

Health and safety

for small- and medium-sized ranches



About WorkSafeBC

WorkSafeBC (the Workers' Compensation Board) is an independent provincial statutory agency governed by a Board of Directors. We are funded by insurance premiums paid by registered employers and by investment returns. In administering the *Workers Compensation Act*, WorkSafeBC remains separate and distinct from government; however, we are accountable to the public through government in our role of protecting and maintaining the overall well-being of the workers' compensation system.

WorkSafeBC was born out of a compromise between B.C.'s workers and employers in 1917 where workers gave up the right to sue their employers or fellow workers for injuries on the job in return for a no-fault insurance program fully paid for by employers. We are committed to a safe and healthy workplace, and to providing return-to-work rehabilitation and legislated compensation benefits to workers injured as a result of their employment.

WorkSafeBC Prevention Information Line

The WorkSafeBC Prevention Information Line can answer your questions about workplace health and safety, worker and employer responsibilities, and reporting a workplace incident. The Prevention Information Line accepts anonymous calls.

Phone 604.276.3100 in the Lower Mainland, or call 1.888.621.7233 (621.SAFE) toll-free in Canada.

To report after-hours and weekend incidents and emergencies, call 604.273.7711 in the Lower Mainland, or call 1.866.922.4357 (WCB.HELP) toll-free in British Columbia.

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WORK SAFE BC

WorkSafeBC publications

Many publications are available on the WorkSafeBC website. The Occupational Health and Safety Regulation and associated policies and guidelines, as well as excerpts and summaries of the *Workers Compensation Act*, are also available on worksafebc.com.

Some publications are also available for purchase in print:

Phone: 604.232.9704

Toll-free phone: 1.866.319.9704

Fax: 604.232.9703

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Online ordering: worksafebc.com and click on Publications; follow the links for ordering

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Introduction

Ranch injury rate

During the five-year period from 2008 to 2012, the ranch subsector had an average injury rate of 4.7. The average rate for all B.C. industries combined was 2.3. During this period, there were 177 serious injuries related to ranching and 2 fatalities.

Health and safety is good business. Making a commitment to health and safety is one of the best ways for you to protect the employees and equipment at your ranch operation. Such a commitment can help you:

- Create a better work environment
- Boost morale
- Help retain good workers
- Increase worker participation in decision making
- Improve productivity

A ranch can easily be considered one of the most hazardous places to work in British Columbia. Potential hazards can result from the relationship between the home and the ranch workplace, the diversity of tasks and working conditions, and the machines, facilities, and livestock that are unique to ranches. A proactive approach to safety is essential.

An accident on your ranch can have a tremendous impact on your workers and family members, in terms of pain and suffering, disability, and stress. Losses or changes caused by an accident can even prevent the ranch from functioning properly.

Accidents can be financially devastating. Direct costs can include increased insurance premiums and fines. Indirect costs can include damage to property, the cost of finding and training temporary employees, and service interruptions leading to loss of customers.

This guide does not replace the Occupational Health and Safety Regulation.

This guide is meant to give you a basic understanding of your health and safety requirements, but you should also refer to the Occupational Health and Safety Regulation (the Regulation) to be sure you are meeting your legal responsibilities for workplace health and safety. A searchable version of the Regulation and its accompanying Guidelines is available online or as a CD-ROM. Visit worksafebc.com or contact the Prevention Information Line for more information (see “WorkSafeBC resources,” pages 48–49).

About this guide

Who should use this guide

This guide is intended for owners and employers on small- and medium-sized ranches.

Purpose of this guide

This guide contains health and safety information for ranches, including information on:

- Specific hazards faced by ranch workers
- How to eliminate these hazards or minimize their impact
- How to develop specific procedures for doing tasks safely
- How to deal with workplace accidents and injuries

Note: This guide is meant as a general resource only. Not all workplace hazards are covered in these pages.

How this guide is organized

This booklet describes the keys to health and safety for your ranch, including eight basic components that will form the backbone of your occupational health and safety program. Throughout this booklet you will find references that you can use for more information. For a list of other useful resources available from WorkSafeBC, see pages 48–49.

Reference	What does it refer to?	Where do I look for more information?
Publication	Health and safety guide, booklet, or poster	Worksafebc.com – Click “Publications” on the blue bar near the top of the page
Regulation	Occupational Health and Safety Regulation	Worksafebc.com – Under “Quick Links” click “OHS Regulation”
Website	Online information or tool	Follow the link specified
Forms and checklists	Sample materials you can adapt for your health and safety program	In this guide, pages 51-80
Tip	Suggestion to help you improve health and safety in your workplace	–

Responsibilities

Everyone has a role to play when it comes to health and safety.

Employers and managers

- Ensure the health and safety of your workers.
- Correct any workplace conditions that are hazardous to the health and safety of your workers.
- Inform your workers about any remaining hazards.
- Make copies of the *Workers Compensation Act* (the Act) and the Regulation available to workers.
- Ensure that your workers comply with the requirements of the Regulation and the Act.
- Ensure that your workers know their rights and responsibilities under the Regulation and that they comply with them.
- Establish an occupational health and safety program.
- Provide and maintain protective devices, equipment, and clothing. Ensure that workers use them.
- Provide your workers with education, supervision, and training specific to your ranch.
- Consult and cooperate with your joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.

Supervisors

- Ensure the health and safety of workers under your direct supervision.
- Know the requirements of the Regulation that apply to the work you are supervising.
- Ensure that workers under your direct supervision are informed about all hazards on the ranch and that they comply with the Regulation.
- Consult and cooperate with the joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.

Due diligence

Due diligence means taking all reasonable care to protect the well-being of employees (if you are an owner or employer) and co-workers (if you are a worker). To meet the standard of due diligence, you must take all reasonable precautions in the circumstances to carry out your work and your health and safety responsibilities.

One way that employers can demonstrate due diligence is by implementing a health and safety program. Workers can demonstrate due diligence by following the requirements of that program (for example, using safe work procedures and wearing personal protective equipment). Demonstrating due diligence will help ensure your safety and the safety of those around you. Due diligence can also be used as a defence against monetary penalties or prosecution when requirements have allegedly been violated.

Note

Visitors, contractors, and service providers must know and comply with the health and safety program that your ranch has in place.

Workers

- Take reasonable care to protect your health and safety and that of other persons who may be affected by your actions.
- Comply with the Regulation and other legal requirements.
- Follow established safe work procedures.
- Use any required personal protective equipment (PPE).
- Refrain from horseplay or similar conduct, which may endanger others.
- Don't work if you are impaired (for example, by drugs or alcohol).
- Report accidents and other incidents, such as near misses, to your supervisor.
- Report to your supervisor or employer any of the following:
 - A hazard that might endanger others
 - A problem with protective equipment or clothing
 - A violation of the Regulation or other legal requirements
- Cooperate with your joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.

Refuse and report unsafe work

Workers have the right to refuse unsafe work. In fact, workers must not carry out (or cause to be carried out) any task that they have reasonable cause to believe would create a hazard to the health and safety of anyone.

When a worker discovers an unsafe condition or believes that he or she is expected to perform an unsafe act, the worker must immediately report it to the supervisor or employer. The supervisor or employer who receives the report must immediately investigate the matter. If there is an unsafe condition, it must be corrected without delay.

Sometimes the supervisor or employer may not agree that the task is dangerous. In this case, sections 3.12 and 3.13 of the Regulation list the steps to be followed.

Workers must not be disciplined for refusing to perform tasks that they have reasonable cause to believe are dangerous. The worker may be assigned other work at no loss in pay while the reported unsafe condition is being investigated.

Occupational health and safety programs

Health and safety is a legal requirement. All businesses, including ranches, must have an occupational health and safety program to prevent workplace injury and disease. Health and safety programs must meet certain standards, and you must exercise due diligence in taking steps to meet those standards.

There are two general types of programs, formal and less formal. Formal programs are required on ranches with 20 or more workers. This publication focuses on the basics of a less formal program for smaller operations with fewer than 20 workers.

The scope of the program depends on the hazards on your particular ranch. Generally, a smaller operation can state its health and safety policy and describe its program in a few pages. Use the “Sample Health and Safety Program for Ranches” on pages 52–55 as a starting point for your program. Don’t just copy the sample though – your health and safety program should be unique and specific to your ranch.

Eight components of a health and safety program

A health and safety program consists of eight basic components that will help you prevent accidents and injuries from happening, as well as help deal with any incidents that do occur. These eight components include the following:

- 1 *Hazard identification and risk control* – Determine which hazards are present on your ranch and take steps to eliminate or minimize them.
- 2 *Safe work procedures* – Describe in writing how to carry out specific tasks safely.
- 3 *Orientation, education, training, and supervision* – Prepare workers for the job, and make sure they continue to work safely. This is particularly important for young workers and new workers.
- 4 *Safety inspections* – Identify workplace hazards so you can eliminate or control them.

- 5 *Incident investigation* – Find out why an accident or injury occurred so you can correct the causes.
- 6 Health and safety meetings – Communicate with workers and supervisors, and raise any concerns about health and safety.
- 7 *First aid* – Determine what level of first aid is required for your ranch. Make sure everyone knows how to deal with injuries on the job.
- 8 *Records and statistics* – Maintain documentation to help identify recurring problems and ensure that hazardous conditions are corrected.

Regulation

Sections 3.1 to 3.4, Occupational Health and Safety Programs

Publication

Effective Health and Safety Programs: The Key to a Safe Workplace and Due Diligence

Forms and checklists

“Sample Health and Safety Program for Ranches,”
pages 52–55

“Annual Review of Health and Safety Program,”
pages 56–59

Annual program review

Once you have developed processes for worker health and safety, it’s important to review them at least once a year to make sure they continue to address current concerns effectively. Use the “Annual Review of Health and Safety Program” on pages 56–59 as a guide.

