



# SAFETY & HEALTH GUIDE FOR MANITOBA FARMS

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## ABOUT THIS PUBLICATION

This guide has been developed in co-operation with the following partners: Manitoba Government's Workplace Safety and Health Branch; SAFE Work Manitoba; Keystone Agricultural Producers; Manitoba Canola Growers; Canadian Federation of Independent Business and the Workers Compensation Board of Manitoba (WCB).

Most Manitoba farms employ 10 or fewer people, including the farm owner and family members. This guide has been created specifically for Manitoba farms where the total number of persons employed is less than twenty. This includes self-employed farmers with no external workers. The intent is that you use this publication as a tool to:

- put a safety and health system in place in order to protect your workers, family members and yourself from injury and illness at work
- understand that safety and health is a vital part of the day to day operations of your farm business
- learn your basic duties and responsibilities under the *Manitoba Workplace Safety and Health Act and Regulation*. For workplace safety and health legislation, visit: [www.manitoba.ca/labour/safety](http://www.manitoba.ca/labour/safety), and to find injury and illness prevention resources, visit: [www.safemanitoba.com](http://www.safemanitoba.com).



# INTRODUCTION

The majority of Manitoba farms employ anywhere from one to 10 workers and family members, including seasonal and temporary hires. Over 90 per cent of Manitoba farms are owned and operated by families.

**As a farm owner, you know that your workers and family members are your number one resource. You care about what happens to them.**

Every year in our province, approximately one-fifth of all workplace injuries and illnesses occur in small businesses (e.g., workplaces that employ less than twenty people).

Workplace injuries and illnesses have far-reaching effects. Not only can an injury or illness on the job be financially and emotionally devastating for your worker and his/her family, it can have a huge impact on your business.

Consider the financial harm of having to replace or repair damaged property or equipment, hire and train temporary workers, and make up lost production. Your business may pay a higher workers compensation premium.

Fortunately, work-related injuries and illnesses can be prevented. One of the best methods of prevention is to establish a safety and health system that fits your particular farm business operation.

Maintaining a safe and healthy workplace is important. It helps to protect you, your workers, and your family members so that you can concentrate on developing and growing your farm business.

Developing a safety and health system for your farm can seem daunting, especially for those unfamiliar with workplace safety and health requirements. It is important to remember that a safety culture forms over time. Consider the season ahead, and begin to assess the safety and health needs of your farm. Start by taking immediate steps to protect any worker, family member, or visitor to your farm who may be at risk. Correct any unsafe conditions you are aware of at the earliest available opportunity.

This publication will outline the main steps to take in order for you to develop and implement a system to provide your workers, your family members, and yourself with a safe and healthy workplace and to create a culture of safety and health in Manitoba.

As a farmer, you will probably employ people other than family members to help run your farm operation from time to time. You will likely also have neighbours and friends helping out with certain tasks around the farm. In both of these scenarios, your farm becomes a business enterprise involving "employer-worker" relationships. As an employer, you are responsible for knowing and applying the principles and laws intended to ensure the safety and health of all people working on your farm.

Under *The Workplace Safety and Health Act (WSH Act)* "worker" includes those engaged by another person to perform services. This can include, but is not limited to, paid workers, volunteers, students in work placements, and family members. How the law applies specifically to family members also depends on the circumstances, as a family member can be considered an owner, employer, or a worker in different scenarios.

As an owner, knowing the ins and outs of your specific farming operation should include knowledge of current standard safety and health practices for Manitoba farms. Using these standards as a farm management tool can help your farm be safer and more profitable.

*Remember to adapt these steps to suit the specific safety and health needs of your workplace.*

**Every year in Manitoba, workers and family members on farms are injured by:**

- operating machinery with missing guards and/or shields
- ground starting tractors
- not wearing seatbelts
- run over by machines
- working with aggressive animals
- not wearing proper personal protective equipment (PPE)
- improper training and lack of PPE while working in confined spaces
- equipment rollovers.





# SECTION 1:

## Responsibilities Under Workplace Safety and Health Legislation

### WHO DOES THE LEGISLATION APPLY TO?

The *WSH Act* and associated regulations apply to every employer, worker and self-employed person in Manitoba. As a business owner or manager, you are responsible for all aspects of your farming business. You are also legally responsible to ensure that your workplace is a safe and healthy environment for your workers and family members, and are responsible to ensure the safety and health of visitors to your farm, including suppliers and service providers.

### GENERAL DUTIES OF EMPLOYERS, WORKERS, CONTRACTED WORKERS, AND SUPPLIERS

#### EMPLOYERS

Employers have the greatest authority at the workplace and therefore bear the greatest responsibility for ensuring the safety and health of all workers at the work site. Specific duties are outlined throughout the *Manitoba Workplace Safety and Health Act and Regulation* (the *WSH Regulation*) and Codes, depending on the work to be done, including:

- keeping equipment in safe working order
- identifying, assessing, and eliminating or controlling hazards on the job site
- properly labelling and storing hazardous substances
- informing workers of any hazards on the farm

- ensuring workers receive competent supervision
- ensuring workers have the training and experience needed to perform their jobs safely before they begin
- ensuring workers use/wear all personal protective devices, equipment and clothing required
- ensuring workers follow safe work procedures
- performing an investigation when an incident occurs
- providing adequate first aid.

#### WORKERS/CONTRACTED WORKERS

In general terms, workers are responsible for working in a safe and healthy manner in order to protect their own safety and health as well as the safety and health of other persons who may be affected by their actions at work, including:

- following safe work procedures at all times
- reporting unsafe conditions/actions to the farm owner
- reporting injuries to the farm owner
- using safety equipment and guards at all times
- wearing the appropriate personal protective equipment (PPE).

Workers also have a duty to co-operate with other persons on matters concerning occupational safety and health.

## INTERNAL RESPONSIBILITY SYSTEM (IRS) FOR SAFETY AND HEALTH

The duty for creating and maintaining a safe and healthy workplace falls on every person in the workplace. Because employers have the greatest degree of control over the workplace, they also have the greatest degree of legal responsibility for safety and health. However, this does not relieve supervisors, workers, and family members from their duty to co-operate in controlling workplace hazards and to take the necessary precautions to protect themselves and others from hazards.

### WORKER RIGHTS

Workers in Manitoba have basic occupational safety and health rights that enable them to fulfill their responsibility to work in a safe and healthy manner. These rights are:

- The right to know – about what hazards there are in the workplace and what precautions must be taken to prevent injuries and illnesses.
- The right to participate – in safety and health activities in the workplace without fear of any form of discriminatory action such as discipline.
- The right to refuse – work that they reasonably believe can be dangerous to themselves or others.
- The right to protection – from discriminatory action for exercising their rights or responsibility to work in a safe and healthy manner.



## SUPPLIERS

Farms depend on many different suppliers for chemicals, machinery and products. Suppliers are required to meet safety and health standards, including:

- supplying products which are safe when used according to instructions
- providing instructions for the safe assembly, use, storage, and distribution of products supplied
- ensuring products comply with current legislation.

As a farm owner, you are responsible

for using supplier products safely and according to manufacturer instructions. You must also ensure workers at your farm understand and follow these instructions.

If you purchase a controlled product from a supplier to use on your farm, request a Material Safety Data Sheet (MSDS) for the product. Also request MSDSs for Workplace Hazardous Materials Information System (WHMIS) exempted products, such as pesticides. Ensure your workers/family members are trained on the use of hazardous products, and supervise/monitor to ensure safe handling. For full WHMIS

requirements, see: [www.gov.mb.ca/labour/safety/whmis\\_2015.html](http://www.gov.mb.ca/labour/safety/whmis_2015.html).

## SPECIFIC REQUIREMENTS

One specific requirement applying to all industries is the duty to report any serious workplace incident, injury or death to The Workplace Safety and Health Branch (visit: [www.gov.mb.ca/labour/safety/rep\\_serious\\_act.html](http://www.gov.mb.ca/labour/safety/rep_serious_act.html)).

**Note:** There are separate requirements for reporting injuries to the WCB (See: 'Responsibilities Under Workers Compensation' for WCB contact information).



# SECTION 1:

## Responsibilities Under the Workers Compensation Board

Farm owners, like other business owners or employers, have a responsibility to provide Workers Compensation Board (WCB) coverage to their workers. Coverage provides advantages for both farm employers and workers.

As an employer, you receive protection from worker lawsuits for work-related injuries and illnesses, allowing you to avoid the costs, uncertainty, and disruption of litigation. You also have access to return to work programs.

If you're a new farm owner, register your business at [www.wcb.mb.ca/employers](http://www.wcb.mb.ca/employers) or call the WCB's Assessment Services department at 1-855-954-4321 ext. 4505 for more information.

For injured workers, WCB coverage means a full range of benefits such as wage loss payments, healthcare treatments and rehabilitation services. If you miss time from work or see a healthcare provider because of a work-related injury, report the injury to the WCB. For information on how to make a claim, call toll free 1-855-954-4321 or visit [www.wcb.mb.ca/workers](http://www.wcb.mb.ca/workers).

If you're a farm owner who only employs family members, you are not required to purchase WCB coverage. Family members include your spouse or common-law partner, child, parent or sibling. Visit [www.wcb.mb.ca/definition-of-family-members](http://www.wcb.mb.ca/definition-of-family-members) for a complete list of who is considered a family member.

Voluntary coverage for both farm owners and family members is available through the WCB. Contact us at 204-954-4100 or toll free at 1-855-954-4321 for more information.





## CHECKLIST

### IS YOUR POLICY:

- Written, communicated and posted?
- Understood by workers/family members and others who may be affected?
- Clear about who is responsible and accountable for each part of the policy?
- Followed in all work activities?



