



# SAFETY MANUAL

*'Ensuring we ALL get home safely'*

Printed Manual # \_\_\_\_\_

Prepared by: **WORKFORCE**  
COMPLIANCE SAFETY LTD.



## Document Control

### Acknowledgement

This Manual has been issued to:

Tri M Farms

I acknowledge receipt of Printed Manual #:

Rhonda Mueggli

I confirm that:

- ✓ I have read and understand the requirements in this Manual;
- ✓ I will at all times comply with the requirements in this Manual;
- ✓ I will do my best to ensure that my co-workers and contractors comply with the requirements in this Manual.

Signed:

Rhonda Mueggli

Date:

Aug 25 / 19

Please return completed form to Tri "M" Farms Safety Department.

*\*\*The safety information in this program does not take precedence over any applicable legislation.*



**Record of Changes**

Date	Change Description	Approved By:
September 2016	Initial Publication	Rhonda Mulligan
December 2018	Update D&A Policy	Rhonda Mulligan

All manual updates are communicated to workers in the next General Safety Meeting; any significant changes are additionally communicated via email.

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### Introduction

Prior to Bill 6, Alberta was the only jurisdiction in Canada where farm and ranch employees did not have any form of labour relations coverage. The removal of the exemption in the Labour Relations Code would make it legal for farm and ranch workers to join labour unions and collectively bargain with their employers if they choose to do so.

#### *What this means...*

- Non-family, waged workers will need to follow generally acceptable industry standards and apply general health and safety principles, such as hazard assessments, safeguarding, and use of personal protective equipment.
- Workers will be able to refuse unsafe work that presents an imminent danger.
- OHS officers will have authorization to investigate serious injuries or deaths of paid, non-family workers. Such investigations could involve reviewing health and safety procedures, condition of equipment, availability of training, etc.
- OHS does not investigate non-paid or non-work related incidents. The only exemption is if an owner requests an investigation of an incident involving a resident to help determine what went wrong, and to provide learnings to help prevent similar incidents from happening elsewhere.
- Farms that do not meet basic safety standards may be inspected by OHS inspectors; however, inspectors cannot conduct those inspections without cause. Cause includes a complaint, a fatality, or a record of unsafe behaviours.
- Resolving the situation is the first objective. Penalties or prosecutions may be appropriate in certain circumstances where there are serious, repeat or willful contraventions or failures.
- Caring for people, animals and crops is important. If a worker's health and safety is in danger, a stop-work or stop-use order may be an officer's only reasonable choice. OHS officers would consider the use of a stop-work order on a case-by-case basis. Officers are expected to act appropriately and not impede the normal activities on a farm or ranch. Once the danger is controlled, work can continue.

#### *Who this affects...*

Alberta farm and ranch producers with paid employees who are not the owner or related to the owner will be affected by Bill 6.

This means that family members can continue to contribute to farming operations as they always have, and neighbours can still volunteer to help each other out.

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## Introduction

### Who's not affected

- Farm families who do not have any waged workers.
- Unpaid farm and ranch workers, such as relatives, friends and neighbours helping out on the family farm.
- Children doing chores or participating in 4-H.
- Bill 6 doesn't apply to recreational activities, such as hunting on farmland.

### Additional Information:

- *Employment Standards Code*,
  - Farmers will be obliged to pay all employees at no lower than the minimum wage (currently ~~\$14.20~~ per hour) as well as overtime and vacation pay; *12.20 RM Aug 25 19*
  - Prevent children under the age of 15 from performing work without both parental approval and the approval of the Director of Employment Standards;
  - Paid workers can work a maximum of 12 hours per day.

