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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

These guidelines have been prepared by Workplace Safety & Prevention Services to assist you in establishing a health and safety program for your workplace.

The various sections covered in this guide serve only as suggestions for you to follow. Please feel free to adapt these guidelines to suit your individual situations and work environment.

Our staff would be pleased to assist you in developing a safety program for your company.

### Mission Statement

To put health and safety solutions within reach of every employer and employee in Ontario

### Who is a Member of the Workplace Safety & Prevention Services (WSPS)?

A member is any employer who pays assessments to the Workplace Safety and Insurance Board under any of the agriculture sector rate groups assigned to WSPS.

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### AG SECTOR RATE GROUPS

Rate Group	Sub-Groups*
159 Livestock Farms	Dairy, Cattle, Hog Farms, Livestock Combination Farms Sheep and Goat Farms, Horse and other Equine Farms, Barn Cleaning
167 Field Crop, Fruit and Vegetable Farms	Wheat, Small-grains, Oilseeds, Grain Corn, Forage, Seed and Hay, Dry Field Peas and Beans, Other Field Crops, Field Crop Combination, Fruit and Vegetable Combination, Livestock, Field Crop and Horticultural Combination, Potatoes, Fruit Farms, Grape Growers, Vegetable Farms
174 Tobacco and Mushroom Farms	Tobacco Farm Operations, Mushroom Farm Operations
181 Fishing and Miscellaneous Farming	Honey and Apiary Products, Furs, Skins and Other Trapping, Animal Specialty Farms, Green houses, Plant Nurseries, Other Horticultural Specialties (Christmas Trees, Ginseng, Herbs, Maple Syrup harvesting), Fishing
184 Poultry Farms and Agriculture Services	Veterinary Services, Animal Farm Breeding Services, Other Livestock Specialty Services, Wildlife Preservation and Research, Poultry and Egg Farms, Poultry Services, Crop Dusting and Spraying Services, Harvesting, Baling and Threshing Services, Soil Preparation, Planting and Cultivating Services
190 Landscaping and Related Services	Water Well Drilling, Landscaping and Interlocking Brick, Lawn Maintenance Service, Tree Surgery and Removal

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### ARE YOU MAKING GOOD USE OF OUR SERVICES?

The information and recommendations contained in this publication are believed to be reliable and representative of contemporary expert opinion on the subject material. Workplace Safety & Prevention Services does not guarantee absolute accuracy or sufficiency of subject material, nor can it accept responsibility for health and safety recommendations that may have been omitted due to particular and exceptional conditions and circumstances.

As a member, WSPS services can assist you with all your health and safety needs. Some areas of your workplace safety program development we can help you with include:

- On-site employee safety training programs
- Workplace safety and health inspections
- Technical safety and health consultation
- Supervisory and management safety training
- Access to health and safety resources
- Health and safety literature and videos

By law all employers must conform to the First Aid requirements as outlined by the Workplace Safety and Insurance Act, Regulation 1101, which states in part,

### AN EMPLOYER MUST

1. Supply and maintain an approved First Aid Kit.  
Refer to Regulation 1101 booklet published by the Workplace Safety and Insurance Board for a list of contents and locations for kits).
2. Post a Workplace Safety and Insurance Board Form 82.
3. Have at least one person in the workplace, location/crew trained in First Aid.

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### FORM 82

Employers are required by the Workplace Safety and Insurance Act to keep a Workplace Safety and Insurance Board **Form 82** posted in a conspicuous place in full view of all their workers.

**Free copies of Form 82** are available from:

- a) Your local Workplace Safety and Insurance Board office,  
and
- b) Workplace Safety & Prevention Services.

**Form 82** content includes the following information regarding the employer's and employee's responsibilities in cases of injuries and disease.

1. Get First Aid immediately, if needed
2. **Worker: Tell your employer about the injury**  
**Employer: Arrange and pay for transportation to get medical care, if needed**
3. **Employer: Pay worker's wages for day of injury**
4. **Employer: Report injury to WSIB within 3 days if it involves**
  - Health care treatment, or
  - Time away from work, or
  - Lost wages

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### THE EMPLOYERS' REPORT OF INJURY/DISEASE FORM 7

*Form 7* must be completed and sent to the Workplace Safety and Insurance Board (WSIB) within three days of learning of a work-related injury or occupational disease that either causes a worker to:

1. Be absent from regular work;
2. Require modified duties at regular pay or less than regular pay;
3. Earn less the regular pay at regular work; and/or
4. Obtain health care.