## SECTION 2: Setting Up Your Safety and Health System

### PART 1. DEMONSTRATE COMMITMENT TO SAFETY AND HEALTH ON YOUR FARM

As a farm owner, it is important to show people on your farm that you are serious about their safety and health. A simple, concrete way of telling your workers/family members about your commitment to their safety and health is by developing a workplace safety and health policy. Your policy doesn't have to be complicated or fancy. Develop your policy with input from your workers or worker safety and health representative (see page 9 for details on worker safety and health representatives). Your policy must be made known to all workers/family members and, where appropriate, to suppliers, contractors, self-employed workers, and any visitors to your farm. New workers must be made aware of the policy during orientation. You, as the farm owner, should sign the policy and post it where everyone can read it. Your workplace safety and health policy should include:

- your safety and health philosophy for your farming operation
- your commitment to prevent occupational injuries and illness
- who is responsible and accountable for each part of the policy
- how you will make your workplace safety and health system work.

See **Appendix A** for a sample policy statement.

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## SECTION 2:

# Setting Up Your Safety and Health System

### PART 1.

#### DEMONSTRATE COMMITMENT TO SAFETY AND HEALTH ON YOUR FARM *(continued)*

Here are some examples of how you can demonstrate your commitment to workplace safety and health:

- **Post a safety and health notice board on the farm.** Safety resources, including plans for emergencies, working alone, and others should be posted for everyone to see.
- **Be a leader.** Take the time to figure out how to do each job safely, document these procedures and ensure you instruct your workers and family members on these safe work procedures.
- **Clear expectations.** Explain your safety and health expectations to workers, family members, or contractors, before they begin working for you. Ensure they are aware of their responsibility to perform work safely as instructed. Contractors must know and follow any workplace safety and health legislation that applies to them. If your expectations for safety and health are not being met, take steps immediately to correct the problem.

- **Communicate.** Regularly discuss safety and health with everyone on your farm. Encourage and provide feedback on safety issues and performance. Demonstrate that you take safety concerns seriously. Be sure workers/family members are aware of hazards associated with their tasks and how to protect themselves from harm. Be sure workers/family members are educated about how to perform each of their tasks safely before they begin work. This helps to further eliminate risks before workers start a task.

Co-operating is essential in building a workplace safety and health culture. When workers/family members see their employer's commitment to safety and health, they will share that commitment. The best example an employer can set for their workers/family members is to "walk the talk."

If your farm employs 20 or more workers, you are required to have a safety and health committee for your workplace. For more information on employer responsibilities for farms with a larger number of workers, visit [www.safemanitoba.com](http://www.safemanitoba.com).





## DUE DILIGENCE

The legislation can't cover everything that can happen on the job. Sometimes you must take measures to protect your workers and service providers that go beyond the legislation. Due diligence means everyone with responsibility for safety and health must "...take every precaution reasonable in the circumstances to avoid a work-related injury or illness." This concept of "reasonable care" holds individuals accountable for their acts (what they do) and omissions (what they fail to do). It goes far beyond simple "regulatory compliance." Due diligence describes a very high standard to take reasonable care, and is reflected in the following principles:

### GENERAL DUTIES

The *WSH Act* imposes a duty on everyone in the workplace to take reasonable care of their safety and health and that of others, to the degree that they have the knowledge, authority, and ability to do so. This general duty is in addition to, and goes far beyond merely complying with the law.

## REGULATORY COMPLIANCE

If you are charged with contravening the legislation, you cannot successfully defend yourself by saying that you did not intend to break the law or fail to comply. To defend yourself adequately, you must be able to show that you took every reasonable, practicable action to comply.

### REASONABLY PRACTICABLE

What is "reasonably practicable" is determined by asking what a reasonable person, in the same position and circumstance, would have done to prevent the incident. When making that determination, three main factors need to be taken into account:

- 1) foreseeability
- 2) preventability
- 3) control.

### PROACTIVE

Due diligence requires you to take a proactive and systematic approach to safety and health. This can best be met within a workplace by establishing, implementing and maintaining a safety and health system that:

- ▶ identifies hazards
- ▶ assesses the risks associated with those hazards
- ▶ implements measures to eliminate or minimize those risks
- ▶ monitors each part of the system to ensure it is adequate and effective.



## DOES MY FARM NEED A SAFETY AND HEALTH REPRESENTATIVE?

The Workplace Safety and Health Branch acknowledges that family-owned and operated farms have a unique set of circumstances when it comes to safety and health. If you have between five and 19 workers that are not family members, you are required to appoint a safety and health representative. Farms with five or more family members performing work may still require a safety and health representative, depending on the circumstances.

There are a number of factors to consider when determining whether or not you need to have a safety and health representative on a farm where family members work, some of these factors include:

- Are the family members able to direct the work of other workers on the farm?

- Are the family members on the payroll?
- Do the family members live away from the farm?
- Is the nature of the family relationship a distant one, (e.g., fourth cousins, rather than father and son)?
- In the event of poor performance, is the worker likely to be disciplined/terminated?

If your answer to any of the above is yes, you may require a safety and health representative to serve as a spokesperson for safety and health on your farm. Apply what is reasonably practicable for your situation.

If you are uncertain whether or not a safety and health representative is required on your farm or have other questions about your safety and health requirements, call 204-957-SAFE (7233) or toll free 1-855-957-SAFE (7233).





## CHECKLIST

### Identify and Control Hazards

- Have you identified the hazards associated with each task your workers/family members perform on the farm?
- Have you specified how to do these tasks safely?
- Have you developed safe work procedures? (See: **Safe Work Bulletin No. 249 Parts 1 and 2 “Job Hazard Analysis and SAFE Work Procedures.”**)
- Have you developed a way of informing workers/family members about hazards, their risks, and hazard controls? Examples include safety and health training sessions, orientations, and tool box talks, among others.
- Have you assigned responsibilities to specific people for safety and health (e.g., someone to inspect first aid kits and fire extinguishers)?
- Have you developed a system to identify and deal with emergencies? Do your workers/family members understand what constitutes an emergency? What initiates the emergency system?

## SECTION 2: Setting Up Your Safety and Health System

### PART 2. IDENTIFY AND CONTROL HAZARDS

One of the most important parts of your workplace safety and health system is an effective system to identify and control hazards. There are two kinds of hazards: **safety hazards** and **health hazards**. As a farm owner, it is your responsibility to know what hazards or potential hazards are present on your farm that could cause harm to your workers and family members. Remember, you may have already identified some potential safety and health hazards in your farm's food safety or environmental plans. Use any existing plans as a resource to help inform your workplace safety and health system.

You can help prevent workplace injuries and illnesses by setting up a system to:

1. **Spot the hazard** by identifying known and potential dangers to workers/family members that could cause injury or health problems (e.g., animal contact, contact with moving parts or equipment, confined spaces, working at heights, working alone, agricultural chemicals, damaged or unguarded equipment, objects that could fall and strike someone, trip hazards, etc.). To be effective, your system must enable and encourage workers and family members to bring forward concerns about hazards.
2. **Assess the risk** associated with each hazard. Determine whether workers are being exposed to the hazards you have identified and if the exposure is a risk to your workers' or family members' safety or health, the hazard must be controlled. Ask yourself how often people will be exposed to the hazard and the hazard's potential impact. This will help you determine what the high hazards on your farm are, and enable you to take immediate action to correct the situation.
3. **Find a safer way** to carry out the task(s) at your farm where hazards have been identified. The best method is to eliminate the hazards, however if this is not practical, you must control them. Some methods of hazard elimination or control include:
  - Substitute by using something safer (e.g., sell hazardous livestock, replace faulty equipment, use tractors with minimal risk of rollover on steep inclines).
  - Change the work design (e.g., childproof locks on chemical sheds, fenced play areas, locks on confined spaces, stack bale piles away from hydro lines).

*(continued on next page)*



# SECTION 2:

## Setting Up Your Safety and Health System

### PART 2.

#### IDENTIFY AND CONTROL HAZARDS *(continued)*

- Put safe work procedures into action (e.g., have workers/family members use lifting equipment rather than lifting items manually so they will be less likely to injure their backs)
- Ensure workers use/wear personal protective equipment (e.g., safety eyewear, footwear, chemical suits, respirators, high visibility apparel, and hearing protection).
- Ensure that anyone using agricultural equipment has been properly trained to safely use. Avoid dangerous practices such as allowing extra riders or removing guards on power take-off (PTO) driven equipment. For more information refer to SAFE Work Manitoba's *Agricultural Equipment Safety Guide*:

#### 4. Everyday

Your workers and family members are a valuable source of information about hazards and risks in the workplace. Take advantage of this by having your supervisors and experienced workers/family members take the lead in identifying, assessing, and controlling hazards.

*For more about hazards, see pages 19-35 of the Workplace Safety and Health Branch's, **A Guide to Setting up a Workplace Safety & Health Program** at [www.safemanitoba.com](http://www.safemanitoba.com).*





## CHECKLIST

- Have you prepared an inventory of chemical and biological substances?
- Do you have a Material Safety Data Sheet (MSDS) control system for your farm chemicals?
- Are MSDSs readily available to workers/family members?
- Are records of worker training kept?
- Do you know the risks of infectious substances? What precautions are in place?



## SECTION 2: Setting Up Your Safety and Health System

### CONTROL CHEMICAL AND BIOLOGICAL SUBSTANCES

If you have chemical or biological substances on your farm, ensure that they are properly controlled. The following process will help you to achieve and maintain control of your hazardous substances.

1. Develop and keep a list of all chemical and biological substances on your farm that may harm your workers/family members when handled, used, stored, produced, or disposed of at your farm.
2. Obtain hazard information on each of these substances and keep this information in a known location. Chemical and biological substance suppliers are obligated to supply this information. (See: **Duties of Suppliers**, Section 7.3 of the *WSH Act*). Use this information for worker/family member training, to develop work procedures, and to conduct workplace monitoring and inspections.
3. Reduce workplace contamination and prevent exposure to any extent that could be harmful.
4. Develop and implement safe work procedures and processes.
5. Inform your workers/family members about the hazards at the workplace and train them on using the required safe work procedures.

