**Discipline Requirements - Is It Really Necessary?**

The goal on farm is to have a workforce who is engaged with their work as well as with their coworkers.

To maintain the engagement, you:

1. Implement a risk management process;
2. Create engaged employees;
3. Prepare for an emergency by having the correct emergency equipment, adequate number of first aiders, and developing emergency response plans for all the potential emergencies that could happen on your farm;
4. Identify hazards, evaluate them for risk and control them to mitigate the risk and lower the residual risk of the hazard;
5. Learn how safety provides a return on your investment;
6. Provide adequate training, safe work practices, and safe job procedures to workers so they can perform hazardous tasks on your farm without incident, illness or injury;
7. Provide the correct PPE to protect the worker;
8. Learn about worker health and the importance of protecting worker health;
9. Learn about occupational hygiene and what it means to include providing adequate drinking water and washing facilities;
10. Learn about chemical safety through Workplace Hazardous Materials Information System regulations and available training;
11. Increase communication on the farm through a health and safety representative or a health and safety committee; and
12. Know that information posted on the farm increases communication.

The key to enhancing your return on investment and maintaining employee engagement on your newly implemented farm safety plan is discipline.

Discipline needs to be specific and timely. Specific, meaning stating exactly what the violation is and why it is a violation of the safety plan. Timely, meaning discipline the worker as soon as reasonably possible after the offence to ensure the worker understands the importance of the infraction and remembers the details of the event to reason on how to prevent reoccurrence of the infraction.

Draft a Disciplinary Policy that outlines the expectations of the Farm Safety Plan and what will happen if the Farm Safety Plan is not followed. See section 2:11 of the [Farm Safety Plan Workbook](https://farmsafetyns.ca/farm-safety-plan/a-guide-to-your-farm-safety-plan-workbook-section-2/) for guidance on the Farm Safety Nova Scotia Website, under Resources and A Guide to Your Farm Safety Plan. Workbook resources are in the right hand margin.

Disciplinary action should be done in phases unless the offence is severe. Consider a three-phase disciplinary process such as a verbal (documented), written, and termination.

Undisciplined employees have a tendency to repeat infractions and could end up causing the farm significant monetary and human resource losses. Put your foot down and discipline at the beginning and your expectations will be met with mutual understanding and respect.

**Discipline Requirements - Is It Really Necessary? – DISCUSSION RECORD**

**Agenda:**

* Review the Disciplinary Policy on your farm.
* Review the safety policies, rules, practices and procedures to identify expectations for safety.
* Review the warning report where disciplinary action is noted and where reports are kept.

Comments or safety concerns as a result of the discussion or observed since the last rally?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up to concerns raised at previous rally?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Items?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Near Miss/Incidents/Unsafe Acts/Conditions to Report?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topics recommended for future Rallies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank the rally members for their participation.**

**Quiz Answers:** 1. T, 2. T, 3. d, 4. T, 5. T

**TEST YOUR KNOWLEDGE**

1. The goal on farm is to have a workforce who is engaged with their work as well as with their coworkers.  True or False

2. Provided adequate training, safe work practices, and safe job procedures to workers so they can perform hazardous tasks on your farm without incident, illness or injury.

True or False

3. Methods of maintaining employee engagement include:

1. Establish a Farm Safety Plan
2. Be prepared for emergencies
3. Identify hazards, evaluate them for risk and control the hazards
4. All of the Above

4. Undisciplined employees have a tendency to repeat infractions and could end up causing the farm significant monetary and human resource losses. True or False

5. Discipline needs to be specific and timely.

True or False

**Attendance RECORD**

\*This is to acknowledge that I understand and agree to actively participate in the safety meeting.

|  |  |
| --- | --- |
| **Print Name:** | **Signature:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |