



OFF-CAMPUS EDUCATION Green Certificate Farm Tour

School Division _____ Date _____

School _____ School Year _____

Address _____

School Green Certificate Representative _____

Phone No. _____ E-mail _____

1. The farm site inspection **must** occur prior to trainee placement.
2. A farm site, the specific off-campus location at which the trainee is involved in off-campus learning activities (Work Experience, RAP, Green Certificate, etc.), requires inspection and *annual* approval by the superintendent of schools or designate. After a safety incident or injury, the farm site requires a subsequent inspection before re-approval. (Reference: *Off-Campus Education Manual*)
3. Parental or guardian consent shall be obtained on the Green Certificate Registration Form. That document shall be signed by the trainee, trainer, parent/guardian and school representative.
4. This inspection record shall be on file at the school attended by the trainee and copies sent as required by local policy before the trainee is placed at the farm site.
5. Trainees and parents signing the Green Certificate Registration Form are considered to have signed the WCB deeming order for Workers' Compensation coverage.

Farm/Training Site

Farm/Company Name _____	Farm Site Location (legal land description) _____
Mailing Address _____	_____
(as listed in telephone book) Postal Code _____	Supervisor (on site) _____
Farm Contact Person _____	Phone _____
Phone _____ Cell _____	E-mail _____
E-mail _____	More than one supervisor involved (please list) _____ _____
Green Certificate Specialization (please list) _____ _____	
More than one farm site involved yes <input type="checkbox"/> no <input type="checkbox"/>	

Number of trainees to be placed at farming training site _____

Driver's License required yes no

Inspecting Teacher/Coordinator (please print) _____

Date _____

Signature _____
Inspecting Teacher

Superintendent of Schools, or Designate (please print): _____

Date _____

Signature _____
Superintendent of Schools, or designate

Farm _____ Date of Tour _____

Farm Site Location (legal land description) _____

Trainee Name: _____

1. Following the directions provided to you (the inspecting teacher), was the farm easy to find? yes no
2. Does the farm have a written health and safety program? yes no
3. Is job related health and safety training or orientation provided to trainees? yes no
4. Briefly, what tools, materials and equipment will the trainee be handling? Please list.

5. Will the trainee be exposed to hazards in the following categories? Discuss.

Psychological yes no

e.g., _____

Chemical yes no

e.g., _____

Physical yes no

e.g., _____

Biological yes no

e.g., _____

Ergonomic yes no

e.g., _____

6. Will the trainee be made aware of these hazards/dangers? yes no
 How? _____

7. Will the trainer be directly supervising the trainee? yes no
 If no, who? _____

8. Are regular comfort breaks/rest periods set up? yes no

9. Is the trainer aware of the process for reporting a trainee injury? yes no
 If no, see Alberta Education's Off-Campus Education Guide.

10. Is there personal protective equipment (PPE) used at this farm site? yes no
 PPE provided by trainer, OR
 Trainees are responsible for bringing their own PPE. yes no
 Please list. _____

11. What emergency plans and equipment are in place? Please list.

Does any of the farm staff have valid, current first aid training? yes no
 Are fire extinguishers, first aid kits, and emergency phone numbers readily accessible? yes no
 Has the trainer discussed emergency procedures with the trainee (e.g., evacuation plan)? yes no

12. Farm site: Appears to provide an orderly, well-maintained, safe and caring environment.-- Approved
 Requires upgrades to be considered a safe and caring environment. -- Not Approved'
 *If not approved please attach rationale or required follow up.

Signature: _____
 (Inspecting Teacher, Coordinator, Specialist)



Green Certificate Farm Tour Checklist Frequently Asked Questions

For Teachers and Administrators Responsible for the Administration and Delivery of Off-Campus Education

This guide is designed for the school representative responsible for the Green Certificate Program to conduct an annual farm site inspection/workplace approval and evaluation. The school representative should refer to the *Teacher Information Guide* on the Green Certificate website for further responsibilities. Each farm site must be inspected and approved to ensure the trainee's safety because the Green Certificate Program is delivered as an off-campus training program and must comply with the Off-Campus Education Policy (Section 54 of the *School Act*). If you have any questions about the farm tour, feel free to contact your Regional Green Certificate Coordinator.

First, let us start with a brief description of the workplace safety and health legislation as it applies to farms. Most farms in Alberta are an exception to this legislation. You will find that a farm is very different from industrial worksites that you may have visited while setting up other worksites. Farmers take on many tasks, each with their own risks. Farmers often work with livestock or work alone or in isolated locations. Work is often completed within a short window of opportunity when the farmer is trying to "beat the weather" by completing a task before rain or snowfall. The approximately 50,000 farms in Alberta are unique, and there are no two the same.

Use your best judgment. You do not need to be an occupational health and safety specialist or an agriculture specialist. You only need to have a basic understanding of the characteristics of a safe and caring workplace. Like all safety issues, awareness of the potential hazards and adequate farm site safety protocol can help to alleviate injuries and accidents.