### CONTROL OF RISKS FOR MUSCULOSKELETAL INJURIES

The term ‘musculoskeletal injury’ (MSI) has received increased attention in recent years. This is not because it is a ‘new’ injury that has been discovered, it is because awareness of the issues causing the injury has increased among workers in Manitoba.

In addition, the requirement for employers to assess and control risks for MSIs is not new – it has always been a part of the employer’s general, overall risk assessment at the workplace.

#### SO WHAT EXACTLY IS A MUSCULOSKELETAL INJURY?

MSIs can be caused by forceful effort, repetitive motions, awkward or sustained postures, vibration, contact stresses and inadequate recovery times are common factors that can injure or aggravate tissues.

Physical Demands include:

- **Poor and sustained postures** – positions of the arms, positions of the arms, neck, back and legs that increase the strain to joints, muscles, nerves, ligaments and other soft tissue. These positions involve bending, twisting, awkward motions and overreaching.

*(continued on next page)*



## SECTION 2:

# Setting Up Your Safety and Health System

### CONTROL OF RISKS FOR MUSCULOSKELETAL INJURIES *(continued)*

- **A forceful exertion** – an action having the potential to overload the body tissues (e.g., manually transferring a calf to another pen, carrying a heavy machinery part, etc.).
- **A repetitive motion** – any action performed for extended periods of time with little, or no variation in the muscle groups used (e.g., administering shots to livestock, shoveling, etc.).
- **Vibration** – an action (e.g., when a hand tool or heavy machine shakes repetitively) causing the muscles to tighten and circulation to decrease. Vibration can occur in the hand/arm or in the whole body depending on the source of the vibration (e.g., using an impact gun, working with a grinder, working on/near farm equipment, etc.).
- **Compression** – an action causing the soft tissue of the body to compress, and decrease circulation, which can disrupt nerve function (e.g., leaning on a sharp edge or using your hand or foot as a hammer, fixing farm machinery in tight conditions, etc.). A combination of physical demands increases the risk of injury. Although the term, MSI, may sound complicated, there is a common misconception among employers that prevention of these injuries will 'break the bank.' On the contrary, many employers have put simple control methods, at no cost, to reduce repetitive strain, such as rotating tasks to use different muscles, reducing repetitive strain and stacking goods on shelves rather than on the floor to reduce bending.

*For more information/resources on MSIs and implementing controls to reduce the risk of injuries, contact Workplace Safety and Health (See **Appendix G – Farms Safety and Health Resources**.) You can also access the **Small Business Ergonomic Case Studies** report at: [www.mflohc.mb.ca](http://www.mflohc.mb.ca) or [www.safemanitoba.com](http://www.safemanitoba.com).*




## CHECKLIST

The best way to assess the risk(s) in your workplace for musculoskeletal injury (MSI) is to talk with your workers/family members. Try using these three simple questions to find and control risks for MSIs:

- Do you feel sore or tired at the end of the day? If sore, where (e.g., the back of the arm, your neck, the lower back, behind the knees, etc.)?
- Why do you think you are sore (e.g., specific movements, repetitive lifting, holding tools, looking backwards in the tractor cab, etc.)?
- Is there anything you can recommend to reduce your pain or fatigue (e.g., this is usually the best place to start when looking for a solution.)?





## PREVENT VIOLENCE AND HARASSMENT AT THE WORKPLACE

As an employer, you must determine if the potential exists for violent acts or threats of violence against your workers. You are required to make every effort to identify potential sources of violence and implement a prevention policy and procedures to eliminate or minimize risk to your workers.

As an employer, you must also have a policy and procedure in place to prevent harassment and address harassment complaints at the workplace, based on human rights grounds (e.g., age, race, gender), or psychological forms of harassment also known as “bullying.” It should be clear that reasonable, day-to-day actions by management, including discipline, are not considered to be a form of harassment.

Review your workplace's violence and harassment prevention policies during safety and health orientations and as needed. For full requirements see the *WSH Regulation* at [www.manitoba.ca/labour/safety/wshl](http://www.manitoba.ca/labour/safety/wshl)

*For more on violence and harassment, including guidelines for preventing violence and harassment in the workplace and sample prevention policies see [www.safemanitoba.com](http://www.safemanitoba.com).*



## SECTION 2: Setting Up Your Safety and Health System

### PROTECT WORKERS WORKING ALONE OR IN ISOLATION

“Working alone” means: to work at a worksite as the only worker/family member of the employer at that worksite at any time, and, when the worker/family member is not directly supervised by the employer or another person designated as a supervisor by the employer, at any time.

“Working in isolation” means: working in circumstances where assistance is not readily available in the event of injury, ill health or emergency.

On farms, there are many circumstances where workers and family members will be working in isolated locations. As the employer, you must consult with the worker safety and health representative or those performing farm work (in workplaces where there is no representative) to identify and reduce the risk of working alone or in isolation.

Once the risks have been identified, develop and implement a working alone or in isolation plan.

Here is what to do:

1. Set up an effective communication system consisting of:
  - radio communication
  - phone or cellular communication
  - any means that provides effective communication given the risks involved.

2. Include as many of the following procedures as is appropriate:
  - a system of regular contact by the employer with the worker/family member who is working alone or at an isolated place of employment (e.g., offsite farmyards and fields, hauling grain and livestock, etc.)
  - limit or prohibit specific activities (e.g., unplugging baler/combine, working in confined spaces, etc.)
  - provide emergency supplies for the worker/family member to use when traveling in extreme cold or other inclement weather conditions.
3. Train your workers/family members in the safe work practices and procedures you have established; ensure they follow them.

*See the **Manitoba Workplace Safety and Health Act and Regulation** for more information.*





## CHECKLIST

- Have you read the *SAFE Farms 7-Step Safety and Health Emergency Planning Kit*?
- Have you identified situations that could produce emergencies on your farm?
- Have you identified people and resources you need to deal with them?
- Have you developed a written fire safety plan and a plan to deal with chemical spills (where needed)?
- Have you identified emergency training requirements?
- Do you, your workers and family members know where the first aid kits, fire extinguishers, eye wash station, and clean up supplies are located?
- Have you posted emergency contact numbers at every phone?
- Do you have a detailed map outlining the areas of the farm with accessible directions?
- Does everyone on the farm know how to shut-off equipment, lift hydraulics, drive vehicles, etc.?
- Does everyone on your farm know how to describe their location anywhere on the farm if an emergency occurs?
- Have you contacted your local fire department to make them aware of your farm safety and health emergency plan?

## SECTION 2: Setting Up Your Safety and Health System

### PART 3. PREPARE FOR EMERGENCIES

Every farm needs to be prepared for potential emergencies or disastrous events. Planning and preparing in advance for emergencies is important. Prepare a list of possible emergencies and establish a set of procedures to respond to each emergency.

We suggest that you develop a short, written emergency plan and provide copies to everyone who may have to deal with an emergency on your farm. This will prevent confusion over 'who does what' in the event an emergency occurs.

The ***SAFE Work Manitoba 7-Step Safety and Health Emergency Planning Kit*** is designed to help prepare every farm for possible emergency situations. See the kit and other planning tools available at [www.safemanitoba.com/farms](http://www.safemanitoba.com/farms). Some tips to develop your plan include:

1. List possible emergencies (e.g., fires [equipment, fields, buildings]; contact with hydro lines, livestock, moving equipment; people trapped under equipment, chemical spills; asphyxiation by grain; anaphylactic reactions or other health conditions; natural disasters).
2. Consider the consequences of each potential emergency at your workplace. Think about what could go wrong at remote work sites (e.g., is there cellphone service? How will emergency personnel find you? Who will meet emergency services? Are there access barriers such as ravines, bush, sloughs, etc.).

3. What will activate your emergency response plans, such as declaring an emergency, evacuating workers/family members, calling emergency personnel, initiating rescues, and tending to casualties?
4. Who will carry out each part of your emergency plan? State everyone's duties and responsibilities, and identify the training they need to do the job.
5. Identify the resources required. These resources include the personnel and equipment needed to deal with each emergency. Consider the location of your farm, existing resources, and the nature of each emergency.
6. Include a fire safety plan.
7. Include emergency procedures to deal with an accumulation, spill, or leak of hazardous chemical or biological substances.

Ensure that you have a way to provide assistance to workers/family members that may be difficult to reach, for example, in a muddy field. Working alone or in isolation is a significant farming hazard. Locating someone quickly who has been injured, and administering first aid on the scene can lessen the impact of an injury and, in some cases, greatly improve chances of survival.



## SECTION 2:

# Setting Up Your Safety and Health System

### PART 4.

#### ASSIGN RESPONSIBILITIES

Remember that the law holds everyone responsible for safety and health in the workplace. The greater the authority, the greater the responsibility. Therefore, as the employer, you have the greatest degree of responsibility.

Assign responsibility (and accountability) to workers and family members just as you assign other responsibilities.

State who is responsible for what actions as clearly and specifically as possible. For example, identify who is authorized to order safety equipment, require and perform machine maintenance, and have resources readily available to ensure tasks are done safely. Check to see that each worker and family members is carrying out their duties as assigned.

Ensure workers and family members who supervise or manage the work of others know their safety and health duties and responsibilities as supervisors/managers. Hold them accountable for their safety and health performance just as you would for their work in other areas.

Remember, in order to carry out their responsibilities, your workers and family members must:

- know what their responsibilities are
- have the necessary authority to carry them out
- have the necessary skill, training, and experience to carry them out.

