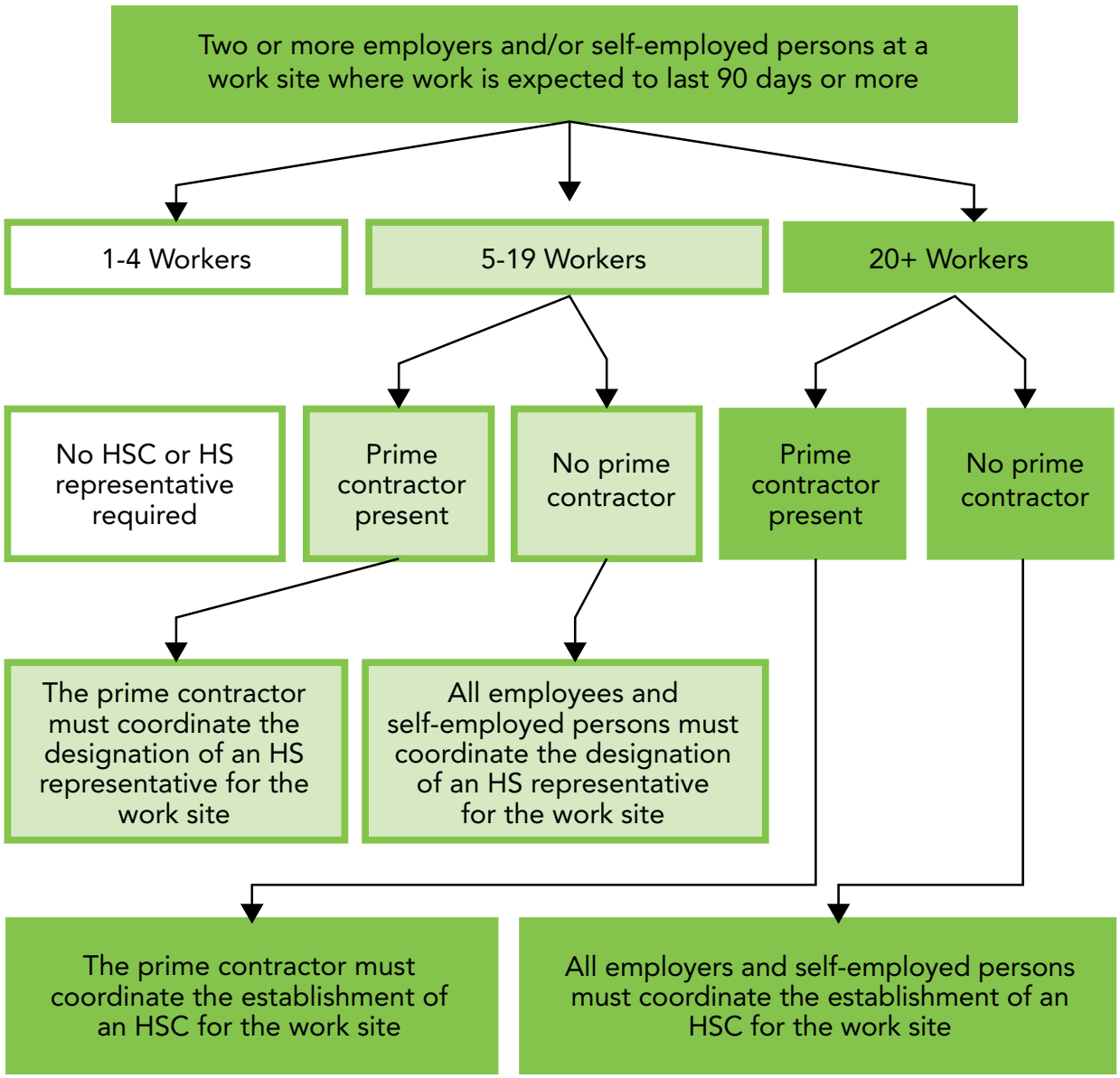
(3) The number of workers is determined by Section 18 of the OHS Act, which states that "the number of workers must be determined by the average number of full-time and part-time workers employed by the employer and self-employed persons at the work site on a daily basis on each working day."

(4) A self-employed person is defined in Section 1(qq) of the OHS Act as "a person who engages in an occupation, but not in the service of an employer for that occupation."

(Alberta Government, 2020)

DIAGRAM: MULTIPLE EMPLOYER DECISION TREE

The multiple employer decision tree will help you determine whether you need a HSC or HSR based on multiple employers and/or self-employed persons.



NOTE

(1) An employer may apply for an approval for variations to the form and function of the HSC under Section 16(4) of the OHS Act or under Section 17(1) for an alternative to HS representative. The alternate measure must ensure the health and safety of workers.

(2) A work site is defined in Section 1(bbb) of the OHS Act as "a location where a worker is, or is likely to be, engage in any occupation and includes any vehicle or mobile equipment used by a worker in any occupation.

(3) the number of workers is determined by Section 18 of the OHS Act, which states that "the number of workers must be determined by the average number of full-time and part-time workers employed by the employer and self employed persons at the work site on a daily basis on each working day."

(4) section 10(1) of the OHS Act requires that "every construction and oil and gas work site or a class of worksites designated by a Director must have a prime contractor if there are two or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site."

(5) a self-employed person is defined in Section 1(qq) of the OHS Act as "a person who engages in an occupation, but not in the service of an employer for that occupation."

(Alberta Government, 2020)

DID YOU KNOW?

Effective January 31, 2020, the Health and Safety Committee requirement became employer based. That means employers with multiple work sites and locations are only required to have one Health and Safety Committee.

Alberta OH&S officers still have the ability to require an employer to form a Health and Safety Committee at any location if the officer decides it necessary.

The change in legislation does not apply to multi-employer work sites. Where there are 2 or more employers with more than 20 workers at a work site with work expected to last 90 days or more, the prime contractor (if applicable) or employers at the work site are still required to have a Health and Safety Committee for that work site.

(Alberta Government, LI060 Health and safety committees and representatives, June 2020)

RESOURCES

Go to your internet browser and search the following:

- Occupational Health and Safety Act Alberta to find additional criteria such as the number of workers.

DISCUSSION

Consider your results from the activity. What are next steps you now need to take given that information? Once you've decided whether you will require a committee or representative, you will then need to consider how and when to involve them into your safety system.

EMPLOYER RESPONSIBILITIES

As an employer, you will be responsible to ensure that a HSC or HSR has the tools and resources necessary to succeed. Some of your obligations to the HSC or HSR will include:

- Establish a HSC or a HSR when required
- Appoint an employer co-chair to a HSC
- Meet with the HSR on a regular basis
- Keep committee records and minutes for 2 years
- Post contact information for the HSC members or the HSR
- Allow the HSC and the HSR reasonable access to health and safety records and documentation
- Assist with the implementation of violence and harassment prevention policies and procedures
- When requested by an OHS officer, ensure that HSC worker members or the HSR are involved in inspections or investigations
- Provide resources and training opportunities for the HSC members and the HSR

Health and Safety Representative (HSR)

If you've determined a health and safety representative is required for your farming operation (you have 5-19 workers), there are a few things you need to know. Let's start with what a health and safety representative is. Your health and safety representative (HSR) will work with you to address health and safety concerns at the work site. This helps boost your safety system and promote awareness.

The HSR also supports the **three basic rights** of workers:
- The right to know
- The right to participate
- The right to refuse dangerous work

NOTE
The HSR should be chosen by the workers of your farm.

DUTIES AND FUNCTIONS OF A HSR

- Receive concerns and complaints about the health and safety of workers and take them to the employer
- Participate in the hazard identification and control processes
- Help develop, promote and educate other workers on health and safety initiatives
- Cooperate with an OHS officer
- Make recommendations to the employer that would improve the health and safety of workers
- Participate in incident or near miss investigations and unsafe work refusals
- Maintain records in connection with the receipt and disposition of concerns or complaints
- Attend required safety training
- Lead by example

In addition to the duties and functions listed, there are also some further requirements that need to be met for a farm that has a committee or representative.

Considerations	Description
Contact Information	• Contact information for the HSR must be posted in an obvious place where it can be seen by other workers, such as in a lunchroom or a well traveled hallway.
Term	• The HSR must hold office for a term of not less than one year and may continue to hold office until successors are selected or appointed.
Meetings	• Meetings shall be conducted regularly between you, the employer, and the HSR to discuss health and safety matters.
Training	• The HSR shall receive training on the duties and functions of the representative from an organization approved by the Minister. In addition, they will be permitted to take the greater of 16 hours or the number of hours the worker normally worker during two shifts to attend health and safety training, seminars or courses. • The required training includes a 6-8-hour course, provided by designated training agencies.
Inspection	• The HSR must be involved in inspecting the worksite at regular intervals to identify health or safety hazards that may be present. This can occur through your formal worksite inspection program or through another process you develop to ensure the worksite is inspected.

HSR Policy and Procedure

When you require a health and safety representative, as the employer, you must develop a policy (and any supporting procedures) that include the following:

- Requirement to appoint a representative
- Reporting to management
- Term of Office
- Training requirements

WORKBOOK:
HEALTH AND SAFETY REPRESENTATIVE TERMS OF REFERENCE

HEALTH AND SAFETY COMMITTEE (HSC)

Building a Health and Safety Committee (HSC) is slightly more complicated as the committee will help manage health and safety for over 20 workers. A HSC will be a very useful tool in helping you create and maintain healthy and safe working environment on your farming operation. You will have to put in the work up front to make sure your HSC is efficient and meaningful.

Duties and Functions for HSC Members

- Attend scheduled meetings, or designate an alternate to attend
- Gather information if assigned by the committee to do so
- Contribute ideas and experience
- Receive worker concerns and deliver them to the committee or supervisor
- Participate in the hazard assessment process
- Participate in workplace safety inspections
- Participate in incident investigations, near miss investigation and dangerous work refusal investigations
- Accompany OHS officers during inspections if requested
- Attend required safety training
- Lead by example

DID YOU KNOW?

As an employer, it is important to develop a written set of roles and responsibilities for committee members to review and sign-off on once they have been appointed. This will help them understand and carry out their duties.

How to Form a Health and Safety Committee

Unlike having a health and safety representative, a health and safety committee requires the efforts of many individuals to make it functional and effective.

Considerations	Description
Number of Representatives	• The minimum number of required representatives is four, with at least half being workers who are not involved in management level activities at the worksite. The larger the worksite, the more representatives that may be needed on the committee to adequately represent the health and safety interests of both workers and the employer. • The committee must have two co-chairs; one employer co-chair, chosen by employer members of the committee, and one worker co-chair, chosen by the worker members. The co-chairs will be responsible for calling meetings. • You may find it beneficial to add another representative for every additional 10 workers you employ. - For example, if you employed 22 workers, the minimum of required representatives would be 4. - If you have 45 workers, you may consider having 5-6 representatives, and so on. • You'll want your committee to meet the minimum standard while also representing all the various jobs and shifts of your workforce. Keep in mind, if your committee gets too large, it will be difficult to organize meetings. • If you are employing many workers, consider capping the committee at 10 – 15 representatives, so long as that number will allow the committee to adequately represent the workforce.
Selecting Committee Members	• The employer will select the employer members (representatives of management). The workers must elect/select worker representative members. If there is lack of interest, workers may be designated by management.
Training Committee Members	• Committee co-chairs need to receive specific training on duties and responsibilities of the committee. This training must come from an organization approved by the minister to deliver the training. • The required training for co-chairs includes a 6-8-hour course, provided by designated training agencies; while training is mandatory for co-chairs and HSRs, any HSC member can take it and would benefit from it • The mandatory course counts towards the 16 hour/two shift annual training allowance in the legislation for co-chairs.

Considerations	Description
Term of Office	• Members of a health and safety committee must hold office for a term of not less than one year and may continue to hold office until their successors are selected or appointed.
Contact Information	• Workers will need to know how to contact a member of the committee with a concern, therefore, the employer must post the names and contact information of the committee members. It must be posed where it can be viewed by every worker representative by a committee.
Terms of Reference	• Where a health and safety committee will be required, Terms of Reference must be developed. This document is a written set of procedures for how the committee will function. It will outline the structure, roles and responsibilities and terms of office.

RESOURCES

Go to your internet browser and search the following:

• Health and Safety Committee/Health and Safety Representative Training Alberta

WORKBOOK: ROLES AND RESPONSIBILITIES COMMITTEE MEMBERS

Terms of Reference

The Terms of Reference are an important document for a health and safety committees as it outlines the functions and procedures the committee will follow.

WHAT TO INCLUDE IN THE TERMS OF REFERENCE:

- Membership structure requirements
- Membership succession strategy
- Committee dispute resolution process
- Meeting frequencies
- Meeting quorum
- Reporting to management
- Term of office
- Training requirements for co-chairs and members
- Worker confidentiality

WORKBOOK: TERMS OF REFERENCE

Health and Safety Committee Meetings

Holding consistent committee meetings are an important component of the HSC. These meetings can create an atmosphere of co-operation and collaboration in creating and implementing health and safety measures. An employer is required to give health and safety committee members the necessary time during normal working hours to attend meetings. It is important to keep in mind the value each committee member is bringing to the farm by participating.

FREQUENCY

The rules for how often the HSC meets are governed by the Occupational Health and Safety Act. It outlines that:

- Within 10 days of its establishment, a health and safety committee must meet.
- Following the first meeting, the committee must meet at least quarterly.

NOTE

The committee may meet more often if they choose to do so, and a special meeting may be called at the request of either co-chair to deal with urgent matters. An OHS Officer may also require a committee to hold a special meeting.

MEETING GUIDELINES

- Meeting minutes must be:
  - recorded and documented resulting in meeting minutes
  - approved and considered accurate by those who attended
  - provided to the employer within seven days after the meeting
  - posted in the workplace or provided electronically within seven days after the meeting
  - retained for at least two years
  - kept readily available for inspection by a member of OHS officer
  - available to OHS officers during inspections if requested

WORKBOOK: MEETING MINUTES

QUORUM

A quorum is often used to ensure that there are enough committee members voting on decisions to fairly represent most workers.

> *"If some members cannot attend a meeting, the meeting can still take place. However, for the committee to make decisions, there must be a quorum. This means at least half of the HSC members must be present, both worker members and employer members are represented, and that at least half of those present represent workers (Alberta Government, 2018)."*

Quorum: means having a minimum number of members present at a meeting to make the proceedings of that meeting valid.

Quorum Questions	
When is a quorum met?	• Quorum is met if at least half of the committee members are present, if representatives from both the employer and workers are present, and at least half of the persons present are worker representatives.
What happens if a quorum is not met?	• If quorum is not met, the meeting is not valid and decisions or recommendations made at that meeting are not binding.
Why do we have a quorum?	• Ensures that decisions are made with a majority vote.
How do we determine the number for a quorum?	• Both worker and employer members are present • At least half of those present are worker members

DISCUSSION

Now that you have reviewed health and safety committees and representatives, share with the group

- Whether you need a committee or representative
- What benefits would it bring to your farm?
- What could be some challenges?

CONCLUSION

In this module, you learned:

- To create the health and safety committee or representative portion of a health and safety management system.
- Similarities between the responsibilities of health and safety committees and representatives.
- To determine whether your farm requires a committee or representative and the role of the employer to support that group or individual.
- To form a health and safety committee and comply with the Occupational Health and Safety Act.

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the Health and Safety Committee or Health and Safety Representative Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES

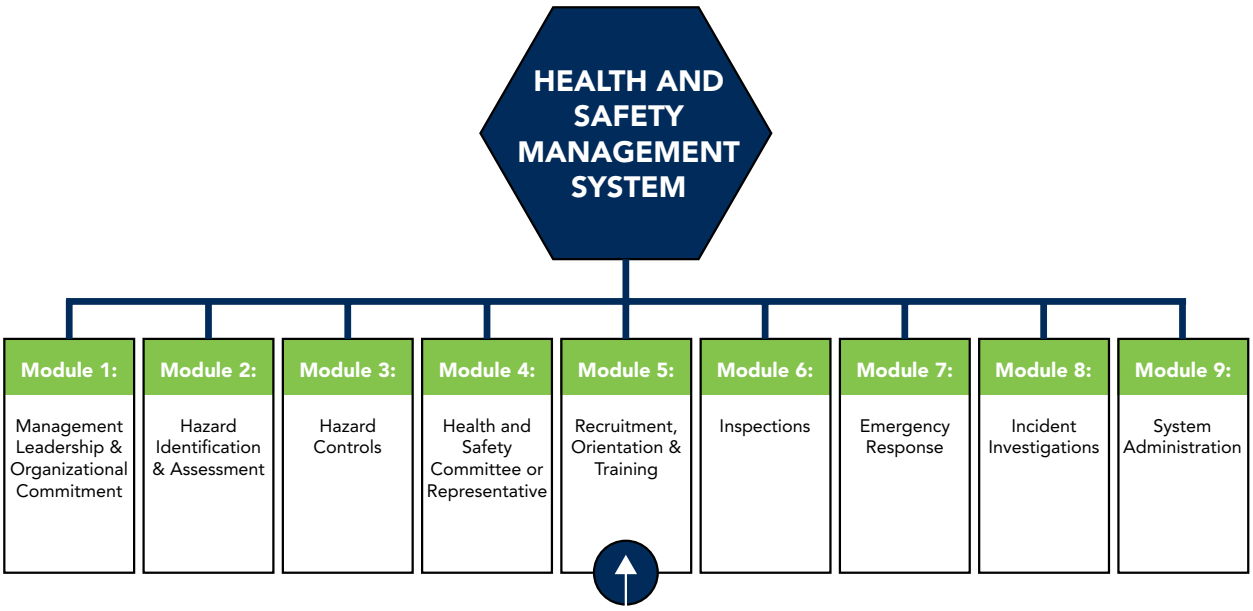
RECRUITMENT, ORIENTATION & TRAINING

At the end of this module, participants will be able to:

1. Create the recruitment, orientation and training portion of a health and safety management system.
2. Develop a recruitment process that includes an assessment of safety competency.
3. Describe how an employer can include health and safety components throughout the orientation process.
4. Review sections of the Occupational Health and Safety Act that pertain to worker training.
5. Outline how health and safety considerations can be included throughout the training process for workers, visitors and third party contractors.

INTRODUCTION

In the last module we focused on Health and Safety Committees and Representatives. In this section we will explore how health and safety needs to be a priority in recruitment, orientation and training as part of the Health and Safety Management System.



When you choose to find workers for your farm, you will need to recruit, orient and train them.

Recruitment: the process of finding and hiring suitable workers for your farm.

Orientation: a process used to familiarize employees to an organization and communicate the employer's expectations and critical information about a new job or situation.

Training: an act or process where skill, knowledge and experience is provided to a worker with respect to a particular subject matter and which requires a practical demonstration by the worker to support that they have acquired the knowledge or skill they have been learning.

During each of these tasks, it is important to communicate with potential and hired workers the expectations around health and safety on your farm. When hiring workers, you will look for individuals who have the skills and experience to do the job well. It is also beneficial to find workers who have experience with health and safety in the workplace as they can help support the initiatives within your farm.

RECRUITMENT

DISCUSSION

As a group discuss the following:

- What skills and experience do you look for when hiring?
- Do you have a job description for the position that you can use as a reference or provide to the candidate so that they can better understand the position?
- Do you have a training plan for that position or a training matrix on your farm?
- When a new hire experiences difficulties in a job or task, how do you address it?

What you probably already know is that finding the right workers with the right amount of experience and skill set is essential to the success of your farm. Another important characteristic that can sometimes get missed in the recruitment process is finding a worker who also understands the importance of working safely and will support your health and safety program.

HOW TO CONFIRM THAT A POTENTIAL WORKER VALUES SAFETY

- Ask them to discuss their previous training and work experience.
- Check their references to see if they have a positive safety record.
- Have them explain their understanding of your expectations for the safe completion of hazardous tasks.
- Confirm the validity of any certification or accreditations they claim to have. Qualifications could include:
  - Industry-specific certificates
  - Apprenticeship programs (e.g., Green Certificate training)
  - Specific operator skills, certificates and licenses

RESOURCES

Go to your internet browser and search the following:

- Alberta Agriculture Green Certificate Program

There are a variety of tools that you can use as an employer to screen employees.

Formal Application Forms: used as part of a recruitment process (often online) in order to collect comprehensive and accurate information from all applicants (also known as application forms).

Interview: a common recruitment tool that allows the employer to have a conversation with an applicant to determine if they should be considered for a job.

Competency Testing: the use of questions that measure knowledge of specific skills required for a job (also known as competency-based interviews).

Reference Checks: when an employer contacts an applicant's professional, educational or personal contacts to confirm employment history, educational credentials or qualifications for a job.

Driver's Abstract: is a record of your driving including when a license was issued and a record of any tickets or offenses (also known as a driving record).

Valid Driver's License: government issued document that confirms your identity and what level of motor vehicle you can operate.

ORIENTATION

An orientation is often a worker's first opportunity to thoroughly tour the farm, learn about the policies and processes and meet other workers. To help workers transition into their new role, an orientation program can provide all the necessary information needed on their first day. It is advised that workers also receive a printed copy of the orientation materials for them to refer to later.

DID YOU KNOW?

