

5 Qualifications, Orientation and Training

Once you have completed Element 5, you will have:

- Developed a recruitment process that includes an assessment of safety competence.
- Written realistic orientation and training plans.
- Developed worker training.
- Created a method of maintaining records of training.



Introduction

Training is not a one-time event. Training should be ongoing with regular follow-up evaluation of performance. It should cover all relevant operating and handling information, including emergency procedures, first aid facilities, any restricted areas, precautions required to protect workers from hazards, and any other health and safety procedures, plans, policies or programs applicable to the worker.



Recruitment

When you hire workers, ensure they understand the importance of working safely. Ask them to discuss their previous training and work experience. Check their references to see if they have a positive safety record. Have them explain their understanding of your expectations for the safe completion of hazardous tasks. Confirm the validity of any certification or accreditations they claim to have.

Qualifications could include:

- Industry-specific certificates
- Apprenticeship programs (e.g. Green Certificate training)
- Specific operator skills, certificates and licenses

*For more information on the Green Certificate program, go to:
www.agriculture.alberta.ca/greencertificate*

EMPLOYMENT SCREENING TOOLS

- Formal application forms
- Interviews
- Competency testing
- Reference checks
- Driver's abstract
- Valid driver's licence

Orientation

Develop an orientation program for new or transferred workers. Ensure all new employees receive the information and training necessary for their safety. Plan to provide the orientation for all new employees during their first week on the job (preferably on the first day).

Explain your commitment to safety when you bring someone into your operation. Orient your workers and use this time to find out what training they need. Make sure you train them to control the hazards within each task. Make it clear that they should not do a job until they know how to do it safely — do not encourage risk taking. You should let all workers know that you have a disciplinary process for non-compliance; there are consequences for not following your health and safety standards. This should prompt everyone to ask for help before tackling unfamiliar or hazardous tasks.

Review critical health and safety topics with workers prior to them starting any tasks on the farm.

CRITICAL HEALTH AND SAFETY TOPICS

- Organization rules/enforcement
- Right to refuse unsafe work
- Emergency response
- Accident/incident notification
- Critical hazards

See Appendix

5.1 “Example

General Orientation Checklist” for the type of orientation checklist you might develop. Keep in mind that family members, including children, should be included in all orientation.



The above topics should be the first items on your orientation checklist. Ensure they are reviewed before an employee starts the job.

VISITOR/VOLUNTEER/CONTRACTOR ORIENTATION

Orientation processes should be established to address visitor, volunteer or contractor activities. The scope of such an orientation can vary depending on the level of involvement and scope of services or tasks. Document these orientation processes, especially for contractors and volunteers.

Training

DO ANY OF THESE SITUATIONS SOUND FAMILIAR TO YOU?

- The relative who retired from farming 20 years ago but still likes to help out at seeding and harvest.
- The in-laws who have no farming background but love to get their hands dirty on the weekends.
- The neighbour who is always willing to help out on a busy day but has his/her own way of doing things.

To access online training for your new employees, go to www.ccohs.ca or www.casa-acsa.ca

It is always great to get help at busy times of the year; however, casual family helpers can be a risk to themselves and others if they are not aware of the hazards on your farm. It is best to decide well in advance of the busy season how this will be managed. This may mean limiting the tasks that casual help can take on unless they are trained. While it may be an awkward conversation to have, and may not be well received at first, it is important to set the ‘ground rules’ for safety on your operation. If it saves heartbreak down the road, it will be well worth it.

Use appropriate and approved standard operating procedures (SOPs) as developed in Element 3, Hazard Control, to provide adequate training to all employees for every required task. Give all workers a thorough workplace safety orientation at the start of every season or work period. The orientation should include how to identify and control their exposure to hazards. If they can't effectively control the hazard, they should immediately report it to a supervisor.

Include casual helpers, including family members, who are brought in to help occasionally. Casual help is most at risk of injury because of lack of experience and lack of familiarity with the work.

Goal of Training

The goal of training is to ensure workers can do the job safely and without risk to health. In order to do this, workers must be competent — adequately qualified, suitably trained and with sufficient experience to perform the work safely.

Qualified + Trained + Experienced → Competency

Training is more than providing information. Successful training requires a physical demonstration that the worker has the required knowledge or skills and can do the job safely. It's your responsibility to establish and communicate safe work practices for each task that an employee or family member is expected to perform.

Process of Training

Before you begin training, review all jobs to determine the competencies required to do them safely. Then develop a system to compare workers' actual competencies to those required. This will help you identify where training is required. To help you determine training needs, consider:

- Hazards identified in the hazard identification and assessment process
- Safe work practices and procedures that have been developed for hazardous tasks
- Legal requirements for training (in most instances, training for performing dangerous tasks is required by legislation).



See Appendix 5.2
“Example On-the-Job Training Record Form.”

Finally, develop realistic training plans. A training matrix can help you create consistency of training and a tool for follow-up.

