

GROWING *forward*



with a
Farm Safety Plan

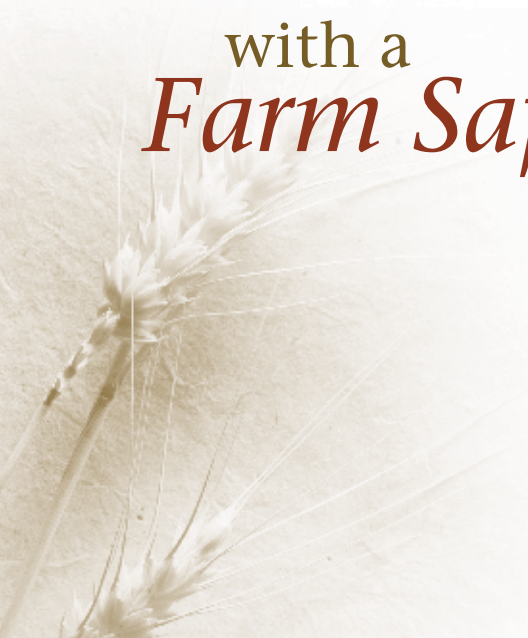


Table of Contents

Introduction to The Farm Safety Plan.....	1
What This Workbook is All About	2
5 Steps to a Farm Safety Plan	3
What is Due Diligence?.....	5
Commitment to Safety	7
Farm Safety Mapping	8
Emergency Information	9
Emergency Contacts	10
Land Location Form	11
PPE Only Works if You Use It!	12
Personal Protective Equipment.....	13
Training Young and New Workers.....	14
Worker Training Confirmation.....	15
Farm Safety Audit Summary	16
Safety Training Record.....	17
Growing Up with Safety	18
Guidelines for Parents.....	19
Resources	20
References.....	22

THIS FARM SAFETY PLAN BELONGS TO:

FARM: _____

DATE: _____

“Sometimes we don’t give safety the attention it deserves or requires. We get too tied up in the haste of the moment and the pressures of the season. Going through the Farm Safety Plan will help keep it on the forefront and be a reminder of how important safety is.”

- Eugene Matwishyn, Saskatchewan Producer

Introduction to THE FARM SAFETY PLAN

The diversity of Saskatchewan farming results in various blends of safety hazards on individual farms. This Farm Safety Plan workbook will allow your family to adapt your Farm Safety Plan to the current and changing needs within your specific farming operation.

A survey done by Farm Credit Canada (FCC) supported by the Canadian Agricultural Safety Association (CASA), indicates that only 15% of Canadian farmers have a formal safety plan even though 83% believe that safety on the job is important.

*The Network's goal is to put a Farm Safety Plan
into the hands of all Saskatchewan farm families*

The Network houses a large library of health and safety resources available to assist you with your Farm Safety Plan. You will find a list at the back of this booklet. Call the Network at **(306) 966-6644** to receive a copy or go to our website at **aghealthandsafetynetwork.usask.ca**. The Network's goal is to put a Farm Safety Plan into the hands of all Saskatchewan farm families.

*Injury prevention
is positive for
individuals,
economic reasons,
and workplace moral.*



What this workbook is all about:

Making it easy

This workbook is a tool to get you started right now and to make it as easy as possible to keep a record of your efforts on your Farm Safety Plan. Complacency can hurt you when you least expect it. It is better to be prepared.

Customizing Rules and Guidelines

Rules and guidelines you set up for your family and workers can be customized. These rules should be reviewed at least every year. Things change. This is part of what makes farming exciting and interesting throughout the years and seasons.

Adjustable Templates

Whether or not you have paid employees, it is important to have a Farm Safety Plan. The templates and forms in this workbook are available on our website and are downloadable and printable to assist in your growing document.

Why should producers have a Farm Safety Plan?

Agriculture is one of the most dangerous occupations to be part of. However, without it there would be no food production to sustain the world's population. The farm is a place where people live, work, and visit. A benefit of a Farm Safety Plan is to assist in reducing injuries and fatalities related to agriculture production. It is also a valuable step towards demonstrating due diligence.