An orientation program can be used for anybody who will be visiting or performing work on your farm. Providing this information on the first day someone arrives at your farm will ensure that they receive essential safety information necessary right away. Orientations can be general or work group/area specific and may take more than one day to complete. Design your orientations to meet the needs of your specific operation.

NOTE

Orientation is a critical opportunity to inform and train new workers. As a best practice, the orientation should be completed prior to starting any work. If you cannot provide the full orientation on the first day, ensure to at least provide the critical health and safety information. Be sure to document this.

HEALTH AND SAFETY

When you bring someone into your operation, it is important that you explain your commitment to safety. This will help them understand your expectations right from the beginning.

AN EMPLOYER SHOULD

- Orientate your workers and use this time to identify what training they need.
- Train workers to identify and control the hazards within each task.
- Emphasize that they should not do a job until they know how to do it safely — do not encourage risk taking.
- Communicate the disciplinary process for non-compliance; there are consequences for not following your health and safety standards. This should prompt everyone to ask for help before tackling unfamiliar or hazardous tasks.
- Review critical health and safety topics with workers prior to them starting any tasks on the farm.

CRITICAL HEALTH AND SAFETY TOPICS INCLUDE

- Health and safety rules on your farm and how they are enforced
- The right to refuse dangerous work, the right to know about the hazards and the right to participate in the farm's safety program
- Specific policies and procedures that have been developed for your farm such as safe operating procedures, PPE, inspection requirements, working alone, fit for duty, WHMIS, harassment and violence, etc.
- What to do in the case of an emergency, muster point location(s), first aid resources, etc.
- How to report a dangerous situation or incident
- Any critical hazards workers may be exposed to and how to control them
- Workers responsibilities
- Training requirements
- Who the health and safety committee members are or who the representative is and how to contact them, if applicable

? DID YOU KNOW?

Family members, including children, guests and visitors should be included in the orientation process.

WORKBOOK: GENERAL ORIENTATION

OCCUPATIONAL HEALTH & SAFETY LEGISLATION (OHS)

It is important to know how legislation applies to your farm, the people on it, and the training that you are required to provide. When you understand the applicable legislation, you can take steps to ensure your training program is in compliance. The Occupational Health and Safety (OHS) Legislation in Alberta outlines requirements that employers must follow for worker training, but also lists obligations for supervisors and workers themselves. Review the following information and make sure your supervisors and workers are informed of their responsibilities within the legislation.

Alberta OHS legislation provides rules to keep workplaces safe and healthy. There are three levels of occupational health and safety legislation:

**While farming and ranching operations are exempt from the Regulations and Code, the expectation for producers to take every practicable measure to protect the health and safety of your workers remains the same.*

OCCUPATIONAL HEALTH AND SAFETY ACT

Occupational Health and Safety Act: "an act that creates legislation for minimum standards for healthy and safe practices in Alberta workplaces (Alberta Government, 2018)".

Obligations of Employers

3 (2) Every employer shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker

(a) Begins performing a work activity,
(b) Performs a new work activity, uses new equipment or performs new processes, or
(c) Is moved to another area or work site.

TRAINING

DISCUSSION: TRAINING

Review the following situations. As a group, discuss if you have experienced any of these or if there are others you have commonly encountered and how you have managed these situations in the past. Would you do anything differently in the future?

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

It is always great to get help at busy times of the year; however, casual helpers can be a risk to themselves and others if they are not aware of the hazards on your farm.

Ways to Reduce an Employer's Risk: Talking about Health and Safety	
Casual Helpers	• It is best to decide well in advance of the busy season how this will be managed. • This may mean limiting the tasks that casual help can take on and providing training where required. • Provide casual helpers with an orientation and ensure they are aware of important safety information • While it may be an awkward conversation to have, and may not be well received at first, it is important to set the ground rules for safety on your operation.
Workers	• Use appropriate and approved standard operating procedures (SOPs) as developed in the Hazard Control module, to provide adequate training to all workers (including volunteers) for every required task. • Give all workers a thorough workplace safety orientation at the start of every season or work period; the orientation should include how to identify and control their exposure to hazards. • If workers can't effectively control the hazard, they should immediately report it to a supervisor.

NOTE

Include casual helpers and family members who are brought in to assist occasionally in your training. Casual help is at a higher risk because they lack experience and familiarity with the work.

GOAL OF TRAINING

The goal of training is to ensure workers can do the work safely and without risk to the health and safety of themselves or others. In order to do this, **workers must be competent; that is, adequately qualified, suitably trained and with enough experience to perform the work safely.**

QUALIFIED + TRAINED + EXPERIENCED

COMPETENCY

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

HOW EMPLOYERS CAN SUPPORT WORKER TRAINING

- Successful training requires the worker to physically demonstrate that they have the required knowledge and skill to do the job safely.
- Develop a system to ensure new workers and workers returning to their job after a leave are competent before they are expected to carry out work tasks on their own and that supervisors can perform their duties as required.
- Incorporate job shadowing, mentorship, extra training or outside certifications as part of your competency evaluation.
- Set the expectations around what qualifications, training and experience an employee will need to safely perform the task. Once those expectations are set, you need to determine if the worker competent.
- Train supervisors in how to determine if workers are competent.
- Implement a system for documenting competency evaluations.
- Don't forget, supervisors are workers themselves. This means they will need to undergo the same competency evaluation as your workers will.

DID YOU KNOW?

As an employer, it's your responsibility to establish and communicate safe work practices and procedures for each task that a worker or family member is expected to perform.

WORKBOOK: COMPETENCY EVALUATION

Responsibility for Training

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

TRAINER COMPETENCY

The training you offer your workers will go a long way towards building an efficient team who knows how to work safely. Don't overlook the competency of those workers to whom you have providing the training.

- Ensure that the trainer you choose is experienced and competent in the skill to be covered. You may choose a senior employee, off-site training or online courses, depending on your needs.
- Ask the trainer to communicate the skill. Sometimes we choose trainers because they are good at a task, but this does not mean that they'll be able to teach it to others.
- Document any details of the trainers competency, such as training they have received or other credentials which will support their qualification.

If you find that a trainer is not suitable to provide the training that is required, consider looking into third party training providers. Examples include Health and Safety Associations, Manufacturers, Dealers, Learning Centers, etc.

Trainer competency is important to ensure your workers are being taught the most accurate and up to date materials. A competent trainer will help you decrease the likelihood of incidents or injuries occurring on your farm.

TRAINING TIPS

- Provide job-specific training, including a review of specific task hazards. To ensure the worker understands the training, provide a practical demonstration and observe them as they perform the task.
- Ensure that training reflects the particular conditions present on your farm.
- Schedule refresher training at regular intervals (especially for highly hazardous tasks that are not frequently performed) and have a system in place to track certificates that expire or require renewals.
- Train workers specifically in the following areas:
  - Use, care and maintenance of personal protective equipment.
  - Use of required controls.
  - Any new task they undertake.

PROCESS OF TRAINING

Before you begin training, review all jobs and their associated tasks to determine the competencies required to perform them safely. You will then need to develop a system to compare workers' actual competencies to those required. This will help you identify where training is needed.

To help you determine training needs, consider:

- Hazards identified in the hazard identification and assessment process
- Safe work practices and procedures that have been developed for hazardous tasks, or any other hazard control methods
- Legal requirements for training

Finally, develop realistic training plans.

WORKBOOK:

- ON-THE-JOB TRAINING RECORD
- TOOLBOX TRAINING RECORD

RECORDS AND DOCUMENTATION

Maintaining good records and documentation can provide a useful history of your efforts to promote health and safety. A training record and tracking method can help you create consistency in your training in addition to being a beneficial tool for follow-up later. A training matrix will allow you to see your workers, the training they have received, and any outstanding training as per your policies. You can also track any additional certifications or qualifications a worker may achieve.

DID YOU KNOW?

It is important to keep a record of qualifications and training events. Record the topics or skills covered, as well as trainer and participant names. Be sure to have both trainers and participants date and sign documentation which will support participation and understanding of the material.

NOTE

A training matrix is a tool used to track the training and skill levels of the employees in an organization. It helps employers identify the gap between actual knowledge levels, required knowledge levels, and competency levels. It is useful in clarifying the roles and responsibilities within a place of work.

MANAGING THIRD PARTIES

From time to time, other parties may visit your farm. You may hire an electrician or truck driver, or have some family visiting from out of town who want to help. Although these parties are not waged workers who you have hired as an employee, as the farm owner or manager, you will still be responsible to ensure the health and safety of these people. Any person in the vicinity of your work site will be within your realm of responsibility. They may include:

- Other employers (contractors or self-employed persons)
- Visitors (friends, other agencies, volunteers)
- Other persons not under the employer's direction

Develop a system for how you will manage the parties listed above. See below for some examples of what your system can include.

WORKBOOK: CONTRACTED EMPLOYER CHECKLIST

- You will find this in the Hazard Control module of the workbook.

Orientation

A good system of managing other parties at or in the vicinity of the worksite will begin with providing an orientation. Everyone working at or on your work site should understand:

The orientation you develop to give third parties can be like the one you develop for your own workers. Providing orientation to other parties will let you lay the groundwork for your expectations about health and safety on your farm. It will also ensure that other parties have the information they need for their own health and safety.

DID YOU KNOW?

An orientation is an opportunity for you to introduce your health and safety policy, emergency response procedures and other important health and safety information.

MANAGING WORKSITE PARTIES

- Assess the qualifications of contracted employers (do they have a trade ticket or have a health and safety management system of their own?).
- Outline what you expect for insurance requirements. Ask to see proof of their Workers Compensation Board (WCB) coverage and liability insurance.
- Monitor other parties where necessary to ensure that they are following any safety rules you have in place. You should know in advance how you plan to deal with non-compliance.
- Come up with a system for communication. Will you be with the other party at all times or will you check-in with them on a pre-determined frequency? How will they contact you for assistance? How will you share health and safety information?

Availability of Information

You probably already provide access to health and safety information to your own workers. You know that providing access to hazard assessments, worksite inspections and other relevant documents helps your workers stay safe. The same is true for access to health and safety records for other worksite parties.

DID YOU KNOW?

As the employer, you need to share the following with third parties:

- Safety records such as hazard assessments or work site inspections if they are affected by the results or need the information contained within the reports to work safely.
- Results of investigations should also be shared, as well as any operational changes that affect the health and safety of other employers or self-employed persons.

NOTE

Sharing this information is critical so that you can work together on maintaining a healthy and safe work environment.

CONCLUSION

In this module, you learned to:

- Create the recruitment, orientation and training portion of a health and safety management system.
- Integrate health and safety information into recruitment, orientation and training of workers.
- Use strategies to select workers who value and demonstrate safety practices during the recruitment process.
- Include health and safety information into the orientation process.
- Identify occupational health and safety legislation that may need to be considered when creating a training program.
- Manage risk through planning and training for both workers, visitors and third parties.
- Identify the ways to support training to ensure the specific needs on the farm is met.
- Orient and share information with visitor and third parties about farm safety

EXERCISE: MODULE 5: SELF EVALUATION CHECKLIST

In your workbook, review the Recruitment, Orientation and Training Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES

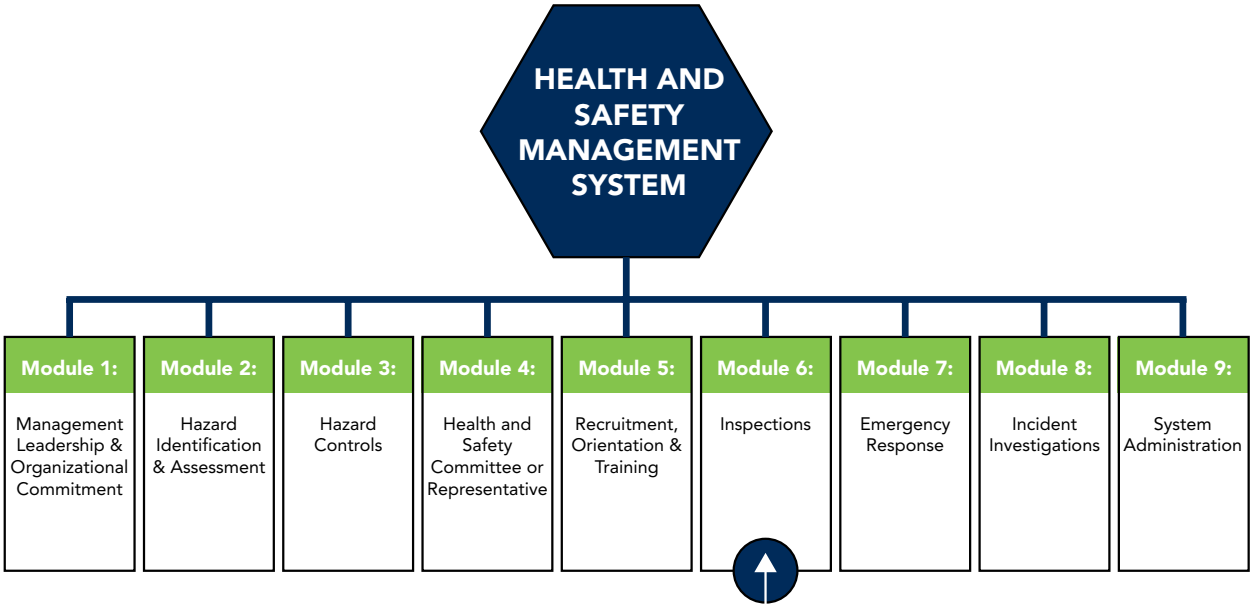
SAFETY INSPECTIONS

At the end of this module, participants will be able to:

1. Create the Inspections portion of a health and safety management system.
2. Describe the purpose of an inspection and list common hazards found on a farm.
3. Define inspection types of compare formal and informal inspections.
4. Explain the steps in creating formal ongoing inspections using tools and checklists.
5. Identify ways that documentation and ongoing hazard identification can strengthen the inspection process.

INTRODUCTION

In the last module we focused on finding the right workers through recruitment, training and orientation. In this section, we will explore how inspections can help keep your Health and Safety Management System up to date.



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

Safety Inspection: A planned, systematic evaluation or examination of an activity or work site, checking or testing against established standards for the purpose of identifying hazards and preventing unsafe working conditions from developing.

DISCUSSION: VALUE OF INSPECTIONS

How can you ensure inspections add value to your farm?

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

Section 37 of Alberta's Occupational Health and Safety (OHS) Act requires employers with 20 or more workers to develop a schedule and procedures for regular inspection of the worksite. The Alberta Occupational Health and Safety (OHS) Code also provides guidelines for developing schedules in areas such as housekeeping and equipment.

EFFECTIVE INSPECTIONS

As mentioned, inspections are a proactive way to prevent incidents, injuries and illness by identifying hazards early on before they become harmful.

THE PURPOSE OF AN INSPECTION IS TO ALLOW YOU TO:

- Listen to the concerns of workers and supervisors
- Gain further understanding of jobs and tasks
- Identify existing and potential hazards
- Determine underlying causes of hazards
- Recommend corrective action
- Monitor steps taken to eliminate hazards or control the risk (e.g., engineering controls, administrative controls, policies, procedures, personal protective equipment)

(Canadian Centre for Occupational Health, 2019)

If you have ever heard the phrase "knowledge is power", this is exactly what an inspection is. An inspection provides you with information regarding health and safety on your farm so that you can make informed decisions about reducing hazards and their associated risks. For some, you may be able to easily figure out what hazards exist on your farm, for others, this process may be newer to you.

(Adapted from Canadian Centre for Occupational Health and Safety, 2020)

TYPES OF INSPECTIONS

When you consider creating your inspection plan, it is important to remember to involve your health and safety committee or representative if you have one. Depending on the size of your operation, you may want to divide the farm into sections and assign a person or team to conduct the inspection. The inspection does not and should not be completed by you alone!

DID YOU KNOW?

Inspections could be scheduled daily, weekly, monthly, annually or at other frequencies depending on the level of risk involved, requirements of legislation and the regulations. However, it is recommended that inspections are completed at least once a month for each area and work shift.

There are four common types of inspections:

Formal Inspection – "a planned inspection normally done by using a written checklist and carried out by a team at regular intervals."

Informal Inspection – "a 'on-the-spot' inspection done by management, supervisors and health and safety committee or health and safety representatives by observing the area for unsafe acts and conditions and noting the issues in the daily log or by completing a simple form."

Specialized Inspection – "conducted by specialists (for example on boilers, electrical equipment, mechanical or ventilation systems)."

Regulatory Inspection – "normally consists of inspections required by the OHS regulations. Examples include inspection of fall protection equipment."

(WorkSafe NB, 2017)

NOTE *In this course we will explore formal and informal inspections.*

Formal vs. Informal

FORMAL INSPECTIONS

- Planned
- Documented, systematics checks of work areas, tools, machinery, equipment and jobs
- Good for monitoring hazard controls to check for efficiency
- Can also be used to inspect animal handling, housing facilities, chemical storage facilities, application equipment and handling processes

INFORMAL INSPECTIONS

- Random
- Undocumented checks on specific tasks or jobs
- Help identify hazards that were not present before
- Can be done anytime you start a job, check tools, equipment, machinery and person protective equipment
- All workers can complete informal inspections

NOTE *Is a formal inspection a type of hazard assessment?*

Formal inspections are sometimes confused with field level hazard assessments (FLHAs), as discussed in the Hazard Assessment module.

FIELD LEVEL HAZARD ASSESSMENT (FLHA):

The process to check for the introduction of any unexpected hazards, or hazards for which additional controls may be needed.
It is a site-specific hazard assessment that is performed before work begins, and:

- At a site where conditions can change and/or when non-routine work is introduced
- When work is conducted at temporary/mobile work sites
- When workers are conducting activities at a work site not owned by their employer
- When a new activity has been temporarily introduced at the work site.

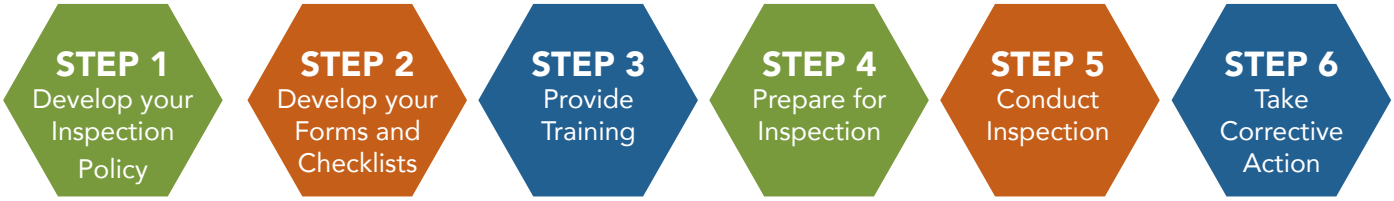
VS

FORMAL INSPECTION:

A tool that can be used to verify hazard control measures identified through other processes are still working effectively.

Both tools work together, while serving different purposes within the overall health and safety management system. The FLHA cannot be used to perform routine checks of the worksite, while a formal inspection cannot be used to develop a safe work plan for a task.

DEVELOPING FORMAL ONGOING INSPECTIONS



STEP 1: DEVELOP YOUR INSPECTION POLICY AND PROCEDURES

Inspections are one of the most important methods of identifying the hazards present on your farming operation. First, you need to prepare a policy which should answer the following questions.

Inspection Policy and Procedure Considerations

Questions	Explanation
How often are inspections done?	• Set the frequency of inspections depending on the degree of risk; for example, the higher risk sites or work areas should be inspected at least once a month and administrative sites should be inspected at least quarterly. • Take into consideration the seasonality of the work. Be sure to include all areas of your facility in your inspection planning.
Who does the inspections?	• Assign the responsibility for performing inspections and encourage supervisors to involve workers in the process. • The inspection team can be two or more people as appropriate. Involve the joint health and safety committee or health and safety representative if one exists. • Involve senior managers at least once per year.
Who reviews the inspections?	• Management review and sign-off is required on the inspection report. • This will help management stay informed of how the health and safety management system if functioning, and will also help demonstrate their commitment to the initiative. • Ensure formal inspections are carried out according to the policy and that reports are documented.

NOTE

Policy: *a document with a broad focus that sets the direction and is used to guide decision making.*
Procedure: *a document with a narrow focus which describes step by step what actions are to be taken in specific instances in order to achieve the desired outcome.*

Questions	Explanation
How are the recommendations implemented?	• Develop an action plan for any recommendations. • Designate a worker to be responsible for carrying out action plan items. • Make sure that action items are assigned a target date. Without a target date or a designated worker to carry out the action items, the problems may not be corrected.
How is follow-up conducted?	• Determine a method to ensure the action plan or outstanding items are completed on time. • You may choose to follow up on an informal basis or review the inspection reports in a formal setting like a monthly safety meeting or toolbox talk. • Referring to the inspection report and action plan on a regular basis will help keep your workers on track and show you care about their safety.

WORKBOOK: INSPECTION POLICY

EXERCISE:
INSPECTION POLICY AND PROCEDURE CONSIDERATIONS

Think about what you might include in an inspection policy for your farm. What would the steps in your procedure look like? Use the questions on the following page to help you.

