# ELEMENT 1
# JOB TASK HAZARD ASSESSMENTS
## Participant Booklet

Year 1 Learning Module
Farm Safety Risk Assessment Updates
June /July 2023

Egg Farmers of Alberta

AgSafe ALBERTA

# General Information

This booklet and the accompanying presentation have been developed by AgSafe Alberta for the Egg Farmers of Alberta (EFA) for the purpose of advancing health and safety on EFA member operations.

The print materials, tools, courses and webinars are intended to be used as resources only. Each farm will need to customize its approach to health and safety and may need to make any forms or templates used farm-specific in order to address the particular needs, factors, applicable legislated requirements, etc.

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For information on the Alberta FarmSafe Plan, contact AgSafe Alberta:
#200, 6815-8th St NE, Calgary, Alberta T2E 7H7
403-219-7901 | agsafeab.ca

# Important

This booklet contains important information and worksheets that will help you in fulfilling the requirements of Element 1. The AgSafe Alberta FarmSafe Plan Manual as well as downloadable and customizable versions of the documents contained here can be found at www.agsafeab.ca.

# Part One

For the purposes of this element, think of a **job** as the larger scope of work and a **task** as a part or step of that work. For example, the job would be tractor operator and the tasks associated with that job would be things like refueling it, performing pre-inspections, stacking bales, hauling bales with it, or pushing snow.

### 1. Position List Worksheet

Things can and do change, as can who performs the jobs and tasks on the farm. It is not necessary to complete this form, but it is a good place to start. This worksheet is followed by a completed sample to help you in completing your own.

### 2. Job and Task List Worksheet

This is a simple worksheet to help you create a job and task list for your farm. This worksheet would work well on a family farm or on a smaller farm maybe one or two employees. On a medium or larger size farm, this form could be completed for each work area. Completing this would support your score for Element 1.2.

### 3. Position Based Job and Task List Worksheet

This is a simple worksheet to help you create a job and task list for each person or position your farm. This worksheet would work well for a farm that has never done something like this before and on a medium to larger size farm with employees. Completing this would support your score for Element 1.2.

# POSITION LIST WORKSHEET

| Farm Name | | | |
|---|---|---|---|
| Work Area(s) | | Date Completed | |

| Worker Name(s) | Position(s) | Details / Notes |
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| Additional Comments: |
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| Print Name | Print Job Title | Signature | Date |
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**IMPORTANT:** RETAIN A COPY OF THIS DOCUMENT IN YOUR FARM RECORDS.

# POSITION LIST WORKSHEET (EXAMPLE)

| | | | |
|---|---|---|---|
| **Farm Name** | Joe Jones Farm | | |
| **Work Area** | Cow Calf Operation | **Date Completed** | May 25, 2022 |

| Worker Name(s) | Position(s) | Details / Notes |
|---|---|---|
| Jane Doe<br>David Garcia<br>Pat Brown | Labourer / Cattle Hand | Feed, water, check cattle; operate tractors and feed mixer; move and sort cattle, load and unload cattle... |
| Dave Smith | Supervisor | Supervise the labourers & direct work; contact veterinarian as needed; administer medications... |
| Joe Jones | Owner Operator | Bookkeeping, ordering, arrange for shipping... |
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| Additional Comments: |
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| Review again in one year to add any positions that have been added, changed, or missed. |

| Print Name | Print Job Title | Signature | Date |
|---|---|---|---|
| Dave Smith | Supervisor | Dave Smith | May 25, 2022 |
| Joe Jones | Owner/Operator | Joe Jones | May 25, 2022 |
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# JOB AND TASK LIST WORKSHEET

| | | | |
|---|---|---|---|
| **Farm Name** | | | |
| **Work Area** | | **Date Completed** | |

| Job Name | Season(s)<br>Spring/Summer/Fall/Winter/All Year | Task(s) |
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| Additional Comments: |
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| Print Name | Print Job Title | Signature | Date |
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**IMPORTANT:** RETAIN A COPY OF THIS DOCUMENT IN YOUR FARM RECORDS.

# JOB AND TASK LIST WORKSHEET (EXAMPLE)

| | | | |
|---|---|---|---|
| **Farm Name** | Joe Jones Farm | | |
| **Work Area** | Potato | **Date Completed** | May 25, 2022 |

| Job Name | Season(s)<br>Spring/Summer/Fall/Winter/All Year | Task(s) |
|---|---|---|
| Seed | Spring | Load seed<br>Auger use<br>Moving equipment on public roads<br>Operating equipment in the field<br>…. |
| Irrigation | Spring & Summer | Inspect system<br>Operate system<br>Perform repairs<br>Check water source/supply<br>Add chemicals to the system<br>… |
| Harvest | Fall | Auger use<br>Loading trucks<br>Moving equipment on public roads<br>Operating equipment in the field<br>… |
| Take seed to cleaning plant | Fall | Loading trucks<br>Unloading trucks<br>Auger use<br>Moving equipment on public roads<br>… |
| Dry seed | Fall | Transfer seed<br>Auger use<br>Operate dryer<br>Operate equipment<br>… |
| Store seed | Fall | Auger use<br>Operate equipment<br>… |
| Inspect bins and seed | All year | Physical inspection & climb bin<br>Check monitors<br>… |

| Additional Comments: |
|---|
| Review again in the fall to add any tasks that have been missed. |

| Print Name | Print Job Title | Signature | Date |
|---|---|---|---|
| Jane Doe | Casual Labourer | Jane Doe | May 25, 2022 |
| Dave Smith | Supervisor | Dave Smith | May 25, 2022 |
| Joe Jones | Owner/Operator | Joe Jones | May 25, 2022 |

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# POSITION BASED JOB AND TASK LIST WORKSHEET

| | | | |
|---|---|---|---|
| **Farm Name** | | | |
| **Position** | | **Date Completed** | |

| Job Name | Season(s)<br>Spring/Summer/Fall/Winter/All Year | Task(s) |
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| Additional Comments: |
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| Print Name | Print Job Title | Signature | Date |
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# POSITION BASED JOB AND TASK LIST WORKSHEET

| Farm Name | Joe Jones Farm | | |
|---|---|---|---|
| Position | Cattle Hand | Date Completed | May 25, 2022 |

| Job Name | Season(s)<br>Spring/Summer/Fall/Winter/All Year | Task(s) |
|---|---|---|
| Feed Cattle | Fall/Winter/Spring | Operate tractor<br>Operate feeder<br>Act as a spotter; open/close gates<br>…. |
| Check waterers | All Year | Inspect system<br>Perform minor repairs<br>… |
| Check cattle… | | |
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| Additional Comments: |
|---|
| Review again in the fall to add any tasks that have been missed. |

| Print Name | Print Job Title | Signature | Date |
|---|---|---|---|
| Jane Doe | Casual Labourer | Jane Doe | May 25, 2022 |
| Dave Smith | Supervisor | Dave Smith | May 25, 2022 |
| Joe Jones | Owner/Operator | Joe Jones | May 25, 2022 |
| | | | |

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# Part 2

In order to complete a hazard assessment that will actually protect people, you will need to understand some fundamental information. This includes:

### 1. What Are Hazards?

You will be introduced to different types of hazards on pages 11 to 15 of this booklet.