*Form 7* must also be completed if eyeglasses, dentures, and/or artificial appliances were damaged as a result of work-related injuries.

In order to receive benefits, the worker **must** file a claim and provide consent to the release of functional abilities information.

This **should** be done on the *Form 7*. If the worker does not sign the *Form 7*, the WSIB will send a *Form 6* to the worker to complete.

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### GENERAL RESPONSIBILITIES FOR SAFETY AND HEALTH

#### Management

- Overall responsibility for policy direction and planning
- Review of hazard and control information
- Delegation of responsibility/authority
- Budget allocation for health and safety
- Active support of health and safety programs

#### Supervisors

- Responsible for operator and other training
- Supervise to ensure correct working procedures are followed
- Communicate hazards and control procedures to workers
- Take reasonable precautions to ensure safety of workers
- Information feedback to management
- Cooperate with health and safety committee members
- Hold accountable those employees reporting to them

#### All Employees

- Report known workplace hazards to employer or supervisor
- Report known defective equipment or protective devices that may be hazardous
- Report all accidents to employer or supervisor
- Report all injuries to supervisor no matter how minor
- Comply with company rules and procedures
- Use machinery, equipment, tools, etc., only as authorized and in a safe manner
- Follow job procedures
- Cooperate with health and safety committee members
- Use or wear personal protective equipment as required

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### NOTE:

**All responsibilities and duties of each of these three groups must be in writing.**

A policy statement by senior management is an effective way to communicate the organization's commitment to worker health and safety.

Workplaces with exceptional health and safety records have established a clear line of responsibility for correcting health and safety concerns. This action enhances working relationships between management and labour.

An employer should prepare and review at least annually a written occupational health and safety policy.

A clear, concise policy statement should reflect management's commitment, support and attitude to the health and safety program for the protection of workers. The highest level of management at the workplace, thus indicating senior management commitment, should sign this statement.

Make it a practice to communicate and explain your policy to all employees. Post a copy of your company safety policy in an area where it can serve as a visible reminder to all employees.

**An example of a good health and safety policy is on the following page.**

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### EXAMPLE OF A HEALTH AND SAFETY POLICY

#### HEALTH AND SAFETY POLICY

Management of \_\_\_\_\_ is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. \_\_\_\_\_ will make every effort to provide a safe, health work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risks of injury.

\_\_\_\_\_, as employer, is ultimately responsible for worker health and safety. As President (or owner/operator, chairperson, chief executive officer, etc.) of \_\_\_\_\_, I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers are in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization from the President to the workers.

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

President



## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### GENERAL SAFETY RULES

**These are guidelines only.**

**Please add or omit to suit your own needs**

**Post a copy of your company rules in various locations  
as a reminder to employees.**

1. All employees shall work in accordance with the *Occupational Health and Safety Act*, where it applies.
2. Only qualified personnel are allowed to operate machinery or equipment.
3. No extra riders are permitted on any motorized equipment.
4. Absolutely no use of alcohol or drugs before or during work.
5. Absolutely no “horseplay” in work areas.
6. Wear all appropriate personal protective equipment as outlined by supervisor.
7. Handle chemicals only if properly instructed and under the direction of a supervisor.
8. All injuries and property damage accidents must be reported promptly to your supervisor.
9. All incidents must be reported promptly to your supervisor.

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### TERMS OF EMPLOYMENT

**These are guidelines only.**

**Please add or omit to suit your own needs.**

#### Administration

1. All forms must be completed before starting employment.
2. Employee must be at the yard/job site at \_\_\_\_\_ a.m./p.m.

#### Behavior

1. Employee must be clean and neat at all times, depending on nature of work.
2. Employee shall not leave the job site without permission of supervisor.
3. Employee must be prepared to work in all types of weather and on statutory holidays and Saturdays as required.