QUESTION	RESPONSES FOR MY FARM
HOW OFTEN ARE INSPECTIONS DONE?	
WHO DOES THE INSPECTIONS?	
WHAT TRAINING OR SKILLS DO INSPECTORS NEED?	
WHO REVIEWS THE INSPECTIONS?	
HOW ARE THE RECOMMENDATIONS IMPLEMENTED?	
HOW IS FOLLOW-UP CONDUCTED?	

STEP 2: DEVELOP YOUR STANDARDIZED INSPECTION FORMS AND CHECKLISTS

CONSIDERATIONS FOR DEVELOPMENT	
PREPARATION	• Prepare an inspection checklist and report form using information from the hazard identification and assessment and hazard control modules, as well as from other sources such as previous incidents or worker concerns. • The controls listed on your hazard assessment should be items that you are checking on during your inspection and can be directly transferred from your hazard assessment document to your inspection checklist. • Inspection checklists should include both conditions and behaviors relevant to workplace health and safety.
SCHEDULE	• Regularly conduct health and safety inspections of your farm. • Systematically inspect specific areas one at a time to assess the entire operation regularly. • Inspect higher risk areas more frequently.
INSPECTORS	• Those most familiar with overall operations should participate in the inspections, however, a fresh set of eyes may see risks that a person working in the area every day does not; for example, - Have a new worker participate in an inspection with a trained, experienced worker. - Where possible, have workers, supervisors and managers take turns participating in inspections and inspecting each other's work areas. • Encourage all workers to regularly inspect tools, equipment and machinery, and to carry out a pre-operation safety check every time they begin to operate any machine or before beginning a work process. • Ensure the individual(s) leading the inspection have the knowledge and skills to do so, such as having a solid understanding hazard identification, assessment and control in addition to the work area and processes.
DISTRIBUTION	• Provide staff with inspection forms or checklists to help them identify important items that require inspection; this will help prevent items from being missed. • Inspection forms should be used as a guide and not as a list of everything that could possibly be found. • Leave room at the bottom of the list for the team to add new items or comments as necessary.
REVISIONS	• As you revise or develop your checklists, approach your work with an open mind. • Think about the potential for injury or illness to any worker, rather than saying, "I know about that hazard already, and I am careful, so I don't have to do anything about it". • Next time it may be someone other than you doing that work, and that person may not have your experience or knowledge.

WORKBOOK: WORKPLACE INSPECTION

STEP 3: PROVIDE INSPECTION TRAINING

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

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

STEP 4: PREPARE FOR THE INSPECTION

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

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

Other helpful tips include:

- Referencing applicable legislation, such as the Alberta Occupational Health and Safety Act. You may find the Occupational Health and Safety Code and Explanation Guide help with best practices information.
- Clarifying procedures that should be followed before, during and after the inspection.
- Using an inspection checklist as a guide for the inspection.

Types of workplace hazards to look for include

- Safety hazards such as those caused by inadequate machine guards, unsafe workplace conditions, unsafe work practices.
- Biological hazards caused by organisms such as viruses, bacteria, fungi and parasites.
- Chemical hazards caused by a solid, liquid, vapour, gas, dust, fume or mist.
- Ergonomic hazards caused by physiological and psychological demands on the worker, such as repetitive and forceful movements, awkward postures arising from improper work methods, and improperly designed workstations, tools, and equipment.
- Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure.
- Psychosocial hazards that can affect mental health or well-being such as overwork, stress, bullying, or violence.

(Canadian Centre for Occupational Health and Safety, 2017)

Prior to an Inspection:

✔ Review previous inspection reports, equipment records, hazard reports, near miss and incident reports (if appropriate) to identify areas and items that should be looked at during the inspection.
✔ Tell the supervisor an inspection will be occurring.
✔ Discuss the plan with the supervisor and review issues of concern.
✔ Ensure the inspection team is aware of any safety procedures that must be followed during the inspection.
✔ Bring checklists, pen and paper, and any other equipment that may be required.

STEP 5: CONDUCT THE INSPECTION

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

Worker Involvement

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

Before you can do a inspection you must understand what you are looking at and what you will be looking for. Never run machinery or equipment during an inspection unless you have been trained and deemed competent to do so. When conducting an inspection on a piece of equipment, the equipment must be at a complete stop and the energy source should be isolated (or locked out).

? DID YOU KNOW?

Use a map of your operation to help you plan your route and ensure all areas and items are covered.

WORK PRACTICES AND BEHAVIOURS

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

	Yes	No
Has the worker been trained to do that job safely?		
If so, did anyone test or verify that the worker understood the instructions and was competent in doing that job?		
Do you verify certification of workers doing jobs requiring specialized training, such as forklift operators, pesticide applicators, etc.?		
Are standard work practices adhered to and enforced?		
Do your workers know they may be subject to disciplinary action for not following established work practices?		
Are maintenance and pre-operational logs maintained and periodically reviewed?		
Are visitors, sales representatives, service providers and contractors informed of your health and safety policies?		
Are you or your workers (who are going to be working alone or in remote areas) following your farm's working alone policy and procedure, ensuring there is are agreed upon times for periodic personal safety checks and an emergency response plan should something happen?		
Does everyone understand the importance of reporting health and safety hazards as soon as they are identified?		
Are health and safety hazards (i.e., slips, trips and falls, chemical storage, etc.) addressed in regular housekeeping measures?		

EFFECTIVE SAFETY INSPECTIONS

Do not expect to detect all of the hazards simply by relying on your senses. You may have to monitor equipment to assess physical hazards or measure the level(s) of exposure to chemical, noise or biological agents.

HINTS FOR EFFECTIVE INSPECTIONS

- Involve the supervisor, as well as any workers in the area, in the inspection as appropriate and without interfering with the task at hand.
- Consider all workplace elements, including but not limited to:
  - Environment – noise, vibration, lighting, temperature and ventilation.
  - Equipment – materials, tools and apparatus for producing a product or a service.
  - Work process – how the worker interacts with the other elements, including livestock, in a series of tasks or operations.
- Shut down and lock out any hazardous items that cannot be brought to a safe operating standard until repaired.
- Do not operate equipment. Ask the operator for a demonstration, so you can view the process.
- It is cause for concern if the operator of any piece of equipment does not know what hazards may be present.
- Never ignore any item because you do not have knowledge to make an accurate judgment of safety. Note it and find out.
- Look up, down, around and inside. Start at the outside and work your way in. Simply put, be methodical and thorough in your inspection and do not spoil it going to quickly or carelessly.
- In your notes, clearly describe each hazard and its exact location. Consider purchasing a digital camera for inspections and capturing the hazards in a picture. Record all of your findings before they are forgotten.
- Ask questions, but do not unnecessarily disrupt work activities. Unnecessary interruption may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.
- Encourage workers to bring concerns to their supervisor.
- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting.
- Conduct group discussion with the following question: "Can any problem, hazard or incident arise from this situation?"
- Determine what corrections or controls are appropriate.

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

If the supervisor of the area does not accompany the inspection team, consult the supervisor before leaving the area. Positive feedback can help reinforce good safety behaviours and prevent workplace inspections from becoming fault-finding exercises. Report to the supervisor all the positive observations noted during the inspection. If you observe a condition, operation, or behaviour during an inspection that could cause immediate danger to life or health (IDHL), it is important to report it to the supervisor right away so that it can be corrected.

NOTE

Report items that the supervisor can immediately correct. Note these on the report as corrected. This keeps the records clear and serves as a reminder to check the condition during the next inspection.

Documentation

Document your final findings on the workplace inspection recording form.

> **Documentation:** health & safety documentation recorded as official information or evidence; this includes manuals, plans, procedures, work instructions etc., which describe and define a health & safety management system.

The documentation should include:

- Name of the area inspected
- The date of the inspection
- The names of the inspection team members
- Priority rating assigned to the hazards

It is important to assign a priority level to the hazards observed to indicate the urgency of the corrective action required.

EXAMPLE: PRIORITIZATION RATING

A	B	C
MAJOR	SERIOUS	MINOR
REQUIRES IMMEDIATE ACTION	**REQUIRES ACTION SOON**	**REQUIRES ACTION LATER**

(Adapted from Canadian Centre for Occupational Health, 2019)

EXERCISE: PRIORITIZING HAZARDS

Think about the hazards present on your own farm. Using the table on the next page, write down three hazards and prioritize them.

Examples of Hazards	PRIORITIZATION		
	A Major	B Serious	C Minor

DOCUMENTING HAZARDS:

After each hazard that you have listed:

- Specify the recommended corrective action, assign a person who will be responsible for its completion and establish a correction date
- Ensure someone is assigned to follow up on the recommendation
- Provide feedback to workers who report a deficiency
- Have the final workplace inspection report dated and signed by everyone conducting the inspection
- Post the inspection report in a common area where all of your workers can read it

? DID YOU KNOW?

Making the inspection report readily available for review by workers will demonstrate that management is committed to maintaining a health and safe work environment.

Ongoing Hazard Identification

Remember that hazard recognition is an ongoing process. Ensure workers have a method to report hazards at any time, even outside of scheduled inspections or formal hazard assessments.

Review the information from regular inspections to identify where corrective action was needed. Determine if these actions have been taken. Use older reports to identify trends.

ANALYSIS OF INSPECTION REPORTS MAY SHOW THE FOLLOWING:

- Priorities for other corrective action
- Need for education and training in certain areas
- Need for improving safe operating procedures or safe work practices
- Areas, equipment and tasks that require more in-depth hazard analysis
- Insight on why incidents are occurring in certain areas

NOTE

The health and safety committee can review inspections, identify trends, and monitor the progress of the recommendations. This analysis can be used as part of the continual improvement process for the occupational health and safety program or management system.

(Adapted from Canadian Centre for Occupational Health, 2019)

WORKBOOK: HAZARD ID/NEAR MISS REPORT

EXERCISE: CREATING CORRECTIVE ACTIONS

Using the examples that you created in the hazard prioritization exercise, create corrective actions that could be taken to reduce or minimize the hazards.

	PRIORITIZATION			
Examples of Hazards	A Major	B Serious	C Minor	Corrective Action

CONCLUSION

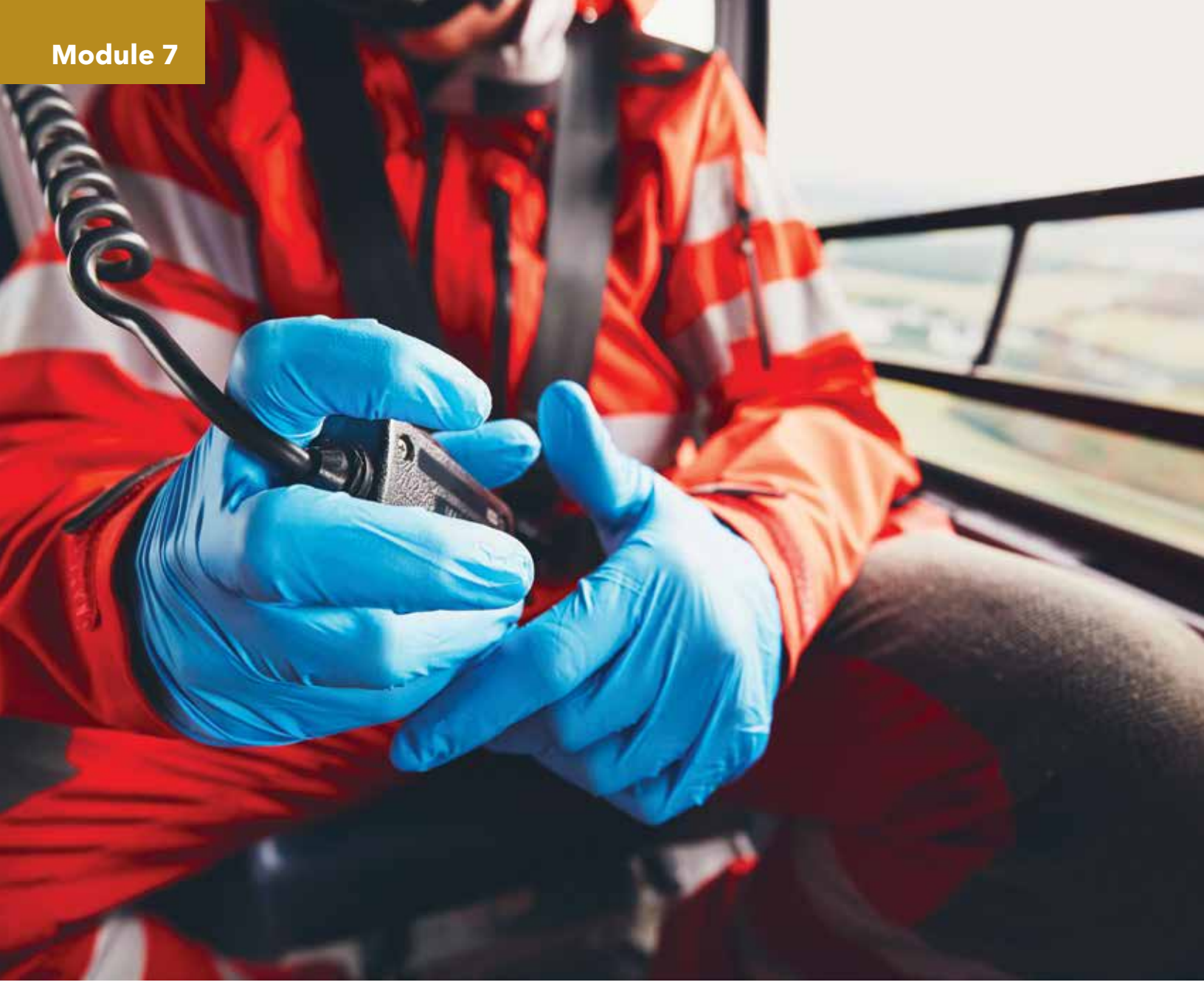
In this module, you learned:

- To create the inspections as a portion of a health and safety management system.
- The purpose of an inspection and to list common hazards found on a farm.
- About inspection types and the difference between formal and informal inspections.
- The steps in creating formal ongoing inspections using tools and checklists.
- Ways that documentation and ongoing hazard identification can strengthen the inspection process

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the Investigations Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

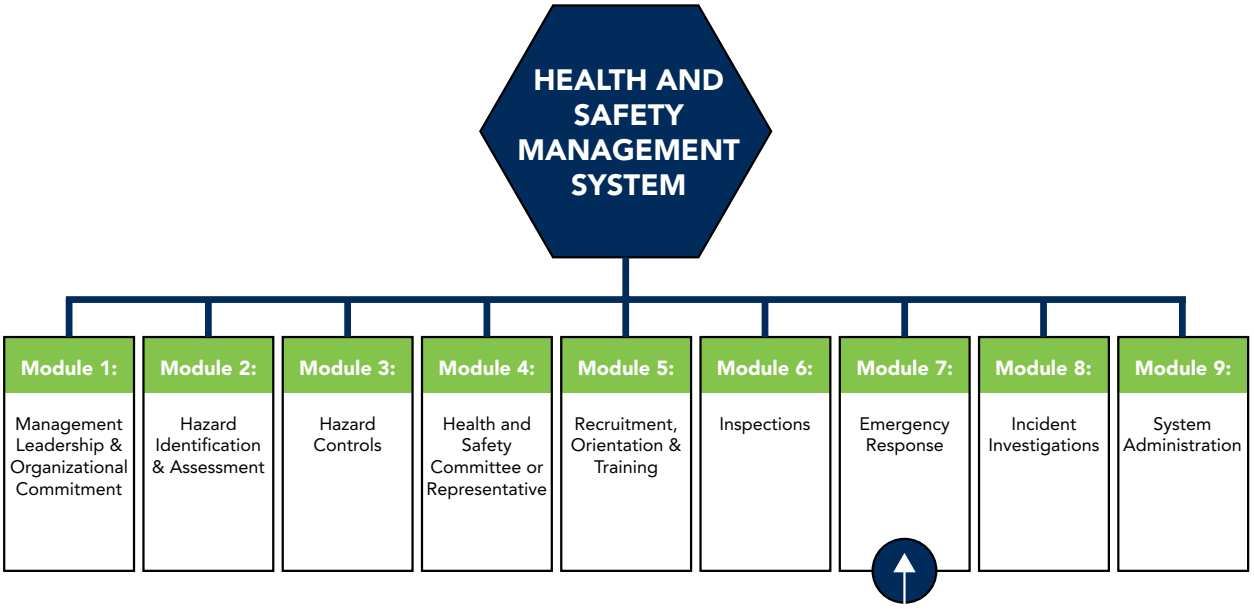
NOTES



EMERGENCY RESPONSE

In the last module we focused on using inspections as a proactive way to identify and minimize hazards on your farm. In this section, we will explore emergency response and its role in your health and safety management system.

INTRODUCTION



The best health and safety management system cannot protect your operation from all natural or unexpected disasters; however, having a good Emergency Response Plan (ERP) in place can reduce the severity and risk of loss. The actions taken in the first few minutes of an emergency situation is critical. Knowing what to do and who to contact can save lives and reduce costs if disaster should strike.

Emergency Response: actions taken following an unexpected or dangerous event that attempt to minimize the impact on people and the environment.

DISCUSSION: EMERGENCIES EXPERIENCED

What types of emergencies have you encountered on your farm?

EMERGENCY RESPONSE PLAN (ERP)

"If you fail to plan, you are planning to fail."

-Benjamin Franklin

An emergency response plan is an important part of the health and management safety system as it helps prepare for potential emergencies before they happen. Besides this obvious benefit, creating an emergency response plan will also provide other advantages for your farm.

Emergency Response Plan (ERP): a document that outlines the actions of employers and workers during an emergency on a farm.

BENEFITS OF AN EMERGENCY RESPONSE PLAN

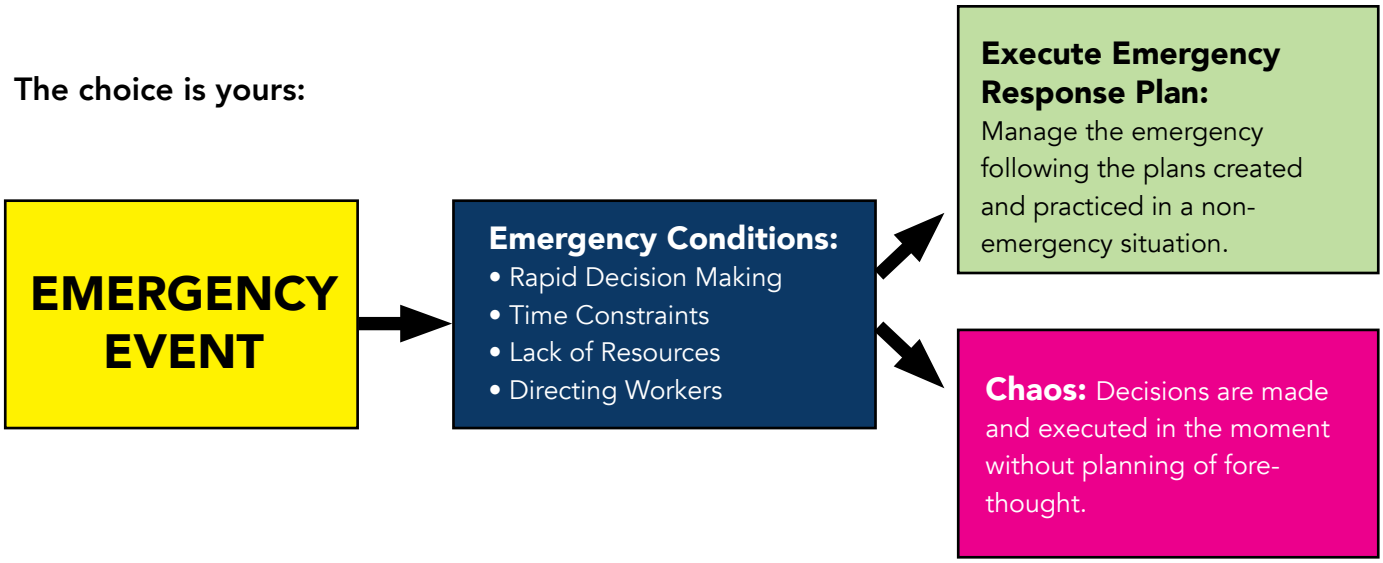
- You may discover unrecognized hazardous conditions that would aggravate an emergency and you can work to eliminate them.
- You may identify deficiencies, such as the lack of resources (equipment, trained personnel, supplies), or items that can be rectified before an emergency occurs.
- It promotes safety awareness and shows the organization's commitment to the safety of workers.

(Canadian Centre for Occupational Health, 2019)

? DID YOU KNOW?

Sometimes an attitude of "it can't happen here" can prevent the development of an emergency response plan. When a workplace has this attitude, they fail to plan for emergency situations that could have devastating effects like multiple causalities, complete destruction of facilities and equipment and the financial collapse of an organization.

The choice is yours:



"A strong, well-rehearsed emergency response plan can reduce the stress related to making critical decisions on the spot. It provides an element of control under potentially chaotic circumstances."

(Alberta Government, Labour, 2018)

An emergency response plan can provide you and your workers with direction if you encounter sudden and unexpected situations. A well-developed plan will prepare you to:

- Prevent fatalities and injuries
- Reduce damage to buildings, stock and equipment
- Accelerate the return to normal operations

(Canadian Centre for Occupational Health, 2019)

DID YOU KNOW?