5 Steps to a Farm Safety Plan

Designing your own Farm Safety Plan does not have to be an onerous task. The following steps may help you. Of course you can use any of these templates, but if you wish to design one from scratch, that is entirely up to you.

1. MAKE A COMMITMENT

The template section of this document has a sample commitment. Use it, or design your own to be more inclusive or specific. Then sign it. Review from time to time as a reminder of your commitment. New workers or family members that may come to help during peak seasons need to be aware of this commitment.

2. DECIDE WHAT YOUR FAMILY AND WORKERS NEED

A Farm Safety Plan can only improve the well-being of your family and workers resulting in improved working conditions. It does not have to be expensive or time consuming and may be very cost effective in preventing costly or disabling injuries.

- Include your family members by asking them what it is they need to be safe.
- Discuss options, workload, and so forth.
- Ask for their input to make the farm a safe place to work.
- Tailgate meetings or during meals is a great time to discuss farm safety.

3. DEVELOP A PERSONALIZED FARM SAFETY PLAN (FSP)

- Use this guide to work through a plan suitable for your farming operation.
- Fill out this workbook or do it electronically.
- Identify the resources you will need.
- Register for workshops necessary for yourself, family, or workers.
- Record training that you provide to individuals both on and off the farm.

4. PUT YOUR PLAN INTO ACTION AND PERFORM THE NECESSARY ACTIVITIES

Here are some examples of actions:

- Attending a workshop or safety training.
- Make a change in the physical environment of your farming operation to reduce hazards.
- Make changes in your farming practice.
- Watch the Sleepless in Saskatchewan DVD (or another safety related DVD) with your family and workers.
- Fill out the Farm Safety Audit.
- Use the Farm Safety Walkabout with your family and new workers.
- Learn CPR and First Aid.

5. FOLLOW UP AND REVISE YOUR PLAN AND ACTIVITIES

- Review your FSP once a year.
- Consider new hazards as your equipment and the seasons change.
- Listen to comments from workers and family.
- Encourage them to continue participating by talking about safe farm practices, putting up posters, and offering affirmation to those who practice safe farming.

Planning to farm safely is not limited to the items on this list. Include in your personalized Farm Safety Plan any other measures you have taken to make your farm a safer work place.

What is Due Diligence?

In occupational health and safety, due diligence means that employers shall take all reasonable precautions, under the particular circumstances, to prevent injuries or accidents in the workplace.

In the case of an occupational health and safety program, the criteria for due diligence requires employers to:

Establish a program – The program should systematically identify hazards and assess their risks. It must include plans within the program to manage those risks. The plans should reduce the likelihood of the identified hazards causing harm.

Ensure the program is adequate – The program must meet the needs of the workplace and the workers. It is a good idea to compare your program with industry standards.

Monitor and evaluate the program's effectiveness – A way must exist to allow competent staff to regularly check the effectiveness of the program and how well it meets requirements.

Due diligence is demonstrated by your actions before an event occurs, not after.

From: The Farm Safety Guide – Occupational Health & Safety in Saskatchewan. For up to date legislative references go to: www.aeel.gov.sk.ca/ohs



Developing a Farm Safety Plan begins with a commitment to safety.

The commitment to farm safety starts when you take ownership of the health and safety of yourself, your family, and your employees. This includes taking action towards preventing preventable injuries through awareness of potential hazards and providing appropriate training to all persons on your farm. Build your reputation with those you work with by being consistent. The actions that you take demonstrate the values and ethics in your safe farm culture. **Safety is about what you do even when no one is looking.**

Farm Safety Commitment

Statement of Purpose: To protect myself and others who live, work, and visit this farm from injury, death, and poor health.

Statements of Commitment: I promise to provide a safe workplace, to advise and provide training to all who are present on the farm regarding the hazards and risks identified, and the steps taken to protect them from injury. I will provide the necessary personal protective equipment, information, training and supervision to protect those at risk.

Commitment to health and safety is an essential component of this farming operation. This commitment will be reviewed annually by the primary farm operator.

Sign: _____

Date: _____



Farm Safety Mapping

The purpose of this activity is to identify the hazards on your farm. The mapping exercise works with existing knowledge of your family farm. It provides a basis for critical thinking, conversation and reflection.

