



FARM
SAFETY
ASSOCIATION

Growing Safety

Due Diligence

CASA 2006
Canmore, Alberta



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Due Diligence

- Legally, Due Diligence is the primary defense available for individuals charged under the O.H.S.A.



Due Diligence

- To prove Due Diligence an accused must prove that all reasonable precautions, “reasonable care” was taken, to ensure compliance with the law, in an effort to prevent a particular event or incident from occurring.

Due Diligence

- Hence, a Health and Safety Program must be prepared with an endeavourer to establish proper due diligence compliance.
- Thus employer must be able to prove that precautions were taken specific to the hazards.



Due Diligence

- There must also be the effective implementation and monitoring of the program.
- It is not good enough to have a written health and safety program. It must be provably in practice. The employer must be able to prove that precautions were present at the worksite.

OHSA

- Notes on OHSA
 - Sets out principals, duties and rights
 - Is Based on Internal Responsibility System (IRS) employer/supervisor/worker.
 - Sets out basic worker rights
 - To participate in workplace health and Safety
 - To know about workplace hazards
 - To refuse unsafe work
 - Establishes employer responsibilities.
 - Provide information, instruction and supervision, regarding hazards in the workplace.



Internal Responsibility System

Principle is that workplace hazards can be dealt with through communication and cooperation between employer and workers.

Workplace parties share the responsibility of OH&S and must strive to identify hazards and develop strategies to protect workers.



Internal Responsibility System

The internal responsibility is self-governing, which means there must be internal regulation of the Occupational Health and Safety in the workplace, by setting standards, implementing them, measuring/monitoring compliance and correcting non-conformance, consistently and effectively.

“Ignoring safety issues will leave you exposed to increased potential liability.”



Establishing Due Diligence

- Develop specific policies, practices and procedures for hazardous activities.
- Provide adequate orientation and training
- Ensure supervisors monitor hazardous work and communicate risks
- Audit for foreseeable risks and protect workers accordingly
- Ensure compliance through rules and discipline
- Never assume workers know enough about the risks involved in a given task



Basic Safety Philosophy

- Every Incident Can Be Avoided.
- No Job Is Worth Getting Hurt for.
- Every Job Will be Done Safely.
- Incidents Can Be Managed.
- Most Importantly, Safety is Everyone's Responsibility.

“You will Achieve the Level of Safety That you Demonstrate you Want to Achieve”

“To be successful, safety must be more than a program or a book/procedures. It must be a company philosophy – an attitude that is unquestioned.”



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Should a Incident Strike, your workplace

And IT WILL!

What do YOU want to look like?



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What Can You Do?

- Identify and Control Hazards
- Focus on PEOPLE, as well as risk!
- Be Involved



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Due Diligence

Evidence of a Health and Safety Program in place.

1. Workplace Audit/Analysis
2. Corporate Policy and implementation Program
3. Specific Task Procedures and Policies
4. Training procedures
5. Enforcement of Health and Safety
6. Supervisor competence.



Developing your Program

Sample Health & Safety Policy

Company X is vitally interested in the health & safety of its employees.

Protection of employees from injury or occupational disease is a major continuing objective.

Company X will make every effort to provide a safe, healthy work environment.

All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Owner , as employer, is ultimately responsible for worker health & safety. As the employer of Company X I give you my personal promise that every reasonable precaution will be taken for the protection of workers. Supervisors will be held accountable for the health & safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health & safety by working in compliance with the law and with safe work practices and procedures established by the company (or farm operation).

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the owner to the workers.

Signed: [_____]
President

Date (must be dated annually)