Some farms have participated in the Alberta Environmental Farm Plan program. If you have, you likely developed an emergency response plan as a component of your environmental farm plan. If that's the case, don't double up on work! Pull out your existing emergency response plan while working through this section. The same emergency response plan can be used to satisfy the requirements of your health and safety management system as well as your environmental farm plan.

BASIC COMPONENTS OF AN EMERGENCY RESPONSE PLAN

Before we take an in-depth look at the emergency response plan, let's review the basic components. They include:

COMMUNICATION PROCEDURES

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

- At least once a year, hold an emergency exercise and go over the details of your emergency plan with everyone who is typically on your farm. Always ensure this training is documented.
- Post emergency contact numbers, such as 9-1-1, and names of people that must be notified in the event of an emergency situation.
- Routinely test communications systems, whether you rely on alarms, two-way radios, cell phones or landlines to ensure that persons working in any location on the operation can call for help or be reached to be advised of an emergency situation.

EMERGENCY PHONE NUMBERS

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

LIST OF RESPONSIBLE EMERGENCY PERSONNEL

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

EVACUATION PROCEDURES

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

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

Consider how emergency responders might get into a remote location such as a muddy field or hilly range to treat and bring out an injured or sick worker. If there is a fire in the winter months, could a fire engine fully loaded with water be able to make it down an unplowed driveway?

WORKBOOK: EMERGENCY CONTACT LIST

BUILDING AN EMERGENCY RESPONSE PLAN (ERP)

A well-developed emergency response plan will take time and perseverance to complete. It will likely be a sizable document! However, the emergency response plan will provide workers with written instructions to follow in an emergency for the purpose of minimizing hazards and risks. Workers who may be affected by the plan should be involved in its development and implementation. The plan should be kept current and updated if there are changes to your operation.

Building an emergency response plan requires several steps as follows:

WORKBOOK: EMERGENCY RESPONSE PLAN

STEP 1: THE EMERGENCY RESPONSE PLANNING TEAM

Developing an emergency response plan can seem like a daunting task, especially for one person. By putting together an emergency response team to help with the planning, the task can become much more manageable. It is important to consider who would be a productive and helpful team member. Sometimes this may include individuals with special skills and/or knowledge that will provide suitable ideas for your farm operations. These members could include:

- Owners, managers or supervisors
- Affected workers
- Health and safety committee members or the health and safety representative
- Local municipality
- Fire, police and emergency medical services
- Local utility companies

(Alberta Government, Labour, 2018)

EXERCISE:
EMERGENCY RESPONSE PLANNING TEAM

Using the space below, consider who could be on your emergency response planning team.

Owners, managers or supervisors	
Affected workers	
Health and safety committee members or the health and safety representative	
Local municipality	
Fire, police and emergency medical services	

STEP 2: IDENTIFY AND PRIORITIZE POTENTIAL EMERGENCIES

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

A good place to start is to identify all potential disasters or emergency situations the business may face. You can do this by analyzing past events, or looking at hazard assessments, inspections or incidents.

Potential emergencies may include but are not limited to:

- Chemical spill
- Structure fire
- Tractor rollover
- ATV/equipment incident
- Flood
- Gas Leak
- Grain Engulfment
- Medical Emergency (Serious injury, serious illness, etc.)
- Severe weather, such as tornado
- Power line down
- Theft in progress/ suspicious activity
- Severe Allergic Reaction
- Toxic release requiring you to shelter in place
- Someone collapsing in a confined space
- Blunt force injuries acquired during animal handling
- Train derailment in close proximity to your residence or a working area

? DID YOU KNOW?

Without identifying all possible emergencies, you may not be able to adequately plan for each possible scenario. Not every emergency will require the same response and one plan (for example, evacuation) will not work for every emergency.

To identify possible emergencies, start by reviewing your health and safety management system documentation. This includes hazard assessments, inspections, incident investigations, and past events. Reviewing these records will help you identify the possible emergencies, as well as the potential for harm to people, property, equipment and the environment for each situation. Reviewing these records will provide valuable insight in developing your emergency response plan

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

Natural Disaster: an uncontrollable event such as a flood, earthquake, or hurricane that causes a lot of damage or loss of life.

Man-Made Events: often avoidable yet devastating events caused either by deliberate or neglectful human actions.

Technological Failures: events that often occur due to technological or industrial incidents, infrastructure failures or certain human actions.

Technological Hazards	Natural Hazards
• Fire • Explosion • Building collapse • Major structural failure • Spills of flammable liquids • Accidental release of toxic substances • Deliberate release of hazardous biological agents, or toxic chemicals • Other terrorist activities • Exposure to ionizing radiation • Loss of electrical power • Loss of water supply • Loss of communications	• Floods • Earthquakes • Tornadoes • Other severe windstorms • Snow or ice storms • Severe extremes in temperature (cold or hot) • Pandemic diseases like influenza

(Canadian Centre for Occupational Health, 2019)

NOTE

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

DID YOU KNOW?

Many farms have confined spaces. Confined spaces require special planning, training and important steps to be taken before and after someone has entered. Each confined space requires its own rescue procedure.
In Alberta, a confined space is an enclosed or partially enclosed space that is not designed or intended for continuous human occupancy with a restricted, limited, or impeded means of entry or exit because of its construction and may become hazardous to a worker entering it because of :

(a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity, or toxicity,
(b) a condition or changing set of circumstances within the space that present a potential for injury or illness, or
(c) the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space

Confined spaces you may encounter on the farm include, but are not limited to, underground vaults, tanks, storage bins, manholes, pits, silos, process or disposal vessel, root cellars, bunkers, wells and rail cars.

EXERCISE:
EMERGENCY RESPONSE PLAN

Think of the potential emergencies on your farm. Complete the first part of the emergency response plan using the template. Leave the priority column blank for now.

Farm Name:		**Priority**
Site/Location:		
Completed by (your name):		
Date (today's date):		
Potential emergency Refer to your hazard assessment to determine which hazards could require rescue or evacuation (e.g., power outage, flood, structure fire, theft in progress)		

Prioritizing Potential Emergencies

Once you have identified the potential emergencies, it is important to review them to consider their priority. For each potential emergency identified, ask yourself **how serious could the consequences be and how likely is it to happen?**

Give each potential emergency a rating and prioritize them based off their assigned rating.

Severity	Likelihood		
	1 - Unlikely	2 - Might Happen	3 - Highly Likely
1 - Low	1	2	3
2 - Medium	2	4	6
1 - Low	3	6	9

EXERCISE: PRIORITIZING POTENTIAL EMERGENCIES

Review the list you created in the previous exercise and ask yourself the prioritizing questions to assign a rating to each emergency. From your list of high priorities, choose one that you will use in the remainder of this section for the exercises and write it below.

The high priority emergency I choose is _____

NOTE

For more detailed assessment tools to determine risk before priority, refer to Module 2 Hazard Identification and Assessment.

STEP 3: IDENTIFY RESOURCES

When it is time to identify resources, you can start by listing everything needed to deal with possible emergencies in all areas of the farm. This will include:

- Emergency equipment
- List and location of emergency facilities
- Location of fire extinguishers and neutralizers for chemical spills
- Ensure adequate first aid supplies and restock them periodically in all work locations and field vehicles
- Provide a tested and highly reliable way to call for emergency assistance
- Train more than one worker in first aid and CPR; ideally all workers should be trained in first aid, with that training kept up to date
- Ensure everyone knows who has first aid and CPR training

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

DID YOU KNOW?

Best Practice: Have you ever wondered what type of first aid resources you need for your farm? Part 11 and Schedule 2 of the Alberta Occupational Health and Safety Code provide a detailed explanation of what types of equipment, suppliers, and the number of first aiders that are appropriate for the size of your farm and the distance you are from medical assistance.

RESOURCES

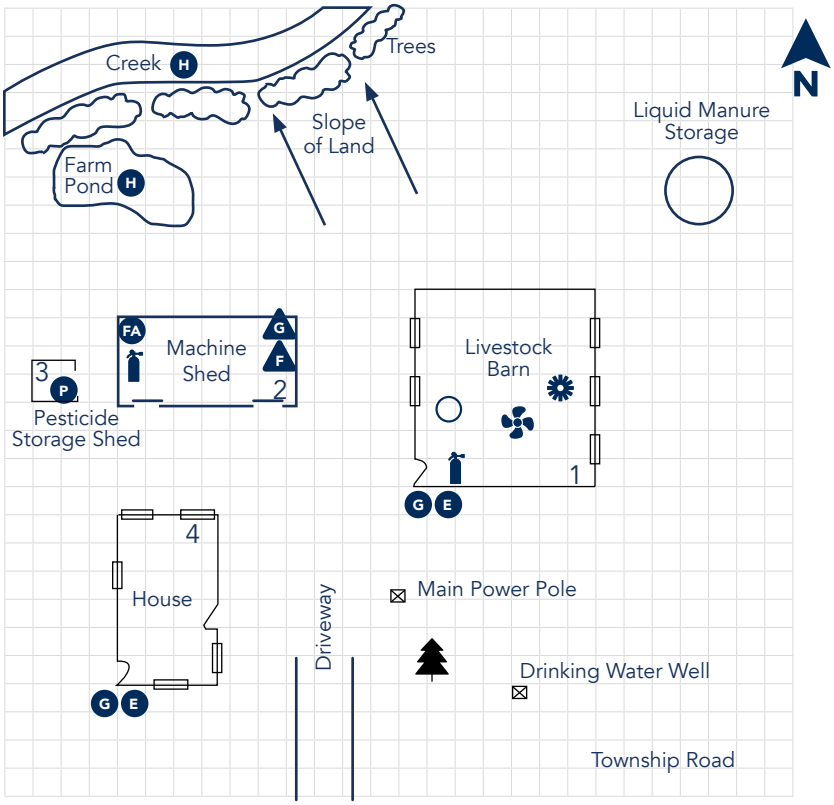
Go to your internet browser and search the following: **Alberta OHS Code Part 11**

Farm Site Map

All workers must familiarize themselves with the farm site map to ensure they are aware of the location of muster points, safety equipment and possible hazards should an emergency occur. Include your rural address, legal land description, the nearest intersection, and any important GPS coordinates on your farm site map to support getting help to where it is needed should an incident occur.

These maps are updated on a regular basis and posted throughout the farm. Main buildings are a good place to post maps, but you should also consider having maps in equipment, storage areas and at your personal residence. The more places you post the map, the better. Remember, if you need to call emergency services, it will be easier to explain your location or the location of somebody injured if you are ready with your map!

EXAMPLE: FARMSTEAD SITE MAP



Date Prepared: _____

Contact Name: _____

Phone Number: _____

Alternative Number: _____

Approximate Scale: _____

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

EXAMPLE: EMERGENCY RESPONSE PLAN RESOURCES

Using the emergency you selected earlier, complete the next parts of the emergency response plan using the template.

	EQUIPMENT	LOCATION	OPERATING PROCEDURES
EMERGENCY EQUIPMENT INCLUDING FIRE PROTECTION REQUIREMENTS (e.g., alarms, fire extinguishers, hoses, fire doors)			

	FACILITY NAME	ADDRESS/DISTANCE
LIST AND LOCATION OF EMERGENCY FACILITIES (e.g., fire station, hospital, police)		

Train Workers in First Aid

Another area that should be considered a resource is training workers in first aid. Ensure that the appropriate number of people on your farm operation have current first aid training. Knowing what to do in an emergency may be the difference between an injured person living or dying.

DID YOU KNOW?

It is important to train more than one person in first aid. If he or she becomes injured or has a health event, who will help this person? It is important to have a contact list of all farm workers so that they can be notified in an emergency.

EXERCISE: EMERGENCY RESPONSE PLAN FIRST AID

Using the example, you choose in the previous exercise, complete the next part of the Emergency Response Plan using the template.

FIRST AID (e.g. first aid kit – type and location; blanket, first aiders/shift, transportation)	First aid kit type:	Location:
	First aid supplies:	Location:
	First Aiders:	
	Transportation plan:	

FIRST AID RECORD

Make sure that your trained first aiders are aware of the location of the first aid supplies and how to record any first aid administered. As an employer, the legislation requires you to keep a record for every acute illness or injury that occurs at the work site in a record.

FIRST AID RECORD MUST CONTAIN:

- Name of the injured worker*
- Name and qualifications of the person giving first aid*
- Description of the illness or injury*
- Type or description of first aid treatment given to the worker*
- Date and time of the illness or injury*
- Date and time the illness or injury was reported*
- Where at the worksite the injury occurred*
- Work related cause of the incident, if any*
- Name of the person to whom the injury was reported
- Injured worker's signature
- First aid attendant's signature

**See Alberta Occupational Health and Safety Code Part 11 s.183*

DID YOU KNOW?

- First aid records must be kept for at least 3 years.
- Worker information needs to be kept confidential.
  - Whoever has custody of records must ensure that no person other than the worker has access to a worker's records unless it is in a form that does not identify a worker, or the worker has given permission.
  - A copy of the first aid report must also be given to the worker if the worker requests a copy.

WORKBOOK: FIRST AID RECORD

STEP 4: DOCUMENT EMERGENCY COMMUNICATION REQUIREMENTS

Creating the appropriate communication strategy as part of the emergency response plan will help your workers know what to do in an emergency and who can support them. The communication strategy should address:

- Relaying accurate information
- The use of reliable communications equipment
- Communications procedures
- Training of personnel

You will need to rely on your remote communications systems, alarms, routine emergency training sessions and feedback from everyone working on your operation to ensure that your system works. You will also need to ensure that your method of communication will work for isolated workers and those working alone.

Alarm and Emergency Communications

Communications can be handled through cell phones, two-way radio and single or multi-stage alarm system. It is also important to test your communication systems to ensure they are working. Having a backup method of communication is useful in case the first method fails.

DID YOU KNOW?

It is important to select one person to take charge of the situation and communicate directions during an emergency. This individual must be familiar with your farm's emergency response plan, be able to communicate clearly, stay calm under pressure and provide clear direction to others. It is essential to have a back up person assigned and trained for this role, especially if the designated person will at times be away from the farm.

EXERCISE: ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS

Using the example that you choose previously, complete the next part of the emergency response plan using the template.

Alarm and emergency communication requirements	

WORKBOOK: EMERGENCY CONTACT LIST

Rescue and Evacuation Procedures

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

There are two types of procedures that need to be developed in your emergency response plan:

Rescue Procedure: procedure to bring workers out of a dangerous place or situation when they are unable to leave it on their own. A rescue procedure would be appropriate for such situations as a confined space rescue or rescuing a worker who is suspended by their fall protection equipment, as opposed to a structure fire where fire services would need to perform the rescue.

Evacuation Procedure: procedure to let workers know how to exit the farm safely during an emergency. The purpose of an evacuation procedure is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential emergency event.

NOTE

Think about ways first responders may need to reach and evacuate a seriously injured person in the following areas:

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

EXERCISE: RESCUE AND EVACUATION PROCEDURES

Using the example you selected earlier, complete the next part of the emergency response plan using the template.

	PROCEDURES
RESCUE & EVACUATION PROCEDURES	

Emergency Response Procedures

This section will help you provide workers with the actions they need to take for each emergency you have identified.

TIPS FOR WRITING EMERGENCY RESPONSE PROCEDURES

Be Specific: Emergency response procedures must be specific to your farm operation and the location of the work.

Be Systematic: Your emergency response procedures will require specific tasks to be completed in a timely manner during an emergency. Think things through carefully from start to finish for each emergency.

Be Practical: Make sure what you're planning will work in the event of an emergency.

- Will the time of day or year impact the plan?
- Does the location of the muster point make sense?
- What security measures are in place and need to be considered?

(Alberta Government, Labour, 2018)

EXAMPLE: PLANNING FOR EMERGENCY RESPONSE PROCEDURES

Example	
Fire Emergency Response Procedure	**In case of fire, call 9-1-1.** 1. Don't place yourself, your family or workers at risk. Stay out of burning buildings, vehicles and equipment! 2. Eliminate the source of the fire, only if safe to do so. 3. Assess the extent of the fire; if it is small (i.e., the size of a backpack), not between you and the exit, you are trained and it is safe to do so, you may attempt to extinguish the fire. If the attempt fails, the fire is growing or other hazards are present, proceed to step 4. 4. Call 9-1-1 and be prepared to answer their questions regarding the location and the situation. 5. Evacuate and proceed to the muster point.
Flood Emergency Response Procedure	**If we must evacuate in the event of a flood:** 1. Always follow evacuation orders and the instructions of local emergency authorities. 2. Shut and lock doors and windows, including barn doors and gates. 3. Shut off water supply and power to buildings at the breaker panels. 4. Leave natural gas service on unless otherwise directed by officials. 5. If time permits, consult the electricity or gas provider for instructions on how to proceed (or include details here based on previous discussions and direction given by utility providers).
Petroleum Spill Emergency Response Procedure	**In case of spills:** 1. Eliminate the source of the spill, if safe to do so. 2. Small spills can contaminate water and soil, so always clean them up! 3. Large spills are spills that create dangerous situations, are beyond your capability to control or are over 100 litres, call 9-1-1 for assistance from the fire department. 4. Containment is key. Use a spill containment tray, construct berms or divert flow to prevent spread of fuel. 5. Apply, as required, absorbent material. On this farm, it is kept in the [xxx] a) Assess extent of spill: • Did the petroleum reach surface water? • How much was released and for what duration? • Did any damage occur to property, fish or wildlife or their habitat, or a worker? • Did the spill leave the property? • Can the spill potentially reach surface waters? • Could a future rain event cause the spill to reach surface waters? • Are potable water sources (wells or surface water) in danger? b) Contact the Alberta 24-Hour Environmental Hotline at 1-800-222-6514 for recommendations on disposal options for any material, soil or liquid contaminated with petroleum and for further direction.

Example	
Fertilizer Spill Emergency Response Procedure	**In case of spills:** 1. Eliminate the source of the spill, if safe to do so. 2. For spills that create dangerous situations, are beyond your capability to control or are over 50 kilograms or 50 litres, call 9-1-1 for assistance from the fire department. 3. Put on appropriate personal protective clothing. 4. Containment is key. Use a spill containment tray, construct berms or divert flow to prevent spread of fuel. 5. Assess the extent of the spill: • Did the fertilizer reach surface water? • How much was released and for what duration? • Did any damage occur to property, fish or wildlife or their habitat, or a worker? • Did the spill leave the property? • Can the spill potentially reach surface waters? • Could a future rain event cause the spill to reach surface waters? • Are potable water sources (wells or surface water) in danger? 6. If appropriate, clean up the site by removing both fertilizer and soil from the site. This mixture of soil and fertilizer could be spread on crop land as a fertilizer. 7. Contact the Alberta 24-Hour Environmental Hot-line at 1-800-222-6514 for recommendations on disposal options for any material, soil or liquid contaminated with fertilizer and for further direction.

NOTE

These examples will be helpful for your own planning.

EXERCISE: EMERGENCY RESPONSE PROCEDURES

Using the example you chose previously, complete the next part of the emergency response plan by applying the following template. For this exercise, it is not necessary to write more than 4 to 5 steps for your emergency procedure.

EMERGENCY RESPONSE PROCEDURE (Step by step procedure to be followed for each identified emergency)	**EMERGENCY SITUATION**	**STEPS**

Emergency Response Training and Requirements

Trained workers are a valuable resource during an emergency. Knowing what types of training your workers have received will allow you to designate workers to specific tasks.

HINTS FOR ASSIGNING SPECIFIC TASKS TO WORKERS

- Where possible, assign different tasks to different people and cross train as needed. One person cannot realistically be responsible for every task. The plan and procedures need to be flexible enough to account for changing levels of staffing and other situational variables.
- Make sure the individuals you designate to lead the response are willing, capable, and will be trained to perform the task competently.
- Assign designated emergency response workers for every shift. Ideally, backup workers who have been trained in a specific role will be available to respond in the event they are needed. However, organizations that have limited staff during particular shifts may assign multiple roles to an individual worker.

(Alberta Government, Labour, 2018)

NOTE

"Workers must not undertake tasks or assignments that they are either unable or not prepared to do in a healthy and safe manner. Even in an emergency situation, a worker has the right to refuse dangerous work (Alberta Government, Labour, 2018)."

EXERCISE:
EMERGENCY RESPONSE TRAINING AND REQUIREMENTS

Think about the workers on your farm and complete the next part of the emergency response plan using the template.

EMERGENCY RESPONSE TRAINING AND REQUIREMENTS List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evacuation procedures.	POSITION OR NAME			TRAINING RECEIVED	FREQUENCY
	AM shift	PM shift	Night shift		

STEP 5: TRAINING AND COMMUNICATION

Everyone on the farming operation should be trained in the farm's emergency response plan, and having workers trained to take on specific roles during an emergency better prepares them for their future role.

? DID YOU KNOW?

An effective training program not only provides knowledge and skill, but has the workers demonstrate their competency in the area of training.

CREATING A TRAINING PROGRAM

1. Identify who needs what type of training. Be sure that the training matches their assigned roles.
2. Decide who will provide the training (in-house, consultants, online learning or emergency professionals).
3. Determine how often workers will be trained and when their skills and knowledge will need to be refreshed.
4. Keep records of training – who received the training, what the training was, successful or unsuccessful completion, date of training.