Responsibility for Training

Farmers are not only responsible for being knowledgeable in every aspect of their farming operations, they are also responsible for ensuring that everyone who works on their farm is competent and properly trained to do their work.



*See Appendix 5.3
“Example Training
Record” for an
example of the type
of training record
you might use.*

TRAINING TIPS

- Ensure that the trainer you choose is experienced and competent in the skill to be covered. You may choose a senior employee, off-site training or online courses, depending on your needs.
- Ensure that training is specific to the conditions on your farm.
- Schedule refresher training at regular intervals.
- Train workers specifically in the following areas:
 - Use, care and maintenance of personal protective equipment.
 - Use of required controls (see Element 4).
 - Any new task they undertake.

Record Keeping

Maintain records of training, including worker orientations, and note when training updates or refresher courses are required. Good records are a valuable tool for supervisors.

- Records must include the training given, to whom, by whom and when.
- Review the orientation and training programs on a regular basis to ensure training is kept up to date and new needs are met.

DOCUMENTATION OF TRAINING

It is important to keep a record of training events, trainers and participants. Include participants' signatures to prove they did receive the training and understand what was taught.



*Use Worksheets
5.1, 5.2, 5.3 and
5.4 to keep track
of orientation and
training.*

Conclusion

You should now understand the importance of health and safety orientation and training of all employees whether they are permanent or casual. You should also have a process in place for safety orientation and training as well as a method for documenting both training and orientation.

Before you move on to Element 6 and the building of an emergency response plan, use the following checklist to determine what has been done and what still needs to be done.

Element 5

Self Evaluation Checklist

	Yes	No
I have a process in place to ensure that employees have the qualifications and training to perform their jobs in a healthy and safe manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I address critical health and safety issues before the employee starts his/her normal job responsibilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The new employee orientation is completed on or before the first day of employment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The new employee orientation covers employer health and safety policies and procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employees receive the job-specific training required to perform their jobs/assignments in a healthy and safe manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ongoing training is provided as required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When employees are transferred or assigned new tasks, they receive job-specific training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Appendix 5.1

Example General Orientation Checklist

[Farm Name] 's General Orientation Checklist. Keep a copy of this form in the employee's record of training.

Orientation Instructions

1. Use this checklist to orient all new employees on or before the first day of employment.
2. Only check off each subject when you are sure that the employee fully understands it.
3. This orientation should take approximately 2 hours.
4. Once finished, have the employee sign the bottom to indicate he/she has received the orientation.
5. The safety coordinator will also sign the bottom to indicate the orientation has been given.
6. Once the orientation is completed, a copy will go to the appropriate supervisor and the original to the employee file.
7. Provide refresher sessions as tasks change on the farm.

Employee Name: _____

Supervisor: _____

Date of Hire: _____

Orientation Date: _____

- Organizational rules/enforcement
- Right to refuse unsafe work
- Emergency response
- Accident/incident notification
- Critical hazards
- Health and safety policies
- Controls and safe work procedures
- Employee responsibilities
- Employer responsibilities
- Personal protective equipment
- Training requirements
- Enforcement policy

Safety Coordinator: _____

Employee: _____

Date: _____

Appendix 5.2

Example On-the-Job Training Record Form

[Farm Name] 's On-the-Job Training Record Form. Keep a copy of this form in the employee's record of training.

Available online at: www.agriculture.alberta.ca/farmsafety

Employee: **Joe**

Job Title: **Farmhand**

Tasks to be performed: **Fencing**

Hazards:

Working alone, Environmental (weather extremes, rough terrain), Exhaust fumes from tractor, Physical (lifting, awkward posture, repetitive motion), Noise, Crushing, Chemical (treated posts)

Training Provided:

First aid training, New worker safety orientation, Review of fencing SOPs

Date(s) of training:

First aid May 30, 2016; orientation — May 28, 2016; review of SOPs — June 3, 2016

Trainer:

Trainee:

Appendix 5.3

Example Training Record

Employee Name	Date Hired	New Hire Orientation (general)	New Hire Orientation (work area)	First Aid	Pesticide Application	WHMIS	Machine Operation
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Worksheet 5.1

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Employee: _____

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Available online at: www.agriculture.alberta.ca/farmsafety

Employee: _____ Job Title: _____

Tasks to be performed:

Hazards:

Training Provided:

Date(s) of training:

Trainer:

Trainee:

Comments:

Worksheet 5.3

Training Record

Available online at: www.agriculture.alberta.ca/farmsafety

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6							
7							
8							
9							
10							
11							
12							

Worksheet 5.4

Build Your Own Job-Specific Training Checklist

Use this worksheet to brainstorm training that may be useful for specific activities on your farm or ranch. Training could be formal or informal, on-site or off-site, provided on-the-job or online, and more! There are many options.

Available online at: www.agriculture.alberta.ca/farmsafety

Activities	What Training Will Be Provided?