**[Farm Name] Hazard Identification and Control System**

[Farm Name] is committed to maintaining a hazard identification and control system. The objective of the hazard identification is to evaluate the workplace for potential and existing health and safety hazards, ensure everyone on the farm is informed of the hazards, and mitigate the risk of the hazards through elimination, engineering, administrative and PPE control measures. Hazards needs to be identified and controlled to prevent incidents, occupational illness, and injuries in the workplace.

All facilities, jobs sites and equipment will be included in the hazard identification and control system. The health and safety representative or committee is responsible for conducting any formal inspections. In the absence of a health and safety representative or committee, the owner will be responsible for conducting inspections. The hazard identification system will include:

* Hazard identification
  + Tour of the workplace before work starts
  + Daily and pre-operational inspections – performed by operator.
  + Scheduled formal inspections – performed by representative/committee/owner
  + Employee Hazard reporting – employees to farm owner or supervisor.
  + Employer Hazard reporting – farm owner to health and safety representative or committee.
* Risk assessment and control
* Hazard control
* Risk communication

All inspections and hazard reporting should be documented and filed accordingly. All formal inspection reports must immediately be given to the farm owner and committee for prioritization and action. If at any time a hazard is identified that presents a high risk during an inspection, the equipment or process shall be stopped immediately until the hazard is controlled.

**Procedure**

Tour of the Workplace before work Starts

Walk the work area where work is to be done looking for hazards originating from chemical, physical, ergonomic, biological, people, environment, materials, and tools/equipment. Keep asking “What if” throughout the tour to identify potential and existing concerns. Evaluate the risk for each identified hazard and implement the required elimination, engineering, administrative or PPE controls before starting work.

Daily and Pre-operational Inspections

At the start of each day, each supervisor shall look for hazards at each job site.

Before using a piece of equipment, machinery or vehicle for the first time that day, operators shall do pre-operational inspections. These inspections shall be done as per the manufacturer’s specifications. These must be documented in the supplied forms and checklists. Any deficiencies found during a pre-operational inspection shall be reported to the supervisor. Identified deficiencies on the checklist must be corrected before the use of equipment, machinery or vehicle.

Scheduled Formal Inspections

The health and safety representative or committee is responsible for conducting the scheduled formal inspections. In absence of a health and safety representative or committee, then the owner or senior most person must conduct the inspections. Following the inspection, an inspection report must be submitted to the farm owner within 2 weeks. See section 3:5 for a comprehensive checklist and adjust for your needs.

Formal inspection schedules will vary depending on each farms circumstances and injury and incident rates. The higher the risk activity and the higher the incident and injury frequency rate, the more often an inspection should be conducted. Also refer to manufacturer manuals and OHS regulations to determine frequency.

Hazard Reporting

All employees are responsible for reporting any hazards.

* A hazard with the potential to cause immediate harm must be reported immediately to the farm owner or supervisor.
* Hazards must be reported in writing on the supplied forms and submitted to the farm owner.

Where a new hazard comes to the attention of the farm owner, he/she is required to inform the health and safety representative or committee or in absence of a health and safety representative committee, the senior most person, in writing using the supplied form. It is the responsibility of the health and safety representative, committee, or senior most person to inform all employees.

**Risk Assessment and Control**

1. Supervisors shall assess all hazards.
   1. While all risks should be assessed, it is NOT the intent of this procedure that all assessments be documented as outlined here.
   2. Minor risks where the most likely impact would not require first aid or any other medical treatment or would not likely damage property over $500 may be informally assessed through any reasonable procedure the supervisor chooses. There is no need to record such assessments.
   3. Supervisors shall use this procedure to assess all other risks (Major Risks).
2. Major risks shall be assessed using the Risk Assessment Form (Appendix A)
3. Actions in response to risk assessments shall be as follows:
   1. Red - Do something about this hazard immediately.
   2. Orange - Do something about this hazard as soon as possible.
   3. Green - This hazard may not need immediate attention.
4. If a supervisor feels they cannot properly assess or control a hazard, they shall ask for help from the farm owner.