Let your workers and family members know that you are concerned about their safety and health at work by taking the lead role in resolving safety and health concerns. It is important to make safety and health part of your workplace culture. For example:

- talk about safety and health at tool box talks, in conversations with your workers and family members, and at the dinner table
- immediately investigate workplace incidents and refusals to work
- promptly correct problems and let workers and family members know what you've done
- provide workers and family members with feedback on their safety and health performance.

*Whether your farm employs workers or not, the Workplace Safety and Health Branch recommends that every farm has qualified first aiders. See Part 5 (First Aid) of the **WSH Regulation** for a complete description of first aid requirements and a list of first aid training providers whose programs have been recognized by the Workplace Safety and Health Branch visit: [www.manitoba.ca/labour/safety](http://www.manitoba.ca/labour/safety). Check your local listings for First Aid training providers.*



## FIRST AID

You must provide a certain level of first aid preparedness depending on:

- the number of workers at the farm at any time
- level of hazard associated with work performed
- the distance to a medical facility (extremely important in rural Manitoba).



## CHECKLIST

- Does everyone know (and understand) their responsibilities?
- Do you hold each of your workers/family members accountable?



## CHECKLIST

- Have you told your workers/family members what will be inspected (work areas, farm equipment, tools, procedures, practices, safety supplies, etc.), by whom, and how frequently?
- Do you regularly inspect work procedures and production processes?
- Have you told your workers/family members what inspection records must be produced to ensure accountability?
- Do you have a system for promptly correcting defects found during each inspection?
- Do you know what type(s) of training is required for those who carry out inspections?



## SECTION 2: Setting Up Your Safety and Health System

### PART 5. INSPECT YOUR FARM

Farm inspections are one of the most common and effective tools for identifying and correcting problems before they cause injuries and illnesses. Inspections should also be used to draw attention to and encourage good safety and health practices. In general, there are two types of inspections: informal inspections and formal, planned inspections.

#### Formal inspections –

These are planned, regularly scheduled ‘walk throughs’ or examinations of:

- a workplace, such as a farm
- selected work areas, such as a shop, barn, machine shed (e.g., ensuring inventories are taken on fire extinguishers, first aid kits, eye wash stations, etc.)
- particular hazards, machinery, tools, equipment, animals and work practices.

#### Informal inspections –

Conducted by most farmers on a daily basis, includes:

- being aware of potential hazards and fixing them promptly to ensure worker/family member safety
- monitoring and supervising safe work practices of workers/family members.

As a general rule, the responsibility for each type of inspection should fall on those who are most knowledgeable and for whom it is most practical to do the inspection, including the worker safety and health representative, where there is one. This is where it is important to ensure that anyone given inspection responsibility is trained to competently fulfil their duties.

As for frequency of inspections, both types (informal and planned) should be done on a regular basis, however some kinds of inspections will need to be done more frequently than others (e.g., forklifts must be inspected daily, buildings may be quarterly).

Following an inspection, meet with the person(s) who carried it out and decide how to correct any problems that were found. Document these problems, state what needs to be done, the date the remedy will be completed, and who is responsible for carrying out these measures. Inspection documentation must be kept.

#### OWNER/OPERATOR MANUALS

Ensure that operator manuals are available for all powered mobile equipment (e.g., trucks, tractors, off-road vehicles (ORVs), combines, etc.). These must be available for workers/family members who operate the equipment and can be used to develop inspection checklists and maintenance schedules.



## SECTION 2:

# Setting Up Your Safety and Health System

### PART 6.

#### COMMUNICATION, ORIENTATION AND TRAINING

Occupational safety and health education and training is critical to a safe and healthy workplace. In order to properly understand and deal with workplace hazards, workers/family members must be shown how to safely perform tasks, be made aware of the hazards involved, know how to apply safe work procedures, and be able to demonstrate their ability to do so to a competent supervisor. Documentation of all worker/family member training must be kept on file.

Start new farm workers, as well as workers assigned to different tasks, with a solid orientation. Cover information relevant to their safety and health, including: emergency procedures, first aid facilities, any restricted areas (such as confined spaces), precautions required to protect workers/family members from hazards, and any other safety and health procedures, plans, policies, and programs applicable to the worker/family member.

Training is also needed when new equipment (such as farm implements), processes, or procedures are introduced onto the farm, or when there are instances of unacceptable safety and health performance.

#### WHAT TO INCLUDE IN YOUR NEW WORKER ORIENTATION:

- the employer's and worker's rights and responsibilities under the *WSH Act* and applicable regulations
- the name and contact information of the new worker's supervisor
- the procedure for reporting unsafe conditions at the workplace
- the procedure for exercising the right to refuse dangerous work at the workplace
- contact information for the safety and health committee or representative (as applicable)
- any policies, programs and safe work procedures that the employer is required to develop pursuant to the *WSH Act* and applicable regulations that apply to the work to be done by the worker
- the hazards to which the worker may be exposed and the control measures undertaken to protect the worker
- location of first aid facilities, means of summoning first aid and procedures for reporting illnesses and injuries
- emergency procedures (e.g., first aid, fire, evacuation, etc.)
- identification of prohibited or restricted areas or activities
- any other matters necessary to ensure the safety and health of the worker at the workplace.

*(continued on next page)*





## CHECKLIST

- Do you keep records of worker orientations?
- Do you keep records of training required by law (e.g., training required for forklift operators, etc.)?
- Do you keep records of tool box talks?
- Do you clearly assign responsibilities for training?
- Do you keep records of training provided to workers/family members?
- Do you keep records of training provided to the worker safety and health representative? A worker safety and health representative is required in workplaces where between five to 19 employees are regularly employed.



## SECTION 2: Setting Up Your Safety and Health System

### PART 6. COMMUNICATION, ORIENTATION AND TRAINING *(continued)*

#### WHAT TO INCLUDE IN SUPERVISOR TRAINING:

Supervisors play an important role in preventing workplace injuries and illnesses. Therefore, farms that employ supervisors must ensure supervisors are given all the instruction given to workers/family members, plus the following training:

- applicable sections of the *WSH Act* and associated regulations, including their roles, duties and responsibilities for workplace safety and health
- safe handling, use, storage, and disposal of farm chemicals
- the need for personal protective equipment, how to use it safely and its limitations
- emergency procedures
- coaching and motivation
- any other matters pertaining to the safety and health of workers/family members under their direction.

See **Appendix B: SAMPLE Young and New Worker Orientation Checklist** to help you customize and keep record of training provided to young and new workers on your farm.

**SAFE Work Manitoba** offers a variety of safety and health training programs, including training for supervisors free of charge. Visit: [www.safemanitoba.com/training](http://www.safemanitoba.com/training) for more information.



## PROTECT YOUNG WORKERS

Statistics show that almost 50 per cent of injuries occur in the first year of a new job. For this reason, young workers aged 15 to 24 (as well as new workers) are more likely to be hurt in their first year on the job than more experienced workers.

In addition to providing all new workers with a safety and health orientation, you can reduce the risks to young employees by providing them with appropriate training and safe work procedures.

### 1. TELL YOUNG WORKERS ABOUT:

- anything that could affect their safety and health at your workplace
- their rights and responsibilities under the legislation (the *WSH Act*)
- how they will be involved in safety and health activities in your business (identify the worker safety and health representative)
- workplace requirements, including safety and health procedures, plans, policies, and programs.

### 2. TRAIN THEM ON:

- safe work procedures, including the use and limitations of any personal protective equipment (PPE) they must use

- what to do if there is a fire or other emergency
- what to do (who to see and where to go) if they need first aid
- any prohibited or restricted areas (e.g., confined spaces such as manure pits, silo and tanks), tools, equipment, and machinery
- what hazards exist on the farm and in their jobs
- how to protect themselves from those hazards
- what to do and who to talk to if they have a safety and health concern (identify the worker safety and health representative).

### 3. MAKE SURE THEY:

- have competent supervision to ensure they work safely
- follow your requirements (e.g., work rules and safe work procedures)
- comply with legislation
- when it doubt, ask about anything to do with their job/task.





## CHECKLIST

- Do you have Child Employment Permits for all workers under 16?
- Does your workplace meet all conditions set out on the permit?



## SECTION 2: Setting Up Your Safety and Health System

### PART 7.

### EMPLOYMENT STANDARDS REQUIREMENTS FOR YOUNG WORKERS

Manitoba protects child workers by placing restrictions on when and where they can work. Children are not allowed to work in certain jobs and industries and, there are rules in place about their hours of work.

Children under the age of 16 cannot work without a child employment permit. A permit will not be issued for work that is likely to harm the safety, health or well-being of the child.

#### EMPLOYMENT STANDARDS REQUIREMENTS FOR YOUNG WORKERS

Workers under 16 years old are not allowed to work at all between the hours of 11:00 p.m. and 6:00 a.m. and can work no more than 20 hours per week during the school year.

Children under 16 years of age are prohibited from working:

- on a construction site
- in industrial or manufacturing processes
- drilling or servicing rigs
- on scaffolds or swing stages
- pruning, repairing, maintaining or removing trees.

Workers under 18 years old are not allowed to work alone between the hours of 11:00 p.m. and 6:00 a.m. without specific approval from Employment Standards and cannot work in the following industries:

- forestry
- saw or pulp mills
- confined spaces
- underground in mines or on the face of open pit quarries
- asbestos abatement and removal.

#### CHILD EMPLOYMENT PERMITS

All children under 16 years old must have a valid Child Employment Permit before they can begin work. The permit is issued by Employment Standards and specifies the workplace and job duties that have been approved for the child. Conditions may be included on the permit where necessary.

Employment Standards must be notified of any changes to information on the permit to verify that the work is still suitable.

