

Assessment Tool

How to use this document:

This assessment tool should be used both as a guiding document to further assist you in the development of your FarmSafe Plan as well as a report card on your progress in developing your plan.

The first column identifies some of the key performance indicators of an effective health and safety plan. This listing is not restrictive. Insert additional criteria that you may deem required or may be identified as a requirement by a corporate partner or regulator.

The second, third and fourth columns will help you categorize how the assessment information is collected. It will also be useful in corroborating that your system is working. The three columns are titled: Documentation, Interview and Observation. Ideally, if a program element is confirmed in documentation, you should expect to confirm that practice is known by workers, and you should be able to observe that practice is being routinely followed by observing the work process. If there is a disconnect between these three assessment processes, you will have a strong indicator of where your program requires additional work and strengthening.

The fifth column provides space for comments or notes regarding the particular plan element.

The remaining four columns are for categorizing the maturing of each plan element. As your plan matures, the majority of check marks should be in the last column, indicating that the element is working effectively.

During subsequent re-assessments it is critical that you reevaluate all elements including those marked as completed. Changes may have occurred and what was once working effectively may not be so currently.

Farm Name:	Assessor's Name:	Date:
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1. Commitment	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed

The Policy Statement

Is signed and dated by employer or senior manager								
Posted in a visible location – available at multiple permanent work locations								
Includes the health and safety mission								
States commitment to prevent injuries and occupational illness								
Lays out responsibility and accountability of managers, supervisors and workers (may reference other documents)								
Communicated to workers, visitors, service providers (i.e. orientation)								
Consequences/actions are taken when the farm's safety policy/protocol are not followed								

Other Policy-Related Standards

Are there any other policy-related standards used at this workplace?								
What are the standards? (e.g. ISO, HACCP, Food Safety, Supply Chain, Other)								
List any standards that may influence health and safety								

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2. Risk Assessment / Identification	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
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Inspections

Developed checklists/tools								
Frequency of inspections								
Combination of comprehensive and process inspections								
Consideration of existence of SOP (with safety actions) for tasks during inspections								
Notes for Job Hazard Analysis during inspection process								

Record Reviews

Hazardous materials and work conditions (chemical and biological) inventory, documentation, training, temperature extremes, non-ionizing radiation (welding), sun exposure, etc.								
Ergonomic issues: repetitive work, strain, sprain and overexertion								
SOP for control of hazardous exposures, including administrative requirements, barriers and use of PPE								
Medical supervision for monitoring of exposures, including hearing, lung function, cholinesterase, etc.								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Incident reports/WCB reports, etc.								
First aid logs								
Pre-operational and service logs								
Attendance (sick) records								

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3. Control Strategies	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed

a. Wellness

Statement of objectives								
Options for actions								
Exposure baselines and monitoring: hearing, cholinesterase, lung function, sun exposure, etc.								

b. Standard Operating Practices (reflecting health and safety)

Statement of purpose and objectives								
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Reflective of:

Worker competence – process for skill verification								
Emergency procedures								
Working alone								
Protective systems, including PPE, guarding, team work								
Ergonomics								
Chemical and biological exposures (includes WHMIS training) for hazards such as mold, grain dust, zoonotics, etc.								
Requirement for licensing or accreditation for specialized work, such as forklift operation, chemical application, electrical work, crane operation, highway tractor operation, etc.								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Reporting procedures								
Pre-operational logs								
Hazard incident report notes								
Zoonotic exposures								
c. Emergency Planning								
Statement of purpose and objectives								
Contact information:								
Internal								
External								
Posted/communicated procedures, including list of on-site trained first aider(s)								
Available resources								
Communications system (radios, cell phones, warning lights, etc.)								
First aid suppliers								
Fire suppression (sprinkler systems, extinguishers, water pumps, etc.)								
Chemical spill and containment								
Trained first aider(s) available during all working times								
Emergency eyewash station(s) and shower(s)								
SCBA, if required (then evaluate SCBA training and equipment maintenance)								
Shelter and water/food supplies								
Evacuation support								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
d. Training								
Statement of purpose and objectives								
Documentation of:								
New worker orientation								
Existing worker retraining – new process, equipment, extended absence								
Contractor/service provider/ visitor								
Verification of licensing/ certification/ competence								
FarmSafe Plan training for supervisory staff								
Worker safety representative or committee (if present)								
Confirmation of following SWP/ SOP								
Disciplinary policy for violation of health and safety policies								
Specialized work, such as confined space entry, pesticide decontamination, etc.								
WHMIS/hazardous material training (if required)								
MSDS's content, currency and accessibility								
Labelling, including alternative methods								
Handling and storage procedures								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
e. Investigations								
Statement of purpose and objectives								
Documented procedure for investigations, including persons responsible for actions								
Documentation of actions, including notification of those agencies required to be notified								
Process for immediate and long-term actions								
Records maintained and reviewed annually								

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4. Communicating Responsibilities	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
	Responsibilities							
Statement of purpose and objectives								
Statements of Responsibility for:								
Owner/family members								
Supervisors								
Workers								
Safety representative or health and safety committee (if present)								
Contractors/service providers								
Suppliers								
Visitors								
List any standards that may influence health and safety								
Communication Systems								
Printed information								
Staff meetings								
Posted signs/location for health and safety messages, including meeting minutes								
Designated worker or health and safety committee (not appointed by management)								
Meets regularly								
Is involved in the decision								

	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed
Process for notifying workers of hazards								
Process for workers communicating hazards to management								
Process for coordinating health and safety activities of multiple on-site contractors								
Procedure for worker protection if eminent danger is identified								

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Review	Documentation	Interview	Observation	Comments	Not Started	Beginning	Improving	Completed

Regularly scheduled comprehensive program review (minimum every two years)								
Process for urgent review of particular sections in response to critical information or events								

Ongoing incorporation of changes produced by:

New technologies								
New technical/scientific information								
Changes in ownership, management or workforce (first language/literacy)								
New or revised best practices recommendations, certifications, standards or regulations								

Are the following reporting/records maintained?

Training sessions (are all training records signed by participants and trainer?)								
Specialized work, such as confined space entry, chemical applications, veterinary medicine administration								
Hazardous materials inventories and current MSDS information								
Contractor/service provider								

agreement to health and safety policies								
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Hazardous materials and work conditions (chemical and biological) inventory, documentation, training, temperature extremes, non-ionizing radiation (welding), sun exposure, etc.								
Ergonomic issues for repetitive work, strain, sprain and overexertion								
SOP for control of hazardous exposures, including administrative requirements, barriers and use of PPE								
Medical supervision for monitoring of exposure, including hearing, lung function, cholinesterase, etc.								
Incident reports/WCB reports, etc.								
First aid logs								
Pre-operational and service logs								
Attendance (sick) records								