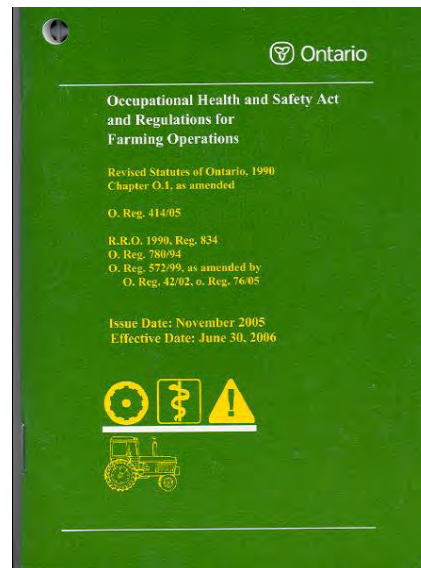


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Required Postings

Occupational Health & Safety Act for Farming Operations





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Required Postings

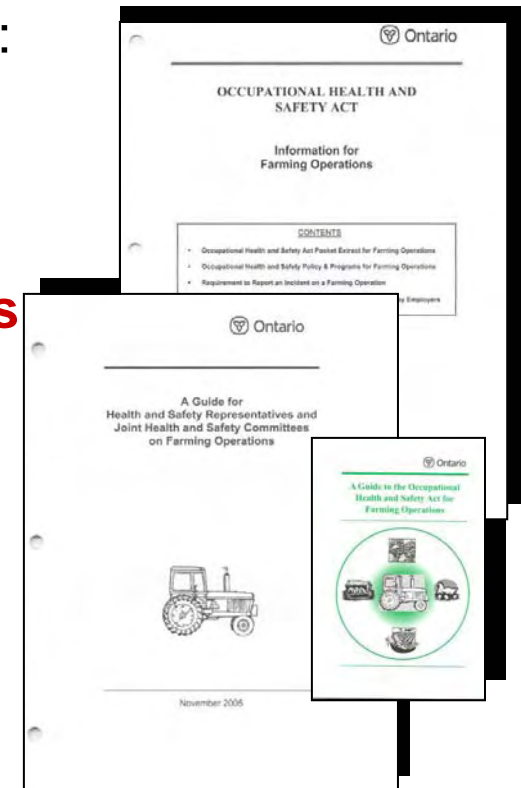
Eight OSHA Guidelines for Farming Operations:

1. Tractors and other self-propelled farm equipment
2. Farm equipment
3. Large animal handling
4. Personal protective equipment
5. Falls, slips and trips
6. Hazardous atmospheres and confined spaces
7. Lockout procedures
8. Occupational illness

Required Postings

OHSA explanatory materials is available as free downloads from the MOL website:

- information for farming operations
- **occupational health & safety guidelines for farming operations**
- guide to the OHSA



Required Postings

WSIB Materials

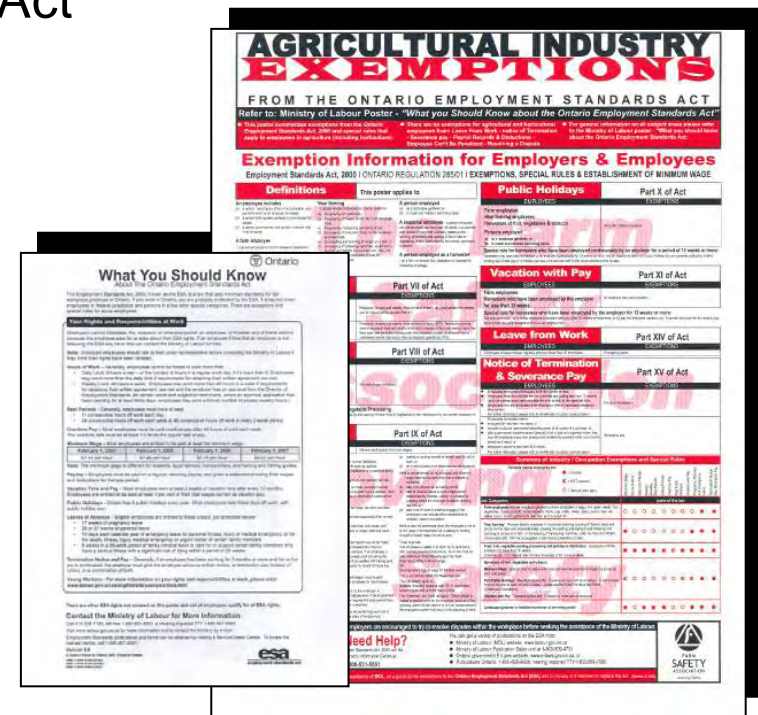
- “In Case of Injury at Work” poster (form 82)
- First Aid Requirements (regulation 1101)
- “What’s in it for you?” poster



Required Postings

ESA materials

- “Employment Standards Act” poster
- “The Agricultural Industry Exemptions” poster





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Additional Materials

EMERGENCY PROCEDURES & PHONE NUMBERS



TAKE COMMAND
assign the following duties to specific personnel



PROTECT THE ACCIDENT SCENE
from continuing or additional hazards



GIVE FIRST AID
to the injured as soon as possible



CALL AN AMBULANCE
and the Ministry of Labour and any other authorities



MEET AND DIRECT
the ambulance to the accident scene



FOR FOLLOW-UP
determine where the injured person is being taken



INFORM SENIOR MANAGER
so that authorities are notified, news of an can be contacted, and the news media handled



ISOLATE THE ACCIDENT SCENE
for future investigation

NAME	PHONE NUMBER
Ambulance / EMS	911 /
Police	911 /
Fire Department	911 /
Poison Control	
Ministry of Environment / Spill Reporting	
Ministry of Labour	
WSIB, Agriculture Sector	
Senior Manager	
JHSC Co-Chair, Management	
JHSC Co-Chair, Labour	
Farm Safety Association	1 - 800 - 361 - 8855

NAME	PHONE NUMBER
Gas Company	
Hydro Company	
Water Service	

LOCATION IDENTIFIER
(should include at least the following: address, the code # building #, phone # etc.)

