**<< 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.   + Preventative Maintenance   + Disciplinary action   Job Specific Training   * Standard First Aid Level C CPR/AED * WHMIS 2015 * Equipment Operation * Forklift * Platform Operation * Correct License Class and Endorsement   See attached Training Matrix for more training requirements |
| Communication Process: | * Applicable Legislation (OHS, traffic safety, WCB, Labour standards, environment protection, WHMIS/GHS) |
| PRACTICE: | * The farm owner 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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | All workers | Farmer or Manager | Equipment  Operators | Forklift  Operator | Platform  Operator | Maintenance Workers | Harvest | Labour | Chemical  Handlers | Pesticide  Appliers | Fertilizer  Appliers | Office Admin |
| Overview of the farm operation | X | X |  |  |  |  |  |  |  |  |  |  |
| The rights and responsibilities of workers | X | X |  |  |  |  |  |  |  |  |  |  |
| Overview of communication process | X | X |  |  |  |  |  |  |  |  |  |  |
| How to safely perform each task | X | X |  |  |  |  |  |  |  |  |  |  |
| Hazard identification and control management | X | X |  |  |  |  |  |  |  |  |  |  |
| Emergency Response Procedures | X | X |  |  |  |  |  |  |  |  |  |  |
| First Aid – as per OHS regulations | X | X |  |  |  |  |  |  |  |  |  |  |
| Generic WHMIS |  | X | X | X | X | X |  |  | X | X | X |  |
| Food safety basics | X | X |  |  |  |  |  |  |  |  |  |  |
| Occupational Health and Safety Act & Regulations | X | X |  |  |  |  |  |  |  |  |  |  |
| Food safety for supervisors |  | X |  |  |  |  |  |  |  |  |  | X |
| Class 5 driver’s license\*\* |  | X | X |  |  |  |  |  |  |  |  |  |
| Specific hazards/precautions of the machines they use/maintain | X | X | X | X | X | X |  |  |  | X | X |  |
| Lock-out | X | X | X | X | X | X |  |  |  |  |  |  |
| Fall Protection |  | X |  |  | X |  |  |  |  |  |  |  |
| Forklift Certification |  |  |  | X |  |  |  |  |  |  |  |  |
| Specific hazards/precautions of the chemicals they use |  | X |  |  |  |  |  |  | X | X |  |  |
| Class VIII – Agriculture Certificate of Qualification |  |  |  |  |  |  |  |  |  | X |  |  |
| Worksite Inspections Training |  | X |  |  |  |  |  |  |  |  |  |  |
| Incident Response/Reporting/Investigation training. | X | X |  |  |  |  |  |  |  |  | X |  |
| Orchard Ladders | X |  |  |  |  |  | X |  |  |  |  |  |
| Mobile Work Platform |  |  |  |  | X |  |  |  |  |  |  |  |

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