(Alberta Government, Labour, 2018)

EXERCISE: EMERGENCY RESPONSE TEAM SUMMARY RECORD OF TRAINING

Think about the workers on your farm and complete the next part of the emergency response plan using the template.

EMERGENCY RESPONSE PLAN TRAINING MATRIX

Company	Completed date:
	Reviewed date:
Address	

WORKER'S NAME	TRAINING COMPLETION DATE							DATE
	STANDARD FIRST AID		RESCUE & EVALUATION	EMERGENCY WARDEN	FIRE EXTINGUISHER	EMERGENCY RESPONSE PLAN	OTHER	
	INITIAL	RECERTIFY						

Equally important to training is communicating your emergency response plan to all workers on your farm.

REMINDERS ON COMMUNICATING YOUR EMERGENCY RESPONSE PLAN

- All health and safety information must be made readily available to workers and the joint work site health and safety committee or the health and safety representative, if there is one.
  - Any report, plan or developed procedures required under the Occupational Health and Safety Act must be in writing.
  - A paper, downloaded or stored electronic copy must be readily available for reference at the affected work site. Paper typically works best as anyone can access it without requiring a computer or log in.

- In addition to providing access to the written emergency response plan, employers must ensure workers are adequately trained in all matters necessary to protect their health and safety.
  - This includes training workers in emergency response.
  - Employers must consider including information about the emergency response plan and procedures during orientations, job-specific training and regular staff meetings. Always keep a record of training that workers have received.

(Alberta Government, Labour, 2018)

? DID YOU KNOW?

Workers have the right to know about health and safety information in the workplace.

STEP 6: PRACTICE, DOCUMENT AND UPDATE

The most effective way to learn what to do and evaluate whether your system works is to conduct a emergency exercise.

Emergency Exercises

At least once a year test your plan; pick a location, situation and create a mock emergency. Emergency exercises may cover multiple scenarios, or you may opt to run more than one emergency exercise. By conducting an emergency exercise, you will be able to confirm whether the people working on your operation know how to respond to an emergency situation. Safety meetings are an ideal opportunity to run emergency exercises and review emergency response plans for effectiveness and ensure they are up to date. If it goes smoothly and all your procedures are followed, congratulations!

You may have practiced an evacuation procedure, but had a worker fail to report to the identified muster point. Results of this emergency exercise would suggest you need to provide additional training on the details of the plan. In some cases, details of the plan may need to be changed or revised.

You can learn just as much from a real emergency as you can from a simulated emergency. If you have had a real emergency on your farm, take some time to review your response. What could you have done different or better?

Don't let the opportunity to improve your emergency response plans go to waste! If corrective actions are needed as a result of your review, ensure the corrective actions are carried out in a timely fashion and that they are communicated to everyone affected by the changes.

NOTE

If there is confusion, you will need to do additional training and possibly make modifications to your plan. This is done so that should a real emergency situation arise, it will be handled effectively.

Once you have tested your plan, you will need to consider the results of the test and whether further changes will need to be made.

Record Keeping

Throughout this manual, you have been reminded about the importance of record keeping. Emergency response is no exception! Some things you will want to ensure you document within the emergency response module of your safety system include:

- Training provided to workers on their responsibilities within the emergency response procedures
- Emergency exercises that have been conducted, analysis of the results and any action taken
- Real emergencies that have taken place
- Anytime a plan needs to be changed as a result of an incident investigation or near miss

BENEFITS OF DOCUMENTING YOUR PLAN, TRAINING AND TESTING

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

(Alberta Government, Labour, 2018)

WORKBOOK: RECORD OF EMERGENCY EXERCISE

Review

Your emergency response plan is only effective if it is updated regularly. Placing a priority on ensuring the safety of your workers only reinforces your commitment to health and safety practices on your farm.

TIPS FOR EMERGENCY RESPONSE PLAN REVIEW

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

CONCLUSION

In this module, you learned:

- To create the emergency response portion of a health and safety management system.
- The purpose of an emergency response plan and the sections of legislation that support it.
- The steps involved in creating an emergency response plan and how to record information within the template using personal examples.
- Strategies to prepare workers for training, communication and emergency exercise practice.
- The importance of keeping and updating documentation to ensure accuracy.

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the Emergency Response Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES

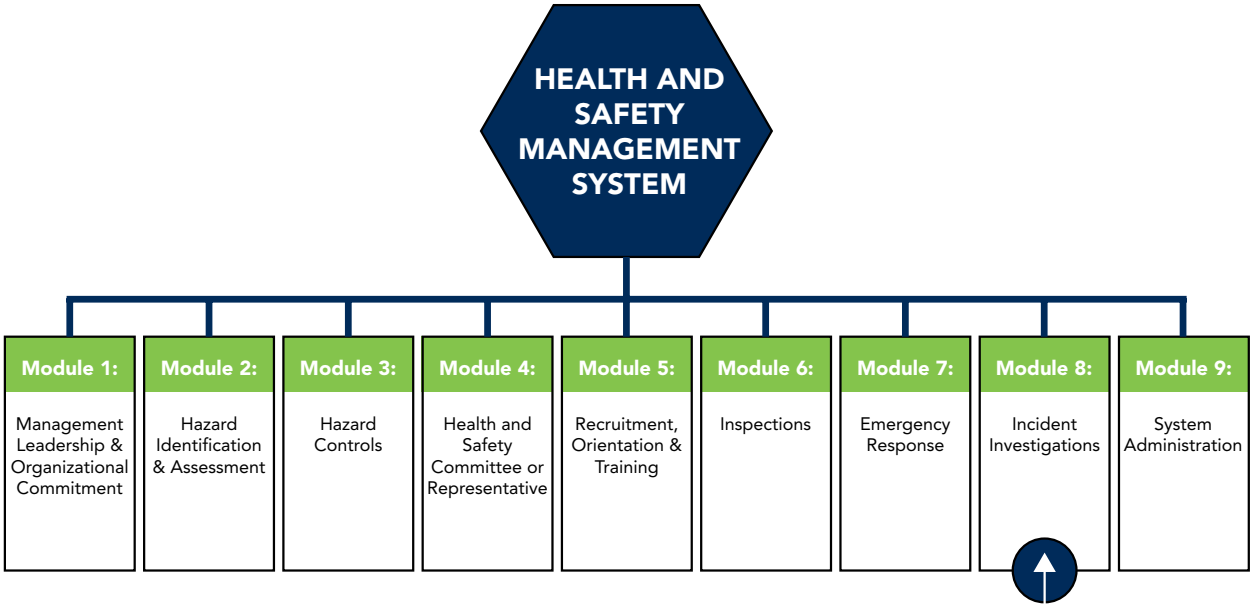
INCIDENT INVESTIGATION

At the end of this module, participants will be able to:

1. Create the incident investigation portion of a health and safety management system.
2. Describe investigation types and outline the importance of incident reporting policies and procedures.
3. Explain the process of investigating incidents and using the root cause analysis model to determine the factors that contributed to the incident.
4. Describe how reporting and corrective actions support the investigation process.
5. Review the responsibilities of an occupational health and safety officer during an investigation and resources for assistance.

INTRODUCTION

In the last module we focused on emergency response and how to prepare for an emergency before it happens. In this section, we will focus on incident investigations as part of your health and safety management system.



As much as you take the necessary steps to create a safe working environment within your farm operations, sometimes incidents can occur. In Section 40 of the Occupational Health and Safety Act, it requires that any death, serious injury or incident or potentially serious incident be reported as soon as possible.

RESOURCES

Go to your internet browser and search the following:

OHS Act, Regulation and Code – Alberta.ca

DID YOU KNOW?

Even if you only have one employee, as an employer and you are obligated under legislation to protect their health and safety. Incident investigations help do this by finding the cause(s) of an incident and identifying measures that you can apply in order to prevent it from happening again. Ensuring that your incident investigations are complete and documented will also support you should a copy of the incident investigation report ever be requested by Occupational Health and Safety.

When an incident occurs, you need to be prepared to act quickly and understanding the process to follow will help you do so. There are several reasons why you should investigate an incident:

- Most importantly, to find out the cause of incidents and to prevent similar incidents in the future
- To fulfill any legal requirements
- To determine the cost of an incident
- To determine compliance with applicable regulations (e.g., Occupational health and safety, criminal, etc.)
- To process workers compensation

(Canadian Centre for Occupational Health, 2019)

No one wants incidents to occur, but if they do, we need to ensure that we can learn from them and not make the same mistakes in the future.

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

Incident Investigation: an investigation into the cause of a hazardous or potentially hazardous incident that occurs at a work site. Its purpose is to identify the cause(s) of the incident and identify ways to prevent the same type of incident from occurring again.

Incident Investigation Report: a document that outlines the sequence of events that can be used to describe what happened in an incident.

DISCUSSION: INCIDENT EXPERIENCES

What types of incidents have you encountered on your farm? Have you either conducted or been part of an incident investigation?

INVESTIGATION BASICS

Ultimately, the purpose of an investigation is to figure out the cause of the incident and take steps to prevent it from happening again. The focus during an investigation should be on determining the facts so corrective actions can be made. It should not be about assigning blame or fault. When participating in an investigation, your role is very much like a detective, searching for information that is factual to help you understand some of the root causes of the incident. Once these root causes are identified, you can adjust your standard operating procedures and training accordingly.

? DID YOU KNOW?

Failing to take the time to identify the root causes of an incident can put workers safety in jeopardy in the future.

TYPES OF INVESTIGATIONS

The purpose of investigations is to identify causes and take steps to prevent the incident from occurring again in the future. You will need to conduct an investigation for various types of events. Investigations should be conducted for:

- Incidents, such as injuries, illnesses, property damage or environmental damage
- Unsafe work refusals

Near misses, also called no loss incidents, are events that had the potential to result in injury, illness, property damage or environmental damage; treat unsafe conditions and unsafe behaviours (that have not yet become incidents) as near misses.

Near Miss: also called a no loss incident, is an unintentional or undesired event that under slightly different circumstances could have resulted in injury, illness, damage or other loss.

Unsafe Work Refusal: Workers have the right to refuse work if they believe on reasonable grounds that there is a dangerous condition at the work site, or that the work is a danger to themselves or others and that the hazards present are not normal to the job.

You will be required by legislation in Alberta to conduct investigations for serious incidents, however, the hazards that result in near miss incidents are often similar to the hazards that result in significant loss. Conducting investigations for each type of incident will enable you to take corrective actions to keep people safe, prevent loss, support a positive safety culture and show due diligence.

THE RATIO STUDY

A study conducted in 1969 by Frank E. Bird Jr. analyzed 1,753,498 incidents that occurred at 297 companies and revealed the following:

For every major injury, there was:
- 9.8 reported minor injures
- 30.2 reported damage injuries
- Approximately 600 no-loss (near-miss) incidents

The study has been depicted in the triangle below, and commonly referred to as the *Ratio Study*. It illustrates that many near misses occur for every serious injury. By acting in response to near misses, we can prevent major injuries or fatalities.

(Bird, F. E., Germain, G. L., & Clark, M. D.,2014)

INCIDENT REPORTING POLICY AND PROCEDURE

Creating an incident reporting policy and procedure can help you establish a standard with regards to incident reporting on your farm. It is important to have a standardized process for how incidents and near misses are reported so that workers know what to do if they witness or are involved in one.

DISCUSSION: FAILURE TO REPORT

There can be many reasons why workers fail to report incidents, what are some reasons you have encountered? How could you use an incident reporting policy to encourage workers to report incidents more often?

Use the following steps to create an incident reporting policy and procedure:

STEP 1

- Create a written policy that establishes requirement to:
  - Report all incidents (injury, workplace related illness, property damage), near misses and unsafe work refusals.
  - Participate in the incident investigation process
  - Identify indirect, direct and root causes
  - Identify corrective action(s), designate someone to be responsible for their follow-up and to establish timeline for completion

STEP 2

- In the policy, include a time frame for reporting and the positions on the farm who the incidents, near misses and unsafe work refusals should be reported to.

STEP 3

- Create a step-by-step procedure detailing how to report incidents, near misses and unsafe work refusals.
- Develop a standard report form to capture the details.

STEP 4

- Train employees on how to report incidents, near misses and unsafe work refusals according to your farm's policy and procedure.
- Include periodic refresher training during team or safety meetings to reinforce the importance of incident reporting.

NOTE

Workers will need to have a solid understanding of what needs to be reported and how they should be reporting it.

IMPORTANCE OF REPORTING

It is easy to let near misses go without reporting since no one was injured or killed. However, by reporting and investigating near misses, you will be able to put controls in place to ensure that the incident does not occur again. Take a moment and image if it did happen again, except this time someone was seriously injured or died. From a psychosocial perspective, the effects would be devastating to all involved parties. From a due diligence perspective, what would a judge think if you had a previously identified hazard that you did not correct and someone lost their life because of it?

WORKBOOK: INCIDENT REPORT

WORKBOOK: HAZARD ID/NEAR MISS REPORT

Incident Investigation Policy and Procedures

When incidents occur, they need to be investigated properly by individuals who are trained. In any investigation, it is important to accurately identify the root cause to prevent future incidents.

Your incident investigation policy should address such things as the type of training that is required to competently perform an incident investigation, what positions will be involved in the investigation and what their responsibilities would be during an investigation, who needs to review and sign off on the investigation, etc. In contrast, your incident investigation procedure should guide the reader step-by-step through the investigation process. Systematic, well thought-out investigation procedures will increase the quality of your investigations and your findings!

SHOULD THE IMMEDIATE SUPERVISOR BE A MEMBER OF THE INCIDENT INVESTIGATION TEAM?

It can be beneficial to have the supervisor on the incident investigation team as they will likely be the most knowledgeable about the work being performed and the associated hazards. However, it is possible that they may make an effort to explain away their role in an incident. By having a trained and skilled incident investigation team in place reviewing all of the incident investigation findings and recommendations thoroughly, this type of situation should not be an issue.

BASIC STEPS OF AN INCIDENT INVESTIGATION

1. Respond immediately to the incident
   - Eliminate any hazards, if safe to do so
   - Call 9-1-1 if the situation is unstable, dangerous or worsening or an injury requires it
   - Care for anyone who is injured
   - Make any necessary notifications
2. Secure the scene
   - Remove all non-essential personnel
   - Protect the area from entry and disturbance, such as by taping off the perimeter using caution tape or locking the building to prevent access
   - Do not move or disrupt items unless absolutely necessary
3. Begin the incident investigation as soon as possible
   - Interview witnesses as well as anyone who can provide information
   - Study the scene for evidence; the four categories of evidence are People, Positions, Parts and Paper
   - Collect and investigate the evidence
4. Analyze the evidence collected and identify the causes
   - Direct Cause: action, event or force that starts or leads to the incident.
   - Indirect Cause: cannot cause in incident on its own, but contributes to the outcome. There may be several indirect causes for a single incident.
   - Root Cause: the source of the direct and indirect causes. It is possible to have more than one root cause.
5. Identify corrective actions
   - Once you have identified the cause(s) of the incident, determine appropriate measures (corrective actions) that you can put in place to prevent it from happening again
6. Complete your incident report
   - The report should include a summary of what happened, the findings and the corrective actions
   - Have the report signed by the person who completed it and a senior member of the farm. You may choose to have it signed by others, such as area supervisors as per your farms incident investigation policy.
7. Implement the corrective actions
   - As with any corrective actions, be sure to assign responsibility to someone and set a realistic timeline for completion
   - Follow up on the corrective actions to ensure they have been completed and are working as intended
8. Communicate the findings and outcome
   - Communicate general findings without disclosing too much information, identifying involved parties or breaching confidentiality
   - Keep the focus on moving forward and the actions that you are taking, or have already taken, to prevent a recurrence and keep your farm a safe and health place to work

AFTER AN INCIDENT, WHO RELEASES THE SCENE AND WHEN DOES IT GET RELEASED?

The simple answer is, it depends. For minor incidents, the person in charge of health and safety on your farm or another person delegated with the authority to release the scene will advise when to do so only after the investigation requirements are met.

If a worker has been injured and requires medical attention, you may have to wait for an update to find out if the injured person was admitted into hospital or has been referred to a surgeon, as Alberta Occupational Health & Safety may need to be notified if this happens.

For incidents which are reportable to Alberta Occupational Health & Safety, the decision to release the scene will be made by Alberta Occupational Health & Safety. These types of incidents include:

- A death
- A worker being admitted to hospital
- An unplanned or uncontrolled explosion, fire or flood that causes or may cause a serious injury
- The collapse or upset of a crane, derrick or hoist
- The collapse or failure of any component of a building structure

WORKBOOK: INCIDENT REPORTING AND INVESTIGATION POLICY

STRENGTHENING YOUR POLICIES AND PROCEDURES

In addition to the standard procedures for investigations, it is also important to consider ways to strengthen your other policies and procedures. This can be done by paying attention to:

- Communication
- Unsafe Work Refusals
- Sign-offs

Consideration	Explanation
Communication	• Make workers aware of investigation policies and procedures. • Share investigation results with workers at safety meetings and post results at the work site. • Not everyone needs to actively participate in the incident investigation processes, however, all workers should be able to describe what the process is and what involvement looks like from themselves, supervisors and management.
Unsafe Work Refusals	• As part of your incident reporting and investigation procedures, you will need to develop a plan to deal with unsafe work refusals. • During their orientation, you will need to inform workers of their three basic rights. One of those rights is to refuse unsafe work. If a worker refuses to do a particular job or task based on their belief that the job or task presents a danger to them or others which is outside the normal hazards of the job, you will need to rectify the situation. • If you cannot rectify the situation immediately, you will need to investigate the circumstances for the refusal. • The investigation should help you determine what has caused an unsafe or dangerous situation, and how you can manage the situation. • The investigation will take place similarly to that of any other injury, spill, or property damage incident. • The main difference is the unsafe condition or circumstance has not yet resulted in loss. •Treat unsafe work refusal investigations like near miss incidents – now is your chance to prevent loss!
Sign-Off	• Once an incident investigation has been completed, the most senior position on the farm should review and sign off. • This is important to ensure any follow-up action required as result of the investigation has been carried out. • As a farm owner or manager, signing off on each investigation report will help you stay up to date on system progress and also help demonstrate your commitment to health and safety initiatives on your operation.

INVESTIGATING AN INCIDENT

When an incident occurs, there are several steps to follow to investigate.

ONCE AN INCIDENT OCCURS

- Provide first aid and medical care to injured person(s) and prevent further injuries or damage.
- Report the incident occurrence to a designated person within the organization.

THE INVESTIGATION MANAGER OR TEAM

- Scene management and scene assessment (secure the scene, make sure it is safe for investigators to do their job).
- Witness management (provide support, limit interaction with other witnesses, interview).
- Investigate the incident, collect data.
- Analyze the data, identify the root causes.
- Report the findings and recommendations.

THE FARM OPERATION

- Develop a plan for corrective action.
- Implement the plan.
- Evaluate the effectiveness of the corrective action.
- Make changes for continual improvement.

(Canadian Centre for Occupational Health, 2019)

INVESTIGATION TRAINING

Provide training to those responsible for conducting incident investigations. As discussed in the Recruitment, Orientation & Training module, ensure that you document the training received. Those who are responsible for reviewing completed investigations should also receive training. Without an understanding of the fundamentals of investigations, reviewers might not know what to look for and this may cause conflict with the investigators. It is important for everyone involved in the process to know the purpose of investigations so that the same incident is not repeated. Investigators and those who review the investigation must understand that you want to find out the facts rather than place the blame on someone. When investigating, there are several different people you can choose from to help depending on the type of incident.

CHARACTERISTICS OF INVESTIGATORS

- Experienced in incident causation models,
- Experienced in investigative techniques,
- Knowledgeable of any legal or organizational requirements,
- Knowledgeable in occupational health and safety fundamentals,
- Knowledgeable in the work processes, procedures, persons, and industrial relations environment for that particular situation,
- Able to use interview and other person-to-person techniques effectively (such as mediation or conflict resolution),
- Knowledgeable of requirements for documents, records, and data collection; and
- Able to analyze the data gathered to determine findings and reach recommendations.

(Canadian Centre for Occupational Health, 2019)

? DID YOU KNOW?

The size of your farm, the type of incident and what you have outlined in your incident investigation policy will determine who is on your incident investigation team. The team can be made of the following members:

- Employees with knowledge of the work
- Supervisor of the area or work
- Safety officer
- Health and safety committee or health and safety representative
- Union representative, if applicable
- Employees with experience in investigations
- Experts from outside the organization
- Representative from local government or police

CAUSES OF INCIDENTS

Do you remember the definitions of an incident and a near miss from earlier in this module? Should an incident occur, regardless of whether there was any damage or injury, consider it a warning and learn from it. Conduct an investigation to determine the root cause(s) of the incident and then adjust your standard operating procedures and training accordingly.

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

- The immediate events leading up to it.
- What contributed to the incident, such as unsafe actions or conditions, maintenance, training, external influences (weather, distraction, stress, etc.).
- The direct, indirect and root cause(s) that set the stage, such as inadequate leadership, insufficient safety policies or work standards, poor maintenance, lack of training and/or unsafe attitudes.