This can be done with workers or family or used as a tool for training new employees or anyone visiting your property. It is also a good tool for workers whose first language is not English. The *Farm Safety Walkabout* is another great Network resource to use with new workers and children.

Materials:

- Markers
- Large piece of paper (The larger the better!)
- On a smaller scale, a pencil and graph paper works too

Instructions:

Here are some sample items you may wish to put on your map. Of course, with each individual farm yard there will be a unique combination of hazards to be addressed.

- House, barn and other buildings
- GPS locations of house, gate, and farm buildings
- Fences and gates
- Access roads and tracks
- Transport vehicle loading/unloading locations
- Overhead and underground power lines
- Dams and water courses
- Unsuitable ATV terrain
- Flood prone areas
- Pesticide storage areas
- Machinery

Questions:

Take some time to ask questions and discuss the reasons why certain items are in their specific locations. Locate all the danger zones, off-limits areas (specifically for children), and discuss any changes that need to be made. Sample questions for a children's map:

- Where is the children's play area?
- Where are you allowed to go with an adult? Without an adult?
- Where are you never allowed to go?

Emergency Information

We hope that you or your family or workers will never be in the following situation, but it is important to be prepared in case it does happen. Young children should be able to read the *Emergency Contact Sheet*. It is also a good idea to have children practice on a disengaged phone, and to discuss how they might feel and react in an emergency situation. The reality is that a child could be the person in the position to make this difficult call when someone's life depends on it.

What to tell the dispatcher

1. The location of the emergency scene
2. The nature of the incident (fall, electrocution, entrapment by tractor, entanglement, etc.)
3. The number of casualties
4. The condition of casualty (bleeding, breathing difficulty, entanglement, amputation, etc.)
5. The type of aid that has been given (CPR, tractor has been shut off, etc.)
6. Whether someone will meet EMS at the road entrance to a remote location
7. Any special conditions that may hinder rescue, such as known medical conditions of casualty (heart, diabetes, epilepsy) or difficulty reaching the emergency site (mud, fallen trees, up a silo, etc.)
8. Other information as necessary

DO NOT HANG UP THE PHONE UNTIL ADVISED BY DISPATCHER TO DO SO.

Ensure that everyone on your farm knows where the First Aid Kits and Fire Extinguishers are located.

Emergency Contacts

FIRE: _____

POLICE: _____

HEALTH CENTRE: _____

AMBULANCE: _____

POISON CONTROL: _____

DOCTOR: _____

MOM'S WORK: _____

MOM'S CEL: _____

DAD'S WORK: _____

DAD'S CEL: _____

EMERGENCY CONTACTS: _____

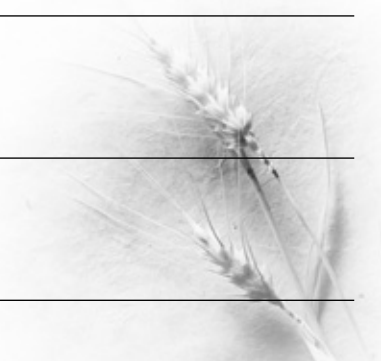
LEGAL LAND DESCRIPTION: _____

DIRECTIONS TO FARM: _____

***Copy and tape this Emergency Contacts form by all phones.
Enlarge the print if you have seniors, children, or sight
impaired individuals that may need this information.
A smaller version could be attached to cel phone cases.***

Land Location Form

FAMILIAR NAME FOR LAND	LEGAL LAND DESCRIPTION <i>Quarter, Section, Range, Meridian</i>	DIRECTIONS TO QUARTER FARMYARD <i>(Use North, East, etc. in kilometers and miles and include signs, landmarks and colour of farmhouse)</i>



PPE ONLY WORKS IF YOU USE IT!

The best way to correct a hazard is by replacing, repairing or removing the deficiency. When there is no other way to remove the hazard, the worker may be protected by using PPE such as earmuffs, respirators, goggles, gloves, etc.

Using Personal Protective Equipment (PPE) is one element in a complete safety plan that uses a variety of strategies to maintain a safe and healthy farm environment.