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## Table of Contents

DOCUMENT CONTROL .....	2
<i>Acknowledgement</i> .....	2
<i>Record of Changes</i> .....	3
INTRODUCTION.....	4
<b>MANAGEMENT INVOLVEMENT .....</b>	<b>10</b>
SAFETY POLICY .....	10
RESPONSIBILITIES .....	11
<i>Company Managers</i> .....	11
<i>Company Supervisors</i> .....	12
<i>Company Employees</i> .....	12
<i>Tri "M" Farms Contractor Responsibilities</i> .....	13
<i>Visitors</i> .....	14
HEALTH AND SAFETY PERFORMANCE EVALUATION .....	14
SAFETY RECOGNITION .....	15
<b>HAZARD IDENTIFICATION AND CONTROL.....</b>	<b>16</b>
HAZARD ASSESSMENT.....	16
<i>Hazard Identification</i> .....	17
<i>Assessing Hazards</i> .....	18
<i>Controlling the Hazard</i> .....	18
<i>Training</i> .....	20
<i>Critical Task Analysis</i> .....	20
<i>Hazard Priority Ranking</i> .....	21
<i>Daily Hazard Assessment</i> .....	22
<i>Hazard Reporting – Hazard Report Form</i> .....	23
<i>Emergency Control of a Hazard</i> .....	23
<i>Communication to Affected Workers, Bystanders and Visitors</i> .....	24
INSPECTIONS AND MONITORING WORKSITES.....	25
<i>Overview of Inspections</i> .....	26
<i>Inspection Reports</i> .....	28
<i>Follow-Up Action</i> .....	28
PREVENTATIVE MAINTENANCE .....	29
<b>RULES AND WORK PROCEDURES .....</b>	<b>33</b>
SAFETY RULES .....	33
RELEVANT LEGISLATIVE DOCUMENTS .....	36
SAFE WORK PRACTICES.....	37
JOB HAZARD ANALYSIS (JHA) / SAFE WORK PROCEDURES .....	37

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## Table of Contents

<b>TRAINING</b> .....	<b>38</b>
EMPLOYEE TRAINING REQUIREMENTS AND RECORDS .....	38
<i>Orientation</i> .....	39
<i>Formal Training</i> .....	40
<i>Supervisor Training</i> .....	40
<i>On the Job Training</i> .....	41
<i>On-Going Job Observations</i> .....	42
<i>Training Records</i> .....	42
<b>COMMUNICATIONS</b> .....	<b>43</b>
SAFETY MEETING POLICY.....	43
<i>General Meeting</i> .....	44
<i>Pre-Job Meeting</i> .....	44
<i>Tool Box Meetings</i> .....	45
<b>INCIDENT &amp; ACCIDENT REPORTING AND INVESTIGATION</b> .....	<b>46</b>
<i>Purpose</i> .....	46
<i>Prevention</i> .....	46
<i>Reporting</i> .....	47
<i>Alberta</i> .....	47
<i>Investigation</i> .....	47
CONDUCTING INVESTIGATIONS .....	48
<i>Investigation Kit Items</i> .....	48
<i>Investigation Follow Up with Workers</i> .....	49
<i>Review of Incidents</i> .....	49
COLLECTING STATISTICS .....	50
<b>EMERGENCY RESPONSE PROCEDURES</b> .....	<b>53</b>
SITE SPECIFIC EMERGENCY RESPONSE PLAN .....	71
EMERGENCY CONTACT LIST.....	73
<b>POLICIES</b> .....	<b>74</b>
ALCOHOL AND DRUG POLICY.....	75
BEHAVIOR BASED SAFETY PROGRAM .....	85
CELLULAR PHONE USE POLICY .....	87
CORPORATE SOCIAL RESPONSIBILITY AND SUSTAINABILITY POLICY .....	88
DOCUMENT CONTROL POLICY .....	90
DRINKING WATER POLICY.....	91
DRIVING POLICY .....	92
ENFORCEMENT AND DISCIPLINE POLICY.....	95
ENVIRONMENTAL POLICY.....	97

*\*\*The safety information in this program does not take precedence over any applicable legislation.*



## Table of Contents

FATIGUE MANAGEMENT PROGRAM.....	98
FIREARMS POLICY .....	103
FIRST AID POLICY.....	104
FIT FOR DUTY.....	107
INITIAL SPILL RESPONSE POLICY .....	109
LOAD SECUREMENT POLICY .....	111
MODIFIED/RETURN TO WORK PROGRAM.....	116
NOISE POLICY .....	119
PERSONAL PROTECTIVE EQUIPMENT.....	124
PURCHASING POLICY .....	131
QUALITY CONTROL POLICY.....	132
RESPIRATORY PROTECTION POLICY .....	133
RIGHT TO REFUSE DANGEROUS WORK POLICY.....	136
SECURITY POLICY .....	138
SUBCONTRACTOR MANAGEMENT POLICY (SMP).....	140
THERMAL EXPOSURE POLICY .....	143
VIOLENCE & HARASSMENT PREVENTION IN THE WORKPLACE POLICY.....	150
WASTE MANAGEMENT POLICY.....	155
WORKING ALONE POLICY .....	157
<b>SAFE WORK PRACTICES.....</b>	<b>160</b>
ATV DRIVING PRACTICE.....	162
BACKING UP .....	166
CHAINSAW SAFETY.....	167
CHEMICAL AND BIOLOGICAL HAZARDS .....	169
CIRCULAR SAWS .....	174
COMPRESSED AIR .....	175
CONFINED SPACE.....	176
CONTROL OF INFECTIOUS SUBSTANCES.....	179
DRILL PRESS.....	183
ELECTRIC DRILL.....	184
ELECTRICAL SAFETY .....	185
FALL PROTECTION .....	192
FIRE & EXPLOSION .....	198
GENERAL WORK REQUIREMENTS .....	207
GRINDERS .....	209
GROUND FAULT PROTECTION.....	210
HANTAVIRUS .....	212
HEAVY EQUIPMENT OPERATIONS.....	217
HYDRAULIC SAFETY .....	221
JIG SAWS .....	224

*\*\*The safety information in this program does not take precedence over any applicable legislation.*





## Table of Contents

KNIFE SAFETY .....	226
KUBOTA TRACTOR.....	227
LADDERS .....	230
LIFTING AND HANDLING LOADS .....	235
LOCKING OUT .....	237
OFFICE SAFETY .....	243
OVERHEAD POWER LINES.....	246
POWER TAKE OFF (PTO) SAFETY.....	248
POWERED MOBILE EQUIPMENT.....	251
PROPANE .....	255
REFUELLING EQUIPMENT.....	256
SLIPS, TRIPS, AND FALLS.....	257
TIGHTENING LOAD BINDERS (BOOMERS).....	260
TOOLS (HAND/POWER), EQUIPMENT, MACHINERY, AND SAFEGUARDS.....	262
TOWING A TRAILER .....	266
TOWING ANOTHER VEHICLE .....	268
USE OF PORTABLE ARC WELDERS.....	270
USE OF PORTABLE FIRE EXTINGUISHERS.....	271
USE OF TIGER TORCHES .....	274
WORKING AROUND EQUIPMENT.....	275
WORKING IN ADVERSE WEATHER CONDITIONS .....	277
WORKING ON SLOPES.....	278
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) .....	282
<b>JOB HAZARD ANALYSIS (JHA) / JOB PROCEDURES .....</b>	<b>287</b>
DRIVING.....	288
OFFICE WORK.....	290
TIRE CHANGING PROCEDURE.....	291

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## MANAGEMENT INVOLVEMENT

### Safety Policy

Tri "M" Farms is committed to the health and safety of all employees, contractors, and the public. All employees of Tri "M" Farms are responsible for ensuring that the safety program is continually updated and maintained (including an annual review by Senior Management). Employees at every level are responsible and accountable for our overall safety initiatives. We take responsibility in upholding this commitment by:

- Complying with applicable safety law, government regulations, industry standards, and our own policies. Exercise sound judgment and common sense when undertaking any work related tasks.
- Working with our employees to promote a healthy and safe work environment.
- Making safety considerations an integral part of our planning process.
- Remaining sensitive to the concerns of the public.
- Identifying and mitigating the adverse impacts of our operations on the environment in keeping with good environmental and business practices.
- Responding to safety emergencies in a prompt and efficient manner.
- Committing sufficient resources to ensure that its employees are fully informed of their responsibilities and are trained in safety while performing their duties.
- Taking an active approach to understanding any potential health, safety or environmental issues that may pertain to work undertaken as an employee or contractor of Tri "M" Farms.

