**<< Farm Name >> Training Plan**

|  |  |
| --- | --- |
| 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.

|  |  |
| --- | --- |
| 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | All workers | Farmer or Manager | Equipment Operators | ForkliftOperator | PlatformOperator | MaintenanceWorkers | Harvest | Labour | Chemical Handlers  | Pesticide Appliers | FertilizerAppliers | 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.