Some of the most common hazards faced by ranch workers include:

- Handling livestock
- Using tractors
- Operating machines without safeguarding

1. Hazard identification and risk control

There are many potential workplace hazards on ranches, depending on the types of work being performed. Examples of hazards include pesticides, electricity, machinery, confined spaces, and working from ladders.

Identifying and controlling hazards is essential for keeping your workers safe from injury. Follow these four steps:

- A. Identify the hazard.
- B. Assess the risks.
- C. Control the hazard.
- D. Monitor and review the control measures.

Definitions

Hazard

A thing or condition that may expose a person to a risk of injury or occupational disease.

Risk

The probability that someone could be harmed as a result of the hazard.

A. Identify the hazard.

What are the hazards in your workplace? Hazards can be identified through:

- Observation
- Inspection
- Testing
- Communication and consultation with staff
- Review of injury statistics and incident investigations

B. Assess the risks.

Once you've identified hazards, the next step is to assess the risks associated with them. A risk assessment will help you prioritize hazards so you know which ones should be dealt with immediately and which ones can be dealt with later. When assessing risks, try to determine how likely an incident is and how serious it would be.

I. Determine the likelihood of an incident.

How likely is it that the hazardous condition or situation will result in an incident?

- Very likely – Could happen frequently
- Likely – Could happen occasionally
- Unlikely – Could happen, but rarely
- Very unlikely – Could happen, but probably never will

Consider the following:

- Frequency (number of times) of a work activity when working near a hazard
- Severity (degree of impact) of an undesirable event, such as an injury or equipment damage or loss
- Probability (likelihood) of an incident occurring
- Number of people exposed and the duration of exposure
- Training, skills, and experience of workers performing the task
- Presence or absence of qualified supervision
- Position of the hazard relative to operators and other hazards
- Worker characteristics, such as age, vision, and hearing

Note

Don't underestimate "moderate" consequences. They could be important – give them serious consideration.

II. Determine the potential consequences of an incident.

If an incident occurs, how serious will it be?

- Extreme – Death or permanent disability
- Major – Serious bodily injury
- Moderate – Medical treatment and time away from work may be required
- Minor – First aid, but no time off work

Consider the following:

- The potential for a chain reaction (where a hazard develops into a more dangerous situation)
- Proximity of workers to the hazard
- Quantity of a chemical being used
- Size of equipment, forces, and energy level
- Emergency response preparedness

III. Assign a risk rating to the hazard.

Once you've determined the likelihood and consequences of a potential incident, use the "Risk Assessment Rating Matrix" (see page 11) to assign a risk rating to the hazard. Cross-reference the appropriate "Likelihood" row with the "Consequences" column to produce a number from one to seven. One is the highest degree of risk and seven the lowest.

Then, refer to the box below the matrix to determine whether the hazard has a high, moderate, or low level of risk. Each risk level has a corresponding recommended action.

Before using the matrix, make sure you've done a thorough assessment to ensure that you understand all aspects of the hazard, including all tasks and work associated with the hazard. If you're considering more than one hazard, the matrix rating system will help you prioritize the hazards.

Once you've established the risk level, enter it in the "Risk" column of the "Risk Assessment Worksheet" (see page 15).

Risk assessment rating matrix

Likelihood	Where does it come from?			
	Extreme Death or permanent disability	Major Serious bodily injury	Moderate Medical treatment and time away from work may be required*	Minor First aid, no lost time
Very likely Could happen frequently	1	2	3	4
Likely Could happen occasionally	2	3	4	5
Unlikely Could happen, but rare	3	4	5	6
Very unlikely Could happen, but likely never will	4	5	6	7

* Don't underestimate "moderate" consequences. They could be very important – give them serious consideration.

Score	Rating	Action
1, 2, 3	High	Do something about this hazard immediately.
4, 5	Moderate	Do something about this hazard as soon as possible.
6, 7	Low	This hazard may not need immediate attention.

C. Control the hazard.

Once you've identified a hazard and assessed the risks associated with it, you need to find ways to control the hazard. The best form of control is to eliminate the hazard entirely, if possible. If that is unrealistic, minimize risks as much as possible by using other control measures.

I. Hierarchy of control

Some types of controls are more effective than others, although it may not always be practicable to use the more effective solution. Whenever possible, though, you must implement controls in the following order:

- 1 Eliminating the hazard or substituting a safer alternative
- 2 Engineering controls
- 3 Administrative controls
- 4 PPE

You may need to use a combination of strategies to achieve the best protection – for example, a tractor cab (engineering control) and hearing protection (PPE) to minimize noise exposure.

II. Elimination or substitution

Whenever possible, eliminate the hazard so there's no risk of injury. Consider the following:

- Is the task necessary to begin with?
- Can you remove the hazardous part of the task?
- Can the task be done in such a way that no workers are exposed to the hazard?

If you can't eliminate the hazard, substitute a safer material or process. Consider the following:

- Can you use a different machine or tool?
- Can you use a less-hazardous material or chemical?
- Can you use or develop alternative work practices?

III. Engineering controls

If you can't eliminate a hazard, it may be possible to reduce the risk by designing equipment safeguards. Engineering controls deal with the hazard right at the source by adding safety features to machinery or by redesigning a system or task.



A familiar example of an engineering control for a long-standing hazard is the use of a rollover protective structure (ROPS). Control measures that are built in by design are reliable and their success does not depend on individual judgment, training, or decision-making.

IV. Administrative controls

Where engineering controls aren't possible, such as when using older equipment that best suits the task, consider administrative controls. These involve the use of policies or written safe work procedures to minimize exposure to a hazard. Administrative controls include reducing exposure time, and training and educating workers. As an employer, you may decide to adopt a company policy that requires everyone to follow specific procedures to reduce the risk of injury. Supervising workers is essential for administrative controls.

There are a few downsides to administrative controls:

- Workers may not understand the seriousness of a hazard or they may underestimate the risk.
- Workers may not remember all the steps of a procedure.
- Workers may feel pressure to cut corners.

You must be especially vigilant with administrative controls to ensure that worker exposure to the hazard is effectively controlled.

V. Personal protective equipment

PPE should only be used as a last resort, when it's not possible to reduce risk any other way. Alternatively, it can be used in addition to another control. The use of PPE means the hazard still remains and the risk cannot be reduced at its source.

Workers who use PPE must understand the hazards and accept the importance of using PPE consistently and correctly. PPE must also be chosen, used, and maintained correctly. Workers must be trained in its use and care.

Choosing an appropriate control

A control is considered appropriate if it:

- Is tailored to the hazard and risk level in a given situation
- Meets the intent of the law
- Is practicable for the workplace, given its size and resources

VI. Choosing the right control for each hazard

In many cases, controls are already built in by design (for example, tractor cabs have ROPS), so there's not much more for the employer to do. However, in some situations, you will need to choose a control that is appropriate for the situation. Whenever this is the case, you are required to follow the hierarchy of controls and adopt the most effective method possible under the circumstances.

D. Monitor and review the control measures.

Determine whether your controls have been implemented as planned:

- Are controls in place?
- Are they being used?
- Are they being used correctly?

Determine whether chosen controls are working:

- Have changes had the expected result?
- Has exposure to the identified hazards been eliminated or adequately reduced?

Determine whether there are any new problems. Implemented controls should not introduce new problems or worsen existing problems.

Risk assessment worksheet

Company: _____ Workplace location: _____

Prepared by: _____ Date: _____

Task	Hazard	Risk level	Control Measures

2. Safe work procedures

Some high-risk tasks require written safe work procedures that workers can use to eliminate or minimize the risks. A written safe work procedure provides workers with a step-by-step approach that takes into account the tasks that are specific to the job being performed.

Regulation

- Section 4.13(3), Risk assessment
- Section 4.21, Procedures for checking well-being of worker
- Section 10.4, Lockout procedures
- Section 9.10, Procedures (confined spaces)

As an owner or an employer, you are responsible for ensuring that workers are trained in safe work procedures and that they understand their training. It's also important for you to ensure that workers are supervised and monitored on an ongoing basis to make sure that they are following procedures and working according to their training.

For their part, workers are responsible for following safe work procedures.

Supervisors and managers will find safe work procedures useful for training workers.

What types of tasks require written safe work procedures?

In many cases, the Regulation specifies the types of tasks that require procedures. In the ranching industry, this likely includes functions such as emergency rescue and evacuation, lockout, working alone, and confined space entry.

Generally speaking, safe work procedures are written for:

- High-risk tasks specified in the Regulation
- Complicated tasks, so important steps don't get missed
- Frequently performed tasks
- Some less-routine tasks, to remind workers of the hazards and how to control the risks

Not all tasks require a written procedure; it may be adequate to address safety issues verbally when training workers. To decide whether or not a written procedure is required, consider the following:

- How severe would the consequences of an accident be?
- How often is the task done?
- How complex is the task?

Written safe work procedures must specify any required PPE and when it must be used.

How to develop a written safe work procedure

When developing a written safe work procedure, follow these five basic steps:

- 1 Determine the overall task for which the safe work procedure is needed.
- 2 Break down the task into its basic steps.
- 3 Identify the hazards associated with each step.
- 4 Identify the actions needed to minimize the risks to workers from these hazards.
- 5 Prepare a list of the actions that workers must do when performing the task.

Post the procedures prominently at the locations where the tasks are performed or next to the equipment used for the tasks.



Sample: Developing a procedure for work near a power take-off (PTO)

The following sample explains how to develop a written safe work procedure for work near the power take-off (PTO) of a tractor. The PTO is a stub shaft that transfers mechanical power from the tractor to various implements used around the ranch.

