DISCLAIMER

The contents of the Turkey Safe Work Practices Manual, including all advice, recommendations and procedures are provided as a service by the Ontario turkey industry. No representation of any kind is made to any person whatsoever with regard to accuracy, completeness or sufficiency of the material. Any and all use of these practices, or anything found herein, is solely and entirely at the user’s risk.

ACKNOWLEDGEMENT

The Safe Work Practices Committee and the turkey industry wish to express their appreciation to those who have assisted in the preparation of the Turkey Safe Work Practices Manual.

The Safe Work Practices Committee included representatives from the following groups who were instrumental in creating the Turkey Safe Work Practices Manual:

Poultry Service Association
Turkey Farmers of Ontario
Workplace Safety and Prevention Services
Ontario Ministry of Agriculture and Food

Partial funding for this project was provided by Agriculture and Agri-Food Canada through the Canadian Agricultural Adaptation Program (CAAP). In Ontario, this program is delivered by the Agricultural Adaptation Council.

This project was also supported by the FCC Ag Safety Fund administered by the Canadian Agricultural Safety Association with funding from Farm Credit Canada.
FOREWORD

In an effort to further the safety of the worker in Ontario, the Turkey Safe Work Practices Manual was developed. The document provides an industry specific methodology which if followed, significantly increases the likelihood of industry stakeholders meeting their respective occupational health and safety obligations at Ontario turkey farms. It cannot be stressed enough that this is a living document, a work in progress. Though further research and development of new techniques may appear in the industry, with the use of this document we endeavour to set a guideline for safety in the workplace by which new techniques can be judged for safety.

To address the lack of documented safety guidelines for the poultry industry, an industry representative group convened to create the Turkey Safe Work Practices Manual. The practices outline the minimum requirements for poultry workers to work safely in Ontario. The Safe Work Practices Committee included representatives from the following groups who were instrumental in creating the Turkey Safe Work Practices Manual:

- Poultry Service Association
- Turkey Farmers of Ontario
- Workplace Safety and Prevention Services
- Ontario Ministry of Agriculture and Food

The purpose of the Turkey Safe Work Practices Manual is to:

- increase safety in the workplace;
- provide and describe safe work practices to follow when performing work on turkey farms; and
- provide an industry specific framework for curriculum and training program development.
TURKEY SAFE WORK PRACTICES DEFINED

SCOPE
The Turkey Safe Work Practices contain safety requirements for handling of live turkeys, using equipment to perform these activities and barn cleanout on turkey farm operations.

PURPOSE
The work practices provide safety criteria for workers involved in the turkey industry.

APPLICATION
The Turkey Safe Work Practices Manual is intended to apply to all employees engaged in the business or trade of catching/loading live turkeys on the farm and for activities related to barn cleanout. The document serves as a reference for work safety requirements for those engaged in these practices. The safe work practices may require situational modifications in response to personnel emergencies and is not intended to limit the options available to emergency responders.

DETAILS OF THE TURKEY SAFE WORK PRACTICES MANUAL
The document contains several pieces of information to be used to create a safer work environment. The user should follow the document and all supporting information.

Each safe work practice document is broken into several sections:

- Potential Hazards: hazards that may be encountered while performing the work.
- Legislation: legislation that is applicable to the work practice and the supporting the Turkey Safe Work Practices Manual.
- Mandatory Information: information required to follow when performing the specific work practice.
- Work Practice: practices that should be used as a guideline for performing the work.

IMPLEMENTATION DATE
The implementation date for the Turkey Safe Work Practices Manual is January 1, 2014.
Ontario’s farming sector came under the Occupational Health and Safety Act (OHSA) in 2006. To address and highlight the unusual hazards found on farms, Occupational Health and Safety Guidelines were developed by representatives from the farming community, Farm Safety Association (now Workplace Safety and Prevention Services), Ontario Ministry of Agriculture and Food and the Ontario Ministry of Labour. Components of the OHS Guidelines have been referenced in the development of the Turkey Safe Work Practices Manual.

The development of the Turkey Safe Work Practices Manual included a review of legislative requirements found under the OHSA guidelines where applicable. The Safe Work Practices do not supersede legislative requirements but enhance what is found there. The Turkey Safe Work Practices Manual also does not supersede what is found in any manufacturer’s instructions.

In developing the Turkey Safe Work Practices Manual, each task was broken down to its most basic components and from those, a safe work practice was developed. There are no procedures in the Turkey Safe Work Practices Manual but a series of suggested practices to follow. Any task may be performed utilizing one or more practices, but the basic safety steps will always be the same no matter how the task is performed.

Within the Turkey Safe Work Practices Manual words that have been bolded and/or are in italics are defined in the Glossary of Terms.
INTRODUCTION

Using the Turkey Safe Work Practices Within the Five Step Health and Safety Management System

General Legislation
The Turkey Safe Work Practices are safe work guidelines, written by the industry, for the industry. They are recognized and supported by the organizations identified on the acknowledgement pages of this manual.

The safe work guidelines do not, on their own, ensure that there will be safety on the job. To effectively implement the Turkey Safe Work Practices Manual, there has to be a systematic approach to managing these within a health and safety program. “The Five Steps to Managing Health & Safety” provides a management system approach. The following graphic depicts the health and safety management model. A systematic approach is critical to a successful health and safety program.

The Turkey Safe Work Practices Manual falls under the program element of Control Activities in the Five Step model. Each safe work practice is managed by using the five steps. The industry working group has established the safe work practice as a guideline for the sector. Employers are responsible to communicate, train, implement and ensure that the practice is actually followed. Based on evaluation, recognition of success is given and improvements made when needed. This is the continuous improvement loop.

The Five Step model is incorporated in the Workplace Safety and Insurance Board (WSIB) Safe Workplace Awareness Program (SWAP) which has formed the basis for the Safe Communities Incentive Program (SCIP) and Safety Groups. For purposes of the Turkey Safe Work Practices Manual, this manual provides an introduction to the Five Step model.

For further information on the Five Step model and the full SWAP, contact the WSIB at 1-800-663-6639.
“THE FIVE STEPS TO MANAGING HEALTH AND SAFETY”

1. SET STANDARDS
Setting standards means the standards, expectations, and policies regarding health and safety that have been developed by the industry.

A decision to use the Turkey Safe Work Practices Manual, which has been created and supported by the industry, is an example of setting standards for the sector. Another example is setting standards around doing accident investigation or ensuring Health and Safety Representative training.

2. COMMUNICATE
Communicating standards and expectations means that the employer ensures all people in the workplace understand the safe work practices, what is expected of them and what they can expect from others. This can happen through formal training programs, notices, meetings, etc.

3. TRAINING
Training means that the manager, supervisor and workers all receive health and safety training relevant to safe work practices. This can include training on use of equipment, including company standards for that equipment or other information appropriate for their role and responsibility, such as the Joint Health and Safety Committee. Job and workplace orientation is an example of training that everyone should receive when they are first hired, change locations or after a long absence from the workplace. Training on the Turkey Safe Work Practices Manual should be ongoing.

4. EVALUATE
Evaluation means that each sector of the industry reviews compliance to its own expectations. Actual health and safety activity and use of the Turkey Safe Work Practices Manual is compared against industry expectations, to ensure they are being met. Evaluation techniques include supervision, interview and observation. The document and specified practices should be assessed to ensure they still meet legal minimums and are valid and appropriate for the workplace.

5. ACKNOWLEDGE SUCCESS AND MAKE IMPROVEMENTS
Acknowledge and congratulate those who follow or contribute to maintaining industry standards. Due diligence includes correcting and improving any weak areas in the health and safety program.

The Five Steps for Managing Health and Safety are applied to each element of a health and safety program.
The following sections of the Occupational Health and Safety Act (OHSA) apply to the turkey industry and form the foundation for all of the Turkey Industry Safe Work Practices. It should be noted that the applicable legislation sets minimum standards for the industry. Specific legislation relating to a work practice will be indicated in each individual work practice section.

LEGISLATION
Note: Not all sections of the OHSA and Regulations have been indicated here nor included in the Turkey Safe Work Practices Manual. It is the responsibility of individuals to know and understand applicable legislation and apply them as required.

- OHSA 25 (1) (a) Duties of Employer: ensure that the equipment, materials and protective devices as prescribed are provided.
- OHSA 25 (1) (b) Duties of Employer: ensure that the equipment, materials and protective devices provided by the employer are maintained in good condition.
- OHSA 25 (1) (d) Duties of Employer: ensure that the equipment, materials and protective devices provided by the employer are used as prescribed.
- OHSA 25 (2) (a) Duties of Employer: provide information, instruction and supervision to a worker to protect the health or safety of the worker.
- OHSA 25 (2) (h) Reasonable Precautions: take every precaution reasonable in the circumstances for the protection of a worker.
- OHSA 26 (1) (k) Additional Duties of Employers: where so prescribed provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker.
- OHSA 27 (1) (a) Duties of a Supervisor: shall ensure that a worker works in a manner and with the protective devices, measures and procedures required by this Act and the regulations.
- OHSA 27 (1) (b) Duties of a Supervisor: shall ensure that a worker uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.
- OHSA 27 (2) (b) Duties of a Supervisor: shall where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.
- OHSA 27 (2) (c) Duties of a Supervisor: protection of worker.
- OHSA 28 (1) (a) Duties of Worker: shall work in compliance with the provisions of this Act and the regulations.
- OHSA 28 (1) (b): Duties of Worker: shall use or wear the equipment, protective devices of clothing that the worker’s employer requires to be used or worn.
Areas of Responsibility

Work in a Safe Environment
AREAS OF RESPONSIBILITY

All stakeholders involved in turkey handling, equipment operation, barn cleanout, and transportation have a role to play in the overall goal of providing a safe work environment. Specific risks need to be managed by appropriate industry stakeholders.

