



TALK LEADER INSTRUCTIONS

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

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

WORK ACTIVITY

No matter what job you are doing, safety is a thought process so, Think S.A.F.E. – See, Assess, Fix, Evaluate. Taking a few moments to think through your task can save a lifetime of pain and regret.

BACKGROUND

We have Standard Operating Practices for each task you do on the farm – before you start work. If you don't remember them, review them—you can find them: _____.
Then use the S.A.F.E. thought process to assess possible hazards and prepare to work safely.

Key Points

See the hazards. A hazard is anything that may cause damage, harm or adverse health effects to something or someone under certain conditions. There are seven types of hazards.

EXAMPLES OF HAZARDS AND THEIR EFFECTS

	Workplace Hazard	Example of Hazard	Example of Harm Caused
1	Thing	Knife	Cut
2	Substance	Diesel	Fuel burn on skin, fire
3	Material	Asbestos	Mesothelioma
4	Source of energy	Electricity	Shock, electrocution
5	Condition	Wet floor	Slips, falls
6	Process	Welding	Metal fume fever
7	Practice	Livestock handling	Trample, kick, crush

List and discuss two examples of each type of hazard that can be found on our farm.

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CAUTION

Farming can be a dangerous job. It is up to each one of us to take responsibility for our own safety. Think S.A.F.E. – See, Assess, Fix, Evaluate.

EMERGENCY PROCEDURES / CONTACTS

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

MORE RESOURCES

Hazard and Risk, by the Canadian Centre for Occupational Health and Safety, available at http://www.ccohs.ca/oshanswers/hsprograms/hazard_risk.html.

Assess the risk from the hazards.

“Risk” is a measure of how likely an incident will occur and the severity of the injuries. Rate risk as high, medium or low. By assessing and rating the risks, you can prioritize hazards that need immediate action from those that can be monitored and fixed later.

Fix the hazard. There is a specific order for controlling hazards, as listed below. Many controls are a combination of two or more control types.

- **Elimination:** e.g. stop doing a high-risk task, or stop using high-risk equipment.
- **Substitution:** e.g. use a less toxic chemical, or a less noisy piece of equipment.
- **Engineering:** e.g. fit guards to a hazardous piece of machinery.
- **Administration:** e.g. post warning

signs, write safe work procedures, change task timing, etc.

- **Personal protective equipment (PPE):** e.g. provide workers with personal protective equipment, e.g. ear muffs, safety glasses, etc.

Discuss possible controls for each of the hazards listed earlier.

Evaluate the results: After the appropriate control measures have been taken, monitor the situation and inspect it regularly to make sure that the actions taken are working and not creating any additional risks. If further control measures are needed, tell me / your supervisor right away.

COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

Operation Name _____

Location _____

Meeting Leader _____

Date _____

TOOLBOX TALK PARTICIPANTS

Print name _____

Signature _____

Print name _____

Signature _____

Print name _____

Signature _____

Print name _____

Signature _____



CanadaFarmSafe
SécuriFermeCanada

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

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