PPE should not be seen as an expense, but as an insurance policy against preventable injuries. Choose the right personal protective equipment for the job, and teach your children and workers by your example.

Highlighted below are three types of PPE, but don't forget about head protection, gloves, and footwear that are appropriate to the activity being performed.

Hearing Protection is a Sound Investment

Sound is measured in decibels (dB). A normal conversation takes place at about 60 dB, whereas a gun shot is above 130 dB and will cause ear pain. Most power tools operate at between 90 and 120 decibels, chickens inside a building are about 105 dB and a pig's squeal can reach up to 130 dB. Hearing protection should be worn if noise levels exceed 85 dB.

Remember: If you need to raise your voice to talk to someone who is only 3 feet away, it is loud enough to cause hearing damage and you need to wear protection.

For more information on hearing protection, refer to the Network hearing resource *What Did You Say?*

Safety Glasses: Making Foresight 20/20

There are three key actions to help prevent an eye injury:

- Know the eye safety dangers at work by completing an eye hazard assessment
- Eliminate hazards by using machine guarding, work screens, or other engineering controls
- Use proper eye protection

Safety is in the Air

The list of potential air-borne hazards on a farm is endless. Farmer's Lung and Organic Dust Toxicity Syndrome (ODTS) are just two of many reactions to farm-related respiratory hazards and can result in costly medical treatment, permanent lung damage or death. Try to reduce or eliminate the source of the hazard by using adequate ventilation before resorting to a respirator. If you are still at risk, use appropriate respirator protection for the type of hazard.

Personal Protective Equipment

Job Description: _____

Work area: _____

The following are types of personal protective equipment that are needed for this job task or work area. All PPE must be labeled and meet CSA or NIOSH approved safety standards. Circle all that apply.

- | | |
|--|------------------------------------|
| Safety boots | Respirator |
| Safety boots (rubber) | Hard hat |
| Safety glasses | Dust mask |
| Goggles (vented) | Apron |
| Goggles (unvented) | Chain saw safety equipment |
| Hearing protection | Chemical handling safety equipment |
| Gloves (cloth, rubber, leather, nitrile) | Other: _____ |

Personal Protective Equipment must be worn appropriately for each job. It will be readily available. It is not acceptable under any circumstances to not wear it. Workers will receive training so that they understand the proper fitting of each PPE and its proper function.

Signature of worker: _____

A black and white photograph showing a person operating a tractor in a field. The tractor is moving from left to right, and the person is seated on it, looking forward. The field appears to be a vineyard or similar agricultural setting with rows of plants. The background shows a line of trees under a bright sky.

Training Young and New Workers

Adequate training and orientation for new workers is one part of a good Farm Safety Plan and demonstrates due diligence in your agricultural operation. Even more experienced workers may need an update on your current safety procedures. Remember to use positive feedback to encourage continued safe work practices. Here are the basics:

- Explain how the task is to be performed
- Demonstrate the correct procedure
- Point out the hazards
- Make sure the new worker can perform the task correctly and safely prior to allowing them to work alone
- Check in on the new worker frequently

ALL NEW WORKERS SHOULD BE:

- Instructed in proper lifting techniques
- Made aware of specific hazards
- Instructed on how to deal with emergencies

Worker Training Confirmation

Use this form to document the training you do with new workers and family members, when sending them or yourself for additional training, and for updating current and changing safety issues.

_____, a newly hired worker, has been verbally trained on farm safety for the task of _____ and has been given written information** of which there is a copy on file.

Trainee verification _____

Instructor verification _____

Date: _____

Location: _____

***Written information could include written instructions, a fact sheet or booklet that pertains to the safety issues of the task for which they have received instruction.*



Farm Safety Audit Summary

The *Farm Safety Audit* is a management tool available from the Agricultural Health and Safety Network. It takes a look at the causes of farm work-related injuries, guidelines for conducting an audit, identifying hazards and assessing risk. It also looks at the most effective hazard control measures in order to increase productivity by reducing injury and property damage. The *Farm Safety Audit* is comprised of a series of checklists and worksheets designed to make the process as straight forward as possible.

I, _____ have conducted the Farm Safety Audit on our farm or ranch.

Signature: _____

Date: _____

The following are key hazards that have been identified for improvement:

Action Required	Cost	Target Date	Done

Safety Training Record

Record safety training workshops or courses that you and your employees have taken. This includes Agricultural Health and Safety Network workshops or those from other safety minded organizations.

Participant's Name	Workshop or Course Name	Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Growing up with Safety

Our children are the most important resource on the farm

THE BEST WAY TO KEEP YOUNGSTERS SAFE IS TO CREATE A SAFE PLAY AREA

- 1. Select a location that is removed from the farm activity.** Preferably it will be adjacent to or in close proximity to the house. Ensure the location is sheltered from wind, free of pests (ants, snakes, rodents, etc.) and free of hazardous plants.
- 2. Surround the play area with a child protective fence and self-latching gate.** Ensure it is sturdy, easy to maintain and a minimum height of 4 feet.
- 3. Choose play equipment.** Quality play equipment does not have to be expensive. Choose balls, sandboxes or tree swings. Remember all structures that can be climbed should be positioned at least six feet from fencing or other equipment.
- 4. Use protective ground cover** such as sand to absorb the shock of falls under play equipment with elevated surfaces such as slides, monkey bars, and swings.

Designing a safe play area for young children on the farm can be challenging. For a resource on creating *Safe Play Spaces* go to:

**National Children's Centre for Rural Safety and Health:
www.marshfieldclinic.org/research/children/safePlay**

Guidelines for Parents

Unintentional injuries can happen when parents and children underestimate the level of risk and hazards associated with a task and mistake age and size for ability. The North American Guidelines for Children's Agricultural Tasks (NAGCAT) was developed at the request of members of the farm community.



The basis for these guidelines is to provide parents with a tool that will assist them in assigning safe farm jobs to children 7 to 16 years. Children can be assessed from a physical and developmental perspective using NAGCAT recommendations for supervision required.

For the North American Guidelines for Children's Agricultural Tasks go to Safe Kids Canada website resource list: www.safekidscanada.ca



"When you teach your children about safety and watch out for their health you are setting guidelines and values for the rest of their lives. It's a busy world with everyone in too big of a hurry, and children need to learn to stop and think about the consequences of their actions. Farm safety training has far reaching effects that may not be noticeable now, but will pay off in the future."

Steven Tymiak
2011 Network SARM Scholarship Winner

Resources

There are a variety of agricultural health and safety resources available through the Network. The following resources are good ones to start with as you develop your Farm Safety Plan:

Difficult Times: Stress on the Farm

Farm Safety Walkabout

The Farm Safety Audit

Sleepless in Saskatchewan DVD

What Did You Say? How to Prevent Noise Induced Hearing Loss

Personal Protective Equipment for the Respiratory System Factsheet #13

For more information: (306) 966-6644

Website: aghealthandsafety.usask.ca



The Canadian Centre for Health and Safety in Agriculture partnered with the **Saskatchewan Association of Rural Municipalities (SARM)** and six Rural Municipalities in 1988 and founded the Agricultural Health and Safety Network

(The Network) with the mission to improve health and safety on the farm through education, service, and evaluation research.



The Network provides programs and services to Saskatchewan farm families. The Network mails an annual farm safety theme package to each member, sends out two newsletters, provides respiratory health and hearing conservation clinics to rural residents in the

Network RMs; publishes a large variety of resources that are available upon request; and facilitates speakers, displays, and workshops to fit the needs of its members and their communities. Over the last 20 years, the Network has steadily increased its members including over 29,000 Saskatchewan farm families from 204 Rural Municipalities.

If your RM is a member of the Network and you would like to book a service, or if your RM is not a member and you would like more information to take to your local council on how to become a member, please call **(306) 966-6644** or **(306) 966-6647**.



**Saskatchewan
Ministry of
Agriculture**

The Saskatchewan Ministry of Agriculture supports this project through the ten regional offices, and is a support to the Network's core funding.



The Canadian Agricultural Safety Association's theme "Plan. Farm. Safety" is represented throughout the many facets of this project. CASA funded a portion of this project as well as various other Network resources that will make valuable additions to your Farm Safety Plan.

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Farm Safety - It's in your hands



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