

INCIDENT MANAGEMENT ON THE FARM



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INTRODUCTION

Incidents are an important part to any safety program because they provide the farm with intelligence about why people were hurt, animals were injured and equipment gets damaged. This information can then be used to prevent the same events from happening in the future.

INCIDENT

An unplanned, unwanted event that results in personal harm, property damage, injury to animal welfare, or loss.

NEAR MISS

An event that could have caused personal harm, injury to animal welfare, property damage or loss.

LESSONS LEARNED

Your incident management program reviews the event that occurred, or could have occurred and discusses what can be done differently in the future to prevent re-occurrence. The program allows farm managers to develop procedures and provide training to all family and farm workers based upon incidents that have occurred in the past- whether these events were on the farm, at the neighbours or elsewhere in the agriculture industry.

Here are the steps to QuickStart your: **INCIDENT MANAGEMENT PROGRAM**

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STEPS FOR INCIDENT MANAGEMENT



STEP 1

After an incident or near miss has occurred report as soon as possible. Decide who on the farm will gather information about what happened and train farm workers to report as soon as possible. This will help to ensure that evaluation occurs quickly.

STEP 2

Analyze what happened and what caused the incident to occur. A simple evaluation tool that one can use is to “ask WHY” five times. For example, consider this scenario:

A TRACTOR ROLLED OVER IN THE DITCH WHILE MOWING.

1. WHY DID THE TRACTOR ROLL OVER?

Because the ground was steep and the tractor rolled when the driver turned uphill quickly.

2. WHY DID THE DRIVER TURN UPHILL QUICKLY?

Because they did not know how to drive out of the ditch properly.

3. WHY DID HE NOT KNOW HOW TO DRIVE?

Because they had no training.

4. WHY IS THERE NO TRAINING PROVIDED?

Because there is no one to provide training.

5. WHY IS THERE NO IDENTIFIED TRAINER?

Has never been thought of in the past.



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STEP 3

Evaluate the reasons that caused the incident and setup corrective actions. For each one of the questions in step two above, develop corrective actions to address the issue. Have a look at the completed form below in this QuickStart guide for an example of corrective actions that can be implemented.



STEP 4

Assign corrective actions and complete as soon as possible. Once the corrective actions are completed, sign the investigation form to document that all actions have been closed.

LET IT GROW FEED THE PROGRAM

Now that you have a program that reviews incidents and near misses on your farm, consider some additional steps as your program grows.

1. Have your farm incident investigator take advanced training for understanding root causes. A little training will help to ensure that effective corrective actions are properly implemented.
2. Consider modifying your incident investigation forms and records to gather more information that meets your farm specific needs.
3. Look at outside resources to assist you with incident investigations. In some situations, a professional can help you do a better evaluation and assist the farm with corrective action planning.
4. Summarize your incidents annually to give you an overview of trends that might be happening. If there are ongoing problems, take steps to correct the situation.



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SUMMARY

Taking time to think about events that have occurred, and how you can prevent them from happening will contribute to the success of the farm. Incidents can be very costly, especially when you consider the hidden costs of lost time, long term injuries and damage to your farm capital. You can plan your future success by evaluating what has gone wrong in the past.

EXAMPLE

Farm Incident Review Form



Event Description: <u>Rollover of tractor while cutting grass</u>	
Incident Location: <u>Main farm front ditch</u>	
Incident Date: <u>June 4, 20XX</u>	
FIVE WHY'S REVIEW	
Question	Answer
1. <u>Why did the tractor rollover?</u>	<u>Because the ground was steep and the tractor rolled when the driver turned uphill quickly?</u>
2. <u>Why did the driver turn uphill?</u>	<u>Because he did not know how to drive out of the ditch properly.</u>
3. <u>Why did he not know how to drive out properly?</u>	<u>Because he had no training.</u>
4. <u>Why was there no training provided?</u>	<u>Because there is no one on the farm that can train properly.</u>
5. <u>Why is there no one on the farm that can train?</u>	<u>This has never been thought of before.</u>
Corrective Actions <u>To</u> Prevent This From Happening Again	
Action Item	Date to complete
1. <u>Identify what tractor should be used to mow steep ditches.</u>	<u>June 20, 20XX</u>
2. <u>Ensure that all tractor operators are trained to mow steep ditches.</u>	<u>June 25, 20XX</u>
3. <u>Provide training to all new farm workers regarding driving procedures for steep slopes.</u>	<u>October 1, 20XX</u>
4. <u>Review training needs for other equipment and setup training programs for each.</u>	<u>October 1, 20XX</u>
5. <u>Identify training champion for the farm</u>	<u>June 25, 20XX</u>
Incident Reviewer: <u>John (Farm Owner)</u>	Date all Actions Completed: <u>October 20, 20XX</u>