### 2. How to Identify Hazards

You are given tips to help you identify hazards on pages 16 and 19 of this booklet.

### 3. How to Assess Hazard and Risk

Information on how to perform hazard and risks assessments can be found on pages 20 through 24.

### 4. How to Control Hazards

Information on how to control hazards and how to select hazards can be found on pages 25 to 27.

### 5. Hazard Assessment Examples

Equipped with this basic information provided earlier, you be introduced to different examples of hazard assessments. Examples of hazard assessments can be found on pages 28 through 30.

# WHAT ARE HAZARDS?

**A hazard is something that could cause damage or harm to someone or something on your farm.**

Many hazards can belong to more than one of the categories listed in this handout. For example, inhaling grain dust that contains mold over many years is a biological, physical and health hazard. It may be helpful to think of the two main categories of hazards as ***health hazards*** and ***safety hazards***, however, breaking them out into smaller categories will make it easier to identify more specific types of hazards.

## 7 CATEGORIES OF HAZARDS

| Safety Hazards | Health Hazards | Chemical Hazards | Biological Hazards |
|---|---|---|---|
| **Safety hazards** refer to anything that has the potential to cause immediate injury.<br><br>Examples include:<br>• Driving & operating equipment.<br>• Live electrical systems.<br>• Tool and machine use.<br>• Manual material handling.<br>• Ladder use and working at heights.<br>• Things that can result in slips, trips, and falls. | **Health hazards** refer to anything that has the potential to cause an acute or chronic condition, illness or disease from exposure.<br><br>Examples include:<br>• Respiratory hazards, such as grain dusts, ammonia, mold spores, etc.<br>• Noise.<br>• Exposure to things that may cause skin conditions such as contact dermatitis, heat rash, infections, etc.<br>• Exposures to things that may cause cancers such as asbestos, aflatoxins from fungi, or diesel exhaust. | **Chemical hazards** are hazards associated with the storage, handling or use of chemicals. A chemical is a substance that can potentially cause harm to people, livestock, and the environment.<br><br>Examples include:<br>• Sanitizers, solvents, and common cleaning products.<br>• Pesticides (insecticides, herbicides, fungicides, fumigants, animal systemics).<br>• Veterinary drugs.<br>• Fuels and petroleum products.<br>• Welding gases, fumes and smoke. | **Biological hazards** are organic substances that can harm someone's health.<br><br>Examples include:<br>• Bacteria & viruses that can cause illness and disease such as Lyme disease, ringworm, brucellosis, leptospirosis, listeriosis, q-fever, hantavirus, etc.<br>• Molds & spores from spoiled feed or in damp storage areas.<br>• Plants and pollen.<br>• Animals, including their body fluids and fecal matter. |
| **Physical Hazards** | **Psychosocial Hazards** | **Ergonomic Hazards** | |
| **Physical hazards** are hazards that pose a threat to someone's physical safety.<br><br>Examples include:<br>• Exposure to vibrations that can have negative vascular and neurological effects.<br>• Moving parts on machines & equipment that can cut, crush or entrap someone.<br>• Exposure to temperatures that could result in heat stress, cold stress, burns, or frostbite.<br>• Weather, such as hail or lighting.<br>• Air quality issues, such as dusts or a potentially toxic or oxygen deficient environment. | **Psychosocial hazards** are those things that can harm someone's mental health and wellbeing.<br><br>Examples include:<br>• Bullying and harassment, such as name calling, making jokes at someone else's expense, etc.<br>• Stressful working conditions, such as expecting too much to get done in the time available or expecting a task to be completed without having the right tools or labor available.<br>• An unsafe working environment, such as one that does not have guards on equipment or where people are permitted to operate equipment while under the effects of drugs or alcohol. | **Ergonomic hazards** are physical factors that may cause musculoskeletal injuries.<br><br>Examples include:<br>• Sitting or holding the same position for long periods of time, such as long hours in a tractor cab.<br>• Repetitive motions, such as pressing a clutch or shifting gears in a grain truck.<br>• Awkward working positions, such as when required when welding and repairing equipment.<br>• Excessive force injuries, such as when hammering spikes into a wooden pen or fence panel.<br>• Carrying heavy, awkward and or moving loads, such a sick calf or sheep.<br>• Long hours standing on a hard surface, such as in a barn or on a dairy parlor floor. | |

## HAZARDOUS ENERGY

| Electrical Energy | Hydraulic Energy | Pneumatic Energy | Chemical Energy |
|---|---|---|---|
| This type of energy relates to the movement of electrically charged particles. It can be live (i.e., powerlines) or stored (i.e., batteries).<br><br>Our bodies, equipment and even tools such as a ladder can conduct electricity.<br><br>Injuries from this type of energy are electrocutions, electric shocks, burns and falls. | This type of energy involves the power and energy in a pressurized liquid.<br><br>Braking systems and tractor loaders use this type of energy.<br><br>When released in an uncontrolled way, people may be crushed or struck by machinery, equipment, or their parts. | This energy relates the power and energy in pressurized air.<br><br>Air brakes, spraying devices and air tools use this type of energy.<br><br>When released in an uncontrolled way, people may be crushed or struck by machinery, equipment, or their parts. | This type of energy is stored in the bonds of chemical compounds. It is released when a substance undergoes a chemical reaction.<br><br>The energy that is released may be in the form of heat or pressure, and commonly results in a fire or explosion.<br><br>Injuries may result from chemical exposure or a resulting fire and/or explosion. |
| **Thermal Energy** | **Radiation Energy** | **Gravitational Energy** | **Mechanical Energy** |
| This energy is in the form of heat and is sometimes called heat energy; it is the energy in an object or system as a result of its temperature.<br><br>This type of energy includes explosions, flames, high/low temperatures, and radiation from heat sources.<br><br>Burns, dehydration, and frostbite (an injury that results from exposure to excessively cold temperatures and heat loss) are common injuries that relate to this type of energy. | Radiation is energy that travels from a source in the form of waves or particles though space or a material at the speed of light.<br><br>There are different types of radiation; the Canadian Centre for Occupational Health and Safety identifies ionizing, low-frequency electromagnetic, optical and radio-frequency electromagnetic radiation, and goes on to list the injuries as burns, changes to genetic material or reproductive systems and such disorders as headache, insomnia, and other functional disorders (CCOHS, 2021). | This energy is stored in an object and relates to both the objects distance from the ground and its weight.<br><br>This type of energy increases as the object gets further from the ground and/or goes up in weight.<br><br>People can by crushed, struck, or impaled by falling objects; even seemingly small and harmless objects falling from the right height can cause serious or fatal injuries. | An object, machine, tool, etc. has this type of energy due to its motion or its position.<br><br>Mechanical energy can be either kinetic energy (energy of motion, such as a moving tractor) or potential energy (stored energy of position, such as a coiled and compressed spring).<br><br>When released in an uncontrolled way, people may be crushed or struck by machinery, equipment, or their parts. |

(adapted from CCOHS, 2021)

| Gases | Vapors | Dusts & Fibers | Mists |
|---|---|---|---|
| Gases are substances that do not exist as solids or liquids at room temperature.<br><br>They can be used in a task (i.e., welding) or be produced by some other process occurring on the farm (i.e., composting).<br><br>Gases can easily spread throughout a building, work area or other type of enclosure. Some gases are heavier than air and will settle in low lying areas, such as pits or trenches.<br><br>Gases can be toxic, flammable or explosive. | Evaporation produces vapors, which is to say that vapors are released from products such as pesticides or adhesives.<br><br>Vapors are the gaseous form of a substance that is normally a liquid or a solid at room temperature and at an average pressure.<br><br>An example of a solid that can produce vapors at room temperature would be mothballs. | Dusts and fibers are small solid fragments or tiny pieces of something that may or may not be visible to the naked eye.<br><br>They can be produced mechanically (i.e., by grinding, milling, crushing, cutting, sanding or drilling) or naturally by the shedding of skin cells (i.e., animal dander). | Mists are tiny droplets suspended in air that are produced by scattering or distributing a liquid over an area or by condensation (when a vapor or gas changes into a liquid form).<br><br>Pesticide mists are an example of this type of hazard. |

| Fumes | Airborne Biological Contaminants | Oxygen Deficiency |
|---|---|---|
| Fumes are very small solid particles suspended in the air.<br><br>They can be produced not only from a material itself, but the breakdown of any coatings or paints on a material during heating (i.e., welding, soldering, brazing, or cutting fumes). | Airborne biological contaminants are biological hazards that are carried by or are in the air.<br><br>Examples can include bacteria (i.e., mycobacteria tuberculosis or coxiella burnetti), viruses (i.e., hantavirus), mold and mold spores (i.e., mycotoxins) as well as plant and animal materials (i.e., animal dander, dried feces). | The normal air around us contains almost 21% oxygen. Air that contains less than 19.5% oxygen is called oxygen deficient.<br><br>Low levels of oxygen can be caused by displacement by other gases (i.e., welding gases, carbon monoxide), the rotting of organic matter (i.e., when micro-organisms consume oxygen and produce flammable methane gas that can also displace oxygen), combustion processes and even oxidation processes (i.e., rusting).<br><br>Potentially oxygen deficient areas to be mindful of on farms include manure pits, root cellars, storage bins with rotting feed and enclosed storage containers that are rusting on the inside. |

# RESTRICTED AND CONFINED SPACES

## Restricted Spaces

A restricted space is a work area that:

- Is not meant to have someone in it all of the time or even very often.
- Would be big enough to enter and difficult to get in or out of.
- Would not have any other hazards or have the hazards properly controlled.

Think of a space with a small entry way or with obstructions that would make passage or moving around inside of it hard. An example of a restricted space may be the attic of a house, where the access ladder and hatch would make it difficult to go into and leave the space but would pose no other threat to someone's health or safety while being in it.

(Occupational Health and Safety Code, Statutes of Alberta (2021, s.1))

## Confined Spaces

A confined space is a restricted space which is hazardous, or may become hazardous, to a person entering it because of:

- An atmosphere that has too little or too much oxygen, is flammable, explosive or toxic (i.e., silo gases in a silage bunker).
- A condition or changing set of events that may cause illness or injury (i.e., someone inside a grain bin and someone outside turns on the auger).
- The potential for an activity to produce dangerous or harmful results in the space (i.e., using a harsh cleaning product in the confined space may allow toxic fumes to build up).
- The basic characteristics of an activity that can produce dangerous or harmful results in the space (i.e., welding in a confined space).

(Occupational Health and Safety Code, Statutes of Alberta (2021, s.1))


## Examples of Confined Spaces in Agriculture

- Grain and feed storage facilities
- Corrugated steel bins
- Silos
- Sprayer & chemical transport vehicles
- Bulk liquid storage tanks
- Fermentation vessels
- Feed mixer wagons/tanks
- Grain driers
- Composting ponds
- Pump sheds
- Trenches & open ditches
- Sumps, tunnels, and pump pits
- Forage storage
- Bulk transport vehicles
- Containment areas around diked storage tanks
- Tunnels (i.e., conveyor tunnel)
- Forage and silage dump wagons
- Wells, cisterns, dry wells
- Fuel storage tanks
- Sea cans
- Feed grinders/mixers
- Culverts
- Root cellars
- Manure storage tanks
- Manure/bio-digester units
- Manure transport vehicles (tanks and applicators)
- Storage and mixing tanks, bins and silos
- Climate controlled plant storage units
- Septic tanks
- Manure or silage pits
- Bunkers
- Grain wagons
- Dump pits

(Adapted from U.S. Department of Labour, 2018, p.1-2)

# LESS RECOGNIZED HAZARDS TO REMAIN MINDFUL OF

Some hazards can be so common that we don't even recognize them as hazards. Here are just a few examples of hazards that may go unnoticed.

## Fatigue

Fatigue is more than just feeling tired, it is having to push yourself through every day despite feeling constantly weak or exhausted. Many factors contribute to fatigue, such as a lack of sleep, long periods of mental and physical work, as well as long periods of stress. Fatigue is a form of impairment that impacts a person's ability to work safely, and research has shown that the effects are similar to alcohol impairment.

The Government of Alberta, Labour reports that fatigue can:

- Reduce mental and physical function
- Impair judgement and concentration
- Lower motivation
- Slow reaction time
- Increasing risk-taking behavior

(Government of Alberta, Labour, 2017, p.1)

## Stress

Stress is any type of change that causes physical, emotional or psychological strain and is the body's response to anything that requires attention or action (WHO, 2021). Everyone will experience stress to some degree, and not all stress is bad. Stress becomes an issue when it starts to impact someone's overall well-being.

Stress can affect health and safety when:

- It becomes a distraction. When the source of stress can take a person's mind off of what they are doing it can lead to mistakes.
- It can lead to people taking shortcuts when there is a tight deadline.
- It can lead to substance misuse, and in turn, the effects of substance misuse can create safety issues in the workplace.
- It contributes to violence and other inappropriate conduct in the workplace.

(Columbia Southern University, 2020)

## Violence

Violence can be any act where a person is abused, threatened, intimidated, or assaulted (CCOHS, 2020). This can include threatening behaviors (i.e., throwing objects), threats (i.e., "I'm going to kill you"), verbal abuse (i.e., swearing at or insulting someone) and physical attacks (i.e., hitting, shoving, pushing, or kicking).

## Harassment

Harassment is an unwelcome behavior that demeans, embarrasses, humiliates, annoys, scares, or verbally abuses someone and is often included as a form of violence (CCOHS, 2020). This can include destroying property, inappropriate physical contact or comments, opposing or challenging everything an individual suggests, etc.

## Substance Use & Misuse

The term substance use refers to any use of alcohol or illicit drugs, the misuse of prescription or over-the-counter drugs or any accepted use of prescription or over-the-counter drugs which results in adverse side-effects or reactions (Government of Canada, 2012). Substance use and misuse can result in impairment (a loss of function or ability), which in turn can lead to mistakes being made and incidents occurring.

# HOW TO IDENTIFY HAZARDS

**You cannot protect people from a hazard that has not been identified.**

Identifying hazards and controlling them before an injury or illness occurs is not only more effective, but also what is required of employers by legislation. Hazard identification is an ongoing process, which means that some form of hazard identification should always be taking place, as should taking corrective actions when needed.

## WHEN HAZARDS CAN BE IDENTIFIED

1. **When something new is being designed, built or installed.** This could be when you are designing a new work area (i.e., dairy parlor, barn or cattle handling facility), when a new process or procedure is introduced and when new equipment or machines are being brought in (i.e., a new conveyor).
2. **Before jobs or tasks are done.** This can include a quick pre-inspection of the work area and equipment to be used, a pre-job meeting/toolbox talk, etc.
3. **While jobs or tasks are being performed.** It is always important to remain aware of our surroundings, of any changes that occur and the development of any potentially unsafe conditions.
4. **When performing inspections.** Inspections can include routine inspections, pre-job inspections, formal inspections, informal inspections, supervisor walk-throughs, health and safety committee inspections, etc. Inspections are a critical part of identifying hazards before an incident occurs.
5. **Following a near miss, potentially serious incident (PSI) or incident.** Ideally, this would be following a near miss incident being reported. It may also be following an injury, illness or some form of equipment damage. While this is not the best time to identify hazards, it is still very important that this is done to prevent similar incidents from happening in the future.

## TIPS FOR IDENTIFYING HAZARDS

1. Take into account the:
    - Physical work environment.
    - Tools & equipment used.
    - Materials & products used.
2. Consider the following:
    - How the work is scheduled.
    - Who is doing the work (i.e., new worker, young worker,
    - The work environment and conditions (i.e., barn with poor ventilation, extreme temperatures).
    - When the work is being performed (i.e., season or time of day).
3. Look at all aspects of the job or task, including the:
    - Routine work performed.
    - Seasonal work performed.
    - Non-routine or rarely performed activities such as cleaning, maintenance and repair.
4. Observe how the jobs or tasks are performed:
    - Talk to the people who perform the task (this includes all shifts) as they will be the most familiar and knowledgeable about the job and its hazards.
    - Watch how the work is being performed; are procedures, safe work practices and safety rules being followed?
5. Determine whether a product, machine or equipment can be intentionally or unintentionally changed (i.e., can a guard be removed or a safety feature disabled?).
6. Examine existing and potential risks to:
    - Contractors & service providers (i.e., custom harvest crew or electrician).
    - Visitors (i.e., during open farm days).
    - The public (i.e., carrying a load of bales on a highway).
7. Consider the groups of people that may have a different level of risk, such as:
    - Young or inexperienced workers.
    - Older workers.
    - Persons with disabilities.
    - Persons with medical conditions.
    - New or expectant mothers.
8. Review things like:
    - Farm's injury, illness and incident records.
    - Workers compensation records (i.e., identify the types and sources of past injuries and illnesses for your farm or your WCB industry code).
    - Review industry information to identify the most common hazards faced by your producer group.

# HAZARD IDENTIFICATION CHECKLIST

**Helpful Information:** This document is intended to be a resource document only. It is recommended to complete one of these when performing a job hazard assessment. The farm can modify this document as needed to apply to its specific operation and/or work areas.

| | | | |
|---|---|---|---|
| Farm Name | | | |
| Job or Task | | **Date Completed** | |

| Hazard or Possible Hazard | Yes or Maybe | No |
|---|---|---|
| Driving & operating equipment or vehicles | | |
| Exposure to and possible contact with live electrical systems | | |
| Uneven ground, slippery surfaces, tools or cords in walking areas | | |
| Manual material handling, heavy lifting, awkward lifting | | |
| Working at heights or ladder use | | |
| Respiratory hazards, such as grain dusts, ammonia, mold spores, etc. | | |
| Exposure to noise (loud and/or constant noise) | | |
| Exposure to sanitizers, solvents, common cleaning products, or similar chemical products | | |
| Exposure to pesticides (insecticides, herbicides, fungicides, fumigants, animal systemics) | | |
| Exposure to veterinary drugs or medicated feed product dust | | |
| Exposure to fuels or petroleum products | | |
| Exposure to welding gases, fumes, and smoke | | |
| Exposure to bacteria and viruses that cause illness and disease in humans | | |
| Exposure to molds and spores (i.e., from spoiled feed or damp storage areas) | | |
| Exposure to plants and pollen that can cause health conditions from repeated exposures | | |
| Exposure to animals that may kick, bite, trample, charge, fall from, etc. | | |
| Exposure to body fluids and fecal matter | | |
| Exposure to inspects that may bite or sting | | |
| Exposure to vibrations for long periods of time (i.e., in hands, entire body) | | |
| Exposure to moving parts on equipment/machines/tools | | |
| Exposure to extreme temperatures | | |
| Too bright or too low of light | | |
| Exposure to extreme weather (lightning, high winds, snow, ice, rain, etc.) | | |
| Air quality issues (particulate, low oxygen, hydrogen sulfide, ammonia, etc.) | | |
| High stress conditions and/or long work hours for multiple days | | |
| A work environment where bullying or harassment is occurring | | |
| Long hours spent sitting, standing, or holding the same body position | | |
| Repetitive motions or motions that require excessive force (i.e., using a hammer) | | |
| Exposure to hazardous energy: Electrical Energy, Hydraulic Energy, Pneumatic Energy, Chemical Energy, Thermal Energy, Gravitational Energy, Mechanical Energy | | |
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| Hazard or Possible Hazard | Yes or Maybe | No |
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| Additional Comments: |
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| Print Name | Print Job Title | Signature | Date |
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# HOW TO ASSESS HAZARD AND RISK

Once you have identified the hazards and risk associated with a job or task, you will need to evaluate them. This process is called a hazard assessment, and it must be done in order to receive full marks. Hazard and risk assessment involves considering:

- What bad things could happen (i.e., injury, illness or other loss event),
- How likely these potential outcomes (bad things) are to happen,
- And how serious any potential outcomes could be (consequences).

Risk is the chance or likelihood of an injury, damage or loss occurring, and it is an important part of the hazard assessment process.

Where a hazard can be a thing, substance, material, energy source, condition, process, method or behavior, the risk is the harm exposure to that hazard may result in.

| Type of Hazard | Hazard Example | Risk Example |
|---|---|---|
| Substance | Exposure to Mycotil 300® (veterinary drug) | Cardiac arrest |
| Condition | Walking in an icy and rutted farmyard | Slip, trip, fall |
| Behaviour | Not using hearing protection in a loud hog barn | Hearing loss |

## WHY WE PERFORM HAZARD AND RISK ASSESSMENTS

- Prevent injuries, illnesses and equipment damage
- Create awareness of the hazards and risks present on the farm
- Identify who may be at risk (i.e., young workers, older family members, employees, visitors, contractors, etc.)
- Decide whether more work is needed (i.e., a control program such as fall protection program) is required for a particular hazard
- Find out if existing hazard control measures are enough or if more still needs to be done
- Prioritize hazards and hazard control measures when decisions need to be made
- Meet the requirements of Alberta OHS legislation

(adapted from CCOHS, 2017)

## CALCULATING RISK RATINGS

A risk rating is determined by considering the likelihood of an injury, damage or loss event occurring and the severity of the injury, damage or loss event.