PERSONAL PROTECTIVE EQUIPMENT CHECKLIST

The following information has been prepared by the Farm Safety Association (FSA) as a guideline to the use of Personal Protective Equipment (PPE) for specific tasks relating to Agricultural operations in the province of Ontario. Please note that this document does not apply to all working situations that may be encountered. As working conditions vary, you must determine the protective equipment required. When in doubt as to what PPE is needed to complete the task safely, consult with your supervisor. For the Canadian Standards Association (CSA) standards regarding specific PPE, refer to your own health & safety policies or contact CSA directly at www.csa.ca. You can also contact the Farm Safety Association for more information regarding PPE.

TASKS	Reflective Armbands or Vests (Night)	Lockout / Re-emergie	Face Shield	Eye Protection	Gloves	Hard Hat	Hearing Protection	Long Pants	Long Sleeves	Confined Spaces	Safety Boots	Respiratory Protection	ROPS & Seatbelts
All machinery:													
Boat/Traffic:	●												●
Chainsaw			○	●									●
Chemical Use			○	○	●	●		●	●			●	
Combina-Harvesting		●		○			●						
Grain Handling Equipment		●		○	○	○	●					●	
IMHO Facilities Work		○	○	○	○	○	○	○	○	○	○	○	○
Impound/Dech-Tire Maintenance*		○	○	○	○	○	○	○	○	○	○	○	○
Limebox			○	○	○	○	○	○	○			○	
Mower - Push		●		○	○	○	○	○	○				
Mower - Riding		●		○	○	○	○	○	○				○
Overhead Hazard			○	○	○	○	○	○	○				
Portable Grinder			○	○	○	○	○	○	○			○	
Poultry				○	○	○	○	○	○			○	○
Powered Equipment		●	○	○	○		○	○	○			○	○
Silo & Manure Pits											○		○
Sprayer Equipment												○	○
Stationary Grinder			○	○	○	○	○	○	○			○	○
Tractor Operation		○										○	○
Truck Operation		●										○	○
Vehicle Maintenance				○	○	○	○	○	○			○	○
Wood Trimming			○	○	○	○	○	○	○			○	○

LEGEND: ● REQUIRED
○ Depending on specifics of the chemical, equipment, process, gas/gases, or environment (discuss with supervisor)
* Personal floatation devices may be required when near or on equipment.

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Guelph, Ontario
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P P E

Health & Safety Programs

MOL suggested **OHS program** has a number of **components** which include:

- Health & Safety Policy
- worker training
- analysis of accidents
- formal means of addressing worker concerns
- emergency procedures
- first aid and rescue procedures
- maintenance and repairs

Health & Safety Programs

Components...continued:

- personal protective equipment
- lock-out procedures
- confined space entry procedures
- machine guarding
- housekeeping
- etc.



Health & Safety Programs

Workplace inspections become a major part of the program, first you should:

- know what hazards exist
- examine where the greatest dangers have been



Health & Safety Programs

Start with a **walk around the farm** to identify hazards:

- examine changes such as:
 - season
 - activities
 - equipment



Health & Safety Programs

Identify the **hazards** on your farm:

- confined spaces
- Equipment (e.g. tractors)
- dangerous environments
- animal / biological



Health & Safety Programs

Identify **hazards** that workers will be involved with and inherent hazards:

- planting, crop maintenance, harvesting
- handling livestock
- operating equipment





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Health & Safety Programs

Control measures:

- **eliminate** hazard
- **substitute** for hazard
- **fix** the hazard
- **protect** against the hazard (PPE)

Health & Safety Programs

Safe Operating Procedures (SOP's)

may be needed for certain job tasks on the farm:

- SOP's are like rules for specific processes but contain step by step procedures to do the work safely
- Example
 - Lockout Procedures to eliminate energy sources



Worker Training

Progressive discipline can include:

- informal discussion
- verbal warning
- written warning
- suspension
- dismissal

Document all stages of progressive "discipline"



Worker Training

Proper training includes:

- verbal **instruction** and demonstration of the job task
- having the worker **demonstrate** and explain what they are doing
- **supervision** until they are competent



All workers can learn!!!