Farmer
The farmer is responsible for the barn structures and farm yard. This includes any safety equipment associated with the barn, e.g. fan guarding, guard rails on barn loading balconies if applicable (refer to Appendix B), hand rails in the stairways, etc. Farmers are required to conduct periodic inspection and maintenance of the farm structures and equipment. This includes the yard/driveway, ensuring adequate overhead clearance for trucks, driveway maintenance, etc. Farmers must communicate any known hazards on the property to other potentially affected parties prior to the work activity starting.

If farmers are hiring their own turkey catchers and/or stuffers, they also assume the same responsibility as the catching company. This also applies if farm employees are completing the barn cleaning; farmers are responsible for employee safety training and inspecting elevating device, guardrails, etc. as noted for barn cleaning companies.

Note regarding safety training: Attached to this document as Appendix D is a sample safety checklist farmers could use with new employees prior to beginning work on farm. It should be adapted to reflect the specific farm layout and loading practices.

If farmers are providing mechanical turkey loaders or other loading equipment, they are responsible for the maintenance and regular inspection of the equipment.

Transport Company
Responsible for all safety equipment associated with the truck, its installation, inspection and on-going maintenance. They are responsible for providing and documenting safety training to their employees and ensuring their employees are following the procedures outlined in the Turkey Safe Works Practices Manual when loading birds.

Catching Company
Responsible for providing all identified Personal Protective Equipment (PPE) to their employees. They are responsible for providing and documenting safety training to their staff and ensuring their employees are following the procedures outlined in the Turkey Safe Work Practices Manual.

Processing Company
If processing companies are providing turkey loaders to farmers, they are responsible for the maintenance and regular inspection of the equipment. When processors supply an employee as an on-farm stuffer, they are responsible for providing and documenting safety training to their staff and ensuring their employees are following the procedures outlined in the Turkey Safe Work Practices Manual.
Note regarding mechanical turkey loaders:
Whoever is supplying the mechanical turkey loader should have a Standard Operating Procedure for the specific piece of equipment. The owner of the mechanical turkey loader is also responsible for ensuring the individual taking delivery of equipment is trained accordingly. If another individual(s) is/are using the equipment, they must be trained by the person who took delivery. Refer to Appendix C for a generic Standard Operating Procedure which must be adapted to apply to the specific piece of equipment.

Barn Cleaning Company
If barn cleaning is contracted out by the farmer, the barn cleaning company is responsible for the maintenance and regular inspection of their equipment. They are responsible for providing and documenting safety training to their staff and ensuring their employees are following the procedures outlined in the Turkey Safe Work Practices Manual.
WORK IN A SAFE ENVIRONMENT

INTRODUCTION
The purpose of this section is to outline the requirements for establishing and maintaining a safe work environment.

HAZARDS*
- Biotic Conditions
- Gravity
- Chemical
- Mechanical
- Climatic Conditions
- Pedestrian
- Electrical
- Vehicular
- Ergonomics

LEGISLATION
General Legislation
Occupational Health and Safety Guidelines for Farming Operations in Ontario
OHSA

Act | Regulation No. | Section Referenced
--- |--------------|------------------
OHSA | | 25, 26, 27, 28

REQUIREMENTS
The following are the general requirements for establishing and ensuring a safer work environment:
- All hazards at the work site must be identified, mitigated and communicated to all workers prior to starting work.
- The work site must be continually monitored for changes to hazards and appropriate precautions taken and/or barriers put in place.
- A first aid kit must be available.
- The barn should have legible sign with farm manager and/or owner phone number, address and 911# in case of emergency and help needs to be called.
- Any external barn loading balconies on barn should have reflective tape or markers to increase their visibility for drivers positioning truck alongside the barn.
- Workers on site are fit to work (not under the influence of drugs or alcohol).
- Workers should have access to toilet and hand washing facilities and potable water.
- All parties involved on the worksite shall have suitable liability insurance coverage.

*The hazards bolded at the beginning of each protocol are those considered to be present for the practices described.
WORK PRACTICE
Farmer (or farm manager) and authorized personnel (crew supervisor) shall inspect the work areas to identify hazards prior to starting work. Any workplace hazards or issues identified must be verbally communicated to all persons present prior to starting work.

The farmer (or farm manager/authorized personnel) shall be present at the start of work activities and available throughout the balance of work activities.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| Inspect turkey barn and surrounding area before starting work | Identify hazards  
- fall and trip hazards  
- overhead clearance - suspended equipment  
- mechanical hazards - fans  
- environmental conditions (wet/icy surfaces, cold or heat stress, snow or ice load on roofs, etc.)  
- biotic conditions (e.g. dust, ammonia levels, dead birds, etc.) |
| Provide barriers (safety systems) to protect workers (Refer to Appendix B) |  
- ensure fall prevention railings are installed where required  
- secure work platforms  
- fan guards in place  
- no build up of ice and snow on barn loading balconies or around doors |
WORK PRACTICES

Manual Loading of Turkeys

Mechanical Loading of Turkeys

Manure Cleanout/Washing of Second Floor Turkey Barn
MANUAL LOADING OF TURKEYS

INTRODUCTION
This section outlines safe work practices for catching/loading turkeys from barn to turkey liner.

HAZARDS*
- Biotic Conditions
- Gravity
- Mechanical
- Climatic Conditions
- Pedestrian
- Electrical
- Vehicular
- Chemical
- Ergonomics

LEGISLATION
- General Legislation
- Work in a Safe Environment
- Occupational Health and Safety Guidelines for Farming Operations in Ontario
- OHSA, Ontario Regulation 213/91 (Construction)

<table>
<thead>
<tr>
<th>Act</th>
<th>Regulation No.</th>
<th>Section Referenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHSA</td>
<td>Construction 213/91</td>
<td>26.3, 125</td>
</tr>
</tbody>
</table>

REQUIREMENTS
The following are the general mandatory requirements for all personnel catching/handling turkeys in barn:
- All appropriate Personal Protective Equipment (PPE) for the specific farming operation shall be worn while catching and loading turkeys.
- Barn must be prepared before being entered by workers, including feed lines and water lines having been raised (if possible) so catchers can walk without obstructions over which they may trip. Equipment shall be raised as high as possible to prevent workers striking their heads. Ventilation system shall be operating to provide fresh air to the barn area for the duration of loading.
- All required safety guards are in place over ventilation equipment (fan guards) so a person cannot contact any moving fan parts.
- Stairways between floors are well lit, free of clutter and have a hand rail in place.
- Lighting at loading doors that it is dimmable is recommended.
- All external barn loading balconies on barn should have reflective tape or markers to increase their visibility for drivers positioning truck alongside the barn.
- Eaves trough shall be located over load out doors and function so as to shed rain from either side of the loading platforms or loading area (refers to side loading, not gable ends).
- Roof above load out doors or loading area must be clear of ice and snow or have ice breakers or ice guards installed to protect personnel from the possibility of falling ice and snow hazards.

*The hazards bolded at the beginning of each protocol are those considered to be present for the practices described.

1 A minimum recommended loading platform should be three feet wide by 12 feet long surrounded by a two-inch high toe rail and 42 inch high safety rails fixed to each end. This platform must be able to elevate from a minimum of 43 inches to a maximum of 85 inches.
## WORK PRACTICE
### LOADING GROUND FLOOR

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect load out doors and area adjacent to doors</td>
<td>Ensure all load out doorways are in good state of repair - no sharp objects protruding from the frame or building. The area outside the door is level and clear of ice/snow/debris. No trip hazards or obstructions in work area.</td>
</tr>
<tr>
<td>Set loading equipment between barn and truck</td>
<td>Set work platform between truck and barn for personnel to stand on for passing turkeys from barn up to truck. Ensure work surface is level. Work platform must have a non-slip surface to provide good traction. The loading platform must have 42” high safety rails fixed to each end. This platform must be able to elevate or be constructed in such a way to avoid birds being loaded above shoulder height. Platforms should be level and stable and allow workers to safely ascend or descend.</td>
</tr>
<tr>
<td>Catch and pass turkeys</td>
<td>Catch turkeys in section of barn near loading door(s) in use and carry them to the load out doors. Personnel in barn pass birds to personnel on platform/scaffold who load them into the turkey liner.</td>
</tr>
<tr>
<td>Move loading platform to next door – if the platform is moved</td>
<td>When all birds adjacent to load out door(s) in use have been loaded, move platform to next load out door and repeat the process. Ensure work surface is level.</td>
</tr>
</tbody>
</table>
**LOADING SECOND FLOOR**

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect second floor load out doors and load out balconies – if used. (Folding steel balconies, fixed steel balconies and fixed wood balconies) (Refer to Appendix C)</td>
<td>Ensure all load out doorways are in good state of repair – no sharp objects protruding from the frame or building. Load out balconies (if applicable) are securely fastened to barn, free of debris and in good state of repair and support chains or braces properly fastened. Steel side rails are permanently attached to balconies if balconies are used.</td>
</tr>
<tr>
<td>Position truck/balconies</td>
<td>Drive the truck along side the barn as close as possible to the loading doors, balconies and/or loading platform (as applicable) without contacting the structure. For folding balconies, ensure the balcony is level by adjusting support chains.</td>
</tr>
<tr>
<td>Catch and pass turkeys</td>
<td>Personnel catch turkeys in area and carry them to the load out door(s) in use. Once on the balcony, pass birds to personnel working on the loading platform.</td>
</tr>
<tr>
<td>Moving truck</td>
<td>When all birds adjacent to load out door(s) in use have been loaded, remove side rails and secure balcony (if necessary), close and secure load out door. Note: Caution should be taken when relocating truck to not damage the load out balconies.</td>
</tr>
</tbody>
</table>
## LOADING THIRD FLOOR