Step 1: Determine the overall task for which the safe work procedure is needed.

Working around tractors and farm implements is a common task for ranch workers. Working near a tractor PTO requires a safe work procedure because the driveline is a mechanical wrap point – one of the most common hazards on a ranch. The fast-spinning external shaft of the PTO can entangle clothing or body parts, resulting in serious injuries or even death. Operating a PTO may involve a number of different tasks, so the safe work procedure needs to describe safety solutions for each of those tasks.

Step 2: Break down the task into its basic steps.

Here are some common examples of actions that could result in serious injury:

- Approaching the PTO at the rear of the tractor to inspect it or to connect other machinery or equipment
- Switching drivelines for different types of machine connections
- When moving around the tractor or implement, getting close to the PTO as a quicker, easier pathway despite the risks involved
- Performing maintenance on components of the PTO or near the PTO

Step 3: Identify the hazards associated with each step.

- Physical contact with the PTO or connecting shaft could cause entanglement of clothing, hair, or jewellery.
- Irregularities, protuberances, or loose fittings on the spinning shaft could strike workers.
- In many situations, the PTO and connecting shaft are partially guarded (over the straight part of the shaft). However, universal joints, the PTO connection, and the implement connection are dangerous wrap hazard points.

Note

Steps 4 and 5 provide the basis of a written safe work procedure for working near the PTO of a tractor.

Step 4: Identify the actions needed to minimize the risks to workers from these hazards.

- Train all workers who operate tractors with PTO units and ensure they are familiar with all machine operations and controls.
- Shield or guard all components of the PTO unit.
- Inspect driveline guards to ensure they have not become stuck to the shaft.
- Walk around the tractor or machinery instead of stepping over a rotating shaft.
- Use the driveline recommended for your machine.
- Never switch a driveline from one machine to another.
- Be sure the PTO driveline is securely locked onto the tractor PTO.
- Wear appropriate PPE.

Reduce abuse of the PTO shaft by following these guidelines:

- Avoid tight turns that pinch rotating shafts between the tractor and machine.
- Keep excessive telescoping to a minimum.
- Increase power to the shaft gradually.
- Avoid over-tightening of slip clutches on PTO-driven machinery.

Step 5: Prepare a list of the actions that workers must do when performing the task.

- Stop the tractor engine and disengage the PTO when working on the machine.
- Ensure all guards are maintained and in place.
- Don't use the space where the PTO is engaged between the tractor and the implement as a pathway or shortcut to get around the equipment.
- Tell workers about the hazards of the PTO.
- Keep children away from all turning points of the machine and PTO.

Use the following PPE:

- A hat or other item, such as a bandana, to secure long hair
- Close-fitting clothing to prevent entanglement
- Good-quality gloves
- Approved eye and hearing protection

Sample safe work procedure for a PTO

Note

Don't use the machine unless you have been instructed in its safe use and operation.

The following is a sample safe work procedure for working on or near the PTO of a tractor. This sample was developed by the South Australian Department of Education and Children's Services and is used with their permission.

Personal protective equipment

- Foot protection
- Eye and hearing protection
- Sunscreen
- Close-fitting clothing, including a hat or some other means to secure long hair

Pre-operational safety checks

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all shields and guards are fitted, secure, and functional. Don't operate the machine if any are missing or in need of repair.
- Before installing or using PTO-powered equipment, read the operator's manual and review the safety labels attached to the equipment. If labels are missing, ensure new labels are fixed to the PTO before using it.
- Use only implements that meet the specifications listed in the vehicle operator's manual.
- Before attaching PTO-powered equipment, confirm that the tractor drawbar is adjusted to the length specified in the driven machines manual.

Operational safety checks

- Start the engine only from the operator's seat. Never start the engine while standing on the ground.
- Before starting the engine, ensure all levers are in neutral positions, the parking brake is engaged, and the clutch and PTO are disengaged.
- Ensure the clutch pedal is fully depressed to stop tractor movement and any PTO-driven equipment movement before shifting the PTO gearshift lever.
- Operate the PTO from the lower speed unless the operator's manual specifically says the higher speed is safe.
- When operating stationary PTO-powered equipment, always apply the tractor parking brake, place chocks behind and in front of rear wheels, and stay clear of all rotating parts.
- Keep all bystanders away from PTO-powered equipment.
- Always walk around operating equipment.

Ending operations and cleaning up

- When shutting down, disengage the PTO, shut off the tractor engine, and remove the keys and take them with you before leaving the tractor seat. Keep control of the keys so the equipment cannot be inadvertently started by someone else.
- Keep warning labels clean and free from obstructing material. Replace damaged or missing labels with new labels available from the equipment supplier.
- Wait until all moving components have completely stopped before getting off the tractor or connecting, disconnecting, adjusting, cleaning, or servicing any PTO equipment.
- Keep the work area safe, clean, and tidy.

Potential hazards

- Hair, clothing, or jewellery getting caught in moving machine parts
- Noise

Don't

- Don't use faulty equipment. Immediately report suspect machinery.
- Don't wear loose or bulky clothing around the PTO or other moving parts.
- Never step onto or across a PTO shaft or driveline.

Functions and tasks applicable to ranching

Here are some examples of general functions and specific tasks that are normally performed in the ranching industry.

Note: The following list may not include every function that occurs in ranching.

1. Equipment handling

A. Tractor safety

- Maintenance
- Runover prevention
- Rollover prevention
- Power take-off protection
- Safe use on highways
- Lockout

B. Skid-steer loader safety

- Maintenance
- Machine safeguarding
- Rollover prevention
- Lockout

C. Round baler safety

- Maintenance
- Loading and unloading bales
- Machine safeguarding
- Lockout

D. Corn choppers

E. Front-end loaders

F. All-terrain vehicles

- Maintenance
- Operator qualifications

G. Hand signals for machinery operation

2. Worksite hazards

A. Confined spaces (a written safe work procedure is required if a confined space has been identified)

- Manure pit safety
- Pump houses
- Manholes
- Silos and feed bins

B. Manure management

- Manure off-gases
- Workplace exposures

C. Irrigation

- Power line awareness
- Piping movement, pivots, high pressures, and installation practices

D. Fencing

- Post driving (pounders)
- Maintenance

E. Tree care and maintenance

- Danger tree identification and control
- Chainsaw safety

F. Working alone (a written safe work procedure is required if a worker is working alone)

3. Livestock handling and housing

A. General considerations

- Facilities
- Animal health and hygiene
- Working safely with livestock (branding and dehorning)
- Working safely with bulls

B. Barn and stable safety

- General housekeeping
- Hay storage
- Tack, chemical, and medicine storage
- Dusts from livestock confinement
- Fire prevention

4. Wild animal engagement and awareness

- Preventive actions for bears, cougars, wolves, and snakes



3. Orientation, education, training, and supervision

Your occupational health and safety program should describe the type of education and training you'll provide for your workers and when you'll provide it. For example, workers should receive instruction in the safe work procedures that they must follow when performing hazardous tasks. Workers should also be trained in the use of emergency equipment and procedures specific to your ranch.

Regulation

- Sections 3.1 to 3.4, Occupational Health and Safety Programs
- Sections 3.22 to 3.25, Young or New Workers

Forms and checklists

- “Sample Worker Orientation Checklist,” pages 60–63

Publications

- *Effective Health and Safety Programs: The Key to a Safe Workplace and Due Diligence*
- *3 Steps to Effective Worker Education and Training*

Orientation and other education

Orientation is an important form of education because it provides an opportunity for you to establish health and safety guidelines *before* a worker starts at a new job or location, which will help prevent work-related accidents. Health and safety education should also be an ongoing process – provide instruction to your workers whenever there are changes in the workplace, such as a new work process or piece of equipment.

What to include in an orientation

An orientation should include the following:

- Explain that workers should not perform any task that they are not trained to do safely.

- Encourage workers to ask questions whenever they are unsure of anything.
- Introduce workers to the worker health and safety representative (or a member of the joint occupational health and safety committee).
- Explain company safety rules.
- Explain company policies regarding discipline and drug and alcohol use.

In addition, inform workers of the following:

- Potential workplace hazards, such as hazardous materials
- Worker responsibilities and restrictions
- How to report potential hazards and unsafe work conditions
- How to get first aid
- How to report injuries and other incidents
- Locations of emergency exits, fire extinguishers, and first aid kits
- Procedures for rescue and evacuation

Training

All workers need supervised, hands-on training on how to perform their tasks safely before they start a job. The following three steps describe a general procedure that supervisors can follow when training new workers.

Tips

- Use existing safe work procedures for training.
- If a written safe work procedure is available, provide a copy or tell workers where to find it.
- Tell workers where to get help in your absence.

1. Prepare the worker.

- Explain the job in detail, including any safety precautions or required PPE.
- Encourage the worker to ask questions. Take the time to answer them fully.

2. Train the worker.

- Demonstrate and describe specific procedures, including all safety precautions.
- Go through procedures at normal speed, then at slow speed while the worker asks questions.
- Have the worker perform procedures until he or she can do them exactly as required.
- Answer any questions or repeat any key points that the worker may have missed.
- Keep written records of training. Document who was trained, when they were trained, and what the training included.

3. Check progress and observe the worker on the job.

- Monitor the worker to ensure that he or she maintains safety standards.
- Make unscheduled checkup visits. As the worker progresses, make visits shorter and less frequent.
- Correct unsafe work habits.
- Reinforce and recognize good work habits.

Tip

Supervisors should periodically observe what workers are doing on the job and assess any risks resulting from their actions.