The calculation is simple: **Risk Rating (R) = Severity (S) x Likelihood (L)**

**Risk Rating (R)** = A number that represents the risk associated with a job or task.

**Severity (S)** = If something went wrong, how bad would the consequences be?

Would it be a scraped knee, a broken bone, a lost limb or even a loss of life? While we have not talked about hazard controls much yet, the types of hazard controls in place will have an effect on the severity of the outcome (i.e., having a highly effective machine guard preventing contact with a rotating part versus relying on people "be careful"). For our purposes, severity is scored on a scale of 1 to 5:

| Score | Severity Explanation |
|---|---|
| 5 | Catastrophic. Death or permanent disability. Extensive property and/or environmental damage. Something the farm may not recover from. Cost over $1,000,000. |
| 4 | Major. Life threatening injury or illness requiring admission to hospital. Significant property and/or environmental damage. Something difficult for the farm to recover from. Cost between $20,000 and $1,000,000. |
| 3 | Moderate. Injury or illness requiring admission to hospital for something not life threatening and resulting in a full recovery. Property and/or environmental damage that may take 1 or 2 months to repair. Cost between $5,000 and $20,000. |
| 2 | Minor. Minor illness or injury requiring medical attention from a health care provider. Minor property and/or environmental damage. Cost under $5,000. |
| 1 | Negligible. Illness or injury that does not require medical attention. Property damage that does not require repair (i.e., scratched paint). No environmental damage. |

**Likelihood (L)** = How likely is it that the hazard and possible outcomes will occur?

Think about how many people are involved in completing the job or task, how the job or task is performed (i.e., in broad daylight or at dusk?), and how often the job or task is performed (i.e., daily, weekly, monthly). For our purposes, likelihood is scored on a scale of 1 to 5:

| Score | Likelihood Explanation |
|---|---|
| 5 | Highly likely, almost certain. Is expected to occur or could occur more than 10 times per year. |
| 4 | Likely, is expected to occur. Could occur at least once per year and up to 10 times per year. |
| 3 | Moderate likelihood. Might occur in some circumstances. Could occur once in the next 2 to 10 years. |
| 2 | Unlikely, but could happen. Could occur once in the next 11 to 50 years. |
| 1 | Rare. May occur but would be unexpected or could only occur in unusual circumstances. |

## ACTIVITY

Using the risk rating formula (Risk Rating (R) = Severity (S) x Likelihood (L)) and the scoring method provided, lets assess the risk associated with climbing into and out of a tractor.

Climbing into and out of a tractor:

| What are some hazards that could result in an illness, injury or damage to the equipment? | What would be the outcomes or consequences of these hazards? |
|---|---|
| Weak grip on handrails | Loss of balance, fall, soft tissue injury that may or may not require medical attention (i.e., from landing on the ground) |
| Slippery step or poor contact with the step | Loss of balance, fall, soft tissue injury that may or may not require medical attention (i.e., from landing on the ground) |

| Severity | Likelihood | Formula |
|---|---|---|
| In most cases, the severity would be minor, resulting in soreness or bruising*. | In this instance, the tractor is used once a day every day for approximately 30 minutes, so it is reasonably likely to occur. | R = S x L<br>R = 2 x 3<br>R = 6 |

The severity would increase if the person or people operating the tractor were older or had certain medical conditions like osteoporosis.

The likelihood would increase if the tractor was used four times a day every day for an hour or more.

How things are done, the type of equipment used, when things are done (early morning or late at night) and even who is doing the work (i.e., a senior or youth under 25 years) can affect the severity and likelihood. These factors will be different for every operation and are just some of the reasons why farm specific hazard assessments need to be created.

So now you have a risk rating of 6 for climbing into and out of a tractor. What does that mean?

| Risk Rating | Risk Rating Explanation |
|---|---|
| 20 to 25<br>Extreme Risk | **Stop work immediately.** Is the job or task absolutely necessary? If not, don't do it. If so, the job or task needs to be rethought, redesigned, or needs serious modifications. Do not continue until actions are taken to eliminate the hazard(s) or reduce them to a reasonable level; seek professional advice or outside expertise on how to proceed. |
| 15 to 16<br>Very High Risk | **Stop work immediately.** Is the job or task absolutely necessary? If not, don't do it. If so, do not continue until actions are taken to eliminate the hazard(s) or reduce them to a reasonable level; professional advice or outside expertise is recommended. |
| 10 to12<br>High Risk | **Stop work immediately.** Is the job or task absolutely necessary? If not, don't do it. If so, do not continue until actions are taken to eliminate the hazard(s) or reduce them to a reasonable level. Professional advice or outside expertise may be required. |
| 4 to 8<br>Moderate Risk | **Ensure actions are taken** to eliminate the hazard(s) or reduce them to a reasonable level. Review the hazard controls in place for effectiveness or if new hazard control measures should be considered. Be mindful of complacency. |
| 1 to 3<br>Low Risk | **Keep monitoring the process.** Existing controls are likely adequate but should be monitored. |

# HAZARD ASSESSMENT & OHS LEGISLATION RISK

OHS Legislation does not require a formal hazard assessment as defined earlier to be completed at one time and a field level hazard assessment to be completed at another. Notes on a sheet of paper or in a supervisor's logbook detailing the hazards identified & assessed and what was done to eliminate or control them may be considered a hazard assessment (though more formalized methods are recommended).

According to Alberta OHS, an employer must:

- Assess a work site and identify existing and potential hazards before work begins and control or eliminate those hazards (which you will learn more about this shortly).
- An employer must repeat a hazard assessment:
    - As often as necessary to prevent unsafe and unhealthy working conditions from developing,
    - When a new work process is introduced,
    - When a work process or activity changes, and
    - Before the construction of any major additions or changes to the work site.
- Involve workers who will be a part of the job or task and who the work and its hazards could have an effect on.

(Occupational Health and Safety Code, 2021, s.7)

## FORMAL HAZARD ASSESSMENT

Many people think of these as a close look at the jobs and tasks performed to identify the hazards, assess risk, and then develop, implement and monitor hazard controls.

Here, jobs or tasks are broken down into smaller parts (even steps), risk ratings are calculated, and everything is written down and signed be the people who completed and reviewed it.

## FIELD LEVEL HAZARD ASSESSMENT

Many people think of these as a site-specific hazard assessment that are performed:

- Before work begins.
- At a site where conditions can change.
- When non-routine work is introduced.
- When there is no formal hazard assessment already in place for that task or job.

## HAZARD ASSESSMENTS ON A FAMILY FARM VERSUS A FARM WITH EMPLOYEES

| Hazard Assessments | |
|---|---|
| **Family Farm** | **Farm with Employees** |
| It may be considered reasonable to not have written hazard assessments. A brief discussion about what the hazards are and what will be done about them to ensure that the job goes smoothly and safely could be enough.<br><br>Caution:<br>Family farms are still responsible for ensuring the health and safety of the service providers, contractors and visitors who come onto their farm. If a serious incident occurred involving one of these worksite parties, how might a farm prove it did everything reasonable to protect the person from harm? It would make sense to perform a hazard assessment with the other worksite party, and have it documented. | Not performing and documenting a hazard assessment it is problematic for the following reasons:<br><br>• Employers are required to document hazard assessments and the hazard elimination or control measures used.<br><br>• Employers are required to keep health and safety related information (such as hazard assessments) someplace that it is easily accessed by workers and others who may be present at the worksite.<br><br>• If an incident occurs, the farm cannot prove that a hazard assessment was performed or perhaps even that steps were taken to control the hazard (how can the farm prove due diligence?). |