Children working in Manitoba have the same rights and responsibilities as adult workers. Under the *Employer Standards Code*, minimum standards apply to all workers regardless of age, including general holidays, vacations, minimum wage, wages for reporting to work and notice periods upon termination.

*For more information, including the complete list of restricted hours and places of work for young workers, visit Employment Standards at [www.manitoba.ca/labour/safety](http://www.manitoba.ca/labour/safety) or call 204-945-3352 or 1-800-821-4307 (toll-free).*



## SECTION 2:

# Setting Up Your Safety and Health System

### PART 8.

#### CONTRACTORS AND SELF-EMPLOYED PERSONS – SELECTING; EVALUATING; AND MONITORING

##### CONTRACTED WORKERS

Farms often hire external companies or self-employed individuals to perform a task on the farm (e.g., electrical work, installing grain bins, custom calving, spraying, baling, etc.). Under Manitoba's workplace safety and health legislation, you become a contractor and the person you hire becomes the subcontractor. As a contractor, you have some additional responsibilities that include:

- Establishing criteria for evaluating and selecting contracted employers or self-employed persons. Your standards should include evidence of good safety and health management and performance.
- Setting up a system of shared responsibility for safety and health matters (e.g., hazard identification and control, incident notification, emergency planning, safety expectations and rules).
- Controlling any hazard over which you have direct control. As a farm owner, you must ensure subcontractors are aware of the hazards on your farm (e.g., hydro lines, livestock, machinery, etc.).
- Working with subcontractors to control hazards that are not within your direct control.

- Monitoring subcontractors to ensure they comply with safety and health standards, and correcting any problems (e.g., workers not using fall protection at heights). Your prevention efforts at the workplace can quickly be undone if you do not have a well thought out system in place to deal with the safety and health risks associated with the work of these outside companies or self-employed persons with whom you contract.

##### YOUR SYSTEM RESPONSIBILITIES INCLUDE:

1. An effective system of communication and information exchange in which you provide contracted employers or self-employed persons with information that they need to do their job safely, and they provide similar information to you.
2. A method of clearly stating who is responsible for what.
3. Ensure that relevant safety and health requirements of your farm are applied to contracted employers or self-employed persons.
4. A process to monitor contracted employers or self-employed persons to ensure they meet the safety and health requirements of the contract.

*If you are undertaking a construction project involving more than one employer or self-employed person, there are additional requirements under the WSH Regulation. For more information, please visit [www.manitoba.ca/labour/safety](http://www.manitoba.ca/labour/safety)*



## CHECKLIST

- Do you have criteria for selecting and evaluating contracted employers or self-employed persons?
- Do you have procedures for monitoring contracted employers or self-employed persons?





## CHECKLIST

- Do you know what incidents are reportable to the Workplace Safety and Health Branch?
- Have you assigned responsibilities for conducting investigations?
- Do you have procedures for conducting investigations?
- Do you keep incident investigation reports?
- Do you keep records of corrective action and follow-up measures taken to ensure the action is effective?

## SECTION 2: Setting Up Your Safety and Health System

### PART 9. INVESTIGATE INCIDENTS

Investigating things that go wrong at the workplace provides valuable information needed to prevent similar incidents in the future. That is why the law requires you to investigate incidents, dangerous occurrences (including those that could have caused an incident) and refusals to work.

**As a farm owner, you must know what incidents you are required to report to the Workplace Safety and Health Branch** (visit: [www.gov.mb.ca/labour/safety/rep\\_serious\\_act.html](http://www.gov.mb.ca/labour/safety/rep_serious_act.html) for more information). Produce a system for recording and retaining your investigation reports. The Workplace Safety and Health Branch offers free training courses on how to carry out an incident investigation.

To understand an incident or near-miss, find out:

- What events caused the incident (what occurred immediately leading up to the incident)?
- What activities and conditions contributed to the incident?
- What were the issues with the workplace safety and health system that allowed the incident (procedure, policy, attitude)?
- What will prevent a similar incident from occurring again?

Investigate what happened, and understand the reasons why the incident occurred. Consider all potential influencing factors (e.g., operator training, maintenance, use of equipment, weather, etc.). Speak with those who were involved in or witnessed the incident, and be sure to record names and a point of contact for each. Record the location of the incident along with its causes and preventative measures for future reference.

Contributing factors to consider in an investigation:

- adequacy of planning, training, orientation and supervision
- design of the work area
- safe work procedures
- inadequate or defective machinery and equipment
- unusual circumstances (e.g., an emergency requiring workers to perform unfamiliar tasks)
- rarely performed work tasks.

**Worker Concerns** – Address the concerns of workers and family members as soon as possible to protect their safety and health. This may also prevent concerns from becoming refusals to work.

*(continued on next page)*



## SECTION 2: Setting Up Your Safety and Health System

### PART 9. INVESTIGATE INCIDENTS (continued)

**Refusals** – Every worker has a right to refuse work (the *WSH Act*, section 43(1) – 43(6)) if he or she believes on reasonable grounds that the work is dangerous to his or her safety and health or the safety and health of another person.

Talk to your workers about their right to refuse, including:

- who should be notified about a refusal
- how the refusing worker will be informed about his or her rights and responsibilities
- who will investigate the refusal – if a refusal cannot be resolved internally, the Workplace Safety and Health Branch should be contacted
- that the employer must provide workers who may be asked to take over the duties of the refusing working of the refusal in writing, the reason for the refusal, the right to refuse dangerous work, and why the work does not constitute a danger to safety and health of the worker assigned the duties, or any other person.
- who will take corrective action and follow-up.

For more information on incident investigations see **Appendix F: Incident Investigation Report Completion Guide**, also available online at [www.safemanitoba.com/investigations](http://www.safemanitoba.com/investigations).

### PART 10. INVOLVE YOUR WORKERS/ FAMILY MEMBERS

An effective workplace safety and health system needs the commitment and participation of workers and family members. All workers need to be involved in your efforts to prevent injuries and occupational illness. This is especially important on farms where there may not be the same access to professional safety and health expertise as there is in many large organizations. If your workers/family members understand that their input is valued, they are more likely to support the system.

You can involve your workers/family members by:

- ensuring a worker safety and health representative is elected if your farm has between five and 19 people performing farm work on a regular basis
- regularly consulting with your workers and family members on matters concerning safety and health (see page 9 for more information on worker safety and health representatives)
- requesting feedback from your workers/family members on safe work procedures.

*For more information on your right to refuse, visit [www.manitoba.ca/labour/safety/right\\_refuse](http://www.manitoba.ca/labour/safety/right_refuse).*



## CHECKLIST

- Do you hold regular (e.g., monthly) meetings or tool box talks with your workers/family members to talk about safety and health?
- Do you discuss inspection and incident reports?
- Do you discuss new work procedures, equipment, and other safety issues?
- Do you talk about worker/family member concerns at meetings and every day?
- Do you keep a record of meetings with workers/family members and track progress on unresolved concerns?





## CHECKLIST

- Do you have a clear, effective process to evaluate and improve your safety and health system?



## SECTION 2: Setting Up Your Safety and Health System

### PART 11. REVIEW AND IMPROVE YOUR SAFETY AND HEALTH SYSTEM

Review your safety and health system regularly (at least every three years), just as you would review other business activities. Ask your workers/family members to suggest improvements and to help you find and correct problems.

New technologies, production methods, and/or problems may require you to revise worker/family member training, change supervisory/management practices, reassign responsibilities, or conduct inspections differently. Defects may be identified through inspections, systematic audits, or investigations of incidents and dangerous occurrences.





APPENDICES

APPENDICES

## APPENDIX A: Sample: Safety and Health Policy

### WORKPLACE SAFETY AND HEALTH POLICY STATEMENT

At ABC Farms, the safety and health of our workers and family comes first. We are committed to doing everything possible to prevent injuries and to maintain a healthy work environment.

To this end:

- we are committed to maintaining a workplace safety and health program to ensure the goals of this policy
- every person on the farm must integrate good workplace safety and health practices into their daily activities
- all workers and family members are required to support the workplace safety and health program
- supervisors must ensure workers are trained in safe and healthy work procedures
- all supervisors, workers, and family members are accountable for implementing this program.

Farm Owner \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX B: Sample New Worker Orientation Checklist

# Sample

Employee name: \_\_\_\_\_

Position (tasks): \_\_\_\_\_

Date hired: \_\_\_\_\_ Date of orientation: \_\_\_\_\_

Reason for orientation:

- ☐ Worker is new to the workplace
- ☐ Worker has moved to another area of the workplace with different processes/hazards
- ☐ Worker is relocated by an employer to a different workplace/location with different processes/hazards
- ☐ Worker is returning to the workplace, and processes/hazards have changed while the worker was away

Person providing orientation (name and position): \_\_\_\_\_

Company name: \_\_\_\_\_

TOPIC	INITIALS (trainer)	INITIALS (worker)	COMMENTS
<b>Rights and responsibilities</b>			
General safety and health duties and responsibilities of employers, workers and supervisors			
Worker right to know, participate and refuse unsafe work and right to protection from discrimination			
Supervisor name and contact number provided			
Procedure for reporting unsafe conditions/hazards in the workplace provided			
Procedure for exercising the right to refuse dangerous work provided			
Safety and health committee or the worker safety and health representative name(s) and contact numbers provided			

## APPENDIX B:

### Sample New Worker Orientation Checklist *(continued)*

# Sample

TOPIC	INITIALS (trainer)	INITIALS (worker)	COMMENTS
<b>Policies, programs and safe work procedures</b>			
Policies and programs (e.g., safety and health policy, training plan, working alone or in isolation, violence and harassment prevention, incident investigation, workplace health and safety program (if 20 or more employees), etc.).			
Documented safe work procedures (job/task specific) (e.g., machinery, equipment, tools, ladders, chemicals, lockout, musculoskeletal injuries, personal protective equipment, etc.).			
<b>Hazards and control measures</b>			
Hazards to which the worker may be exposed in the workplace, and any control measures undertaken to protect the worker.			
<b>First aid</b>			
Location(s) of first aid kit(s) and eye wash facilities.			
Means to summon first aid (e.g., first aid attendant name and contact information, etc.).			