Publication

Managing Safety from the Supervisor's Perspective

Supervision

Supervisors are responsible for ensuring the health and safety of any workers under their supervision. Supervision includes the following:

- Explain the hazards of the job.
- Instruct new workers in safe work procedures.
- Ensure that workers have been trained for the tasks assigned to them, including safety precautions and safe work procedures.
- Ensure that safety equipment and PPE is maintained in good working order.
- Ensure that all materials are stored and handled safely.
- Enforce health and safety requirements.
- Correct unsafe acts or conditions that you observe or that workers bring to your attention.
- Monitor worker performance and well-being.
- Maintain appropriate documentation for training, observations, monitoring, and corrective actions taken.
- Set a good example in areas such as following safe work procedures and using PPE.

4. Safety inspections

Besides correcting any hazards that you observe from day to day, set aside time for regular workplace safety inspections, and control any hazards that you find during an inspection. It is far better, and less costly, to prevent accidents than to deal with their consequences. Because safety inspections are preventive in nature, they are an important part of your overall health and safety program.

When to inspect

You need to inspect your workplace regularly (for example, monthly) to prevent unsafe working conditions from developing. You also need to inspect your workplace when you've added a new process or when there has been an accident. Inspection is an ongoing task because the workplace is always changing.

Who should inspect

Inspections should be conducted by a supervisor and a worker. If possible, the worker health and safety representative (or members of the joint health and safety committee) should be involved.

How to inspect

During an inspection, identify unsafe conditions and acts that may cause injury so you can take corrective measures. Follow these guidelines:

- Use a checklist to ensure that your inspection is thorough and consistent with previous inspections.
- Ask yourself what hazards are associated with the job you are observing or that would be performed in the work area.
- Observe how workers perform tasks. Do they follow safe work procedures and use PPE as required?
- Ask workers how they perform their tasks.
- Talk to workers about what they're doing. Ask about safety concerns.
- Record any unsafe actions or conditions that you observe.

While your first inspections may seem slow and difficult, over time inspections will become much easier and will make your health and safety program more effective.

Forms and checklists

- “Sample Inspection Checklist,” pages 64–70
- “Sample Inspection Report,” page 71

Publication

Safety Inspections workbook

What to inspect

There are different ways of approaching safety inspections, depending on the objectives of your health and safety program. For example, you can focus on the most common tasks your workers perform or on a specific issue addressed by your program, such as ergonomics.

Here are some activities and situations that warrant inspection:

- Rarely performed, non-routine, and unusual work that presents an increased risk because workers may not be familiar with procedures
- Non-production activities, such as housekeeping, maintenance, and equipment set-up
- Situations that may involve slipping, tripping, or falling hazards, or overhead hazards such as falling objects
- Lifting situations posing a risk of back and muscle injuries
- Repetitive-motion tasks, such as work involving computers or repetitive, constant uninterrupted motions
- Work involving contact with toxic substances

Check whether safe work procedures are being followed. For example, do workers:

- Lock out equipment during maintenance?
- Use gloves for loading and unloading?
- Use safe lifting procedures?
- Know the procedures for working alone?

For a list of suggested inspection topics, see pages 30–31.

After the inspection

Follow these guidelines:

- Remedy serious hazards or unsafe work practices immediately. For example, if a tire has a bulging sidewall, change the tire or wheel before driving any further.
- Prioritize other, less serious hazards, and assign someone to remedy each one.
- Follow up on any actions that will take time to complete (for example, purchasing new equipment).
- Communicate your findings and plans to workers.



Inspection topics

Topic	Things to consider
Environment	Dust, gases, noise, temperature, ventilation, lighting
Floors	Slipping and tripping hazards, cluttered aisles
Building	Windows, doors, floors, stairs, roofs, walls, elevators, fire exits, docks, ramps
Containers	Scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans
Electrical	Switches, cables, outlets, grounding, extension cables, ground fault circuit interrupters
Fire protection	Fire extinguishers, hoses, hydrants, sprinkler systems
Hand tools	Wrenches, screwdrivers, power tools, hydraulic tools, explosive actuated tools, pressurized tools
Hazardous materials	Flammables, explosives, acids, corrosives, toxic chemicals
Materials handling	Conveyors, cranes, hoists, hoppers, manual lifting, forklifts
Pressurized equipment	Boilers, vats, tanks, piping, hoses, couplings, valves, cylinders
Production equipment	Mills, cutters, drills, presses, lathes, saws
Support equipment	Ladders, scaffolds, platforms, catwalks, staging, aerial lifts
Powered equipment	Engines, electrical motors, compressor equipment
Storage facilities	Racks, bins, shelves, cabinets, closets, yards, floors, lockers, store rooms, mechanical rooms, flammable substances cabinets
Walkways and roads	Aisles, ramps, docks, vehicle ways, catwalks, tunnels
PPE	Hard hats, safety glasses, respirators, gas masks, gloves, harnesses, lifelines
Protective guards	Gear covers, pulleys, belts, screens, workstations, railings, drives, chains
Devices	Valves, emergency devices, warning system limit switches, mirrors, sirens, signage, cover plates, lighting systems, interlocks, local exhaust systems
Controls	Start-up switches, steering mechanisms, speed controls, manipulating controls

Topic	Things to consider
Lifting devices	Handles, eyebolts, lifting lugs, hooks, chains, ropes, slings
Hygiene and first aid	Drinking fountains, washrooms, safety showers, eyewash facilities, toilets, fountains, first aid supplies
Offices	Workstations, chairs, computer equipment, ventilation, floors, stairs, equipment, emergency equipment, storage cupboards, filing cabinets

5. Incident investigation

Incident investigations help determine the causes of an incident so you can take steps to ensure that the same incident will not happen again. As an employer, you are required to investigate and document the following:

- Serious incidents
- Incidents that result in injuries that need medical treatment
- Incidents that have the potential for serious injury (for example, near misses)

Employers are not required to investigate motor vehicle accidents that occur on public streets or highways. The RCMP or local police generally investigate such accidents.

What is an *incident*?

An *incident* is an accident or other occurrence that resulted in or had the potential for causing a death, injury, occupational disease, or damage to equipment or property.

Incidents include:

- Accidents in which a worker is injured or killed
- Accidents in which no one is hurt but equipment or property is damaged

Near misses

The terms *incident* and *accident* are often used interchangeably, but the preferred term is *incident* because it includes near misses as well as accidents.

What is a *near miss*?

A *near miss* is an incident in which there is no injury or damage but that could have resulted in an injury or death, or damage to equipment or property. Near misses may indicate hazardous conditions or acts that need to be corrected.

Participants

Everyone has a role to play. Workers must report incidents to their supervisors. Owners, employers, managers, or supervisors must initiate incident investigations promptly. If possible, investigations should include at least one employer representative and one worker representative.

Goals

As much as possible, an investigation must:

- Determine the causes of the incident
- Identify any unsafe conditions, acts, or procedures that contributed to the incident
- Find ways to prevent similar incidents

Examples of incidents requiring investigation

Consider the following examples, which may resemble cases that you would need to investigate:

- Struck by an animal, such as a steer or bull
- Struck by equipment, such as a tractor or loading skids
- Falls from the same level or elevation

What recommendations would you make to prevent these types of accidents?

How to conduct an investigation

Interview witnesses and the people involved in the incident even if they weren't present at the incident. For example, it may be appropriate to interview a supervisor who gave instructions at the start of the shift or a trainer who previously instructed the workers involved.

Questions to ask

The investigation should answer the following questions:

- Who was involved or injured?
- Where did the incident happen?
- When did it occur?
- What were the causes?
- Why was an unsafe act or condition allowed?
- How can similar incidents be prevented?

Factors to consider

Usually there are several factors that cause or contribute to an incident. Try to identify as many as possible. Consider the following factors when investigating an incident:

- Unsafe or defective equipment
- Unsafe environment or conditions
- Poor housekeeping
- Physical hazards
- Poor planning
- Poor instruction
- Unsafe work practices
- Unusual or unfamiliar work conditions
- Personal factors

Filing an investigation report

After completing an investigation, the employer must prepare an incident investigation report and send copies to the:

- WorkSafeBC head office
- Joint health and safety committee or worker health and safety representative

Regulation

Sections 172 to 177 of the *Workers Compensation Act*.

Forms and checklists

“Form 52E40 – Incident Investigation Report,” pages 72–74

Publication

Investigation of Accidents and Diseases: Reference Guide and Workbook

Reporting incidents and injuries to WorkSafeBC

Employers must immediately report serious incidents to WorkSafeBC. To report a serious incident, call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (7233) toll-free in B.C. To report after-hours and weekend incidents, call 604.273.7711 or 1.866.922.4357 (WCB.HELP) toll-free.

Employers must report any of the following incidents to WorkSafeBC within three days to initiate a claim:

- A worker is injured and loses consciousness.
- A worker is sent for medical treatment by a first aid attendant or supervisor.
- A worker has an injury or disease that needs medical treatment.
- A worker states that he or she is going to get medical treatment or has already received medical treatment for an injury or disease.
- A worker is (or claims to be) unable to do his or her job because of any injury or disease.
- An artificial limb, eyeglasses, dentures, or hearing aid is broken in an incident.

What is a *serious incident*?

Serious incidents include the following:

- A fatality or serious injury
- A major release of a hazardous substance
- A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
- A blasting accident that causes personal injury, or any other dangerous incident involving explosives, whether or not there is an injury

6. Regular health and safety meetings

Good communication among employers, supervisors, and workers on health and safety issues is vital for the success of a workplace health and safety program. Hold regular monthly meetings with workers to discuss health and safety matters. Focus your meetings on identifying and correcting hazardous conditions or tasks, and making health and safety a priority on your ranch. Keep a record of each meeting, including what was discussed and who attended. Post meeting minutes for everyone to read. Bring to each meeting:

- Your latest inspection report
- Any incident reports completed during the past month
- Any new safe work procedures
- The minutes for last month's meeting

For small ranches with fewer than 20 workers, a tailgate safety meeting is essential at the beginning of each week or before working on or near a high-hazard, high-risk activity. Include the items from the list above in your tailgate meetings.

