**[Farm Name] HEALTH AND SAFETY SELF- ASSESSMENT CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Yes | No | N/A | Action Required | Comments |
| Section A |  |  |  |  |  |
| Health & Safety Policy |  |  |  |  |  |
| 1. Does your farm have a written Health and Safety Policy? |  |  |  |  |  |
| 1. Was the Health and Safety Policy developed and reviewed in collaboration with the health and safety committee or representative? |  |  |  |  |  |
| 1. Is the Health and Safety Policy signed and dated by the most senior person on the farm? |  |  |  |  |  |
| 1. Is the Health and Safety Policy communicated to managers, supervisors, workers, family members, contractors, suppliers, and visitors? |  |  |  |  |  |
| 1. Is the Health and Safety Policy posted? |  |  |  |  |  |
| 1. Does the Health and Safety Policy include reference to the Occupational Health and Safety Act and Regulations and other applicable legislation? |  |  |  |  |  |
| 1. Does the Health and Safety Policy include the rights of workers? |  |  |  |  |  |
| 1. Does the Health and Safety Policy include the duties & responsibilities for employers, employees, owners, suppliers, providers of service, and contractors? |  |  |  |  |  |
| Occupational Health & Safety Legislation |  |  |  |  |  |
| 1. Have workers been made aware of their rights?    1. Right to Know    2. Right to Participate    3. Right to Refuse    4. Right to Grieve or Complain |  |  |  |  |  |
| 1. Is there a copy of the NS OHS Act and Regulations readily available to workers? |  |  |  |  |  |
| 1. Do you have a work refusal process? |  |  |  |  |  |
| Health & Safety Rules |  |  |  |  |  |
| 1. Does your farm have an established set of health & safety rules? |  |  |  |  |  |
| 1. Have the health and safety rules been communicated to the work group? |  |  |  |  |  |
| 1. Are the health and safety rules posted? |  |  |  |  |  |
| 1. Is there a disciplinary policy to enforce the health and safety rules? |  |  |  |  |  |
| 1. Is the disciplinary process progressive? |  |  |  |  |  |
| 1. Is there a process to document the disciplinary process? |  |  |  |  |  |
| Health & Safety Committee/Representative |  |  |  |  |  |
| 1. Do you have a health and safety representative? Required for 5-19 employees. |  |  |  |  |  |
| 1. Do you have a health and safety committee? Required for 20 or more employees. |  |  |  |  |  |
| 1. Has the Health and Safety representative or committee members been trained in their responsibilities? |  |  |  |  |  |
| 1. Are health and safety representative or committee meeting minutes documented? |  |  |  |  |  |
| Communication |  |  |  |  |  |
| 1. Do you have a process in place to communicate health and safety to managers, supervisors, workers, family members, contractors, suppliers, and visitors? |  |  |  |  |  |
| 1. Do you know the minimum amount of health and safety information that is required to be posted as outlined in the OHS Act? |  |  |  |  |  |
| Section B |  |  |  |  |  |
| Hazard Assessment & Risk Assessment |  |  |  |  |  |
| 1. Are health hazards identified on the farm? i.e. chemical, physical, ergonomic, & biological. |  |  |  |  |  |
| 1. Are safety hazards identified on the farm? i.e. machine, energy, material handling, & work practices. |  |  |  |  |  |
| 1. Is there a written list of health and safety hazards? |  |  |  |  |  |
| 1. Have the identified health and safety hazards been evaluated for risk? i.e. likelihood and consequence. |  |  |  |  |  |
| Inspections |  |  |  |  |  |
| 1. Are formal workplace inspections conducted? (planned/regular) |  |  |  |  |  |
| 1. Are informal workplace inspections conducted? (daily/irregular) |  |  |  |  |  |
| 1. Do you know your responsibilities during a regulatory inspection? |  |  |  |  |  |
| 1. What is the process for employees to report unsafe and unhealthy conditions? |  |  |  |  |  |
| 1. Is there an inventory of vehicles, equipment, machinery, and tools that require maintenance? |  |  |  |  |  |
| 1. Is there a written schedule for maintenance of vehicles, equipment, machinery, and tools that meets manufacturers specifications and OHS regulations? |  |  |  |  |  |
| 1. Are pre-trip inspections conducted on vehicles and equipment before operation or at the start of a shift? |  |  |  |  |  |
| Section C |  |  |  |  |  |
| Controlling Hazards |  |  |  |  |  |
| 1. Have controls been implemented to mitigate health and safety hazards? i.e. elimination, engineering, administrative, & PPE. |  |  |  |  |  |
| 1. Have Safe Work Practices for high risk hazards been developed? Do’s and Don’ts |  |  |  |  |  |
| 1. Have Safe Job Procedures for high risk hazards been developed? Step by Step Instructions |  |  |  |  |  |
| Training |  |  |  |  |  |
| 1. Do you provide new employees with a safety orientation? |  |  |  |  |  |
| 1. Do you provide job specific training? First Aid, WHMIS, Fall Protection, Forklift, Loader, Skid Steer, Confined Space … |  |  |  |  |  |
| 1. Do you provide on-the-job training? Use of farm specific equipment, daily farm tasks… |  |  |  |  |  |
| 1. Do you hold safety meetings? How often? |  |  |  |  |  |
| 1. Is the safety orientation, job specific, safety meetings, and on-the-job training documented? |  |  |  |  |  |
| Section D |  |  |  |  |  |
| Emergency Response |  |  |  |  |  |
| 1. Is there a map of the farm to include labeled outbuildings, locations of emergency equipment, chemicals, fuel, emergency shut off (power & machinery), or other notable hazards and emergency equipment? |  |  |  |  |  |
| 1. Do you know the potential emergency scenarios that could happen on your farm? |  |  |  |  |  |
| 1. Do you have an emergency response plan for each potential emergency scenario? |  |  |  |  |  |
| 1. Are employees trained on the emergency response plans? |  |  |  |  |  |
| 1. Is the correct size and class of emergency response equipment available such as first aid kits, fire extinguisher and eye wash stations? |  |  |  |  |  |
| 1. Do you have an inspection plan for emergency equipment? |  |  |  |  |  |
| 1. Do you have the required level of first aid training and number of qualified first aiders? |  |  |  |  |  |
| 1. Do you have a communication system for emergencies? Cell phone or two-way radio, alarm or air horn in buildings |  |  |  |  |  |
| 1. Do you require a first aid remote location plan? |  |  |  |  |  |
| 1. Do you have a business continuity plan if an emergency prompts the cease of farming operations? |  |  |  |  |  |
| 1. Are the Safety Data Sheets readily available for chemicals? |  |  |  |  |  |
| Incident Investigation & Reporting |  |  |  |  |  |
| 1. Do you have close call and incident/accident reporting procedures? |  |  |  |  |  |
| 1. Is there a process to document close calls and incident/accidents? |  |  |  |  |  |
| 1. Are incidents investigated and corrective action implemented to prevent reoccurrence? |  |  |  |  |  |
| 1. Do you know the serious injury and incident reporting requirements for OHS? |  |  |  |  |  |
| 1. Do you know the injury reporting requirements for WCB? |  |  |  |  |  |