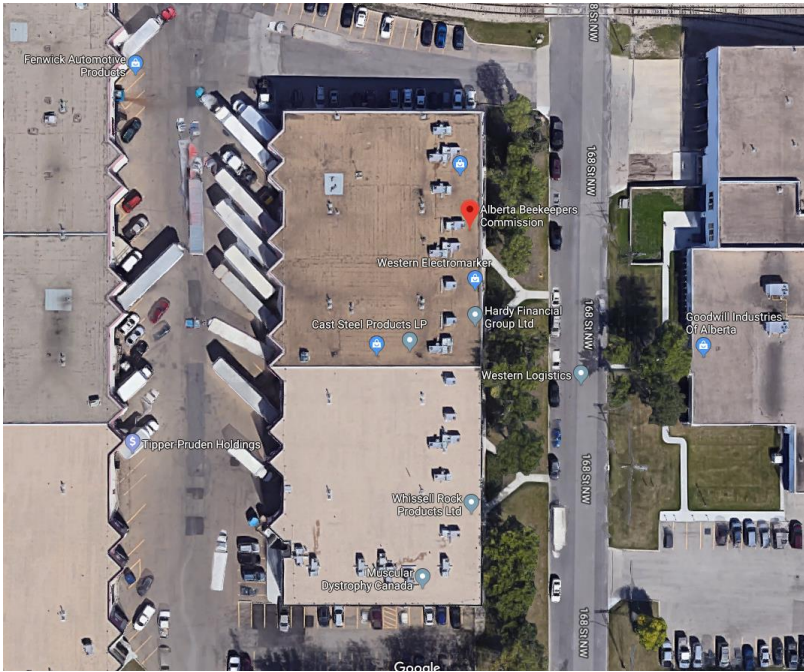


# **XXX Honey Farm Safety Plan**

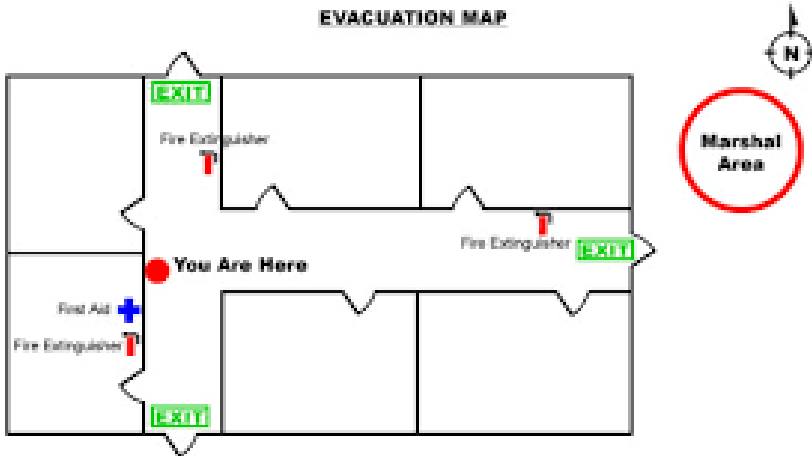
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## Farm Maps



### EVACUATION MAP



**Commented [JW1]:** Insert a picture of your farm with titles to different buildings, location of gas tanks and anything else that is relevant.  
 Draw a map of each building with an emergency escape route. Keep this one simple and straight to the point. It should be posted in every building.

## Emergency Equipment Location

### Fire Extinguishers:

- One in each truck
- One in xxx room
- One in xxx room

### First Aid Kits:

- One in each truck
- One in main office

### Eye Wash Station:

- In extraction room

### Epipens:

- In First aid kit located in office

Commented [JW2]: Customize

Please review, familiarize yourself and sign the Emergency Response Plan.

## Personal Protective Equipment

XXX Honey Farm requires proper appropriate Personal Protective Equipment to be worn at all times.

**Commented [JW3]:** List all the PPE equipment that you are providing to employees.

Employees are encouraged to review manufacturers' instructions. Management remains available to answer any questions.

- Steel toe shoes must be worn at all times.
- Eyewear should be worn when building boxes/frames or during any task where an object could land in an employees' eye.
- Proper hearing protection should be worn when undertaking loud tasks such as extracting honey.
- Rubber chemical gloves should be worn anytime an employee is handling chemicals
- Bee suit should be worn any time an employee is exposed to potential bee stings.
- Hard hats should be worn anywhere where there are overhead hazards, or signage in place.
- Appropriate breathing protection should be used according to the task performed.

