



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.

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WORK ACTIVITY

There are many farm tasks that require you to work alone like operating equipment in the field. However, there are preventive measures that we can take to reduce the risk while you are working alone.

BACKGROUND

The hazards of working alone are broader than you may think. You could be injured, have a medical emergency, experience a mechanical breakdown, become stuck or other adverse conditions. A major risk of working alone is the delay between an incident happening and help coming.

Key Points

WE HAVE INTEGRATED SAFETY STANDARD OPERATING PRACTICES FOR WORKING ALONE ON OUR FARM. If you don't remember them, review them—you can find them:

The number one prevention strategy is to control the hazards associated with the work.

The following strategies are key to controlling hazards and reducing the risks associated with working alone:

SAFE WORK PROCEDURES

Having written safe work procedures for hazardous jobs is essential. It's our responsibility to develop and talk to you about the Integrated Safety Standard Operating Practices, it's your job to understand them and follow them.

EQUIPMENT SAFETY

It's our responsibility to ensure that you use equipment as intended and according to the manufacturer's specifications. It is your job to follow

our instructions. A preoperational check of all equipment and machinery should be done before operation to check for any hazards.

EQUIPMENT AND SUPPLIES

In addition to proper equipment and machinery, appropriate first aid and emergency supplies are provided. Please ensure you know the location of all emergency and first aid supplies. If you notice any missing or worn equipment or supplies please inform a supervisor.

WORKING ALONE PLAN

If you are working alone in a remote location, like in a field, you need to let someone know before you go and establish an agreed upon check-in time and what will happen if contact cannot be made.

The following safety tips can prevent working-alone incidents and minimize the damage should an incident occur:

- Don't work alone without the means to communicate – cell phones, pagers or two-way radios.

CAUTION

It is crucial that farm owners/operators assess their farms to take preventative measures that eliminate or minimize risks when their employees work alone.

EMERGENCY PROCEDURES / CONTACTS

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

MORE RESOURCES

Working Alone – General, by Canadian Centre for Occupational Health and Safety, available at <http://www.ccohs.ca/oshanswers/hsprograms/workingalone.html>.

- Check in regularly while you're alone in the field.
- Know who will assist you if something goes wrong.
- Leave tough or hazardous tasks to be completed when help is available.
- Incidents can happen during low-risk work also, so you should have a check-in schedule regardless of the type of work when you are working alone.

What are some other examples of work that should not be done alone?

1. _____
2. _____
3. _____

There are certain tasks you should not attempt alone. They include:

- Confined space entry.
- Working at a height.
- Working under vehicles.
- Close work with livestock.

COMMENTS / 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 casa-acsa.ca/CanadaFarmSafePlan, or contact CASA to learn more at 1-877-452-2272.

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