#### Equipment, Tools and Vehicles

1. Employee shall not remove tools from the job site without permission.
2. Employee shall not operate any equipment or vehicles without permission of supervisor.

#### Safety

1. Employee shall report all incidents, damages and injuries promptly to supervisor.
2. Employee shall wear and provide safety boots.
3. Employee shall wear other personal protective equipment as directed by supervisor.
4. Employee shall not operate equipment or vehicles or handle chemicals unless authorized by supervisor.
5. Employee shall not engage in horseplay.
6. Employee shall follow other safety rules deemed necessary by supervisor.



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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

*Failure to follow all Rules and Procedures will result in disciplinary action or termination of employment.*

Please sign your name and the date, indicating by doing so that you have accepted the Terms of Employment of the \_\_\_\_\_ Company.

**THERE WILL BE NO EXCEPTIONS MADE.**

**NAME:** (SIGNATURE) \_\_\_\_\_

**DATE:** \_\_\_\_\_

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### TRAINING

**These are guidelines only.**

**Please add or omit to suit your own needs.**

1. Check references of employees to determine their qualifications and experiences especially in relation to machinery operation (e.g., valid driver's license).
2. All new employees shall receive proper job instruction and safety training, with specific references to their particular job.
3. All employees shall attend a safety training session once a year or as required.
4. Where deemed necessary, a safety committee shall be formed or a safety representative be selected.

#### Training Tips

- a) Explain how and why you want a job done a particular way.
- b) Personally demonstrate how to do the job the right way.
- c) If the job has hazards, make certain they are pointed out and how to avoid.
- d) Before leaving any new workers on their own, make certain they can demonstrate how to do the job, the safe and proper way, and do not leave the worker until they are certain they are doing the job the correct way.
- e) Make frequent checks on new workers.

#### NOTE:

Workplace Safety & Prevention Services can:

- Provide safety training for management and supervisors
- Assist with safety training sessions for employees
- Assist with training of safety committee or safety representative

***Remember: Good Supervision is the Key to Safety***

***Don't Leave Training to Chance***

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### TRAINING CHECKLIST

**NAME:** \_\_\_\_\_

ACTIVITY	EMPLOYEE SIGNATURE	TRAINER SIGNATURE	DATE
WHMIS			
Fire/Safety			
Hand Tools			
Power Tools			

**Use this document to record employee training.**

- a) Enter the type of training under the activity column.
- b) Have the employee and supervisor sign in the appropriate boxes.
- c) Enter the date that training took place.

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### CHECKLIST FOR: NEW EMPLOYEES EMPLOYEES IN NEW POSITIONS

**This is a partial checklist which can be used as part of  
your new employee indoctrination.**

#### Check off each item as you discuss it with the new employee.

- Where to keep personal belongings (e.g. clothing, personal tools, lunch).
- Tour of department and facilities (discuss hazards).
- How to handle unsafe conditions, reporting.
- What to do in the event of a non-injury accident.
- What to do in the event of an injury.
- Location of first aid or medical facilities.
- Review general safety rules (and reason for each).
- Review specific safety rules (i.e. smoking, special materials handling) applicable in our department, including the reasons for each rule.
- Review disciplinary action.
- Personal protective equipment required, issued and why.
- Procedure for obtaining, cleaning, repairing and replacing personal protective equipment and clothing.
- Location of fire exit and marshalling area, test of warning signals.
- Safe re-entry time for sprayed areas (greenhouses, growing area).
- Special clean-up rules (e.g. attention to personal hygiene).
- Clean-up rules (housekeeping).
- WHMIS training on hazardous materials handling.
- Rules regarding lunch and break periods.

Employee's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

PLEASE PRINT

Discussed by: \_\_\_\_\_ Date: \_\_\_\_\_

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### SAFETY GUIDELINES

The following pages contain some general guidelines on major topics relating to safety in the work environment.

These guidelines should be reviewed by management and the joint health and safety committee and be used to formulate the rules and regulations for all employees in your company.

The guidelines highlight the main areas of concern for each topic and may be changed to fit the needs of your particular company philosophy.