BE SURE TO VISIT

www.AgSafeAB.ca

FOR MORE INFORMATION



RESOURCES

Work Safe Alberta - <http://work.alberta.ca/elearning/Shiftwork/>

Alberta Government - <https://work.alberta.ca/documents/OHS-bulletin-ERG015.pdf>

National Center for Farmer Health - <http://www.farmerhealth.org.au/page/health-centre/fatigue>

Canadian Center for Occupational Health and Safety - <https://www.ccohs.ca/oshanswers/psychosocial/fatigue.html>

WorkSafe BC - <http://www.worksafebc.com/en/resources/health-safety/hazard-alerts/the-dangers-of-fatigue-in-the-workplace?lang=en>

Health and Safety Executive - <http://www.hse.gov.uk/humanfactors/topics/10fatigue.pdf>

FORMS





FARM INCIDENT INVESTIGATION REPORT

Incident Location: 4510 Highway 20

City/Township: St. Catharines

County: Niagara

Province: Ontario

Postal Code: L2R 6K1

Phone: 905-681-1111

Cell: 905-681-1111

Occupation: Farmer

Employer: Self-employed

Incident Date: 04/20/2016

Time: 12:00 PM

Weather: Clear

Temperature: 15°C

Wind: Light

Humidity: 50%

Visibility: Good

Lighting: Daylight

Surface: Grass

Other: None

Incident Description: While working on a tractor, the operator lost control of the tractor and it rolled over on its side. The operator was not injured.

Witnesses: None

Investigator: John Doe

Investigator Title: Inspector

Investigator Contact: 905-681-1111

Investigator Email: john.doe@niagara.ca

Investigator Address: 123 Main St, St. Catharines, ON L2R 6K1

Investigator Phone: 905-681-1111

Investigator Cell: 905-681-1111

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Investigator Cell: <

Incident Investigation Form



HAZARD ID/NEAR MISS CARD

Hazard ID
 ☐ Near Miss
 ☐

Field Vehicle
 ☐ Shop
 ☐

Observer Name _____

Date _____ Location/Job _____

Total Risk
 ☐ HIGH
 ☐ MEDIUM
 ☐ LOW

Related Factors

Environment	PPE	Head	Twist
Equipment	Procedure	Eyes/Face	Arm
Material Handling	Tools	Hand/Finger	Other
	New Worker	Leg	

Body Parts

Head	Twist
Eyes/Face	Arm
Hand/Finger	Other
Leg	

Contributing Factors (circle)


☐ Body position: Risk of being struck, Caught between, Falls from height, Confined spaces, etc.
☐ Poor communication, Misheard instructions, Missing Guards, Race, Safety Devices Diversity
☐ Location not described by the observer
☐ Not description of the hazard/other miss

Ensure corrective actions completed on reverse side


Hazard ID Form

[illegible]

Fatigue Management Plan Form



ASafe
Assessment of Safety



General Health & Safety Statement

This statement is intended to show you we care about our workers and commitment to ensure we are aware of and use the best systems, practices and tools to help to gain full benefit from knowledge of potential to improve safety.

We are keen that providing the highest product quality, most efficient production methods and the best possible standard of working one of our workers

We intend to include the following list of provisions that reflect what we think is right. This is our path to building great products and financial results.

Our intentions

- Safety are prioritized by using regular formalized reviews, risk and safe
- Working safe to take safety procedures in line by ensuring they continue to keep
- Acting upon a 48-hour safety audit, all workers are encouraged to know about
- Safety procedures are reviewed and updated as needed
- We intend to communicate regularly, taking examples to understand what
- Each worker is given high level safety training and made to feel safe in their
- We intend to ensure all workers are aware of the safety of their work in all
- We intend to ensure the management
- We intend to ensure the safety of our workers and the safety of our work in all
- We intend to ensure the safety of our workers and the safety of our work in all

Together, we make these actions work to ensure the creation of a safe work culture and the highest quality products.

DEVELOPMENT NUMBER

DATE

Safety Policy Form



AgSafe AB Connections



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Disclaimer – These documents have been designed to assist the farm with a quick introduction to safety at the farm gate. To comply with legislation, farm management will need to evaluate legislation in your local jurisdiction and seek the advice of a safety professional to help you meet regulatory requirements that apply to your specific farming operation.