## BENEFITS OF WRITTEN HAZARD ASSESSMENTS

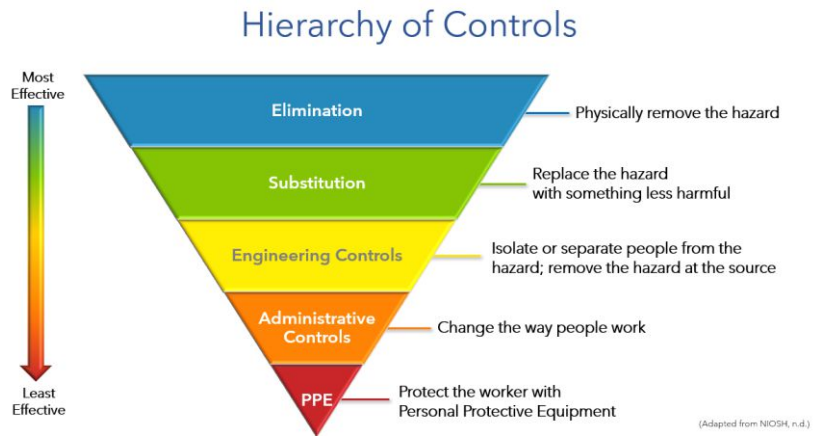
The benefits of written hazard assessments include:

- Protecting the health and safety of everyone present on the farm.
- Helping ensure that the farm is complying with OHS legislation.
- Ensuring the farm up to date on workplace hazards and when things change.
- They can be used to develop job procedures and safe work practices.
- They can be used to train new workers and to develop training plans.
- If the worst ever happens, they can help support a due diligence defense.

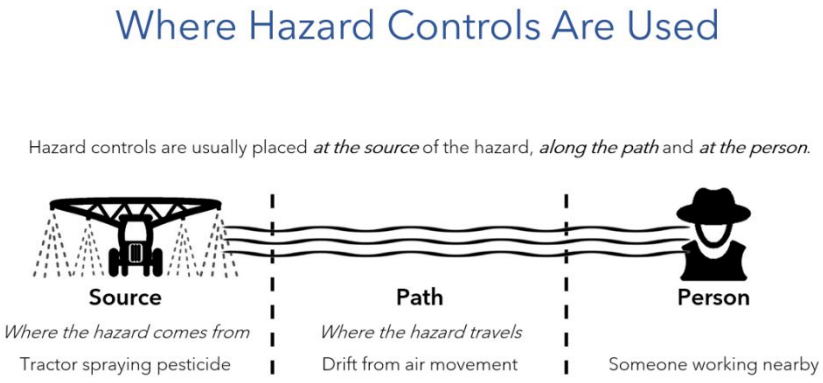
From a financial standpoint alone, when done thoughtfully and regularly, hazard assessments save time and money. Being down a person, repairing damaged equipment, high workers compensation rates, fines and penalties, and even legal fees end up being more costly in the end.

# HAZARD ELIMINATION AND CONTROL

Once the hazards associated with a job or task have been identified, steps to protect your people, livestock, property and the environment from these hazards must be taken.
It is not always easy to identify the best method or methods of hazard control, so performing a hazard assessment (like the ones introduced in the previous section) and using the Hierarchy of Controls will help you do this…




## HAZARD ELIMINATION & CONTROL SUMMARY

## OFTEN, MORE THAN ONE TYPE OF HAZARD CONTROL WILL BE NEEDED TO REDUCE THE HAZARD TO A REASONABLE LEVEL.

Consider people who spend long hours in a livestock barn where the air quality can be hazardous due to contaminants like dusts, carbon dioxide and ammonia. The source of the contaminants cannot be eliminated (i.e., the animals). In order to reduce the hazards of these contaminants, the employer might decide to do the following:

- Change from a dry feed to a wet feed in order to reduce airborne endotoxin concentrations (an example of substitution).
- Install a mechanical ventilation system (an engineering control).
- Develop standards to ensure the barn's stocking density does not exceed the ventilation systems capacity to maintain reasonable air quality (an administrative control).
- Require everyone who works in the barn to be trained in the use, care, and maintenance of a reusable respirator with combination cartridges (an administrative control).
- Require everyone who works in the barn to wear their reusable respirator with combination cartridges (a form of PPE that protects the person from both dust particles and ammonia).


## CHOOSE THE HAZARD CONTROL MEASURES THAT ARE THE MOST EFFECTIVE, THE MOST PERMANENT, AND THE ONES THAT MAKE THE MOST SENSE FOR YOUR OPERATION.

- When resources are limited, it can be hard to know where to start and which hazards to address first.
- It is important to involve your farm team in the hazard control process and engage them in discussions to identify the best methods of hazard control as their knowledge, experience and acceptance of the hazard control methods to be used are important.

## PRIORITIZING JOBS AND TASKS FOR HAZARD ASSESSMENT PURPOSES

When prioritizing jobs and tasks for hazard assessment purposes, consider these points:

- **Incident frequency and severity.** These would be jobs and tasks where incidents occur often (but might be less serious) or where incidents occur less often but result in serious injuries.
- **Potential for severe injuries or illnesses.** Where an incident, hazardous condition, or exposure to harmful substances have the potential to be severe.
- **New or recently modified jobs and tasks.** Jobs and tasks that or new or recently modified (i.e., a change in a procedure) can result in a lack of worker experience and introduce new hazards may not be obvious or expected.
- **Infrequently or rarely performed jobs and tasks.** The people working on your farm may be at greater risk when carrying out non-routine, seasonal and other rarely performed work. A hazard assessment is a way to review hazards before the work begins.
- **Complex jobs and tasks.** These are jobs and tasks that are complicated and require written instructions and other supporting hazard control measures. These jobs and tasks would include, but are not limited to, work in confined spaces (i.e., performing a repair inside a manure pit).

(adapted from CCOHS, 2016)

# HAZARD ASSESSMENT FORM

| | | | |
|---|---|---|---|
| Job or Task | | | |
| Farm Name | | | |
| Completed By | | | |
| Date Completed | | Review Date | |

Risk Matrix


| Task/Step | Hazards | Risk Rating | Hazard Control Measures |
|---|---|---|---|
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| Additional Comments, Refence Documents, Etc. |
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| Print Name | Print Job Title | Signature | Date |
|---|---|---|---|
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# HAZARD ASSESSMENT FORM

| | | | |
|---|---|---|---|
| **Job or Task** | Visually pre-inspect tractor | | |
| **Farm Name** | Joe Jones Farm | | |
| **Completed By** | Jane Doe, Dave Smith, Joe Jones | | |
| **Date Completed** | June 1, 2023 | **Review Date** | June 1, 2024 |


| Task/Step | Hazards | Risk Rating | Hazard Control Measures |
|---|---|---|---|
| 1. Perform walk around/pre-inspect tractor | ~ Ice or mud on the ground<br>~ Ruts and uneven the ground | 2 | ~ Assessing ground and area conditions prior starting task<br>~ Be mindful of footing, not rushing/moving quickly when on icy or muddy ground.<br>~ Wear footwear with clean soles and good grips |
| 2. Climb into & out of the tractor | ~ Poor or weak grip on the handrails<br>~ Slippery steps/rungs, footwear with slippery soles<br>~ Reaching or leaning while climbing into the cab | 4 | ~ Follow safe work practice for climbing into and out of equipment, such as three points of contact, not carrying items in hands when climbing into or out of equipment, facing steps/rungs and keeping the body centered between handrails while climbing into and out of equipment<br>~ Wear footwear with clean soles and good grips<br>~ Wear gloves ensure they are well fitting and have good grips |

| Additional Comments, Refence Documents, Etc. |
|---|
| Refer to Joe Jones Farm Safe Work Practice for climbing into and out of equipment. |

| Print Name | Print Job Title | Signature | Date |
|---|---|---|---|
| Jane Doe | Casual Labourer | Jane Doe | June 1, 2022 |
| Dave Smith | Supervisor | Dave Smith | June 1, 2022 |
| Joe Jones | Owner/Operator | Joe Jones | June 1, 2022 |