The Green Certificate Program works in partnership with training farms to provide trainees with an excellent learning experience. It is a good idea to call ahead to make an appointment for your visit to the training farm. You might open the conversation with the trainer by saying, "Thank you for agreeing to be a Green Certificate training farm. As part of the Green Certificate program administration, would you mind if I came to your farm for a tour and asked you a few questions?"

Your visit is about to begin...

Make an appointment, indicate the time you will arrive and ask where to park your vehicle. This will give the farm staff and/or family a chance to make sure someone is there when you arrive. Most times you will head to the house or farm office to begin the formal farm tour. Make sure you are dressed appropriately to walk around outside. Wear a good pair of rubber/winter boots, jeans, warm coat and a hat.

Conduct the farm site inspection as a tour. Let the farmer know you will be jotting down a few notes and that this is a normal part of any off-campus worksite inspection. Show the trainer the Farm Tour Checklist and have him or her talk you through the answers to each of the questions.

Begin by taking a look at where the trainee will be working most of the time; let the farm family members explain the process and training site to you. Do they seem comfortable explaining the process and does the site look orderly to you? Follow the questions on the Farm Tour Checklist.

Farm odors are common and should not influence your conclusion. Livestock operations often have distinct odors and to you may be unbearable. Do not hurry your visit because of this factor. (A little Vicks placed under your nose works wonders!)

Farmers may be completing daily tasks during your visit. There is a chance you may arrive during a busy time when things seem to be in disarray. If you are unsure of what is going on, ask your farm tour provider.

If you are a new school representative and still feel uncomfortable around farming operations, you may find it helpful to ask someone who is familiar with farming to assist on your first farm tour. Suggested resource people may include your local county agriculture fieldman, your Green Certificate Regional Coordinator, local Green Certificate testers, 4-H leaders, 4-H senior members and 4-H ambassadors.

1. How do you evaluate the directions to the farm?

Every minute counts when it comes to serious injuries on any job site. Did the directions to the farm allow you to easily find the farm? Would an emergency crew have an easy time finding the farm? Discuss any concerns with the Green Certificate trainer regarding how to find the farm training site in an emergency situation. Suggestions might include an “In emergencies call 911” magnet with the legal land description and clear directions to the farm posted next to the phone with all emergency numbers. The Rural Emergency Plan (REP) has many resources such as emergency information posters and a “do-it-yourself REP” kit.

2. How do you evaluate a health and safety program?

A health and safety program is a management system put in place by an employer to minimize the incidence of injuries and illness to workers at a worksite. Look for evidence of the following to help determine if the trainer has an effective program in place. Not every farm will have each element and the scope and complexity of the program will vary depending on the nature of the farm and the nature of operations carried out. On a family farm, the “program” may be as simple as family discussions regarding potential hazards as opposed to formal training.

- Do they provide health and safety training? Do they provide employee/trainee orientation?
- Do they have a process to identify hazards and establish controls to eliminate and/or minimize the risk of those hazards?
- Do they keep records of health and safety inspections and accident/incident investigations?
- Have they had any serious workplace incidents or fatalities?
- Do they have control measures to eliminate or reduce health and safety hazards to workers (e.g., proper ventilation, personal protective equipment)?
- Do they have the operator’s manual for machinery and equipment?

It is important that the trainer be made aware of the unique health and safety risks that face trainees. The trainer should refer to Alberta Agriculture and Rural Development’s publication titled *A Farm Employer’s Guide to Job Orientation and Safety Training* and the Workers’ Compensation Board publication titled *Information for Employers who Hire Young Workers*. Both publications are available upon request.

3. What job related health and safety training should the farm provide for new workers?

The trainer should provide a general orientation to the farm before the trainee starts work. This would include items such as:

- Trainee's responsibilities for health and safety
- Dress code and personal protective equipment requirements
- Work schedule, hours and farm policies
- Safety rules and procedures
- WHMIS training if the trainee will be handling chemicals or in close proximity to where chemicals are stored, handled or used
- Emergency response procedures (e.g., fire exits, location of extinguishers, emergency eyewash, first aid services and supplies)
- How to report injuries or unsafe conditions
- Care of equipment
- Cleaning up the work area
- Emergency response plan.

You can provide the trainer and trainee with a copy of the publication *A Farm Employer's Guide to Job Orientation and Safety Training*. Have the trainer and trainee complete the checklist in Appendix 1 in the back of *A Farm Employer's Guide to Job Orientation and Safety Training*. Have the trainee return a photocopy of the completed checklist.

4. What are the general working conditions including the tools, materials and equipment the trainee will be expected to work with?

Asking this question provides a better understanding of the job demands and potential job risks to the trainee and whether special training, types of protective equipment and supervision will be required. Consider the following:

- Will the trainee be required to work alone? If so, have the job hazards been controlled and is there an effective communication system in place in the event of an emergency?
- Will there be training in emergency procedures (e.g., first aid)?
- Does the job involve dealing with difficult people?
- Will the trainee be working extended hours? If the trainee is working outside the hours of 7:00 a.m. to 10:00 p.m., the trainer is responsible for providing workers' compensation coverage. Extended hours cannot be used for high school credit.
- Do the working conditions present a potential problem to trainees with health issues or special needs?
- Are there concerns regarding the tools, materials and equipment that the trainee will be handling? Is training provided, if required?

