



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

Personal protective equipment (PPE) is equipment or clothing worn to minimize exposure to hazards in the workplace. PPE does not remove or reduce workplace hazards, it only reduces the risk of exposure to the hazard. And most importantly, PPE only works if you use it!

BACKGROUND

Hazards exist in every workplace. Controlling a hazard at its source should be the first choice of protection because this method will eliminate it from the workplace altogether. When elimination is not possible, try substitution of the material with non-hazardous ones, isolation of hazards, addition of safety features to existing equipment, redesign of the work processes, or purchase new equipment. When the hazard cannot be removed or controlled adequately, personal protective equipment is the last line of defence if the work process is to continue.

Key Points

We have Standard Operating Practices for each task on our farm and the possible use of personal protective equipment.

If you don't remember them, review them—you can find them:

Employers are responsible for the selection, provision and fitting of appropriate PPE in the workplace. Employers must also ensure that employees (you) are trained to properly use, maintain and store PPE.

Proper maintenance requires following the manufacturer's instructions for cleaning and storage.

Employees (you) must:

- Be trained with "hands on" instruction in the fit, use and maintenance of assigned PPE.
- Understand the limitations of the PPE and know what to do in the event of exposure or device failure (e.g. how to use emergency showers, eyewash stations, first aid, etc).
- Understand when to discard / replace PPE (e.g. end of shift, every hour).
- Report any missing or defective devices to me / the supervisor.

SPONSORED BY



CAUTION

Many Canadian jurisdictions legislate the use of PPE in the workplace. What is required for compliance with the applicable laws and regulation of your province?

EMERGENCY PROCEDURES / CONTACTS

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

MORE RESOURCES

Designing an Effective PPE Program, by the Canadian Centre for Occupational Health and Safety, available at <http://www.ccohs.ca/oshanswers/prevention/ppe/designin.html>.

Below are some of the common types of PPE used on a farm. Let's discuss examples of when you should use each type of PPE on our farm and why (what is the hazard).

Type of PPE	When to Use	Why
Hearing Protection		
Respiratory Protection		
Eye Protection		
Foot Protection		
Hand Protection		
Head Protection		
Body Protection		
Fall Protection		

COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

Operation Name _____

Location _____

Meeting Leader _____

Date _____

TOOLBOX TALK PARTICIPANTS

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.

This Toolbox Talk was funded by exclusive corporate sponsor Pioneer Hi-Bred Limited. CASA is funded in part by *Growing Forward 2*, a federal, provincial and territorial initiative, with support from the agricultural and corporate sectors.