**Commented [JW4]:** List each task requiring protection.

**Commented [JW5]:** List tasks and which kind of masks are required for each one.

PPE should be inspected periodically and each time before use. Employees should not use PPE that appears to be damaged. If, for any reason, a piece of PPE is deemed ineffective or damaged, it should be tagged "out of service" or discarded.

## Alcohol and Drug Policy

A strong commitment exists to ensure all people are provided with a safe, healthy and reliable workplace. The use of illicit drugs, the inappropriate use of alcohol, prescription and non-prescription drugs can have serious adverse effects on a person's health, safety and job performance. Working while under the influence of alcohol or illicit drugs will lead to injury or worse and is not allowed for the safety of others, our animals and our overall Operation.

The objective of the following work rule is to reduce the risk of incidents (safety, health, environmental and operational) of which alcohol and drug use may be a contributing factor or cause.

- No worker shall consume, possess or distribute alcohol or illegal drugs on any farm workplace
- No worker shall report to work unfit for duty or be at work under the influence of alcohol or drugs that may or will affect their ability to work safely
- No worker shall misuse prescription or non-prescription drugs while at work. If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report it to the supervisor.

Possession or use on the job of unauthorized drugs or alcohol and or reporting for work while under the influence of either is strictly forbidden and constitutes grounds for dismissal

Signature

Date

## Harassment and Violence Policy

We believe in the safety of our workers, clients and visitors to our farm.

Individuals should feel safe and free to express themselves while in their workplace environment.

Violence, harassment, bullying and physical fighting will NOT be tolerated at any level.

Every individual shall be shown respect regardless of their gender, race and religion.

All harassment complaints will be investigated by management and dealt with on an individual basis. If the matter cannot be resolved with the resources the farm has to offer, proper authorities and agencies may be called upon to resolve pending discriminatory issues and complaints.

Signature

Date











## SDS Data Sheets

SDS Data Sheets can be found in the binder located in XXXX.

It is important that all employees familiarize themselves with the WHMIS pictograms and refer to the SDS Data sheets before handling any chemicals.

**Commented [JW6]:** All SDS Data Sheets should be stored in their own binder.

### WHMIS 2015 Pictograms

	This pictogram is used for indicating flammable gases, aerosols, liquids and solids; pyrophoric liquids, gases and solids; self-heating substances and mixtures; substances and mixtures that produce flammable gases when in contact with water; organic peroxides; and self-reactive substances and mixtures.		For hazardous products that can cause death or acute toxicity after exposure to small amounts of the products, this Pictogram is used to warn users of the potential dangers. It is placed on labels of materials with acute oral, dermal and inhalation toxicity. For instance, the pictogram can be used on containers for cleaning chemicals
	The pictogram is flame over a circle plus a distinctive red "diamond" shaped border. It is used to indicate oxidizing gases, liquids and solids.		This Pictogram is used to indicate a product that causes or is suspected of causing serious health effects. It forms part of labels of products that cause respiratory sensitivity, skin toxicity, germ cell mutagenicity, carcinogenicity, reproductive toxicity, aspiration hazard, specific target organ toxicity after single exposure, and specific target organ toxicity after repeated exposure.
	This pictogram is used to indicate the hazard of gases under pressure such as dissolved gas, liquefied gas, compressed gas and refrigerated liquefied gas.		Used for hazardous products that cause less serious health effects, the Exclamation Mark Pictogram indicates acute toxicity (oral, dermal or inhalation), skin corrosion (irritation), eye irritation, skin sensitivity, respiratory damage, and specific target organ toxicity on single exposure.
	The corrosive pictogram indicates a substance that can irritate the skin and eyes, and damage metals. It is used for hazardous products that are corrosive to metals, cause skin irritation (corrosion), and cause serious eye irritation or damage.		Indicates the presence of organisms or toxins that can cause diseases in humans and animals, The Biohazardous Infectious Materials pictogram has been retained from WHMIS 1988. The pictogram is used on labels of biohazardous infectious materials. For instance, it is used on growths of micro-organisms like E. coli or salmonella bacteria cultures.
	Used to indicate explosion or reactivity hazards, the Exploding Bomb Pictogram is placed on the labels of self-reactive substances and mixtures, and on labels of organic peroxides.		This GHS pictogram has not been integrated into WHMIS, however it stands for Environmental Hazards.



## Standard Operating Procedures

### Safe Lifting Procedures

Daily operations require a lot of heavy lifting, whether it is while pulling honey or moving equipment which can lead to back injuries and put a worker out of commission for an extended period of time.

Employees, as well as managers should familiarize themselves with proper lifting techniques to lessen probabilities of injuries often leading to lost time. Ensure to include safe lifting procedures in your orientation guide when hiring new employees. It is also good to refresh existing staffs' memories periodically.

- Your feet should be shoulder-width apart.
- Squat down, bending at the hips and knees only. Put one knee down to the floor if needed and your other knee in front of you, bent at a right angle.
- Keep good posture. Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back. Never bend forward to pick something up.
- Lift Slowly by straightening your hips and knees. Keep your back straight, and don't twist as you lift.
- Hold the load as close to your body as possible, at the level of your belly. Never lift above shoulder level.
- Use your feet to change direction, taking small steps.
- Lead with your hips as you change direction. Keep your shoulders in line with your hips as you move to avoid any twisting.
- Put your load down carefully, squatting with the knees and hips only.

## Confined Spaces

Employees are not to enter any confined space without notifying management. Confined spaces are any areas that have an abnormal entry/exit point or areas that were not designed for humans to enter and/or occupy. Confined spaces can also be defined by areas that have limited and/or no ventilation at all.

Employees should always be wearing hard hats while in confined spaces.

When cleaning the honey tank, employees should always work by pairs. While one is inside, another should be outside, communicating and monitoring the employee cleaning the inside of the tank. |

Step 1

Step 2

Step 3

Step 4

**Commented [JW7]:** List the steps

## Tools

## Working with Chemicals

## Vehicles

Maintenance on vehicles is to be done and recorded in the **xxx** binder.

Vehicles are to be cleaned weekly and should be visually inspected every day before using them.

All vehicles are equipped with a fire extinguisher and first aid kit. If one of them is missing one of the items, please report it to management as soon as possible.

When approaching a Bee yard on a highway, employees should place traffic cones in front and back of the vehicle.

If vehicle is stuck in a bee yard, please contact management before attempting to tow it out. Always use approved appropriate equipment.

## Forklift

Staff should always visually inspect forklifts before use.

Manufacturer's specifications should always be followed, and max capacity NEVER exceeded.

Only trained employees that are comfortable with the use of the forklift should operate it.

Operator should only carry one pallet at a time.

## Stacking procedures

### Drums

At XXX Farms we never stack out drums higher than (number) high. Drums should be moved and stacked using the forklift. Drums should sit up right/laying down.

### Boxes

Boxes are staked 6 high on pallet for a total of 36. Proper lifting procedure should be used when staking boxes.

Pallets of boxes should be staked 3 high

#### Containers

Containers should be staked no higher than 3 on top of each other.

#### Truck Loading Procedure

Always be aware of your surroundings while loading trucks.

1. Ensure truck is parked in a suitable position with room to manoeuvre forklifts on both sides.
2. When moving multiple pallets with the forklift, first place them near the truck and then load one pallet at a time. Never load a double pallet directly onto truck.

3. Ensure that all coworkers in the area are wearing hardhats and are aware.
4. When climbing onto a truck/load always use three points of contact.
5. Ensure loads are properly secured using batter boards, and straps. Only use ropes for secondary securement.
6. Never throw straps with the handle first, secure hook and then unroll strap.
7. Ensure truck wash stations are ready to use every day.
8. Ensure all storage boxes are securely closed
9. Drivers must complete walk around inspection prior to leaving.

## On Site Hazard Assessments

Hazard assessments should be redone periodically, allowing to update them if needed as well as refresh employee's memories to potential hazards.

Hazard assessments are generally similar but can be different depending on the different bee yard set ups you operate out of.

**Engineering controls** are designs or modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure.

**Administrative Controls** are controls that alter the way the work is done, including timing of work, policies and other rules, and work practices such as SOPs (including training, housekeeping, equipment maintenance, and personal hygiene practices.)

**Personal Protective Equipment** are equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.

**Commented [JW8]:** The following hazard assessments are suggestions only and should be tailored to your operation. Please contact Jordan Willi at [Jordan.willi@albertabeekeepers.ca](mailto:Jordan.willi@albertabeekeepers.ca) for support.

<b>Job Description: honey extraction</b>		
<b>Job Tasks: lifting honey boxes, removing frames, using extractor, refilling boxes with spun frames</b>		
<b>Date Updated:</b>		
<b>FORMAL HAZARD ASSESSMENT</b>		
<b>Job Hazard</b>		<b>Hazard Controls (Engineered (E), Administrative (A), PPE (P))</b>
1	Heavy lifting Back injury	<p><b>Engineered Control</b> Use lifts, forklift, drum lift attachment on forklift.</p> <p><b>Administrative Control</b> Bend at the knees, Safe lifting procedures (SOP) avoid lifting and twisting, get help lifting something heavy or awkward in size and shape</p> <p><b>PPE</b> Tight fitting leather gloves or gloves with rubber grip</p>
2	Musculoskeletal injuries	<p><b>Engineered Control</b> Adjust height of worker to extractor via floor adjustable platforms</p> <p><b>Administrative Control</b> Rotate workers through different parts of the line, proper ergonomics, fit height and strength of employee to job task</p> <p><b>PPE</b> Back support belt</p>
3	Moving parts, Entanglement	<p><b>Engineered Control</b> Automatic shut off, guards, protective shields</p> <p><b>Administrative Control</b> Safe operating procedures, first aid kit, stickers /signs in areas of rotating parts, first aid kit, Emergency Response Plan (ERP)</p> <p><b>PPE</b> Short sleeves</p>
4	Pinch points chain conveyer	<p><b>Engineered Control</b> Automatic shut off, guards</p> <p><b>Administrative Control</b> Stickers indicating pinch points, first aid kit, ERP</p> <p><b>PPE</b> Short sleeved shirts</p>
5	Noise	<p><b>Engineered Control</b> Modified/upgraded noise reduction equipment</p> <p><b>Administrative Control</b> Hearing protection protocol in areas with 85 decibels or higher, minimize/control time exposure to noisy environment</p> <p><b>PPE</b> Hearing protection-earplugs, ear muffs</p>



6	Biological hazards Bee stings	<p>Engineered Control</p> <p>Administrative Control quickly remove bee stings, epipens, Benadryl, first aid kits, ERP</p> <p>PPE coveralls, veil, gloves</p>
7	Slippery floor	<p>Engineered Control</p> <p>Functional drainage. Sufficient amount.</p> <p>Administrative Control</p> <p>Keep floor clean (water and honey very slippery), floor to be kept dry with use of squeegee, gritted floor</p> <p>PPE Good rubber boots with good traction</p>
8	Dehydration	<p>Engineered Control</p> <p>Fans to circulate air</p> <p>Administrative Control</p> <p>Follow safe working procedures, train on signs and symptoms of heat exposure, take breaks, drink plenty of fluids, electrolyte replenisher at the end of a shift, First aid kit,</p> <p>PPE cool clothing, short sleeves</p>

<b>Job Description: Chemical Use</b>		
<b>Job Tasks: Mixing chemicals, application, cleanup, and storage</b>		
<b>Date Updated:</b>		
<b>FORMAL HAZARD ASSESSMENT</b>		
<b>Job Hazard</b>	<b>Hazard Controls (Engineered (E), Administrative (A), PPE (P))</b>	
1 Preparing chemicals	<p>Engineered Control</p> <p>Ventilation fans</p> <p>Administrative Control</p> <p>Always follow label instructions. Never mix chemicals alone</p> <p>PPE Respirator, Chemical resistant gloves, full face shield, coverall</p>	
2 Chemical spill	<p>Engineered Control</p> <p>Ventilation fans,</p>	

		<p><b>Administrative Control</b> Always mix chemicals in or near the Chem shed where eye wash station is located. <b>PPE</b> Respirator, Chemical resistant gloves, full face shield, coverall</p>
3	Exposure	<p><b>Engineered Control</b> Use premixed chemicals as much as possible. <b>Administrative Control</b> Follow label for proper application methods, <b>PPE</b> Respirator, Chemical resistant gloves, full face shield, coverall</p>
4	Disposal	<p><b>Engineered Control</b> Keep chemicals in chem shed. Use funnels as big as possible. <b>Administrative Control</b> Follow label for proper disposal of chemical products and containers <b>PPE</b> Respirator, Chemical resistant gloves, full face shield, coverall</p>

