



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 few “accidents” that happen without some advance warning. These advance warnings come in the form of close calls or near misses. Don’t dismiss a close call, instead talk about it and fix it.

BACKGROUND

A close call or a near miss is a warning sign that something is very wrong and requires attention. A close call is a warning of an incident in the making. We need to accept these warnings and look for the causes to prevent future injuries.

Key Points

Our farm is dedicated to making your safety our priority. Please feel free to discuss any issues with a supervisor that you feel are affecting your safety.

How often have you come close to being injured? How many times has farm machinery or property almost been damaged? It’s scary to think about, but it’s important that we think and talk about these incidents.

Close calls should always be reported. Even if you’ve taken action to correct the situation, it’s important that we know about it so we can work together to prevent a close call or an incident from happening in the future.

Some questions that should be asked about near misses:

- Were the conditions unsafe?
- Was there proper lighting?
- Was the proper equipment or tool being used for the task?
- Was the task too repetitious?
- Were there enough people for the task?

- Was the person trained in that task?
- Was the person using unsafe work practices?

REMEMBER: We are not assigning blame for close calls. Rather we want to work together to fix the situation so everyone remains safe on the farm.

What can we do to prevent close calls?

- Keep the farm yard, machinery and buildings safe. Preoperational checks must be performed before using any machinery, debris and spills must be cleaned up, all Integrated Safety Standard Operating Practices must be followed.
- Safety first attitude. Your safety and the safety of those who work and live on this farm are the number one priority. Short-cuts are not to be taken when performing work.
- Talk about it. If you see something unsafe, talk about it. If it’s a simple fix, fix it and talk about it.
- Wear the gear. Dress appropriately for the task, use the personal protective equipment assigned.

CAUTION

Every close call requires action. Sometimes it's something that can be easily and quickly fixed. Other times it requires special attention. Close calls should never be ignored.

EMERGENCY PROCEDURES / CONTACTS

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

Some examples of close calls are:

1. Someone slips on a surface and almost falls.
2. Loose clothing almost becoming entangled in a moving part.
3. A spark occurs near flammable material.

What are some other examples of close calls?

1. _____
2. _____
3. _____

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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