Joint occupational health and safety committees

Joint health and safety committees help create safer work environments by recommending ways to improve workplace health and safety and promoting compliance with the Regulation and the Act.

Workplaces that regularly employ 20 or more workers must establish and maintain a joint health and safety committee. (*Regularly employed* means employed for at least one month, whether full-time or part-time.) The committee must include at least four members – usually two employer representatives and two worker representatives – and must have monthly meetings.

Worker health and safety representatives

Workplaces that regularly employ more than 9 and fewer than 20 workers are usually required to have at least one worker health and safety representative rather than a joint health and safety committee. These representatives act as advisors and work cooperatively with employers and workers to identify and resolve workplace health and safety issues. During health and safety meetings, the representative should raise any issues that workers have mentioned since the last meeting.

Forms and checklists

“Sample Monthly Health and Safety Meeting Record,”
pages 75–76

Publication

Joint Occupational Health and Safety Committee workbook

7. First aid

All workplaces must meet the first aid requirements in Part 3 of the Regulation. Effective first aid treatment can reduce the severity of work-related injuries. This will help minimize the financial costs associated with extensive medical treatment or the need to replace employees who are unable to work. All ranches must keep a first aid kit on site. Some ranches will also need a first aid attendant. The type of kit and the need for a first aid attendant depends on three factors:

- The hazard rating for your business
- The number of workers
- The travel time to the nearest hospital



To determine your first aid requirements, use the following tables. First aid requirements are based on the number of workers per shift, so the requirements may vary depending on the shift. Every employer must maintain records of all workplace injuries or diseases.

Regulation

Sections 3.14 to 3.21, Occupational First Aid

The Guidelines for Part 3 contain more information on first aid requirements, such as contents of first aid kits, types of first aid attendants, and facilities.

First aid requirements for ranching (a high-risk industry)

20 minutes or less surface travel time to hospital

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> Personal first aid kit 	N/A	Transportation at employer's expense
2-15	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1	Transportation at employer's expense
16-30	<ul style="list-style-type: none"> Level 2 first aid kit Dressing station 	Level 2	Transportation at employer's expense

More than 20 minutes surface travel time to hospital

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> Personal first aid kit 	N/A	Transportation at employer's expense
2-5	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1	Transportation at employer's expense
6-10	<ul style="list-style-type: none"> Level 1 first aid kit ETV equipment 	Level 1 with Transportation Endorsement	ETV (Emergency Transportation Vehicle)
11-30	<ul style="list-style-type: none"> Level 3 first aid kit Dressing station ETV equipment 	Level 3	ETV (Emergency Transportation Vehicle)

First aid kits and attendants

Follow these requirements:

- Ensure that every worker is aware of first aid kit locations and how to call the first aid attendant (if one is required in your workplace).
- Post signs indicating how to access first aid.
- If a first aid attendant is required, that attendant must hold a first aid certificate of the level necessary for the ranch.

- Train backup first aid attendants. Ensure that enough workers are trained for this responsibility to cover vacations and other absences.

Transportation of injured workers

As an employer, you are responsible for the cost of transporting an injured worker from the workplace to the nearest source of medical treatment. Your operation needs written procedures for transporting injured workers. Post these procedures in your workplace. These procedures should include:

- Who to call for transportation
- How to call for transportation
- Prearranged routes in and out of the workplace and to the hospital

Employers are required to keep health and safety records and statistics on file. Examples of documentation include training activities, first aid treatments, and incident investigations.

Written records and statistics can help:

- Identify trends for unsafe conditions or work practices so you can take steps to correct these potential hazards
- Provide material for education and training
- Provide documentation in case a WorkSafeBC officer requests it, or if an incident occurs and you need to prove that you did all you could reasonably do to prevent it (otherwise known as due diligence)

Forms and checklists

- “Level 1 First Aid Kit,” page 77
- “Level 2 First Aid Kit,” pages 78–79
- “Sample First Aid Record,” page 80

Website

Employers’ Incident and Injury Report

Report injuries and other incidents by filing first aid reports and incident investigation reports online. Visit worksafebc.com and under “Claims” click “Report Injury or Illness.”

8. Records and statistics

Maintain records and statistics for the following:

- Health and safety program reviews (see pages 56–59) can help you track the progress of your program.
- Worker orientation records (see pages 60–63) can help ensure that workers are getting the education and training they need.
- Inspection reports (see page 71) can provide historical information about hazards you have encountered and how you dealt with them.
- Monthly meeting records (see pages 75–76) can help monitor how promptly and how well “action items” have been carried out.
- Incident investigation reports (see pages 72–74) can clarify which hazards have caused incidents and how you controlled them.
- First aid records (see page 80) can provide injury statistics that will help prioritize health and safety efforts.

Statistics that may be of value include the following:

- Number of incidents and injuries each year
- Number of workdays lost each year
- Cost to your business from workplace injuries each year

Personal protective equipment (PPE)

Note

Certain tasks require the use of more than one type of PPE.

Personal protective equipment (PPE) should be the last line of defence in a health and safety program. Before considering PPE, first try to eliminate or minimize the risks using other means. If PPE is required, ensure that it is available to all workers who need it. Employers must also ensure that workers are trained in the use of any relevant PPE, and that they use it according to their training. The following table lists various types of PPE used in the ranching industry.

Typical PPE used on ranches

Body part	PPE	Uses
Eyes	Safety glasses	General eye protection
	Safety goggles and face shields	Working with chemicals that may splash
Ears	Hearing protection	In noisy areas
Hands	Work gloves	Loading and unloading trucks, and working in storage areas
	Chemical-resistant gloves	Cleaning with or handling chemicals (check MSDSs for specific glove requirements)
Feet	Non-slip footwear	Working on wet or slippery surfaces
	Steel-toe boots	Operating mobile equipment and working in storage and warehouse areas
Body	Seat belts	In vehicles and farm equipment



Emergency response plans

Ranch operations should be prepared to respond to emergencies, such as fires, explosions, chemical spills, or natural disasters. If an emergency occurs, you or your workers will need to make quick decisions to minimize injuries and damage. These decisions are easier if you have already developed an emergency response plan.

How to develop and implement a plan

Follow these guidelines:

- 1 List all possible events (for example, serious injuries, fires, explosions, or natural disasters).
- 2 Identify the major consequences associated with each event (for example, casualties, equipment damage, or facility damage).
- 3 Determine the necessary measures to deal with those consequences (for example, first aid, notification of medical authorities, rescue, firefighting, or equipment evacuation).
- 4 Determine what resources will be required (for example, medical supplies or rescue equipment).
- 5 Store emergency equipment where it will be accessible in an emergency.
- 6 Ensure that workers are trained in emergency procedures and know where equipment is stored.
- 7 Hold periodic drills to ensure that employees will be ready to act if an emergency occurs.
- 8 Communicate the plan to everyone involved.

Website

Provincial Emergency Program

For more information on emergency planning and preparedness, visit www.pep.bc.ca.

Questions and answers

Common questions from employers

I operate a small ranch. Do I need to register with WorkSafeBC?

Probably. Most operators in B.C. are required to register with WorkSafeBC and pay assessments (insurance premiums). For more information on registration or assessments, call the Employer Service Centre at 604.244.6181 in the Lower Mainland or 1.888.922.2768 toll-free in B.C.

Do I have to register if I am a sole proprietor of a ranch (the business is run by me, or me and my spouse, without employees)?

No. Sole proprietors and their spouses are not considered employers and are not automatically covered for compensation benefits. You can, however, apply for Personal Optional Protection for yourself and on behalf of your spouse. This optional insurance will cover lost salary and medical expenses in cases of work-related injury or disease. For more information on voluntary coverage, call the Employer Service Centre at 604.244.6181 or 1.888.922.2768.

Note: If you do hire any employees, including temporary help, you will likely need to register with WorkSafeBC.

Do I have to pay WorkSafeBC premiums if my teenage children work for me in the business?

Yes. Children of the employer are considered workers and are automatically covered if there is an employment relationship.

We've never had an accident at our workplace. Do we still need to set up a health and safety program?

Yes. All B.C. workplaces are required to have an occupational health and safety program. A health and safety program will help you maintain an excellent safety record.

I recently hired a subcontractor. Am I responsible for the subcontractor's health and safety?

Yes. Employers hiring contractors or subcontractors should check with WorkSafeBC to determine their obligations regarding health and safety matters. It's also a good idea to check with WorkSafeBC to make sure the contractors or subcontractors you hire are registered with WorkSafeBC. If they aren't, your company could be liable for their insurance premiums if there's an injury or accident. A clearance letter will tell you whether a business, contractor, or

subcontractor is registered with WorkSafeBC and up-to-date on their payments. To get a clearance letter, visit worksafebc.com, call 604.244.6380 or 1.888.922.2768 toll-free, or fax 604.244.6390.

Can I pay the medical cost of an employee's injury to prevent increased WorkSafeBC premiums?

No. All work-related injuries must be reported to WorkSafeBC.

I only have a staff of two. Should we still hold monthly health and safety meetings, or can we meet less often?

Yes, you still need to hold regular monthly meetings so workers have an opportunity to discuss health and safety matters, and to correct unsafe conditions or procedures. As an employer, you must also keep records of the meetings and the matters discussed. For a "Sample Monthly Health and Safety Meeting Record," see pages 75–76.

Can I or my employees smoke at work?