Carefully look at what happened and try to understand why it occurred. Consider all possible influencing factors, including weather, operator training, excessive overtime being worked, maintenance and inappropriate use of equipment. Interviews help reconstruct what happened and why. You should interview anyone who can provide information about what happened.

A witness does not have to be someone who saw what happened, it can also be someone who heard something, someone who was at the location shortly before the incident occurred, someone who came upon the incident shortly after it happened, or someone who was involved in some other way.

QUESTIONS AN INCIDENT INVESTIGATION NEEDS TO ANSWER

- Who was involved?
- What happened?
- Where did the incident happen?
- When did it happen?
- Why did the incident happen (direct, indirect and root causes)?
- How can a similar incident be prevented?

Study the Scene

1. People

- Obtain eye and "ear-witness" testimony about what happened before, during and after the incident
- This is the most fragile type of evidence as a result of forgetfulness, rationalization, influence of others, etc.

2. Positions

- Where were the people positioned?
- Where was the object, equipment or tool located?
- The position of equipment, objects, people, etc. can be easily compromised by investigators, bystanders and people who are eager to return to work

3. Parts

- This includes at tools, equipment, machines and other objects
- These are easily moved or misplaced following an incident, so securing the scene is essential!
- Can provide evidence of defects, improper use, faulty installation or engineering and inadvertent abuse

4. Paper

- Should be collected before they are misplaced or altered, for example, a field level hazard assessment
- Includes safe operating procedures, training records, operating instructions, maintenance records, etc.

EXERCISE: INCIDENT INVESTIGATION QUESTIONS

Using your own example of an incident you are familiar with, answer the following questions.

QUESTIONS	DETAILS
WHO WAS INVOLVED?	
WHAT HAPPENED?	
WHERE DID THE INCIDENT HAPPEN?	
WHEN DID THE INCIDENT HAPPEN?	
WHAT WERE THE IMMEDIATE CAUSES?	
WHY DID THE INCIDENT HAPPEN (direct, indirect and root causes)?	
HOW CAN A SIMILAR INCIDENT BE PREVENTED?	

DISCUSSION: INCIDENT INVESTIGATION QUESTIONS

As a group, discuss whether the incident investigation questions would be helpful in establishing information following the incident. Why or why not?

The investigation process should be centered around facts. Making assumptions or finding fault in a worker who was involved in the incident will not help you identify causes and implement meaningful changes. You will need to stay objective and fair throughout the entire process. Once you identify the root cause(s), you can take action to prevent the incident from occurring again in the future.

Root Cause Analysis Model

"An investigator or team who believe that incidents are caused by unsafe conditions will likely try to uncover conditions as causes. On the other hand, one who believes they are caused by unsafe acts will attempt to find the human errors that are causes. Therefore, it is necessary to examine all underlying factors in a chain of events that ends in an incident."

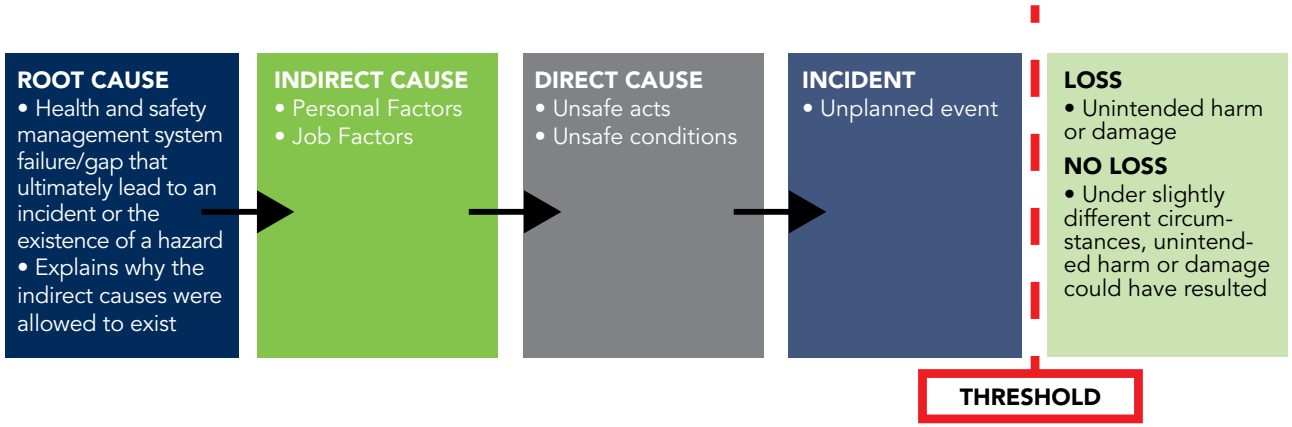
(Canadian Centre for Occupational Health, 2019)

Root Cause Analysis: "allows the employer to discover the underlying or systemic…causes of an incident (Occupational Health and Safety Administration, 2016)."

DID YOU KNOW?

Even when there seems to be a simple explanation for why an incident occurred, there is seldom, if ever, only one single cause for it happening.

ROOT CAUSE ANALYSIS DIAGRAM



To be able to complete a thorough investigation, your need to look at the following:

Root Cause: The most basic cause (or causes) that if corrected, will prevent (or significantly reduce the likelihood of) recurrence.

Direct Cause: "the cause that directly resulted in the event (Phillips Service Industries, nd)."

Indirect Cause: the cause(s) that contributed to an event but, by itself, would not have caused the event (Phillips Service Industries, nd)."

Five Whys Root Cause Analysis Technique

While there are many root cause analysis techniques available, the Five Whys is one of the simplest. Typically, you should be able to obtain a root cause by asking "why?" five times, however you can keep going as many times as needed. For example:

Question 1: Why won't the truck start?
Answer: The battery is dead.

Question 2: Why is the battery dead?
Answer: The alternator is not working properly.

Question 3: Why is the alternator not working properly?
Answer: The serpentine belt is broken.

Question 4: Why did the serpentine belt break?
Answer: It was not replaced when worn

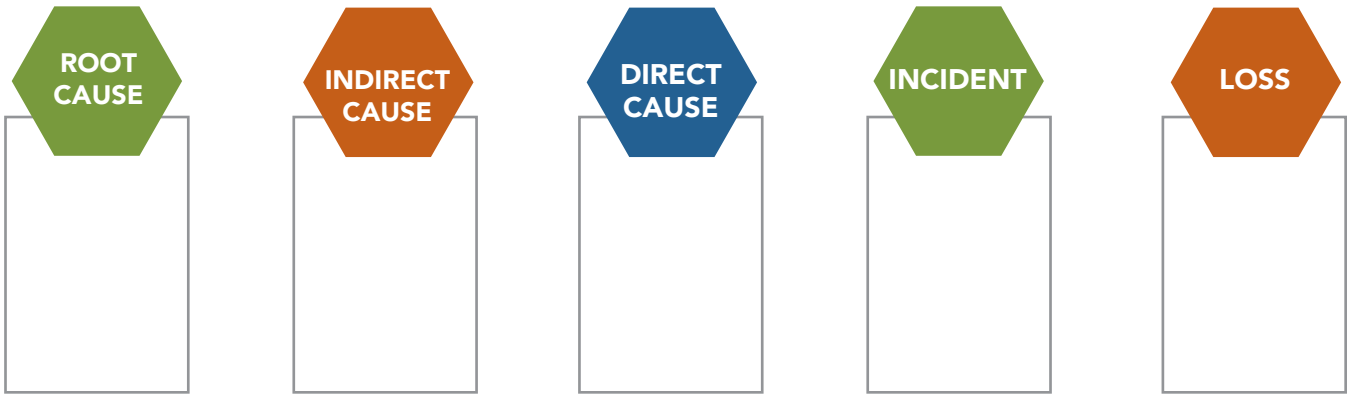
Question 5: Why was it not replaced?
Answer: The farm didn't follow the preventative maintenance schedule.

Question 6: Why didn't the farm follow the preventative maintenance schedule?
Answer: There farm doesn't have a preventative maintenance program.

Question 7: Why doesn't the farm have a preventative maintenance program?
Answer: The farm doesn't have a FarmSafe Plan…. you get the idea!

EXERCISE: ROOT CAUSE ANALYSIS

As a group, determine an incident and work through a root cause analysis together using the space below to record your answers.



DID YOU KNOW?

The easiest way to complete a root cause analysis is to start at the incident and work backwards.

COMPARING DIRECT AND INDIRECT CAUSES

The following table provides a list of the most common unsafe acts and unsafe conditions that lead to incidents.

Unsafe Acts: inappropriate actions taken by a person which are not as per the prescribed standard or practice and which can cause or are likely to result in an incident.

Unsafe Conditions: conditions that have the potential to cause an incident or had a critical role in triggering an incident.

EXAMPLE: DIRECT CAUSES

UNSAFE ACTS

- Failure to warn
- Failure to secure
- Operating at improper speed
- Making safety devices inoperable
- Removing safety devices
- Using defective equipment
- Using equipment improperly
- Failing to use personal protective equipment properly
- Improper loading
- Improper placement
- Improper lifting
- Improper position for task
- Servicing equipment in operation
- Horseplay
- Under influence of alcohol and/or other drugs

UNSAFE CONDITIONS

- Inadequate guards or barriers
- Inadequate or improper protective equipment
- Defective tools, equipment or materials
- Congestion or restricted action
- Inadequate warning systems
- Fire and explosion hazards
- Poor housekeeping/disorderly workplace
- Hazardous environmental conditions: gases, dusts, smokes, fumes, vapors
- Noise exposure
- High or low temperature exposures
- Inadequate or excessive illumination
- Inadequate ventilation

EXAMPLE: INDIRECT CAUSES

The following table provides a list of personal factors and job/system factors that lead to incidents.

Personal Factors: are circumstances or facts which influence a specific individual's actions and behaviours.

Job/System Factors: these are circumstances, facts or characteristics of the workplace.

PERSONAL FACTORS

- Inadequate physical/physiological capability
- Inadequate mental/psychological capability
- Lack of knowledge
- Lack of skill
- Physical/physiological stress
- Mental/physiological stress
- Improper motivation

JOB/SYSTEM FACTORS

- Inadequate supervision
- Inadequate engineering
- Inadequate purchasing
- Inadequate maintenance
- Inadequate tools, equipment, materials
- Inadequate work standards
- Wear and tear
- Abuse or misuse

EXAMPLE: ROOT CAUSES – LACK OF CONTROL

- Inadequate Programs and Management Systems
- Inadequate Program Standards
- Lack of Accountability Process for Safety/Allowing Unsafe Behaviour

REPORTING

There are two standard types of reporting that are completed when an incident occurs:

- Internal reporting
  - This includes your investigation findings and corrective actions
- External reporting
  - Reporting the incident to the Workers Compensation Board, if required, within 72 hours
  - Reporting the incident to the Occupational Health and Safety Contact Centre, if required, within 24 hours

NOTE

If you hold property or liability insurance, other additional reports may be required depending on the type of insurance you hold and your provider.

Reporting Internally

During and following the incident investigation process, reports are completed to document details about the incident and the corrective actions taken. At the end of the process, a written report is created to outline the sequence of events to describe what happened. It is important to remember that the readers of your report are likely hearing the details for the first time.

Incident Investigation Reports

During and following the incident investigation process, reports are completed to document details about the incident and the corrective actions taken. At the end of the process, a written incident investigation report is created to outline the sequence of events to describe what happened. It is important to remember that the readers of your report are likely hearing the details for the first time.

Incident investigation reports should include photographs, diagrams, witness statements and other relevant details. It is recommended to have two investigation reports; a detailed internal preliminary investigation report and a final investigation report. While it may seem like extra work, be assured that it is minimal but very beneficial.

The **preliminary investigation** report is for internal/farm information only. It should be quite detailed and include the direct, indirect and root causes, as well as the corrective actions.
The **final investigation report** should be very factual and to the point. It should include the root cause(s) that you have identified and the corrective action(s). This report should be signed by the parties identified in your incident investigation policy and procedure. This is the report that would be provided to Occupational Health and Safety, if requested.

DID YOU KNOW?

If you are unsure of certain events or circumstances, it is better to state that you don't know rather than making assumptions.

CORRECTIVE ACTIONS

Once you have identified the cause(s) of an incident, you can start to take corrective action. You will want to ensure investigations are conducted according to your farm's policies and procedures. There are two types of corrective actions to use following an incident that are written as reports:

- Interim Corrective Actions
- Full Corrective Actions

Corrective Actions: "a set of planned activities (action) implemented for the sole purpose of permanently resolving a problem. (Phillips Service Industries, n.d.)."

Interim Corrective Actions: initial corrective actions to "address the findings of your preliminary investigation and describe the recommended steps taken to prevent similar incidents (Work Safe BC, 2019)."

Full Corrective Actions: corrective actions, based on the findings of the full investigation, put in place to prevent similar incidents in the future.

Follow Up: "A review to determine if the corrective actions have been effective. (Phillips Service Industries, n.d.)."

NOTE

Have managers review and sign-off on investigation reports and ensure that appropriate corrective actions are implemented.

WHAT TO INCLUDE IN YOUR CORRECTIVE ACTIONS

- The unsafe conditions, acts, or procedures that made the corrective action necessary
- The corrective action(s) taken to prevent similar incidents from occurring in the future
- The names and job titles of those responsible for implementing the corrective action(s)
- The date of completion for the corrective action(s)

(Work Safe BC, 2019)

Workers will be curious to know what happened, especially to ensure their co-worker is doing well and for ways to ensure an incident isn't repeated in the future. If you need, go back and review Step 8: Communicate the finding and outcome from the Basic Steps of an Incident Investigation on page 168.

DISCUSSION

How would you communicate changes to work practices, policies or expectations to all workers as part of your corrective actions?

FACTORS TO CONSIDER WHEN CORRECTING PROBLEMS

- Adequacy of planning, training, orientation or supervision.
- Design of work areas or job procedures.
- Inadequate, defective or obsolete tools, machinery and equipment.
- Unusual circumstances, such as an emergency that requires workers to perform jobs they normally don't do.
- Jobs that are rarely performed, such as silo repairs.
- Instinctive behaviour of animals, chemical reactions, quality of tools or supplies.

MONITORING

It is important to keep track of the types, locations, and timing of incidents that happen over time. This allows you to identify trends and take actions that will prevent an incident from occurring.

NOTE

Look for any areas of the worksite where more incidents or particular types of injuries occur. Are you able to identify any trends? If certain types of incidents continue to happen, it is a signal to investigate further.

WORKBOOK: INCIDENT INVESTIGATION REPORT

POTENTIALLY SERIOUS INCIDENTS (PSI)

As of June 2020, the Alberta Government considers a Potential for Serious Incident (PSI) as any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person. A PSI is not limited to workers and it does not require the occurrence of an injury. At the time of publication, it is not required that an employer secure the scene of PSI.

This area of reporting continues to evolve, and the definition of PSI has changed a few times since it was introduced. It is recommended that you go to the Government of Alberta website, alberta.ca/report-potentially-serious-incidents.aspx, to view the current definition and reporting requirements. Additionally, it may be beneficial to speak with an AgSafe Advisor or seek advise from another professional, such as an Occupation Health and Safety Lawyer prior to making a report.

Reporting Externally

You may be legally obligated to make external reports if your farm experiences an incident, injury or work-related illness. It is important to know and understand the relevant legislation. Verify with your insurance provider what their reporting requirements are in the event an employee becomes injured or acquires a work-related illness. It is important that you know your requirements and timelines for reporting.

- Reporting to your private insurance provider or the Workers Compensation Board (WCB)
- Reporting to Occupational Health and Safety (OHS)
- Lost time or the need to temporarily or permanently modify work beyond the date of incident

REPORTING TO INSURANCE

If you have WCB coverage or private insurance for your workers, you will need to follow their rules when it comes to reporting. For example, WCB may require a report if the incident results in, or is likely to result in:

- A disabling or potentially disabling disease or condition caused by occupational exposure or activity (e.g., mental health concern, poisoning, infection, respiratory disease, dermatitis etc.)
- The need for medical or mental health treatment beyond first aid (e.g., assessment by physician, psychologist or mental health provider, physiotherapist, chiropractor, etc.)
- Incurring medical aid expenses (e.g., dental treatment, eyeglass repair or replacement, prescription medications, etc.)

RESOURCES

Go to your internet browser and search the following:

Worker's Compensation Board Alberta

- To find out more about the specific reporting requirements for farms with WCB coverage.

NOTE

Depending on the severity and complexity of the situation, it may be appropriate to obtain legal counsel from a lawyer familiar with occupational health and safety legislation.

REPORTING TO OCCUPATIONAL HEALTH AND SAFETY (OHS)

Under section 40 of the Occupational Health and Safety Act, the following incidents must be reported to Occupational Health and Safety:

- An or incident that results in the death of a worker,
- An injury or incident that results in a worker being admitted to a hospital, and for the purposes of this clause, "admitted to a hospital" means when a physician writes admitting orders to cause a worker to be an inpatient of a hospital, but excludes a worker being assessed in an emergency room or urgent care centre without being admitted,
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist,
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Reports can be made by contacting the OHS Call center at 1-866-415-8690
Callers need to be prepared to provide the following information:

- The location of the injury or incident.
- The time and date when the injury or incident happened.
- The name of the employer(s) involved.
- The name, job title and phone number(s) of the site contact.
- A general description of what happened.
- Additional information may be requested but is not limited to the following:
- The employer's relationship to the work site i.e. owner, prime contractor, contractor, or supplier.
- The injured worker's name and job title (if applicable).
- The name and location of the hospital where the worker was taken (if applicable).

(Government of Alberta, 2018)

Section 40(5) of the Act details the requirement to report incidents with the potential of causing serious injuries, (near misses), as well as the requirement to carry out an investigation.

If any of the incidents listed in section 40(1) occurs at a work site or if any other injury or any other incident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the employer shall

- Report the time, place and nature of the incident to a director of inspection,
- Carry out an investigation into the circumstances surrounding the injury or incident,
- Prepare a report outlining the circumstances of the injury or incident and the corrective action, if any, undertaken to prevent a recurrence of the injury or incident,
- Ensure that a copy of the report is readily available and provided to an officer on demand, and
- Provide a copy of the report to a director of inspection, the joint work site health and safety committee or health and safety representative, if applicable, or, if there is no committee or representative, make it available to workers once the investigation is complete.

DANGEROUS WORK REFUSALS

Workers have the right to refuse work if they believe, on reasonable grounds, that there is a dangerous condition at the work site or that the work itself is a danger to themselves or others without a fear of discipline. Employers are obligated under the Occupational Health and Safety Act to address health and safety concerns and control any hazards on he worksite. Key points to remember include:

- Workers have a right to refuse work that creates a dangerous condition.
- Dangerous conditions involves health and safety hazards not normal to the job.
- Employers and workers are required to work together to remedy the dangerous condition.
- A work refusal does not entitle the worker to abandon the work site unless necessary for health and safety reasons.

(Alberta Government, June 2020)

WHAT IS A DANGEROUS CONDITION?

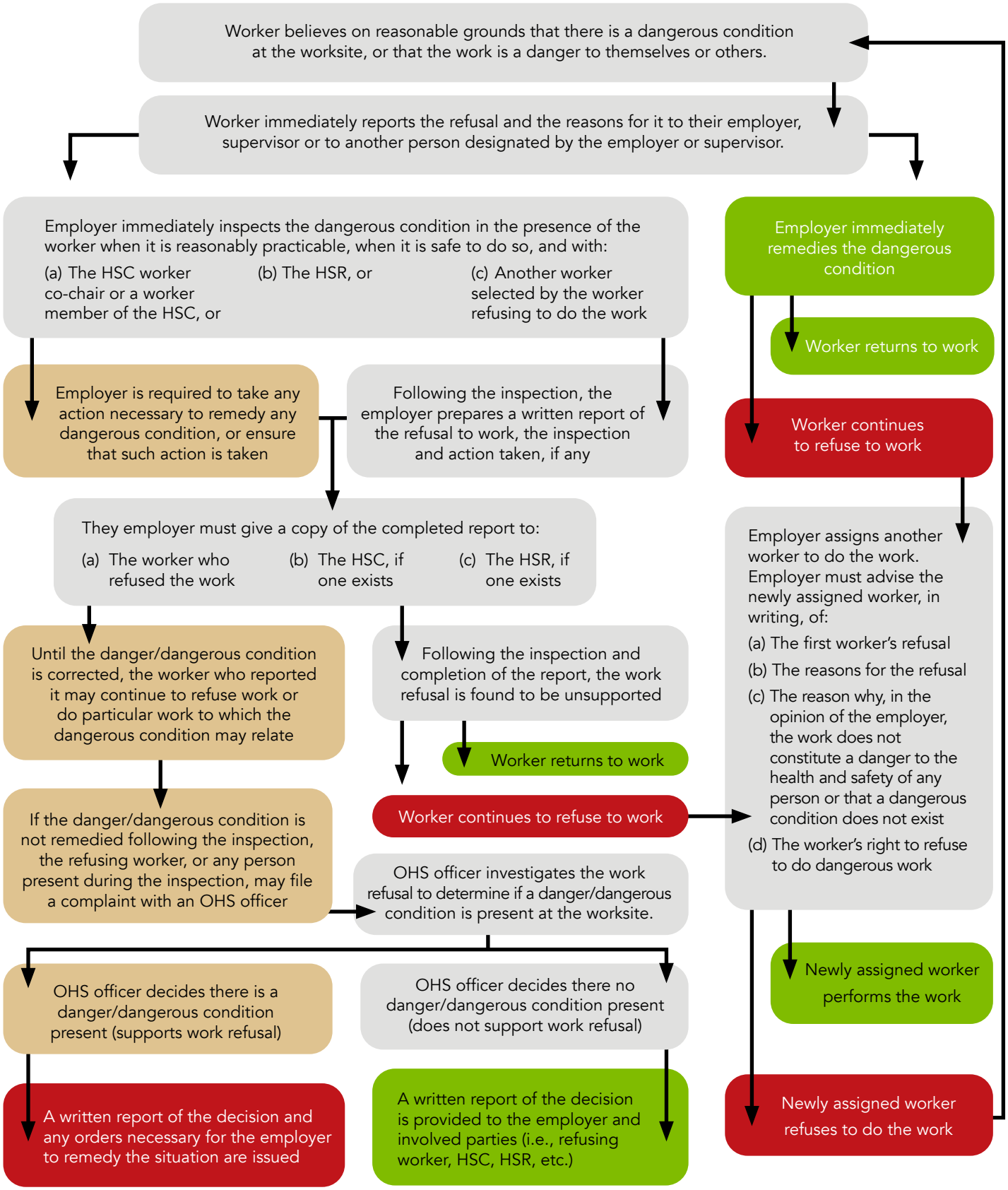
A dangerous condition is a risk that has been observed or experienced by the refusing worker. That means that hypothetical, expected or potential risks are not reasonable grounds for a work refusal, and should be brought to the attention of the employer and addressed though accepted hazard assessment and control measures.