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect pass through holes and load out equipment present in the barn</td>
<td>Second floor - determine location of openings for passing birds relative to load out doors (recommended minimum opening of 30 in. x 48 in. / 76 cm x 122 cm). Ensure portable construction/industrial grade Canadian Standard Association (CSA) approved scaffold unit or equivalent with secured non-slip work platform and safety rails is present and setup on second floor. Ensure no equipment (feed or water lines) is present under floor opening that could impede workers. Third floor ensure guard rail system to place around floor openings is present. Pass through holes have been located and litter cleared from over the door.</td>
</tr>
<tr>
<td>Set up loading equipment in barn (Refer to Appendix B)</td>
<td>Second floor - set up scaffold unit directly under pass through hole. Ensure scaffold is level and work platform is secure. Third floor - Remove floor panel and secure guard rail system around pass through hole.</td>
</tr>
<tr>
<td>Catch and pass turkeys</td>
<td>Personnel on third floor catch and pass turkeys through floor hole to personnel standing on scaffold (second floor). Individual on scaffold passes turkeys to personnel on second floor who carries birds out second floor load out doors where they are passed to personnel on the loading platform.</td>
</tr>
<tr>
<td>STEP</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| Move loading equipment between holes (Refer to Appendix B) | When all turkeys around third floor pass through hole have been caught:  
- remove safety guard rail around third floor opening;  
- replace and secure floor panel over floor opening; and,  
- move safety guard rail to next floor pass through and repeat process.  
Second floor - move scaffold unit to next pass through hole; repeat set up directly under this opening. |
| Dismantle loading equipment | When all birds on the third floor have been caught:  
- remove safety guard rail around third floor opening and store;  
- replace and secure floor panel over pass through hole; and,  
- remove second floor scaffold unit and store. |
MECHANICAL LOADING OF TURKEYS

INTRODUCTION
This section outlines the safe work practices for working on and around mechanical turkey loaders.

HAZARDS*
Biotic Conditions  Gravity  Chemical
Mechanical  Climatic Conditions  Pedestrian
Electrical  Vehicular  Ergonomics

LEGISLATION/SAFE WORK PRACTICE
General Legislation
Work in a Safe Environment
Occupational Health & Safety Guidelines for Farming Operations in Ontario
OHSA, Ontario Regulation 851 (Industrial establishments)

<table>
<thead>
<tr>
<th>Act</th>
<th>Regulation No.</th>
<th>Section Referenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHSA</td>
<td>Industrial establishments</td>
<td>24-27</td>
</tr>
<tr>
<td>RRO 1990 Reg 851</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUIREMENTS
The following are the general mandatory requirements for all personnel working on mechanical equipment:

■ Personnel are trained on how to properly and safely run the loading equipment including cautions around conveyor belts and moving parts.

■ Refer to Appendix C of this document for sample Standard Operating Procedures (SOPs) for Mechanical Turkey Loaders. The document is generic and should be adapted to reflect the segments which are applicable to the particular loader being used.

■ Personnel are trained how to properly inspect for mechanical defects prior to using.

■ Attached to this document as Appendix E is a sample Mechanical Turkey Loader On-farm Circle Checklist which should be completed prior to operating the loader. The document is generic and should be adapted to reflect the segments which are applicable to the particular loader being used and also to comply with the manufacturers’ operating and safety instructions. Appendix F is a Mechanical Turkey Loader Service Checklist which should be completed at least annually.

■ Truck driver is responsible for moving the truck. The truck driver or designated responsible person is responsible for setting up the truck for loading and tarping in preparation for transport.

■ It is recommended that trucks be equipped with a movement alert/alarm system that is activated when the truck is being moved during loading.

*The hazards bolded at the beginning of each protocol are those considered to be present for the practices described.
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| Prior to loading  
- farmer or farm manager | Inspect intended loading/parking area beside the barn for trailer and/or loader. Ensure area is level and free of ice and snow accumulation that could cause trailer or loader to slant. |
| Inspect mechanical loader  
- designated operator,  
refer to page 16 | Inspect loader carefully before use to ensure that:  
- all guarding is in place over moving belts, shafts, etc.;  
- there are no hydraulic fluid leaks from hoses, fittings, control box, etc.;  
- all safety rail/chains to keep workers from falling off loader platforms are in place; and,  
- the exhaust is directed away from personnel loading turkeys (PTO tractor/self contained motor). |
| Refer to Appendix E for a sample circle checklist. | |
| Setting loader  
- designated operator | Set loader in barn doorway.  
Ensure loader is level and properly blocked so it cannot tip during loading.  
Place turkey corral in barn. |
| Position truck and trailer | Drive truck into position beside loader. |
| Loading turkeys | Personnel climb onto turkey loader platform and secure safety chain or rail.  
Personnel activate conveyor belts.  
A competent loader controls the operation of the lift hydraulics and conveyor.  
Turkey herders gather small groups and herd them into gathering fences where they mount conveyor belts.  
Loaders catch turkeys at the top of the conveyor and guide them into liner compartment. When appropriate number of turkeys has been loaded into a compartment, the bin door is closed.  
A competent loader activates hydraulics to raise or lower loader to line up with next bin level. |
<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving truck/trailer</td>
<td>When complete vertical row of bins on trailer is full, a competent loader halts conveyor belt so truck driver can move trailer ahead/back to expose another row of empty bins. Repeat process until all bins on one side of trailer have been loaded. Driver turns truck around and positions trailer along loader to fill the other side of the load. The mechanical loader must be lowered before the truck moves away from the loader to turn around or when completely loaded. If applicable, ensure the mechanical loader is completely retracted and lowered when the truck moves away.</td>
</tr>
<tr>
<td>Moving loader</td>
<td>When all turkeys have been loaded, personnel dismantle loader and prepare it for transport as set out in the Standard Operating Procedures for the specific loader being used.</td>
</tr>
<tr>
<td>Cleaning loader</td>
<td>Remove accumulated feathers and debris from the main conveyor and pre-loader conveyors. Ensure that all guards are replaced if removed during cleaning. Use caution around chains and belts and do not attempt to remove debris manually when the unit is running.</td>
</tr>
</tbody>
</table>
MANURE CLEANOUT/WASHING OF SECOND FLOOR TURKEY BARN

INTRODUCTION
This section outlines safe work practices for cleaning/washing the second floor of a turkey barn.

HAZARDS*

- Biotic Conditions
- Mechanical
- Electrical
- Gravity
- Climatic Conditions
- Chemical
- Pedestrian
- Vehicular
- Ergonomics

LEGISLATION

Work in a Safe Environment
Occupational Health and Safety Guidelines for Farming Operations in Ontario
OHSA, Ontario Regulation 213/91 (Construction)

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<tbody>
<tr>
<td>OHSA</td>
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<td>26.3, 125</td>
</tr>
</tbody>
</table>

MANDATORY REQUIREMENTS

The following are the general mandatory requirements for all personnel working in the barn:

- All appropriate Personal Protective Equipment (PPE) shall be worn when cleaning out the barn.
- Feed lines and water lines having been raised (if possible/applicable) so cleanout crew can work without obstructions. Equipment shall be raised as high as possible to prevent workers striking their heads.
- Ventilation system shall be operating to provide fresh air to the barn area for the duration of the cleanout.
- All required safety guards are in place over ventilation equipment (fan guards) so a person cannot contact any moving fan parts.
- Stairways between floors are well lit, free of clutter and have a hand rail in place.

*The hazards bolded at the beginning of each protocol are those considered to be present for the practices described.
# WORK PRACTICE
## CLEANING SECOND FLOOR

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect cleanout openings (floor holes and wall openings)</td>
<td>Locate pass through holes and clear litter from over the floor covering. Remove floor panel and secure guard rail system around clean out hole. <strong>OR</strong> Secure guard rail across sidewall openings.</td>
</tr>
<tr>
<td>Elevate cleanout equipment to second or third floor (See next page for specific details on acceptable elevating options)</td>
<td>Use acceptable method to get cleanout tractor on second floor: ■ backing up ramp; ■ winching up ramp; ■ lifted with loader; or ■ overhead lift winch.</td>
</tr>
<tr>
<td>Manure cleanout</td>
<td>Scrape manure with cleanout tractor towards openings.</td>
</tr>
<tr>
<td>Second and third floor washing</td>
<td>After all the manure has been removed, pressure wash to clean all barn surfaces. Scrape or sweep water towards floor openings.</td>
</tr>
<tr>
<td>Lower cleanout equipment and replace floor coverings</td>
<td>When all cleaning is complete on second or third floor: ■ lower cleanout tractor to ground elevation using same method as above; ■ remove safety guard rail around second/third floor opening; and ■ replace and secure floor panel over cleanout hole.</td>
</tr>
</tbody>
</table>
Acceptable Elevating Options

Ramps – Driving
- Limit slope to 12.5% or less (less than one foot of rise in every eight feet of length).
- Should have curb and/or guard rail if ramp is not enclosed inside building.
- Ramp should be kept clean, grit may be added to improve traction.
- Ramp should be inspected prior to use.
- Tractor has roll over protection.
- Verify the brakes on the cleanout tractor are working prior to ascending or descending ramp.
- Always back up the ramp and drive down the ramp.

Ramps – Winching up ramp
- Should have curb and/or guard rail if ramp not enclosed inside building.
- Verify that the size of the winch is adequate for the expected load (tractor plus safety factor).
- Inspect cable for any damage before use (frayed or broken wires).
- Never ride on tractor during winching – should be guide channel on ramp for wheel.
- Cleanout tractor should be on level landing with brakes engaged before disconnecting winch cable.

Telescoping Loader Tractor
- Loader tractor operator should be at least 16 years old and trained on safe operation of the tractor.
- Verify the telescoping loader tractor capacity prior to picking up the cleanout tractor (remember load capacity decreases as the boom is extended).
- Lift platform should secure the clean out tractor (railing/blocks) to protect loader operator.
- Cleanout tractor should not be running and parking brake should be engaged while on lift platform.
- No passengers on the lift platform while lifting the cleanout tractor.
- Lift platform should be placed inside the barn door on second floor prior to starting clean out tractor.

Overhead Winch System
- Overhead barn support for winch system should be designed by a professional engineer.
- Winch should be capable of lifting the expected load (cleanout tractor).
- Winch cables, chains or hook are inspected before every use for wear or defaults.
- Ensure winch is only lifting load in vertical direction (aligned, not pulling sideways).
- Use guide rope or cable to control the load during lifting.
- Never leave load suspended from winch unattended.
- Keep all people away from cleanout tractor and clear of fall line while it is being lifted.
GLOSSARY AND APPENDICES

Glossary of Terms

Appendix A - Legislation: Construction Regulation 213/91, Industrial Establishments Regulation 851

Appendix B - Engineered Drawings for Barns with Second and Third Floors

Appendix C - Standard Operating Procedures for Mechanical Turkey Loader

Appendix D - Safety Checklist for New Employees

Appendix E - Mechanical Turkey Loader On-farm Circle Checklist (prior to use)

Appendix F - Mechanical Turkey Loader Service Checklist (at least annually)
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biotic condition</td>
<td>Conditions such as dust, dander, feathers, birds, etc.</td>
</tr>
<tr>
<td>Chemical conditions</td>
<td>Ammonia, carbon dioxide, etc.</td>
</tr>
<tr>
<td>Climatic conditions</td>
<td>Rain, snow, freezing rain, winds, cold or hot temperatures on trailer or load out balconies</td>
</tr>
<tr>
<td>Loading platform</td>
<td>A minimum recommended loading platform should be three feet wide by 12 feet long surrounded by a two-inch high toe rail and 42 inch high safety trails fixed to each end. This platform must be able to elevate from a minimum of 43 inches to a maximum of 85 inches.</td>
</tr>
</tbody>
</table>
APPENDIX A

LEGISLATION
CONSTRUCTION REGULATION 213/91

Note
This section does not contain the full Construction Regulation 213/91, only selected passages.

26. Sections 26.1 to 26.9 apply where a worker is exposed to any of the following hazards:
1. Falling more than 3 metres.
2. Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
3. Falling into operating machinery.
4. Falling into water or another liquid.
5. Falling into or onto a hazardous substance or object.
6. Falling through an opening on a work surface. O. Reg. 145/00, s. 12; O. Reg. 85/04, s. 4.

26.1 (1) A worker shall be adequately protected by a guardrail system that meets the requirements of subsections 26.3 (2) to (8). O. Reg. 145/00, s. 12.

(2) Despite subsection (1), if it is not reasonably possible to install a guardrail system as that subsection requires, a worker shall be adequately protected by at least one of the following methods of fall protection:
1. A travel restraint system that meets the requirements of section 26.4.
2. A fall restricting system that meets the requirements of section 26.5.
3. A fall arrest system, other than a fall restricting system designed for use in wood pole climbing that meets the requirements of section 26.6.
4. A safety net that meets the requirements of section 26.8. O. Reg. 145/00, s. 12; O. Reg. 85/04, s. 5 (1).

(3) The components of any system listed in subsection (2) shall be designed by a professional engineer in accordance with good engineering practice, and shall meet the requirements of any of the following National Standards of Canada standards that are applicable:
3. CAN/CSA-Z259.2.2-98: Self-Retracting Devices for Personal Fall-Arrest Systems.
4. CAN/CSA-Z259.2.3-99: Descent Control Devices.
(4) Before any use of a fall arrest system or a safety net by a worker at a project, the worker’s employer shall develop written procedures for rescuing the worker after his or her fall has been arrested. O. Reg. 145/00, s. 12.

26.2 (1) An employer shall ensure that a worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a competent person. O. Reg. 145/00, s. 13.

(2) The employer shall ensure that the person who provides the training and instruction referred to in subsection (1) prepares a written training and instruction record for each worker and signs the record. O. Reg. 145/00, s. 13.

(3) The training and instruction record shall include the worker’s name and the dates on which training and instruction took place. O. Reg. 145/00, s. 13.

(4) The employer shall make the training and instruction record for each worker available to an inspector on request. O. Reg. 145/00, s. 13.

26.3 (1) Despite paragraph 1 of section 26, a guardrail system that meets the requirements of this section shall be used if a worker has access to the perimeter or an open side of any of the following work surfaces and is exposed to a fall of 2.4 metres or more:
1. A floor, including the floor of a mezzanine or balcony.
2. The surface of a bridge.
3. A roof while formwork is in place.
4. A scaffold platform or other work platform, runway or ramp. O. Reg. 145/00, s. 14.

(2) One of the following precautions shall be used to prevent a worker from falling through an opening on a work surface:
1. A guardrail system that meets the requirements of this section.
2. A protective covering that,
   i. completely covers the opening,
   ii. is securely fastened,
   iii. is adequately identified as covering an opening,
   iv. is made from material adequate to support all loads to which the covering may be subjected, and
   v. is capable of supporting a live load of at least 2.4 kilonewtons per square metre without exceeding the allowable unit stresses for the material used. O. Reg. 145/00, s. 14.
(3) The guardrail system or protective covering required under subsection (1) or (2) may be removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted in accordance with subsections 44 (1) and (2). O. Reg. 145/00, s. 14.

(4) The following are the specifications for a guardrail system:
1. It shall have a top rail, an intermediate rail and a toe board.
2. The intermediate rail may be replaced by material that can withstand a point load of 450 newtons applied in a lateral or vertical downward direction.
3. The top of the guardrail system shall be located at least 0.9 metres but not more than 1.1 metres above the surface on which the system is installed.
4. The toe board shall extend from the surface to which the guardrail system is attached to a height of at least 100 millimetres or, if the toe board is made of wood, at least 89 millimetres.
5. If the guardrail system is located at the perimeter of a work surface, the distance between the edge of the surface and the guardrail system shall not be greater than 300 millimetres. O. Reg. 145/00, s. 14.

(5) A guardrail system shall be capable of resisting anywhere along the length of the system the following loads when applied separately, without exceeding the allowable unit stress for each material used:
1. A point load of 675 newtons applied in a lateral direction to the top rail.
2. A point load of 450 newtons applied in a vertical downward direction to the top rail.
3. A point load of 450 newtons applied in a lateral or vertical downward direction to the intermediate rail, or midway between the top rail and the toe board.
4. A point load of 225 newtons applied in a lateral direction to the toe board. O. Reg. 145/00, s. 14.

(6) If the distance between any two adjacent posts of the guardrail system is greater than 2.4 metres, the system shall be capable of resisting the loads specified in subsection (5) increased in proportion to the greater distance between the posts. O. Reg. 145/00, s. 14.

(7) The following additional requirements apply to a guardrail system that is made of wood:
1. The wood shall be spruce, pine or fir (S-P-F) timber of construction grade quality or better.
2. The wood shall be free of sharp objects such as splinters and protruding nails.
3. The system shall have posts that are at least 38 millimetres by 89 millimetres, are securely fastened to the surface and are spaced at intervals of not more than 2.4 metres.
4. The top rail and the intermediate rail shall each be at least 38 millimetres by 89 millimetres. O. Reg. 145/00, s. 14.
(8) The following additional requirements apply to a guardrail system that is made of wire rope:
1. The top rail and intermediate rail shall be made of wire rope that is at least 10 millimetres in diameter, and the rope shall be kept taut by a turnbuckle.
2. The outward deflection of the top rail and intermediate rail resulting from the loads specified in subsection (5) shall not extend beyond the edge of a work surface.
3. The system shall have vertical separators at intervals of not more than 2.4 metres and horizontal supports at intervals of not more than 9 metres.
4. The intermediate rail shall be located midway between the top rail and the toe board. O. Reg. 145/00, s. 14.

26.4 (1) A travel restraint system shall consist of a full body harness with adequate attachment points or a safety belt. O. Reg. 145/00, s. 14.

(2) The full body harness or safety belt shall be attached by a lifeline or lanyard to a fixed support that meets the requirements of section 26.7. O. Reg. 145/00, s. 14.

(3) The travel restraint system shall be inspected by a competent worker before each use. O. Reg. 145/00, s. 14.

(4) If a component of the travel restraint system is found to be defective on inspection, the defective component shall immediately be taken out of service. O. Reg. 145/00, s. 14.

125. (1) A scaffold which meets the requirements of sections 126, 128, 129, 130, 134, 135, 137, 138, 139, 140, 141 and 142 shall be provided for workers where work cannot be done on or from the ground or from a building or other permanent structure without hazard to the workers.

(2) A worker who is on or under a scaffold while it is being erected, altered or dismantled shall be on a part of the scaffold or scaffold platform that meets the requirements of sections 126, 128, 129, 130, 134, 135, 137, 138, 139, 140, 141 and 142.
126. (1) Every scaffold shall be designed and constructed to support or resist,
(a) two times the maximum load or force to which it is likely to be subjected, without
exceeding the allowable unit stresses for the materials of which it is made; and
(b) four times the maximum load or force to which it is likely to be subjected without overturning.

(2) Despite clause (1) (a), a scaffold with structural components whose capacity can only be
determined by testing shall be designed and constructed to support or resist three times the
maximum load or force to which it is likely to be subjected without causing the failure of any
component.

(3) No scaffold shall be loaded in excess of the load that it is designed and constructed to bear.

128. (1) Every scaffold,
(a) shall have uprights braced diagonally in the horizontal and vertical planes to prevent
lateral movement;
(b) shall have horizontal members that are adequately secured to prevent lateral movement
and that do not have splices between the points of support;
(c) shall have footings, sills or supports that are sound, rigid and capable of supporting at least
two times the maximum load to which the scaffold may be subjected without settlement or
deformation that may affect the stability of the scaffold;
(d) shall have all fittings and gear, including base plates or wheels, installed in accordance
with the manufacturer’s instructions;
(e) shall have connecting devices between frames that provide positive engagement in
tension and compression;
(f) shall have safety catches on all hooks; and
(g) shall be adequately secured at vertical intervals not exceeding three times the least lateral
dimension of the scaffold, measured at the base, to prevent lateral movement.

(2) A scaffold shall be constructed of suitable structural materials and, if lumber is used, it
shall be construction grade or Number 1 Grade spruce.

(3) A scaffold mounted on pneumatic tires shall not be supported by the pneumatic tires
while the scaffold is being erected, used or dismantled.

(4) If tubular metal frames are used to support masonry units on a scaffold platform, each
frame leg shall have a minimum working load of,
(a) twenty-two kilonewtons for standard frames; and
(b) 16.7 kilonewtons for walk-through frames.
129.  (1) A scaffold mounted on castors or wheels,
(a) shall be equipped with a suitable braking device on each castor or wheel; and
(b) shall have the brakes applied when a worker is on the scaffold.

(2) A scaffold mounted on castors or wheels shall be equipped with guy wires or outriggers
to prevent its overturning if the height of the scaffold platform exceeds three times the least
lateral dimension of the scaffold,
(a) measured at the base of the scaffold; or
(b) if outriggers are used, measured between the outriggers.

(3) No scaffold mounted on castors or wheels that has a scaffold platform more than 2.4
metres above the base shall be moved when a worker is on it unless,
(a) the worker is wearing a full body harness as part of a fall arrest system attached to a fixed
support; and
(b) the scaffold is being moved on a firm level surface.

135.  (1) A scaffold platform or other work platform,
(a) shall be at least 460 millimetres wide;
(b) if it is 2.4 metres or more above a floor, roof or other surface, consist of planks laid tightly
side by side for the full width of the scaffold;
(c) shall be provided with a guardrail as required by section 26.3;
(d) shall be provided with a means of access as required by section 70;
(e) shall not have any unguarded openings; and
(f) shall have each component secured against slipping from its supports.

(2) A scaffold platform or other work platform made of sawn lumber planks shall have planks
of number 1 grade spruce that do not have any defect affecting their load-carrying capacity
and,
(a) that bear a legible grade identification stamp or are permanently identified as being
number 1 grade spruce;
(b) that are at least forty-eight millimetres thick by 248 millimetres wide;
(c) that are arranged so that their span does not exceed 2.1 metres;
(d) that overhang their supports by not less than 150 millimetres and not more than 300
millimetres; and
(e) that are cleated or otherwise secured against slipping.
INDUSTRIAL ESTABLISHMENTS (RRO 1990, Reg 851)

Note
This section does not contain the full Industrial Establishment Regulation 851, only selected passages

MACHINE GUARDING

24. Where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. R.R.O. 1990, Reg. 851, s. 24.

25. An in-running nip hazard or any part of a machine, device or thing that may endanger the safety of any worker shall be equipped with and guarded by a guard or other device that prevents access to the pinch point. R.R.O. 1990, Reg. 851, s. 25.

26. A machine shall be shielded or guarded so that the product, material being processed or waste stock will not endanger the safety of any worker. R.R.O. 1990, Reg. 851, s. 26.

27. An emergency stop control on a power-driven machine shall,
   (a) be conspicuously identified; and
   (b) be located within easy reach of the operator. R.R.O. 1990, Reg. 851, s. 27.
2nd FLOOR LOAD-OUT - NEW PLATFORM PLAN

SCALE: 1/2" = 1'-0"

PROJECT TITLE
CHICKEN FARMERS OF ONTARIO
PROPOSED 2nd FLOOR LOAD-OUT

NEW PLATFORM PLAN

S4

BURNSIDE
R.J. Burns & Associates Limited
292 Speedvale Ave W., Guelph, Ontario
Telephone (519) 837-1690, Fax (519) 837-5477

Drawing No. S4

Projected No. PIA17400

JUNE 2013
2nd FLOOR LOAD-OUT - NEW GUARD MOUNT ON EXISTING PLATFORM (SECTION)

Scale: 1\(\frac{1}{8}\) = 1'-0"

Project Title

CHICKEN FARMERS OF ONTARIO

PROPOSED 2nd FLOOR LOAD-OUT

Drawing Title

SECTION – NEW GUARD MOUNT ON EXISTING PLATFORM

Drawn By

C. LANKINEN

Checked By

N/A

Scale

As Shown

Project No.

PIA17400

Drawing No.

S5
3rd FLOOR LOAD-OUT - FLOOR OPENING PLAN

SCALE: 1/8" = 1'-0"

Project Title
CHICKEN FARMERS OF ONTARIO
PROPOSED 3rd FLOOR LOAD-OUT

Drawing Title
FLOOR OPENING PLAN

Drawn By
C. LANKINEN

Checked By
N/A

Scale
As Shown

Project No.
PIA17400

Drawing No.
S7
3rd FLOOR LOAD-OUT - REMOVABLE GUARD ELEVATION
(SHORT SIDE)
SCALE: 1/8" = 1'-0"

JUNE 2013
3rd FLOOR LOAD-OUT - REMOVABLE GUARD ELEVATION
(LONG SIDE)

SCALE: 1" = 1'-0"

K

BURNSIDE
R.J. Burnside & Associates Limited
290 Sperosvale Ave W., Guelph, Ontario
telephone (519) 823-4995 fax (519) 836-5477

PROJECT TITLE
CHICKEN FARMERS OF ONTARIO
PROPOSED 3rd FLOOR LOAD-OUT

DRAWING TITLE
REMOVABLE GUARD ELEVATION
(LONG SIDE)

Drawn By
C. LANKINEN

Checked By
N/A

Scale
As Shown

Drawing No.
S9

Project No.
PIA17400
3rd FLOOR LOAD-OUT - COVER SECTION

SCALE: 1/2" = 1'-0"

PLYWOOD SHEATHING
NEW 2x6 RIM BOARDS WITH
2x6 JOISTS AT 24" c/c
GALVANIZED JOIST
HANGERS
2x4 CLEATS SECURED TO
SIDES OF JOISTS WITH
2-#10x3" SCREWS AT 12" c/c

M  S11

Project Title
CHICKEN FARMERS OF ONTARIO
PROPOSED 3rd FLOOR LOAD-OUT

Drawing Title
COVER SECTION

Drawn By
C. LANKINEN

Scale
As Shown

Checking
N/A

Drawing No.
S11

R.J. Burnside & Associates Limited
2935 Upperdale Ave W, Kitchener, Ontario
Telephone (519) 823-4995, Fax (519) 836-5477

PRELIMINARY

JUNE 2013
STRUCTURAL NOTES

1.0 GENERAL
1.1 All work shall conform to the Ontario Building Code 2006 (OBC) and the National Farm Building Code of Canada 1993 (NFIBC).
1.2 Contractors and trades shall be experienced in the work required. Work shall be completed in accordance with accepted construction practise.
1.3 Notify the engineer 48 hours in advance to schedule site review on existing framing around doors (for securement of platform and guards), existing framing on wooden platforms (for securement of guards), existing floor framing (for 3rd floor openings and guards), installation of platform(s) and installation of guards.
1.4 These guards and platform structural drawings are to be read in conjunction with the structural drawings of the building.
1.5 This set of drawings supersedes and replaces all previously released structural drawings.
1.6 Do not scale the drawings.
1.7 The contractor shall be responsible to verify all site conditions and measurements and report any discrepancies or unsatisfactory conditions immediately to the engineer, which may adversely affect the proper completion of the job before proceeding with the work.
1.8 All work is to be performed in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects.
1.9 Load Conditions

Load Paths:
Gravity Forces Resisted by joists and/or cantilevered platform(s) and transferred into walls/foundations.
Lateral Forces Resisted by guards and transferred to floor diaphragm.

Applied gravity loads on new platforms:
\[ F_{geo} = 100 \text{ psf} \]
Applied lateral loads on new guards:
\[ P_{load} = 225 \text{ lbs} \]

2.0 DEMOLITION
2.1 Prevent movement, settlement or damage of adjacent parts of the existing structure to remain. Provide bracing, shoring where required. Make good of damage and be liable for injury caused by demolition.
2.2 Take precautions to support structural components and, if safety of building being demolished appears to be endangered, cease operations and notify engineer immediately before commencing any further.
2.3 Phase demolition in stages as required, to safely remove components requiring removal.

3.0 STRUCTURAL STEEL
3.1 All structural steel design to conform to CAN3-S16.
3.2 Structural steel to conform to CSA G40.21, structural Quality Steel 350W (300W for angles and channels).
3.3 Bolts, washers and nuts to ASTM A325, High-Strength Bolts for Structural Steel Joints.
3.4 Welding electrodes to CSA W-48 and W-59.
3.5 Structural steel (guards and platforms) should be galvanized to maximize lifespan and reduce maintenance; alternatively steel can receive one coat of shop primer to GG83 1-GP 40D or CESC/CPMA 2-75 and paint. Site touch up where necessary.
3.6 Material specified to be galvanized to conform to G 164-M92 hot-dipped galvanized after fabrication.
APPENDIX C: STANDARD OPERATING PROCEDURES FOR MECHANICAL TURKEY LOADER

Note: The following SOPs are generic and should be revised to reflect the specific mechanical loader being used. Not all points listed will be applicable to every mechanical loader.

General Guidelines for Individuals Using Loader (as applicable)

1. Do not wear loose fitting clothing when working on the loader.

2. Use footwear that is in good condition. It must have a solid sole with good tread and cover the toes. No holes in the footwear are allowed.

3. Do a circle check of the loader prior to operating.

4. Familiarize yourself with the loader and its controls. Not all loaders have the same control functions.

5. Check the loader to ensure no guards are missing.

6. Ensure all stabilizer legs are set.

7. Report any deficiencies to your supervisor and/or the farm manager (or designate).

8. Do not walk under the loader at any time when it is elevated.

9. Be aware of potential pinch points.

10. When working on the platform, keep your body and feet within the confines of the platform.

11. Keep your hands clear of the moving parts. (e.g. conveyor belt/truck pulling ahead).

12. Be aware of any other personnel that may be within the danger zone around the loader while in operation.

13. Push/pull lever slowly to prevent excessive jerking movements especially when lowering the loader.

14. Most loaders have controls on both sides allowing either loader/cooper to operate the loader. Some units only have controls on the operator side.

   i. Decide which operator will operate the controls.

   ii. If you are the control operator, be aware of the other loader/cooper prior to moving the loader.
Setting Up Equipment
(as applicable)

Loader
1. Select the most level location available. Check for any overhead obstructions that may prevent the loader from being raised safely.

2. Lower the front landing gear so that the towing vehicle can be removed from the loader. Remove the tow bar.

3. Attach the house tongue accessory at the rear (operator platform end) of the loader so that the loader can be positioned properly for loading using the towing vehicle or a tractor. Do not attempt to use the house tongue accessory to tow the loader for distances greater than those traveled when positioning the loader in the barn or moving from one barn to another on the same farm.

4. Raise the front landing gear and position the loader.

5. If there is rear landing gear, lower and adjust until the front of the loader is resting on the ground. Lock the landing gear in place.

6. Disconnect the truck or tractor used to position the loader and remove the house tongue accessory.

7. Raise the front landing gear just enough to stabilize the loader.

8. Release the pick-up conveyor and carefully lower it to the ground.

9. Install the catch pen panels to the side of the pick-up conveyor and assemble the catching corral.

10. Release the operator’s platform from its transport position and lower it into its loading position.

11. Attach the platform to the hydraulic cylinder and secure with locking pins, if applicable.

12. The platform must be kept level during loading.

13. Connect the hydraulic hoses to the power source.

14. Have one operator test the hydraulics to ensure that the loader can be raised and lowered and that the conveyor is running properly. Make sure everyone else is clear of the machine during testing and that the operator is clear of all moving parts.
Procedure for Set-up and Take Down for Second Storey Loader

1. Position the loader approximately 6” from the side of the barn to allow sufficient clearance to raise the main conveyor to the second storey. The loader should be setup on reasonably level ground with a solid footing.

2. Remove the tow vehicle by raising the front end of the loader using the front stabilizing jacks.

3. Lower the front stabilizing jacks to a level position and lower the rear stabilizing jacks. Set the stabilizing jacks as required to level and stabilize the loader.

4. Connect the hydraulic lines to your tractor or other power source. For second story operation, the supply hoses must be removed from their storage hooks on the left side of the loader.

5. Set the selector valve to operate the two-storey cross lift.

6. Attach both chains hanging at the front end of the trailer frame and attach to the main conveyor.

7. Adjust the raceway height on the left post to a position where the bottom of the raceway is just above the barn floor. (1”-3”)

8. Remove the locking pins on the cross pipe at the front end. Raise the two storey lift cylinders using the control valve mounted on the left fender. When the anchor chains become taut, continue lifting until the cross pipe is clear of the saddle. Roll the cross pipe back to the end of the slot and secure in position with the locking pins.

9. The loader must be in the forward most position when lifting the conveyor to the second floor. (This is the same position as the transport position.)

10. Continue to raise the two-storey lift cylinders to the position where the rear left plastic roller becomes level with the raceway on the left rear post and slightly nudges it. Manually pull the post outward until it is resting on the side of the roller.

11. Slowly resume lifting the rear of the conveyor frame until the rear post returns to its original position and the plastic roller is within the raceway. You may adjust the leveling jacks up/down to align the roller to enter the track.

12. When raising the loader to the second floor, ensure the safety chain is attached preventing the pre-loader from coming out the front of the conveyor.
14. Set up the right rear post to be symmetrical to the left and secure the cross-braces between the lifting posts using the holding rods and cotter pins stored within their perspective holes in the posts.

15. Lower the two story lifting cylinders enough to detach the anchor chains below the conveyor.

16. Raise the two story lifting cylinders to maximum height and change the selector valve located on the left fender to operate the main loader hydraulic functions. Placing the selector lever in the standard operating position will lock the lift cylinders and not allow them to come down. The two-storey lifting cylinders must be fully extended when operating from the second floor.

17. Retract the trailer tongue fully up against the stop.

18. Raise the loader conveyor until it is level or sloping into the barn.

19. Lower the loading apron at the rear of the loader using the hook supplied to connect to the hydraulic valve at the loading end.

20. Remove the plywood side-boards, the aluminum pre-loader conveyor assembly (“pre-loader”), and the pre-loader hydraulic hoses that are stored inside the main conveyor enclosure.

21. Check the hydraulic connections and test the operation of pre-loader, the main conveyor and the loading platform.

**Power Pack, Tractor or PTO**

1. Always operate the power pack or tractor in a well-ventilated area.

2. Ensure all guards and shields are in place.

3. Use caution around chains and belts and do not attempt to remove debris manually when the unit is running.

4. Walk around tractors and machinery rather than stepping over a rotating shaft.

5. Keep the power pack level. If the unit is inclined more than 15 degrees off level, the oil system will not lubricate properly.

6. Place the unit as far away as possible from the loader. This reduces the noise and fumes in the general work area and will straighten the hydraulic hoses reducing the amount of pressure in them.

7. Check the engine oil, hydraulic oil and fuel levels before starting the power pack or tractor. Top up as necessary.

8. Check the fuel levels regularly during down time between trucks. This will allow you to let the engine cool down before refueling and help prevent the engine running out of fuel while you are in the middle of loading a truck.

9. Always stop the engine before refueling.

10. While loading birds, periodically check the screen over the power pack motor flywheel. Remove any feathers or other material that may accumulate there to prevent the engine from overheating.
Loading Procedure
(as applicable)

1. Before allowing the truck to pull into position in front of the loader, extend the slide all the way out and then retract it two thirds of the way in. This will provide a margin of safety so that the slider can still be retracted if needed.

2. Position the end of the conveyor belt a little below the level of the coop floor to make it easier to place the birds onto the truck.

3. Staff within the barn will begin to herd poultry to the pre-loader or loader.

4. Ensure that the conveyor is running so that any birds that enter the loader begin to move up the conveyor.

5. Do not try and push too many birds onto the pick-up conveyor at one time. Putting smaller groups of birds on at a time will help keep the birds calmer and will allow the operators to maintain a slow steady belt speed.

6. In the case of a bird getting caught, first determine how the bird is caught in the loader and either stop the conveyor or reverse the conveyor to free the bird. DO NOT put your fingers or hands into pinch points of the conveyor. The welfare of our workers and avoidance of injuries is very important and as such, extreme care should be taken if/when a bird gets caught.

7. Before allowing the truck to move so the next set of coops can be loaded, make sure you retract the slide back far enough to allow for sufficient clearance between the loader and the truck.

8. When finished loading, lower the machine to its neutral position. Shut off or disconnect the power source.

9. If you are moving to another barn on the same farm, disassemble the catch pen gates and raise the pick-up conveyor. Use the house tongue accessory to move the loader to the next barn.

10. If the loader is to be transported a longer distance, re-attach the tow bar to the loader and use it to connect to the towing vehicle.

11. Make sure that the signal lights and brakes are working properly before traveling on any public roads.
Maintenance Guidelines
(as applicable)

Loader

The loader should be washed and disinfected after each flock load out as part of good biosecurity procedures. You should also perform the following preventative maintenance operations after disinfection:

- grease bearings
- oil conveyor chain and rollers
- oil main conveyor
- check frame for cracks
- check hydraulic cylinders and hoses for leaks.

Loaders must be serviced annually.

Power Pack, Tractors, PTOs

All power units must be serviced and maintained as per manufacturers’ recommendations.
APPENDIX D: SAFETY CHECKLIST FOR NEW EMPLOYEES

This is a sample checklist which can be used as part of your new employee orientation. It should be modified to reflect the specific farm practices and loading procedures.

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

1. Where to keep personal belongings (e.g. clothing, personal tools, lunch). ________

2. Location of emergency contact numbers. ________

3. Clearly state who employees are to report to/identify the supervisor. ________

4. Instruct employees to report any unsafe act, unsafe condition, an absence of or defect in equipment or protective devices to their supervisor immediately. ________

5. If employees are injured at work, they are to report the incident (no matter how minor) immediately to their supervisor and seek first aid or medical attention. ________

6. Employees should not report to work under the influence of alcohol or drugs. If they are taking any medication that may affect their ability to work safely, they need to notify their supervisor immediately. ________

7. Location of first aid kit and fire extinguisher. ________
   - Fire extinguisher(s) should not be used for any other purpose than fighting fires. If an employee discharges a fire extinguisher, they need to advise their supervisor so it can be recharged immediately. ________

8. Note that smoking is not permitted inside any facility and identify if there is a designated area. ________

9. Review safety rules as applicable, including the reasons for each rule. ________
   - Review Heat Stress symptoms if applicable (see attachment A) ________
   - Personal protective equipment required (as applicable) and why ________
   - Awareness of potential mechanical hazards (e.g. fans) ________
   - Review safety procedures for mechanical loaders and movement around trucks, tractors or other equipment ________
10. Emphasize that horseplay is not permitted as it can lead to accidents and injury

11. Instruct employees to shut off all equipment before cleaning, repairing or adjusting. Ensure that materials and equipment are secured properly and that protective devices are in place before they operate any machinery

12. Review Workplace Violence and Harassment policy (see attachment B)

13. WHMIS training (if applicable)
Heat Stress

The employer should:

- Assess the demands of all jobs and have monitoring and control strategies in place for hot days and hot workplaces.
- Increase the frequency and length of rest breaks.
- Schedule loading to cooler times of the day if possible.
- Provide cool drinking water near workers and remind them to drink a cup every 20 minutes, or more frequently, to stay hydrated.
- Assign additional workers or slow down the pace of work.
- Train workers to recognize the signs and symptoms of heat stress and start a “buddy system” since people are not likely to notice their own symptoms.
- Investigate any heat-related incidents.

The employees should:

- Discuss with their physicians about working in the heat, especially pregnant workers and workers with a medical condition or those taking certain medications.
- Wear light summer clothing to allow free air movement and sweat evaporation.
- Increase the frequency and length of rest breaks.
- Drink a cup of cool drinking water about every 20 minutes, or more frequently, to stay hydrated.
- Monitor your co-workers and report any signs of heat stress to your supervisor.

### Problems and Symptoms Caused by Hot Temperatures

<table>
<thead>
<tr>
<th>Temperature Range (°C)</th>
<th>Effect</th>
<th>Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 27°C</td>
<td>Comfort Zone</td>
<td>Maximum efficiency</td>
</tr>
<tr>
<td>as temperature increases...</td>
<td>Discomfort:</td>
<td>Mental Problems</td>
</tr>
<tr>
<td></td>
<td>■ Increased irritability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Loss of concentration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Loss of efficiency in mental tasks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase of errors:</td>
<td>Pyscho-physiological problems</td>
</tr>
<tr>
<td></td>
<td>■ Loss of efficiency in skilled tasks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ More incidents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loss of performance of heavy work:</td>
<td>Physiological problems</td>
</tr>
<tr>
<td></td>
<td>■ Disturbed water and electrolyte balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Heavy load on heart and circulation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Fatigue and threat of exhaustion</td>
<td></td>
</tr>
<tr>
<td>35 - 40°C</td>
<td>Limit of high temperature tolerance</td>
<td></td>
</tr>
</tbody>
</table>

Humidex Based Heat Response Plan

What is it?
- The Humidex plan is a simplified way of protecting workers from heat stress which is based on the AC-GIH Heat Stress TLV (used by the Ontario Ministry of Labour)
- Wet bulb globe temperatures (WBGT) were translated into Humidex based on the “moderate” work load category & assuming workers are unacclimatized (see rationale at the end of the document)

Note: in the translation process some simplifications and assumptions have been made, therefore, the plan may not be applicable in all circumstances and/or workplaces (follow steps #1-5 to ensure the Humidex plan is appropriate for your workplace).

<table>
<thead>
<tr>
<th>Humidex</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-29 °C</td>
<td>Supply water to workers on an “as needed” basis</td>
</tr>
</tbody>
</table>
| 30-33 °C | Post Heat Stress Alert notice;  
Encourage workers to drink extra water;  
Start recording hourly temperature and relative humidity |
| 34-37 °C | Post Heat Stress Alert notice;  
Notify workers that they are drinking extra water;  
Ensure workers are trained to recognize symptoms |
| 38-39 °C | Provide 15 minutes relief per hour;  
Provide adequate cool (10-15 °C) water;  
At least 1 cup (240 mL) of water every 20 minutes;  
Workers with symptoms should seek medical attention |
| 40-42 °C | Provide 30 minutes relief per hour in addition to the provisions listed previously; |
| 43-44 °C | If feasible provide 45 minutes relief per hour in addition to the provisions listed above.  
If a 75% relief period is not feasible then stop work until the Humidex is 42 °C or less; |
| 46 °C or over | Stop work until the Humidex is 44 °C or less |


Fans:
Fans provide air movement which can increase the rate at which sweat evaporates (thus cooling the body). However, when relative humidity levels rise above 70%, very little evaporation occurs and increasing air movement has little benefit. If the air is the same temperature as the skin (38°C) or higher, moving air may actually heat up the body especially if the humidity is high.

Vulnerability to Heat Stress:
There are many permanent or temporary conditions (e.g. age, heart or lung conditions, dehydration, fatigue, some medications, etc.) that can make a person more vulnerable to heat strain. Despite their condition, they may be able to cope given adequate knowledge of the signs and symptoms of heat stress and if given the latitude to make the appropriate adjustments to their workplace or work routine. It is more often the young, fit workers who may think they are invincible who succumb to heat strain. Some workers may need medical advice about what accommodations would be right for them.

June 2003
## Humidx Heat Stress Response Plan

| Temp (in °C) | 100% | 95% | 90% | 85% | 80% | 75% | 70% | 65% | 60% | 55% | 50% | 45% | 40% | 35% | 30% | 25% | 20% | 15% | 10% |
|-------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 49          |      |     |     |     |     |     |     |     |     |     |     |     |     | 50  |     |     |     |     | 49  |
| 48          |      |     |     |     |     |     |     |     |     |     |     |     |     |     | 49  |     |     |     |     | 48  |
| 47          |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 49  |     |     |     |     | 47  |
| 46          |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 49  |     |     |     |     | 46  |
| 45          |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 50  |     |     |     |     | 45  |
| **NEVER IGNORE ANYONE’S SYMPTOMS DESPITE YOUR MEASUREMENTS!!** | 50  | 49  | 47  | 45  | 43  | 41  | 39  | 37  | 35  | 33  | 31  | 29  | 27  | 25  | 23  | 21  |  |  |  |  |  |
| 44          | Humidx | Action | 49  | 46  | 43  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | 44  |
| 43          | 45+   | stop work | 49  | 47  | 45  | 43  | 41  | 39  | 37  | 35  | 33  | 31  | 29  | 27  | 25  | 23  | 21  |  |  |  |  |  |
| 42          | 43-44 | 45 min/hr relief | 50  | 48  | 46  | 43  | 41  | 39  | 37  | 35  | 33  | 31  | 29  | 27  | 25  | 23  | 21  |  |  |  |  |  |
| 41          | 40-42 | 30 min / hr relief | 48  | 46  | 44  | 42  | 40  | 38  | 36  | 34  | 32  | 30  | 28  | 26  | 24  | 22  | 20  |  |  |  |  |  |
| 40          | 38-39 | 15 min / hr relief | 48  | 46  | 44  | 42  | 40  | 38  | 36  | 34  | 32  | 30  | 28  | 26  | 24  | 22  | 20  |  |  |  |  |  |
| 39          | 34-37 | warming & more water | 49  | 47  | 45  | 43  | 41  | 39  | 37  | 35  | 33  | 31  | 29  | 27  | 25  | 23  | 21  |  |  |  |  |  |
| 38          | 30-33 | alert & water | 49  | 47  | 45  | 43  | 41  | 39  | 37  | 35  | 33  | 31  | 29  | 27  | 25  | 23  | 21  |  |  |  |  |  |
| 37          | 25-29 | water as needed | 50  | 49  | 47  | 45  | 43  | 42  | 40  | 38  | 36  | 34  | 32  | 30  | 28  | 26  | 24  | 22  | 20  | 18  |  |

**Limitations:** this table is based on moderate, unacclimatized work, with little or no radiant heat, assuming wearing regular summer clothing. If your conditions vary from these, see the steps listed below to make adjustments.

---

**Hamilton Clinic**
846 Main St. E.
Hamilton, ON L8L 1L9
905-540-2862 or
800-283-2129

**Sarnia Clinic**
171 Kendall St.
Sarnia, ON N7T 4L6
519-337-4827

**Sudbury Clinic**
64 Cedar St 2nd Floor
Sudbury P3E 1A5
705-523-2330 or
800-461-7120

**Toronto Clinic**
970 Lawrence Ave. W., Suite #110
Toronto, ON M6A 3B0
416-449-0009 or
888-596-3900

**Windsor Clinic**
3120 Marentette Ave., Unit #1
Windsor, ON N9S 4Q1
519-973-4500 or
800-295-3185

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June 2003
Humidex Based Heat Response Plan

Step #1: Clothing
- evaporating sweat is the primary way the body gets rid of excess heat build-up, therefore, the best clothing is the kind that makes it easiest for sweat to evaporate.
- the Humidex plan assumes workers are wearing regular summer clothes (light shirt & pants, underwear and socks and shoes).
- for workers who wear cotton overalls on top of summer clothes one should add 5°C Humidex (roughly equal to 3.5°C WBGT) to the workplace Humidex measurement.
- for different clothing configurations, estimate correction factor by comparing them with cotton overalls (e.g. gloves, hard hat, apron, protective sleeves might be equivalent to a little less than half the evaporation resistance as overalls so add 1°C or 2°C Humidex).

Step #2: Training
- the Humidex plan by itself cannot guarantee that workers will not be affected by heat stress. It is absolutely essential that workers learn to recognize the early signs and symptoms of heat stress and know what to do to prevent them!
- if at all possible, workers need to be able to alter their pace of work, rest breaks, and fluid intake in response to early symptoms (240 mL every 20 minutes).
- the ideal heat stress response plan would let workers regulate their own pace by "listening to their body" without need for measurements.

Step #3: Select a Measurement Location
- split the workplace into heat stress zones and put a thermal hygrometer in each zone.
- identify a representative location within the zone where measurements can be taken (if you want to base your actions on a single reading, select the highest heat stress zone).