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### FIRST AID

**These are guidelines only.**

**Please add or omit to suit your own needs.**

1. One First Aid Kit shall be located in each vehicle and at the main office.
2. Employees shall be trained or updated in First Aid.  
***NOTE:** First Aid certificates are valid for only three years.*
3. One employee shall be designated to check First Aid Kits on a monthly basis and replenish as needed.
4. Records shall be kept of all First Aid Treatment.
5. All injuries shall be reported to the supervisor.

**For further details, refer to the Workplace Safety and Insurance Act, Regulation 1101 (First Aid).**

Copies of this regulation are available from the Workplace Safety and Insurance Board or Workplace Safety & Prevention Services.

In the agricultural workplace, more than one individual should be trained to administer First Aid.

*Consider what would happen if the only person who knew First Aid was the injured party, or if there was more than one location!*

### Definitions

#### First Aid

Emergency care or treatment given to an injured person until medical help arrives.

#### Medical Aid

Emergency care or treatment provided by a doctor, medical clinic or hospital, and for which the cost is covered by the Workplace Safety and Insurance Board.



## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### HOUSEKEEPING AND JOB SITE INSPECTION

**These are guidelines only.**

**Please add or omit to suit your own needs.**

All employees are responsible for maintaining a safe and tidy workplace.

Slips and falls are one of the most common accidents and can cause serious injury.

***At the beginning of the day, the supervisor shall ensure that:***

1. All equipment/tools/materials to be used for the day shall be inspected and any defects shall be tagged for repair or repaired.
2. All job sites shall be inspected and any hazards eliminated or guarded.  
If unable to eliminate or guard the hazard, report to management, post warning signs where practical.

***At the end of the day, the supervisor shall ensure that:***

1. All equipment/tools/materials shall be returned to their designated storage location.
2. All job sites shall be cleaned up.
3. All job sites shall be inspected and any hazards eliminated or guarded.  
If unable to eliminate or guard the hazard, report to management.

***If you think safety is too costly, try an accident.***

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### PERSONAL PROTECTIVE EQUIPMENT

**These are guidelines only.**

**Please add or omit to suit your own needs.**

Job Description: \_\_\_\_\_

Work Area: \_\_\_\_\_

The following are the types of Personal Protective Equipment needed for this job task or work area.

All Personal Protective Equipment must meet all safety standards, as prescribed.

- |  |  |
|--|--|
| <input type="checkbox"/> Hard Hat              | <input type="checkbox"/> Hearing Protection                      |
| <input type="checkbox"/> Respirator            | <input type="checkbox"/> Goggles (vented)                        |
| <input type="checkbox"/> Goggles (unvented)    | <input type="checkbox"/> Safety Glasses                          |
| <input type="checkbox"/> Dust Mask             | <input type="checkbox"/> Gloves (cloth, rubber leather, nitrate) |
| <input type="checkbox"/> Apron                 | <input type="checkbox"/> Safety Boots                            |
| <input type="checkbox"/> Safety Boots (rubber) |  |

Chainsaw Safety Equipment: \_\_\_\_\_

Chemical Handling Safety Equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Employees shall wear all equipment as designated for specific job tasks and receive training in its use by the supervisor.
2. With the exception of safety boots, all personal protective equipment will be provided by the employer.
3. Failure to wear designated equipment shall result in dismissal after \_\_\_ written warnings from the supervisor.
4. All equipment shall be maintained by the user and any defects reported promptly to the supervisor.

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### CHEMICAL SAFETY

**These are guidelines only.**

**Please add or omit to suit your own needs.**

1. All chemicals shall be used only by authorized and trained employees. When necessary, only licensed or certified operators shall apply chemicals.
2. Proper personal protective equipment shall be worn by the operator when mixing, applying and disposing of chemicals.
3. All personal protective equipment shall be provided by the employer and maintained by the operator.
4. All chemicals shall be stored in their original container in an approved locked room or cabinet which is appropriately marked.

**NOTE:**

*Herbicides should be stored separately from other types of pesticides to prevent cross-contamination.*

5. All chemicals shall be disposed of in accordance with the label.

**NOTE:**

*Check with local municipalities for laws regarding disposal of chemicals.*

6. No smoking or eating is allowed while chemicals are being used.
7. All employees shall observe rules for personal hygiene when using chemicals.
8. All clothing worn when handling chemicals shall be washed separately from other laundry items.
9. All spills and accidents with chemicals shall be reported to the supervisor.

**NOTE:**

*Fact sheets on the proper rinsing and disposal of chemical containers are available from the Ontario Ministry of Agriculture, Food and Rural Affairs, or the Crop Protection Institute of Canada.*

*Material Safety Data Sheets (M.S.D.S.) for all hazardous products must be readily available to workers.*

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### FIRE EXTINGUISHERS

**These are guidelines only.**

**Please add or omit to suit your own needs.**

1. Appropriate fire extinguishers shall be located in convenient and conspicuous locations throughout the work site and in all vehicles (cars, trucks, tractors, etc.).
2. Certain employees shall be designated to check and maintain fire extinguishers.
3. Extinguishers shall be checked on a monthly basis for proper pin placement and proper gauge levels.
4. Once a season, instruction in the use of fire extinguishers shall be conducted for all employees.
5. Should you have occasion to use an extinguisher, DO NOT put it back in its location. Report the use to your supervisor.
6. All extinguishers must be serviced by a competent contractor once a year.

**NOTE:**

*Fire extinguishers and information on their use can be obtained from fire departments or companies specializing in fire extinguishers.*

*Refer to the yellow pages in your telephone directory for the company nearest you.*

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### MACHINERY OPERATION

**These are guidelines only.**

**Please add or omit to suit your own needs.**

1. Only authorized and trained employees shall operate machinery.
2. A copy of all operator manuals and relevant safety materials shall be kept on file in the main/branch/field office.
3. All equipment, tools and vehicles shall be checked before and after use for proper fluid levels and operating condition.
4. All shields and guards shall be kept on all equipment.
5. All machinery will be maintained and serviced when necessary or as per maintenance schedule.
6. All machinery shall be operated with the safety of the operator and others nearby in mind.
7. All defects in machinery shall be reported to the supervisor.
8. All equipment and tools shall be replaced in their proper storage location after use.
9. All proper personal protective equipment shall be worn by the operator when deemed necessary by the supervisor.
10. Keys will be removed and placed in a specified area at the end of each day.

*Remember: “Taking time to do the job the safe way, is the right way.”*

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### BUILDING/WORKPLACE CHECKLIST (GUIDELINES ONLY - MAY NOT BE COMPLETE)

#### 1. Structure/Housekeeping

- Aisle ways and passage ways
- Sufficient exits for prompt escape
- Exit signs adequately illuminated
- Flammables kept out of exits
- Cleaned of snow and ice

#### 2. Floors and Stairs

- Clean, orderly, sanitary conditions
- Free of slip, trip or fall hazards
- Free of protrusions, nails, etc.
- Openings covered or barricaded
- Load limits posted on upper floors
- Handrails on at least one side
- Grating on outdoor stairs
- Steps uniform in height & tread depth

#### 3. Stacking and Storing Facilities

- Adequate storage facilities
- Storage is secure (properly stored)
- Condition of skids – correct type
- Warning signs posted (load limits, storage heights, etc.)

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### 4. Fire Protection

- Appropriate type of fire extinguishers
- Appropriate number of fire extinguishers
- Appropriate location of fire extinguishers
- Extinguishers inspected monthly
- Fire hoses properly mounted
- Fire equipment visibly marked
- Sprinkler heads proper clearance
- Fire emergency alarm system operational
- Warning signs posted to indicate what to do in case of fire (fire department telephone number)

### 5. Electrical

- High voltage and control panels closed and secured
- Control panels identified General condition of wiring, etc.
- Explosion-proof fixtures in flammable dust or vapour
- Lockout provisions are prescribed
- Electrical equipment protected from fluids

### 6. Lighting

- Walking and working area adequately illuminated during work hours
- Lighting fixtures clean of dust, etc.

### 7. Noise Exposure

- Engineering controls
- PPE for high noise areas
- Hazardous noise areas identified and marked

### 8. Ventilation

- Adequate means provided
- Hoods draw air away from people
- Hoods connect to exhaust system



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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### 9. First Aid

- Form 82 is posted in conspicuous location
- Adequate type and number of first aid kits
- Adequate number of personnel trained to administer first aid
- Adequate components in first aid kits
- Adequate first aid treatment recording system

### 10. Personal Protective Equipment

- Use of
- Availability
- Maintenance of
- Storage facilities

### 11. Pesticides

- Separate storage area/locked
- Authorized personal warning signs
- No smoking signs
- Chemicals in original container
- Pesticides, etc., Stored separately
- Trained personnel (licensed operators)
- List of chemicals stored
- Re-entry procedure
- Appropriate ppe available
- Guidelines for pesticide application, storage and disposal

### 12. Confined Space

- Appropriate warning signs
- Appropriate PPE and entry procedures
- Confines spaces are identified

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### 13. Compressed Gases

- Store upright and secured
- Marked or identified
- Caps in place and hand tight
- Stored away from heat sources
- Stored away from stairs, elevators and exits
- Inspected for dents and corrosion
- Appropriate warning signs

### 14. Fuel Safety

- Tanks/drums of steel or appropriate material
- Location 40 feet from buildings or underground
- Tanks adequately vented
- Tanks adequately grounded
- Appropriate colour-coded portable containers
- Containers used with correct fluids
- Caps secure
- No smoking signs posted
- Appropriate safety rules in place for refueling
- Separate containers provided for oily rags, smoking materials, dust flammable scraps, chemical wastes
- Correct cleaning solvents are used for cleaning

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### 15. Hand and Power Tools

- Proper condition & maintenance
- Proper storage
- Guards and safety devices in place
- Electrical grounding or double insulation protected
- Adjustments correct
- Load rating sufficient for work performed
- Authorized use, all trained personnel
- Defective tools have danger tag affixed

### 16. Mechanical Power System

- Proper general condition
- Adequate guarding
- Emergency stop buttons operational and correctly positioned
- Lockout provisions for servicing, set up lubrication
- Qualified trained operators
- Adequate warning signs posted
- Authorized personnel only

### 17. Material Handling Equipment

- Forklift, trucks, devices, etc.
- Adequate surface conditions
- Adequate warning systems
- Proper maintenance (inspections)
- Pre-operational checks
- Adequate noise pollution controls
- Authorized trained operators

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### 18. Ladders

- Safety feet in serviceable condition
- Unpainted and free of grease and oil
- Properly positioned, tied in at top
- Metal ladders not used in electrical areas

### 19. Employee Safety Program

- Adequate job rules
- Posted in work areas
- Adequate job instruction
- Adequate training re fire extinguishers
- Adequate supervision

### 20. Supervisors Safety Program

- Workplace inspections: how often are they done?
- Accident investigations: are they done?
- Do they report hazards to management?
- Are they certified first aiders?
- Do they enforce safety rules
- Receive adequate training for above responsibilities

### 21. Management Safety Program

- Strong commitment
- Safety policy
- Adequate delegation of responsibilities
- Adequate follow up on recommendations

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### HAZARD IDENTIFICATION RECORD SHEET

DATE	LOCATION	ITEM	PROBLEM	PERSON RESPONSIBLE	DATE REPAIRED
May 4	Main Shed	Ladder	Broken Rung	John Smith	May 5

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### WHMIS - WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

WHMIS (*pronounced whim-iss*) is an important word in the field of health and safety in the workplace. The initials WHMIS stand for Workplace Hazardous materials information system and also refer to the workers' "right to know".

Federal and Provincial legislation makes WHMIS a Canada-wide system, implemented to protect the health and safety of workers through the provision of information and education about the use of hazardous products that they may use or be in contact with in the workplace.

There are three components to WHMIS

- Labels and labeling
- Material Safety Data Sheets (M.S.D.S.)
- Worker education and training

Information and instruction about WHMIS must be provided to all workers who work with, or who are in proximity to, a hazardous product. A worker who "works" with a hazardous product is anyone who stores, handles, uses or disposes of the product or who immediately supervises another worker performing these duties.

"In proximity" means, in the area in which worker health and safety could be at risk during use, storage, disposal, maintenance or during emergencies.

In Ontario, WHMIS has been implemented through the *Occupational Health and Safety Act*. We suggest that you contact the Ministry of Labour office in your area to determine whether or not your firm must comply with the 1988 legislation. Certain agricultural operations are exempt from the *Act* and from WHMIS.

Workplace Safety & Prevention Services can assist you in meeting your WHMIS obligations and training.

**For more information go to [www.wsps.ca](http://www.wsps.ca).**

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### JOINT HEALTH AND SAFETY COMMITTEE

#### What is a joint health and safety committee?

A joint health and safety committee is composed of people who represent the employees and the employer. Together, they are committed to improving health and safety conditions in the workplace.

Committees identify potential health and safety problems and bring them to the employer's attention. As well, members must be kept informed of health and safety developments in the workplace.

#### Which workplaces need joint health and safety committees?

Workplaces that require committees include:

- Any workplace that regularly employs 20 or more workers
- Construction projects on which 20 or more workers are regularly employed and which are expected to last three months or more
- Any workplace (other than a construction project) to which a regulation concerning a designated substance applies, even if fewer than 20 workers are regularly employed
- Any workplace where an order had been issued under the act, even if fewer than 20 workers are regularly employed
- A workplace ordered to do so by the ministry of labour

#### How large should a joint health and safety committee be?

In workplaces with 20 to 49 employees, the *Act* requires that the committee have a minimum of two members. Where 50 or more workers are employed, the committee must have at least four members. At least half the members on a committee must represent workers with the balance representing management. Larger committees in larger workplaces can be required by regulations under the *Act*.

Whenever possible, committees should represent the health and safety concerns of the entire workplace. For example, if a workplace has a plant, office, laboratory and warehouse, each of these areas should be represented on the committee.

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### What about workplaces with fewer than 20 employees?

Usually, workplaces with *more than five but fewer than 20 employees* are not required to have a joint health and safety committee. Instead, **workers** must **elect** one employee as a **health and safety representative**.

Workplaces with *five or fewer employees* are exempt from the requirements of the *Act*, which regulate joint health and safety committees, and from the requirement for a health and safety representative.

## LOCKOUT/TAGOUT

### The only sure way to make equipment repairs safely

When it's time to perform maintenance, repairs, or machine set-up, simply unplugging or switching off equipment is not enough. Many serious accidents happen when someone thinks a machine or electricity is safely "off". "Lockout/Tagout" is a way to protect workers.

### Make sure "Off" stays "Off"

Lockout/Tagout system, there is always the possibility that a machine will suddenly start up. That's when someone could be cut, hit or crushed. Other hazards might include danger of electrocution or release of hazardous chemicals.

To prevent start-ups, you need to identify a machine's power source – electricity, stored electricity (such as in a capacitor), stored pressure (e.g. compressed air), or stored mechanical energy (such as in a coiled spring). Lockout/Tagout ensures that machines and electricity remain temporarily "off".

### Procedures for Lockout/Tagout

1. Make sure workers and family members follow these seven steps:
2. *Think, plan and check.* If you are in charge, think through the entire procedure. Identify all parts of any system(s) that need to be shut down. Determine which switches, equipment and people will be involved. Carefully plan how restarting will take place.
3. *Communicate.* Let all those who need to know that a Lockout/Tagout is taking place.
4. *Identify all appropriate power sources.* Whether near or far from the job site. Include electrical circuits, hydraulic and pneumatic systems, spring energy, and gravity systems.



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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

5. *Neutralize all appropriate power at the source.* Disconnect electricity. Block moveable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions.
6. *Lock out all power sources.* Each worker should have a personal lock, labeled with his or her name. You may also use clips, chains and lockout boxes.
7. *Tagout all power sources and machines.* Tags should explain the reason for the lockout, your name, how to reach you, and the date and time of tagging. Tag machine controls, pressure lines, starter switches and suspended parts.
8. **For more information go to [www.wsps.ca](http://www.wsps.ca).**

*Do a complete test.* Double check all of the above steps. Conduct a personal check. Push start buttons, test circuits, and operate valves to confirm lockout.

### **Restarting**

After the job is completed, workers must follow the safety procedures you establish for start-up. Only when all workers are safe and equipment is ready should the power be activated.

## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### OFFICE OF THE EMPLOYER ADVISER

#### What is it?

The Office of the Employer Adviser (OEA) is an independent agency of the Ontario Ministry of Labour funded by employer Workplace Safety and Insurance Board (WSIB) premiums. The OEA provides employers with advisory services, education and information on Workplace Safety Insurance issues and, for smaller employers, consulting and representation services.

A Central Advice Centre, staffed by professional advisers experienced in all aspects of Workplace Safety Insurance, provide immediate advice and assistance to all employers. Employer education programs, available at no cost to all employers, are designed to make employers more knowledgeable, self-reliant and effective in their management of Workplace Safety Insurance.

For employers with less than 100 workers, Employer Specialists located throughout the Province provide in-house assistance with the prevention and management of workplace disability and return to work programs along with representation at both the Workplace Safety and Insurance Board (WSIB), and the Workplace Safety & Insurance Appeals Tribunal (WSIAT).

The OEA also has a fax-on-demand information system with a variety of Workplace Safety Insurance topics available, 24 hours and has a Web Site: [www.gov.on.ca/lab/oea](http://www.gov.on.ca/lab/oea)

#### Advisory Services

Telephone advice, available to all employers, is the OEA's fastest and most direct form of service. This service is accessed through a toll-free call center staffed by professional intake advisers experienced in all aspects of Workplace Safety Insurance.

To contact our Call Centre call 1-800-387-0774. Services available include:

- General information regarding employer obligations.
- Advice and guidance on specific WSIB issues.
- Information regarding WSIB policies and practices.
- Assistance in resolving issues and avoiding future disputes at an early stage of the process.
- Information bulletins, written materials and guides.
- Benchmarking practices of other successful programs.

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### Representation/Consulting Services

Employer Specialists, located throughout the Province, are available to provide in-house assistance to employers with fewer than 100 workers. Services provided at this level include the following:

- Reviewing the company's practices and policies regarding management of Workplace Safety Insurance Claims and Return to Work programs.
- Reviewing the employer's WSIB revenue records and related matters to ensure correct registration, classification and account activity.
- Providing examples of best practices benchmarks for the prevention and management of workplace disabilities.
- Providing formal representation and intervention with the WSIB and WSIAT as appropriate in resolving disputes and pursuing objections.

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### Employer Education

The OEA presents interactive employer training events across the Province. Workshops are designed to make employers more knowledgeable and effective in managing Workplace Safety Insurance.

For topics and course dates, visit the OEA website.

### Information Services

The OEA provides employers with general information around developments and changes in the Workplace Safety and Insurance system, including analysis and impact of legislative and policy changes. As well, the OEA participates in employer and public forums by invitation providing information on Workplace Safety Insurance issues. The OEA has a variety of materials available including: Managing Workplace Disability: Answers for Small Business: a quick and easy “how to” guide designed to meet the needs of small business owners.

**Information is available to the public 24 hours a day on the OEA website.**

Topics available include:

- What is the OEA
- Coverage
- Employer Costs
- Accidents
- Appeals
- Introduction to Workplace Safety and Insurance
- Registration
- Contracting Out Work
- Return to Work

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

### INFORMATION SOURCES

The following are other resources, which can be of assistance with your health and safety program.

- *Occupational Health and Safety Act*
- Pesticide Act
- Gasoline Handling Act
- Transportation of Dangerous Goods Act
- Employment Standards Act
- Workplace Safety and Insurance Act
- Labour Relations Act
- Highway Traffic Act
- Human Rights Code
- Ontario Building Code
- Highway Protection and Promotion Act
- Labour Canada
- Ontario Ministry of Agriculture, Food and Rural Affairs
- Ontario Ministry of Environment
- Ontario Ministry of Labour
- Ontario Ministry of Natural Resources

Copies of the above Acts or Codes may be available for reference at your local library or respective Ontario Government office.

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## HEALTH AND SAFETY GUIDELINES FOR AGRICULTURE, HORTICULTURE AND LANDSCAPE EMPLOYERS AND EMPLOYEES

*Copies can be purchased from:*

Ontario Government Bookstore  
880 Bay Street, Toronto

*or write to:*

Publications Services Section  
5th Floor, 880 Bay Street  
Toronto, Ontario M7A 1N8

*Telephone:* 1 416 965 6015

*Toll-free long-distance:* 1 800 305 4978

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