**[Farm Name] Training Plan**

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| Revision #:Written by: | Date: Month DD, YYYYApproved by: |

Health and safety training is an essential part of working safely. This plan describes how [Farm Name] manages worker health and safety training.

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| **Related Documents:** |  |
| **WHEN TO USE THIS PLAN:** | This plan applies to all work done at [Farm Name]. |
| **Hazards & Risks:** | * Workers being exposed to hazards because they do not recognize the hazard, understand the risk or its significance.
 |
| **Training Requirements:** | Safety Orientation* Prior to starting work, every worker must receive orientation training. The key focus areas for orientation training include:
	+ Overview of the farm operation
	+ The rights and responsibilities of workers
	+ Overview of communication process
	+ How to safely perform each task
	+ Hazard identification and control management
	+ Emergency Response Procedures
	+ Incident response and reporting.

Job Specific Training* There must be at the required number of first aiders and level of first aid training as per the OHS First Aid Regulations.
* WHMIS 2015
* Forklift/Loader
* Fall Protection
* Confined Space
* Mobile equipment/Machinery

See attached Training Matrix for more training requirements |
| **Communication Process:** | * Applicable Legislation (OHS, traffic safety, WCB, Labour standards, environment protection, WHMIS/GHS)
 |
| **PRACTICE:** | * The supervisor shall ensure that all workers under their supervision have the required training.
 |
| **Emergency Procedures:** | * Maps, phone numbers, addresses, response plans, equipment, training, and fire drills.
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# **Training Matrix for [Farm Name]**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **All workers** | **Supervisors** | **Vehicle drivers** | **Animalhandlers** | **Machineusers** | **Maintenanceworkers** | **Confinedspaceentry** | **Confinedspaceattendant** | **Chemical handlers**  | **Pesticide appliers** | **Incident investigators** | **JOHSC members** |
| Overview of the farm operation | X |   |   |   |   |   |   |   |   |   |   |   |
| The rights and responsibilities of workers | X |   |   |   |   |   |   |   |   |   |   |   |
| Overview of communication process | X |   |   |   |   |   |   |   |   |   |   |   |
| How to safely perform each task | X |   |   |   |   |   |   |   |   |   |   |   |
| Hazard identification and control management | X |   |   |   |   |   |   |   |   |   |   |   |
| Emergency Response Procedures | X |   |   |   |   |   |   |   |   |   |   |   |
| First Aid – as per OHS regulations | X |   |   |   |   |   |   |   |   |   |   |   |
| Generic WHMIS | X |   |   |   |   |   |   |   |   |   |   |   |
| Food safety basics | X |   |   |   |   |   |   |   |   |   |   |   |
| Occupational Health and Safety Act & Regulations |  X | X |   |   |   |   |   |   |   |   |   |  X |
| Food safety for supervisors |   | X |   |   |   |   |   |   |   |   |   |   |
| Class 6 driver’s license\*\* |   | X | X |   |   |   |   |   |   |   |   |   |
| Animal handling |   | X |   | X |   |   |   |   |   |   |   |   |
| Specific hazards/precautions of the machines they use/maintain |   | X |   |   | X | X |   |   |   |   |   |   |
| Lock-out |   | X |   |   |   | X |   |   |   |   |   |   |
| Confined space entry |   |   |   |   |   |   | X |   |   |   |   |   |
| Confined space attendant |   |   |   |   |   |   |   | X |   |   |   |   |
| Specific hazards/precautions of the chemicals they use |   |   |   |   |   |   |   |   | X | X |   |   |
| Class VIII – Agriculture Certificate of Qualification |   |   |   |   |   |   |   |   |   | X |   |   |
| Worksite Inspections Training |  |  |  |  |  |  |  |  |  |  |  | X |
| Incident Response/Reporting/Investigation training. |  X |   |   |   |   |   |   |   |   |   | X | X |
| Joint Occupational Health and Safety Representative/Committee operations |   |   |   |   |   |   |   |   |   |   |   | X |

\*\* Other classes of licenses may be required by written work procedures for specific pieces of equipment.