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**health and safety policy**

**Helpful information:** Use the information provided in Module 1: Leadership, Commitment & Accountability of the Alberta FarmSafe Plan Manual and this worksheet to create a draft of your health and safety policy. Revise and remove statements or add statements as you see fit. You can combine your statements into paragraph form, or you can keep everything in point form if you prefer. You will want to refer to current Alberta OHS legislation as you do this. Once you have done that, delete any grey, italic text. Remember to replace FARM with the name of your farm business. Be sure to write everything in plain language so that anyone can understand what is written here and avoid using safety or other related jargon. This document will need to be signed and dated by senior leadership on the farm. Once you have completed your draft, you can use AgSafe Alberta’s Health and Safety Policy Checklist to see if there is anything else that should be included.

**Disclaimer:** This document is intended to be a resource document only. It will need to be customized to address the particular needs, factors, applicable legislated requirements, etc. of the farm. Once this document has been customized, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted. If you require assistance, please contact **AgSafe Alberta** at [info@agsafeab.ca](mailto:info@agsafeab.ca) or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **1.0 Summary Statement** | | | | | | |
| ***Explain the farms commitment and/or values as they relate to health and safety.***  1.1 The FARM is committed to a health and safety program that protects and maintains the health and safety of everyone who may be present on our farm.  1.2 The FARM is committed to protecting and maintaining the health and safety of everyone present at the worksite, including contractors and visitors.  1.3 The health and safety of our family, workers, contractors and visitors is the number one priority of the FARM.  1.4 The FARM values the health, safety, and well-being of our workers.  1.5 The FARM is committed to preventing and reducing the risk of workplace injury or illness to our employees and others present at our worksites.  1.6 The FARM believes in promoting and maintaining the highest degree of physical, psychological and social well-being of the people living and working on it.  1.7 The FARM believes all workplace incidents are preventable, and that health and safety must be a part of every operation. | | | | | | |
| **2.0 Purpose** | | | | | | |
| ***Explain the goal or purpose of the Health and Safety Policy and the overall health and safety program.***  2.1 The **FARM’s** over-arching goal is a healthy, injury-free workplace for all and together we can achieve this.  2.2 This policy and the health and safety program have been created to proactively workplace related injuries and illnesses.  2.3 The **FARM** has developed, actively uses and is continuously improving its health and safety program in order to reduce the number of injuries and illnesses to an absolute minimum. | | | | | | |
| **3.0 Scope** | | | | | | |
| ***Detail who the Health and Safety Policy applies to.***  3.1 This policy applies to family members, supervisors, health and safety committee members (or health and safety representative), workers, visitors, contractors and service providers. | | | | | | |
| **4.0 Definitions** | | | | | | |
| ***Include any definitions which someone might not know.***  4.1 **Policy –** Written general guidelines that set the direction for accomplishing an outcome and are used to guide decision making.  4.2 **Responsibilities –** The tasks or duties that people in the various positions are expected to complete as function of their job.  4.3 **Role –** The positions or purposes that someone has in a situation or organization; the positions held by various people on the farm. | | | | | | |
| **5.0 Responsibilities** | | | | | | |
| ***Outline who is responsible for what. Below is just a sample of examples. The following are just a few examples. For a more detailed lists, refer to pages 40 to 43 and page 196 (Module 8: Health and Safety Committees & Representatives) of the Alberta FarmSafe Plan Manual.***  5.1 **The FARM/Employer**   * Ensure the health, safety and welfare of workers and others who may be present at or near the worksite and anyone who may be affected by the identifiable and controllable hazards relating to the work performed is protected. * Ensuring workers are aware of their rights and duties under Alberta OHS legislation. * Ensure that all employees receive the orientation, training and retraining required to enable them to safely perform the work they are assigned. * Ensure workers are supervised by a competent person who is familiar with applicable Alberta OHS legislation. * Ensure it has developed policies, job procedures, and emergency response procedures for the farm. * It will investigate incidents, near misses, and potentially serious incidents (PSIs), and using the