



### TALK LEADER INSTRUCTIONS

This is background information ONLY. Be sure to customize your talk to your operation and facilities.

- ✓ Print copies of this sheet for yourself and each of the participants.
- ✓ Lead a discussion with your workers about the materials on this sheet at a location that is appropriate to the topic. Be sure to give real life examples whenever possible.
- ✓ Be open to questions.
- ✓ Conclude with a brief review of the main points or a summary based on the discussion.
- ✓ Fill in your operation name, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- ✓ File your sheet in your worker training records to document the training experience.

### WORK ACTIVITY

Everyone has a responsibility to communicate health and safety concerns in the workplace. To wilfully ignore safety and / or health issues can result in civil or criminal charges.

### BACKGROUND

Research by the Ontario Injury Prevention Resource Centre shows that workers aged 15 to 24 are twice as likely to be victims of job-related injuries than experienced workers, and five times as likely to be hurt during the first four weeks on the job.

### Key Points

**We have Standard Operating Practices for communicating health and safety concerns to management on our farm.** If you don't remember them, review them—you can find them:

\_\_\_\_\_.

The most important aspect of communicating health and safety is to ensure that every worker has been given a thorough workplace safety orientation at the start of every season or work period. We have an orientation that follows our farm's standard operating practices and make it clear that no one should do a job until they have been trained to do it safely. Key training elements are as follows. Discuss each of these elements and how they apply to our farm.

- How to perform each task safely.
- Hazard identification and control procedures.
- Rights and responsibilities of workers.
- Who to ask for help.

- Where to go for first aid.
- What to do in case of an emergency.
- What to do if there is an incident.

It is important that you immediately report unsafe situations, tools, machinery, and gear to your supervisor so that corrective action can be taken.

Knowing how things should be done is not enough—safety practices need to be implemented to reap the benefits of a more efficient, safer workplace. This includes using safety equipment, machine guards, safety devices and personal protective equipment whenever they are needed.

Also, promptly report workplace injuries and illnesses to ensure there is a complete and accurate record of the incident which will assist in the assessment and treatment of the injury or illness.

Reporting incidents also assists in injury surveillance to note trends or reoccurrences.

SPONSORED BY



## CAUTION

Due diligence requires anyone with responsibility (that means you and me) for the health and safety of others to take every reasonable precaution to avoid an injury or illness, and holds everyone (employers and workers) accountable for their actions and errors.

## EMERGENCY PROCEDURES / CONTACTS

In case of incident or injury, call 911 or local emergency services, then me / your supervisor.

## MORE RESOURCES

*Canada FarmSafe Plan*, by the Canadian Agricultural Safety Association, available at <http://casa-acsa.ca/CanadaFarmSafePlan>.

With every injury, illness or incident—determine what happened, learn from it, and take all necessary actions to ensure it doesn't happen again. This may be achieved by changing some aspect of the work site or the way the task is performed.

Learn from the incident by talking to everyone who was involved or who saw the incident and ask:

- Who was involved?
- Where did the incident happen?
- When did it happen?
- What were the immediate causes?
- Why did the incident happen (root cause)?
- How can a similar incident be prevented?

All the information gathered should be summarized in a brief report, reviewed by the worker(s) involved and signed by each to confirm accuracy. A copy of the report should be offered to the worker(s) involved. The original will be kept in the farm files in a confidential manner for at least three years.

It is the responsibility of you to understand and follow health and safety standards set out by our farm and the required by legislation, including following Standard Operating Practices at all times. You should never operate machinery, tools, or handle chemicals or livestock without having completed appropriate training.

## COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

---

---

---

Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

## TOOLBOX TALK PARTICIPANTS

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_



CanadaFarmSafe  
SécuriFermeCanada

This Producer Tool was developed by the Canadian Agricultural Safety Association (CASA). Conducting regular Toolbox Talks, or safety meetings, with farm workers is one component of establishing a comprehensive farm safety plan as outlined in the Canada FarmSafe Plan, CASA's business-risk management tool for health and safety on the farm. To download the core Canada FarmSafe Plan, visit [www.casa-acsa.ca/CanadaFarmSafePlan](http://www.casa-acsa.ca/CanadaFarmSafePlan), or contact CASA to learn more at 1-877-452-2272.

This Toolbox Talk was funded by exclusive corporate sponsor Pioneer Hi-Bred Limited. CASA is funded in part by *Growing Forward 2*, a federal, provincial and territorial initiative, with support from the agricultural and corporate sectors.