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# HAZARD ASSESSMENT FORM

## STOP & THINK

AgSafe ALBERTA

| | | | |
|---|---|---|---|
| Work site/location | | Date completed | |
| Emergency communication method | | Emergency transport plan in place | |
| Emergency roles (i.e., first aid) | | Working alone plan in place | |
| Emergency equipment on site | | Muster point | |

***Check the items that apply to your work, then using the back of this sheet, list the number and the hazards and describe how you will eliminate or control the hazards.***

| General | | ***What can go wrong? How bad could it be? How can I prevent things from going wrong?*** |
|---|---|---|
| 1. Housekeeping (not tidy, slip/trip potential) | 15. Repeated or ongoing heavy lifting, lifting awkward loads | |
| 2. Others working in the area (overhead, under, beside) | 16. Loose clothing, laces or hair | |
| 3. Animals in work area (under, beside) | 17. Fatigue, long work hours, overtime, low sleep | **FARMERS△CARE** |
| 4. Children or visitors in work area | 18. Distractions, texting, talking & driving, child in the cab | **F** Fall from height or slip, trip & fall related hazards |
| 5. Chemicals used or in area (i.e., vapors, fumes, mists, etc.) | 19. Stress, not enough labour, breakdowns, etc. | **A** Air quality issues, respiratory hazards, hazardous atmospheres |
| 6. Dusts or fibers in area (i.e., grain, wood or road dust) | 20. Violence, harassment, road rage, etc. | **R** Roll overs or run over related hazards |
| 7. Potential for low oxygen or toxic atmosphere | 21. Substance use or misuse (i.e., medications due to illness) | **M** Machinery or motor vehicle related hazards |
| 8. Noise in area | 22. Tool or equipment damage/defects | **E** Energy sources have been isolated, released and proven safe. |
| 9. Problematic light levels (i.e., too bright or too dark) | 23. | **R** Remote work or working alone being performed |
| 10. Hot/cold work environment, surfaces, materials, parts, etc. | 24. | **S** Secure loads; loads needing proper securement |
| 11. Weather conditions (i.e., wind, rain, snow, ice, lightening, etc.) | 25. | **C** Chemical exposure; chemical use, handling or storage hazards |
| 12. Working near energized equipment or rotating parts | 26. | **A** Animal handling; animal related hazards |
| 13. Awkward body positions and/or long hours sitting or standing | 27. | **R** Restricted or confined spaces |
| 14. Repetitive motions or motions requiring excessive force | 28. | **E** Electrocution; electrical hazards, overhead powerlines, etc. |

***List the hazards and describe how you will eliminate or control the hazards.***

| # | Hazards | How hazards will be eliminated or controlled |
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# JOB TASK HAZARD ASSESSMENT FORM

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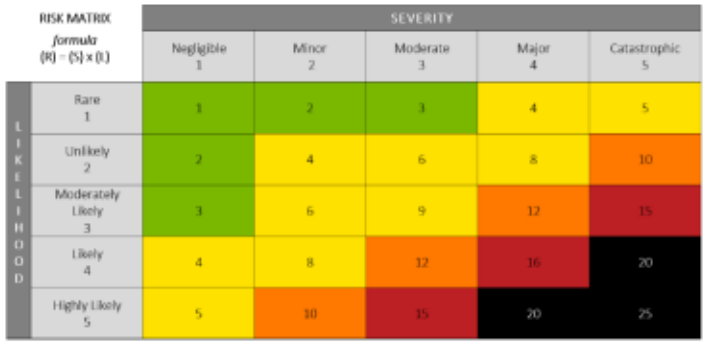
|---|---|---|---|
| **Job or Task** | **Operate powered mobile equipment** | | |
| **Details** | ❑ Job or task is done by the farm team members<br>❑ Job or task is done by a service provider or contractor<br>❑ Not applicable to the farm/the farm does not use powered mobile equipment | | |
| **Farm Name** | | | |
| **Completed By** | | | |
| **Date Completed** | | **Review Date** | |




| Task or Step | Possible Hazards & Outcomes | S | L | R | Hazard Controls In Place |
|---|---|---|---|---|---|
| **Get in and out of powered mobile equipment** | **Health Hazards:**<br>Other: _____<br><br>**Safety Hazards:**<br>Weak grip, slippery step in<br>Other: _____<br><br>**Possible Outcomes:**<br>Loss of balance, fall<br>Other: _____ | | | | **Engineered Controls:**<br>❑ Handles for getting in and out<br>Other: _____<br><br>**Administrative Controls:**<br>❑ Person must be trained and competent in this task<br>❑ Use handles for getting in and out<br>❑ Maintain 3 points of contact for getting in and out<br>❑ Do not have other items in your hands when getting in and out<br>❑ Keep soles of boots clean/scraped<br>Other: _____<br><br>**Personal Protective Equipment:**<br>❑ Footwear with good grips<br>Other: _____ |
| **Fuel powered mobile equipment** | **Health Hazards:**<br>Fumes, fuel contact with skin<br>Other: _____<br><br>**Safety Hazards:**<br>Static electricity and sources of electricity, slippery or rutted and uneven ground, fuel spill<br>Other: _____ | | | | **Engineered Controls:**<br>❑ Automatic shut-off on fuel pump<br>❑ Dike present around fuel tank/refueling area<br>❑ Other: _____<br><br>**Administrative Controls:**<br>❑ Person must be trained and competent in this task<br>❑ Turn skid steer off when refueling |