In addition, Alberta Occupational Health and Safety deems dangerous conditions to include health and safety hazards that are not normal for the job or normal hazards that have not been properly controlled.

THE WORK REFUSAL PROCESS

Section 31 of the Occupational Health and Safety Act describes in detail the steps workers and employers must follow in the work refusal process. The flow chart that follows will be helpful should you have a work refusal on your farm.

DANGEROUS WORK REFUSAL FLOW CHART



RESPONSIBILITIES OF AN OCCUPATIONAL HEALTH AND SAFETY OFFICER

If an Occupational Health and Safety Officer conducts and investigation, there is a process that is followed.

Remember, when and incident occurs you can only disturb the scene (this includes any involved tools or equipment) if:

a) you have to attend to someone who has been injured or killed;

b) you have to take some action to prevent further injuries;

c) you have to protect property that is endangered as a result of the incident; or

d) you have been given permission to do so by an OHS officer or a peace officer.

ARRIVING AT THE INCIDENT SITE

- When Alberta OHS learns of a work site incident that is reportable under section 40 of the Occupational Health and Safety (OHS) Act, an OHS officer is assigned to conduct an investigation.
- The officer is tasked with investigating the incident to explain what has happened and ensure that other Albertans are not at risk.
- If the incident is a serious injury, fatality, or a high potential incident, the officer will visit the farm.
- Before arriving at the farm, the investigator will attempt to contact the farm operator to gather more information about the incident if appropriate information has not been provided.
- This will help the investigator arrive prepared for hazards that may still be present at the farm, or any other variables that may impact the investigation, and address any biosecurity concerns.

SECURING THE INCIDENT SITE

- The investigator will also direct the companies involved that the incident scene must remain secure and ask that witnesses of the incident could remain at the scene so that they can be interviewed.
- The investigator may also provide further direction depending on the incident. For example, if a person was injured by an auger the investigator may ask for the equipment to be turned off and secured.

INITIAL STEPS IN THE INVESTIGATION

Who will be there, what will they do?

- OHS officers usually work in partners or small teams – once they arrive at the farm, they will introduce themselves to the various people at the incident scene to understand who is present.
- If police are present at the incident, and their investigation is complete, they will release the incident scene to OHS and the OHS investigation will begin.
- Sometimes OHS officers will cordon off an area to make a visual boundary of the incident scene, or change a boundary already made by police.
- Every OHS officer is a little different on how they conduct an investigation. However, common activities will include attendance at the incident site, taking pictures and measurements, and interviewing people who may have information for the investigation.
- The order of these phases of the investigation could vary based on the particular incident.
- Depending on the size of the incident scene and complexity of the investigation, the OHS officer may call more people to attend the farm to assist them, such as engineers, surveyors and OHS technical advisors. This may take time to complete, but the officer will ensure they effect as little of the surrounding work site and work activities as possible.
- Items may be seized by the OHS officer to be examined off site. The officer will issue a receipt for the items. All items seized will be returned to their rightful owner.
- The OHS officer may request assistance from a Health and Safety Committee member or designated Health and Safety Representative if one exists.

COMPLETING THE INITIAL INVESTIGATION AND CORRECTIVE ACTIONS (ORDERS AND DEMANDS)

- Once the officer has completed their work at the incident site, they will meet with the involved parties and release the incident scene back to the appropriate regulated party (e.g., the farming operator).
- Compliance orders, stop work orders, stop use (e.g., machinery, equipment) orders, administrative penalties, and prosecutions can all be considered as enforcement tools to address non-compliance identified through the investigation.
- At that time or shortly after the officer's visit, there may be orders issued to parties involved to resolve any outstanding health and safety concerns to ensure that the same incident will not happen again.
  - An order is a directive issued from an OHS officer to a regulated party (e.g., employer, supplier, supervisor) to make sure the employer meets the minimum requirements outlined in OHS legislation.
- The order will have a due date by which the regulated party is expected to take the action required by the order.
- After the officer leaves the farm, they may ask for more information from the farm owner or employer in the form of a demand.
  - A demand is a document which lists out information the OHS officer is looking for regarding the incident.

For example, the officer may want to see a contract between the farm owner and a contractor they hired to complete something on their farm.

- The OHS officer may also ask to re-interview any people as more questions can arise during the investigation process. The location for the interviews will depend on what is convenient for everyone involved.
- Lastly, there is a statutory requirement for an investigation, and corresponding report, to be completed by a regulated party (either a prime contractor or employer) regarding all workplace incidents that are reportable to Alberta OHS.
  - At an appropriate time, the investigator will send an additional demand to the appropriate regulated party requesting their own investigation report (this could be several months after the incident). The regulated party may need to contact the farm owner or other regulated party to get the information required to complete their investigation. This investigation will often include corrective actions to help ensure the same incident from happening again.
- When the incident results in a life altering injury or a fatality, the officer will complete an OHS investigation report. Once the investigation is complete and all legal proceedings (if any) have been concluded, OHS will share the OHS investigation report with the involved parties. All fatality reports will then be posted on the Alberta OHS website.
- This could occur sometime after the incident date, as the statute of limitations is two years in Alberta. The involved parties can contact the OHS to ask questions about Alberta OHS, safety standards or the investigation process at any time at 1-866-415-8690.
- An order, or contact report, must be posted at a worksite until all orders in the contact report have been complied with.

WHAT ARE SOME THINGS THAT OHS MIGHT ASK FOR?

- Site orientation and worker training records (trade certificates if applicable)
- Hazard assessments
- Emergency response plan
- First aid training records
- Equipment certifications, specifications, maintenance schedules, owner's manual

Depending on the type and severity of the incident, you may want to make one of your first calls be to an occupational health and safety lawyer. They will be able to advise you and assist you through the OHS investigation and beyond if necessary.

Remember the section Federal Legislation and the Criminal Code of Canada on page 17? The Westray Memorandum of Understanding explains the protocols between police and occupational health and safety officers for investigating serious workplace incidents. This memorandum can be found on the Alberta Occupational Health and Safety website should you wish to read it.

RESOURCES

Go to your internet browser and search the following: OHS Incident Investigations – Alberta.ca

AGSAFE ALBERTA HOT-LINE FOR INCIDENT ASSISTANCE

In the event that your farm experiences a serious incident or a compliant has been made to Occupational Health and Safety, a response from Occupational Health and Safety Officers may follow. AgSafe Alberta is dedicated to providing assistance to farms as they work through this process.

AgSafe ALBERTA **1-833-9AGSAFE (1-833-924-7233)**

HOT-LINE SUPPORT INCLUDES:

- On-site or over-the-phone assistance
- Working through stop work/use orders or demands issued by OHS
- Information on applicable reporting requirements
- Information on return-to-work programs for injured workers

WHEN TO CALL THE HOT-LINE?

- You've had a serious incident or near miss occur on your farm
- OHS has arrived on your farm to perform an inspection or investigation or has advised they will be making a visit to your farm
- You're unsure of the reporting requirements for OHS in Alberta

CONCLUSION

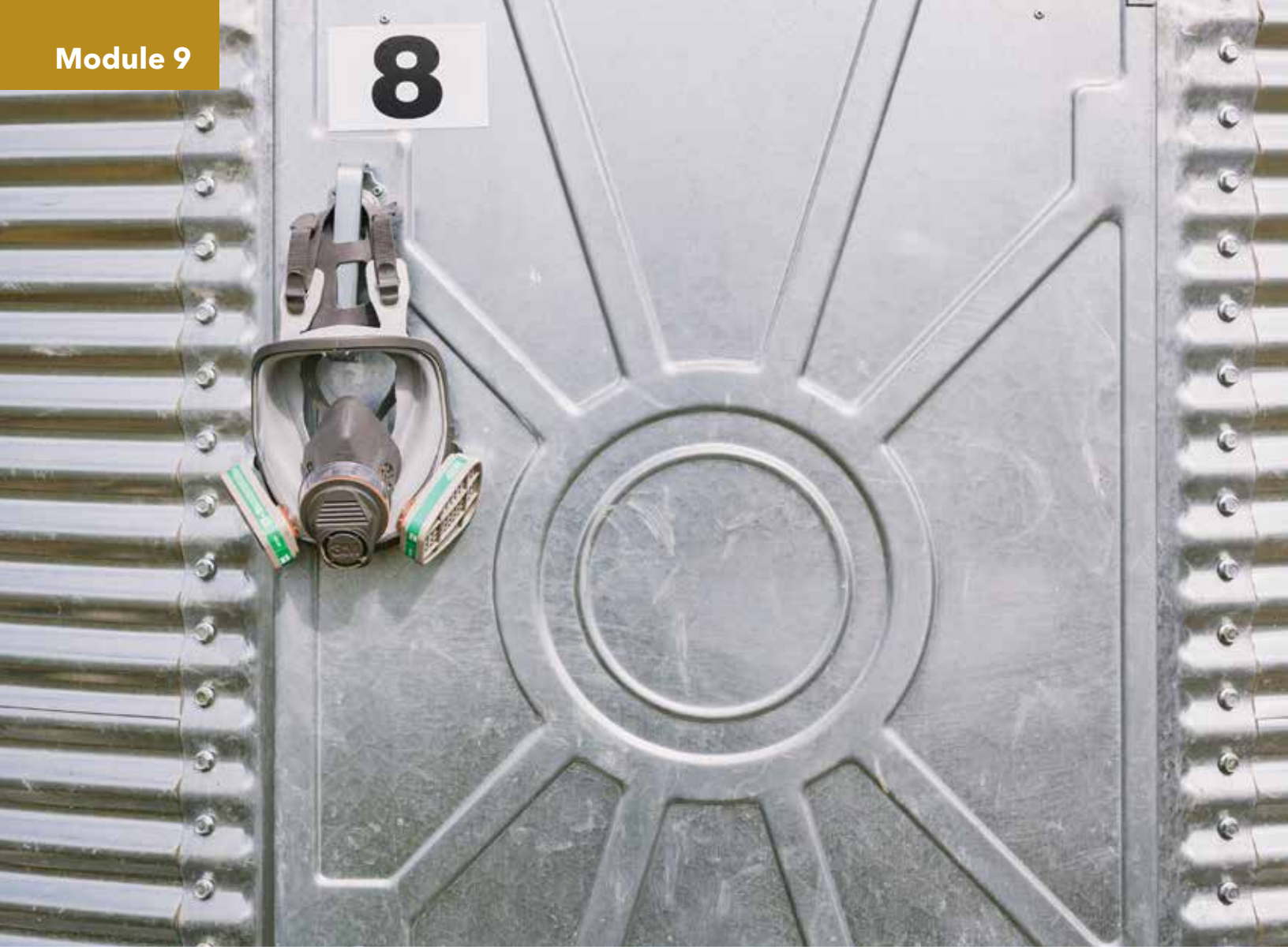
In this module, you learned:

- To create the incident investigation portion of a health and safety management system.
- How farm operations are required to report incidents and reasons why.
- The types of investigations and the importance of creating an incident reporting policy and procedure.
- The process of investigating incidents and identifying the root cause(s).
- To support the investigation process through reporting and corrective actions.
- The responsibilities of an occupational health and safety officer during an investigation and resources for assistance.

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the Incident Investigation Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES



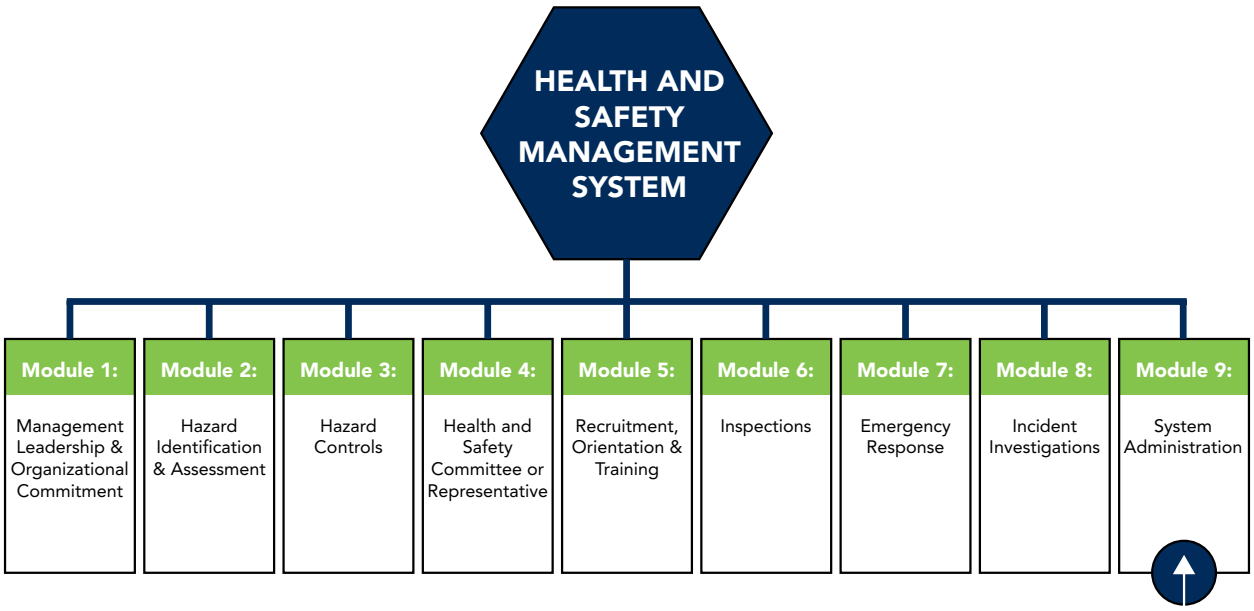
SYSTEM ADMINISTRATION

At the end of this module, participants will be able to:

1. Create the system administration portion of a health and safety management system.
2. Describe system administration communication tools to share health and safety information with workers.
3. Explain how performance measures, system evaluation and audit systems aid in monitoring statistics and trends.
4. Outline the AgSafe Alberta Certification process and choose a path that fits the needs of your farm.

INTRODUCTION

In the last module, we focused on incident investigations and how legislation requires that any death, serious injury or incident or potentially serious incident be reported as soon as possible to Occupational Health and Safety. In this module, we turn our attention to the topic of administration as the final portion of your health and safety management system.



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

EXAMPLE: RECORDS TO MAINTAIN

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

System Administration: a system used to record, track, manage and maintain all aspects of an operations' health and safety management system.

Safety Meeting Minutes: a record of health and safety activities, actions, recommendations, topics discussed, and other matters discussed at a safety meeting.

Maintenance Records: documentation that provides information about the upkeep of vehicles, equipment, machines, etc. This includes the assignment of tasks(s) to a maintenance person and/or record equipment maintenance schedules, completion and compliance.

WORKBOOK: SAFETY MEETING MINUTES

DID YOU KNOW?

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

Keeping these records on file is helpful when it comes time to make big decisions about your health and safety management system. Your records will help you determine where to focus your efforts and how to allocate your resources.

DISCUSSION: RECORD KEEPING

What is your preference for keeping safety records? Why?

COMMUNICATION

It is important to involve all staff in the health and safety management system and provide an opportunity for feedback on health and safety issues at the work site. You can introduce two-way communication with employees through:

- Conducting health and safety meetings
- Providing training sessions
- Promoting health and safety committee meetings
- Involvement in formal and field level hazard assessments, inspections, investigations, etc.

COMMUNICATION AND PARTICIPATION

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

DISCUSSION: COMMUNICATION

What methods do you use to get workers to communicate and participate in discussions?

AVAILABILITY OF INFORMATION

Something that will help you when it comes to encouraging communication will be making relevant information available. Availability of information is not a new concept in the FarmSafe Plan, it has already been discussed in previous modules. Not only is it a responsibility for employers under legislation, but is also a benefit to your health and safety system if you ensure that health and safety information is made readily available to workers.

DID YOU KNOW?

Open communication will encourage workers to buy into the health and safety management system and ensure that the information they need to work safely is well within their reach.

Information you should make readily available includes:

- Health and safety related policies and procedures
- Hazard assessments
- Safe work practices
- Emergency response procedures
- Inspections
- Health and safety committee meeting minutes
- Outcomes and corrective actions resulting from incident and near miss investigations

ACCOUNTABILITY

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

ROLES	ACCOUNTABILITY
EMPLOYERS	• Ensuring your workers have the skills and training needed to do their jobs in a healthy and safe manner • Providing competent supervisors • Preventing violence and harassment in the workplace • Informing your workers of all the health and safety hazards at the job site • Setting up safe work practices and ensuring these practices are followed • Providing safety equipment and training • Properly labeling and storing dangerous chemicals • Investigating serious injuries and incidents • Investigating potentially serious incidents (PSI) • Working with the health and safety committee or representative • Meeting OHS legislated requirements *(Government of Alberta, 2021)*
SUPERVISORS	• Do everything reasonable (due diligence) to ensure the health and safety of the workers you supervise on the job. • Inform workers about any known workplace hazards, existing controls for those hazards and/or safe work practices. • Involve workers in the process of hazard identification and controls. • Make sure all workers have the proper training and equipment (tools/PPE) for the job they're expected to do. • Know and communicate workers' health and safety rights and responsibilities. • Make sure day-to-day operations support your employer's health and safety policy and program. *(Government of Alberta, 2015)*
WORKERS	• Report unsafe work practices • Follow health and safety procedures • Refrain from harassment or violence in the workplace • Ask for training if you don't know how to do something • Work safely and encourage others to as well use required safety equipment and clothing • Inform your supervisor if you have anything going on that could affect your ability to work safely • Refuse dangerous work *(Government of Alberta, 2021)*

NOTE *Ensure the standards set in your policies and procedures identify who is responsible for what, establish clear timelines for implementation and follow-up, as well confirm that any actions taken have been effective. Creating measurable goals and objectives and assigning accountability will help drive health and safety performance.*

DOCUMENTATION/RECORD KEEPING

Take the following steps to ensure you have an effective record keeping system in place. This is an essential part of your health and safety management system, in addition to helping prove due diligence.

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

MONITORING STATISTICS

As an employer, you need to develop and maintain an ongoing system for recording events in order to compare statistics over a period of time. There are some tools that can help you with this.

PERFORMANCE MEASURES

There are two types of performance measures you can use to determine your level of health and safety performance.

Performance Measurement: the process of collecting and analyzing information regarding the performance of an individual, group, system, component, etc. and using this information as an indicator of outcomes and results.

Leading Indicators: are measures of the proactive and preventative safety activities you undertake to prevent incidents.

Lagging Indicators: are measures of the reactive safety activities you undertake to prevent recurrence after an incident. These analyze the frequency, severity and type of incidents.

COMPARING LEADING AND LAGGING INDICATORS

LEADING

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

- Records of inspections: Are inspections being performed as required?
- Meeting minutes: Are safety meetings being held according to the schedule?
- Investigation reports: Are appropriate causes being identified? Are corrections being made in a timely manner?
- Training: Are all workers involved in ongoing training (orientation, informal or formal)?
- Reporting: How many near miss and hazard reports have been received?

LAGGING

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

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

NOTE

- *You can use trends to determine where system changes are needed*
- *Compare your farm's health and safety records to others in agriculture. Conduct regular health and safety audits, both internal and external, as part of an annual evaluation system.*

DID YOU KNOW?

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

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

WORKBOOK

- Monthly Safety Summary
- Year End Safety Summary

SYSTEM EVALUATION

System Evaluation: systematic, objective processes that determines if the system is meeting its intended objectives.