findings of these investigations, identify and take corrective actions to prevent them from happening again   5.2 **Supervisors**   * As far as reasonably practicable, they will take all precautions necessary to protect the health and safety of every worker under their supervision. * Workers under their supervision are working in a safe and healthy manner and following the farm’s procedures, safe work practices and Alberta OHS legislation. * None of the workers under their supervision are subjected to or participate in any form of bullying, harassment or violence. * Workers under their supervision are advised of all known or reasonably possible hazards in the work area or relating to the work being performed. They will ensure all workers under their supervision have the proper training and equipment (e.g., tools, personal protective equipment, etc.) for the work they are expected to do.   5.3 **Family Members, Workers, Volunteers**   * Work in a safe and healthy manner, ensuring their health and safety and the health and safety of anyone else near or in the surrounding area of the work being done. * Cooperate with their supervisor, employer and any other person for the purpose of protecting the health and safety of themselves and any other person at or near the where the work is being performed. * Actively participate in and apply the training provided by the farm. * Use the proper tools and equipment, including all personal protective equipment (PPE) required by the farm and/or Alberta OHS legislation. * Not participate in bullying, harassment or violence. * Ask their supervisor for help or additional training if they are unsure about how to perform any part of their task. * Report to the employer or their supervisor any concerns about unsafe acts or conditions. * Inform their supervisor if there is anything that could affect their ability to work safely.   5.4 **Health and Safety Committee Members (or Health and Safety Representative)**   * Receive, carefully think about and take health and safety related concerns to the employer. * Have an active role in the farm's hazard assessment process. Participate in the review of the incident investigation report and determination of appropriate corrective actions. * Participate in the follow-up of corrective actions, including their implementation and effectiveness.   5.5 **Visitors, Contractors and Service Providers**   * Ensure their safety and the safety of others on or near the farm. * Notifying their supervisor or designated contact person of incidents, near misses and other actual or potential hazards. * Cooperating with the incident investigators and any follow-up actions as requested and if safe to do so. | | | | | | |
| **6.0 Health and Safety Management Framework** | | | | | | |
| ***Describe how the farm will achieve it’s health and safety objectives.***  6.1 Management commitment is actively demonstrated through:   * Statement of commitment * Health and Safety Policy & Program * Safety leadership by farm leadership and ownership * Prioritization of health and safety over speed and production * Putting safety-related improvements in place * Measuring health and safety performance   6.2 Effective health and safety planning, which includes:   * Safety planning in all operations and work * A contractor management program * Ethical, legal, and legal obligations being identified   6.3 The Alberta OHS Act requires the farm to identify hazards, assess risks and implement controls to eliminate or minimize risk to harm as is reasonably practicable. Effective hazard and risk management is achieved through:   * Hazard identification * Workplace inspections * Hazardous substance management * Risk assessment and controls * Hazard management processes being reviewed * Ensuring incidents are report, investigated, and appropriate corrective actions are put in place.   6.4 Appropriate training and supervision through:   * Due diligence training for senior leadership and supervisors * New employee, contractor, and visitor orientations * Initial and ongoing worker training and development * Ongoing competency checks   6.5 Continuous improvement through monitoring and evaluation, including:   * Health and safety reporting & reviews * Incident reporting and investigation * Assessments & audits * Policy and training program reviews | | | | | | |
| **Monitoring & Review** | | | | | | |
| ***Explain what monitoring and review will look like.***  The **FARM** will review this policy every three years or more often found to be appropriate. | | | | | | |
| **Relevant Legislation** | | | | | | |
| ***Include any relevant legislation.***  Alberta Occupational Health and Safety Act | | | | | | |
| **Related Policies, Procedures & Other Documents** | | | | | | |
| ***These are other helpful resources relating to the farm.***  This section can include Industry Standards, or Farm Specific Policies, Procedures and Safe Work Practices. If none exist, this section can read “Not applicable.” | | | | | | |
| **Approvals** | | | | | | |
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