All Tri "M" Farms employees and contractors are responsible for obeying all safety rules, following recommended safe work procedures, wearing and using personal protective equipment when required, participating in safety training programs and informing supervisors of any unsafe work conditions. Do not participate in any activities you deem unsafe; you have the right to refuse unsafe work. You are not expected to sacrifice the safety or well-being of personnel for expediency or any other reason.

Management, employees, and contractors are all committed to meeting this policy, now and in the future. Our ultimate goal is to have an accident free environment and protection from accidental loss.

  
Owner - Murray Mulligan

Aug 25/19  
Date

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### Responsibilities

The Owner has the ultimate responsibility for the health, safety and environmental management system. The Owner will ensure adequate support, resources, programs and systems are in place to safely perform company activities. The Owner recognizes that all workers have the right to work in a safe and healthy workplace.

The Owner is responsible to:

- Provide the economic and physical resources to implement and operate the health, safety and environmental management system
- Establish annual health, safety and environmental objectives.
- Identify to senior members of management their specific HSE responsibilities.
- Communicate with senior government, client and employee association officials to foster an environment complementary to the promotion of the health, safety and environmental management system.
- Participate in major accident investigations that result in fatal or permanently disabling injuries and all major loss incidents.
- Review and evaluate remedial actions of all fatal, permanent or temporary disabling and medical aid injuries and serious or major losses.
- Endorse the Health, Safety and Environmental Policy Statement.
- Participate in formal safety functions at the worksite level.

### Company Managers

Tri "M" Farms management will actively promote the health and safety of employees and contractors by ensuring that all personnel at worksites are adequately trained and prepared. Tri "M" Farms will make workers aware of their responsibilities and ensure that all relevant regulations are followed.

The Managers are responsible to:

- Administer all phases of the health, safety and environmental management system at the site and ensure all supervisors and workers understand and are accountable for compliance with performance standards.
- Review all accident reports regardless of severity, including all near-misses, injury and other losses. Ensures corrective action is taken to prevent recurrence of same or similar incidents.
- Enforce all phases of the established health, safety and environmental management system.
- Ensure adequate and suitable safety equipment is supplied. Review all requests and needs for additional safety equipment.

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## Management Involvement

- Demonstrate ownership, leadership and active participation in all phases of the health, safety and environmental management system.
- Set and demand high health, safety and environmental management system standards for all employees.

### **Company Supervisors**

Tri "M" Farms supervisors have day to day contact with the workers, the main safety goal of supervisors / foreman is to show, by means of example, safe work practices and habits.

The Supervisors are responsible to:

- Establish with all employees an understanding of their responsibilities and specific duties.
- Assist in the completion of all accident reports regardless of severity, including all near-misses, injury and other losses. Ensures corrective action is taken to prevent recurrence of same or similar incidents.
- Review and evaluate individual safety performance of members of line management; provide guidance and facilitate training, where needed, to improve performance.
- Enforce all phases of the established health, safety and environmental management system. Be an example.
- Ensure adequate and suitable safety equipment is supplied, and is properly used, cared for and maintained.
- Conduct pre-job hazard identification surveys prior to the commencement of work.
- Demonstrate ownership, leadership and active participation in all phases of the health, safety and environmental management system.

Tri "M" Farms will supervise its own subcontractors. Subcontractors working for Tri "M" Farms must meet the same safety standards as Tri "M" Farms personnel. Before using any subcontractor the Tri "M" Farms site supervisor must ascertain that the subcontractor meets the Tri "M" Farms contractor pre-qualification requirements.