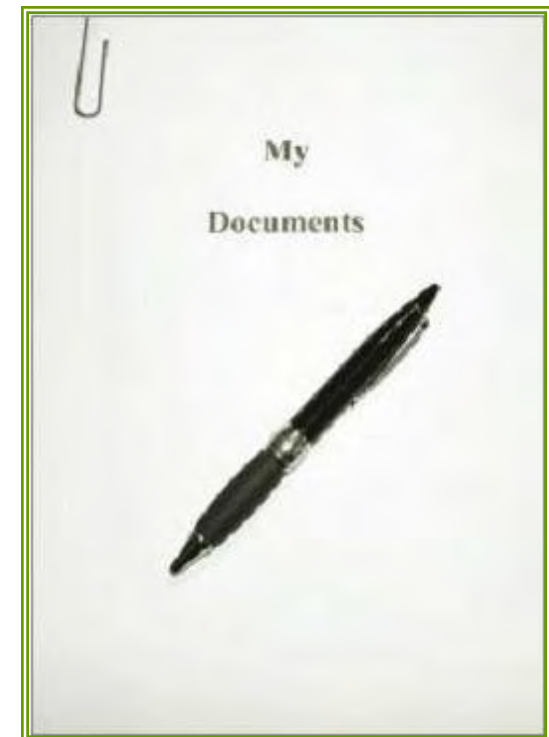
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Worker Training

It is important to **document the training**, in writing, as a means of “*due diligence*”:

Record what was covered and who was present



Prepared and Presented by the Farm Safety Association



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Worker Training

Sample **Training template:**

TRAINING CHECKLIST

(SAMPLE)

NAME: _____

ACTIVITY	WORKER SIGNATURE	TRAINER SIGNATURE	DATE
WHMIS			
Fire/Safety			
Hand Tools			
Power Tools			

Use this document to record employee training.

Enter the type of training under the activity column.

Have the employee and supervisor sign in the appropriate boxes and give date of training.



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Worker Training

Orientation topics may include:

- health & safety policies
- roles & responsibilities
- safe work procedures
- work refusal procedures
- injury/illness/near miss/hazard reporting
- specific hazard information
- emergency procedures
- discipline policy
- personal protective equipment
- H&S representatives or JH&S committee, if applicable
- a brief tour of the operation

Worker Training

Some generic training topics that are strongly suggested are:

- ergonomics (e.g. safe lifting techniques)
- chemical hazards
- sun sense
- safe driving
- and more job-related instruction



Worker Training

Workers should also know what to do
in case of an emergency:

- fire
- personal injury
- first aid
- evacuation



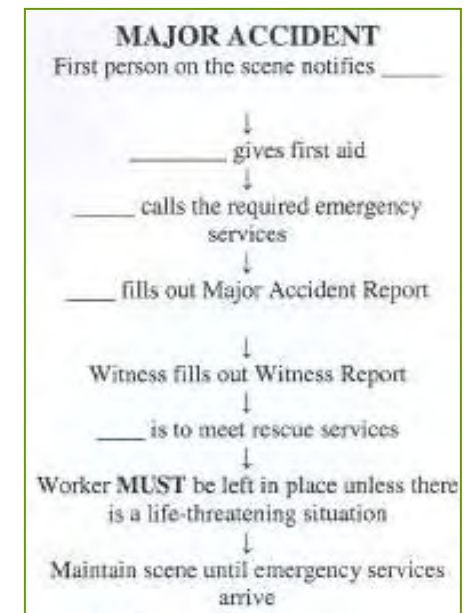
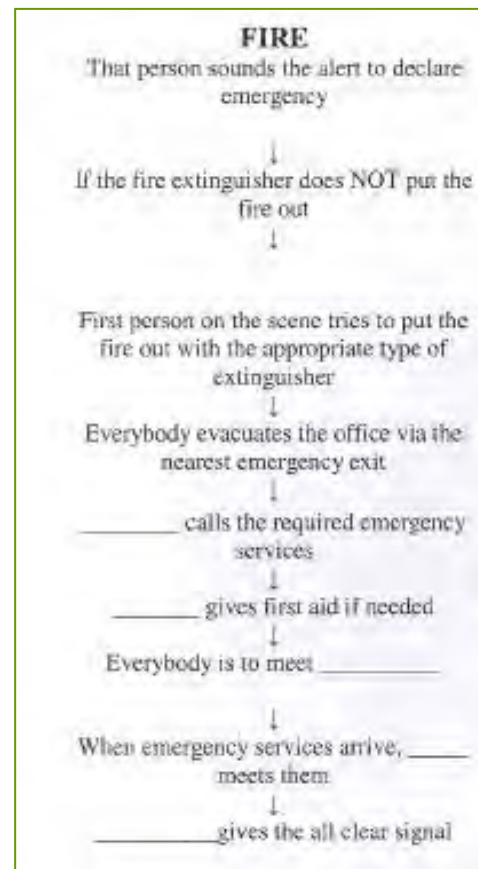


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Worker Training

Sample **Emergency Plan** template:



Contact M0L

Always document what happened, why, what was done and what was learned and give a copy of this document to the Health and Safety Coordinator.

The Health and Safety Coordinator forwards it to the Annual Action Plan.

Worker Training

Keep up to date on industry changes and new legislation:

- modify your program accordingly





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Building a Safer Workplace





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Thank you!

www.farmsafety.ca