<b>Job Description: forklift operation</b>	
<b>Job Tasks: Driving/ operating, lifting loads, stacking,</b>	
<b>Date Updated:</b>	
<b>FORMAL HAZARD ASSESSMENT</b>	
<b>Job Hazard</b>	<b>Hazard Controls (Engineered (E), Administrative (A), PPE (P))</b>
1 collision with people/workers	<p><b>Engineered Control</b> Back up beeper, flashing lights, maintain good traction, barricades <b>Administrative Control</b> Signage, lighting, use a spotter, forklift operator training and competency, establish eye contact, no movement if you lose sight of worker, remove nonessential personnel, establish travel lanes, complete pre-use inspection prior to starting work. Do repairs as required prior to work. Ensure windows are clear, communication</p>

		<p>with other workers about forklift activity and planned route, no passengers, one seat one rider, use seatbelt  keep non-essential workers/family/animals away from work area, alert and competent operator, control access and shut down work when others are in work area, do not disable safety devices  PPE Hi visibility vests for other workers, steel toes boots, safety glasses</p>
2	collision with equipment, standing structures, pinch points,	<p><b>Engineered Control</b>  Back up beeper, flashing lights, maintain good traction, lighting,  <b>Administrative Control</b>  Use a spotter forklift operator training and competency, establish travel lanes and rights of way, mark protrusions, mark collision points, minimize interaction with other equipment  PPE Steel toed boots, safety glasses, high visibility vest</p>
3	Exhaust fumes, fuel exposure	<p><b>Engineered Control</b>  Only use propane forklift in building unless necessary, ventilation  <b>Administrative Control</b>  Limit operating time of equipment in closed areas  Use well ventilated area to fuel or work on equipment.  PPE Steel toed, boots safety glasses, gloves</p>
4	noise	<p><b>Engineered Control</b>  Give priority to quietest equipment available.  <b>Administrative Control</b>  Limit exposure time to loud environment &gt;85db  PPE Ear plug or ear muffs</p>
5	Mounting and dismounting	<p><b>Engineered Control</b>  Use handrail  <b>Administrative Control</b>  Enter cab using 3-point contact, when parking, place forks flat on the ground, engage the park brake  PPE Steel toed boots, safety glasses, gloves</p>
6	Rollover, tipping	<p><b>Engineered Control</b>  Ensure rollover protection is intact  <b>Administrative Control</b>  Training, safety belt, do not overload forklift, reference load plate for allowable lifting capacity, keep load low while driving, no riders, avoid steep slopes, travel up and down slopes not across, avoid sharp turns and slopes with a raised load, load and unload on level ground, do not leave forklift with engine running or with lift arm up, clear driving compartment of loose items.  PPE Steel toed, boots safety glasses, gloves</p>
7	Caught in equipment, crush	<p><b>Engineered Control:</b>  Equipment guards, locking devices on forks  <b>Administrative Control:</b>  Procedures – lower forks, lockout while working on the machine, engage parking brake, shut down engine, remove key, ERP, first aid kit, rescue plan  PPE leather gloves</p>

8	Fire and/or explosion	<p><b>Engineered Control:</b> Safety switches</p> <p><b>Administrative Control:</b> Fueling procedures, shut off engine for fueling, fire extinguisher readily available, no smoking while refueling, no source of ignition while refueling, refuel in ventilated area, don't disable safety switches, focus on job and avoid distractions while fueling, ERP. Fire extinguisher, first aid kit</p> <p><b>PPE safety gloves</b></p>
9	Working alone-	<p><b>Engineered Control:</b> Cage on forklifts.</p> <p><b>Administrative Control:</b> Communication program/system, cell phone or radio with coverage, working alone policy.</p> <p><b>PPE: Steel toes. Hard hat</b></p>
10	Lacerations, abrasions, pinch points, burns	<p><b>Engineered Control:</b> Equipment guarding,</p> <p><b>Administrative Control:</b> Training on equipment, do not disable safety switches, clear driving compartment of loose items, pinch point safety stickers, ERP, first aid kits</p> <p><b>PPE: Leather gloves</b></p>
11	Electrical hazards, overhead lines	<p><b>Engineered Control:</b> Electrical breakers. Instal lines underground. Door on electrical panel.</p> <p><b>Administrative Control:</b> Inspect area for overhead hazards and overhead powerlines, ERP, electrical safety training, first aid training. Instal signage/labeling about overhead electrical hazard.</p> <p><b>PPE: Gloves</b></p>
12	Equipment failure	<p><b>Administrative Control:</b> Pre-use equipment inspection (walk around), training on equipment use, lock out tag out (LOTO) damaged equipment</p>
13	Inexperienced operator	<p><b>Administrative Control:</b> Train new operators (standards in operating manual), assess competency</p> <p><b>PPE: Steel toed boots, gloves, eye protection, hearing protection, coveralls</b></p>
14	<p><b>Health Hazard:</b> Exposure to hydraulic oil or fuel Splashing, spraying or injection of hydraulic fluid</p>	<p><b>Engineered Control:</b> Safety devices</p> <p><b>Administrative Control:</b> Inspect for leaks or cracks in lines regularly LOTO, eye wash bottle, first aid kit, ERP</p> <p>Refuel or work on machine in ventilated area, inspect equipment regularly for leaks and cracks, do not disable safety devices.</p> <p><b>PPE: Safety glasses, coveralls, gloves, boots</b></p>

<b>Job Description: Warehouse storage</b>	
<b>Job Tasks: Loading trucks, Barrel storage, Checking sugar and honey tanks</b>	
<b>Date Updated:</b>	
<b>FORMAL HAZARD ASSESSMENT</b>	
<b>Job Hazard</b>	<b>Hazard Controls (Engineered (E), Administrative (A), PPE (P))</b>
1 Falling	<p><b>Engineered Control</b> Cages around ladders on honey tank or sugar water.</p> <p><b>Administrative Control</b> Always use three points of contact when climbing, never work alone in an elevated position.</p> <p><b>PPE</b> Steel toed work boots with proper grip. Harness and tie off when working above 3 meters.</p>
2 Pinch	<p><b>Engineered Control</b></p> <p><b>Administrative Control</b></p>

		Load according to proper loading procedure. PPE steel toe boots, gloves.
3	Exposure	Engineered Control Administrative Control Follow label for proper application methods, PPE Respirator, Chemical resistant gloves, full face shield, coverall
4	Disposal	Engineered Control Administrative Control Follow label for proper disposal of chemical products and containers PPE Respirator, Chemical resistant gloves, full face shield, coverall

<b>Job Description: Bee yard, Getting the nucs</b>		
<b>Job Tasks: Tipping boxes, blowing bees out, loading trucks</b>		
<b>Date Updated:</b>		
<b>FORMAL HAZARD ASSESSMENT</b>		
<b>Job Hazard</b>	<b>Hazard Controls (Engineered (E), Administrative (A), PPE (P))</b>	
1 Wildlife attack	Engineered Control Electric fences Administrative Control Ensure to have good look before exiting the vehicles. PPE Bear Spray	
2 Hummer Bee tipping. Injuries/Damaging equipment	Engineered Control  Administrative Control Go over bee yard thoroughly for potholes and other hazards before bringing equipment in PPE steel toe boots, gloves.	

3	Back injuries from lifting	Engineered Control Use Equipment as much as possible Administrative Control Proper lifting procedure PPE Back support belt
4	Bee stings	Engineered Control  Administrative Control Try to avoid use of colognes, shampoos and any other bee-attracting scents. PPE Bee suit

## Documentation

### Farm Incident Investigation Report – Including near misses.

All incidents including near misses must be reported to management and the following report must be filled in a timely manner. The sheets can be found in XXXXX.