The owner or employer must control the exposure of workers to environmental tobacco smoke by prohibiting smoking in the workplace or restricting smoking to a designated smoking area. For more information, see sections 4.81 to 4.83 of the Regulation.

Website

WorkSafeBC registration

To find out more about registration requirements or to register online, visit worksafebc.com, and under "Insurance" click "Register for coverage." If you want to download registration forms, look near the top right of the page and click "Forms."

Publications

For more information on young workers:

- *3 Steps to Effective Worker Education and Training*
- *Protecting Young Workers: Focus Report*

Website

Online incident and injury reporting

You can report injuries and other incidents online, including filing first aid reports and incident investigation reports. Go to worksafebc.com, and under "Claims" click "Report injury or illness."

Common questions from workers

I only work part-time. Am I entitled to benefits if I get hurt on the job?

Yes. All workers, including young and part-time workers, are entitled to workers' compensation benefits in the event of a work-related injury or illness.

My job requires me to lift and move heavy objects. What is the maximum allowable lifting weight?

There is no specific maximum allowable lifting weight. However, if you are required to lift heavy materials, your employer must ensure that you can do so safely. This includes training you in proper lifting techniques and providing dollies or carts if necessary.

My supervisor or employer has asked me to perform a task I believe is dangerous. What can I do?

Workers have the right to refuse work they have reasonable cause to believe is dangerous to their health. The first thing you should do is tell your supervisor or employer that you think the task is dangerous. Together, you may be able to find a safe solution. If the two of you cannot find a solution, continue the discussion with a worker health and safety representative (or another worker selected by you if there is no representative). If a solution still cannot be found, you and your employer can call the WorkSafeBC Prevention Information Line at 604.276.3100 in the Lower Mainland, or 1.888.621.7233 (621.SAFE) toll-free in B.C.

I often work alone. What do I do if I'm injured?

Your employer must have a written procedure and safeguards for working alone. Your supervisor must review these procedures with you as part of your training. These safe work procedures should be included in the health and safety program for your workplace.

Employers' advisers

The Employers' Advisers Office is a branch of the B.C. Ministry of Labour and Citizens' Services, independent of WorkSafeBC. Employers' advisers are funded by the WorkSafeBC premiums collected from employers. At no additional cost, advisers provide impartial advice, assistance, representation, and training to employers about workers' compensation legislation, decisions, appeals, and policies.

Employers' advisers have a right to access WorkSafeBC information on your behalf, but they cannot file reports for you. Employers' advisers also conduct educational seminars for employers on topics such as occupational health and safety requirements, claims management, disability management, and assessments.

You can visit the Employers' Advisers website at www.labour.gov.bc.ca/eao/ or contact one of the following regional offices for help.

You can now reach all Employers' Advisers regional offices, using the following numbers:

- **Phone:** 604.713.0303
- **Toll-free:** 1.800.925.2233
- **Toll-free fax:** 1.855.664.7993

WorkSafeBC resources

Worksafebc.com

WorkSafeBC provides a number of services and materials that will help you meet your health and safety requirements. Visit [worksafebc.com](https://www.worksafebc.com) and look for these links:

- Click “Publications” to view, download, or order publications online.
- Click “Forms” to view and download up-to-date official forms for everything from registration to incident investigation.
- Under “Quick Links” click “OHS Regulation” for a searchable version of the Regulation and its accompanying Guidelines.

The rest of this section describes some key WorkSafeBC publications you may find useful for improving health and safety on your ranch.

Health and safety programs

- *Effective Health and Safety Programs: The Key to a Safe Workplace and Due Diligence*
Explains how to set up your health and safety program to meet the due diligence standard of care.
- *How to Implement a Formal Occupational Health and Safety Program*
Provides more detailed information on how to develop and maintain an effective occupational health and safety program.
- *Safety on the Job Is Everyone’s Business*
Three-page brochure describes the responsibilities of employers, supervisors, and workers.
- *3 Steps to Effective Worker Education and Training*
Explains steps for providing education and training to new workers and young workers.

Registration

- *Small Business Primer: A Guide to WorkSafeBC*
Provides basic information on registering with WorkSafeBC, paying premiums, preventing injuries, investigating incidents, and reporting claims.

Prevention

- *Back Talk: An Owner's Manual for Backs*
Describes common back injuries and how to avoid them.
- *Understanding the Risks of Musculoskeletal Injury (MSI): An Educational Guide for Workers on Sprains, Strains, and other MSIs*
Describes the signs and symptoms of MSI and how to identify MSI risk factors.
- *Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees*
Provides information on preventing MSI and investigating MSIs.
- *Lockout*
Describes what lockout is, when it is required, and how to do it.
- *WHMIS at Work*
Describes WHMIS, its requirements, and how to implement WHMIS in your workplace.

Claims

- *Claims Review and Appeal Guide for Employers*
Describes appeal procedures and rules governing payment of a claim during the employer's appeal process.
- *Claims Review and Appeal Guide for Workers and Dependents*
Describes the rights and obligations of claimants who wish to appeal the decision of a WorkSafeBC claims adjudicator.

Small Business Service Centre

Email: smallbiz@worksafebc.com

Phone: 604.214.6912

WorkSafeBC Prevention Information Line

The Prevention Information Line can answer your questions about health and safety, including responsibilities, first aid, reporting incidents, and finding an officer in your area. Anonymous calls are accepted. Call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (7233) toll-free. For after-hours and weekend incidents and emergencies, call 604.273.7711 in the Lower Mainland or 1.866.WCB.HELP (922.4357) toll-free.



Forms and checklists

This section includes forms and checklists that you can use to develop, implement, and maintain your health and safety program.

Sample health and safety program for ranches.....	52
Annual review of health and safety program.....	56
Sample worker orientation checklist	60
Sample inspection checklist	64
Sample inspection report.....	71
Form 52E40 – Incident Investigation Report.....	72
Sample monthly health and safety meeting record	75
Level 1 first aid kit.....	77
Level 2 first aid kit	78
Sample first aid record	80

Sample health and safety program for ranches

Use this sample as a guideline to help prepare your written occupational health and safety program.

This is only a guideline. You should tailor it to meet the health and safety needs of your particular ranch. For example, you'll need to add specific information on written safe work procedures, state any personal protective equipment you need, list additional training and orientation topics, and provide details about first aid and emergency procedures.

Health and safety policy

(Name of firm) _____
wants its workplace to be a healthy and safe environment. To achieve this, our firm will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The employer is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Signed: _____

Date: _____

Employer responsibilities include the following:

- Establish the health and safety program.
- Conduct an annual review in (month) _____ of each year.
- Train supervisors.
- Provide a healthy and safe work environment.

Supervisor responsibilities include the following:

- Orient new workers.
- Train workers on an ongoing basis.
- Conduct regular staff safety meetings.
- Perform inspections and investigations.
- Report any health or safety hazards.
- Correct unsafe acts and conditions.

Worker responsibilities include the following:

- Learn and follow safe work procedures.
- Correct hazards or report them to supervisors.
- Participate in inspections and investigations where applicable.

- Use personal protective equipment where required.
- Help create a safe workplace by recommending ways to improve the health and safety program.

Written safe work procedures

(You need to have written procedures for high-risk or complex tasks. List these high-risk tasks here. A WorkSafeBC prevention officer may be able to advise you on procedures you need to include. For example, you may need written safe work procedures for using special equipment or working alone. Attach the procedures to this program.)

Personal protective equipment (PPE)

(List any PPE required, when it must be used, and where it can be found. For example, workers may be required to wear eye or hearing protection when using certain equipment. Attach this list to this program.)

Education and training

A supervisor will orient new workers immediately upon hiring. Orientation will include the following topics:

- Supervisor name and contact information
- Worker’s basic rights and responsibilities, including how to report unsafe conditions and the right to refuse unsafe work
- Safe work procedures specific to the workplace
- Hazards that the worker may be exposed to
- Procedures for working alone, if the worker is required to do so
- PPE the worker will be required to use, and how to maintain and store it
- Where and how to get first aid and report an injury
- WHMIS information for hazardous materials
- Names and contact information for joint health and safety committee members (or the worker representative)
- Other task-specific instruction, as required
- Locations of fire alarms, fire exits, and meeting points
- Locations of fire extinguishers and how to use them

At the end of the orientation, the worker will receive a copy of this program. The employer will make sure that workers receive further training when necessary to ensure the safe performance of their duties. Tailgate meetings are one way to increase safety awareness.

(For higher-hazard work areas and jobs, orientation in additional topics may be necessary. List these topics here.)

Inspections

A supervisor and a worker will conduct regular inspections to identify hazards and recommend ways to eliminate or minimize the risks. Inspections will also look at how work is performed.

Serious hazards or unsafe work practices found during inspections or observed by workers, supervisors, or the employer will be dealt with immediately. Other hazards will be dealt with as soon as possible.

(State how often inspections will be performed – typically once a month or at other intervals that prevent the development of unsafe working conditions. It's useful to inspect the workplace before a staff meeting so results can be discussed with staff. You can use the "Inspection Checklist.")

Hazardous materials and substances

(If you use hazardous materials or substances at your workplace, list them here. Also list the location of material safety data sheets and any applicable written safe work procedures.)

First Aid

This workplace keeps a (type) _____ first aid kit in the (location)

(Give the name of your first aid attendant if one is required. Also provide ambulance and hospital phone numbers.)

Emergency Preparedness

- **Fire** – See the fire plan posted at (location).

Fire extinguishers are located at (list locations).

(Names of employees)

are trained to use them.

- **Earthquake** – An annual inspection will be conducted, focusing on objects that may pose a hazard during an earthquake. The exit and marshalling procedures are the same as for fires. (Or, if not, note the location of earthquake procedures here.)

