

## PRODUCER TOOLS

# TOOLBOX TALKS

## WORK ACTIVITY



**CASA | ACSA**  
CANADIAN AGRICULTURAL SAFETY ASSOCIATION  
ASSOCIATION CANADIENNE DE SÉCURITÉ AGRICOLE

- ATVs are used on our farm for both work and leisure. From transporting farm supplies, to checking remote farm locations, ATVs are important to the efficiency of our farm. They are also enjoyable to operate and often allow us to see parts of the farm we might not otherwise.

## BACKGROUND

- Injuries can happen at all points while operating an ATV: mounting and dismounting, transporting farm supplies, driving on slopes and performing maintenance. Rollovers, collisions, flying debris, pinch points, moving parts, uneven surfaces, burn hazards and noise are all things we have to be aware of when operating an ATV.

## KEY POINTS

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

### WEAR THE GEAR

An ATV helmet, gloves, long sleeves, pants, and boots are mandatory when operating the ATV. Even if you are going for a short distance, you need to ensure that all personal protective equipment is worn. Watch for loose clothing as it can get caught on controls.

### BEFORE OPERATING THE ATV

Assess the situation before performing any task with the ATV. Make sure to know if your route has the potential

to contain uneven terrain, obstacles, moving farm vehicles or equipment, animals or people. Having an idea of how to approach any of these potential hazards is a good idea. If you are performing a task alone, make sure to inform someone else where you are going and when you are expected to return. Make sure to bring a communication device (cell phone, two-way radio etc.) with you in case of break down or emergency.

### 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 workers.
- ✓ 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. Ask your workers for their experiences.
- ✓ 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.

### BROUGHT TO YOU BY

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### PRE-OPERATIONAL CHECK

Do a check of the machine before you start working. Check to make sure you have enough fuel, and that all systems are operational.

### TRANSPORTING FARM SUPPLIES

When you transport farm supplies, make sure they are secured. If you are hitching a trailer to the ATV, make sure that the ATV is capable of towing. Ensure the trailer is in good condition and properly attached.

### OPERATING THE ATV

Follow all operating rules according to the laws in our area. It's essential to watch for hazards and drive at a speed in which you can maintain control at all times. Over confidence, high rates of speed, and steep slopes have all contributed to the deaths of ATV operators.

### WHAT ARE SOME OF THE LAWS IN OUR AREA REGARDING ATV USE?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### EMERGENCY PROCEDURES / CONTACTS

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

### CAUTION

Only trained individuals are to operate ATVs in the designated areas. ATVs are to only carry passengers when equipped to do so. All operators or passengers must be wearing the appropriate personal protective equipment at all times.

## COMMENTS / SUGGESTIONS

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

## TOOLBOX TALK PARTICIPANTS

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Print name \_\_\_\_\_

Signature \_\_\_\_\_

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CanadaFarmSafe  
SécuritéFermeCanada

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](http://casa-acsa.ca/CanadaFarmSafePlan), or contact CASA to learn more at 1-877-452-2272.