<< FARM NAME >> Safety Training Procedures

Upon hire, workers are to complete the COVID-19 Screening Form. Workers who have travelled, been in contact with someone who has travelled outside of the province, or who are sick and showing symptoms must self-isolate and are not permitted to attend in-person training on farm. Online training is a safer alternative, if resources are available.

For healthy workers on farm training includes the recognition of COVID-19 signs and symptoms, reporting procedures if a worker begins to experience symptoms, and procedures on how workers can protect themselves from exposure during the safety orientation, online training, and on-the-job training.

1. Safety Orientations

Safety Orientations are typically conducted as a group at the beginning of the season or independently as new workers are hired throughout the year. In order to conduct a safety orientation and abide by the imposed provincial restrictions of social distancing of 2 meters and minimize contact consider the following:

1. Add all safety orientation and resource material online or make available electronically.
	1. Conduct the orientation using an online platform such as Zoom, Skype or Teams.
	2. Provide written orientation resources to the worker and review the resources over the phone.
	3. Build an orientation using PowerPoint or similar software program. Add links to free online resources such as Intro to Farm Safety and WHMIS 2015 on the Farm Safety Nova Scotia Website.
		1. The orientation can be completed on a Farm computer.
		2. The orientation can also be saved on USB with instructions to guide workers through the process so they can complete on their own device.
			1. Instruct workers to clean and disinfect the USB before and after use.
		3. The orientation can be saved in a cloud-based software program and workers can log in and access the information on a farm computer or their own electronic device. See online training below.
2. Conducting the safety orientation in person.
	1. Conduct the orientation outdoors and maintain 2 meters of distance from others present.
	2. If conducted indoors, maintain the 2 meters of distance, ensure adequate ventilation, and clean and disinfect all surfaces in the training area before and after the orientation.
		1. May need to hold more frequent orientations to comply with imposed government restrictions.
	3. Have enough printed resources to avoid sharing.
	4. Ensure adequate number of writing implements to avoid sharing.
	5. Collect all completed paper resources wearing gloves. Wash hands immediately after degloving.
3. Online Training

The cleanliness of the electronic device used during online training is key. Another concern is internet security.

1. Electronic Devices
	1. Have workers use their own electronic devices, if available.
	2. If sharing electronic devices on farm, disinfect them before and after use. Follow the cleaning and disinfecting protocol available on the Farm Safety Nova Scotia Website.
2. Internet Security
3. Use a strong password. Something not easily guessed and at least 10-12 characters.
4. Adjust settings and filters to block unwanted messages.
5. Choose your internet name and e-mail address wisely. Try not to identify who you are, your gender, or your location.
6. Do not open attachments that seem peculiar or unexpected from e-mail addresses you know and don’t know. If not sure, call the person or send a new e-mail to the person to check to see it is from them.
7. Do not reply to or open suspicious e-mails or webpages.
8. Set you internet browser security to high and be specific with the websites you visit. Unwanted visits to random websites can lead to unwanted messages and e-mails.
9. In the event, where laptops, tablets or phones are stolen, keep passwords and personal information in another location not on the electronic device.
10. On-the-Job Training

On-the-Job training is key in training the worker on high hazard farm specific tasks and evaluating the worker for their level of competency in completing the task. It is important to take the following precautions when conducting on-the-job training:

1. Conduct the theory and practical portion of the on-the-job training outdoors.
2. Maintain 2 meters of distance between workers and the trainer, where possible.
3. Do not share tools. If sharing cannot be avoided, disinfect the tools between users.
4. Clean and disinfect cabs, steering wheels, and controls on vehicles, equipment and machines between learners and those doing demonstrations.
5. Complete the on-the-job training form. Have the worker sign the form when training is complete. Do not share pens and limit handling of the form when signing.
6. Disinfect hands periodically during training.
7. Wash hands with soap and water for at least 20 seconds before and after training and before and after breaks during training.
8. Maintain good personal hygiene and educate workers on good hygiene practices with the job specific task.