Note: the Humidex Heat Stress Response Plan is based on workplace measurements not weather station/media reports (temperatures inside buildings do not necessarily correspond with outside temperatures)

Step #4: Measure Workplace Humidex
- a thermal hygrometer (usually $20-$60 at hardware or office supply stores) is a simple way to measure the temperature and relative humidity in your workplace.
- once you have the temperature and humidity, use the table above to determine the corresponding Humidex value and the appropriate heat stress prevention response.
- measurements should be recorded at least hourly if the Humidex is above 30°C

NEVER IGNORE ANYONE’S SYMPTOMS NO MATTER WHAT THE HUMIDEIX!

Step #5: Adjusting for Radiant Heat
- for outdoor work in direct sunlight between the hours of 10 am and 4 pm, add 2-3°C (pro-rate according to percentage cloud cover) to your Humidex measurement.
- for indoor radiant heat exposures, use common sense to judge whether the exposure of concern involves more or less radiant heat than direct sunlight and adjust the 2-3°C correction factor appropriately.

June 2003
### Health Effects of Heat Stress *

<table>
<thead>
<tr>
<th>Health Effect</th>
<th>Symptoms</th>
<th>Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Rash</td>
<td>Red bumpy rash with severe itching.</td>
<td>Change into dry clothes and avoid hot environments. Rinse skin with cool water. Wash regularly to keep skin clean and dry.</td>
</tr>
<tr>
<td>Fainting</td>
<td>Sudden fainting after at least two hours of work; cool moist skin; weak pulse.</td>
<td>GET MEDICAL ATTENTION. Assess need for CPR. Move to a cool area; loosen clothing; make person lie down; and if the person is conscious offer sips of cool water. Fainting may also be due to other illnesses.</td>
</tr>
<tr>
<td>Heat Cramps</td>
<td>Heat cramps are painful, involuntary muscle spasms that usually occur during heavy exercise in hot environments. Inadequate fluid intake often contributes to this problem. The spasms may be more intense and more prolonged than typical nocturnal leg cramps. Muscles most often affected include the calves, arms, abdomen and back, although the cramps may involve any muscle group involved in the exercise.</td>
<td>IF YOU SUSPECT HEAT CRAMPS: Rest briefly and cool down. Drink water or an electrolyte-containing sports drink. Practice gentle, range-of-motion stretching and gently massage of the affected muscle group.</td>
</tr>
<tr>
<td>Heat Exhaustion</td>
<td>Signs and symptoms of heat exhaustion often begin suddenly, sometimes after excessive exercise, perspiration and inadequate fluid intake. Features resemble shock and include: feeling faint, nausea, ashen appearance, rapid heartbeat, low blood pressure, hot, red, dry or sweaty skin, low-grade fever, generally less than 40°C.</td>
<td>IF YOU SUSPECT HEAT EXHAUSTION: Get the person out of the sun and into a shady or an air-conditioned location. Lay their person down and elevate the feet slightly. Loosen or remove the individual’s clothing. Have the person drink cold water, not ice, or a sports drink containing electrolytes. Cool the person by spraying him or her with cool water and fanning. Monitor the person carefully. Heat exhaustion can quickly become heatstroke. IF FEVER - ESPECIALLY GREATER THAN 40°C - FAINTING, CONFUSION OR SEIZURES OCCUR, CALL FOR EMERGENCY MEDICAL ASSISTANCE.</td>
</tr>
<tr>
<td>Heat Stroke</td>
<td>The main sign of heatstroke is a markedly elevated temperature - generally greater than 40°C - with hot, dry skin and changes in mental status ranging from personality changes to confusion and coma. Other signs may include: rapid heartbeat, rapid and shallow breathing, elevated or lowered blood pressure, cessation of sweating, irritability, confusion or unconsciousness, fainting, which can be the first sign in older adults.</td>
<td>IF YOU SUSPECT HEATSTROKE: Move the person out of the sun and into a shady or an air-conditioned space. Dial 911 or CALL FOR EMERGENCY MEDICAL ASSISTANCE. Cool the person by covering him or her with damp sheets or by spraying with cool water. Direct air onto the person with a fan or newspaper.</td>
</tr>
</tbody>
</table>


### Rationale for Using Moderate Unacclimatized WBGT Category: The Humidex-based heat response plan uses the ACGIH moderate unacclimatized workload category as the reference point for translating the WBGT into Humidex. The MOL heat stress guideline states that “hot spells in Ontario seldom last long enough for workers to acclimatize.” Based on actual workplace measurements collected in the summer of 2002, we were able to confirm that workers performing work classified as “light” by ACGIH standards did not meet the criteria for assuming acclimatization (i.e. experiencing heat stress range temperatures for at least 5 days within any 7 consecutive day period). Similarly, workers performing “moderate” work (e.g. work with some pushing, lifting) would also not be assumed to be acclimatized by the same criteria, unless there is significant radiant heat associated with the work. Workers performing “heavy” work (e.g. shovelling dry sand) however, could probably be considered acclimatized once into the warm weather season. The acclimatized heavy work WBGT numbers are similar to the moderate unacclimatized. The reason for not selecting the light category is to be protective for all workers. People come in all shapes and sizes, along with different fitness levels and tolerances to heat. Since the TLV is based on data derived from 20 year old males weighing an average of 154 lbs., “real” workers probably burn up more calories than the TLV light category assumes. Selecting the "moderate" work category will account to some extent for workers who are somewhat dehydrated, older (e.g. over 40), not male, and somewhat heavier than 154 lbs.

June 2003

**Every effort has been made to ensure the accuracy of the information in this document. OHCOW assumes no responsibility for how the information is used.**
Sample Policy for Preventing and Responding to Workplace Harassment and Violence

We are committed to providing a working environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits harassment and discriminatory practices.

1. Harassment and discrimination in employment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability are illegal.

2. Individuals found to have engaged in behaviour constituting harassment or violence may be severely disciplined.

3. It is the responsibility of all workers to raise concerns about violence and harassment. We encourage workers to report incidents of harassment or violence towards themselves or co-workers to their supervisor.

4. This policy applies to everyone working for our company whether as a part-time, full-time or seasonal employee. The policy also applies to others in the work context, such as volunteers, co-op students, dependent and independent contractors.

5. The term “harassment” refers to any behavior that demeans, embarrasses, humiliates, annoys alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This consists of but is not limited to words, gestures, jokes, intimidation, or bullying.

Examples include:
- suggestive or offensive remarks including comments about clothing and physical appearance that are unwelcome or ought to be known to be unwelcome;
- unwelcome physical conduct;
- propositions of physical intimacy;
- verbal abuse or leering;
- comments, signs, caricatures, or cartoons displayed in the workplace of sexual and/or offensive nature including those that depict minority racial or religious groups in a demeaning manner.
# APPENDIX E:
M E C H A N I C A L T U R K E Y L O A D E R O N - F A R M C I R C L E C H E C K L I S T
(to be completed prior to operating)

<table>
<thead>
<tr>
<th>Check type of turkey loader:</th>
<th>Make/model: ____________________________</th>
<th>Satisfactory</th>
<th>Defects Noted (specify below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ “S” Slider model</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ “T” Telescoping model</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ “C” Caging model</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ “2S” Two-storey model</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check stabilizer jacks – welds to frame, lubrication, damage

Check chain drives for wear

Inspect apron and pre-loader for wear, damage and tension

Inspect coopers’ basket:
- welds/stress cracks
- elevation platforms
- safety chains/clasps

Examine frame for any stress cracks

Check all hydraulic lines and fittings

Check tow hitch (both ends as applicable)

Check towing safety chains and clasps

Check tires for wear

Check all lights and wiring

Confirm integrity of loading boards, hooks and eyes, pre-loader ramp

If defects were indicated above, please note specifics. Also note any corrective action or repairs taken during operation:

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Checked by: ____________________________ Date: ____________________________
## APPENDIX F: MECHANICAL TURKEY LOADER SERVICE CHECKLIST
(to be completed at least annually)

<table>
<thead>
<tr>
<th>Check type of turkey loader: Make/model: ___________________________</th>
<th>Check to indicate completion of service</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ “S” Slider model</td>
<td></td>
</tr>
<tr>
<td>□ “T” Telescoping model</td>
<td></td>
</tr>
<tr>
<td>□ “C” Caging model</td>
<td></td>
</tr>
<tr>
<td>□ “2S” Two-storey model</td>
<td></td>
</tr>
</tbody>
</table>

- Grease all bearings
- Grease landing gear and test for proper operation
- Lubricate all chain drives
- Lubricate all apron and pre-loader belt rollers
- Inspect apron and pre-loader for wear, damage and tension
- Inspect coopers basket:
  - welds/stress cracks
  - elevation platforms
  - safety chains/clasps
- Examine frame for any stress cracks
- Check all hydraulic lines and fittings
- Check tow hitch (both ends as applicable)
- Check towing safety chains and clasps
- Check tires for wear and check air pressure
- Check wheel bearings for end play
- Check brakes if equipped
- Check all lights and wiring
- Confirm integrity of loading boards, hooks and eyes, pre-loader ramp
- Overall condition

Note any corrective action or repairs completed during service:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Serviced by: ___________________________ Date: _________________
CONTACT INFORMATION

Poultry Service Association
39 William Street
Elmira, ON N3B 1P3
Email: susan.tfio@sympatico.ca
Phone: 519-669-3350
Fax: 519-669-3826

Turkey Farmers of Ontario
1120 - 100 Conestoga College Boulevard
Kitchener, ON N2P 2N6
Email: greg@turkeyfarmers.on.ca
Phone: 519-748-9636
Fax: 519-748-2742
www.turkeyfarmers.on.ca

Workplace Safety & Prevention Services
Head Office
5110 Creekbank Road
Mississauga, ON L4W 0A1
Email: customercare@wsps.ca
Phone: 905-614-1400 or 1-877-494-9777
Fax: 905-614-1414
www.wsps.ca