## APPENDIX C: Farm Safety and Health Checklist

The Farm Safety and Health Checklist is intended to assist you in ensuring the safety and health of everyone who works on your farm including family members. This checklist goes through different elements that will help you protect your workers, your family, and yourself from injuries and illness on your farm.

This checklist will assist you in developing a safety and health system for your farm.

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Worker/Family Involvement</b>			
Have workers/family members been trained on the safest way to do the job?			
Are workers/family members encouraged to raise safety and health concerns?			
Do you have regular safety and health discussions (e.g., tool box talks)?			
<b>Hiring and Training</b>			
Are new workers' previous skills and experience verified before they begin working on your farm?			
Does the farm owner/operator ensure that everyone is trained to perform their duties safely before beginning work?			
Is training verified by worker demonstration and close supervision?			
Is there a system in place to ensure training records are kept and are easily accessible?			



## APPENDIX C: Farm Safety and Health Checklist *(continued)*

# Sample

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Responsibilities</b>			
<i>Farm employer and owner:</i>			
Know and follow workplace safety and health requirements.			
Provide a safe workplace, equipment and tools.			
Provide safety training for all duties.			
Provide required personal protective equipment (PPE).			
Provide first aid equipment/first aider.			
<i>Workers:</i>			
Understand and follow specific farm safety and health requirements.			
Use safety equipment and devices.			
Follow safe work procedures and practices.			
Report workplace hazards and unsafe conditions.			
<b>Contract Work</b>			
Are safety and health expectations discussed with contracted employers?			
Are hazards on your farm discussed with contractors?			
Is there a process in place to ensure that contractors are compliant with safety and health regulations while conducting their business?			

## APPENDIX C: Farm Safety and Health Checklist *(continued)*

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Medical Aid</b>			
Is a first aid kit available at work sites (farm, yard, machinery)?			
Is someone on the farm trained to administer first aid?			
Are you aware of reporting requirements for serious incidents?			
<b>Farm Machinery/Powered Mobile Equipment</b>			
Are guards and shields kept in place on power take-off shafts, belts, chains and other pinch points?			
Do farm machinery operators ensure young children and bystanders are a safe distance away from farm machinery, whether moving or stationary?			
Is there a standard rule on your farm prohibiting extra riders on farm equipment?			
Are seatbelts worn on tractors equipped with rollover protection structures?			
Is the power always turned off and are the keys removed before adjusting, servicing, or unclogging machinery?			
Are tractors and self-propelled machines equipped with fire extinguishers?			
Are drawbar loads always hitched to a drawbar rather than the tractor's axle or three-point hitch?			

## APPENDIX C: Farm Safety and Health Checklist *(continued)*

# Sample

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Farm Machinery /Powered Mobile Equipment</b> <i>continued</i>			
Are emergency stops and safety devices in good working order on farm machinery?			
To prevent carbon monoxide poisoning, are doors and windows in the building always open when starting or running a tractor, truck or other engine indoors?			
When moving farm equipment on roadways, are you following the requirements of Manitoba's <i>Highway Traffic Act</i> ?			
Do you prohibit ground starting/jump starting tractors on your farm?			
Have all equipment operators received training on the specific equipment they are operating on your farm (e.g., forklift certificate, etc.)?			
Do machinery operators perform a walk about/walk around check before moving equipment?			
Do all farm machinery operators avoid wearing torn or ragged clothing when working near machinery?			
Are there audible warning devices on powered mobile equipment over one tonne (e.g., for moving in reverse)?			
Are all farm equipment instruction manuals readily available to the operator?			
Have you supplied and ensured workers/family members are wearing the appropriate personal protective equipment (PPE) when using powered mobile equipment (e.g., helmets on ATVs.)?			



## APPENDIX C: Farm Safety and Health Checklist *(continued)*

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Farm Machinery/Powered Mobile Equipment</b> <i>continued</i>			
Are there procedures in place for using vehicle hoists and are workers/family members trained in the procedures?			
If you are operating a back hoe, track hoe, etc., are you aware that you need an excavation permit before digging more than 1.5 metres?			
Do you conduct and keep record of machinery inspections?			
Are safety locks used when moving hydraulically raised equipment?			
<b>Agricultural Chemicals</b>			
Are there safe work procedures for working with agricultural chemicals and are workers/family members trained in the procedures?			
Are chemicals stored in a safe place?			
Are signs posted on chemical storage areas to warn others of the hazards inside?			
Are chemicals stored and labelled in proper containers?			
Are empty chemical containers disposed of promptly and safely?			
When mixing chemicals, do you ensure the area is well-ventilated?			
Do you have spill kits in case of a chemical spill?			
Is personal protective equipment (PPE) being used by farm workers/family members when applying or handling farm chemicals (e.g., goggles, respirators, aprons, rubber or chemical proof gloves, chemical suits, etc.)?			
Do you provide a 15 minute eyewash station?			

## APPENDIX C: Farm Safety and Health Checklist *(continued)*

# Sample

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Electricity</b>			
Is all wiring in farm buildings and around the farm in good condition?			
Are all electrical appliances and power tools used around the farm CSA approved?			
Are all electrical power tools in good operating condition?			
Are overhead wires on the farm high enough to clear machinery?			
Are power cords, plugs and switches free of defects?			
Are all electrical panels accessible (e.g., not obstructed or impeded by objects and materials)?			
<b>Ladders</b>			
Are ladders on your farm in good working condition?			
Are ladders stored and secured out of the way?			
<b>Buildings</b>			
Are stairs, ladders, aisles and floors uncluttered and in good repair (e.g., good housekeeping practices)?			
Do stairs have handrails?			
Do upper levels/floors of buildings have protective guardrails to prevent falling?			
Are doors and gates to hazardous areas such as silo entrances, manure storage areas, chemical storage and animal quarters, kept closed and secured to keep children and visitors out?			
Are fire extinguishers available in each building?			
Are No Smoking signs posted on your farm?			
Are all routes to exits kept clear?			

## APPENDIX C: Farm Safety and Health Checklist *(continued)*

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Buildings</b> <i>continued</i>			
Have you carried out assessments in areas where asbestos may be present on the farm?			
Have you developed safe work procedures for working with or near asbestos?			
<b>Animal Facilities</b>			
Are pens, gates, chutes and fences sturdy and in good condition?			
Is animal housing adequately ventilated?			
Are floors and other walking surfaces kept clean and free of manure, snow, mud and debris?			
Are manure lagoons/pits fenced? Are warning signs posted?			
Are animal handling facilities designed to ensure the safety of workers (e.g., escape routes)?			
Are there procedures in place to check for toxic gas levels?			
Do you practice the safe use, storage, and disposal of vaccinations and medications?			
<b>Grain and Silage Storage Structures</b>			
Are entrances to grain and silage storage areas kept closed to keep children out?			
Are there procedures in place to check for toxic gas levels?			
Have you supplied your workers with proper personal protective equipment (PPE) when entering these areas?			



## APPENDIX C: Farm Safety and Health Checklist *(continued)*

# Sample

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Grain and Silage Storage Structures</b> <i>continued</i>			
Have you assessed and developed safe work procedures for climbing, entering, and cleaning bins?			
Are all augers properly guarded and in good working condition?			
<b>Confined Spaces</b>			
Have you listed and assessed each confined space on your farm?			
Have you developed safe work procedures for these confined spaces?			
Have you included entry permits, stand-by workers, personal protective equipment (PPE), emergency plans, in your safe work procedures for confined spaces?			
<b>Personal Protective Equipment (PPE)</b>			
Have you assessed the situations that require your workers/family members to wear high visibility apparel?			
Do you provide high visibility apparel and ensure your workers/family members wear them?			
Have your workers/family members been provided proper personal protective equipment (PPE) for the tasks they perform on your farm (e.g., hearing protection, eye protection, respirators, chemical suits, gloves, helmets, etc.)?			
Is PPE regularly inspected and in good working order?			

## APPENDIX C: Farm Safety and Health Checklist *(continued)*

SPOT THE HAZARD Look for these and other hazards	ASSESS THE RISK Does this risk exist on your farm?	FIND A SAFER WAY How can it be made safer? Has the required action been taken?	EVERYDAY When will you correct the hazard? Is the hazard ongoing?
<b>Welding</b>			
Are gas welders equipped with flashback arrestors?			
Are acetylene and oxygen cylinders stored properly?			
Have you supplied the appropriate personal protective equipment (PPE) for welding?			
Do you ensure that workers/family members wear their PPE and follow safe work procedures for welding?			
<b>Safety and Health on your Farm</b>			
Are toilet/hand washing facilities available for workers?			
Does your farm supply drinking water to workers?			
Does your farm follow Manitoba's <i>Non Smokers Health Protection Act</i> ?			
Do you provide your workers with a clean eating area?			
Does your farm ensure training/certification where applicable (e.g., first aid, hearing testing, forklift training, crane licence, confined space, etc.)?			

## APPENDIX D: Sample Workplace Safety and Health Topics

# Sample

This sample Workplace Safety and Health Topics checklist is intended to assist you in creating, implementing and evaluating your farm's safety and health system. The checklist asks important questions to help ensure key elements of your safety and health system are in place. The checklist will also help you to identify gaps in your system, and to take necessary corrective action.

**NOTE:** This is not a comprehensive list of responsibilities. This checklist is intended to be used as a sample only. Your checklist must be made specific to the needs of your farm.

