**[Farm Name] Training Plan**

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| Revision #:  Written by: | Date: Month DD, YYYY  Approved 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. |

# **Training Matrix for [Farm Name]**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **All workers** | **Supervisors** | **Vehicle drivers** | **Animal handlers** | **Machine users** | **Maintenance workers** | **Confined space entry** | **Confined space attendant** | **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.