

Sample Form: Review Checklist

- Is the farm owner directly involved in the program? Does the farm owner set the safety/health example?
- Have the nature and degree of incidents and emergencies that could occur in the farming operation been considered?
- Are indoor work environments clean, well-ventilated, adequately lit?
- Is every effort made to purchase tools, equipment and machinery with effective safeguards and hazard controls?
- Can existing tools, equipment and machinery be retrofitted to include effective hazard controls and safety guarding devices?
- Are tools, equipment and machinery adequately maintained and serviced?
- Are written policies, procedures and plans followed, and if so, are they working properly?
- Are workers and supervisors involved in setting health and safety objectives?
- Are health and safety targets clear, concise and clearly communicated?
- Does everyone know what is expected?
- Is the farm prepared to ensure managers, supervisors and workers carry out their responsibilities?

Commitment Policy

- Is your policy written, communicated and posted?
- Was there worker involvement in preparing the policy?
- Is the policy understood by everyone?
- Does the policy specify who is responsible and accountable for workplace health and safety duties?

Identify and control hazards and emergencies

- Is the farm business proactive in identifying hazards, assessing risks and putting controls in place?
- Has a job hazard analysis been done for each hazardous job?

- Are written standard operating practices incorporating health and safety in place?
- On your farm, do you have an inventory of all the hazardous materials that are used and stored?
- Do you, as the farm owner/manager, promptly address concerns and assign responsibilities for follow-up?
- Are workers informed about the risks of the hazards they face?
- Are hazard controls implemented - at the source, along the path and at the worker?
- Are first aid logs kept?
- Are equipment maintenance logs in place?
- Are equipment and tool maintenance records kept?
- Are procedures, plans, programs and policies in place and effectively monitored?
- Are records and statistics of health and safety activities and incidents kept?
- Are inspection and audit reports prepared and used effectively?
- Are emergencies identified?
- Are written emergency response procedures in place for every potential emergency, including fire, chemical and biological issues?
- Are records of emergency training kept and used for review and plan update?
- Are inspection procedures and schedules in place?
- Does everyone understand who is responsible for what?
- Is adequate training provided?
- Are written report forms and checklists used for plan update and revision?
- Are inspection reports used for plan effectiveness review?
- Is the inventory of chemicals and biohazards kept current?
- Is a system in place to maintain current MSDSs and other hazard identifiers?
- Are MSDSs readily available to workers?
- Do workers understand the information on MSDS and product labels?
- Are workers trained to handle chemicals and understand label and MSDS information?
- Are ventilation system maintenance records needed?
- Is a plan for controlling infectious substances in place?
- Are managers, supervisors, committee members and workers adequately trained in their duties?

- Are training needs systematically analyzed?
- Are clear responsibilities for training assigned?
- Are adequate time and resources provided for health and safety matters?
- Are records of orientation, job and WHMIS training maintained?
- Are records of training for forklift operations, respiratory protective equipment maintained?
- Are records of crew talks, tailgate meetings kept?
- Are records kept of training provided for the workplace health and safety committee or representative?
- Are training requirements tracked to determine what training is needed and if training is being used as expected?
- Is the effectiveness of training evaluated and are improvements made where necessary?
- Do managers, supervisors and committee members observe behaviour to see if training is working?
- Are responsibilities clearly assigned and put in writing?
- Are responsibilities for keeping records clear?
- Are written investigation procedures in place?
- Are written reports produced, kept and reviewed to improve effectiveness?
- Does everyone know who is responsible for following-up on corrective action to ensure it is working?

Statements of responsibilities

- Are written duties and responsibilities for health and safety clearly written?
- Does everyone understand what is expected?
- Are systems in place to ensure accountability and compliance?
- Does accountability adequately reflect responsibility?
- Are you or a supervisor in charge of implementing each health and safety plan procedure available throughout the operation?
- Is there evidence that the contractor or self-employed person working on your farm is in compliance with regulations or standards that govern their work?

- Does the contractor have a written health and safety program in place, if required?
- Do workers of the contractor receive adequate orientation, instruction, training and competent supervision?
- Does the contractor or self-employed person provide safe systems of work and maintain safe and healthy working environments when working on your farm?
- Is there effective ongoing communication with the contractor or self-employed person regarding hazards and the measures to prevent and control them on your farm?
- Is there effective communication with the contractor or self-employed person regarding hazards they may bring to the worksite?
- Do you monitor the health and safety performance of the contractor and their workers or self-employed persons on a regular basis?
- Are your farm's health and safety policies and procedures being followed by the contractor and their workers or self-employed persons?
- Are workers required and encouraged to report concerns, and are those concerns dealt with effectively?
- Is there an effective workplace health and safety committee in place (if you have a large number of workers)?
- Is the committee carrying out its required duties?
- Does the health and safety committee have input to the employer on policies and programs?
- Are senior managers and influential workers serving on the committee?
- Is the committee supported properly?
- Does the committee keep and use appropriate records, such as reports, minutes and recommendations?
- Are employees regularly provided with information and asked for feedback?
- Are workers reporting hazards?
- Is senior management prepared to discuss concerns with workers during committee meetings, in the field or at tailgate meetings?
- Are safety expectations discussed with new workers?
- Are successes communicated with the same intensity as information about incidents and failures?

- Are workers active in the workplace health and safety committee?

Program Evaluation

- Do you review your program and each program element at least bi-annually?
- Are responsibilities for reviewing and evaluating the health and safety plan clear?
- Are workers involved in the review?
- Are the written procedures in the health and safety plan actually working as they are supposed to?