(Note other emergency procedures.) _____

Investigating incidents

A supervisor and a worker must investigate injuries or near misses on the same day they occur. Any incident that results in an injury requiring medical treatment, or that had the potential for causing serious injury, must be investigated immediately. The purpose of an investigation is to find out what went wrong, determine if our health and safety practices were faulty, and, most importantly, recommend actions that will prevent the problem from recurring. (You can use the “Sample Incident Investigation Report.”)

Records and statistics

Accurate health and safety records provide an excellent gauge to determine how we are doing. We maintain the following records and review them annually:

- Claims statistics
- First aid records
- Completed inspection lists
- Occurrence investigations
- Material safety data sheets
- WorkSafeBC inspection reports

These records are kept at (location). _____

Medical records will be handled in a manner that respects confidentiality.

Annual review of health and safety program

Use this checklist to review the effectiveness of your occupational health and safety program.

Purpose

The purpose of reviewing your occupational health and safety program is to make sure it's up-to-date and effective. A program review helps identify the strengths and weaknesses of your program and allows you to focus on the areas that need improvement. Involve employees in the review process.

How to use this checklist

- If you answer “no” to any of these questions, take action to correct the deficiency in your program.
- If you are unsure what a question means, refer to the Occupational Health and Safety Regulation or contact the Prevention Information Line at 604.276.3100 in the Lower Mainland or 1.888.621.7233 (621.SAFE) toll-free in B.C.

Company name: _____

Date of review: _____

Conducted by: _____

Written program	Yes	No
1. Do you have a written program?		
2. Is a copy easily accessible?		
3. Have you posted a copy of your program?		
4. Does your written program include a policy statement?		
5. Does your policy clearly state the responsibilities of:		
- The employer?		
- Managers and supervisors?		
- Workers?		

Safe work procedures	Yes	No
6. Does your written program list all the written safe work procedures that you have developed for your ranch?		
7. Have you reviewed these safe work procedures in the last year?		
8. Have you posted safe work procedures near any hazardous equipment or machinery used on your ranch?		
9. If any employee works alone, have you developed written procedures for safeguarding the worker's well-being?		
10. Have you conducted a risk assessment and developed procedures for preventing violence in the workplace?		
11. Do you have written rules prohibiting horseplay and the use of drugs and alcohol at work?		
12. Do you enforce rules prohibiting horseplay and the use of drugs and alcohol at work?		
13. Do you keep records when you discipline workers for not following these rules?		
Identifying hazards and assessing risks	Yes	No
14. Do you have a method of identifying hazards?		
15. When hazards have been identified, do you conduct a risk assessment to help determine the best way to eliminate or control the risks?		
Education and training	Yes	No
16. Does your orientation of new workers include information and instruction on your health and safety program?		
17. Does your orientation of new workers include training on the safe work procedures used at your ranch?		
18. Do you inform new workers about work rules prohibiting horseplay and the use of alcohol and drugs at work?		
19. Have you observed workers to determine if they need refresher training in safe work procedures?		
20. Did you provide instruction and training for any new procedures, processes, equipment, or machinery that you introduced in the last year?		
21. Have supervisors and workers received training on how to conduct safety inspections and incident investigations?		

Safety inspections	Yes	No
22. Do you inspect your workplace regularly?		
23. Do a supervisor and a worker conduct the inspection?		
24. Do you observe workers during inspections?		
25. Do you have a method of reporting hazards between inspections?		
26. Do you have a system for rating hazards?		
27. Do you discuss the results of inspections at monthly safety meetings?		
28. Do you have a system of following up on identified hazards to ensure they have been corrected?		
Hazardous materials	Yes	No
29. Do you have an inventory of controlled products used in your workplace?		
30. Does each controlled product have a corresponding MSDS?		
31. Are MSDSs readily available to workers, and do workers know where to get them?		
32. Do you have a way to check that new controlled products include MSDSs?		
33. Do workers understand how to read MSDSs and know what they mean?		
34. Do you check all controlled products for supplier labels when received?		
35. Are decanted products labelled?		
36. Are labels legible?		
37. Do workers know what hazardous materials are used at your ranch?		
38. Do workers know how to handle, store, and dispose of hazardous materials safely?		
Investigating incidents	Yes	No
39. Do you have a method for workers to report accidents and near misses?		
40. Do you investigate all accidents and near misses?		
41. Do you focus on finding the root causes during incident investigations?		
42. Do you take recommended corrective action identified during investigations?		

First aid	Yes	No
43. Have you confirmed that all workers know the location of the first aid kit?		
44. Do workers know who the first aid attendant is, how to contact first aid, and how to get help in emergencies?		
45. Have you instructed workers to report all injuries?		
46. Do you record all injuries?		
Records and statistics	Yes	No
47. Do you keep records of the following?		
- Orientation of new workers		
- Education and training		
- Injuries and other incidents		
- Inspection reports		
- Incident investigation reports		
- Monthly health and safety meetings		
48. Do you review accident statistics to see if trends are developing?		
Monthly meetings	Yes	No
49. Do you hold monthly safety meetings?		
50. Do workers attend most of these meetings?		
51. Do you include an educational topic on your agenda?		

Sample worker orientation checklist

Use this sample as a starting point for your own training checklist for new workers.

Employee name: _____

Position (tasks): _____

Date hired: _____ Date of orientation: _____

Person providing orientation (name and position): _____

Company name: _____

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone #: _____			
2. Rights and responsibilities (a) General duties of employers, workers, and supervisors			
(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so			
3. Workplace health and safety rules (a) _____ (b) _____ (c) _____ (d) _____			

Topic	Initials (trainer)	Initials (worker)	Comments
4. Known hazards and how to deal with them (a) _____ (b) _____ (c) _____ (d) _____			
5. Safe work procedures for carrying out tasks (a) _____ (b) _____ (c) _____ (d) _____			
6. Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) – what to use, when to use it, where to find it, and how to care for it (a) _____ (b) _____ (c) _____			
9. First aid (a) First aid attendant name and contact information			
(b) Locations of first aid kits and eye wash facilities			

Topic	Initials (trainer)	Initials (worker)	Comments
(c) How to report an illness, injury, or other accident (including near misses)			
10. Emergency procedures (a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situation			
11. Where applicable, basic contents of the occupational health and safety program			
12. Hazardous materials and WHMIS (a) Hazardous materials (controlled products) in the workplace			
(b) Hazards of the controlled products used by the worker			
(c) Purpose and significance of hazard information on product labels			

Topic	Initials (trainer)	Initials (worker)	Comments
(d) Location, purpose, and significance of material safety data sheets (MSDSs)			
(e) How to handle, use, store, and dispose of hazardous materials safely			
(f) Procedures for an emergency involving hazardous materials, including clean-up of spills			
13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			

Sample inspection checklist

Use this sample to develop a unique checklist for your regular safety inspections. Go over every aspect of your ranch to identify possible hazards. Add or delete items as necessary for your particular ranch.

Floors and walkways	Yes	No
Are doorways in barns and stables clear of materials or equipment?		
Are floors clean and free of slippery materials, such as manure?		
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high?		
Stairs, ladders, and platforms	Yes	No
Are ladders safe and in good condition?		
Are stair handrails fastened to the wall securely?		
Are stairwells clear of materials and equipment?		
Are stairs and handrails in good condition?		
Are ladders and stairs provided with anti-slip treads?		
Walls	Yes	No
Are signs and fixtures securely fastened to the wall?		

Lighting	Yes	No
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive lighting contrast?		
Is task lighting provided in areas of low light or high glare?		
Does emergency lighting work?		
Storage	Yes	No
Are supplies and materials stored safely so they will not fall?		
Does your storage layout of feed and hay minimize lifting problems?		
Are trolleys, dollies, and wheelbarrows available to move heavy items?		
Are floors around shelves clear of rubbish?		
Are racks and shelves in good condition?		
Electrical	Yes	No
Are electrical cords in good repair?		
Is there clear access to electrical panels and switch gear?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets, and switches in good condition?		
Are ground fault circuit interrupters available, if required?		

Are portable power tools in good condition?		
Equipment and machinery	Yes	No
Are equipment and machinery kept clean?		
Is the equipment regularly maintained?		
Are operators of all equipment properly trained?		
Are motor start-stop switches clearly marked and in easy reach?		
Is machinery adequately guarded (for example, power takeoffs on tractors)?		
Is there enough work space?		
Are noise levels controlled?		
Are fumes and exhaust controlled?		
Do you have a lockout procedure in place for operational equipment and electrical switch gear?		
Ergonomics	Yes	No
Is equipment seating properly adjusted for the operator?		
Are computer display screens positioned at a comfortable viewing level?		

Fire safety and security	Yes	No
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Will space heaters shut off automatically if tipped over?		
Are emergency phone numbers close to phones?		
Are smoke, fire, and burglar alarms in place?		
Are emergency exits clearly marked?		
Are emergency lights in working condition?		
If sprinkler systems are in place, have they been inspected regularly?		
Entrances and exits	Yes	No
Is there safe access for workers and visitors?		
Are emergency exits clear of materials or equipment?		
Are emergency exit signs working?		
Are emergency lighting units provided? Are they working?		
Are confined space procedures in place where workers are required to enter a confined space that has been identified and provided with warning signage by the employer?		

First aid	Yes	No
Is the first aid kit accessible and clearly labelled?		
Is the first aid kit adequate and complete?		
Is the first aid kit clean and dry?		
Are emergency numbers displayed?		
Do workers know where to go in an emergency and who to call for first aid?		
Are injury report forms readily available (Form 7)?		
Do workers know who the first aid attendant is?		
Garbage	Yes	No
Are bins located at suitable points?		
Are bins emptied regularly?		
Hazardous materials	Yes	No
Are material safety data sheets (MSDSs) provided for all hazardous materials?		
Are containers clearly labelled?		
Are hazardous materials properly stored?		
Are hazardous materials disposed of properly?		