Demonstrating Commitment	Yes	No	Comments/Task assigned
Do you have a system in place to provide your workers/family members with safety and health information (e.g., a safety notice board)?			
Have you explained workers' rights and responsibilities (see: <b>SAFE Work Manitoba Bulletin No. 255 - Safety and Health Orientation</b> )?			
Have you given your workers/family members all the mandatory safety and health information (e.g., plans for working alone, harassment and violence, emergencies, etc.)?			
Do you regularly discuss safety with your workers/family members?			
Do you involve your workers/family members with safety and health issues on your farm (e.g., tool box talks, training on new equipment/processes, etc.)?			

Identifying and Controlling Hazards (Safe Work Procedures)	Yes	No	Comments/Task assigned
Have you developed an inventory of all tasks performed by workers/family members on the farm?			
Have you assessed the risk of the hazards identified in these tasks?			
Have you developed a safe work procedure for each task?			
Have you trained the workers/family members using safe work procedures?			
Are you ensuring workers/family members are following safe work procedures on your farm?			

Chemical and Biological Substances – Chemical	Yes	No	Comments/Task assigned
Have you prepared an inventory of all chemical substances on your farm?			
Do you have Safety Data Sheets (SDS) sheets for all chemicals?			
Are you following the Personal Protective Equipment (PPE)/first aid requirements from the SDS sheets?			



## APPENDIX D: Sample Workplace Safety and Health Topics *(continued)*

Have you developed safe work procedures for the handling, usage, storage and disposal of each product?			
<b>Chemical and Biological Substances – Chemical</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Task assigned</b>
Have you provided training to your workers/family members that are working with these chemicals?			
Are you monitoring workers/family members to ensure they are wearing the appropriate PPE and following the safe work procedures?			
Have you assessed whether or not you have asbestos on your farm?			

<b>Chemical and Biological Substances – Biological</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Task assigned</b>
Have you identified the biological substances on your farm (e.g., zoonotic diseases, mould, bacteria, etc.)?			
Have you provided proper PPE, tools, and training for workers/family members that may encounter these substances?			

<b>Musculoskeletal Injury (MSI)</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Task assigned</b>
Have you assessed the risk of MSI on your farm?			

<b>Emergencies</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Task assigned</b>
Have you made a list of possible emergencies on your farm, including fire, chemical spills, extreme weather, and serious incidents (visit: <a href="http://www.gov.mb.ca/labour/safety/rep_serious_act.html">www.gov.mb.ca/labour/safety/rep_serious_act.html</a> )			
Have you produced safe work procedures for each emergency and provided your workers/family members with training?			
Have you created emergency contact information sheets for your farm?			
Do your workers/family members know how to explain to emergency responders (fire, police, ambulance, etc.) where they are located on your farm premises (e.g., land descriptions.)?			
Do your workers/family members have adequate means of communication?			
Do you have first aid kits and fire extinguishers in all mobile equipment?			
Have workers/family members been trained on basic machinery procedures (e.g., shut-down, hydraulics, kill switches, etc.)?			
Is emergency information posted on your safety board (e.g. directions to the farm, emergency phone numbers, names and phone numbers of first aiders)?			

## APPENDIX D: Sample Workplace Safety and Health Topics *(continued)*

# Sample

Inspections	Yes	No	Comments/Task assigned
Have you compiled a list of areas that will be inspected on your farm (e.g., buildings, storage sheds, machinery, etc.)?			
Have you developed an appropriate checklist for each inspection?			
Have you decided how often these inspections will occur?			
Are you aware that certain types of equipment have a formal training course and require the operator to hold a certificate (e.g., forklifts, cranes, etc.)?			
Have you decided who will carry out the inspection?			
Have they been trained?			
Do you have a system in place for corrective actions?			
Have you documented what action is needed, when it will be completed, and who is responsible for the corrective action?			
Do you regularly check to ensure that all guards are in place on equipment?			
Do you have a system for keeping all inspection records?			

Training	Yes	No	Comments/Task assigned
Are you providing and keeping records of safety orientations for every worker/family member working on your farm (see: <b>Appendix B: New Worker Orientation Checklist</b> )?			
Do you keep records of worker's/family member's qualifications (e.g., driver's license, forklift operator certificate, etc.)?			
Have you trained your workers/family members how to perform each of their tasks safely before they begin to work?			
Do you have written records for every task your workers/family members have been trained to do?			
Are your workers/family members regularly supervised?			
Do you evaluate your workers/family members to ensure they are competent in their tasks?			

Contractors	Yes	No	Comments/Task assigned
Do you check the safety and health standards of contracted employers?			
Are you safeguarding workers/family members from hazards introduced by those coming onto the farm?			
Are you making contractors aware of hazards on your farm (e.g., overhead power lines, wells, livestock, etc.)?			
Do you perform spot checks on contractors to ensure safe behaviour is being practised?			

## APPENDIX D: Sample Workplace Safety and Health Topics *(continued)*

Incidents	Yes	No	Comments/Task assigned
Have you developed a written procedure to investigate incidents?			
Do you know what incidents have to be reported to the Workplace Safety and Health Branch (visit: <a href="http://www.gov.mb.ca/labour/safety/rep_serious_act.html">www.gov.mb.ca/labour/safety/rep_serious_act.html</a> )? Note: The reporting requirements of the Workplace Safety and Health Branch are separate from those of the Workers Compensation Board (WCB).			
Have you assigned an individual to carry out an investigation when needed?			
Have they been trained?			
Do you keep written investigation reports?			
Are your first aider's qualifications up-to-date?			
Are any of your workers/family members qualified to perform first aid on your farm?			
Do you check first aid kits on a regular basis to ensure they are properly stocked?			

Right to Refuse	Yes	No	Comments/Task assigned
Have you provided workers/family members with information on their right to refuse dangerous work?			
Do you know how to respond when a worker/family members exercises their right to refuse?			

Safety and Health Program	Yes	No	Comments/Task assigned
Have you developed timelines for evaluating your safety and health program?			
Have you decided what safety and health documents will be kept on file and for how long?			
How will you evaluate your safety and health program?			



## APPENDIX D: Sample Workplace Safety and Health Topics *(continued)*

Others	Yes	No	Comments/Task assigned
Before you carry out any demolition, do you have a plan in place with proper safe work procedures?			
Do you have operator manuals available for all powered mobile equipment on your farm?			
Have you identified all confined spaces on your farm and provided adequate training on working in confined spaces to your workers/family members?			
Have you ensured that all electrical work is carried out by a qualified electrician?			
Have you developed safe work procedures for situations in which workers are working alone?			
Are you aware of the requirements to become a registered excavator? Note: Holes deeper than 1.5 meters qualify as an excavation.			
Have you developed and ensured workers comply with a No Smoking policy for your workplace?			
Have you carried out noise assessments on your farm?			
Have you implemented noise control procedures?			
Do you have young workers performing work on your farm? (If yes, see pages 5, 19 and 20 of this guide).			
Do you have a plan to spend extra time supervising young workers to ensure they can perform their duties safely?			

## APPENDIX E: A. Safe Work Procedure (SWP) Template

Safe Work Procedure Job Title or Task:

Department/Area:	Approved By:	Date Created:	Review/Revision date:
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Potential Hazards (Fill in those that apply):	Personal protective equipment/Devices required/ other safety considerations																																																																												
<table border="0"> <tr> <td><b>H</b></td> <td><b>M</b></td> <td><b>L</b></td> <td><b>Risk for injury</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Awkward/sustained postures</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Repetitive motions</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Vibration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Skin Compression</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points/edges</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Material falling</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Surfaces causing falls</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Working at heights</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Moving machinery</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Chemicals</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Biological pathogens</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Electrical</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Extreme heat/cold</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Noise</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Combustibles/flammables</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other: _____</td> </tr> </table>	<b>H</b>	<b>M</b>	<b>L</b>	<b>Risk for injury</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward/sustained postures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin Compression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharp points/edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surfaces causing falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biological pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme heat/cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles/flammables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<div>Training/Reference information</div>
<b>H</b>	<b>M</b>	<b>L</b>	<b>Risk for injury</b>																																																																										
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles/flammables																																																																										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____																																																																										

Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this safe work procedure

Steps to perform this task safely:

# APPENDIX E:

## B. Sample Safe Work

### Procedure: Hooking Up Implements to Tractor

# Sample

Safe Work Procedure Job Title or Task: **Hooking Up Implements to Tractor**

Department/Area:	Approved By:	Date Created:	Review/Revision date:
------------------	--------------	---------------	-----------------------

Potential Hazards (Fill in those that apply):				Personal protective equipment/Devices required/ other safety considerations
<b>H</b>	<b>M</b>	<b>L</b>	<b>Risk for injury</b>	<i>Communication Device</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward/sustained postures	<i>Gloves</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions	<i>Eye Protection</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive motions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin Compression	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharp points/edges	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinch points – <i>caught between tractor and implement, tractor door, etc.</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material falling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working at heights	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery – <i>backed over by tractor</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biological pathogens	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme heat/cold	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles/flammables	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Hydraulic Leaks</u>	
				<b>Training/Reference information</b>
				<i>Working Alone Procedures</i>
				<i>Tractor Operation</i>
				<i>Use of PPE Operators' manual</i>
				<i>Equipment Operation</i>
				<i>Walk Around Inspections</i>
				<i>Hand Signals</i>

Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.