It is important that you evaluate your system annually. Some of the components of this evaluation would include:

- Reviewing the effectiveness of the health and safety management system, such as the process for implementing corrective actions and their follow-up.
- Analyzing records of lost time, medical aid and first aid injury data, analysis of data (e.g., meetings, inspections, investigations, training records).
- Evaluating the communication system that you have in place to ensure workers are provided with information and have the opportunity to give feedback on health and safety issues, such as regularly scheduled meetings to discuss current health and safety issues with workers.
- Assessing worker participation, where practical, in all areas of the health and safety system and encouraging workers to raise health and safety concerns or suggestions for improvements.

YOUR HEALTH AND SAFETY MANUAL

Your health and safety manual is a resource and a reference point for workers. It contains all of your policies and may also have examples of forms and direction on how, when, where and why to use them. It should also direct the reader where to find additional information (for example, completed inspection reports or meeting minutes).

On its own, the manual is not the organization's health and safety management system. It is only a binder of paper. The system is what actually happens in the workplace. Your manual should explain your health and safety management system in a logical format.

Distribute copies of the manual throughout your farm. Ensure workers review it when they start and again periodically thereafter. Periodic review can be as simple as looking at policies during safety meetings over the course of the year. Update the information as needed and ensure the updated material gets into every copy of the manual.

AUDIT SYSTEM

Whether completed by internal or external auditors, annual audits give you a means of identifying how your system measures up against a recognized standard. Audit results communicate system successes, as well as identify areas in need of improvement, and can form the basis of action plans designed to make specified individuals accountable for corrective action within set timelines.

Audit System: process of collecting information in order to determine the effectiveness and reliability of the system.

Baseline Audit: an evaluation using a standard audit instrument and intended as the preliminary review of an employers health and safety system.

NOTE

Follow up on the status of the audit action plan regularly to ensure action items are being completed. Since most organizations are constantly changing, it is important that the health and safety management system adapt through continual improvement of work processes and activities.

Ensure that results from any audits or system evaluations are communicated to workers. Keeping everyone in the loop when it comes to your farm's health and safety system initiatives will help you build a positive safety culture and keep your workers informed.

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

Internal Auditor: an owner or employee who is trained and able to perform an audit within the organization to evaluate the health and safety management system.

External Auditor: an auditor who is independent from the organization and is brought in to evaluate the farms health and safety management system.

(Alberta Continuing Care Health and Safety, nd)

AgSafe ALBERTA CERTIFICATION

Obtaining AgSafe Alberta Certification demonstrates that you have successfully incorporated the necessary components of the AgSafe Alberta FarmSafe Plan into your operation.

If you would like to apply for AgSafe Alberta Certification, you will need to complete the eLearning modules that correspond to your membership level. Upon completing the modules, Level 1 members will need to complete four module webinars or a full day workshop. Level 2, 3 and 4 members will be required to attend the in-person full day workshop.

Following completion of the eLearning modules, webinars and/or workshops applicable to your membership level, you will need to submit a completed self audit to AgSafe Alberta for review.

Membership Level	Level 1	Level 2	Level 3	Level 4
People on Farm	Family Only	1-4 Employees	5-19 Employees	20+ Employees
Management Leadership and Organizational Commitment			✓	✓
Hazard Assessment	✓	✓	✓	✓
Hazard Control	✓	✓	✓	✓
Health and Safety Committee/ Representative			✓	✓
Recruitment, Orientation and Training		✓	✓	✓
Inspections		✓	✓	✓
Emergency Response	✓	✓	✓	✓
Incident Investigation			✓	✓
System Administration	✓	✓	✓	✓
Training	4 eLearning modules and a webinar or a half-day workshop	6 eLearning modules and a webinar or a half-day workshop	9 eLearning modules and a full day workshop	9 eLearning modules and a full day workshop
Yearly Renewal	AgSafe Alberta Level 1 Self-Audit including Action Plan	AgSafe Alberta Level 2 Self-Audit including Action Plan	AgSafe Alberta Level 3 Self-Audit including Action Plan	AgSafe Alberta Level 4 Self-Audit including Action Plan

CERTIFICATION IS AWARDED TO ANY FARM THAT:

- Has at least one person who owns or is employed by the farm who has completed the necessary eLearning modules, webinars and/or workshops applicable to their particular membership level; completed courses are valid for 3 years.
- Has implemented a health and safety management system based off on the membership level components and that the system has been in operation for at least 12 months.
- Has performed a self-audit, with a score of not less than 50% in each module and 80% overall.
- Has been approved by AgSafe Alberta as having met the minimum criteria as outlined in the FarmSafe Plan.

SELF-AUDITS

To obtain access to a self-audit tool or more information regarding the audit process, contact info@agsafeab.ca. There is an audit tool for each level of the four levels of membership.

It is up to the person performing the audit to ensure they are using the Self-Audit Tool that corresponds with their operation type and AgSafe Alberta membership level. All questions in the audit tool must be completed and be accompanied by any requested supporting information. Any questions regarding the audit process or tool may be directed to AgSafe Alberta.

NOTE

Sending in a completed self-audit tool does not automatically award you with AgSafe Alberta Certification. AgSafe Alberta will review the contents of your audit to confirm it meets the minimum standards. You will be notified once the review is complete.

RESOURCES

More information is available at agsafeab.ca.

DID YOU KNOW?

AgSafe Alberta Certification is valid for 1 year after being issued.

DISCUSSION: IDENTIFYING CERTIFICATION NEEDS

What type of certification would best suit the needs of your farm?

CONCLUSION

In this module, you learned:

- To create the system administration portion of a health and safety management system.
- How availability of information, accountability, documentation and record keeping contribute effective communication practices.
- That performance measures, system evaluation and audit systems are tools to monitor statistics.
- Information on how to get your farm AgSafe Alberta Certified

EXERCISE: SELF EVALUATION CHECKLIST

In your workbook, review the System Administration Self Evaluation Checklist and using the check boxes, determine what you have completed and what still needs to be done.

NOTES

GLOSSARY

Administrative Controls: processes developed by the employer to control hazards not eliminated by engineering controls (e.g., safe work policies, practices and procedures, job scheduling or rotation, etc.).

Alberta Health and Safety Act: "sets the minimum standards for protecting waged, non-family farm workers" (Alberta Government, 2019).

Alberta Occupational Health and Safety Code: sets out the minimum technical requirements for health and safety in Alberta's workplaces. Farms and ranches are exempt from the Code, however information found within it is a useful reference for identifying and controlling hazards.

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

Auditor: an individual certified or authorized by a Certifying Partner or other governing body to conduct health and safety audits.

Audit System: process of collecting information in order to determine the effectiveness and reliability of the system.

Baseline Audit: an evaluation using a standard audit instrument and intended as a preliminary review of an employer's health and safety system.

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

Business Risk Management: evaluates the amount of risk in work environment's operations, systems or processes.

Competency Testing: the use of questions that measure knowledge of specific skills required for a job (also known as competency-based interviews).

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

Compliance Monitoring: reviewing, evaluating and monitoring an Occupational Health and Safety program to identify strengths and weakness compared to standards.

Continuous Improvement: always striving to innovate, implement and improve on current conditions.

Contractor: a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.

Corrective Actions: "a set of planned activities (action) implemented for the sole purpose of permanently resolving a problem. (Phillips Service Industries, n.d.)."

Critical Task: a task with high potential for serious loss or injury.

Culture: "the way we do things around here." It includes shared practices, attitudes, and perceptions that influence behaviour. Workplace culture is influenced by many things, including leadership, management, and supervision styles and priorities; peer pressure; workplace conditions; and design and production logistics. (WorkSafeBC, 2019)

Direct Cause: "the cause that directly resulted in the event (Phillips Service Industries, nd)."

Disciplinary Process: a plan to manage and document employee misconduct.

Documentation: health & safety documentation recorded as official information or evidence; this includes manuals, plans, procedures, work instructions etc., which describe and define a Health & Safety Management System.

Driver's Abstract: is a record of your driving including when a license was issued and a record of any tickets or offenses. (also known as a driving record)

Due Diligence: the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances. Is demonstrated by actions taken before an event occurs (Canadian Centre for Occupational Health & Safety, 2021.)

Elimination: "the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible." (Canadian Centre for Occupational Health and Safety, 2019)

Emergency Response: actions taken following an unexpected or dangerous event that tries to minimize the impact on people and the environment.

Emergency Response Plan (ERP): a document that outlines the actions of employers and workers during an emergency on a farm.

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

Engineering Controls: preferred method of hazard control if elimination is not possible; physical controls are implemented at the design, installation, or engineering stages (e.g. guards, auto shutoff, etc.).

Enclosure and/or isolation of emission source: "keeps a selected hazard "physically" away from the worker." (Canadian Centre for Occupational Health and Safety, 2019)

Evacuation Procedure: procedure to let workers know how to exit the farm safety during an emergency. The purpose of evacuation procedure is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential emergency event

External Auditor: an auditor who is independent from the organization and is brought in to evaluate the farms health and safety management system.

Field Level Hazard Assessment (FLHA): a site-specific hazard assessment that is performed before work begins, at a site where conditions can change and/or when non-routine work is introduced. This type of hazard assessment checks for and addresses any unexpected hazards. This is also used when there is no formal hazard assessment already in place for that task or job.

Follow Up: "a review to determine if the corrective actions have been effective. (Phillips Service Industries, n.d.)."

Formal Application Forms: used as part of a recruitment process (often online) in order to collect comprehensive and accurate information from all applicants. (also know as application forms)

Formal Hazard Assessment: is a close look at the jobs and tasks of an organization to identify hazards, measure risk, and then develop, implement and monitor controls. Jobs and types of work are broken down into separate tasks. Formal hazard assessments are detailed, can involve multiple people and take time to complete.

Formal Inspection: "a planned inspection normally done by using a written checklist and carried out by a team at regular intervals" (WorkSafe NB, 2017).

Full Corrective Actions: corrective actions, based on the findings of the full investigation, put in place to prevent similar incidents in the future.

Glossary: an alphabetical list of terms or words found in this manual with a brief explanation of each.

Harassment: any single incident or repeated incident of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety.

Hazard: a situation, condition or thing that may be dangerous to health and safety. These can include physical, chemical, biological or psychological hazards that have the potential to cause harm.

Hazard Assessment: a written process to recognize existing and potential hazards at work before they cause harm to people or property.

Hazard Control: actions taken to eliminate or lower the risk of injury, adverse health effects and damage to property or equipment.

Hazard Identification: part of a process to determine if anything (situation, task, item, etc.) has the potential to cause harm.

Health Hazard: anything that has the potential to cause an acute or chronic condition, illness or disease from exposure (e.g., noise, dust, heat, etc.).

Health and Safety Committee: a group made up of worker and management representatives, who promote health and safety awareness and work with the employer to address health and safety concerns. (Alberta Government, 2020).

Health and Safety Policy: a statement written by an employer that outlines a commitment to health and safety protection for employees and the public.

Health and Safety Representative (HSR): an individual worker who promotes health and safety awareness and works with the employer to address health and safety concerns at the worksite. (Alberta Government, 2020)

Health and Safety Management System: definite plan of action developed by an organization for the purpose of protecting the health and safety or workers by preventing incidents and occupational diseases. This system must include the elements required by the health and safety legislation as a minimum.

Hierarchy of Controls: a system for controlling risks in the workplace where risk controls are ranked from the highest level of protection and reliability through to the lowest and least reliable level of protection. This method is recognized across all industries to eliminate or minimize exposure to hazards.

Incentive and Recognition Process: a formal way to motivate employees to use specific actions and behaviours in the workplace and rewards for achieving them in a satisfactory way.

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

Incident Investigation: an investigation into the cause of a hazardous or potentially hazardous incident that occurs at a work site. Its purpose is to identify the cause(s) of the incident and identify ways to prevent the same type of incident from occurring again.

Incident Investigation Report: a document that outlines the sequence of events that can be used to describe what happened in an incident.

Indirect Cause: the cause(s) that contributed to an event but, by itself, would not have caused the event (Phillips Service Industries, nd).

Informal Inspection: a 'on-the-spot' inspection done by management, supervisors and JHSC or H&S representatives by observing the area for unsafe acts and conditions and noting the issues in the daily log or by completing a simple form. (WorkSafe NB, 2017)

Interim Corrective Actions: initial corrective actions to "address the findings of your preliminary investigation and describe the recommended steps taken to prevent similar incidents (Work Safe BC, 2019)."

Internal Auditor: an owner or employee who is trained and able to perform an audit within the organization to evaluate the health and safety management system.

Internal Responsibility System (IRS): a partnership between employers and employees within the work environment to work together to follow health and safety legislation to improve workplace safety. Usually a committee is formed to oversee this work. (Canadian Centre for Occupational Health and Safety, 2019). The Internal Responsibility System (IRS) is the foundation of occupational health and safety legislation across Canada. The IRS makes everyone present in the workplace responsible for their health and safety and the health and safety of others.

Interview: a common recruitment tool that allows the employer to have a conversation with an applicant to determine if they should be considered for a job.

Job: a task or piece of work; a chore, errand or assignment.

Job Inventory: a list of all jobs produced from a systematic review of the organization's operations.

Job Specific Training: training provided to support the safe and healthy performance of tasks related to a job.

Job/System Factors: these are circumstances, facts or characteristics of the workplace.

Joint Work Site Health and Safety Committee (HSC): a committee composed of workers and employer representatives as required by OHS Legislation.

Lagging Indicators: are measures of the reactive safety activities you undertake to prevent recurrence after an incident. These analyze the frequency, severity and type of incidents.

Leading Indicators: are measures of the proactive and preventative safety activities you undertake to prevent incidents.

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

Likelihood: measures what the chance of something happening is, such as the chance of a particular hazard resulting in an incident.

Maintenance Audit: a formal health and safety evaluation conducted by a certified auditor for an employer to maintain their COR status between recertifications.

Maintenance Records: documentation that provides information about the upkeep of vehicles, equipment, machines, etc. This includes the assignment of tasks(s) to a maintenance person and/or record equipment maintenance schedules, completion and compliance.

Manager: a person who directs (and/or supervises) the affairs of a business, office, or organization.

Man-Made Events: an often avoidable yet devastating events caused either by deliberate or neglectful human actions.

Natural Disaster: an uncontrollable event such as a flood, earthquake, or hurricane that causes a lot of damage or loss of life.

Near Miss: also called a no loss incident, is an unintentional or undesired event that under slightly different circumstances could have resulted in injury, illness, damage or other loss.

Occupational Health and Safety Management System (OHSMS): a health and safety management system is a mature OHS program that is fully integrated into the culture, values, identity, and everyday operations of a workplace. A health and safety management system is led by employers, enacted by everyone in a workplace, and continually evaluated and improved through regular, formal assessments.

Occupational Health and Safety Act: "an act that creates legislation for minimum standards for healthy and safe practices in Alberta workplaces (Alberta Government, 2018)".

Occupational Health and Safety Code: sets out the minimum technical requirements for health and safety in Alberta's workplaces. Farms and ranches are exempt from the Code, however information found within it is a useful reference for identifying and controlling hazards.

Occupational Health and Safety Regulations: sets the minimum legal requirements in regard to equipment, general protection of workers and safety training.

Orientation: a process used to familiarize employees to an organization and communicate the employer's expectations and critical information about a new job or situation.

Performance Appraisal: a regular documented review of an employee's performance. Also known as performance evaluation or employee appraisal.

Performance Measures: the process of collecting analyzing and collecting information as an indicator of outcomes and results.

Personal Factors: are circumstances or facts which influence a specific individual's actions and behaviours.

Personal Protective Equipment (PPE): equipment used, or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g., gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.

Policy: a document with a broad focus that sets the direction and is used to guide decision making.

Policy Statement: states the overall guidelines that govern health and safety on your farm.

Procedure: a document with a narrow focus which describes step by step what actions are to be taken in specific instances in order to achieve the desired outcome.

Process Control: "involves changing the way a job activity or process is done to reduce the risk." (Canadian Centre for Occupational Health and Safety, 2019)

Qualification Audit: a formal health and safety evaluation conducted by an auditor candidate pursuing auditor certification.

Quorum: means having a minimum number of members present at a meeting to make the proceedings of that meeting valid.

Readily Available Documentation: documentation that can be accessed in paper form or is downloaded or stored electronically.

Reasonably Practicable: been described by the Labour Program (Canada) as taking precautions that are not only possible, but that are also suitable or rational, given the particular situation. Determining what should be done is usually done on a case by case basis ((Canadian Centre for Occupational Health & Safety, 2021.)

Records: employer documents retained on file as proof of activities.

Recruitment: the process of finding and hiring suitable workers for your farm.

Reference Checks: when an employer contacts an applicant's professional, educational or personal contacts to confirm employment history, educational credentials of qualifications for a job.

Regulatory Inspection: "normally consists of inspections required by the OHS regulations. Examples include inspection of fall protection equipment (WorkSafe NB, 2017)."

Rescue Procedure: procedure to bring workers out of a dangerous place or situation when they are unable to leave it on their own. A rescue procedure would be appropriate for such situations as a confined space rescue or rescuing a worker who is suspended by their fall protection equipment, as opposed to a structure fire where fire services would be needed.

Responsibilities: the tasks or duties that people in the various positions are expected to complete as a function of their job.

Right to Refuse Dangerous Work: a worker may refuse to do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person.

Risk: the chance of injury, damage, or loss.

Roles: the positions or purposes that someone has in a situation or organization; the positions held by various people on the farm.

Root Cause: the most basic cause (or causes) that if corrected, will prevent (or significantly reduce the likelihood of) recurrence.

Root Cause Analysis: "allows the employer to discover the underlying or systemic…causes of an incident (Occupational Health and Safety Administration, 2016)."

Safety Hazard: anything that has the potential to cause immediate injury (e.g., shear points, working at heights, etc.).

Safety Inspection: a planned, systematic evaluation or examination of an activity or work site, checking or testing against established standards for the purpose of identifying hazards and preventing unsafe working conditions from developing.

Safety Meeting Minutes: a record of health and safety activities, actions, recommendations, topics discussed, and other matters discussed at a safety meeting.

Safe Work Practice: a written set of guidelines which establish a standard of performance for an activity or work process.

Safe Work/Safe Job Procedure: a written, step-by-step instruction of how to perform a task from beginning to end.

Self-Employed Person: a person who is engaged in an occupation but is not in the service of an employer for that occupation.

Senior Manager: the most senior person(s) accountable for the operation under the scope of the audit.

Severity: measures the consequence of the exposure or how bad it could be. For example, ask how injured or ill could a person become, how much damage could there be to equipment or property, how much profit is lost, what is the disruption to business?

Specialized Inspection: "conducted by specialists (for example on boilers, electrical equipment, mechanical or ventilation systems) (WorkSafe NB, 2017).

Standard Operating Procedures (SOP): written step by step instructions to be followed routinely when a specific job or task is being performed. Also known as a "how to" document.

Substitution: "occurs when a new chemical or substance that is less hazardous is used instead of another chemical. It is sometimes grouped with elimination because, in effect, you are removing the first substance or hazard from the workplace." (Canadian Centre for Occupational Health and Safety, 2019)

Supervisor: a person who has charge of a work site or authority over a worker. Supervisor is a function, not necessarily a job or job title.

System Administration: a system used to record, track, manage and maintain all aspects of an operations' health and safety management system.

System Evaluation: systematic, objective processes that determines if the system is meeting its intended objectives.

Task: any activity related to a specific job.

Task Inventory: a list of tasks involved into the typical performance of a specific job.

Technological Failures: events that often occur due to technological or industrial incidents, infrastructure failures or certain human actions.

Training: an act or process where skill, knowledge and experience is provided to a worker with respect to a particular subject matter and which requires a practical demonstration by the worker to support that they have acquired the knowledge or skill they have been learning.

Training Matrix: a tool used to track the training and skill levels of the employees in an organization. It helps employers identify the gap between actual knowledge levels, required knowledge levels, and competency levels. It is useful in clarifying the roles and responsibilities within a place of work.

Unsafe Acts: inappropriate actions taken by a person which are not as per the prescribed standard or practice and which can cause or are likely to result in an incident.

Unsafe Condition: conditions that have the potential to cause an incident or had a critical role in triggering an incident.

Unsafe Work Refusal: Workers have the right to refuse work if they believe on reasonable grounds that there is a dangerous condition at the work site, or that the work is a danger to themselves or others and that the hazards present are not normal to the job.

Valid Driver's License: government issued document that confirms your identity and what level of motor vehicle you can operate.

Ventilation: "a method of control that strategically "adds" and "removes" air in the work environment." (Canadian Centre for Occupational Health and Safety, 2019)

Violence: threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Visitor: any person present at the work site who is not under the direct control of the employer (e.g., courier). This does not include customers (e.g., students, hotel guests, etc.).

Worker (for audit purposes): a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization and employer.

Worker (for legislative purposes): a waged worker who is not related to an owner by blood, marriage, adoption and is not in an adult interdependent relationship with an owner.

Worker Participation: active involvement of workers in work site health and safety activities such as safety discussions, inspections, investigations, health and safety committees, etc.

Worker's Compensation: centered on protecting employers and workers from the financial impact of a workplace injury or death and does not require you to have a safety management system in place.

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

Work Site Parties: every workplace is unique and any of the following can be considered a work site party: employers, supervisors, workers, suppliers, service providers, owners, contractors, prime contractors, temporary staffing agencies, and self-employed persons. Reference OHS Legislation.

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Module 9 - n/a

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