Environment	Yes	No
Is air quality good (i.e., manure management)?		
Are workers protected from the cold or excessive heat?		
Are workers protected from excessive or irritating noise?		
General worker questions	Yes	No
Do workers know where to find MSDSs for chemical products?		
Do workers know where to find PPE (for example, gloves or eye protection)?		
Do workers know how to use PPE?		
Do workers use PPE properly?		
Eye/face protection		
Footwear		
Gloves		
Protective clothing		
Aprons		
Respirators		
Other		

Safe work practices	Yes	No
Do workers use proper manual lifting techniques?		
Are wastes disposed of properly?		
Do workers know the procedures for working alone or in isolation?		
Do workers know how to work safely around livestock?		
Do workers know how to work safely with irrigation?		
Do workers operate tractors and machinery safely, following safe work procedures?		

Sample inspection report

Use this sample to develop a report for recording the results of your regular workplace inspections.

Company name: _____

Date: _____

Inspectors' names: _____

Type of hazard (critical, urgent, or important)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied

Form 52E40 – Incident Investigation Report

This form is provided to employers for the purpose of documenting the employer's investigation into a workplace incident. Please attach a separate sheet if necessary.

Call Centre

Phone 604 276-3100
Toll-free 1 888 621-SAFE (7233)

After-hours health and safety emergency

Phone 604 273-7711
Toll-free 1 866 922-4357 (WCB-HELP)

Fax

604 276-3247

Mailing address

WorkSafeBC
PO Box 5350 Stn Terminal
Vancouver BC V6B 5L5

Employer name		Employer number
Employer head office address		
City	Province	Postal code

Incident occurred *ref: s. 3.4(a) Occupational Health and Safety Regulation (OHS Regulation)*

Address where incident occurred		
City (nearest)	Province	Postal code
Date of incident (yyyy-mm-dd)	Time incident occurred	a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>

Injured person(s) *ref: s. 3.4(b) OHS Regulation*

Last name	First name	Job title/Occupation
1)		
2)		

Witnesses *ref: s. 174(4) Workers Compensation Act (WCA) and s. 3.4(c) OHS Regulation*

Last name	First name
1)	
2)	
3)	

Incident description *ref: s. 3.4(d)–(e) OHS Regulation*

Briefly describe what happened, including the sequence of events preceding the incident. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on WorkSafeBC.com.

Incident Investigation Report *(continued)*

Employer name	Employer number
---------------	-----------------

Analysis

From the sequence of events, identify what events may have been significant in this incident occurring. An analysis of these events will assist in determining the underlying or causal factors in the occurrence. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on WorkSafeBC.com.

Statement of causes *ref: s. 174(2)(a)–(b) WCA and s. 3.4(f) OHS Regulation*

List any unsafe conditions, acts, or procedures that in any manner contributed to the incident. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on WorkSafeBC.com.

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Incident Investigation Report (continued)

Employer name	Employer number
---------------	-----------------

Recommendations *ref: s. 174(2)(c) WCA and s. 3.4(g) OHS Regulation*

Identify any corrective actions that have been taken and any recommended actions to prevent similar incidents.		
Recommended corrective action	Action assigned to	Completion date or expected completion date (yyyy-mm-dd)
1)		
2)		
3)		
4)		

Persons conducting investigation *ref: s. 3.4(h) OHS Regulation*

Representative of	Name (please print)	Signature (optional)	Date signed (yyyy-mm-dd)
Employer			
Worker			
Employer <input type="checkbox"/> Worker <input type="checkbox"/> Other <input type="checkbox"/>			

Date Incident Investigation Report submitted to WorkSafeBC *ref: s. 175(2)(b) WCA*

(yyyy-mm-dd)

Follow-up action and report

Section 176 of the *Workers Compensation Act* states:

- (1) Following an investigation under this Division, the employer must without undue delay undertake any corrective action required to prevent recurrence of similar incidents.
- (2) As soon as is reasonably practicable, the employer must prepare a report of the action taken under subsection (1) and
 - (a) provide the report to the joint committee or worker representative, as applicable, or
 - (b) if there is no joint committee or worker representative, post the report at the workplace.

Note: If the recommended corrective actions specified in the report have been implemented by the time it was prepared and submitted to WorkSafeBC, and the report was subsequently distributed or posted as required, compliance with section 176(2) has been met. In cases where the incident investigation report was submitted prior to the corrective actions being implemented, or those actions differ from the corrective actions recommended in the report, a separate follow-up report must be prepared and distributed or posted, in accordance with section 176(2).

Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available online at www.worksafebc.com/forms/assets/PDF/52E40Guide.pdf.

52E40

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Sample monthly health and safety meeting record

Use this sheet to record what has been discussed at your monthly health and safety meetings.

Company name: _____

Date: _____

Inspectors' names: _____

1. Accidents and other incidents

List all accidents and other incidents that have occurred since your last meeting, or attach copies of incident reports to this record.

2. Results of monthly inspection

List all hazards in the table below, or attach a copy of your inspection report to this record.

	Year to date	Previous year
Number of accidents	_____	_____
Number of near misses	_____	_____
Number of WorkSafeBC claims	_____	_____

Type of hazard (critical, urgent, or important)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied

3. Education and training

List new safe work procedures and other matters discussed.

4. Other concerns

List other health and safety concerns discussed.

5. Next meeting

- Date and time of next meeting:
- List any matters that need to be followed up at the next meeting:

Level 1 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

Quantity	Items
3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
60	hand cleansing towelettes, individually packaged
100	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
1	2.5 cm x 4.5 m adhesive tape
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	cotton triangular bandages, minimum length of base 1.25 m
4	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
12	cotton tip applicators
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
	first aid records and pen

Level 2 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

Note: A Level 3 first aid kit is the same as the Level 2 kit described here, except for the recommended addition of a portable suction unit.

Quantity	Items
3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
60	hand cleansing towelettes, individually packaged
150	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
10	20 cm x 25 cm sterile abdominal dressings, individually packaged
12	cotton triangular bandages, minimum length of base 1.25 m
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
6	7.5 cm x 4.5 m crepe roller bandages
1	500 ml sterile 0.9% sodium chloride solution (saline) in unbreakable container
1	60 ml of liquid antibacterial soap in unbreakable container
1	universal scissors
1	11.5 cm stainless steel sliver forceps
1	penlight or flashlight with batteries
1	7.5 cm x 4.5 m esmarch gum rubber bandage
6	pairs of medical gloves (preferably non-latex)
1	portable oxygen therapy unit consisting of a cylinder (or cylinders) containing compressed oxygen, a pressure regulator, a pressure gauge, a flow meter and a non-rebreathing mask (may be kept in a separate container from the other supplies)

Quantity	Items
1	oropharyngeal airway kit (may accompany the portable oxygen therapy unit)
1	manually operated self-inflating bag-valve mask unit with an oxygen reservoir (may accompany the portable oxygen therapy unit)
6	patient assessment charts
1	pocket mask with a one-way valve and oxygen inlet
1	portable suction unit (recommended for Level 3 first aid kit)
	first aid records and pen

Sample first aid record

Date of injury or illness: _____

Time of injury or illness: _____

Name of person injured: _____

Time and date reported: _____

Occupation: _____

Description of injury or report of illness

Nature of injury or illness

Treatments

Supervisor or first aid attendant signature: _____

Patient signature: _____

Names of witnesses: _____

Referral of case and remarks

Visit our website at worksafebc.com.

Abbotsford

2774 Trethewey Street V2T 3R1
Phone 604.276.3100
1.800.292.2219
Fax 604.556.2077

Burnaby

450 – 6450 Roberts Street V5G 4E1
Phone 604.276.3100
1.888.621.7233
Fax 604.232.5950

Coquitlam

104 – 3020 Lincoln Avenue V3B 6B4
Phone 604.276.3100
1.888.967.5377
Fax 604.232.1946

Courtenay

801 30th Street V9N 8G6
Phone 250.334.8765
1.800.663.7921
Fax 250.334.8757

Kamloops

321 Battle Street V2C 6P1
Phone 250.371.6003
1.800.663.3935
Fax 250.371.6031

Kelowna

110 – 2045 Enterprise Way V1Y 9T5
Phone 250.717.4313
1.888.922.4466
Fax 250.717.4380

Nanaimo

4980 Wills Road V9T 6C6
Phone 250.751.8040
1.800.663.7382
Fax 250.751.8046

Nelson

524 Kootenay Street V1L 6B4
Phone 250.352.2824
1.800.663.4962
Fax 250.352.1816

North Vancouver

400 – 224 Esplanade Ave. W. V7M 1A4
Phone 604.276.3100
1.888.875.6999
Fax 604.232.1558

Prince George

1066 Vancouver Street V2L 5M4
Phone 250.561.3700
1.800.663.6623
Fax 250.561.3710

Surrey

100 – 5500 152 Street V3S 5J9
Phone 604.276.3100
1.888.621.7233
Fax 604.232.7077

Terrace

4450 Lakelse Avenue V8G 1P2
Phone 250.615.6605
1.800.663.3871
Fax 250.615.6633

Victoria

4514 Chatterton Way V8X 5H2
Phone 250.881.3418
1.800.663.7593
Fax 250.881.3482

Head Office / Richmond

Prevention Information Line:

Phone 604.276.3100
1.888.621.7233 (621.SAFE)

Administration:

6951 Westminster Highway
Phone 604.273.2266

Mailing Address:

PO Box 5350 Stn Terminal
Vancouver BC V6B 5L5

After hours

health & safety emergency

604.273.7711
1.866.922.4357 (WCB.HELP)



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