



Farm and Ranch Safety and Health Association

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SMALL EMPLOYER "TO DO" LIST

FARSHA Consultant: _____

Phone: _____

Email: _____

Note: Ensure all documentation is signed and dated

Actionable Item	Date Assigned	Date For Task Completion	Completed	Person Responsible
Element 1: Written safety policy which identifies the employer's aims and the responsibilities of all personnel.				
1. Policy statement				
– Include responsibilities of Owners, managers, supervisors and workers (See s.115-124 of WCA)				
– Signed by Owner/Senior management				
– Dated annually				
2. Communication policy				
– Communicated (i.e. posted in prominent locations, handed out etc.)				
– Ensure supervisors are aware of their health and safety responsibilities (See s.115-124 of WCA)				
– Conduct health and safety performance reviews of supervisors				
3. WCA and OHSR				
– Have WCA and OHSR available to employees				
– Ensure employees know how to access them				
– Ensure supervisors and managers know their responsibilities under the WCA and OHSR.				
Element 2: Safe Work Procedures and Written Instructions.				
1. Safe work procedures/written instructions				
– Create safe work procedures/written instructions for all identified hazardous tasks (see Element 2 of FARSHA small health and safety program)				

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– Ensure procedures are available at all workplaces and worksites where required				
– Management must ensure employees follow procedures (i.e. disciplinary policy)				
– Procedures must be updated regularly (i.e. monthly or when conditions change etc)				
2. Emergency procedures developed and workers trained				
– Identify possible emergencies (see Element 2 of FARSHA small health and safety program)				
– Develop procedures for identified emergencies				
– Train employees in emergency procedures				
– Test effectiveness of emergency procedures (i.e. First aid drill, fire drill etc.)				
3. First aid services are provided as required by regulation				
– Conduct first aid risk assessment to determine minimum needs				
– Implement and make available first aid requirements identified in assessment				
– Employees need to be aware of first aid and how to contact first aid				
Element 3: Training and Instruction of Workers.				
1. Workers receive training and education in job specific hazards, work procedures and practices				
– Develop a system to track employee training				
– Ensure employees receive training that is required.				
– Training must be keep current (i.e. keep record in tracking system)				
– Monitor employees and correct unsafe work habits				
– Supervisors must identify how they ensure employees are qualified to perform their duties (i.e. policy where supervisors get workers to demonstrate how to safely perform a task)				
2. Orientation is provided to new workers and contractors/visitors...				
– Develop a system to track employee/contractor/visitor orientations				
– Must conduct orientation for new/young workers and contractors/visitors within one week.				

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<ul style="list-style-type: none"> – Orientation must contain all of the required components (see Element 3 of FARSHA small health and safety program) 				
<ul style="list-style-type: none"> – For contractors and visitors, beyond general orientation requirements, stress orientation in emergency procedures and known hazard 				
3. Workers have appropriate certifications for their jobs				
<ul style="list-style-type: none"> – Identify certification requirements for all positions. (see Element 3 of FARSHA small health and safety program) 				
<ul style="list-style-type: none"> – Develop a system to track employee certifications 				
Element 4: Hazard Identification, Risk Assessment and Control.				
1. Hazards to which workers could be exposed have been identified				
<ul style="list-style-type: none"> – Identify all hazards that exist in the workplace (i.e. look at tasks, through inspections etc.) 				
<ul style="list-style-type: none"> – Review hazard specific and site specific template to ensure that key hazards from OHSR are identified (see Element 4 of FARSHA small health and safety program) 				
<ul style="list-style-type: none"> – Assess level of risk for each of the identified hazards (i.e. risk assessment) 				
<ul style="list-style-type: none"> – Determine and implement appropriate controls using control hierarchy (i.e. hazard control decision process) 				
<ul style="list-style-type: none"> – Workers need to be aware of the controls where required (i.e. tool-box talks, orientation etc) 				
2. Controls to hazards have been implemented				
<ul style="list-style-type: none"> – For developed controls, use action plan to determine who will implement them, when they will be implemented, and when they were implemented. 				
<ul style="list-style-type: none"> – Communicate methods of controls to employees where required (i.e. tool-box talk, refresher training, orientations etc) 				
3. PPE provided to workers as required				
<ul style="list-style-type: none"> – Work through FARSHA's PPE program template 				
<ul style="list-style-type: none"> – Ensure required PPE is provided to those who need it. 				
<ul style="list-style-type: none"> – Ensure supervisors enforce PPE requirements (i.e. disciplinary policy) 				

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Element 5: Inspection of Premises, Equipment, Workplaces and Work Practices.				
1. There is an inspection program in place				
– Work through FARSHA’s inspection program template (see Element 5 of FARSHA small health and safety program)				
– Complete inspections as outlined in inspection program				
2. Training is provided for personnel responsible for inspections				
– Identify someone responsible for conducting inspections (see inspection program)				
– Train the person responsible for inspections (complete FARSHA’s workplace inspection program)				
3. Unsafe or harmful conditions are corrected				
– Harmful conditions are identified from inspections and reported and recorded.				
– Chose someone to correct harmful or unsafe conditions, and determine a date for action (i.e. moderate to high risk hazards should be dealt without delay).				
Element 6: Incident Investigations				
1. Incidents and accidents are investigated promptly.				
– Work through FARSHA’s incident investigation program template (see Element 6 of FARSHA small health and safety program).				
– Investigate incidents as required by the OHSR and outlined in the incident investigation program.				
– Report incidents to WorkSafeBC as required and outlined in the incident investigations program.				
– Investigations must identify root causes, recommendations to prevent further incidents must be made, responsibility for action must be assigned, and recommendations must be followed up on.				
2. Staff conducting investigations are trained in investigation techniques and procedures				
– Identify someone responsible for conducting investigations (see inspection program)				

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<ul style="list-style-type: none"> - Train the person responsible for inspections (See FARSHA’s investigation program template) 				
Element 7: Program Administration				
1. Records and statistics of incidents/accidents are maintained				
<ul style="list-style-type: none"> - Records of incidents/accidents must be kept 				
<ul style="list-style-type: none"> - Generate statistics from incidents/accidents, near-misses to identify trends 				
<ul style="list-style-type: none"> - Analyze statistics and trends at least once per year 				
<ul style="list-style-type: none"> - Communicate stats and trends to employees (i.e. monthly meetings, tool-box talks etc.) 				
2. Staff are aware of the health and safety program				
<ul style="list-style-type: none"> - Owner/management must communicate the health and safety program (i.e. elements, contents etc.) to employees (i.e. monthly meetings etc.) 				
Element 8: Action Plan (Re-certification only)				
1. An action plan has been developed for identified deficiencies from last audit				
<ul style="list-style-type: none"> - Use FARSHA’s action plan template and complete an action plan following each COR audit. 				
<ul style="list-style-type: none"> - Identify who is responsible for implementing recommendations, when they are going to be implemented and when they were completed 				