**Hazard Controls**

The order of implementation of controls is very important in being most effective in mitigating the risk. Elimination must be implemented first, if possible, then engineering controls, then administrative controls and finally PPE controls. PPE controls are the last to be considered for mitigation but the first control implemented before starting the work.

1. Elimination:
   1. Involves removing the hazard or substituting the process for another.
   2. Examples include eliminate manual handling, substitute one hazardous chemical for a more environmental friendly one, clean up spills, throw out broken tools, etc..
2. Engineering:
   1. Involves modifying the source, reducing the quantity of contaminants released, or changing the design.
   2. Examples include guards on tools/equipment/machinery, fencing, ROPS on mobile equipment, ventilation, lighting, non-slip surfaces, or compliance with safety standards such as CSA, ANSI, NFPA, UI, ULC…
3. Administrative:
   1. Involves the development and use of policies, practices, procedures, and rules to control exposure as well as clear work instructions.
   2. Examples include training, job rotation, breaks from tasks, housekeeping, hygiene, maintenance, and waste disposal.
4. PPE:
   1. Involves inspecting and wearing equipment that will protect the body from harm.
   2. Examples include steel toe boots, safety glasses, face shields, hearing protection, high visibility clothing, head protection, flame retardant clothing, gloves, fall protection, and respirators.

**Risk Communication**

Once a hazard has been assessed and eliminated or controlled, the supervisor shall inform the following of the assessment and control measures:

* All employees exposed to the hazard.
* The Joint Occupational Health and Safety Representative or Committee.
* The farm owner.

Appendix A: Risk Assessment Form

**Hazard Description:**

Assessment result: Green Orange Red

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**Likelihood**

* Select the appropriate number based on the descriptions below and write it in the box.

|  |  |  |  |
| --- | --- | --- | --- |
| Likelihood = | | | |
| Remote = 1 May occur only in exceptional  circumstances. | Possible = 2 Might occur at some time; infrequent recorded incidents. | Probable = 3 Likely to occur; regularly recorded incidents. | Expected = 4 Likely to occur; high level of recorded incidents. |

**Consequence**

* Select the appropriate number based on the descriptions below and write it in the box.

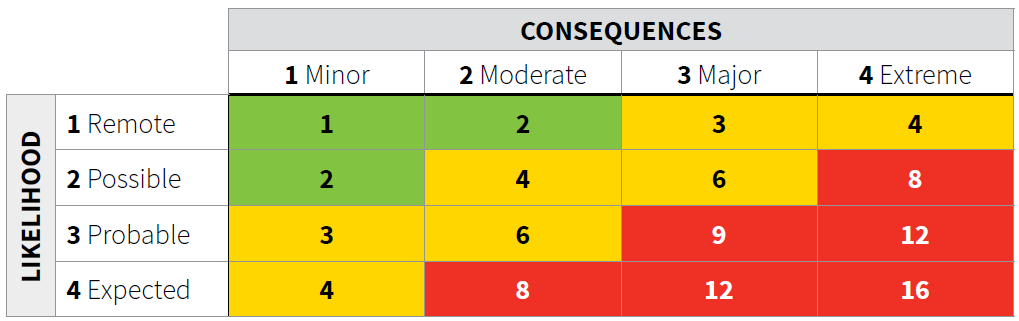
|  |  |  |  |
| --- | --- | --- | --- |
| Consequence = | | | |
| Minor = 1 Little profit reduction; injury may require first aid; minor effects on workplace. | Moderate = 2 Profit reduction; injuries  needing hospitalization;  serious/medium term  effects on workplace. | Major = 3 Profit reduction; serious bodily injury or impairment; serious/long-term effects on workplace. | Extreme = 4 Serious profit reduction; death or permanent disability; serious/long-term effects on workplace. |

**Risk Ranking:**

* Multiply \_\_\_\_\_\_\_\_\_ \* \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_

Likelihood Consequence

* Determine Risk Rank from the below table.
* Check appropriate box at top of form.



**Preventive Actions (for red and orange risks only):**

|  |  |  |
| --- | --- | --- |
| **Control measure(s)** | **Person responsible** | **To be finished by** |
|  |  |  |

Name of person who assessed the risk: Assessment Date: