



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

Our workshop is essential to the operation of our farm. There are a wide variety of work tasks that happen in the shop and there is the potential for many hazards. A tidy, organized workshop is important to safe and effective work.

BACKGROUND

The farm workshop can be the scene of many injuries. Many of these injuries involve hands or the eyes. Other injuries involve burns, cuts, abrasions and sprains to various parts of the body.

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

WEAR THE PROPER PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE JOB

We have Integrated Standard Operation Practices for the use of PPE on the farm. Some standard PPE required in our farm workshop are: leather gloves, chemical-resistant gloves, safety glasses, face shields, ear plugs or muffs, steel-toed shoes, respirators, hard hats, protective aprons and welding shields. These PPE are available for use in the workshop – make sure you use them.

SLIPS, TRIPS AND FALLS ARE A COMMON CAUSE OF INJURIES IN WORKSHOPS

Something as simple as a spill or a tool out of place can cause a fall. Remember: A tidy workshop is a safer workshop.

- Work areas should be kept clean and clutter-free. Return tools and dispose of garbage in the proper containers.
- Tools and equipment should be kept clean and maintained. If you notice a broken tool or piece of equipment, address the problem or inform a supervisor.
- Aisles, doorways and exits should always be kept clear. Not only are these tripping hazards, it could also result in injuries if the workshop has to be evacuated in a hurry.
- Walkways should be clear from tools, equipment and garbage.

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CAUTION

If you are unsure of how to operate any equipment or tools in the farm workshop, ask a supervisor for more training. It isn't worth an injury to use equipment or tools untrained.

EMERGENCY PROCEDURES / CONTACTS

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

MORE RESOURCES

Planning Farm Shops for Work and Energy Efficiency, by Perdue University, available at <https://www.extension.purdue.edu/extmedia/ae/ae-104.html>

Farm shop safety checklist, by SAIF, available at http://www.saif.com/_files/SafetyHealthGuides/S930FarmShopSafetyChecklist.pdf

PRACTICE SAFE WORK TO PREVENT UNINTENTIONAL INJURIES

- Use the proper tool or equipment for the job.
- Use the tool or equipment as intended.
- Maintain equipment and tools. If you notice that a tool is broken or worn, fix it or inform a supervisor.
- Keep all guards and shields on power equipment in place.

SPEAK UP

If you notice a hazard in the workshop, please tell us. We need to know if something is broken, hazardous or causing an issue in your work.

COMMENTS / SUGGESTIONS

Operation Name _____

Location _____

Meeting Leader _____

Date _____

TOOLBOX TALK PARTICIPANTS

Print name _____

Signature _____



CanadaFarmSafe
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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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