# << Farm Name >> HEALTH & SAFETY TRAINING & COMMUNICATION POLICY

**Purpose:**

The purpose of this policy is to provide general and specialized health, safety, and related training to workers on the farm. The Occupational Health & Safety Act requires employers to train their workers and at the same time the worker must participate in the training provided. << Farm Name >> will confirm that each worker has the health and safety qualifications required for the position performed on the farm. Qualifications may include driver’s license, WHMIS 2015, and Standard First Aid Level C CPR with AED certificates. Other requirements may be required depending on the development or change in a position.

**Policy:**

<< Farm Name >> may provide training to new workers, contractors, and visitors and they will participate in all health, safety, and related training that is necessary to minimize losses of human and physical resources. New Hire Employee & Contractor Orientation will be conducted prior to work commencement or prior to the worker starting work on the first day or a contractor starting a project.

**Training & Refresher Training:**

The training/communication will include, but not limited to:

* Health & Safety Orientations before work starts
* Hazard Assessment and Control Process
* Tailgate/Toolbox meetings - Monthly
* WHMIS 2015, if exposed to or working arounds chemicals. Refresh every 3 years
* Emergency or Standard First Aid Level C CPR upon hire. Refresh every 3 years
* Emergency Response Procedures - Annually
* Emergency Response Communication & Equipment upon orientation and annually.

**Competency:**

Competency assessments present an effective means to provide a performance assessment tool, provide ongoing worker performance coaching, acknowledge satisfactory and exemplary performance, target performance gaps, highlight skills that require additional training or practice, and benchmark worker performance. New workers will be tested for competency using the On-The-Job Training Checklist to evaluate the level of skill and knowledge a worker possesses in job specific tasks such as equipment operation, use of tools, and specific maintenance or farm tasks. Practical demonstrations may be required to complete the competency evaluation and will be noted on the On-The-Job Training Form.

**Two-Way Communication:**

Effective communication is a two-way street, it needs a sender and a receiver. As much as we communicate verbally, we also communicate non-verbally. However the communication is relayed, it is important to ensure there is a forum for this communication to take place. Monthly Toolbox Meetings are the << Farm Name >> uses to provide two-way communication in which health and safety hazards can be explored and discussed. The two-way communication shall be documented on the Toolbox Meeting Minute sheet, and those who were in attendance for the communication is documented on the Toolbox Meeting Attendance Sheet.

**Performance Evaluation:**

Workers will be evaluated at least annually or at the end of the season on their individual health and safety performance. The farm owner will evaluate each worker.

**Responsibilities:**

1. << Farm Name >> may allocate funds each year to ensure health, safety, and related training.
2. The Farm Owner shall perform pre-qualification screening and ensure qualifications before permitting workers to work without supervision.
3. The Farm Owner must confirm that a safety orientation has been conducted with all new employees and contractors before allowing workers to work on the farm.
4. The Farm Owner must conduct at least one toolbox meeting per month and encourage workers to attend and participate.
5. The Farm Owner shall evaluate each workers performance annually or at the end of the season.
6. The Farm Owner must conduct competency assessments before workers work independently.
7. Workers shall participate in all health, safety, and related training offered.
8. Workers shall attend and participate in Toolbox meetings.
9. Workers must attend and participate in performance evaluations annually or at the end of the season.

**Violations:**

Any worker violating this policy may be subject to the appropriate disciplinary action.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*The safety information in this policy is to be used in conjunction with all applicable Federal, Provincial, & Municipal Legislation.