### **Company Employees**

At Tri "M" Farms we take care to maintain a professional and proper work environment. In regards to behaviour, the following principles should be followed:

- Employees are expected to be polite and courteous, and to co-operate with all other employees and contractors.
- Employees must behave in a manner that ensures the safety of yourself and your fellow employees.
- Ensure that fellow workers are also practicing safe work practices; discuss this with the worker or alternatively, report individuals you feel are

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## Management Involvement

- endangering the health and safety of themselves or their fellow workers.
- Call for assistance when needed, rather than attempting to do a hazardous job under-equipped or alone.
- Report any identified hazards or hazardous conditions to a Manager or Supervisor.
- Report any Accidents/Incidents that occur while working at Tri "M" Farms to Management.
- Become thoroughly familiar with the safety program and its requirements.
- Actively participate in safety program development (ongoing evaluation) and maintenance.
- Follow safety standards and safe work procedures set out by Tri "M" Farms and regulatory requirements.
- Refuse to perform work when unsafe conditions exist (as defined in provincial occupational health and safety legislation), and refuse to perform work that you are not competent to perform.
- Immediately report to supervisors all accidents, incidents, injuries, and illnesses.
- Use required Personal Protective and Safety Equipment.
- Check tools and equipment, including personal protective and safety equipment for hazards before using them.
- Identify and report any safety hazards and unsafe work conditions or inadequately equipped or trained personnel to management immediately.
- Approach management about any issues relevant to the safety program that you feel would improve the health or safety of Tri "M" Farms employees, contractors, or the environment.

### ***Tri "M" Farms Contractor Responsibilities***

*The definition of a contractor is a person who, or a partnership or group of people that, pursuant to one or more contracts, directs the activities of one or more employers or self-employed people involved in work at a place of employment. A subcontractor is the employer or self-employed person hired to work under contract.*

If an outside company or self-employed person is hired on a contract and you direct their activities, then you become a 'contractor' under health and safety legislation. The following will need to be done:

- Set up a system of shared responsibilities and determine 'who is responsible for what' in relation to the health and safety of all workers in the workplace;
- Control any health and safety hazards—over which you, as the contractor have complete and direct control—that could affect the subcontractor (keep

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## Management Involvement

- in mind that the subcontractor is responsible for controlling hazards within the subcontractor's direct and complete control);
- Co-operate with subcontractors to control health and safety hazards that are not within the direct and complete control of the contractor;
  - Co-ordinate the health and safety programs of two or more subcontractors working at the place of employment;
  - Provide subcontractors and their occupational health committees with any relevant information available to the contractor that could affect their health and safety, or anyone else's health and safety;
  - Ensure subcontractors understand who is responsible for health and safety activities that affect them;
  - Monitor subcontractors to ensure they comply with workplace health and safety requirements, and taking action to correct any non-compliance.

### Visitors

All visitors must report to a supervisor immediately upon entering the farm. Visitors include Regulatory Authorities, any other person who is not essential to the operations and has not been orientated to the site. Visitors are never allowed to walk around unescorted, and must follow the instructions of the site supervisor or person escort. All visitors must wear the proper Personal Protective Equipment.

## Health and Safety Performance Evaluation

The Safety Manual will be reviewed on an annual basis at a minimum. Specific policies and procedures currently in the Health and Safety Program can and will be reviewed if requested by any employee or government/legislative agency. Employees are encouraged to become actively involved in the review of the Program at any point.

Any minor changes in the program will be communicated during a safety meeting. These will be changed in print annually.

If the changes are encompassing and/or change the way a task is performed they will be changed in writing and introduced immediately or prior to the onset of the task.

After the Review or Audit is complete, Tri "M" Farms will have a meeting to discuss the results with the employees. It is important for everyone within the organization to know where our strengths are and what we will be working on over the next year.

A rolling action plan will be kept with any improvement opportunities found during the Audit / Review.

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## Safety Recognition

Tri "M" Farms will work diligently to recognize personnel who exhibit outstanding safety performance on the job. To ensure that no worker is overlooked, Tri "M" Farms requests the assistance of all employees, sub-contractors and clients to notify the management either verbally or by written notice of a worker's accomplishment.

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