## APPENDIX E:

### B. Sample Safe Work

#### Procedure: Hooking Up Implements to Tractor *(continued)*

Employers must ensure that workers are trained and follow this safe work procedure

Steps to perform this task safely:

- *If working alone, ensure you have means of communication with you to summon emergency assistance if necessary.*
- *If another worker/person is assisting you, agree on hand signals to be used for various machine movements (e.g., forward, reverse, slow, stop, etc.).*
- *Put on required personal protective equipment (PPE).*
- *Carry out walk around inspection of tractor and piece of equipment to be hooked up – Check the compatibility of the equipment (hitches and power) and conditions of pins and safety chains.*
- *Check area for obstructions/debris and assess ground conditions (slope, moisture), etc.*
- *Ensure adequate clearance of any overhead power lines, buildings, and other equipment.*
- *Check that the implement hitch/hook up is set to correct height for connection to tractor.*
- *Get into tractor and start engine.*
- *Back up slowly and at low RPM to reduce risk of losing control of tractor or bumping the implement.*
- *When tractor hook up is in line with implement hook up, shift transmission into park, apply brake and shut off engine.*
- *Remove ignition key (to prevent start up by any other person) and dismount.*
- *Hook up required connections to the tractor (hydraulic hoses, electrical lines, PTO) and connect all safety pins or chains.*
- *Get back into tractor, ensure that no persons are in the path of the equipment, and start engine.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**  
***This safe work procedure shall be reviewed any time the task, equipment, or materials change and at a minimum every three years***

## APPENDIX F: Incident Investigation Report Completion Guide

# Sample

An incident is any unplanned event that causes injury. A dangerous occurrence is any event that could have caused injury, but did not. The term “incident” will be used to describe both incidents and dangerous occurrences.

An incident investigation is the account and analysis of an incident based on information. This guide is designed to help your committee perform investigations. It is available for free download at [safemanitoba.com/investigations](http://safemanitoba.com/investigations).

### PART I – PARTICULARS

Farm Name (and Address):

FILL IN YOUR FARM NAME AND ADDRESS

Location of incident:

FILL IN IF THE LOCATION WAS DIFFERENT THAN ABOVE

Date of incident:

Time of incident:

DATE THE INCIDENT OCCURRED

TIME THE INCIDENT OCCURRED

Name of injured and Job Title:

NAME AND JOB TITLE, IE. LABOURER, EQUIPMENT OPERATOR, SUPERVISOR

Supervisor's Name:

NAME OF SUPERVISOR (IF NONE, FARM OWNER'S NAME)

### PART II – DESCRIPTION OF INCIDENT

Describe in detail the incident:

DESCRIBE IN DETAIL WHAT HAPPENED, INCLUDING WHAT THE

INJURED PERSON WAS DOING JUST PRIOR TO THE INCIDENT,

HOW THE INCIDENT HAPPENED, WHAT HAPPENED DIRECTLY

AFTER THE INCIDENT (WHO CALLED EMERGENCY SERVICES,

WHO PERFORMED FIRST AID, ETC.)

## APPENDIX F: Incident Investigation Report Completion Guide *(continued)*

### PART III – EVIDENCE

Describe physical evidence collected:

---

IF YOU COLLECTED ANYTHING AS PART OF YOUR INVESTIGATION

---

Photo/Video Evidence: (List and describe the photos and videos)

---

LABEL AND DESCRIBE THE PHOTOS OR VIDEO THAT YOU TOOK

---

---

---

---

Name of witnesses (attach summary statement):

---

IF ANYONE SAW WHAT HAPPENED, LIST THEIR NAMES HERE AND  
ATTACH THE STATEMENT OF EVENTS THAT THEY PROVIDED TO YOU

---

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## APPENDIX F: Incident Investigation Report Completion Guide *(continued)*

Sketch of incident scene:

SKETCH THE SCENE WHERE THE INCIDENT OCCURRED. YOU MAY NEED TO SKETCH FROM AN AERIAL VIEW, HORIZONTAL VIEW, A CERTAIN ASPECT OF THE INCIDENT, OR A COUPLE OF ASPECTS OR AERIAL SCENES. THIS SKETCH MAY HELP YOU TO EXPLAIN TO OTHERS EXACTLY WHERE THINGS OR HOW THINGS HAPPENED. YOU CAN USE THIS SKETCH WHEN DESCRIBING THE INCIDENT (REFERRING TO DIFFERENT KEY POINTS ON THE SKETCH).



## APPENDIX F: Incident Investigation Report Completion Guide *(continued)*

### PART IV – INCIDENT CAUSATION

What was the direct cause of the incident? (What caused injury or damage?)

---

DESCRIBE WHAT IT WAS THAT INJURED THE WORKER,

---

I.E. FALL FROM HEIGHT, CONTACT WITH ANIMAL, CAUGHT IN GATE

---

What were the indirect causes? What caused the incident?

HERE YOU WILL ASK YOURSELF QUESTIONS THAT YOU WILL UNCOVER AS PART OF YOUR INVESTIGATION:

**Task:** Factors related to the task (the process that was occurring when the incident happened)

1. Was there a safe work procedure, and was it followed?
2. Was this an unusual task for the worker?
3. Was the task structured to encourage safe work procedures?

**Worker(s):** Factors related to workers such as individual experience, skills and abilities as well as one's physical capabilities, and emotional state at the time of the incident. Your worker inquiry is not intended to place blame, but to uncover the factors involved at the time of the incident.

1. Were workers aware of the safe work procedure, legislation and standards applicable to the task?
2. Were workers adequately trained? When?
3. What experience did the worker have to do the task?
4. Was the worker physically capable?
5. Was judgment, health or ability impaired for any reason (e.g., fatigue, rushed, stressed, using medication, under the influence of drugs or alcohol)?

**Material/Equipment:** Factors related to the equipment, materials, machinery, tools used

1. Was there an equipment malfunction or failure? Cause?
2. Was the material or equipment substandard in some way?
3. Were hazardous substances involved?
4. Were tools, machinery and equipment being used correctly? Check manufacturer's specifications for operating tools, machinery and equipment as well as any other applicable standards.
5. Were tools or machinery modified in any way?
6. Was the material or equipment new to the workplace?
7. Was PPE used? Should it have been?
8. Were there sufficient safety devices on the equipment?
9. Were these devices maintained?

## APPENDIX F: Incident Investigation Report Completion Guide *(continued)*

# Sample

**Management:** The employer is responsible for ensuring the safety and health of workers at the workplace and is therefore responsible for developing, implementing and enforcing the policies, procedures and rules on the job. The actions of management (managers, supervisors, lead hands, etc.) must always be considered in an incident investigation since they are responsible for providing direction and supervision.

1. Were the hazards which led to this incident known to supervisors?
2. Were safe work procedures developed and implemented to overcome these hazards?
3. Were supervisors aware of the procedures, legislation, and standards applicable to the task?
4. Were safety and health policies/procedures in effect? Were they being enforced?
5. Was adequate supervision given?
6. Was regular maintenance of equipment carried out?
7. Were unsafe conditions corrected?
8. Were workers provided adequate training?

**Environment:** The environmental conditions, and in particular, any sudden changes to the environment at the time of the incident is important to note.

1. What were the weather conditions (e.g., sunny, cloudy, windy)?
2. Was it too hot or too cold?
3. Was noise a problem?
4. Was there adequate light?
5. Was the area clean or a mess?
6. Were toxic gases, fumes or dusts present?

### PART V – CORRECTIVE ACTION

Immediate Corrective Actions (and target dates):

---

WHAT ARE SOME THINGS THAT CAN BE DONE IMMEDIATELY  
TO PREVENT ANYONE ELSE FROM GETTING HURT, WHO IS  
RESPONSIBLE FOR ENSURING IT IS DONE, AND BY WHEN

---

Long Term Corrective Actions (and target dates):

---

WHAT ARE SOME THINGS THAT CAN BE DONE TO FIX  
LARGER ISSUES THAT WOULD ADDRESS SOME OF THE  
INDIRECT CAUSES THAT LED TO THIS INCIDENT HAPPENING,  
WHO IS RESPONSIBLE FOR ENSURING IT IS DONE, AND BY WHEN

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## APPENDIX F: Incident Investigation Report Completion Guide *(continued)*

### PART VI – REPORT REVIEW

Signature of Investigator(s): \_\_\_\_\_

(and positions) \_\_\_\_\_

Date report completed: \_\_\_\_\_

Distribute Report to:

\_\_\_\_\_ Farm Owner

\_\_\_\_\_ Supervisors (List) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Worker Safety and Health Representative or Safety and Health Committee (if applicable)

\_\_\_\_\_ Workplace Safety and Health Branch (if requested)

\_\_\_\_\_ Other: \_\_\_\_\_

## **APPENDIX G:**

### **Farms Safety and Health Resources**

**GROWTH ENTERPRISE AND TRADE  
(WORKPLACE SAFETY AND HEALTH BRANCH);  
OR SAFE WORK MANITOBA**  
204-957-SAFE (7233)  
1-855-957-SAFE (7233)  
[information@safeworkmanitoba.ca](mailto:information@safeworkmanitoba.ca)  
[www.safemanitoba.com](http://www.safemanitoba.com)

**WORKERS COMPENSATION BOARD OF MANITOBA**  
204-954-4321  
Toll Free 1-855-954-4321  
[wcb@wcb.mb.ca](mailto:wcb@wcb.mb.ca)  
[www.wcb.mb.ca](http://www.wcb.mb.ca)

**CANADIAN FEDERATION OF INDEPENDENT BUSINESS**  
204-982-0817  
[www.cfib.ca](http://www.cfib.ca)

**KEYSTONE AGRICULTURAL PRODUCERS**  
204-697-1140  
[kap@kap.mb.ca](mailto:kap@kap.mb.ca)  
[www.kap.mb.ca](http://www.kap.mb.ca)

**MANITOBA CANOLA GROWERS ASSOCIATION**  
204-982-2122  
[info@canolagrowers.com](mailto:info@canolagrowers.com)  
[www.canolagrowers.com](http://www.canolagrowers.com)



## Notes

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## Notes

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## Safety & Health Guide for Manitoba Farms

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