**Commented [JW9]:** Insert location where extra sheets can be found

Incident or Occupational Illness Details:	
Date & Time of Incident/Illness:	Incident Location:
Date & Time Reported:	Reported to Whom:

Report Completed By:		<b>Employee(s) Involved in Investigation: (include witnesses:</b> <b>Name</b>
Name of person involved directly:		Incident resulting from <input type="checkbox"/> Farm <input type="checkbox"/> Field <input type="checkbox"/> Other
Hours worked prior to incident:	Incident resulting from <input type="checkbox"/> Farm <input type="checkbox"/> Field <input type="checkbox"/> Other	Loss / Damage Occurred to: <input type="checkbox"/> Person <input type="checkbox"/> Facility <input type="checkbox"/> Equipment <input type="checkbox"/> All

Classification of Loss:	
<input type="checkbox"/> NEAR MISS INCIDENT	<input type="checkbox"/> Unsafe Act <input type="checkbox"/> Unsafe Condition <input type="checkbox"/> Both
<input type="checkbox"/> INJURY	<input type="checkbox"/> First Aid <input type="checkbox"/> Medical Aid <input type="checkbox"/> Restricted Work <input type="checkbox"/> Lost Time <input type="checkbox"/> Illness <input type="checkbox"/> Fatality
<input type="checkbox"/> PROPERTY DAMAGE	<input type="checkbox"/> Design <input type="checkbox"/> Misuse <input type="checkbox"/> Did not follow Procedure <input type="checkbox"/> Natural <input type="checkbox"/> Theft / Vandalism <input type="checkbox"/> Maintenance <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Other:
<input type="checkbox"/> SPILL / RELEASE	_____
	<input type="checkbox"/> Human Error <input type="checkbox"/> Equipment failure <input type="checkbox"/> Procedure <input type="checkbox"/> Maintenance issue

Outside Personnel Contacted (Fire Department, Emergency, etc.)		
Name	Contact Number	Date / Time Contacted



Sequence of Events			
Date	Time	Description	Source
Drawing (attach photos)			

6. Indirect Causes: What failures to act/or conditions caused the event					
<input type="checkbox"/>	Congested or Restricted Workspace	<input type="checkbox"/>	Using Defective or Unsafe Equipment	<input type="checkbox"/>	Driving Errors
<input type="checkbox"/>	Drug/Alcohol Influence	<input type="checkbox"/>	Environmental Conditions (Smoke, Fumes, Dust)	<input type="checkbox"/>	Equipment Operator Error
<input type="checkbox"/>	Failure to Follow Rules	<input type="checkbox"/>	Failure to Follow Safe Work Procedures	<input type="checkbox"/>	Failure to Get Assistance
<input type="checkbox"/>	Failure to Secure	<input type="checkbox"/>	Failure to Tag out/Lock out	<input type="checkbox"/>	Failure to Use Appropriate PPE
<input type="checkbox"/>	Failure to Warn or Instruct	<input type="checkbox"/>	Fire/Explosion Hazard	<input type="checkbox"/>	Horseplay or Fighting
<input type="checkbox"/>	Improper Guards or Barriers	<input type="checkbox"/>	Improper Labeling	<input type="checkbox"/>	Improper Lifting, Pushing or Pulling
<input type="checkbox"/>	Improper Loading or Stacking	<input type="checkbox"/>	Improper Placement or Storage	<input type="checkbox"/>	Noise
<input type="checkbox"/>	Improper PPE	<input type="checkbox"/>	Improper Use of Equipment or Tools	<input type="checkbox"/>	Mobile Radio/Cell Phone Use
<input type="checkbox"/>	Inadequate Warning System	<input type="checkbox"/>	Inadequate/Excessive Lighting	<input type="checkbox"/>	Wearing Inappropriate Clothing

<input type="checkbox"/>	New or Modified Equipment	<input type="checkbox"/>	Uneven Ground Conditions	<input type="checkbox"/>	Removing or Bypassing Safety Device
<input type="checkbox"/>	Operating at Unsafe Speed	<input type="checkbox"/>	New or Modified Procedure	<input type="checkbox"/>	Servicing Equipment in Operation
<input type="checkbox"/>	Poor Housekeeping	<input type="checkbox"/>	Proper Tools or Equipment not Available	<input type="checkbox"/>	ZZ - Other (Add Notes)

**Basic Causes (related to the circumstances that allowed the incident to occur. Ask why the indirect conditions existed.)**

<input type="checkbox"/>	Abuse or Misuse	<input type="checkbox"/>	Equipment Wear and Tear	<input type="checkbox"/>	Physical Stress or Fatigue
<input type="checkbox"/>	Inadequate Inspections	<input type="checkbox"/>	Inadequate Maintenance	<input type="checkbox"/>	Lack of Skill
<input type="checkbox"/>	Inadequate Mental Capability	<input type="checkbox"/>	Inadequate Work Standards or Procedures	<input type="checkbox"/>	Inadequate Physical Capability
<input type="checkbox"/>	Inadequate Tools, Equipment or Materials	<input type="checkbox"/>	Mental Stress or Fatigue	<input type="checkbox"/>	Inadequate Supervision or Leadership
<input type="checkbox"/>	Lack of Training or Knowledge	<input type="checkbox"/>	ZZ - Other (Add Notes)	<input type="checkbox"/>	ZZ - Other (Add Notes)