| | | | | | |
|---|---|---|---|---|---|
| | **Possible Outcomes:**<br>Fire or explosion, slip or trip, fall, respiratory irritation, skin irritation, chronic exposures to fuel can lead to cancer<br>Other: _____ | | | | ❑ Do not smoke, use a mobile phone, or other sources of ignition<br>❑ Do not re-enter or exit powered mobile equipment during refueling without grounding yourself by touching a metal surface with a bare hand first<br>❑ Metal gas nozzle is always in contact with the lip of the tank during refueling to eliminate static build up<br>❑ A fully stocked spill kit and/or tray is kept at the refueling area<br>❑ Stand upwind during refueling<br>❑ Other: _____<br><br>**Personal Protective Equipment:**<br>❑ Coveralls<br>❑ Chemical resistant gloves<br>❑ Chemical resistant boots<br>❑ Other: _____ |
| **Operate powered mobile equipment** | **Health Hazards:**<br>Noise, sitting for long periods, repetitive movements<br>Other: _____<br><br>**Safety Hazards:**<br>People or animals in the work area, equipment or buildings in the work area (limited room to move), poor lighting, poor visibility, steep grades, extreme temperatures<br>Other: _____<br><br>**Possible Outcomes:**<br>Hearing damage, soft tissue injury, roll over, run over, contact with buildings or equipment, heat/cold stress<br>Other: _____ | | | | **Engineered Controls:**<br>❑ Adjustable seat<br>❑ Backup alarm<br>❑ Backup camera<br>❑ Other: _____<br><br>**Administrative Controls:**<br>❑ Person must be trained and competent in this task<br>❑ Pre-inspect equipment before use; conduct function tests of lights and safety features (i.e., running lights, backup alarm, etc.)<br>❑ Keep lights clean<br>❑ Adjust seat prior to use & wear seatbelt at all times<br>❑ Before starting work, inspect work area for ground or slope hazards, overhead hazards, visibility issues, etc. and eliminate or control them<br>❑ Operate at a safe speed<br>❑ When travelling, keep load as close to the ground as reasonably possible<br>❑ Use a trained and properly equipped Spotter<br>❑ Stop equipment if visual contact with Spotter or other(s) is lost<br>❑ Rope, flag, post signs or use other methods to keep people out of the work area<br>❑ Check weather report prior to starting work; dress for conditions and schedule breaks appropriately |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | ❑ Other: _____<br><br>**Personal Protective Equipment:**<br>❑ Hearing protection, if appropriate<br>❑ Spotters/other workers wearing high visibility and retroreflective vests and gloves<br>❑ Other: _____ |
| **Operate powered mobile equipment** | **Health Hazards:**<br>Noise, sitting for long periods, repetitive movements<br>Other: _____<br><br>**Safety Hazards:**<br>People or birds in the work area, equipment or buildings in the work area (limited room to move), poor lighting, poor visibility, steep grades, extreme temperatures, overhead hazards<br>Other: _____<br><br>**Possible Outcomes:**<br>Hearing damage, soft tissue injury, roll over, run over, contact with buildings or equipment, heat/cold stress<br>Other: _____ | | | | **Engineered Controls:**<br>❑ Adjustable seat<br>❑ Backup alarm<br>❑ Backup camera<br>❑ Other: _____<br><br>**Administrative Controls:**<br>❑ Person must be trained and competent in this task<br>❑ Pre-inspect equipment before use; conduct function tests of lights and safety features (i.e., running lights, backup alarm, etc.)<br>❑ Keep lights clean<br>❑ Adjust seat prior to use & wear seatbelt at all times<br>❑ Before starting work, inspect work area for ground or slope hazards, overhead hazards, visibility issues, etc. and eliminate or control them<br>❑ Operate at a safe speed<br>❑ When travelling, keep load as close to the ground as reasonably possible<br>❑ Use a trained and properly equipped Spotter<br>❑ Stop equipment if visual contact with Spotter or other(s) is lost<br>❑ Rope, flag, post signs or use other methods to keep people out of the work area<br>❑ Check weather report prior to starting work; dress for conditions and schedule breaks appropriately<br>❑ Other: _____<br><br>**Personal Protective Equipment:**<br>❑ Hearing protection, if appropriate<br>❑ Spotters/other workers wearing high visibility and retroreflective vests and gloves<br>❑ Other: _____ |

| | | | | | |
|---|---|---|---|---|---|
| **Load, pick up, set down and unload** | **Health Hazards:**<br>Other: _____<br><br>**Safety Hazards:**<br>Load shifting, blind spots, line of sight problems dropped load, material too heavy for the equipment, unbalanced load<br>Other: _____<br><br>**Possible Outcomes:**<br>Run over, roll over, dropped load, contact with objects or building, contact with equipment<br>Other: _____ | | | | **Engineered Controls:**<br>❑ Other: _____<br><br>**Administrative Controls:**<br>❑ Person must be trained and competent in this task<br>❑ Know the maximum allowable load limits as per the manufacturer's specifications<br>❑ Ensure the load is balanced<br>❑ Strap and secure the load properly; cradle the back of the load slightly<br>❑ Other: _____<br><br>**Personal Protective Equipment:**<br>❑ Well fitting gloves with good grip<br>❑ Steel toe footwear<br>❑ Other: _____ |

| Additional Comments, Refence Documents, Etc. |
|---|
| |

| Print Name | Print Job Title | Signature | Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**IMPORTANT:** RETAIN A COPY OF THIS DOCUMENT IN YOUR FARM RECORDS.

# Part Three

In order to obtain full marks, the other people working on your enterprise (that is, in your egg barns) will need to be trained in hazard identification, assessment and control as it relates to their work. An example of how to record this and what it might look like are found on the following pages.

You can get more information about communication, orientation and training in the AgSafe Alberta FarmSafe Plan Manual and online FarmSafe Plan learning program. Go to www.agsafeab.ca to view these and to learn more.

# SKILL AND COMPETENCY EVALUATION

**Disclaimer:** This is a sample skill and competency evaluation and is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc.

| | | | |
|---|---|---|---|
| Worker Name | | Job Title | |
| Supervisor Name | | Date of Evaluation | |
| Farm Name | | Re-Evaluation Date | |

| | | | |
|---|---|---|---|
| Job or Task | | Work Area | |

| Step | Description | Meets Expectations | More Training Required | Comments/Notes |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

| Additional comments, resources used, factors or conditions relevant, etc. |
|---|
| |

| | | | |
|---|---|---|---|
| Worker Signature | | Date | |
| Supervisor Signature | | Date | |
| Farm Owner Signature | | Date | |

**IMPORTANT:** RETAIN A COPY OF THIS DOCUMENT IN THE WORKERS EMPLOYEE FILE.

# SKILL AND COMPETENCY EVALUATION

| | | | |
|---|---|---|---|
| **Worker Name** | Jane Doe | **Job Title** | Casual Labourer |
| **Supervisor Name** | Dave Smith | **Date of Evaluation** | May 5, 2022 |
| **Farm Name** | Joe Jones Farm | **Re-Evaluation Date** | May 12, 2022 |

| | | | |
|---|---|---|---|
| **Job or Task** | Basic Hazard Assessment Completion | **Work Area** | Not Applicable |

| Step | Description | Meets Expectations | More Training Required | Comments/Notes |
|---|---|---|---|---|
| 1 | Describe what hazards are and give examples relating to their work. | ✓ | | |
| 2 | Describe what hazard controls are and explain which ones are the most effective and which one is the least effective. | ✓ | | |
| 3 | Give examples of each type of hazard control relating to their work. | ✓ | | |
| 4 | Complete a written hazard assessment for the task of egg collection. | | ✓ | Some support was required, additional mentoring is needed |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

| Additional comments, resources used, factors or conditions relevant, etc. |
|---|
| Jane completed modules 1 to 4 of the online AgSafe Alberta farm safe program and will be completing the rest of the modules within the next 6 months; she will go back and review modules 2 and 3. See a copy of the attached written hazard assessment. |

| | | | |
|---|---|---|---|
| **Worker Signature** | Jane Doe | **Date** | May 1, 2022 |
| **Supervisor Signature** | Dave Smith | **Date** | May 1, 2022 |
| **Farm Owner Signature** | Joe Jones | **Date** | May 2, 2022 |

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