5. What are the potential hazards/dangers of the job?

Understanding the potential hazards of the job allows the teacher coordinator to better assess if they are being adequately controlled.

Existing and potential workplace hazards are generally grouped under the following categories:

- Chemical – exposure to solvents, pesticides, dangerous gases (e.g., methane, H₂S, carbon monoxide), etc.
- Biological – exposure to molds, parasites, disease, etc.
- Physical – manual lifting, exposure to noise, workplace violence, dangerous machinery, confined spaces, etc.
- Ergonomic – lifting heavy or awkward materials, repetitive work

- Psychosocial – stress, harassment, crude language, gender considerations (e.g., trainee is the only male/female at the farm site).

6. How will the trainee be made aware of the hazards/dangers on the farm?

Trainers have a responsibility to inform trainees about on the job hazards and the control measures in place to protect them. This can be accomplished through new employee orientation, classroom and/or on site training or by having trainees work under the *direct supervision* of a *competent* worker. There are many helpful resources, such as the *List of Ten Questions to Ask Your Employer*, available on the Green Certificate website.

7. What is on-site supervision and training?

If a trainee is not competent to do certain aspects of the job, he or she must be under the direct supervision of a competent worker. A *competent* worker is a worker who is adequately qualified, suitably trained and with sufficient experience to safely perform the work without or with a minimal degree of supervision. *Direct* supervision of a person who is competent means that person is under the personal and continuous visual supervision of a competent worker and the two workers are able to readily and clearly communicate with one another throughout the duration of work.

8. Why are rest breaks necessary while training or working?

Trainees who are tired, hungry or distracted are potentially at a greater risk for injury. Regular work breaks and access to washroom facilities should be evident at the training site.

9. What are the procedures for reporting a trainee injury?

When a trainee is engaged in approved off-campus education activities, that trainee is regarded as an employee of Alberta Education. Trainee injuries are covered under Alberta Education's WCB account. The teacher coordinator completes the required documentation on behalf of Alberta Education and ensures the WCB account number for Alberta Education (**345912/6**) is listed on the forms. **Do not release to trainer unless an injury occurs.**

Trainee and School Procedure:

- The trainee should tell the trainer or farm supervisor about an injury or near-miss immediately.
- Trainees should obtain first aid or medical attention as required and document in the First Aid Record at the farm site.
- If the injury results in lost time away from the farm site, the trainee must report the injury to the school coordinator as soon as possible.
- With the assistance of the trainee and trainer, the school coordinator completes the WCB forms, "Worker's Report of Injury or Occupational Disease" and "Employer's Report of Injury or Occupational Disease."
- The school coordinator signs the Employer's Report of Accident and writes below his or her name "on behalf of Alberta Education". The school coordinator ensures the Alberta Education WCB account number is on the report and that it is faxed to WCB (**Include Alberta Education code 345912/6**) within 72 hours of the incident.
- The school coordinator works with the trainer to ensure that the incident is investigated and that corrective action is implemented to prevent further incidents.
- Note: "Out of scope" activities not directly related to the job are not covered by WCB, e.g., riding horses.

10. How do I know if the trainee is wearing appropriate personal protective equipment (PPE)?

You should confirm with the trainer what protective equipment is required, what the trainer provides and what the trainee is expected to provide as a condition of training.

- All PPE should be appropriate for the task and meet industry standards (e.g., safety footwear, hearing protection, gloves and protective eyewear must be CSA approved).
- Trainees may be expected to provide their own footwear and coveralls as a condition of training (green triangle indicates CSA approval).
- Trainers generally provide hard hats, gloves, hearing protection, eye protection and respirators, if required.

11. What emergency procedures and equipment are in place?

Check to make sure there are:

- Adequate staff on site at all times with valid first aid training certificates
- First aid supplies including emergency eyewash equipment where necessary, e.g., if working with chemicals
- Evacuation plans posted
- Safety-related signs posted
- Safety rules clearly visible.

12. How does an off-campus supervisor decide if a farm site appears to provide an orderly, well maintained, safe and caring environment?

- You should feel comfortable that the answers to the above questions are satisfactory. The trainer should seem knowledgeable, have a positive attitude and be in agreement to completing any checklists or questions with the trainees.
- Look for good lighting and proper exhaust ventilation.
- Watch for exposure to excessive dust, fumes and offensive odors.
- The farm and worksites should be orderly. Exits and entrances must be accessible, free of debris and other materials at all times.

Ask the following:

- Will the trainer provide a safe and caring learning environment?
- Is the trainer willing and capable of meeting the expectations of the placement?
- Ask yourself, "Would I want to have my own child at this farm site?"

If in doubt, do not approve the site OR request a second opinion from the Green Certificate Regional Coordinator in your area, the Green Certificate Program Coordinator in Edmonton or the Alberta Farm Safety Program.

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Farm site tours and approvals are required to occur every 12 months (not every school year or calendar year).