Root Cause (where the system failed)	Comment
Inadequate standards	
Inadequate compliance with the standards	
Inadequate systems	
Other:	

**8. Corrective Actions: Describe Actions Taken and Follow up that will be Taken to Prevent Recurrence. Include dates for implementation with corrective actions.**

Action:	Person assigned	Date completed

Action:	Person assigned	Date completed
Action	Person assigned	Date completed
Action	Person assigned	Date completed

9. Reporting & Investigation Stage: 10. Investigation Completion Signing Off:			
<b>Tracking Information</b>		Person completing investigation:	Date: _____
Update	Date:	Review with all Farm Workers:	Date:
Final Reporting	Date:	Farm Manager Final Review:	Date:

### Year End Safety Summary

Date: \_\_\_\_\_

1. Total Number Workers Hired \_\_\_\_\_  
 Total Number Completed Orientations \_\_\_\_\_
2. Total Number Area Team Meetings \_\_\_\_\_  
 Total Number of Safety Meetings \_\_\_\_\_  
 Total Number of Safety Committee Meetings \_\_\_\_\_
3. Total Number Monthly Inspections Completed \_\_\_\_\_  
 Total Unsafe Acts/Conditions Identified \_\_\_\_\_

Total Number Corrected \_\_\_\_\_

4. Total Number of Accidents/Incidents/Illnesses \_\_\_\_\_

Damage Only \_\_\_\_\_

Injury Only \_\_\_\_\_

Injury and Damage \_\_\_\_\_

Lost Time Injury \_\_\_\_\_

Days Lost \_\_\_\_\_

Medical Referrals \_\_\_\_\_

Near Miss \_\_\_\_\_

5. Total Number of Investigations Completed \_\_\_\_\_

Outstanding \_\_\_\_\_

Total Number of Recommendations Made \_\_\_\_\_

Outstanding \_\_\_\_\_

\_\_\_\_\_

Safety Coordinator

### Monthly Fire Extinguisher Inspection Sheet

Location	Date	Notes	Initials


Fire Extinguishers should be checked monthly and inspected yearly

First Aid Kit Checklist

Item	Quantity	Expiry Date	Notes


First Aid kit should be checked monthly.  
First Aid Kit should be clean, dust free.  
Items should not be expired.  
Kit must be visible and clearly marked for anyone to locate and use.

**ALCOHOL AND DRUG POLICY**

A strong commitment exists to ensure all people are provided with a safe, healthy and reliable workplace. The use of illicit drugs, the inappropriate use of alcohol, prescription and non-prescription drugs can have serious adverse effects on a person's health, safety and job performance. Working while under the influence of alcohol or illicit drugs will lead to injury or worse and is not allowed for the safety of others, our animals and our overall Operation.

The objective of the following work rule is to reduce the risk of incidents (safety, health, environmental and operational) of which alcohol and drug use may be a contributing factor or cause.

- No worker shall consume, possess or distribute alcohol or illegal drugs on any farm workplace
- No worker shall report to work unfit for duty or be at work under the influence of alcohol or drugs that may or will affect their ability to work safely
- No worker shall misuse prescription or non-prescription drugs while at work. If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report it to the supervisor.

Possession or use on the job of unauthorized drugs or alcohol and or reporting for work while under the influence of either is strictly forbidden and constitutes grounds for dismissal

Signature

Date

### **Harassment and Violence Policy**

We believe in the safety of our workers, clients and visitors to our farm.

Individuals should feel safe and free to express themselves while in their workplace environment.

Violence, harassment, bullying and physical fighting will NOT be tolerated at any level.

Every individual shall be shown respect regardless of their gender, race and religion.

All harassment complaints will be investigated by management and dealt with on an individual basis. If the matter cannot be resolved with the resources the farm has to offer, proper authorities and agencies may be called upon to resolve pending discriminatory issues and complaints.

Signature

Date